

Emergency Plan

914 N. 19th Street

Colorado Springs, CO 80904

719-636-3084

Table of Contents

Introduction 3

[Emergency Contacts](#_Toc238907362) 4

[Floor Plan and Escape Routes](#_Toc238907363) 5

[Definitions](#_Toc238907364) 7

[Incident](#_Toc238907365) Command Flow Chart 8

[Evacuation Procedures](#_Toc238907365) 9

[Evacuation Locations](#_Toc238907365) 9

[Shelter](#_Toc238907366) in Place 11

[Lock](#_Toc238907366) Down 13

[Gunshots on or Near School Grounds](#_Toc238907367) 15

[Bomb Threat Procedures](#_Toc238907368) 16

[Crimes in Progress](#_Toc238907373) 18

[Environment](#_Toc238907371)al Hazards, Serious Storms, Tornados 19

[Medical Emergency/Death.](#_Toc238907369) 20

[Explosions and Similar Events 21](#_Toc238907376)

[Missing Students or Abduction](#_Toc238907376) 22

Suspicious Person 23

[Hostage Situations](#_Toc238907374) 24

Gunman on School Grounds 25

Media Relations 26

Introduction

Each emergency situation is unique and many decisions will need to be made as a situation unfolds. This plan is designed to establish staff responsibilities and guide their actions during an emergency.

In the event of any emergency, REMAIN CALM. By remaining calm, it will help in keeping the students and other staff members focused and reassured.

Under all conditions of emergency, teachers are responsible for the students who are under their charge at the time an emergency notice is given. Teachers are liable for the safety of the students and must exercise good judgment in all matters pertaining to their welfare. The job is paramount and must be taken seriously.

These emergency procedures will assist in an awareness of your role in the event of an emergency on campus. It is important that all administrators, teachers and staff members become familiar with the following emergency plan.

It is impossible to predict all scenarios that could occur and these procedures are meant as a guideline.

Visitor Policy

During the normal business hours all visitors will check in at the front desk. Ruth Washburn staff will validate the purpose of the visit within the center. If a staff member or parent observes an individual without a visitor ID, they will direct them to the front desk to sign in.

**Emergency Contacts**

Emergencies - **911**

Colorado Springs Police Department - Non-Emergent – (719) 444-7000

Colorado Springs Fire Department - Non Emergent – 719-385-5950

Colorado Springs Utilities – 719-448-4800 – for electric emergency or outage

Office of Emergency Management – (719) 575-8400

El Paso County Health Department – (719) 578-3199

State Patrol – (719) 635-0385

Animal Control – (719) 473-1741

US Postal Inspector – (877) 876 -2455

FBI – (719) 633-3852

CDOT – (303) 639-1111

Rocky Mountain Poison Control – (800) 332-3073

Red Cross Chapter – El Paso County- (719) 632-3563

**Floor Plan and Escape Routes**

**Ruth Washburn Primary Evacuation Location** – Proceed to the NW corner of the Hillside.

**Ruth Washburn Secondary Evacuation Location** – Proceed to SE corner of the Farm



**Building Evacuation Map**

**Definitions**

Medical Emergency: An emergency in which someone in the school or on the premises is requiring immediate medical attention.

Active Non-Medical Emergency: An active non-medical emergency is an emergency where lives are at risk. An active non-medical emergency can become a medical emergency if anyone becomes injured or incapacitated.

Incident Coordinator: The Incident Coordinator will primarily be the director of the center. If the director is not available, it will be a staff member as designated in the Incident Command Chart. It will be up to the Director to determine the chain of command, based on their best evaluation of the circumstances.

Assembly Points: Assembly points will be determined by the Incident Coordinator based on the type of emergency.

**Incident Chain of Command**

The ***Chain of Command*** is the order in which authority in an organization is exercised from upper management to every employee at every level of the organization.

**Evacuation Procedures**

Notice to evacuate the building may be caused by use of the fire alarm or an announcement.

**Procedures for Evacuation:**

If a building **fire** is identified:

* Activate closest alarm.
* Call 911.
* Everyone exit the building via the nearest exit.

