

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send an alert in the CrisisGo app. Call 911. Remain on the call and provide as much information as possible.	Send an alert in the CrisisGo app. Call 911. Remain on the call and provide as much information as possible.	Send an alert in the CrisisGo app. Call 911. Remain on the call and provide as much information as possible.	Send an alert in the CrisisGo app. Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. If outside, move students away from school to off-campus assembly area	Send an alert in the CrisisGo app. Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. If outside, move students away from school to off-campus assembly area
Announce "Lockdown" over the PA system. Secure the Main Office area.	Announce "Lockdown" over the PA system. Secure the Main Office area.	Announce "Lockdown" over the PA system. Secure the Main Office area.	Turn off all lights. Maintain silence. Ensure all cell phones are on "silent" mode. Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration) Be prepared to notify the administrator of missing students.	Turn off all lights. Maintain silence. Ensure all cell phones are on "silent" mode. Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration) Be prepared to notify the administrator of missing students.
Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the doors. Turn off all lights. Maintain silence. Ensure all cell phones are on "silent" mode.	Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the doors. Turn off all lights. Maintain silence. Ensure all cell phones are on "silent" mode.	Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the doors. Turn off all lights. Maintain silence. Ensure all cell phones are on "silent" mode.		
Move everyone away from doors and windows.	Move everyone away from doors and windows.	Move everyone away from doors and windows.		
Work with police officers as directed. Police will evacuate students area by area. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church	Work with police officers as directed. Police will evacuate students area by area. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church	Work with police officers as directed. Police will evacuate students area by area. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church		
Work to maintain as much calm as possible.	Work to maintain as much calm as possible.	Work to maintain as much calm as possible.	Wait for further instructions from administrators and emergency responders.	Wait for further instructions from administrators and emergency responders.
Consult with Building Leadership on staff and student status.	As soon as it is safe to do so, account for all students and record extent of injuries by initiating a Roster Event in the CrisisGo app.	As soon as it is safe to do so, account for all students and record extent of injuries by initiating a Roster Event in the CrisisGo app.	Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.	Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.
Implement Reunification & Recovery Procedures Implement Media Procedures	Notify the superintendent. Notify school counselors for post-incident counseling.	Notify the superintendent. Notify school counselors for post-incident counseling.		
After the crisis has ended, release the alert in the CrisisGo app. Notify the school board.	Implement Reunification & Recovery Procedures Support Superintendent in Media Procedures After the crisis has ended, release the alert in the CrisisGo app.	Implement Reunification & Recovery Procedures After the crisis has ended, release the alert in the CrisisGo app.		
ACTIVE SHOOTER				

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Call 911.	Call 911.	Call 911.	Follow your "Soft Hold" procedures and wait for further instructions.	Follow your "Soft Hold" procedures and wait for further instructions.
Notify building principals.	Notify the superintendent.	Notify the superintendent.	Report suspicious objects to the administrator.	Report suspicious objects to the administrator.
Initiate a "Soft Hold" using the CrisisGo app to allow for investigation and further information. Do Not Evacuate unless instructed to do so.	Initiate a "Soft Hold" using the CrisisGo app to allow for investigation and further information. Do Not Evacuate unless instructed to do so.	Initiate a "Soft Hold" using the CrisisGo app to allow for investigation and further information. Do Not Evacuate unless instructed to do so.	Do Not Evacuate unless instructed to do so.	Do Not Evacuate unless instructed to do so.
Cease the use of two-way radios due to detonation risk.	Cease the use of two-way radios due to detonation risk.	Cease the use of two-way radios due to detonation risk.	Do not touch or attempt to move any suspicious object. Take attendance and account for students (use the Roster Event when initiated by your administration). Report missing students to the administrator.	Do not touch or attempt to move any suspicious object. Take attendance and account for students (use the Roster Event when initiated by your administration). Report missing students to the administrator.
Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall	Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall	Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall		
Consult with emergency responders.	Consult with emergency responders.	Consult with emergency responders.	Wait for further instructions from administrators and emergency responders. Do not attempt to go back into the building until the "All Clear" signal is given.	Wait for further instructions from administrators and emergency responders. Do not attempt to go back into the building until the "All Clear" signal is given.
Activate pre-trained bomb search team(s) to conduct the building sweep. If a suspicious object is found, do not touch it. Notify police of any suspicious objects.	Account for all students and staff by initiating a Roster Event. Activate pre-trained bomb search team(s) to conduct the building sweep. If a suspicious object is found, do not touch it. Notify police of any suspicious objects.	Account for all students and staff by initiating a Roster Event. Activate pre-trained bomb search team(s) to conduct the building sweep. If a suspicious object is found, do not touch it. Notify police of any suspicious objects.		
If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Have pre-assigned staff check for suspicious devices at the relocation site.	If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church	If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church		
After the crisis has ended, release the alert in the CrisisGo app. Debrief with the school crisis team.	Have pre-assigned staff check for suspicious devices at the relocation site. Notify school counselors for post-incident counseling.	Have pre-assigned staff check for suspicious devices at the relocation site. Notify school counselors for post-incident counseling.		
Complete an incident report.	After the crisis has ended, release the alert in the CrisisGo app.	After the crisis has ended, release the alert in the CrisisGo app.		
Communicate with School Board	Debrief with the school crisis team. Complete an incident report.	Debrief with the school crisis team. Complete an incident report.		
BOMB THREAT	Communicate with families			

