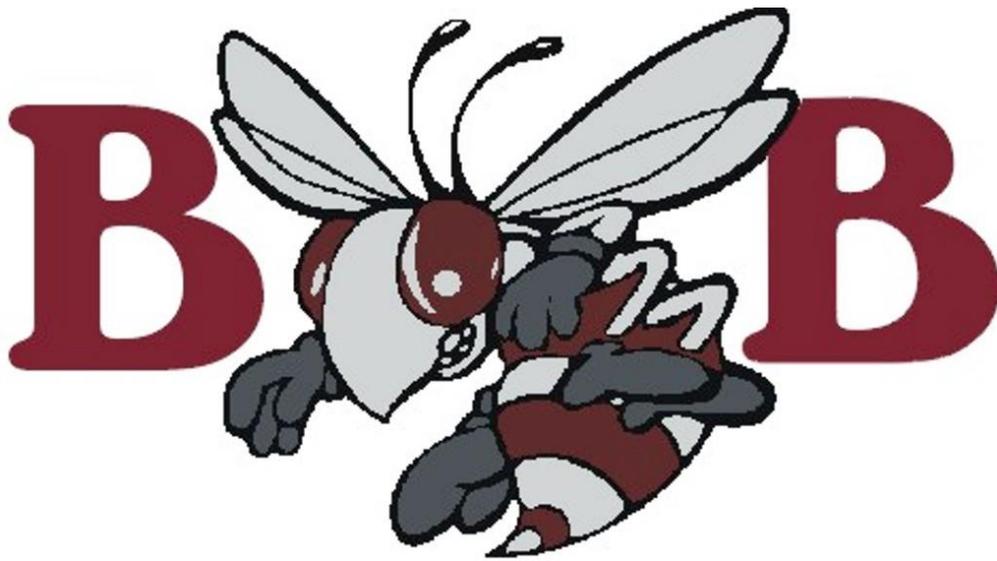


**BYRON-BERGEN CENTRAL
SCHOOL DISTRICT**



**EMERGENCY ACTION PLAN
FLIP CHART**

FIRE ALARM ACTIVATION

1. All fire alarms are to be treated as real emergencies.
2. Stop what you are doing immediately, stay calm and remain silent. Listen for possible announcements providing additional direction, and begin preparing for evacuation.
3. Take class roster and be accountable for assigned students at all times.
4. Follow the posted emergency evacuation route to the nearest building exit, unless that route is not deemed safe.
5. Upon exiting the classroom perform a sweep to ensure all students have evacuated and shut the classroom door.
6. DO NOT return to the building or allow students to re-enter until notified by proper authorities that the building is safe.



FIRE ALARM ACTIVATION



LOCKOUT

A Lockout announcement indicates that there is eminent concern **OUTSIDE** of the building and strict lockout procedures must be followed. More specific directions may be given over the PA system related to whether or not teaching should be continuing, and if classes will be changed. Common terminology will be used at all times. (CODES ARE NOT TO BE USED.)

1. Lock all exterior doors and windows to the building.
2. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email.
3. Limit student/staff activities and travel within the school building as directed by administration. Class instruction may continue as normal.
4. All outside activities are to be terminated and return immediately to the building.
5. Entry to the building will only be permitted at one monitored door.
6. Lockout is lifted when the external threat is resolved and notification is made by administration via face to face contact or PA announcement.



LOCKOUT



EVACUATION

In the event that a building needs to be evacuated, an announcement will be made via the PA system or other means to EVACUATE the building. Evacuation will be to a pre-determined location that has been selected by administration. Specific directions will be given prior to and during the evacuation.

