

# TEACHER'S READY RESPONSE GUIDE



## FIRE/BUILDING EVACUATION

### **Cue: Continuous Fire Alarm/Announcement**

- Take Teacher Emergency Packet; move to predetermined assembly point 1,000 feet away from building via evacuation route, redirecting as necessary to avoid unsafe areas.
- Account for students; display red or green side of card as appropriate.
- Re-enter building after all-clear signal/announcement, or prepare for off-site evacuation.

## BUS (OFF-SITE) EVACUATION

### **Cue: Announcement (Report to bus evacuation site.)**

- Leave doors open; take Teacher Emergency Packet.
- Account for students in evacuation area; display red or green side of card as appropriate.
- When bus arrives, load entire class on same bus and stay with them; maintain calm and order.
- At evacuation site, stay with students in holding area until transport back to school or dismissal from site.
- Supervise class until last student is released.

## EARTHQUAKE

### **Cue: Announcement/Tremors**

- Move quickly into **duck and cover** in nearest, best place:
  - In **classroom**, under desk or table away from windows; if insufficient cover, near interior wall.
  - If in **hallway**, to nearest classroom/interior wall.
  - If **outside**, large open area away from trees/power lines/objects that may fall/collapse; students lie face down and cover back of head and ears with hands.

## EXPLOSION

- If near explosion: assess situation, relay information to office.
- If fire or structural damage threatens safety, evacuate.
- Otherwise, await instructions from office; if none forthcoming, make decision about staying in place or evacuating.
- Display red or green card as appropriate.

## ABDUCTION OF STUDENT

- Notify principal and provide description of student's clothing/other pertinent information.
- Maintain calm and order with other students.

**Good judgment, with student safety the overriding consideration, must prevail in all crises.**

**GREEN CARD: SAFE, NO MISSING STUDENTS DURING DRILL/LOCKDOWN/EVACUATION**

**RED CARD: EMERGENCY ASSISTANCE NEEDED/MISSING STUDENT(S)**

**NO CARD: EMERGENCY RESPONDERS ASSUME INTRUDER IS IN THE ROOM!**

## LOCKDOWN

### **PARTIAL Lockdown (Cautionary/Administrative)**

#### ***Cue: Announcement of Partial Lockdown***

- Stay in classroom/return to classroom as quickly as possible.
- Lock doors\* and windows.
- Continue classroom activities.
- Wait for further instructions.

### **TOTAL Lockdown (Emergency/Drill/Intruder)**

#### ***Cue: Announcement of Total Lockdown***

- Perform quick check of hall; get students inside.
- Lock doors and turn off lights; allow no one in or out.
- Move students away from windows and door.
- Account for students.
- Maintain calm and quiet while awaiting further instructions.
- Place red or green sign in door window.
- Wait for all-clear signal, evacuation, or mass release.
  - *If total lockdown during class change, staff and students go into nearest classroom, even if occupied.*
  - *If at lunch or recess, announcement will be made to stay in place or go immediately to next or nearest class.*

## SHELTER-IN-PLACE

### ***Cue: Announcement of Shelter-in-Place Condition***

*Shelter-in-Place is indicated when insufficient time to evacuate or when it may be harmful to leave the building (e.g., hazardous material spill outside).*

- Students and staff in portables move to the main building (unless doing so would pose greater danger).
- Windows and doors may need to be locked (lockdown) and sealed per principal instructions if situation dictates.

### **SEVERE WEATHER (Type of Shelter-in-Place)**

*If outside, go inside; follow appropriate sheltering procedures:*

#### **Tornado**

#### ***Cue: Announcement***

- Move students to interior wall away from glass and debris, in classroom or in hallway per school emergency plan.
- Duck and cover: Sit on floor with back to wall, knees bent up with book behind head, head between knees.

#### **Lightning/Thunderstorm**

#### ***Cue: Announcement/Thunder/Lightning***

- Suspend outside activities/dismissals per principal instruction.

\* Classroom doors, storage rooms, closets, unused rooms/areas, and exterior doors should be locked/monitored at all times as a precautionary measure.

Visitors must wear a pass issued in the school office, display a district ID badge, or be escorted by an administrator. Any unauthorized or suspicious person should be challenged or reported to the office immediately.