If another active evacuation emergency exists:

* Staff and children should exit the building as quickly as possible.
* Director or designee will assign staff to assist children out of the buildings. Children with disabilities will be assigned a staff member to assist in their evacuation.
* Remaining staff will be responsible for checking the building to be sure it has been fully evacuated, to the extent they can safely do so.
* Immediately contact the following personnel:
  + **911**—provide as much detail as possible about the emergency.
* Staff should go to evacuation points.
* Do not release children to anyone except parents or authorized persons.
* The school should set up an area to deal with responding law enforcement and possible media.

*In case of a fire alarm, DO NOT reset the fire alarm until the fire department arrives at the site. Unless the evacuation is an organized drill, the only person who should reset the alarm is the fire department or director.*

Evacuation Locations

On-Site Evacuation Locations:

* NW Corner of Hillside
* SE Corner of Farm

Off –Site Evacuation Locations:

* ARC/King Sooper Parking Lot
* Secure Self-Storage on King Street

**Roles and Responsibilities**

**Director or Designee**

* Determine the nature of the situation.
* Supervise evacuation.
* Designate roles and responsibilities as needed.
* Partner with emergency responders.

**Front Office Assistant**

* Monitor news and/or websites, if applicable.
* Make necessary phone contacts to parents or authorized emergency pick ups that have been designated by the parent.
* Contact the Director or Board Members as necessary.
* Use cell phones or verbal communication to communicate with staff and children.
* Take roll record roster, visitor sign-in/sign-out sheets and Emergency Binder to assembly site.
* Assist as needed and instructed.

**Designated Staff**

* Verify that designated rooms, bathrooms, and playgrounds in your area are clear, including in-class bathrooms.
* Proceed to the evacuation area assigned.
* Check that all staff and volunteers for your area are accounted for once evacuated.
* Stay with your area and wait for further instructions or an “all clear” from the Director or designee.
* Supervise parent reunification, for your area, after all clear is given.

**Teachers/Staff**

* Proceed to the evacuation area that is closest to your area.
* Teacher/Classroom leader will take emergency guide, medical fanny pack and child roll sheets to verify and account for children once evacuated.
* Complete a roll call for your class.
* Notify administrator/leadership of any missing children or volunteers.
* Remain with children until reunification with parent or authorized pick up or “all clear” has been provided by the Director or designee or Law Enforcement.
* Wait quietly for further instructions.

**Shelter-In-Place Procedures**

(Danger Outside Building)

Sometimes situations outside the building may warrant a halt of outside activities and securing the building. Examples include weather related events, criminal event at/or near the building, suspects at large, barricaded subjects off school grounds, gun shots on or near the school.

In a shelter-in-place, activities may proceed as normal, but with heightened state of alert.

**Procedures for Shelter-In-Place:**

* Notify Director or designee to advise of shelter-in-place status.
* All outdoor activities may be cancelled or moved indoors.
* All exterior doors should be closed and locked.
* When the situation has returned to normal and “all clear” has been given by Law Enforcement or Director or designee, the doors may be reopened and outside activities resume as normal.

**Roles and Responsibilities**

**Director or Designee**

* Determine the nature of the situation.
* Designate roles and responsibilities as needed.
* Monitor situation for escalation.

**Front Office Assistant**

* Monitor weather radios and/or websites, if applicable.
* Make necessary phone contacts to parents or authorized emergency pick ups that have been designated by the parent.
* Use cell phones and verbal communication to communicate with staff and children.

**Designated Staff**

* Verify that designated rooms, bathrooms, and playgrounds in your area are clear, including in-class bathrooms.
* Lock all rooms in your area.
* Remain in your area to verify that your area is secure.
* Check that all staff and volunteers for your area are accounted for and secure.
* Take shelter if danger is imminent.
* Stay with your area and listen for further instructions.
* Wait for an “all clear” or further instructions from the Administrator In Charge or designee.
* Supervise parent reunification, for your area, after “all clear” is given.

**Teachers/Staff**

* Enter the nearest classroom or interior room and close and lock doors.
* Teacher/Classroom leader will take emergency guide, medical fanny pack and student/child roll sheets to verify and account for students/children once evacuated.
* Complete a roll call for your class.
* Notify staff member of any missing children or volunteers.
* Remain with children until reunification with parent or authorized pick up or an “all clear” has been provided by the Director or designee or Law Enforcement.
* Wait for further instructions.
* Notify Administrator In Charge or designee and call 911 if your situation becomes life threatening.

