

Emergency Response Guide



FIRE ALARM/EVACUATION

RACE

Rescue – Persons in immediate danger, if possible. This includes yourself!

Alarm – Pull fire alarm and call 911.

Contain – Fire and smoke by closing doors while leaving the building (especially stairwells).

Evacuate –Exit to your rooms to the predetermined rally point.

Procedure for building evacuation or in the event of an activated fire alarm:

Teachers will line students up inside the classroom in an orderly fashion.

The teacher will then carefully open the door and ensure the area is clear of hazards. (if it is not, remain inside if it is safe to do so and take appropriate measures)

Move quickly, but in an orderly manner out of the building. DO NOT PUSH OR SHOVE.

Do not use the elevator.

HEIGHTENED SECURITY

If an investigation of trespass, or potential danger on or near campus, staff will be instructed to “Heighten Security”.

Teachers are to gather and account for students.

If outside, move to a secure location.

Secure the classroom and restrict hallway access.

Increase your awareness and review the Active Threat procedures.

Report and suspicious or threatening activity.

ACTIVE THREAT/ACTIVE SHOOTER

A-L-I-C-E

Alert/Assess- Use clear and concise language to convey specifics about the safety threat. Always asses your best option based on your location and level of contact with the threat for the protection of your students.

Lockdown – Secure your location, locking the door, and barricading entry. Lockdown your classroom when you have indirect contact with the threat, and you can secure your location, and evading the threat can lead to danger.

Inform - If safe to do so, continue to convey information about the type and location of the threat.

Counter – As a last resort, resist the attacker if you have direct contact and cannot evade or escape and you have a fear of loss of life/serious injury.

Evacuate - Run away from the building to a designated rally point or your designated safe area. Run or avoid the threat when you have direct contact with the threat, or you cannot secure your location, or have a clear path of escape. Ignore fire alarms unless threatened by smoke or fire.

SHELTER IN PLACE

In the event of a tornado, outdoor chemical release near school, etc.

Gather and account for students.
Lead students to a safe location.
Close all doors and windows.
Turn off A/C window units and air handling units if possible.
Avoid windows and hallways.

IMPORTANT PHONE NUMBERS: Emergency 911, 9-911 from a school phone.

Nurses Office: 352-294-7293

Front Office: Ext 221