**Your Building Name Here Emergency Plan Ready Sheet**

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| **EVENT** | **How Initiated** | **RESPONSE** |
| **FIRE** | If fire alarm is activated or smoke/ fire is seen | * Pull fire alarm, call 911;   + ***If*** fire cannot be immediately extinguished, evacuate the area and move to your **Rally Point**. * Close doors behind you, unlocking them, if time permits; * Take attendance ***immediately*** at Rally Point. |
| **LOCKDOWN / BARRICADE**  (Act or threat of violence in Building) | If lockdown/barricade is initiated or in response to a stimulus such as screaming, gunshots, or a suspicious person is seen in Building. | * Ensure door is locked; * Barricade door with furniture; * Move staff to designated area of office room, away from doors and windows; * Turn off lights/close window blinds; * Silence all cell phones; * Provide staff with clear instructions; * Prepare to fight back if office is breached.   **NOTE (after the office is secured)**:   * Take attendance/calm staff * No staff to leave office until all clear is given |
| **SECURE BUILDING**  (Act or threat of violence near Building) | If a secure Building is initiated or you become aware of a threat in close proximity to the Building. | * Ensure office door is locked; * Close blinds; * Inform staff of the possible danger; * Listen for further instructions; * Continue class instruction.   **NOTE (once the office is secured)**:   * Take attendance/calm staff * No staff leave office unless escorted by adult. |
| **SHELTER-IN-PLACE**  (Severe weather or HazMat event) | If a command is given to shelter-in-place or you become aware of a shelter-in-place warning by authorities | * HazMat Event   + Seal off room, turn off HVAC, and close doors and windows. * Weather Event   + Move away from windows and stay indoors. |
| **RALLY POINT**  (Initial location staff are moved to for safety near Building – minimum safe distance 300 feet) | If a command is given for the Building to be evacuated or in response to a fire alarm or other incident | * Evacuate staff to designated rally point; * Take roll and inform admin of student status.   + Be prepared to change locations if necessary. Be flexible!!! |
| **Threat of Violence** | **M**ove away-**RUN!**  **E**vacuate away from area if possible (if not possible, move to next phase, “R” )  **R**espond-Lockdown/barricade & prepare to fight back  **I**nform-call **911** &inform others on-site  **T**reat the wounded | |

Building/floor Map