1. All evacuations are treated as real emergencies.
2. Stop what you are doing immediately, stay calm and remain silent. Listen for announcements providing additional directions and begin preparing for evacuation.
3. Take attendance and note all absent students regularly assigned to the teacher/classroom. Maintain possession of this list until it is requested by administration.
4. Follow the posted emergency evacuation route to the nearest building exit, unless that route is not deemed safe or an alternate route as designated by administration.
5. Upon exiting the classroom perform a sweep to ensure all students have evacuated and shut the classroom door.
6. Evacuate to pre-determined or announced location.
7. After arriving at destination, take attendance for accountability check.
8. DO NOT return to the building or allow students to re-enter until notified by proper authorities that the building is safe.
9. Only when all clear is given by administration, report back to the classroom/office for accountability check if necessary.
10. Wait for further instruction from administration.



EVACUATION



LOCKDOWN

A Lockdown announcement indicates that there is eminent threat **WITHIN** the building and strict lockdown procedures must be followed immediately. Lockdown will be announced by PA system, intercom, etc., using plain language. (DO NOT USE CODES.)

1. Immediately gather students from hallways into classrooms or offices if possible. This includes common areas and restrooms immediately adjacent to classrooms.
2. Close and lock classroom door(s)/windows. Have students take a seated position on the floor next to a wall out of view from the door window. STAY OUT OF SIGHT.
3. DO NOT COVER WINDOWS, LEAVE WINDOW BLINDS AND LIGHTS AS THEY ARE.
4. No one will be allowed to enter or exit any classroom or office once the door is closed and locked under any circumstances unless directed by law enforcement or administration.
5. Take attendance of staff/students within the classroom and document any injuries. Keep possession of this documentation until it is requested by law enforcement or administration.
6. Silence shall be maintained during the lockdown. All cell phones shall be powered off.
7. Do not answer classroom telephone, door or respond to PA announcements during lockdown.
8. Do not respond to fire alarms unless there are imminent signs of fire.
9. If needed, evacuation will be initiated by law enforcement. Follow directions exactly as they are given to minimize exposure to dangerous situations.
10. Be prepared to be escorted by law enforcement and possibly be treated as hostile individuals.
11. Lockdown will end **ONLY** when you are physically released from your room by law enforcement or other authority.

REMEMBER TO TURN ALL CELL PHONE AND ELECTRONIC DEVICES OFF. LINES NEED TO BE KEPT OPEN FOR EMERGENCY RESPONDERS.



LOCKDOWN



SHELTER IN PLACE

A shelter in place announcement will occur when it may be necessary to move some or all of the school population to a single or multiple locations within a school building. Also, it may be used to shelter students/staff in the area that they are currently located for an extended period of time. A common use of shelter in place is for weather or bomb related incidents. Specific directions will be given by administration throughout the shelter in place event.

WEATHER RELATED/HAZARDOUS MATERIAL INCIDENTS

1. Monitor PA system and monitor email for specific directions.
2. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email or telephone. If directed by administration to move to a designated location, move in an expedient manner and be accountable for students at all times.
3. Building occupants will remain in selected areas until weather emergency/hazardous material incident has terminated and you are notified by administration.

SPECIFIC AND NON-SPECIFIC BOMB THREATS

1. Monitor PA system and monitor email for specific directions.
2. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email.
3. Power down all cell phone and electronic devices. Do not use classroom telephones.
4. Perform a cursory check of your class room for any suspicious items or anything that appears to be out of place. **DO NOT TOUCH ANY ITEMS.** Immediately notify administration for further instruction.
5. If directed by administration to move to a designated location, move in an expedient manner and be accountable for students at all times.
6. Building occupants will remain in selected areas until the bomb threat situation has been terminated and you are notified by administration.



SHELTER IN PLACE



HOLD IN PLACE

Purpose

If there is an internal incident or administrative matter, such as students fighting in a hallway, a maintenance issue, or medical emergency that requires students and staff movement limited, a “Hold In Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Actions

- Initiate Hold In Place
- Hold In Place will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed.

**YOUR ATTENTION PLEASE. THERE IS A SITUATION REQUIRING YOU TO HOLD IN PLACE.
PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS.**

- Use clear, concise language to provide direction to the school based on the situation.

Execute Hold In Place

- Students in hallways, bathrooms, or other common areas will return to their classroom. If the Hold In Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.
- All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.



HOLD IN PLACE



