



The Big Five

School Emergency Guidelines
Immediate Action Response



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School Emergency Guidelines

1. Shelter In Place
2. Drop, Cover and Hold On
3. Secure Campus
4. Lockdown/ Barricade
5. Evacuation



Drop, Cover and Hold On

Implement during an earthquake or explosion to protect building occupants from flying and falling debris.



Secure Campus

Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned.



Shelter In Place

Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife.



Lockdown/ Barricade

Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.



Take a moment as a class to look around the room and discuss what items you would use to barricade the door.

Lockdown/Barricade Summary

- In the case of a lockdown, a staff member will come over the intercom and repeat “THIS IS A LOCKDOWN.” Get all students and staff inside immediately.
- Teachers should lock the door, cover windows, and barricade the door. Students need to get down and out of site, stay quiet, and off their cell phones. (The goal is for everyone to be quiet so that no one draws attention to the room.) The teacher will show you the safest corner of the room to hide which is often the space of least visibility from the door(s).
- If a student is caught outside during a lockdown, doors are locked and no one is around, students find cover inside a secure room, quickly seek out a hiding place on campus.
- In the case of an actual lockdown, classrooms will be released by law enforcement once the school receives the all clear that it is safe to move around campus.

- **As a class, look at the space, and determine what area is out of the line of sight from the door(s). In other words, where will you get out of sight and silent in the event of a lockdown?**
- **Think also about what heavy item (a book, laptop, other) you might take with you should an attacker enter the room that you could either throw at the attacker or use to fight back.**

Evacuation

Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a predetermined safe location (TIDE parking lot or off site location).



Who to Evacuate With?

- Students stay with the teacher they currently have when evacuation occurs.
- If an evacuation occurs *during a break* (passing period, brunch or lunch), student default to meeting and lining up with their **Nucleus teacher**.

Evacuation Routes: Whole School Parking Lot Placement

MEETING AREAS

North Gate
Exit & Office Parking

South Gate
Main Entrance & Student Drop Off

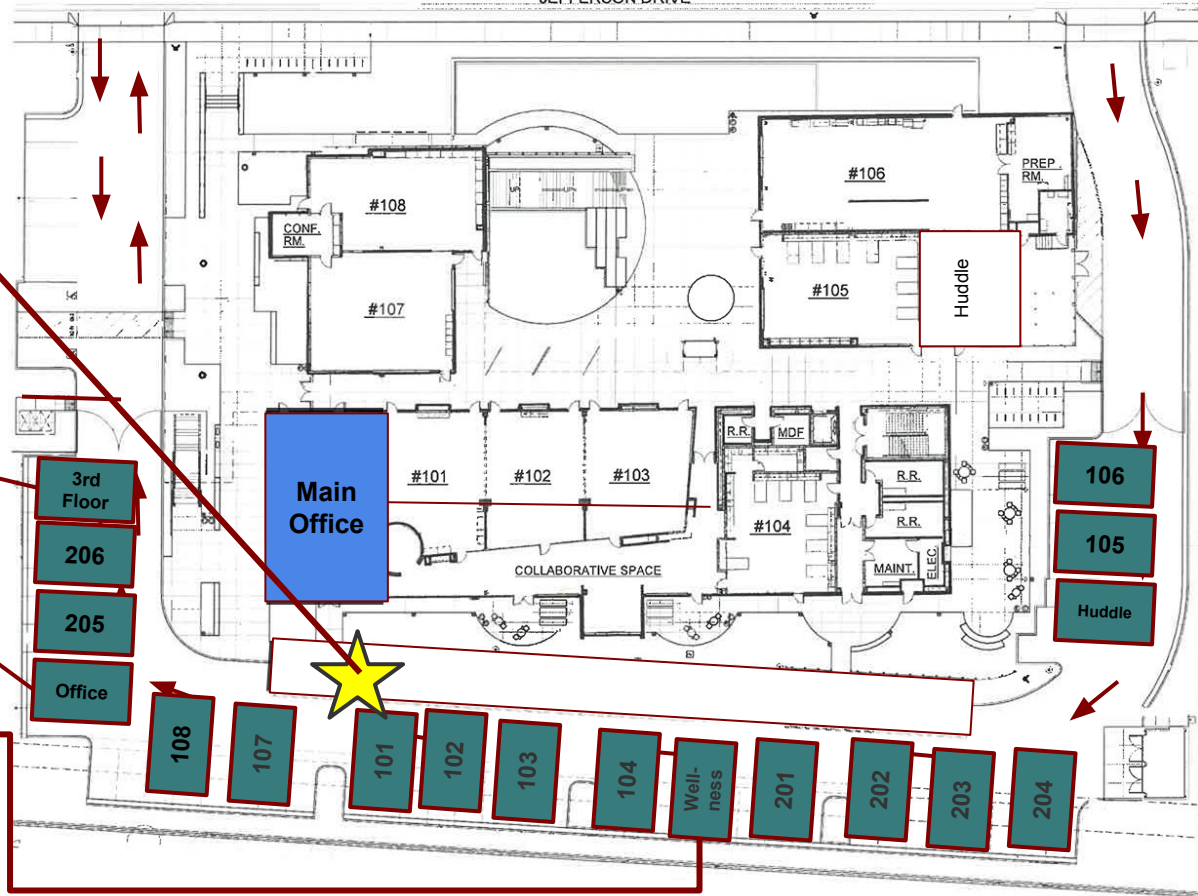
JEFFERSON DRIVE

Check-in: Where to go to check-in with rosters

Resource Lounge & Cafeteria

Main Office

Wellness Center



FIRST FLOOR

Room 108:

