

# Emergency Procedures

## Emergency

### Lock-down

**Students**

Go to the nearest classroom  
Follow staff instructions

**Staff**

Bring all students and staff into classrooms and/or offices  
Lock classroom/office doors  
Turn out classroom/office lights  
close shades/blinds, etc.  
Keep everyone out of sight  
No one leaves or enters building  
If students or staff are outside the building – consider "Independent Response"

### Secure the Building

**Students**

Return indoors  
Follow staff instructions

**Staff**

Bring all students into the school building  
Close and lock all exterior doors  
Continue normal indoor activities  
No one leaves or enters the building

### Shelter

**Shelter-in-Place****Students**

Follow staff instructions

**Staff**

Implement Shelter-in-Place Plan

**Tornado/Weather****Students**

Follow staff instructions

**Staff**

Implement Tornado Shelter Plan

### Evacuate

**Students**

Follow staff instructions to  
leave building

**Staff**

Prepare students to evacuate  
Evacuate building

### Independent Response

**Students**

Follow staff instructions

**Staff**

Assess situation: evacuate, move to safe  
area, remain in place

## All Clear

**Staff & Students** – Resume normal activities