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Pull the Fire Alarm if able to do so. Send an alert in the CrisisGo app. Call 911. Evacuate the building. Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Consult with Building Leadership on staff and student status. Gather information from witnesses regarding the location of the fire or explosion. Inform staff and transportation if there is a need to relocate. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Meet with emergency responders at the Incident Command Post. Implement Reunification & Recovery Procedures After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with School Board	Pull the Fire Alarm if able to do so. Send an alert in the CrisisGo app. Call 911. Evacuate the building. Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Account for all students and staff by initiating a Roster Event. Gather information from witnesses regarding the location of the fire or explosion. Inform staff and transportation if there is a need to relocate. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Meet with emergency responders at the Incident Command Post. Implement Reunification & Recovery Procedures Notify the superintendent. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with families	Pull the Fire Alarm if able to do so. Send an alert in the CrisisGo app. Call 911. Evacuate the building. Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Account for all students and staff by initiating a Roster Event. Gather information from witnesses regarding the location of the fire or explosion. Inform staff and transportation if there is a need to relocate. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Meet with emergency responders at the Incident Command Post. Implement Reunification & Recovery Procedures Notify the superintendent. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.	If you see a fire, pull the fire alarm. Send an Alert using the CrisisGo App. Follow evacuation routes as instructed. Evacuate students in a calm and orderly fashion. Evacuate crosswind and/or upwind away from any fire, smoke or toxic chemicals. Maintain a minimum distance of 50 feet from the nearest building. Take attendance and account for students (use the Roster Event when initiated by your administration). Wait for further instructions from administrators and emergency responders. If early dismissal is necessary, help with the release of students to parents or guardians. Do not attempt to go back into the building until the "All Clear" signal is given.	If you see a fire, pull the fire alarm. Send an Alert using the CrisisGo App. Follow evacuation routes as instructed. Evacuate students in a calm and orderly fashion. Evacuate crosswind and/or upwind away from any fire, smoke or toxic chemicals. Maintain a minimum distance of 50 feet from the nearest building. Take attendance and account for students (use the Roster Event when initiated by your administration). Wait for further instructions from administrators and emergency responders. If early dismissal is necessary, help with the release of students to parents or guardians. Do not attempt to go back into the building until the "All Clear" signal is given.
FIRE				

