

# Crisis Response Quick Reference Procedures for Community Use

## LOCKDOWN



- **CALL 911**
- PA announcement to “Lockdown”
- Radio personnel who are outside as appropriate
- Take 800MHz emergency radio
- Seek cover/concealment in IMMEDIATE area
- Stay hidden and stay QUIET
- Consider DEFEND options

## SECURE THE BUILDING



- PA announcement to “Secure the Building”
- Radio/Instruct personnel who are outside to come inside
- Lock the front door
- Ensure all exterior doors are secure
- Place “Building Secure” signs on front door
- Education process continues
- Ensure you have your 800MHz emergency radio

## SHELTER-IN-PLACE



- PA announcement to “Shelter-In-Place”
- All windows and doors are shut
- **CALL 911**
- Instruct personnel who are outside to come inside
- IF SAFE TO DO SO, modular and trailer classrooms will come inside
- Everybody to the center most portion of the school
- Place “Shelter-In-Place” signs on front door
- HVAC system is shut off
- Education process stops
- Ensure you have your 800MHz emergency radio



## **TORNADO WATCH / HIGH WIND WATCH / WARNING**



- All outside activities cancelled
- Everyone comes into main building to include staff/students in modular/trailer classrooms
- Monitor weather radio
- If in a multi-level building, all staff/students with mobility issues should report to the first floor at this time.

## **TORNADO WARNING (*Funnel Cloud Sighted*)**



- PA announcement to advise students and staff to move to designated “safe zones”
- Prepare to give the “drop and tuck” command
- Delay bus departures
- Close all fire doors and gates along the corridors
- Ensure you have your 800MHz emergency radio
- Monitor weather radio

## **EARTHQUAKES**



- Drop and cover in immediate area until shaking stops
- Once shaking stops, evacuate to designated areas away from trees, power lines, water towers, etc.
- Ensure you have your 800MHz emergency radio