

IN AN EMERGENCY



EVACUATE

Alternate location may be announced.

STUDENTS

Exit the school and line up with your class for attendance.

STAFF

Evacuate everyone, account and report for all students and staff once outside.



HOLD CLASSES

Short term incident requiring hallways to be empty and remain clear.

STUDENTS

Clear hallways, return to classroom and wait to be released.

STAFF

Hold students in room. Activities can continue as normal. Wait for announcements to release class.



DROP, COVER, HOLD

Take cover to protect your body from flying materials during the shaking.

STUDENTS

Get under desk or furniture. After shaking stops, count to 60 before moving.

STAFF

Lead the 60-second countdown. Check everyone for injuries and evaluate whether to evacuate or shelter in place.



SHELTER IN PLACE

Environmental conditions outside unsafe. Not to be used for violent threats.

STUDENTS

Stay inside the school. If outside, re-enter quickly.

STAFF

Prevent students from leaving the school. Close all exterior windows and doors. Activities may continue at own discretion.



HOLD & SECURE

Potential threat of violence happening in the neighbourhood near the school.

STUDENTS

Do not exit the school. Remain in classroom. Ask permission to enter hallways.

STAFF

Close doors, windows, blinds and shutters. Classroom activities and hallway travel restricted.



LOCKDOWN

*Active threat of violence occurring **INSIDE** the school.*

STUDENTS

Hide out of sight, keep quiet and do not open doors. If outside, leave school grounds quickly and call 911.

STAFF

Immediately secure the room, stop all activities and direct students to hide.

School Emergency Procedures Guide

Michael Seilmaier



School Emergency Procedures Guide:

School Emergency Procedures Guide Virginia. Division of Sciences and Elementary Administration,1985

Comprehensive School Safety Guide Minnesota. Division of Homeland Security and Emergency Management. Minnesota School Safety Center,Minnesota. Department of Public Safety,Minnesota. Department of Education,2008 **Emergency Planning and Procedures Guide for Schools** ,2005 This Emergency Planning and Procedures Guide for Schools is a complete revision of Emergency Disaster Preparedness A Planning Guide for Schools published in November 1999 These materials are intended for use by Minnesota schools to help them develop emergency procedures and crisis management policies It should be used in conjunction with the 2005 edition of the Minnesota Department of Education s Model Crisis Management Policy These materials are intended to be general guidelines They need to be customized for each school building and coordinated with district policy and community emergency response plans The gray boxes on some pages highlight planning or training elements or contain referrals to other pages that provide critical information Specific procedures are arranged loosely in chronological order Some procedures may be handled simultaneously by different groups of people working as a team Building and district response systems advance planning and assigned responsibilities will dictate the order of procedures in each school building This publication was produced by the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management **Guide to Best Practices for New School Administrators** Sheila E. Sapp,2000-03-22 As a new administrator navigating through the maze of difficult responsibilities is daunting at best and nerve wracking at worst Sapp offers readers a guide to make the job less stressful She provides a variety of activities for self assessment and for creating opportunities for interaction among administrators faculty students and parents A must read for all new school administrators and seasoned veterans looking to become more effective **The Principal's Quick-Reference Guide to School Law** Robert F. Hachiya,Robert J. Shoop,Dennis R. Dunklee,2014-03-31 The go to legal resource for principals fully updated How often does a potential legal issue arise at your school Now in an expanded third edition this trusted resource provides clear and helpful guidance from a team of respected school law experts Substantive new information shows principals how to Address student use and misuse of technology on and off campus Avoid the pitfalls of zero tolerance discipline policies Lead school safety and violence prevention including collaboration with school resource officers and other personnel Prevent and respond to bullying incidents Stay current with special education requirements Ensure that employment and evaluation practices reflect the law **Handbook of Emergency Management Concepts** Michael L. Madigan,2017-12-06 This book provides a step by step process that focuses on how to develop practice and maintain emergency plans that reflect what must be done before during and after a disaster in order to protect people and property The communities who preplan and mitigate prior to any incident will be better prepared for emergency scenarios This book will assist those with the tools to address all phases of emergency management It covers everything from

the social and environmental processes that generate hazards to vulnerability analysis hazard mitigation emergency response and disaster recovery **School Emergency Planning Guide** ,1999 Intended to help school officials develop and implement plans and policies for responding to natural and technological disasters or civil disturbances **Emergency Preparedness and Disaster Recovery in School Libraries** Christie Kaaland,William Lokey,2014-12-16 When disaster strikes school librarians can play a key role in keeping kids safe This is the only book written specifically to provide school librarians with emergency preparedness and recovery tools as well as curricular tie ins No school is immune to disaster whether in the form of a natural event like a tornado or a tragedy like the violence that occurred at Sandy Hook Elementary School The key to minimizing injury or death in an emergency is preparedness something the school librarian is uniquely positioned to lead This must have book will show you how to be proactive in getting your school ready for the worst It provides comprehensive preparedness and recovery plans check lists and curricular recommendations on preparedness that can be tailored to your individual library and community Covering natural disasters human made disasters and school violence the book shows you how to conduct drills assess vulnerabilities and risk communicate preparedness plans and use bibliotherapy for disaster recovery It also describes how your library can be a safe haven for students who feel disconnected bullied or otherwise disenfranchised Although the book is primarily intended for school librarians classroom teachers will also find many ideas here for helping students be better prepared for disasters whatever their cause or severity

Emergency Procedures Guide Hawaii. Department of Education,2009 School Emergency Procedures Michigan. Department of Education,Michigan. School Emergency Procedures Office,1972*

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