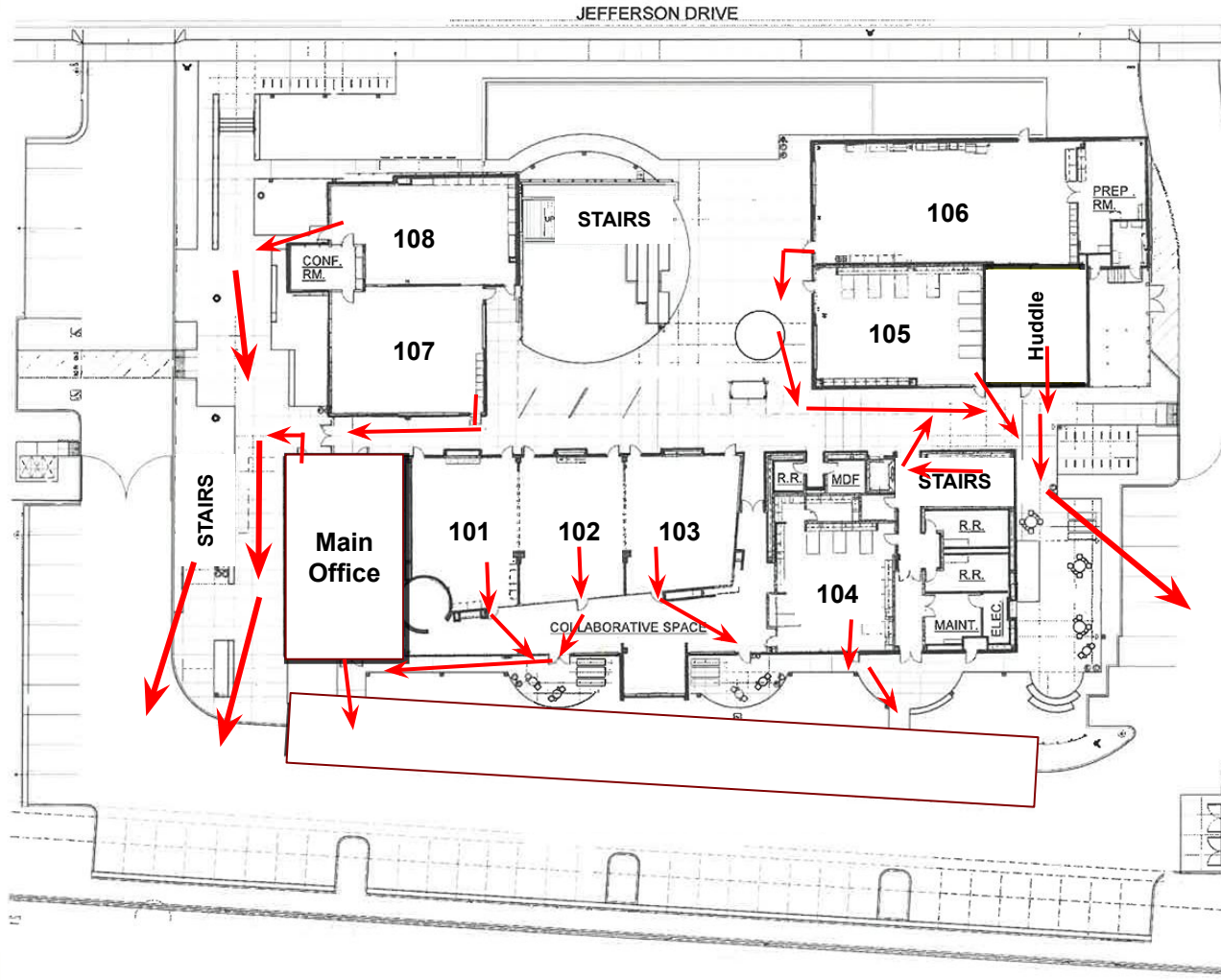
- Exit through front door
- Follow Sidewalk to parking lot

Room 107:

- Exit toward main office
- Follow Sidewalk to parking lot

Room 101 & 102:

- Exit through the back door into low TIDE
- Exit out of the building through the low TIDE doors.
- Follow Sidewalk to parking lot (do not walk through plants)



Room 105 & 106:

