

Emergency Procedures: Always wait for the “ALL CLEAR” after initiating

1. **Drop, Cover and Hold:** When you have little to no warning, meant to protect from debris
2. **Evacuation:** When it’s safer outside than inside the building.
Take your kids, GoBag and roster and head to your designated evacuation location.
3. **Family Reunification:** Secure means of accounting for kids and reuniting with parents/guardians after an emergency situation.
Take your kids, GoBag and roster and head to your designated reunification location. Kids will be taken by staff to their parents at a separate “release” location.
4. **Lockdown:** the initial response to provide a time barrier during active shooter/intruder event. This will likely evolve into an EVACUATION.
Turn off lights, slide the window guard, lock the door, move kids out of sight of door and spread around room. Barricade and resist as necessary.
5. **Reverse Evacuation:** When it’s safer inside than outside the building. (weather, chemical spill, community emergency)
Take kids inside, to classroom or safest interior area closest to your point of entry.
6. **Shelter In Place:** provides a refuge during an emergency, located in areas that maximize the safety of children.
Take your kids, GoBag and roster and move to your designated SIP location, DROP, COVER AND HOLD as necessary.

Specific Hazard and Threat Procedures:

1. **Active Shooter:** Initiate LOCKDOWN, assess ability to EVACUATE or remain in LOCKDOWN and wait for the ALL CLEAR. This could involve FAMILY REUNIFICATION also. Can involve Medical Emergency procedures also.
2. **Bomb Threat:** Initiate EVACUATION and may involve FAMILY REUNIFICATION.
3. **Explosion:** Initiate EVACUATION and FAMILY REUNIFICATION, as necessary. Can involve Medical Emergency procedures also.
4. **Fire:** Initiate EVACUATION and may involve FAMILY REUNIFICATION
5. **Intruder/Hostage:** Initiate LOCKDOWN or may go to EVACUATION
6. **Medical Emergency:** Call 9-1-1 and provide care (First Aid/CPR/AED) as needed, until emergency personnel arrive.
7. **Severe Weather:** Initiate SHELTER IN PLACE or DROP, COVER and HOLD or REVERSE EVACUATE, as fits the situation.

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