

# Emergency Response Options

## Monroe #1 BOCES

Response Type (SHELL)	Response Procedures (in addition to calling 911)
<p><b>Shelter – in – Place</b></p> <ul style="list-style-type: none"> <li>The use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release, railroad incident, or weather-related incident.</li> </ul>	<ul style="list-style-type: none"> <li>Shelter-in-place when you are notified via the phone, PA system, mass notification system, messenger, or other means.</li> <li>Proceed to an interior area away from exterior windows or doors-ideally the center of room.</li> <li>Close and move away from exterior doors and windows.</li> <li>If the emergency is airborne, attempt to block cracks around doors and vents into the room when possible. Fans, heating, and air-conditioning systems should be turned off.</li> <li>For a weather-related situation, when instructed, go to a hallway or an internal room without windows and sit down on floor.</li> <li>Do not allow anyone to leave the shelter during the emergency-document all people in area and note any absences or probable locations.</li> </ul>
<p><b>Hold - in – Place</b></p> <ul style="list-style-type: none"> <li>Intended to keep students and staff out of affected areas.</li> </ul>	<ul style="list-style-type: none"> <li>Hold-in-place is used when dealing with <i>short-term emergencies within the building</i>. Examples may include, but are not limited to crisis situations, fighting, or medical incidents. In this case, all individuals should remain in, or return to classrooms or offices and listen for updates.</li> </ul>
<p><b>Evacuation</b></p> <ul style="list-style-type: none"> <li>The removal of all students, faculty, staff, and visitors from district facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate when you are notified via the alarm system, the PA system, mass notification system, messenger, or other means.</li> <li>Close room door and turn out lights (bring roster sheet).</li> <li>Exit the building in an orderly manner following the designated fire-drill evacuation routes.</li> <li>Assemble at a pre-determined evacuation area.</li> <li>Account for and supervise all students during the emergency.</li> <li>Await further instructions from an administrator before resuming normal daily activities.</li> <li>When a “<b>Relocation</b>” is announced, all faculty, staff, and students are to move to predetermined location.</li> <li>For non-ambulatory individuals, designated staff members are assigned to the responsibility of moving the person with a disability out of the building per designated evacuation routes. In the event that they are unable to be safely evacuated, then they will be moved to an “Area of Rescue Assistance” during a fire incident or drill. An assigned staff member will notify fire department if this occurs.</li> </ul>
<p><b>Lockdown</b></p> <ul style="list-style-type: none"> <li>Protecting students, faculty, and staff from an internal or external threat, such as a violent person, by excluding or isolating the threat.</li> </ul>	<ul style="list-style-type: none"> <li>Move all students into classrooms and offices when you are notified via phone, the PA system, mass notification system, messenger or by bullhorn.</li> <li><b>Close and lock all doors and windows (LEAVE LIGHTS AND BLINDS AS THEY ARE)</b>. Have students take a seated position so that they are out of view from door window, or exterior windows.</li> <li>Do not open doors for anyone under any circumstances (use professional judgment).</li> <li>Do not allow anyone to leave the room during the emergency (use professional judgment).</li> <li>Lockdown will end <b>ONLY</b> when you are physically released from your room by emergency responders.</li> </ul>
<p><b>Lockout</b></p> <ul style="list-style-type: none"> <li>Is an option for concerns outside the school.</li> </ul>	<ul style="list-style-type: none"> <li>In the event of a Lockout, all exterior doors are locked and outside activities will be terminated. Classes otherwise may continue as normal.</li> </ul>