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Instruct students to evacuate the building using designated routes and report to the assigned assembly area. Refer to Maps for evacuation routes.	Instruct students to evacuate the building using designated routes and report to the assigned assembly area. Refer to Maps for evacuation routes.
Announce "Evacuation" over the PA system.	Announce "Evacuation" over the PA system.	Announce "Evacuation" over the PA system.	Quickly scan the hallway before exiting. Turn off the lights and close the door as you exit.	Quickly scan the hallway before exiting. Turn off the lights and close the door as you exit.
Call 911 if necessary. Instruct students and staff to evacuate the building using designated routes and report to the assigned assembly area. Refer to Maps for evacuation routes.	Call 911 if necessary. Instruct students and staff to evacuate the building using designated routes and report to the assigned assembly area. Refer to Maps for evacuation routes.	Call 911 if necessary. Instruct students and staff to evacuate the building using designated routes and report to the assigned assembly area. Refer to Maps for evacuation routes.	While exiting the building with your students, sweep the bathrooms, hallways and common areas for visitors, other staff, and students to evacuate. Be ready to assist special needs students.	While exiting the building with your students, sweep the bathrooms, hallways and common areas for visitors, other staff, and students to evacuate. Be ready to assist special needs students.
Turn off the lights and close the door as you exit. Consult with Building Leadership on staff and student status.	Turn off the lights and close the door as you exit. Account for all students and staff by initiating a Roster Event.	Turn off the lights and close the door as you exit. Account for all students and staff by initiating a Roster Event.	Take attendance and account for students (use the Roster Event when initiated by your administration) Wait for further instructions from administrators and emergency responders.	Take attendance and account for students (use the Roster Event when initiated by your administration) Wait for further instructions from administrators and emergency responders.
If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.	If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Notify the superintendent.	If relocation is necessary, notify transportation. Elementary 1st site - First Lutheran Church. High School 1st site - Courthouse. Alternate site - Covenant Church Notify the superintendent.	Do not attempt to go back into the building until the "All Clear" signal is given.	Do not attempt to go back into the building until the "All Clear" signal is given.
Communicate with School Board	After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with families	After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.		
EVACUATION				

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Evacuate the affected area. Decide whether to evacuate or shelter in place. Send an "Evacuation" or "Shelter" alert in the CrisisGo app. Announce "Evacuation" or "Shelter in Place" over the PA system.	Evacuate the affected area. Decide whether to evacuate or shelter in place. Send an "Evacuation" or "Shelter" alert in the CrisisGo app. Announce "Evacuation" or "Shelter in Place" over the PA system.	Evacuate the affected area. Decide whether to evacuate or shelter in place. Send an "Evacuation" or "Shelter" alert in the CrisisGo app. Announce "Evacuation" or "Shelter in Place" over the PA system.	Evacuate the affected area. Isolate those who have been potentially exposed to a safe and secure area.	Evacuate the affected area. Isolate those who have been potentially exposed to a safe and secure area.
Isolate those who have been potentially exposed to a safe and secure area.	Isolate those who have been potentially exposed to a safe and secure area.	Isolate those who have been potentially exposed to a safe and secure area.	Evacuate or shelter in place as directed. Take attendance and account for students (use the Roster Event when initiated by your administration). If relocating, supervise students and remain with them until they are released to parents or you are relieved from duty.	Evacuate or shelter in place as directed. Take attendance and account for students (use the Roster Event when initiated by your administration). If relocating, supervise students and remain with them until they are released to parents or you are relieved from duty.
Shut down the air circulation system.	Shut down the air circulation system.	Shut down the air circulation system.	Do not attempt to go back into the building until the "All Clear" signal is given.	Do not attempt to go back into the building until the "All Clear" signal is given.
Gather information from staff or witness regarding location of spill, extent and the name of the chemical. Gather the school crisis team. Notify Principals Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Provide emergency responders with information regarding the nature and location of the spill. Consult with Building Leadership on staff and student status. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. If incident is adjacent to your building, follow instructions provided by emergency response personnel. Communicate with School Board	Gather information from staff or witness regarding location of spill, extent and the name of the chemical. Gather the school crisis team. Notify the superintendent. Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Provide emergency responders with information regarding the nature and location of the spill. Account for all students and staff by initiating a Roster Event. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. If incident is adjacent to your building, follow instructions provided by emergency response personnel. Communicate with families	Gather information from staff or witness regarding location of spill, extent and the name of the chemical. Gather the school crisis team. Notify the superintendent. Set up the Incident Command Post where school leaders can stage with emergency responders. Incident Command Post location #1 - District Office. location #2 - Elementary Office. Location #3 - City Hall Provide emergency responders with information regarding the nature and location of the spill. Account for all students and staff by initiating a Roster Event. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. If incident is adjacent to your building, follow instructions provided by emergency response personnel.		

