



FLORIDA UNION FREE SCHOOL DISTRICT



EMERGENCY RESPONSE

SHELTER-IN-PLACE

Used to shelter students and staff inside the building.

- Listen for instruction about the situation and your actions.
- Students in hallways should return to assigned classroom if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take attendance.
- Listen for updates.

HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short term emergencies or bomb threat.

- Dial *57 for bomb threats received over phone. Refer to bomb threat call log for questions to ask caller.
- Complete environment assessment to ensure accountability of suspicious objects or anything out of place.
- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.

EVACUATE

Used to evacuate students and staff from the building.

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off-site location,
- Before evacuating, observe surroundings and route, choose alternate route if suspicious activity or danger is present.

LOCKOUT

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Listen for instructions regarding the situation and your actions.
- Lock all exterior windows and doors including the courtyards.
- Interior blinds and lights may remain as they are. You may choose to cover exterior windows and courtyard windows if necessary.
- Take attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are cancelled.
- Listen for updates.

LOCKDOWN

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

When you hear lockdown announced, you should move quickly to complete the following actions:

- Gather students from hallways and common areas, Bring them to a secure location or evacuate if feasible,
- Lock your door. Barricade if necessary. Cover vision panels if capable.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds and lights as they are. If on ground floor or on a courtyard, secure windows and close blinds if capable.
- Keep everyone quiet, silence cell phones.
- Prepare to defend yourself and or your students if necessary.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.
- A release from a lockdown occurs with direct contact and instruction from law enforcement and a school staff member.