



## Kenmore West High School Emergency Procedures Quick Reference Guide

### **SHELTER IN PLACE**

There are times when it is necessary to move the school population to a single or multiple location(s) in the school building. This is called a “Shelter in Place”. In most cases, a shelter in place is done when there is a threat of or actual weather related incident, bomb threat, or health/medical issue.

#### **Shelter in Place Objectives**

- To minimize injury or death.
- To locate and contain any device or weather damage.
- To facilitate emergency responses.
- To establish safe routes and designated areas.

### **LOCKOUT**

A “Lockout” is the response to an actual or potential threat from outside of the school building. An example of such a threat might be an escaped fugitive, custodial interference, or a disgruntled employee or spouse. Where the situation warrants, the school facility, staff, and students are aware of – but not disrupted by such a response being activated. Consequently, the school day continues as normal except for the termination of all outside activities. In some cases the details of a lockout do not need to minimize disruption to the school.

#### **Lockout Objectives**

- To keep any threat of violence or dangerous incident out of the school building.
- To promote minimal disruption to the educational process when there is a potential or actual incident outside the school building.

### **LOCKDOWN**

The lockdown procedures will be implemented when the building administrator has become aware of an imminent emergency or situation in which students and staff should be kept in locked rooms within the school building. These procedures may be implemented as a result of an intruder in the building, hostage situation or a biological threat. Lockdown may be activated at any time of the day and will affect the entire building.

\*Lockdown Drills will be conducted throughout the school year.