

Classroom Summary

Emergency Functional Protocols



Threat of Violence
INSIDE Building

IF YOU HEAR "LOCK-DOWN" ...

- Direct people to **closest Lock-Down zone/room**. *Check emergency maps for locations.*
- Lock and secure ALL doors and windows in your Lock-Down zone.
- Take attendance. Do not use Status Cards, unless requested by Incident Commander.
- Barricade door(s) and take cover, as appropriate.
- If possible, cover all windows. Turn off lights and remain quiet.
- Keep away from windows and doors, and out of sight lines.
- **Do not allow anyone in or out of room until Incident Commander issues ALL-CLEAR and doors are unlocked by Incident Commander and/or police.**
- Maintain situational awareness and be prepared to execute further action (e.g., run-hide-fight) as good judgment dictates.



Threat of Violence
OUTSIDE Building

IF YOU HEAR "HOLD AND SECURE"...

- **All exterior doors/windows to be locked;** interior doors remain in normal state.
 - o Class in session - continue activities.
 - o Class outside - return to building, continue activities indoors.
 - o Class not in session - direct students to designated rooms.
- Take attendance, report status using Status Cards.
- Security Team checks and locks all exterior doors/windows.
- Keep away from exterior windows and doors. If possible, cover exterior windows.
- Wait for instructions from Incident Commander before allowing movement.
- Do not allow anyone in/out of building until Incident Commander issues ALL-CLEAR.
- If fire alarm goes off, prepare for EVACUATION and follow Incident Commander instructions. Maintain situational awareness.



No Threat of Violence
Safer Inside

IF YOU HEAR "SHELTER-IN-PLACE"...

- Direct all persons into designated areas. *Check emergency maps for suitable areas.*
- If outside building - return to building.
- Take attendance, report status using Status Cards.
- Close windows and doors.
- If instructed by Incident Commander or fumes seeping into room:
 - o Place plastic sheeting or garbage bags over windows; tape in place.
 - o Close outside air vents. Turn off cooling, heating or ventilating systems.
 - o Cover cracks under doors with damp cloths and tape openings, e.g., outlets.
- Keep away from windows and doors.
- Do not allow anyone to leave designated areas until Incident Commander issues ALL-CLEAR or unless you receive permission to do so from Incident Commander.
- Prepare for possible EVACUATION or DROP-COVER-HOLD.



CONTINUE PROTOCOL UNTIL YOU HEAR "ALL-CLEAR"...

Incident Commander issues ALL-CLEAR when an **incident is brought to closure**.

- Continue the Functional Protocol until Incident Commander issues ALL-CLEAR.
- If you suspect incident may not be over, continue the protocol until reassured.



Be Watchful and Prepared to Act

IF YOU HEAR **"ON-ALERT"** *without any additional instructions...*

- Direct all persons to their classroom; direct to next class if during a break.
- If outside, return to building.
- Take attendance, report status using Status Cards.
- Wait for further instructions from Incident Commander.
- Restrict movement in/out of room until Incident Commander gives ALL-CLEAR.
- Prepare for other protocols.



Safer Outside

IF YOU HEAR **"EMERGENCY EVACUATION"** or **Fire Alarm...**

- Visually scan adjacent hallway for hazards; then select a suitable route.
- Instruct students to exit room in an orderly fashion, using a single file.
- Direct first person to hold door open until entire class is through, then fall in line.
- Remind lead students to watch for hazards en route and to lightly touch doors before opening – if door is hot, do not open it and call for staff.
- Count students as students exit room.
- Ensure everyone is out. Leave room last.
- Take Classroom Folder and/or Kit, leave lights in current state and close door.
- Place Status Card on floor adjacent to room door, ensure it is visible from hallway.
- Upon arrival at Student Assembly Area, situate students so staff can see others.
- Take attendance.
- Display Status Card. Report missing/extra persons with Student Accountability Form.
- Remain with students until relieved of duties or Buddy Team member takes over class.
- Do not return to building until Incident Commander issues ALL-CLEAR.



Protect Vitals

IF YOU HEAR **"DROP-COVER-HOLD"** ...

- All persons drop under desk/sturdy table.
- Get down onto knees, curl chest to knees, clasp hand behind neck, put face down.
- Stay under cover, with head down between knees. Cover face and eyes.
- Hold onto desk. If the desk moves, move with it.
- Prepare for possible SHELTER-IN-PLACE or EVACUATION.
- If outdoors, move to a clear area away from trees, buildings, sports or playground apparatus (e.g., basketball hoops) or downed electrical wires and poles.

For people confined to wheelchairs:

- Remain in chair, set brake, and hold onto wheelchair.
- If possible, lean forward so head is lower than back of wheelchair.

HOW TO USE STATUS CARDS

- DO NOT use Status Cards during Lock-Down, unless requested by Incident Commander.
- Display appropriate Card under door, in exterior window and at Assembly Area.
- Accompany Blue Card with a Student Accountability Form.

Take the Quick Reference Guide Training Module on Hour-Zero Online (www.hour-zero.com) to learn more.

WHO TO CONTACT...

If danger is imminent **CALL 9-1-1** and then contact the School Office.

If situation does not require First Responder assistance, contact your School Office.

