IN AN EMERGENCY



HOLD

Used to keep hallways clear while responding to things like medical emergencies, maintenance issues, etc.

STUDENTS

- Clear the hallways and remain in room.
- Do business as usual.

ADULTS

- Close the door.
- Account for students and adults.
- Do business as usual.

**Do not leave room until the "all clear" is announced - even if the bell rings.*



SECURE LOCKOUT

Used to secure campus when there is an emergency OUTSIDE of the building like a dangerous animal, an unknown person, police presence in the area, etc.

STUDENTS

- If outside, come inside.
- Business as usual.

If the bell rings, students are permitted to switch classes.

ADULTS

- Bring everyone inside, close windows/doors.
- Increase situational awareness.
- Account for students and adults.
- Business as usual.



LOCKDOWN

Used to hide from an immediate threat.

STUDENTS

- Quietly hide in hard corner.
- Do not move, stay hidden.
- Follow instructions.

ADULTS

- Recover students from hallway if possible.
- Shut classroom door.
- Hide in hard corner quietly.

Remain hidden until physically released by law enforcement. DO NOT follow loudspeaker instructions. DO NOT open the door for anyone. DO NOT react to the fire alarm (unless there is fire).



EVACUATE

Used to clear the building in case of a fire, chemical spill, etc.

STUDENTS

- Leave belongings behind.
- Follow instructions.

ADULTS

- Take red emergency bag.
- Lead students to evacuation location.
- Fill out Emergency Attendance Sheet (in red bag).



SHELTER

Used to take cover from severe weather, hazmat spill, etc.

STUDENTS

- Follow directions given over loudspeaker.

ADULTS

- Take red emergency bag.
- Follow directions given over loudspeaker.

LOCKDOWN
IN NON-INSTRUCTIONAL SPACES

HALLWAY
1. Find the closest open room (classroom, closet, bathroom, office, etc).
2. Close and lock the door.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

If no rooms are accessible, evacuate the building and follow "outside" procedures.

BATHROOM
1. Close the main door and lock if possible.
2. Hide in the stall, close and lock the door.
3. Sit on top of toilet, stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

OUTSIDE
1. Blue lights will flash and the loudspeaker will announce a lockdown.
2. Move away from the school, depending on your location.
3. Call 911 to report your location then call the school at 518-966-5070 x511.

CAFETERIA
1. Quickly and quietly move into the kitchen. Hide away from doors and windows.
2. Secure the area by closing all doors (they automatically lock) and deadbolting the door that leads from the salad bar to the cafeteria.
3. Ensure all kitchen equipment is turned off to prevent accidents and reduce noise.
4. Stay quiet and hidden until physically released by law enforcement.

ES LIBRARY
1. Close all doors.
2. Move into the library office, or behind a bookshelf.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

ES GYM
1. Close all exterior doors.
2. Follow signs to hiding location.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

MS/HS LIBRARY
1. Close all doors.
2. Move into the library office.
3. Stay quiet and hidden.
4. Wait for law enforcement to physically release you.

If library office is not accessible, evacuate the building and follow "outside" procedures.

MS/HS AUDITORIUM
1. Move to the stage.
2. Stay hidden and quiet.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

If the auditorium is unsafe, quietly evacuate through the nearest safe exit and follow "outside" procedures.

MS GYM
1. Close all exterior doors.
2. Move into the locker rooms, storage room, or gym office if possible. Otherwise, go to hard corners.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

HS GYM
1. Close all exterior doors.
2. Move into the locker rooms or storage room.
3. Stay quiet and hidden.
4. Remain in hiding spots until physically released by law enforcement.

If locker rooms are not accessible, evacuate the building and follow "outside" procedures.