**Lock-Down**

(Danger Inside Building)

If there is an active shooter or hostage situation onsite, immediate action is necessary. These situations are unpredictable and evolve quickly. Little or no warning may be given, therefore, if you are aware of an active situation; proactively determine the safest measures of evacuation or lockdown for you and those with you based on the guidelines.

**Procedures for Lock- Down:**

* Notify all staff/teachers of building Lock-Down.
* Call 911 and Director or designee.
* If possible, ensure all doors are locked.
* Move all individuals away from doorway and windows and cover the windows to block view into the room.
* Turn the lights off and close window coverings on exterior windows.
* Ensure that secondary exits from the room are accessible.
* Staff and children are not to leave the classroom/indoor area until an “all clear” has been provided by the Director or designee or Law Enforcement.
* If it is not possible to lock down the classroom or area you are in, get the children out of the building immediately and take them to the identified off campus evacuation site.

**Roles and Responsibilities**

**Director or Designee**

* Determine the degree of threat.
* Supervise lock-down or evacuation.
* Designate roles and responsibilities as needed.
* Partner with emergency responders.

**Front Office Assistant**

* Use cell phones and verbal communication to communicate with staff and children.
* Call 911 and notify Law Enforcement of situation.
* Make necessary phone contacts to parents or authorized emergency pick ups that have been designated by the parent.

**Designated Staff**

* Notify Director or designee of conditions requiring a lock-down.
* Lock all interior doors in your area.
* Verify that designated rooms, bathrooms, and playgrounds in your area are clear, including in-class bathrooms.
* If danger is imminent, take immediate shelter by entering a room and locking the door.
* Remain silent while the situation is active.

**Teachers/Staff**

* Enter the nearest classroom or interior room and close and lock doors.
* Close outside windows and blinds.
* Turn off lights.
* Ensure children are away from doorway and sitting in corner of room.
* Be alert and prepared for evacuation.
* Remain silent while situation is active.
* Teacher/Classroom leader will take emergency guide, medical fanny pack and student/child roll sheets to verify and account for students/children once evacuated.
* Complete a roll call for your class.
* Remain with children until reunification with parent or authorized pick up or an “all clear” has been provided by the Director or designee or Law Enforcement.
* Notify staff member or law enforcement of any missing students/children or volunteers, when appropriate.
* Wait for further instructions from Law Enforcement, Director or designee.

**Gunshots on or Near School Grounds**

**Procedures for gunshots on or near school grounds**:

* Call 911 and Director or designee.
* Follow 911 dispatcher’s directions for shelter-in-place, lock-down, or evacuation.
* All outdoor activities should be cancelled or moved indoors.
* All exterior doors should be closed and locked.
* When the situation has returned to normal and “all clear” has been given by Law Enforcement, the doors may be reopened and outside activities resume as normal.

**Roles and Responsibilities**

**Director or Designee**

* Determine the degree of threat.
* Make the announcement or notification of a shelter-in-place, lock-down, or evacuation.
* Call 911 and notify Law Enforcement of the situation.

**Teachers/Other Staff**

* Monitor doors and hallways.
* Monitor outdoor areas for changes in situation.
* Be alert and prepared for shelter-in-place, lock-down, or evacuation.

**Follow Roles and Responsibilities for shelter-in-place, lock-down, or evacuation as determined by the Director or Designee.**

**Bomb Threat**

**Procedures for Bomb Threat:**

* Call 911 and Director or designee.
* Follow 911 dispatcher’s directions for shelter-in-place, lock-down, or evacuation.
* If the threat is received by phone, the person receiving the threat should:
  + Complete the checklist below as thoroughly as possible while on the phone.
  + Note the number the call is coming from if you have a caller ID phone and the exact time.
* When the situation has returned to normal and “all clear” has been given by Law Enforcement, activities may resume as normal.

**Evacuations**

In the event the Director or designee decides to evacuate, follow evacuation plan.

* All staff should, in the process of evacuating, look for unusual or suspicious devices.
* **DO NOT** touch anything suspicious.
* Some devices are activated by radio wave frequencies: Do not use cellular phones, radios, or walkie-talkies.
* Stay away from the parking lot – go to designated areas, at least 300’ from site.

