

ST. MARY'S  
ELEMENTARY  
SCHOOL  
5239 JOYCE ST.

# EMERGENCY PROCEDURES

## LOCKDOWN

Used in response to an armed or dangerous assailant **WITHIN** the school

- Gather people in your vicinity into a secure room – do this quickly.
- Close and secure doors.
- Turn off lights, be quiet get down low/behind furniture, get out of sight.
- Silence all cell phones and ask that they be placed face down on the floor.
- Alert other occupants by any means available and/or call 911 – only if safe to do so **OR Leave Safe**. If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

*\* Normal activities in the school cease. Await police response.*

## HOLD & SECURE

Used if there is a security concern in the neighborhood

- Bring everyone into the school and remain inside.
- Secure exterior doors and windows.
- Close exterior window blinds.
- No one may enter or exit the school during Hold & Secure.

*\* Typically, normal activities continue WITHIN the school.*

## EVACUATE

Used to move people out of the school when a hazard exists inside

- Direct students and other staff to exit the school via the shortest safe route.
- Report to and assemble outside at the designated assembly site.

*\* Principal or designate will determine next steps.*

## SHELTER IN PLACE

Used if an environmental hazard may impact the school

- Bring everyone into the school and remain indoors.
- Secure exterior doors and windows.
- Close exterior blinds (if available).
- Turn off all ventilation systems (situational dependent).
- Staff designates will monitor access to the school via the main entrance.
- Access may be denied if a risk exists that jeopardizes the safety of occupants.

*\* Typically normal activities continue WITHIN the school.*

## ROOM CLEAR

Used to move people away from a hazard contained in one room/area

- Direct students to leave the room/area and report to the designated area (Ex. Library).
- Summon assistance as needed and appropriate (Ex. Call First Aid Attendant, Principal/Vice Principal, 911).

*\* Staff should remain to manage the situation or exit if the room is unsafe.*

## DROP, COVER & HOLD ON

Used in the event of an earthquake, explosion, or any event that shakes the school.

- Quickly move away from obvious hazards.
- DROP** – low to the ground.
- Cover** – take **COVER** under a sturdy table, desks, furniture, or other large sturdy items.
- HOLD ON** – to the furniture you are under and stay there until the shaking stops. After the shaking stops, wait 60 seconds and then **EVACUATE** via the shortest safest route. Report to and assemble outside at the designated assembly site.

*\* Principal or other designate will determine next steps.*



## Emergency Terminology Quick Reference

### SCHOOL DRILLS

#### FIRE

6 drills per year  
3 per term – fall, winter, spring

**Note:** Actual alarms and false alarms count as drills.

#### EARTHQUAKES

3 drills per year

#### LOCKDOWN

2 drills per year

#### HOLD & SECURE + SHELTER IN PLACE

1 review of procedures per year with all