

In an Emergency

When You Hear It, Do It



Evacuate: (*Fire Alarm or Directions*)

- ✓ **Students:** Leave your items behind.
- ✓ **Students:** Form a line, remain quiet and listen to directions from your teacher.
- ✓ **Teacher:** Lead students to evacuation location and take attendance.
- ✓ **Teacher:** Notify BRT/SSA staff if there are missing, extra, or injured students.
- ✓ **Teacher:** Remind students that the use of electronic devices is prohibited.

Lockdown: (*Soft or Hard Lockdown*)

- ✓ **Students:** Remain silent and quickly move out of sight and away from the door.
- ✓ **Teacher:** Quickly retrieve any students in hallway and lock the classroom door.
- ✓ **Teacher:** Wait for responders to open the door (**or**) await the “all clear” announcement:
“The lockdown has been lifted.”

Shelter- In: (*The threat is outside of the building*)

- ✓ **Students:** Remain inside the building and follow directions of staff.
- ✓ **Teacher:** Increase situational awareness.
- ✓ **Teacher:** Conduct business as usual.
- ✓ **Teacher:** Follow all announced directions.
- ✓ **Remember:** **No one will be permitted to enter or leave the building during a Shelter- In.**