

# 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.