**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.
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| **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
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| **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.
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| **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.
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| **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!!!
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| **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