

EMERGENCY RESPONSE PLAN

LOCKDOWN SUPERCEDES ANY OTHER PROCEDURE OR ALARM

LOCKDOWN OPTIONS DURING ACTIVE VIOLENT INTRUDER

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE

- Hide in an area out of the intruder's view
- Block entry to your hiding place and lock the doors
- Silence your electronic devices

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the violent intruder
- Act with physical aggression and throw items at the active violent intruder

Procedures to follow when calling the police for assistance with students....



Police: 911 or non-emergency line 317-736-5111

- Police will need student's full name, age, and description of what the student is wearing.
- Police will need to know if the student is inside or outside of the building
- If the student returns to the building before the police arrive, please call the dispatcher back and let them know

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FIRE PROCEDURE

1. Take EMERGENCY KIT and DAILY ATTENDANCE, close classroom door, and check restrooms and time-out areas as you proceed to available evacuation route.
2. Once class is assembled outside at assigned refuge area, take class attendance.
3. Remain with class until all-clear signal is given to re-enter, or wait for further instructions.

EVACUATION PROCEDURE

1. Follow FIRE PROCEDURE
2. Upon hearing verbal announcement from law enforcement or Administration, assist students and staff with an orderly evacuation to Fire Station #23.
3. Follow directives of Administrators or law enforcement.

TORNADO PROCEDURE

1. Take EMERGENCY KIT and DAILY ATTENDANCE, close classroom door and check restrooms and time-out areas as you proceed to designated tornado safety area.
2. Ensure that students take proper safety position
3. Remain with class until all-clear signal is given, or wait for further instructions.

POTENTIAL THREAT PROCEDURE

1. Notify Administrator of possible potential threat.
2. If potential threat is deemed necessary, the Administrator will send an email to all staff informing them of potential threat.
3. Upon hearing the verbal announcement from Administration to check your email, check your email immediately.

Potential Threat Color Code System (color cards located at all building entrances)

Green – All Clear

Yellow – Caution

- Ensure classroom doors are closed and locked
- Keep lights down, and cover windows
- All guests should be greeted in person before entering the building
- Staff should proceed in and out of the building with a heightened awareness to their surroundings

Red

- Ensure all doors are closed and locked
- Keep lights down, cover windows, and remain in area
- No one, including staff members, is allowed to enter or exit the building.

4. Continue to follow potential threat color code system, and any additional Administrator or law enforcement directives until an “All Clear” is announced.