- Exit towards basketball court
- Follow Sidewalk to parking lot

Room 103:

- Exit through the back door into low TIDE
- Exit out of the building through the low TIDE door closest to room 104
- Follow Sidewalk to parking lot

Room 104:

- Exit through the class door to the back of the school
- Follow Sidewalk to parking lot

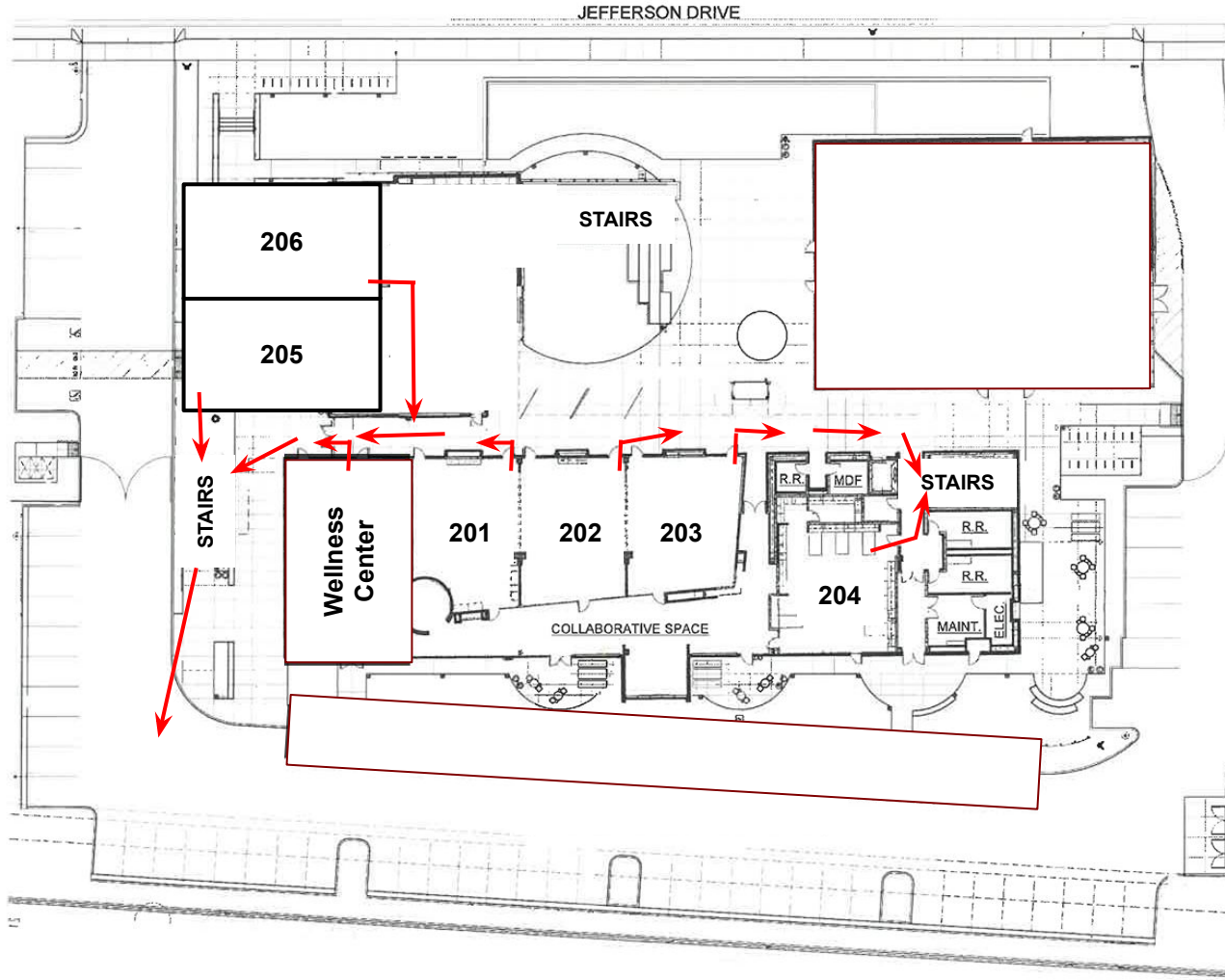
SECOND FLOOR

Room 205 & 206:

- Exit rooms & move toward outside stairwell at North end of campus
- Follow stairs down to 1st floor
- Walk sidewalk to parking lot

Room 201 & Wellness Center:

- Exit down hallway to exit towards outside stairwell at North end of campus
- Follow stairs down to 1st floor
- Walk sidewalk to parking lot



Rooms 202, 203 & 204:

- Exit rooms & move toward inside stairwell at South end of campus
- Follow stairs down to 1st floor
- Exit towards basketball court
- Walk sidewalk to parking lot

THIRD FLOOR

Resource Lounge & Cafeteria:

- Walk to North end of Campus to outside stairwell
- Follow stairs down to 1st floor
- Walk sidewalk to parking lot

