

Alliance MIT 6-12 Complex Emergency Response Protocols



Evacuation



LOCKDOWN
Lockdown



Shelter-In-Place

EVACUATION: (Fire Alarm, Earthquake, Announcement)

Everyone: In case of Earthquake – Drop, Cover, and Hold (Proceed once shaking stops).

Students: Leave your items behind.

Students: Get into lines, stay quiet, and listen for directions from your teacher.

Students: Do not use any electronic devices (including cell phones).

Teachers: Take all emergency supplies with you (red backpack and bucket).

Teachers: Lead students to evacuation location (blacktop) and take attendance.

Teachers: Notify Command Center if there are any injured, missing, or extra students.

LOCKDOWN: (Problem on Campus)

Students: Immediately get into closest classroom or office.

Students: Stay quiet and move out of sight – away from doors and windows.

Students: Do not use electronics (especially cell phones).

Teachers: Close and lock all doors.

Teachers: Turn off all lights and close blinds/cover windows.

Teachers: Place students around perimeter of room or in corners – maintain silence.

Teachers: Take attendance and email Office Manager. Please indicate any injured, missing or extra students.

Everyone: Wait for “All Clear” signal.

SHELTER - IN - PLACE: (Threat is Off Campus)

Students: Remain inside classrooms/indoor space and follow directions from Teachers/Staff.

Teachers: Lock doors.

Teachers: Increase situational awareness.

Teachers: Continue with regular instruction/activities.

Teachers: Listen for directions from Administration. They will determine if moving between buildings and classrooms is safe.

Everyone: Wait for “All Clear” signal.

IMPORTANT:

Staff with Radios: Remain on your respective radio channels at ALL times.

Teachers/Staff: Only use Rapid Relocation if the situation necessitates and you feel it is safe.

Everyone: DO NOT open any doors until the “All Clear” signal is given.