

# Churchville-Chili Central School District

## EMERGENCY Response

<b><u>Shelter-In-Place</u></b>	<b><u>Hold-In-Place</u></b>	<b><u>Evacuation</u></b>	<b><u>Lockout</u></b>	<b><u>Lockdown</u></b>
<p>Used to shelter students and staff inside the building.</p> <p>(Example: Weather Shelter)</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>• All outdoor activities are terminated.</li> <li>• Classroom instruction continues as normal.</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>• Classroom teachers take attendance.</li> <li>• Listen for updates.</li> <li>• May be cancelled by PA or other means.</li> </ul>	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <p>(Example: Medical Emergency)</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>• Listen for updates.</li> <li>• May be cancelled by PA or other means.</li> </ul>	<p>Used to evacuate students and staff from the building.</p> <p>(Example: Fire)</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> <li>• May be cancelled by PA or other means.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <p>(Example: Police incident in area)</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>• Classroom instruction continues as normal.</li> <li>• All outdoor activities are terminated.</li> <li>• Do not respond to fire alarm unless actual signs of fire are observed, or an announcement is made.</li> <li>• After initial instructions listen for updates.</li> <li>• May be cancelled by PA or other means.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <p>(Example: Intruder in the building)</p> <p>When you hear lockdown announced, you should move quickly to execute the following actions.</p> <ul style="list-style-type: none"> <li>• If safe, gather students from hallways and areas near your classroom.</li> <li>• Staff/Students participating in any outdoor activity should seek a safe location away from the building.</li> <li>• Lock your 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 PA announcements or fire alarm (unless actual signs of fire are observed).</li> <li>• Stay hidden until physically released by law enforcement personnel.</li> </ul>

When taking phone calls: *We are currently in a (Name of event from above). We appreciate your patience as the situation is addressed. Please visit the website at [www.cccsd.org](http://www.cccsd.org) for updates.*

