

**Shelter-In-Place
Procedure To'Hajiilee
Crisis Response
Emergency Disaster Preparedness Plan**

Listen for announcement: Shelter-In-Place! By the Staff
Shelter-In-Place is announced when there a threat away from campus, server weather or a hazard spill.

- Close front gate (close school).
- No one is allowed in or out of campus.
- Follow reverse evacuation procedures to bring students and staff indoors.
- If there are visitors on campus, provide for their safety by asking them to stay – not leave.
- Close shade or blinds.
- Students outside the room will be asked to return to their classroom and kept there until the situation is over.
- Lock doors and close shades or blinds.
- Administration will check all restrooms for students.
- Teacher take attendance and account for all students in classroom. Attendance can be take using cell phone using the CAN report.
- Staff and students are allowed to move around in classrooms.
- Teacher can assume their assignments with students.
- Scheduled restroom break will be allow with staff escort only.
- If school have voicemail or automated attendance, change the recording to indicate that the school is closed and that staff and students are to remain on campus in the buildings until authorities advise that it is safe to leave.
- Gather essential disaster supplies, such as nonperishable food, bottled water and first-aid.
- If students have cell phones, allow them to use them to call a parent or guardian to let them know they have been asked to remain in school until further notice and that they are safe.
- If fire alarm goes off during Lock Down, DO NOT immediately evacuate the building. Wait for conformation by administration (could be trying to lure staff and students out of class).
- Keep notes on events, that happen during the shelter-in-place, good information is helpful.
- Documentation all actions or situation to help with suggestions for future help.
- Need a map for off-site first responders.
- Listen for an official announcement from school administration and stay in classrooms until you are told all is safe and you are told to evacuate.
- Safety team will meet to debrief after the situation and discuss the action taken.