

Response: Emergency Actions for K-12 Schools

Colorado School Safety Resource Center

- **LOCKDOWN:** Procedures used to protect building occupants from potential *dangers in the building or external threats that enter the building*. Actions are used in situations where an actual emergency or crisis threatening the safety of building occupants is occurring or has occurred on a school campus. It may also be used when the potential for such a situation is high.
- **LOCKOUT (Secured Building):** Procedures used in a heightened state of security, to secure the building and protect building occupants where a higher than normal *threat is present near or in the vicinity of the campus*. The lockout condition is used as a preventative measure when threat of danger is outside the school building, and may be in place for a few minutes or longer periods of time, until the threat to safety is resolved.
- **SHELTER-IN-PLACE (Includes Weather Shelter):** Procedures used when the building is seen as a place of safety and building occupants *must remain in a school building* for extended periods of time during an event such as a weather emergency, a chemical contaminants, or terrorist attack. To shelter-in-place means to *take shelter where you are and isolate the inside environment from outside environment*. Additional hazard-specific directions will be needed. Be alert to individualized plans for those students or staff with disabilities or special needs.
- **EVACUATION:** Procedures used in a variety of school emergency situations when remaining in the building is unsafe. Evacuation is *moving building occupants to a designated safe area*. An evacuation may be signaled by a fire alarm, direction from the School Incident Commander over the intercom or other emergency notification system, or by the instruction of emergency personnel. Some evacuations may involve moving students and staff to an alternate or off-campus site, as instructed. A partial evacuation of a section of the building may also occur, if a situation warrants. If evacuation is other than a fire situation, further instructions should be given. Implement individualized plans for those students or staff with disabilities or special needs.
- **RELEASE/REUNIFICATION:** After Lockout, Lockdown, Shelter-in-Place and/or Evacuation a controlled release/reunification may be necessary to release or reunite students with parents and/or caregivers. This process requires accurate accountability of students and release of students to authorized adults only. Communication capability must exist between Command Post, district office, transportation, and school or evacuation sites. Redundant emergency notification system(s) are developed and communicated to parents/caregivers prior to an event: auto dialing; website; media partners etc. The “administrator’s go-kit” is ready with all necessary items for a controlled release/reunification process.

For consultation, technical assistance, protocol examples, or school district contacts, please contact the Colorado School Safety Resource Center.

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COLORADO
School Safety Resource Center
Department of Public Safety

www.Colorado.gov/CSSRC

303.239.4435