**Bomb Threat in Written Form**

* DO NOT handle the note after finding out what it is.
* Notify the Director or designee immediately.
* E-mail bomb threat – leave on screen and do not touch.

**Letter/Package Bomb Or Hazardous Substance**

Mail handler should be trained on what could be suspicious. A suspicious letter/package could contain any of the following:

* Foreign mail, misspelling of common words, excessive postage, odd noises, handwritten messages, oily stains/discoloration/odor, special delivery, poorly typed addresses, restrictive markings, lopsided or uneven envelope, incorrect titles, titles but no names, no return address, excessive weight, excessive securing material, powder leaking, rigid envelope, bulky package with odd noises, protruding wires or tinfoil.
* If any of the items listed above are identified on a package, do not open the package. Persons who touch the letter should wash their hands if powder or liquid is leaking.
* The person who identified the suspicious package should not “broadcast” the matter and cause panic.
* Contact the Administrator In Charge or designee and follow instructions.

**Follow Roles and Responsibilities for shelter-in-place, lock-down, or evacuation as determined by the Director or Designee.**

**BOMB THREAT CHECKLIST**

If you receive a phone call that is there is a bomb in the building, ask the caller the following:

* When is the bomb going to explode?
* Where is the bomb located?
* What does the bomb look like?
* What kind of bomb is it?
* What will cause the bomb to explode?
* Did you (the caller) place the bomb?
* Why did you (the caller) place the bomb?
* What is your name?
* What is your address (where do you, the caller live?)
* Sex of the caller\_\_\_\_\_ Age \_\_\_\_\_\_Race \_\_\_\_\_\_\_\_\_\_\_ Length of Call\_\_\_\_\_\_\_

**Caller’s Voice** (circle appropriate descriptions)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Calm | Laughing | Lisp | Angry | Crying | Rasp | Excited |
| Normal | Deep | Slow | Distinct | Ragged | Rapid | Slurred |
| Soft | Nasal | Accent | Cracking | Loud | Clearing | Throat |
| Stutter | Disguised | Familiar | Breathing |  |  |  |
| If Voice is familiar, who did it sound like?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**Bomb Threat Checklist Cont. . . .**

**Background Sounds** (Circle all that apply)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Street Noise | House Noises | Kitchen Motor | Animal | Voices |
| Office | Factory | Machinery | Clear | PA system |
| Static | Local | Long Distance | Booth |  |

**Threat Language** (Circle all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| Well Spoken | Foul | Incoherent | Taped |

Message read by threat maker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks**: Internally-- Report call immediately to the Incident Coordinator. Fill out completely immediately after bomb threat.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Crimes in Progress**

**Procedures for a crime in progress:**

* Call 911 and Director or designee.

Partial list of “In Progress Crimes” that need to be reported to 911:

* Homicide
* Sexual Assault
* Assault
* Arson
* Burglary
* Gang activity which may result in personal injury
* Fights
* Disruptive actions that include threats of harm

**As a witness to any “in Progress” criminal events:**

* Gather as much information, as safely as possible, about the perpetrators (i.e.--descriptions of individuals, vehicle description and license plate numbers, etc.)
  + Direction of travel of fleeing perpetrators.
  + Write down what you observed as soon as possible.
  + Separate any other witnesses to protect integrity of their observations.

**A Crime in Progress potentially activates a shelter-in-place, lock-down, or evacuation event if there is a danger to students, there were traumatic events, or if the crime scene preservation is an issue.**

**Follow Roles and Responsibilities for shelter-in-place, lock-down, or evacuation as determined by the Director or Designee.**

**Environmental Hazards, Serious Storms**

**and Tornadoes**

**Procedures for a tornado:**

* Notify staff and teachers that a tornado WARNING has been issued and to evacuate the classrooms.
* Take roll of all children.
* Move to assigned tornado safe haven location—UPPER LEVEL HALLWAY.
* Wait for further information or the “all clear” announcement.

**Procedures for severe weather:**

* Notify staff and teachers that there is severe weather in the area.
* Keep all children and staff inside the building.
* Close windows and blinds, if directed.
* Continue with normal activities.
* Monitor for change in the weather situation.
* Wait for further information or the “all clear” announcement.

