Decision to Evacuate or Lockdown/Shelter-In-Place

Is the school building safe?

NO

Evacuate

- Call 911 if appropriate
- Call Safety & Security
- Make announcement
- Sweep building
- Assist disabled students
- Take Emergency Response Backpack
- Take attendance

Are school grounds safe?

NO

Go to Designated Off-Site Location

- See school's Emergency Management Plan
- Request transportation
- Can you use school buses as shelter?

YES

Go to Outside Assembly Areas

- Account for students
- Relay this information to the Site Administrator

Reassess the Situation

YES

Lockdown

- Call 911 if appropriate
- Call Safety & Security
- Make announcement
- Bring everyone inside
- Lock all doors
- Put sign in window
- No one enters or leaves

Is the danger outside the building?

YES

Modified Lockdown

- Exterior doors locked
- No one enters or leaves
- Children may move <u>within</u> the building

YES

Is a tornado sighted?

YES

Shelter-In-Place

- Go to <u>internal</u> safe areas in school
- Take protective kneeling position
- Crouch, head between knees, clasp hands on back of head