

# Crisis Response Plans (Inside the building)

## Clear the Halls

- Used in the event where it is helpful for personal or safety reasons to have only crisis response members in the hallway (ex. Bringing student with health crisis out of building)

### Directions

1. Stay in rooms
  - Sweep students from hall into your room
  - Close all doors and remove magnet to ensure locked door
  - Stay in classroom, continuing with lessons
  - Remain calm and quiet
2. All clear will be given to end response

## Secure the School

- Used in the event that the building needs to be secured (ex. Physical threat to people in building)

### Directions

1. Stay in rooms
  - Sweep students from hall into your room
  - Close all doors and remove magnet to ensure locked door
  - Move away from doors and windows. Try to remain out of sight.
  - Turn off lights. Close curtains/blinds
  - Keep phone lines clear except for emergency situations
  - Please instruct students to turn cell phones off and remain quiet while awaiting further instructions.
2. All clear will be given to end response

## Directions to Secure common areas of the building

**Cafeteria-** All students will go into the kitchen and doors will be locked.

**Gym** – If group is 12 people or fewer, students will go to the equipment room, door will be closed and locked.

If group is larger than 12 people, students will be brought to the girl's locker room where the door will be closed and locked.

**Library-** The classrooms off of the library may be used for student and staff to go into. Students will be brought to the side storage rooms off the librarian's office. Each room can accommodate approximately 15 people. Doors will be closed and locked.

## Evacuate the Building (Fire Alarm)

- Used in the event that there is danger inside the building that we can get away from (ex. Fire)

### Directions

1. Leave the building
  - Close all doors and window
  - Turn off lights
  - Grab Radio (if you have one) and Emergency backpack
  - Leave from nearest exit with your class
  - Go to assigned location
2. Help students remain calm and orderly
3. **Student:** Evacuate with your class, if not with class, go to the closest attendance area. Please be sure you are marked as an extra person on a pink emergency slip.
4. **Adults:** Go to assigned area. If you do not have a class, go to the closest attendance area: Please be sure you are marked as an extra person on a pink emergency slip.
5. Prepare list of missing and extra students and adults on pink emergency form. Students already reported as absent should be reported on this list as well. Please record first and last name.
6. Give pink emergency form to the runner for your area
7. All clear will be given to end response

### Evacuation Areas in the building:

**Elementary wing exits-** students and staff will go to the edge of the parking lot and stand in the upper soccer field by classes

**Bus loading exit** (main door across from the main flag pole door)- students and staff will go to the edge of the parking lot and stand in the upper soccer field by classes

**Main entrance** (by the flag pole)- students and staff will go to where the buses are parked and will be instructed to load onto a bus to wait for further information.

**High school wing exit-** students and staff will go to the edge of the parking lot and wait on the upper soccer field. If a student or staff is unscheduled during the time of the evacuation, they are to wait and take attendance at the telephone pole.

**Middle school wing exit by the library-** students and staff will go to the edge of the parking lot and stand on the grass at the top of the sliding hill by the big pine trees.

**Middle school wing exit by the cafeteria-** students and staff will go to the top of visitor parking area and be asked to load a bus and wait for further instruction.