**Roles and Responsibilities**

(If there is damage from tornado or severe weather)

**Director or Designee**

* Determine if hazard exists.
* Ensure emergency services are contacted, as needed.
* Ascertain if shelter-in-place or evacuation is required.
* If shelter-in-place, ensure ventilation is shut down, gas is turned off and all exterior doors and windows are closed.
* Determine potential physical danger and number of injuries.
* Ensure tracking of individuals taken to hospitals.
* If evacuation required, determine if city/county has predetermined evacuation location.
* Coordinate transportation to off-site evacuation location.

**Front Office Assistant**

* Call 911 and notify Law Enforcement of situation.
* Make necessary phone contacts to parents or authorized emergency pick ups that have been designated by the parent.

**All other staff and teachers follow roles and responsibilities as designated in Evacuation Procedures.**

**Medical Emergency**

(Serious Injury/Death Event)

**Procedures for a serious injury or death occurring at the school:**

* Communicate to other staff or teachers that there is a medical emergency.
* Call 911 and the Director or designee.
* Check for a pulse and breathing if the child/adult is not moving, and initiate CPR if needed.
* Notify parents/guardians or next of kin that the child was injured severely or is seriously ill and what medical facility the child was transported to.
* Make sure someone is outside of the school to direct emergency personnel to your location.
* If the injury or illness is not life threatening, keep the children/adults calm and get as much information about what happened to them as possible. Some illnesses are known medical issues, and may just need assistance until emergency personnel arrive.
* Decide if shelter-in-place may be required to protect children and/or scene.
* Ensure counselors are available for children, staff, and parents.

**Refer to specific regulations on handling and reporting injury and accident events for your daycare/preschool license.**

**Physical Injuries**

* Call 911 for emergency assistance if necessary.
* Assess injuries.
* Notify the parents of the injured.
* Notify Director or designee.
* Provide assistance to medical personnel if needed.
* Isolate the incident by removing uninjured students from the area.

**Roles and Responsibilities**

**Director or Designee**

* Ensure that 911 is contacted.
* Ensure parents/guardians/next of kin are contacted.
* Decide if Shelter-in-Place is needed.
* Ensure counselors are available for children, staff and parents.

**Teachers/Support Personnel**

* Call 911 and Director or designee.
* Assist in directing emergency personnel to the injured child.
* Remove any other individuals from the area, isolate the incident.
* Any other tasks assigned.

**Explosion and Similar Events**

**Procedures for Explosions or Similar Events:**

If there is an explosion in the building, staff should prepare their students/children for evacuation after the explosion, using the fire evacuation procedures. Determine quickly if toxic material is present outside the building. If so, shelter in place, close doors, windows, shut down air handling, etc.

**Exit not Immediately Feasible:**

* If exit from the building cannot be completed immediately, all individuals should be instructed and assisted to seek cover under table, if possible.
* When seeking shelter under tables, all individuals should cover their heads with hands or books and assume a kneeling position on the floor until debris ceases flying. Do not exit the building until it has been determined that the outside situation is safe.

**Explosion Checklist:**

* Sound fire alarm and evacuate per fire evacuation plan, if necessary.
* Teacher/Classroom leader will take emergency guide, medical fanny pack and student/child roll sheets to verify and account for students/children once evacuated.
  + If it appears that toxic materials are present outside, but not inside the building, shelter in place. Turn off all air handling equipment and close all doors and windows.
* Call 911and Director or designee.
* Shut off electric, water and gas.
* Close exterior doors and windows.
* Establish an area for communications with other staff/emergency personnel.
* Arrange for children to be transported to designated evacuation area.
  + Keep list of who evacuated to each off site location.
  + Keep list of injured and where taken.
  + Set up system to check parent ID prior to release of evacuated children.
  + Provide First Aid, if needed.
  + Assist emergency personnel in locating injured persons as requested by fire/police.

**Roles and Responsibilities**

**Director or Designee**

* Account for children, staff, volunteers, and visitors.
* Designate roles and responsibilities as needed.
* Partner with emergency responders.
* Ensure that evacuation or shelter-in-place is completed.
* Ensure that injured are assisted.
* Establish a communications center.

