# Cheltenham School District
## In Case of Emergency

### Intruder
- **RUN:** Escape if a safe route is available.
- **HIDE:** If not safe to move, hide and block door.
- **FIGHT (FOR LIFE):** If in danger, try to disrupt Intruder.
  - Call 911 as soon as possible.
  - Stay quiet until help arrives.
  - Obey direction from Police.

### Evacuation
- Leave using the nearest exit.
- Teachers take class lists.
- Move calmly but quickly.
- Follow instructions from staff or emergency personnel.
- Once outside go to rally point.
- Teachers take attendance once outside.
- Do not re-enter until All Clear signal is given.

### Lockout
- Lock doors.
- Outside activities return to building.
- Do not enter or leave building.
- Inside school operations may continue as scheduled.
- If high risk activity moves to school grounds, next step will be LOCKDOWN.

### Lockdown
- Seek immediate shelter.
- Shut and lock classroom and office doors.
- Block doors, if possible.
- Move away from windows and doors.
- Turn off lights and audio visual equipment.
- Remain quiet and calm.
- Remain sheltered until All Clear signal is given.

### Fire
- Pull fire alarm, exit and call 911.
- Teachers take class lists.
- Gather at rally point.
- Stay with teacher until told otherwise.
- Teachers take attendance once outside.
- Re-enter only when All Clear signal is given.

### Medical Emergencies
- Call School Nurse.
  - Call _____ and call 911, if appropriate.
  - If trained, administer proper medical attention until ambulance arrives.
  - Direct emergency personnel to injured person.

### Utility Failure
- Remain calm.
  - Call _____ to notify about outage.
  - Turn all electronic equipment off.
  - Move cautiously to a well lit area, if told.
  - Use flashlights or cell phones to light way.

### Severe Weather
- Seek shelter.
  - Shut and stay away from all windows and doors.
  - Kneel against wall and cover head.
  - Stay indoors until storm is over.
  - Avoid downed trees or wires.
  - Call _____ or 911, if someone is hurt.

### Hazardous Material Spill
- If injured or contaminated follow personal decontamination procedures (i.e., eyewash, safety shower, etc.).
  - Avoid breathing the spilled material.
  - Turn off all ignition sources.
  - Evacuate room and close door.
  - Alert others to stay clear of area.
  - Call _____ or 911.