

NDHS Emergency Plan 2017-2018

Shelter in Place



Weather Emergency

1. Ensure no students are in the hallways. If there are students in the hallway, bring them into your classroom.
2. Close and lock windows and doors.
CLOSE WINDOW BLINDS
3. Move students near interior wall, away from windows and TAKE ATTENDANCE.
4. Center yourself under large furniture, and protect yourself from debris.
5. Remain as close to the floor as possible.

Drop, Cover and Hold Procedures

1. When the shaking begins, move only a few steps to a nearby safe place.
2. Stay away from windows and stay indoors until the shaking stops.
3. Drop under a sturdy desk or table. Hold on and protect your eyes by pressing your face against your arm.

If there is no table or desk nearby, sit on the

A BASIC 'shelter in place' requires staff and students to remain in the classroom seating until the all clear is sounded. Some things to keep in mind:

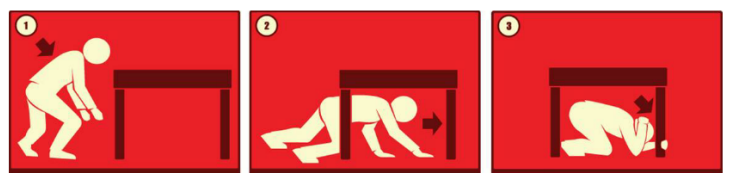
- TAKE ATTENDANCE. Notify the office if a student is out of the room so they can be located.
- ensure your door is locked.
- do not release students until you are given the 'all clear' over the intercom.

Some more specific 'shelter in place' needs may include a weather emergency, lockdown, or earthquake specific protocols. Listen closely to the language used when the event is announced.

Lockdown Procedure

STUDENTS AND STAFF ARE NOT TO LEAVE THEIR ROOMS; THIS INCLUDES BATHROOM BREAKS, NURSE, CLASS CHANGES, FIRE ALARM, ETC.

1. Ensure no students are in the hallways. If there are students in the hallway, bring them into your classroom.
2. Close and lock windows and doors.
3. Move students near interior wall, away from windows and TAKE ATTENDANCE.
4. Leave blinds and lights as they are.
5. Remain as close to the floor as possible.
6. **DO NOT OPEN THE DOOR FOR ANY REASON! EVEN IF SOMEONE KNOCKS OR JIGGLES THE DOOR HANDLE. REMAIN IN YOUR SECURE LOCATION.**
7. Only respond to instructions from uniformed emergency officials or hear 'All Clear' over the intercom.



Evacuation Procedures

Seek safety and shelter outside of the school building.

Fire Drill

1. Take your keys, attendance book and coat (as needed).
2. Quietly and quickly proceed to your assigned exit point.
3. Students are to line up in a single file line, at least 50 yards from the building.
4. Take attendance, and report any missing students to your local administrator.
5. Do not re-enter the building until advised to do so by an administrator.
6. Re-enter the building using the same route you exited from.
7. Retake attendance, and email the Main Office of any unaccounted students.



Emergency Backpack Checklist

- Attendance Book
- Red/Green Card
- Keys

Off-Site & Reverse Evacuation

1. Remember to bring your keys and your fully stocked EMERGENCY BACKPACK.
2. Quietly and quickly proceed to your assigned exit point.
3. Lead your class to your assigned assembly area in the NDMS Gymnasium.
4. Take attendance, and display your:
 - Green card if all students are accounted for.**
 - Red card if there is a problem.**
5. Remain in your assigned location until you are dismissed by an administrator.
6. Re-enter the building using the same route you exited from.
7. Retake attendance, and email the Main Office of any unaccounted students.

