

***This document is intended to serve as a quick-reference guide for some of the most common potential emergency responses that could occur at any time on campus. All staff are expected to know the various response protocols and to act accordingly during drills or in the event of a real emergency. This document should be readily available at all times in each classroom and shared with substitutes in the event of a staff absence. All staff must be prepared to report accurate attendance to quadrant leader/administration in a timely manner.***

WTHS School Safety Emergency Plans

 **EVENT SOUNDS LIKE LOOKS LIKE NOTES**

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|  | **“Lockout. All staff and students must return to their classrooms immediately.”** | * All staff and students return to scheduled classroom
* Classroom doors are locked
* No visitors permitted to enter the building
* Classroom instruction continues
* No cell phone use by students
 | * Any classes that are outside must return to the building immediately.
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|  | **“Lockdown. Locks, lights, out of sight. Do not respond to the fire alarm.”** | * Lights turned off, doors locked
* Shades/blinds pulled
* Everyone out of sight in room
* All remain silent
* No cell phone use by students
 | * Classes that are outside **DO NOT RETURN** to the building.
* Staff escort students to the furthest part of the perimeter of campus.
* Café A/B exit exterior doors to parking lot to exterior fence to athletic fields.
* Café C exit exterior doors to child care lot to fields behind project adventure.
* Café D exit exterior doors to farthest area of 9/10 soccer fields.
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|  | \***Fire alarm sounds** **OR****“All staff, students and visitors must evacuate the building immediately.”** | * Staff and students report to assigned quadrant
* All wait for directive from the quadrant leader to return to the building
* No cell phone use by students
 | * Be prepared for the possibility of needing to move to an alternate location such as the stadium, escort students to the bus yard, etc. ***if directed*** via the PA system, administrator or quadrant leader
* In the event of an evacuation between periods, students and staff must exit the building via the nearest exit door. Staff will take direction from the nearest quadrant leader. Upon return to the building, all staff and students must return to the previous class period to take attendance again.­­
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|  | **“Shelter in Place.”** | * All staff and students return to scheduled classroom
* Classroom doors are locked
* No visitors permitted to enter the building
* Classroom instruction continues
* No cell phone use by students
 | * Be prepared for the possibility of needing to move to an alternate location such as the gyms or auditoriums for an internal evacuation ***if directed*** via the PA system.
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