



# Parent Guide for Emergency Response in Schools

## SHELTER-IN-PLACE

Action used when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, (such as a bomb threat) or to a severe weather shelter area (such as in the event of a tornado).

## HOLD-IN-PLACE

Action used for an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue, or medical emergency that requires students and staff movement be limited. This is intended to keep students and staff out of the affected area until the situation can be rectified.

## EVACUATE

Action used to initiate an evacuation of school building and/or grounds due to an unsafe condition within a building. (Includes fire, gas leak, chemical leak, unsafe structure).

*NYSed requires that all school buildings have 8 evacuation drills per school year.*

## SECURE LOCKOUT

Action used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective is to quickly ensure all school staff, students, and visitors are secured in the school building away from outside danger. Students have regular instruction and can move within the building as normal. Exterior door access may be limited to create a single point of entry and visitors may be restricted from entering. Incident specificity and proximity will drive the response.

## LOCKDOWN

Action used to secure school buildings during incidents that pose an immediate threat of violence in the building. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger. Hallways are cleared and all staff and students move to secured areas behind a locked door and maintain silence.

*NYSed requires that all school buildings have 4 lockdown drills per school year.*