**Follow Roles and Responsibilities for shelter-in-place, or evacuation as determined by the Director or Designee.**

**Missing Children and Abductions**

**Witnessed Abduction or Attempted Abduction**

* Call 911and Director or designee.
* Locate and separate possible witnesses. Gather facts about the abduction and description of the suspect from witnesses.
* Notify parents or guardian of the child.

**Missing child, No Abduction Witnessed**

* Verify that the child is missing. Have the grounds searched.
* Notify Director.
* Notify parents or guardians.
* Question witnesses, to the extent possible, for information.

**Roles and Responsibilities**

**Director or Designee**

* Ensure 911 is called immediately.
* Ensure parents/guardian of child are advised.
* Direct that witnesses be located and separated.
* Determine if child is indeed missing.
* Decide plan of action if child is missing.
* In either missing or abducted situation, contact school counselors.

**Teachers/Support Personnel:**

* Identify teacher, staff, and/or witnesses of missing child.
* Separate witnesses from others.
* Any other assignments as instructed.

**Other Staff/Designees:**

* Assist in search of child, if directed.
* Gather pertinent information.
* Assist in separating witnesses from each other.
* Check video surveillance (if available) for possible leads.
* Any other assignments as instructed.

**Suspicious Persons**

Every member of the school staff must assist in making this the safest environment possible. If a suspicious person or suspicious activity is observed, alert authorities immediately to thwart any deviant activities.

* Notify Director or designee.
* If necessary, call 911 and inform them of the following:
  + The nature of the incident
  + Location
  + Descriptions of the parties involved.

**Your safety and the safety of other individuals is crucial, never place yourself or another in harms way.**

**Roles and Responsibilities**

**Director or Designee**

* Determine the degree of threat.
* Call 911 and notify Law Enforcement of the situation, as necessary.
* Determine if lock-down or shelter-in-place is necessary.

**Other Staff/Teachers**

* Monitor doors and hallways.
* Monitor outdoor areas for changes in situation.
* Be alert and prepared for evacuation, shelter-in-place, or lock-down.

**Follow Roles and Responsibilities for shelter-in-place, lock-down, or evacuation as determined by the Director or Designee.Hostage Situations**

**Procedures if you, another staff member, or child is taken hostage:**

* Remain calm, a captor may be emotionally unbalanced.
* Don’t make furtive actions, gestures, or comments that could irritate the hostage taker.
* Do not speak unless spoken to, and then only when necessary.
* Maintain eye contact with hostage taker at all times, but do not stare.
* Follow the hostage taker’s instructions. Do not appear frustrated or angered. In most cases, the hostage taker is angry or upset at something or someone else. Do not make yourself part of the hostage taker’s agenda by personalizing anything.
* Expect the unexpected and go with the flow of the hostage taker.

**Roles and Responsibilities**

Hostage situations are unique in the fact that there will not be any time or opportunity to assume roles and responsibilities within the school chain of command. Each and every staff member must understand that the best possible conclusions of hostage situations occur when the hostage and other staff members remain calm and follow all of the hostage taker’s instructions.

**Gunman on School Grounds**

With an increase in school shootings, workplace violence, and general concern for safety in public places, every school should include “active shooter” procedures in the emergency plan.

**Definition:** An “active shooter” is a person who is actively shooting or injuring persons by lethal means.

**Procedure for an “active shooter” in or on the school grounds injuring or killing individuals:**

* Evacuate the school as quickly as the situation allows, or lock-down inside a locked room.
* Call 911 and notify Director or designee.
* If there are no means of being able to evacuate:
  + If possible, ensure classroom doors are locked.
  + Move individuals away from doorway windows and cover the windows to block view into the room.
  + Turn the lights off and close window coverings on exterior windows.
  + Ensure that secondary exits from the room are accessible.
  + Individuals are not to leave the classroom/indoor area until an “all clear” has been provided by the proper administration.

**Roles and Responsibilities**

**Follow Roles and Responsibilities for lock-down as determined by the Director or Designee.**

**Media Relations**

**All media contact and inquires will be referred to the Director.**

**Listed below are three top priorities when giving an interview:**

* Be honest and fair in your dealings with reporters. If you don’t know the answer to a questions, say “I don’t know” and then offer to get the answer.
* Always tell the truth-or say nothing at all. If it’s private or confidential information, don’t offer it up.
* There is no such thing as “off the record.” If you don’t want something reported, don’t say it.