

Classroom Action Guide - Immediate Action Steps

Northern Illinois School Safety Administrator's Association – To join please visit: nissaa.org

<p style="text-align: center;">EMERGENCY NUMBERS</p> <p><u>Police Department Emergency</u> Call 9-1-1 and tell the dispatcher where you are located</p> <p><u>District Notification and Reporting Contact:</u> (insert important numbers)</p>	<p style="text-align: center;">SECURE BUILDING AND TEACH</p> <p>Initiated when: Hazard outside the school building. A Secure Building as a precautionary step.</p> <ul style="list-style-type: none"> ● Move back to your area – normalize and continue activities inside ● Take attendance, notify the office of missing/extra students ● All doors are locked; no one leaves or enters the building ● If instructed, close the blinds ● Listen for further announcements, directions <p>If outside, collect students and move inside the building. If the fire alarm is pulled, evaluate your situation, and plan an escape route, if necessary. Stop and access at all transitions.</p>
<p style="text-align: center;">Active Threat - RUN, HIDE, FIGHT (or) ALICE, ALICE, ALICE</p> <p>Initiated when: Active threat inside the school building</p> <ul style="list-style-type: none"> ● Inform others of the situation – no code words ● Assess the situation – you have options <p>RUN/EVACUATE – Run if you think you can safely get away</p> <ul style="list-style-type: none"> ● Move out and away from the building ● If outside, gather students and move away from the school building <p>HIDE/LOCKDOWN & BARRICADE – If you cannot safely run</p> <ul style="list-style-type: none"> ● Lockdown or Hide in a classroom, office, or staff bathroom ● Lock and barricade the door ● Prepare to fight ● Lights off ● Do not worry about window blinds ● Move out of view from hallway windows ● Take attendance ● Do Not display Red/Green Cards ● Make plan “B” – escape or fight ● If the fire alarm sounds during the lockdown, evaluate the situation, and plan an escape route <p>FIGHT – If fight is required, block the door, everyone fights as a team, defend yourself with whatever means possible</p> <p>EVERYONE NOTIFY POLICE – everyone should call the police <i>Additional Training: Federal Emergency Management Agency (FEMA). IS-907: Active Shooter: What You Can Do.</i></p>	<p style="text-align: center;">EVACUATION/FIRE ALARM</p> <p>Initiated when: Hazard inside requires relocating outside</p> <ul style="list-style-type: none"> ● Upon alarm or notification, stop what you are doing, evaluate your situation, get everyone’s attention ● First, conduct a headcount of students/staff/volunteers <ul style="list-style-type: none"> ○ Take Red/Green Cards with Classroom Action Guide ○ Take Classroom Action Map, if needed ● Gather students and announce: “Stop and Assess at Every Transition” ● Lights off and close the door – do not lock ● Evacuate using the primary or secondary route <ul style="list-style-type: none"> ○ Primary: Solid RED line ○ Secondary: Dotted RED line ○ At each transition, evaluate the situation for smoke, fire, or other danger ● Take attendance once a safe distance outside ● Hold either a Red or Green Card: <ul style="list-style-type: none"> ○ Red Card: Injuries, Missing/Extra Student(s)/Help ○ Green Card: All Accounted For/OK ● If you see smoke, fire, or danger, immediately notify the administration and the fire department ● Supervise students and wait for instructions
<p style="text-align: center;">SEVERE WEATHER (Tornado/high winds 70+ MHP)</p> <p>Initiated when: Weather requires relocating within the school to designated areas</p> <ul style="list-style-type: none"> ● See Classroom Map for routing directions and designated shelter areas ● Follow BLUE Line on Evacuation Map to designated area ● Take severe Weather/tornado position ● Take attendance and notify an administrator of any missing/extra students ● If the designated area is full, alternative approved shelter areas within the building include first floor: <ul style="list-style-type: none"> ● Hallway (away from doors and windows) ● Bathrooms and inner offices ● MOBILE classroom – if 50+ MPH winds, move to building <p>If outside, immediately return indoors and seek appropriate shelter. If the fire alarm is pulled, evaluate the situation, and plan an escape route, if necessary.</p>	<p style="text-align: center;">HOLD-IN-PLACE AND TEACH</p> <p>Initiated when: Incident is occurring within the school, Medical, escalating student, non-life-threatening issue.</p> <ul style="list-style-type: none"> ● Stay put until instructed otherwise ● Check hallway – let students/personnel in the nearest classroom ● Lock classroom door ● Do not permit anyone to enter or exit ● Take attendance and stay where you are ● Continue teaching and learning – normalize ● Ignore bells until told otherwise <p>If outside, collect students and maintain outdoor activity. If the fire alarm is pulled, evaluate your situation, and plan an escape route, if necessary.</p>

