



SAFETY DRILL QUICK REFERENCE GUIDE 2015-16

EVACUATION

- ❖ Instruct all students and staff to exit the building using the designated emergency routes.
- ❖ Take class roster, phone list, first aid kit and any other emergency supplies (Go Bag).
- ❖ Check bathrooms, hallways, and common areas for visitors, staff, and student while exiting.

WHEN OUTSIDE THE BUILDING ACCOUNT FOR ALL STUDENTS AND REPORT ANY MISSING OR INJURED INDIVIDUALS TO THE INCIDENT COMMANDER!

LOCKDOWN

- ❖ Implemented when a criminal element is believed to be on the premises.
- ❖ Occupants of the building are directed to remain confined to a room or area with specific procedures to follow; such as locking doors, closing windows and shades, moving to the far corner away from the door, and seeking cover.

NO TEACHING OR BUSINESS AS USUAL DURING A LOCKDOWN!

ACTIVE SHOOTER

- ❖ Pull all non-threatening individuals into your room.
- ❖ Lock all doors and windows if safe to do so.
- ❖ Close blinds or curtains and keep everyone low and away from windows.
- ❖ Silence phone ringers and remain calm.
- ❖ Do not allow anyone to exit or enter the room until ALL CLEAR is given.

OUTSIDE THE BUILDING

- ❖ If shots are fired, immediately drop to the ground and seek cover.
- ❖ If safe to do so, move into the closest building and follow LOCK DOWN procedures.

SHELTER IN PLACE

- ❖ Occupants are to remain within in the building but may be moved to a different area due to a dangerous event taking place outside of the building; for example the release of a chemical cloud from a nearby plant, a Trespasser, or Police activities near the area.
- ❖ Staff should pull students into the class and lock the doors until a 'All Clear" is signaled by an authorized individual. However, unlike a "Lock Down" students should remain seated unless otherwise directed.

DEPENDING ON CIRCUMSTANCE TEACHING MAY BE ALLOWED TO CONTINUE!

BOMB THREAT

- ❖ Upon receipt of a bomb threat, the person receiving the call will make every attempt to prolong the conversation. Do Not Hang Up The Phone! Record the incoming calls phone number from the LED screen on your phone.
- ❖ Use another phone to call authorities and Use the Bomb Threat Checklist to gather information, notify the Principal immediately.
- ❖ Immediately suspend the use of electronic devices (i.e. radios, walkie-talkies, cell phones, etc.)
- ❖ The Principal will notify the Superintendent's Office at (908) 731-4335, (908) 731-4208, or (908) 731-4214, and the Director of Safety and Security at 908-731-4402. The Principal/Incident Commander will consult with the police and decide whether to make a preliminary search or to evacuate the building.
- ❖ If staff are asked to make a visual observation of their classroom/work areas, inform them not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT TOUCH IT!
- ❖ Check absentee list and note individuals absent at the time of threat. Account for all students, check halls, and restrooms.