HAZARDOUS MATERIALS

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send a "Soft Hold" Alert using the Announce, "Soft Hold in your room or Initiate the Incident Command System if Remain in your room or area until the If you are outside, communicate with If you are in a common area, conference Once the incident causing the "Soft	Send a "Soft Hold" Alert using the Announce, "Soft Hold in your room or Initiate the Incident Command System if Remain in your room or area until the If you are outside, communicate with If you are in a common area, conference Once the incident causing the "Soft	Send a "Soft Hold" Alert using the Announce, "Soft Hold in your room or Initiate the Incident Command Svstem if Remain in your room or area until the If you are outside, communicate with If you are in a common area, conference Once the incident causing the "Soft	Send a "Soft Hold" Alert using the Announce, "Soft Hold in your room or Initiate the Incident Command Svstem if Remain in your room or area until the If you are outside, communicate with If you are in a common area, conference Once the incident causing the "Soft	Send a "Soft Hold" Alert using the Announce, "Soft Hold in your room or Initiate the Incident Command Svstem if Remain in your room or area until the If you are outside, communicate with If you are in a common area, conference Once the incident causing the "Soft
SOFT HOLD				

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Ask the intruder their purpose for being in the school. If notified by a staff member of an intruder, have office staff monitor cameras. Ask intruder to leave if no legitimate reason is found for his or her presence in the school. Send an alert in the CrisisGo app if the intruder remains uncooperative.	Ask the intruder their purpose for being in the school. If notified by a staff member of an intruder, have office staff monitor cameras. Ask intruder to leave if no legitimate reason is found for his or her presence in the school. Send an alert in the CrisisGo app if the intruder remains uncooperative.	Ask the intruder their purpose for being in the school. If notified by a staff member of an intruder, have office staff monitor cameras. Ask intruder to leave if no legitimate reason is found for his or her presence in the school. Send an alert in the CrisisGo app if the intruder remains uncooperative.	Ask the intruder their purpose for being in the school. Notify the administrator immediately.	Ask the intruder their purpose for being in the school. Notify the administrator immediately.
Call 911. Announce a "Lockdown" over the PA system. Consult with Building Leadership on staff and student status. Debrief with school crisis team and staff. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.	Call 911. Announce a "Lockdown" over the PA system. Account for all students and staff by initiating a Roster Event. Notify the superintendent. Debrief with school crisis team and staff. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.	Call 911. Announce a "Lockdown" over the PA system. Account for all students and staff by initiating a Roster Event. Notify the superintendent. Debrief with school crisis team and staff. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.	Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. Turn out all lights. Maintain silence. Ensure all cell phones are on "silent" mode.	Bring students or adults from hallway or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. Turn out all lights. Maintain silence. Ensure all cell phones are on "silent" mode.
Communicate with School Board	Communicate with families		Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration) Be prepared to notify principal or designee of missing students or additional people. Wait for further instructions from administrators and emergency responders. Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.	Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration) Be prepared to notify principal or designee of missing students or additional people. Wait for further instructions from administrators and emergency responders. Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.
INTRUDER				

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Bring students or adults from hallways or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. If outside, move students away from school to off-campus assembly area. Turn out all lights. Maintain silence.	Bring students or adults from hallways or bathrooms into your classroom or office immediately. Lock the classroom door. Move everyone away from doors and windows. If outside, move students away from school to off-campus assembly area. Turn out all lights. Maintain silence.
Call 911. Secure the Main Office area.	Call 911. Secure the Main Office area.	Call 911. Secure the Main Office area.		
Announce "Lockdown" over the PA system.	Announce "Lockdown" over the PA system.	Announce "Lockdown" over the PA system.		
Notify the superintendent. Bring students and staff from the hallway or bathrooms into your office immediately. Lock the doors. Turn out all lights.	Notify the superintendent. Bring students and staff from the hallway or bathrooms into your office immediately. Lock the doors. Turn out all lights.	Notify the superintendent. Bring students and staff from the hallway or bathrooms into your office immediately. Lock the doors. Turn out all lights.	Ensure all cell phones are on "silent" mode. Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration). Complete the Roster Event when it is initiated by administration. Be prepared to notify principal or designee of missing students or additional people. Wait for further instructions from administrators and emergency responders. Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.	Ensure all cell phones are on "silent" mode. Remain in your room and ignore bells and alarms unless instructed otherwise. Take attendance and account for students (use the Roster Event when initiated by your administration). Complete the Roster Event when it is initiated by administration. Be prepared to notify principal or designee of missing students or additional people. Wait for further instructions from administrators and emergency responders. Do not allow anyone to leave your classroom until "All Clear" or until an emergency responder unlocks the door.
Maintain silence.	Maintain silence.	Maintain silence.		
Initiate a Roster Event in the CrisisGo app as soon as it is safe to do so. Ensure all cell phones are on "silent" mode.	Initiate a Roster Event in the CrisisGo app as soon as it is safe to do so. Ensure all cell phones are on "silent" mode.	Initiate a Roster Event in the CrisisGo app as soon as it is safe to do so. Ensure all cell phones are on "silent" mode.		
Move everyone away from doors and windows. Work with police officers as directed. Police will evacuate students area by area.	Move everyone away from doors and windows. Work with police officers as directed. Police will evacuate students area by area.	Move everyone away from doors and windows. Work with police officers as directed. Police will evacuate students area by area.		
Maintain as much calm as possible. Account for all students and staff by initiating a Roster Event. After the crisis has ended, release the alert in the CrisisGo app. Notify school counselors for post-incident counseling. Complete an incident report.	Maintain as much calm as possible. Account for all students and staff by initiating a Roster Event. After the crisis has ended, release the alert in the CrisisGo app. Notify school counselors for post-incident counseling. Complete an incident report.	Maintain as much calm as possible. Account for all students and staff by initiating a Roster Event. After the crisis has ended, release the alert in the CrisisGo app. Notify school counselors for post-incident counseling. Complete an incident report.		

LOCKDOWN

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send an alert in the CrisisGo app. Call 911. Notify the school nurse. Administer CPR if necessary. Immobilize the victim if there is a potential for head, neck or back injury. Check for medical alert tags. Prepare information for emergency responders. Consult with Building Leadership on staff and student status.	Send an alert in the CrisisGo app. Call 911. Notify the school nurse. Administer CPR if necessary. Immobilize the victim if there is a potential for head, neck or back injury. Check for medical alert tags. Prepare information for emergency responders. Contact the parents/guardians of the injured student.	Send an alert in the CrisisGo app. Call 911. Notify the school nurse. Administer CPR if necessary. Immobilize the victim if there is a potential for head, neck or back injury. Check for medical alert tags. Prepare information for emergency responders. Contact the parents/guardians of the injured student.	Call 911. Notify the administrator. Notify the school nurse. Administer CPR if necessary. Immobilize the victim if there is a potential for head, neck or back injury. Check for medical alert tags. Prepare information for emergency responders. Once help arrives, If the emergency is happening in your classroom, move your students to an alternate location.	Call 911. Notify the administrator. Notify the school nurse. Administer CPR if necessary. Immobilize the victim if there is a potential for head, neck or back injury. Check for medical alert tags. Prepare information for emergency responders. Once help arrives, If the emergency is happening in your classroom, move your students to an alternate location.
After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with School Board	Contact the superintendent. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with families	Contact the superintendent. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.		
MEDICAL EMERGENCY				

