






SCHOOL ADDRESS:  
 ROOM NUMBER:  
 NEAREST CROSS STREET(S):  
 N-S-E-W SIDE OF CAMPUS:





## [Your School Name Here] Emergency Plan Ready Sheet

EVENT	HOW INITIATED	RESPONSE
<b>FIRE</b> 	If fire alarm is activated or smoke/ fire is seen	<ul style="list-style-type: none"> <li>• Pull fire alarm and call 911.               <ul style="list-style-type: none"> <li>○ <b>If</b> fire cannot be immediately extinguished, evacuate the area and move to your <b>Rally Point</b>.</li> </ul> </li> <li>• Close doors behind you, unlocking them, if time permits.</li> <li>• Take attendance <b>immediately</b> at Rally Point.</li> </ul>
<b>LOCKDOWN/ BARRICADE</b> (Act or Threat of Violence on Campus) 	If lockdown/ barricade is initiated or inresponse to a stimulus such as screaming, gunshots, or a suspicious person is seen on campus	<ul style="list-style-type: none"> <li>• Ensure classroom door is locked.</li> <li>• Barricade door with furniture.</li> <li>• Move students to designated area of classroom, away from doors and windows.</li> <li>• Turn off lights and close window blinds.</li> <li>• Silence all cell phones.</li> <li>• Provide students with clear instructions.</li> <li>• Prepare to fight back if classroom is breached.</li> </ul> <p><b><u>NOTE (ONCE CLASSROOM IS SECURED):</u></b></p> <ul style="list-style-type: none"> <li>○ Take attendance and calm students.</li> <li>○ Ensure no students to leave classroom until all clear is given.</li> </ul>
<b>SECURE SCHOOL</b> (Act or Threat of Violence near Campus) 	If a secure school is initiated or you become aware of a threat near the school	<ul style="list-style-type: none"> <li>• Ensure classroom door is locked.</li> <li>• Close blinds.</li> <li>• Inform students of the possible danger.</li> <li>• Listen for further instructions.</li> <li>• Continue class instruction.</li> </ul> <p><b><u>NOTE (ONCE THE CLASSROOM IS SECURED):</u></b></p> <ul style="list-style-type: none"> <li>○ Take attendance and calm students.</li> <li>○ Ensure no students leave classroom unless escorted by an adult.</li> </ul>
<b>SHELTER IN PLACE</b> (Severe Weather or HazMat Event) 	If a command is given to shelter-in-place or you become aware of a shelter-in-place warning by authorities	<ul style="list-style-type: none"> <li>• HazMat Event               <ul style="list-style-type: none"> <li>○ Seal off room, turn off HVAC, and close doors and windows.</li> <li>○ Shut down elevators.</li> </ul> </li> <li>• Weather Event               <ul style="list-style-type: none"> <li>○ Move away from windows and stay indoors. Duck and cover.</li> </ul> </li> </ul>
<b>RALLY POINT</b> (Min. Safe Distance 300 Ft. from Campus) 	If a command is given for the school to be evacuated or in response to a fire alarm or other incident	<ul style="list-style-type: none"> <li>• Evacuate students to designated rally point.</li> <li>• Take roll and inform admin of student status.               <ul style="list-style-type: none"> <li>○ Be prepared to change locations if necessary. Be <b>FLEXIBLE!!!</b></li> </ul> </li> </ul>

\*\*\*In all circumstances, call 911 and report the event to campus administrators.\*\*\*

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<b>THREAT OF VIOLENCE (Active Shooter)</b> 	If a threat of violence is observed	<ul style="list-style-type: none"> <li>• Ensure classroom door is locked.</li> <li>• <b>M</b>ove away—<b>RUN!</b></li> <li>• <b>E</b>vacuate away from area if possible (if not possible, move to next phase, “R” ).</li> <li>• <b>R</b>espond-Lockdown/barricade and prepare to fight back.</li> <li>• <b>I</b>nform-call <b>911</b> &amp; inform others onsite.</li> <li>• <b>T</b>reat the wounded—Stop the Bleed.</li> </ul>
<b>DROP, COVER &amp; HOLD ON</b> 	If there is an earthquake, explosion, or falling debris	<ul style="list-style-type: none"> <li>• Protect students and staff from falling debris.</li> <li>• Drop to the floor.</li> <li>• Take cover under heavy furniture.</li> <li>• Hold on.</li> <li>• Close eyes and mouth to avoid ingesting debris.</li> </ul>
<b>REUNIFICATION</b> 	If there is an act of violence, severe weather event, fire, explosion, earthquake, or HazMat event	<ul style="list-style-type: none"> <li>• Enact formal process for student release to parent/guardian.               <ul style="list-style-type: none"> <li>○ May be performed on campus or at pre-designated off campus locations.</li> <li>○ Requires staged equipment.</li> </ul> </li> </ul>
<b>EVACUATION (Severe Weather or HazMat Event)</b> 	If there is a fire inside building, or flooding, earthquake, hazmat event, or bomb threat	<ul style="list-style-type: none"> <li>• Lead students and staff away from school buildings and parking areas to RALLY POINT.</li> </ul>

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