Crisis Response Plan(s)

- **Building Evacuation:** (chemical spill, exterior gas leaks, Electrical danger, etc.) When the alarm sounds all teachers, students, office Staff, etc. are to implement the response plan and mobilize to designated area(s).

  **Teacher Always:**
  - Take immediate action
  - Remain Calm
  - Make sure all students are accounted for
  - Take copy of class roster, check roll
  - Close classroom door as you leave
  - Walk calmly and quickly to designated area
  - Check for injuries
  - Follow all instructions
  - Ignore other bells, alarms, etc.
  - Wait until the clear signal is given

- **Site Evacuation:** (Bomb threat, fire, gas leak, explosion, etc.) An All Out Call will be made for the building / campus to be evacuated. Proceed to Designated area.

  **Teacher Always:**
  - ACT immediately
  - Take cell phone if you have one
  - REMAIN calm
  - Account for EVERY Student, check roll
  - Close classroom door as you leave
  - Leave classroom quickly
  - Take emergency kit / Emergency #’s
  - Exit building through closest Exit
  - Mobilize to designated area
  - Wait for further directions from campus / district administration

- **Shelter In Place:** (Intruder on campus, inclement weather, exterior chemical spill, exterior gas leaks, electrical danger, etc.) When the alarm / code sounds all teachers, students, office staff, etc. are to implement the response plan and mobilize to designated area(s).

  **Teacher Always:**
  - ACT immediately
  - Account for Every student
  - Close / Lock classroom door
  - REMAIN calm
  - Engage student in a quiet activity
  - Listen Carefully for directions
  - FOLLOW explicitly any directions given
  - Remain in classroom until the ALL Clear signal is given