

Sample Chart of Incident Response Actions

<p>A. Evacuation (For use when conditions outside are safer than inside)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • All unassigned personnel should report to pre-determined location for further instructions and duty assignments. • Grab the “Go Kit” on the way out of the room. • Take roll book for student accounting. • Office staff are responsible for taking visitor log. • Do not stop for student/staff/visitor belongings. • Take the closest and safest way out as posted (use secondary route if primary route is blocked or dangerous). • Assist those needing special assistance. • Report to designated Assembly Area and wait for instructions. • Check for injuries. • Take attendance report according to Student Accounting and Release Procedures. • Account for visitors to your area. • Report missing staff, students, and visitors to Incident Command Post in accordance with school district/school procedures. • Remain in Assembly Area until the official “all clear” is given or further instructions are provided. 	<p>B. Shelter in Place (For use in external gas or chemical release or severe weather incidents)</p> <p>When announcement is made:</p> <ul style="list-style-type: none"> • All unassigned personnel should report to pre-determined location for further instructions and duty assignments. • Students are to be cleared from the halls immediately and report to assigned classroom or other designated location. • Assist those needing special assistance. • Occupants of non-attached portable structures shall move to the main building to designated safe area. • Close, but do not lock all exterior classroom and hallway doors and tape all windows and seal the gap between bottom of the door and the floor (external gas/chemical release). • Take attendance and report missing students to the Incident Command Post. • Account for visitors to your classroom to the Incident Command Post. • Do not allow anyone to leave classrooms or designated safe areas. • Stay away from all doors and windows. • Permit classroom use of telephones in emergencies only. • Remain in safe area until the official “all clear” is given or further instructions are provided.
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C. Lockdown – (For use to protect building occupants from potential security incidents or dangers inside or outside of the building)

When the announcement is made:

- All unassigned personnel should report to pre-determined location for further instructions and duty assignment.
- Students are to be cleared from the halls immediately and to report to nearest available classroom.
- Assist those needing special assistance.
- Close and lock all windows and doors and do not leave for any reason.
- Cover all room and door windows (exterior threat only).
- Stay away from all doors and windows and move students to interior walls and stay low to the floor.
- During the process, keep students as calm and quiet as possible.
- Shut off lights.
- Remain in safe area until the official “all clear” is given or further instructions are provided. Your room door will be opened by an administrator with the key in the presence of a uniformed officer.

D. Reverse Evacuation – (For use when school district/school personnel, students, and visitors are outside when an incident occurs)

When the announcement is made:

- All unassigned personnel should report to pre-determined location for further instructions and duty assignment.
- Move School district/school personnel, students, and visitors inside as quickly as possible.
- Report to assigned classroom.
- Take student attendance.
- Account for visitors to your classroom.
- Report missing school district/school personnel, students, and visitors to the school district/school office.
- Wait for “all clear” or further instructions.