

2020-2021 QUICK REFERENCE EMERGENCY RESPONSE PROCEDURES

ALL Staff: Bring emergency materials (e.g. class rosters/emergency folders/2-way radios, etc.) for all drills and actual emergencies (when possible).

“ALICE/LOCKDOWN” INSIDE THREAT----- SHOOTER / ARMED INTRUDER ----- IMMEDIATE RESPONSE REQUIRED!

- **IMMEDIATELY** (simultaneously if possible): **Call 911 Alert Principal & DAC Administration Initiate ALICE/Lockdown**
- **ALERT-** “ALICE/LOCKDOWN” - **INFORM** (plain language/real time) - **EVACUATE** (avoid long hallways) - **BARRICADE** - **COUNTER** (last resort)
- **COMMUNICATE (All):** Intercom/PA / 2-way radio / email / phones; Back up: cell phone, bullhorn, word of mouth, signs, social media

(ALL STAFF/STUDENT RESPONSE):

- **EVACUATE:** If safe to do so- **LEAVE!** Go quickly to safe rally point away from threat/school. Report information/location to police/administration.
- **BARRICADE:** Barricade locked door- **LOOK / LISTEN / INFORM** (avoid windows & intruder line of sight; lights off; blinds closed)
- **COUNTER STRATEGIES:** Prepare to overcome/attack armed intruder as last resort (e.g. barricade breached, intruder in room, or open area)
 - **Create distraction:** Move around as much as possible; Distract intruder (throw things at head/face) **AND/OR**
 - **Take control: SWARM intruder-** several persons grab/hold of a limb; use body weight to hold intruder motionless until police arrive
 - **DO NOT** hold weapon. **Police** may view any person with gun/weapon as a threat. **Secure weapon:** place in safe location (e.g. drawer / garbage can)
- **INSIDE:** Anyone unable to barricade in a classroom/office (cafeteria, gym, hallway, bathroom, auditorium, etc.)
 - **EVACUATE** go opposite direction of threat to safe rally point away from threat/school. Report information/location to police/administration.
 - **BARRICADE** or **HIDE** to **AVOID** threat
- **OUTSIDE:** LEAVE campus immediately. Go quickly to a safe rally point away from threat/school. Report information/location to police/administration.
- **COMMUNICATE:** All staff/students- Use plain language to give real-time updates of events until law enforcement arrive and end threat

“SECURE BUILDING”- (OUTSIDE Threat) OR “SECURE BUILDING & TEACH” - (No immediate threat)- Staff not supervising are to report to office.

- **INSIDE:** Remain behind locked classroom door and follow all instructions until further notice
- **OUTSIDE:** Follow instructions to come inside; report immediately to assigned classroom/area until further notice
- **ATTENDANCE:** Prepare to report absences to the office as requested
- **SECURE & TEACH:** Continue normal teaching activity until otherwise instructed and request needed assistance from office (e.g. medical/personal issues)
- **EXTERIOR DOORS:** Closed / locked / monitored by designated staff members
- **NO ENTRY/EXIT:** Parents/Visitors/Students/Staff are **not allowed to enter/exit** building without administrative approval until **“All Clear”** is given

“EVACUATION” (Fire alarm - ALICE/Lockdown – Other/Immediate Threat)- Threat INSIDE the building- safest place for staff /students is OUTSIDE

- **Staff/Students/Visitors:** Leave unnecessary items behind. Staff: Bring emergency materials **USE CAUTION:** Assess for threats during evacuation
 - **LISTEN / LOOK / SMELL:** fire/smoke/gunshots; screaming/yelling; unknown objects/devices; smell of explosives/chemicals, etc.
 - **Check intersections** of hallways – **LOOK / LISTEN!** If **INSIDE threat** is detected- give **ALERT** and initiate **ALICE** response
 - **Scan** before exiting- **LOOK / LISTEN!** If **OUTSIDE threat** is detected-give **ALERT** and move to **SECURE BUILDING** and/or **ALICE** response
- **Staff members:** Shut off lights / last person closes door; Sweep for persons that need help; Be prepared to take alternative evacuation route(s)
- **After evacuation:** Take attendance. Report missing students **and** additional students as directed. Wait for **“All Clear”** by administration/first responders

“SHELTER” (Severe Weather/ if outside, go inside)- Threat is OUTSIDE (e.g. severe weather/hazardous material); **Safest place is INSIDE**

- **INSIDE:** Follow instructions (e.g. report to classroom, office, designated shelter area **and/or** close windows, shut off HVAC)
- **OUTSIDE:** Staff/Students outside must immediately move into the building
- **REPORT:** Provide names of any missing and additional students to administration as directed
- **STAY:** No one may leave the building. Wait for **“All Clear”** by administration emergency personnel.

“HOLD IN PLACE” - INSIDE or OUTSIDE EMERGENCY / ISSUE - (e.g. medical issue, student issue, missing student/staff)

- **INSIDE:** Follow instructions to hold students in classrooms and teach; ask the office for needed assistance (e.g. medical/personal issues)
- **OUTSIDE:** Staff/Students follow directions (e.g. move inside; report to designated classroom/area **OR** remain in place outside until “all clear” given)
- **REPORT:** Provide names of any missing/additional students to administration as directed; request needed assistance from office (e.g. medical/personal issues)
- **STAY:** No one may leave assigned location. Wait for “All Clear” by administration or emergency personnel.

OTHER EVENTS:

Natural or Environmental Disasters (Earthquake)-

- Contact administration immediately and follow directions given by administration.
- In classroom: Students/Staff get under desk /table, stay away from windows and objects hanging from ceiling. Utilize the *Drop, Cover, and Hold On* procedures.
- If outside: Students and staff should go to the most open nearby area, staying away from buildings and bodies of water.

Bomb Threat (Phone)-

- Listen to the message without interrupting the caller.
- Write down the time of call, number calling from (if caller ID), background noise, estimate age/gender of caller, try to keep caller on the phone.
- Ask about the type of bomb, location, time it will go off, and reason the school has been targeted.
- After caller hangs up- 1. Immediately lift the receiver and Press #57 (call trace) **and** 2. Notify administration immediately

Bomb Threat (Device Found)-

- Upon discovery of suspicious device, immediately notify administration
- If device is in a classroom with students, immediately evacuate classroom
- Do not touch/move device and do not use cellular phones or other electronic devices

Kidnapped/Missing Student-

- Notify administration immediately
- Assist administration in questioning as requested and maintain control of remaining students

For BUILDING Administration use:

Building Principal:

Assistant Principal:

Health Specialist/Nurse:

Principal Secretary:

Office Secretary:

Attendance Secretary:

DISTRICT Administration Contacts:

EXEC. DIR. STUDENT SERVICES
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