

# EMERGENCY RESPONSE

## Deposit Central School District – 171 Second Street, Deposit, NY 13754

<b><u>Shelter-In-Place</u></b> <b>(Weather - Internal)</b>	<b><u>Hold-In Place</u></b>	<b><u>Evacuate</u></b>	<b><u>Lockout</u></b>	<b><u>Lockdown</u></b>
<p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none"><li>• Listen for instructions about the situation and your actions.</li><li>• Students in hallways should return to assigned classroom, if possible.</li><li>• Classroom teachers, take attendance.</li><li>• All other staff assist students, as needed.</li><li>• Move away from windows, if situation warrants.</li><li>• If instructed, move out of classroom to designated safe area. Stay together at all times.</li><li>• Take Attendance.</li><li>• Listen for updates.</li><li>• See the back of this chart for internal sheltering locations.</li></ul>	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none"><li>• Listen for instructions about the situation and your actions.</li><li>• Students in hallways should return to assigned classroom, if possible.</li><li>• Classroom teachers take attendance.</li><li>• Continue with classroom instruction.</li><li>• All other staff assist students, as needed.</li><li>• Listen for updates.</li></ul>	<p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none"><li>• Listen for instructions about the situation and your actions.</li><li>• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</li><li>• Bring attendance list and class roster.</li><li>• Close the classroom door after exiting.</li><li>• Take attendance when safe to do so.</li><li>• If evacuating off site, take attendance before moving from and upon arrival at off site location.</li><li>• Listen for updates.</li></ul>	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none"><li>• Listen for instructions regarding the situation and your actions.</li><li>• Lock all exterior windows.</li><li>• Leave blinds/lights as they are.</li><li>• Take Attendance.</li><li>• After initial instructions listen for updates.</li><li>• Classroom instruction continues as normal.</li><li>• All outdoor activities are terminated.</li><li>• Listen for updates.</li></ul>	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. In addition to the announcement of “lockdown” on the PA system, lockdowns initiate a flashing blue light system on the outside of the buildings. When you hear a lockdown announced, move quickly to do the following:</p> <ul style="list-style-type: none"><li>• If safe, gather students from hallways and common areas near your classroom.</li><li>• Lock the door. Barricade if necessary.</li><li>• Move students to a safe area in the classroom out of sight of the door.</li><li>• Leave windows, blinds/lights as they are.</li><li>• Keep everyone quiet. Silence cell phones.</li><li>• Take attendance if possible.</li><li>• Do not communicate through door or answer room phone.</li><li>• Do not respond to P.A. announcements or fire alarm (unless you see/smell smoke/fire).</li><li>• Stay hidden until physically released by law enforcement personnel or other recognizable personnel.</li></ul> <p>If you are outside when the lockdown is announced, proceed to a location away from the school buildings. If buses are present, adults should load all students and other adults onto the nearest bus for immediate departure to an identified location and await further instructions. Visitors to the campus should either proceed to their vehicle, a nearby bus, or one of the identified locations on campus – whichever is closest. Visitors may also choose to leave campus on foot. Additional information will be sent to all families and staff through our school messaging program.</p>