## Sample Chart of Incident Response Actions

### A. Evacuation (For use when conditions outside are safer than inside)

When announcement is made or alarm sounded:

- All unassigned personnel should report to predetermined 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.

### B. Shelter in Place (For use in external gas or chemical release or severe weather incidents)

When announcement is made:

- All unassigned personnel should report to predetermined 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.
<table>
<thead>
<tr>
<th>C. <strong>Lockdown</strong> – (For use to protect building occupants from potential security incidents or dangers inside or outside of the building)</th>
<th>D. <strong>Reverse Evacuation</strong> – (For use when school district/school personnel, students, and visitors are outside when an incident occurs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>When the announcement is made:</td>
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<tr>
<td>• All unassigned personnel should report to predetermined location for further instructions and duty assignment.</td>
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<tr>
<td>• Students are to be cleared from the halls immediately and to report to nearest available classroom.</td>
<td>• Move School district/school personnel, students, and visitors inside as quickly as possible.</td>
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<tr>
<td>• Assist those needing special assistance.</td>
<td>• Report to assigned classroom.</td>
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<tr>
<td>• Close and lock all windows and doors and do not leave for any reason.</td>
<td>• Take student attendance.</td>
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<tr>
<td>• Cover all room and door windows (exterior threat only).</td>
<td>• Account for visitors to your classroom.</td>
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<tr>
<td>• Stay away from all doors and windows and move students to interior walls and stay low to the floor.</td>
<td>• Report missing school district/school personnel, students, and visitors to the school district/school office.</td>
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<tr>
<td>• During the process, keep students as calm and quiet as possible.</td>
<td>• Wait for “all clear” or further instructions.</td>
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<td>• Shut off lights.</td>
<td></td>
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