

# Emergency Response Guide

## School Safe Conditions



### Evacuation

1. Rescue anyone in imminent danger, if possible
2. Follow evacuation routes posted in each room or EXIT signs to get outside
  - Teachers must take class attendance list
  - Do not allow students to stop for coats\*, books, personal items, restroom use, etc.
  - Last person out of room must close the door
3. Proceed to designated assembly area outside, at least 100-ft away from the building
4. Once outside, teachers take attendance and report any missing, injured or additional students in the assembled area to the BERT Operations Chief.
5. Remain in designated assembly area until the “All Clear” is given.



### Lockdown

1. Scan hallway quickly and move students, other occupants into the nearest room.
2. Close and lock all doors and windows, turn off lights and lower window blinds immediately.
3. Consider placing desks and table(s) in front of door as a barricade.
4. Move all students/occupants away from windows and doors – “out of sight.”
5. Instruct students/occupants to remain QUIET, calm and alert, and TURN OFF cell phones.
6. Teachers take attendance using class list, document any missing, injured or additional students/people in the room.
7. DO NOT ALLOW anyone to leave the room for any personal reason.
8. DO NOT OPEN the door to anyone. Police and fire have access to all rooms, spaces, if needed.
  - Never open doors during a lockdown, even in the event of a fire alarm. If another hazard event occurs, an announcement will be made via intercom.
9. Keep radio/phone lines open unless you need to report “critical” information via 911.
10. Wait for further instructions from a BERT member, or local police/fire using proper identification, or “All Clear” announcement.
11. When police begin clearing classrooms and come to a locked door, they will announce their presence.



### Secure Mode

*NOTE: A Secure Mode designation is initiated when an incident is occurring off school property and requires police or fire response. In the event of a Secure Mode designation, please:*

1. Gather all students into the building if outdoors.
2. Close all exterior windows and ensure all exterior doors are locked. Prepare for shutdown of HVAC system.
3. Instruction, class changes, and all normal INDOOR activities may continue as scheduled, unless otherwise directed via intercom announcements.
4. Remain inside the building until an “All Clear” announcement.



### Severe Weather

1. Proceed immediately to severe weather or “safe harbor” shelter locations as indicated on fire evacuation maps posted in each room.
  - Do not allow students to stop for coats, books, personal items, restroom use, etc.
  - Last person out of room must close the door.
  - Once in severe weather shelter location, teachers take attendance and report any missing, injured or additional students in the assembled area to the BERT Operations Chief.
2. Instruct students to “duck and cover” with their backs to the wall.
3. Remain in severe weather shelter location until the “All Clear” announcement.



### Schedule Stop

*NOTE: A Schedule Stop designation is initiated when an **urgent** incident or medical condition involving a student and/or staff where this response protocol is intended to shelter or clear students from the incident location. In the event of a Schedule Stop designation, please:*

1. Efficiently move students away from the incident location by returning to the classroom, or evacuating to another location/room in the school. Students may remain outside under supervision if the incident is inside the school.
2. Scan hallway and move students, other occupants into the nearest room, and report these student(s) names to the office.
3. Passing periods are put on hold until the situation is resolved.
4. Instruction and all normal INDOOR activities may continue as scheduled, unless otherwise directed via intercom announcements.
5. Remain at your location until an “All Clear” announcement.