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Verify that the student is missing.	Verify that the student is missing.	Verify that the student is missing.	Report any missing students to the office immediately.	Report any missing students to the office immediately.
Send an alert in the CrisisGo app. and monitor camera systems in the office.	Send an alert in the CrisisGo app. and monitor camera systems in the office.	Send an alert in the CrisisGo app. and monitor camera systems in the office.	Immediately communicate pertinent information that could aid in locating the missing student. (If not able to communicate with an administrator right away, please write the information down.) The office will insist on identification if an unknown person arrives at school asking to pick up a student.	Immediately communicate pertinent information that could aid in locating the missing student. (If not able to communicate with an administrator right away, please write the information down.) The office will insist on identification if an unknown person arrives at school asking to pick up a student.
Call 911 immediately if the child is taken by an unauthorized adult, and has left the building and suspected to be in danger.	Call 911 immediately if the child is taken by an unauthorized adult, and has left the building and suspected to be in danger. Contact the parents/guardians of the missing student.	Call 911 immediately if the child is taken by an unauthorized adult, and has left the building and suspected to be in danger. Contact the parents/guardians of the missing student.		
Make an announcement on the PA system. Initiate a campus search. Cooperate with police and support building administration.	Make an announcement on the PA system. Initiate a campus search. Contact the superintendent. Call 911 if deemed appropriate. Call parents. Compile information for authorities on the missing student. Cooperate with police. Provide a picture and description of what student was last seen wearing. Notify the parents/guardians immediately if the student is located. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report. Communicate with families if necessary.	Make an announcement on the PA system. Initiate a campus search. Contact the superintendent. Call 911 if deemed appropriate. Call parents. Compile information for authorities on the missing student. Cooperate with police. Provide a picture and description of what student was last seen wearing. Notify the parents/guardians immediately if the student is located. After the crisis has ended, release the alert in the CrisisGo app. Complete an incident report.		

MISSING STUDENT

Superintendent	Building Principal / Designee	Safety Team	Staff	Teacher
Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Send an alert in the CrisisGo app.	Move to a designated safe area. Cover your head with hands and arms. If located within interior rooms, go under desks and tables.	Move to a designated safe area. Cover your head with hands and arms. If located within interior rooms, go under desks and tables.
Monitor the weather radio or other media source.	Monitor the weather radio or other media source.	Monitor the weather radio or other media source.	Move away from any windows, mirrors, or glass. If outside, direct students to nearest safe building or shelter. If there is no time to reach a safe place, instruct students to lie down in a low-lying place clear of debris and cover their heads.	Move away from any windows, mirrors, or glass. If outside, direct students to nearest safe building or shelter. If there is no time to reach a safe place, instruct students to lie down in a low-lying place clear of debris and cover their heads.
Decide whether to remain in school or conduct an early dismissal.	Decide whether to remain in school or conduct an early dismissal.	Decide whether to remain in school or conduct an early dismissal.	Take attendance and account for students (use the Roster Event when initiated by your administration). Report any injuries to the administrator.	Take attendance and account for students (use the Roster Event when initiated by your administration). Report any injuries to the administrator.
Announce "Tornado or Severe Storm" over the PA system.	Announce "Tornado or Severe Storm" over the PA system.	Announce "Tornado or Severe Storm" over the PA system.		
Instruct everyone to move away from the windows and move to designated safe areas.	Instruct everyone to move away from the windows and move to designated safe areas.	Instruct everyone to move away from the windows and move to designated safe areas.		
Instruct students and staff to duck under their desks and cover their heads with arms and hands.	Instruct students and staff to duck under their desks and cover their heads with arms and hands.	Instruct students and staff to duck under their desks and cover their heads with arms and hands.		
Account for all students and staff by initiating a Roster Event.	Account for all students and staff by initiating a Roster Event.	Account for all students and staff by initiating a Roster Event.		
After the crisis has ended, release the alert in the CrisisGo app.	After the crisis has ended, release the alert in the CrisisGo app.	After the crisis has ended, release the alert in the CrisisGo app.	Remain under cover until given the "All Clear".	Remain under cover until given the "All Clear".
TORNADO / SEVERE STORM				