

TYPE	PROCEDURE	THREAT / HAZARD
<b>LOCKDOWN</b>	<ul style="list-style-type: none"> <li>• If possible, gather students from hallways and common areas nearby into classroom.</li> <li>• Lock the door.</li> <li>• Turn off lights (note: this varies by jurisdiction).</li> <li>• Move to area of classroom out of sight of door or hallway.</li> <li>• Maintain silence.</li> <li>• Take attendance.</li> <li>• Do not respond or communicate (by phone, or to an announcement, fire alarm, or door knock).</li> <li>• Remain in place until released by law enforcement.</li> </ul>	Used for incidents that pose an immediate threat of violence in the school (e.g., an armed assailant, a dangerous animal, an act of violence in school).
<b>SECURE</b> (Lockout, Reverse Evacuation)	<ul style="list-style-type: none"> <li>• Enter or remain inside a secured school building</li> <li>• Lock all outside doors and windows.</li> <li>• Take attendance.</li> <li>• Do not allow visitors, students, or staff to enter or leave the building after it is secured</li> </ul>	Used for incidents that pose an immediate risk outside the school (e.g., a fugitive from law).
<b>EVACUATE</b>	<ul style="list-style-type: none"> <li>• Exit the classroom and close the door.</li> <li>• Use a pre-identified route (or secondary route, if needed) to lead students to a designated assembly area.</li> <li>• Take attendance.</li> </ul>	Used when there is a hazard inside the building and it is safer to evacuate than to remain in the building (e.g., a fire, an indoor chemical spill, a bomb threat).
<b>HOLD</b> (Hold in place)	<ul style="list-style-type: none"> <li>• Remain in assigned classroom.</li> <li>• For students and staff in hallways, return to assigned classroom if possible.</li> <li>• Take attendance.</li> </ul>	Used in short-term emergencies to limit the movement of staff and students (e.g., a medical emergency).
<b>SHELTER</b> in place	<ul style="list-style-type: none"> <li>• Move to a predetermined safe area (e.g., lowest floor level; interior room or hallway away from exterior doors and windows).</li> <li>• Close doors and windows.</li> <li>• Turn off fans and classroom ventilation (designated staff turn off main shut-off valves for HVAC).</li> <li>• Use barrier materials (e.g., duct tape, plastic sheeting) to seal gaps in windows and doors if instructed to do so.</li> </ul>	Used for severe weather or hazardous materials release when it is safer to secure or shelter in the building.

# NY STATE EMERGENCY RESPONSE S.H.E.L.L.

SCHOOL NAME:  
911 ADDRESS:



## SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

### ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



## HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

### ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



## EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

### ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



## LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN **OUTSIDE** OF THE SCHOOL.

### ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



## LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

### ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy  
for the hazard

**Hazard**  
Tornado  
Hazmat  
Earthquake  
Tsunami

**Safety Strategy**  
Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults