

# ~EMERGENCY RESPONSE~

(per Safe Schools NY)

**Crown Point Central School**

2758 Main Street

Crown Point, NY 12928

<b><u>Shelter-In-Place</u></b>	<b><u>Hold-In-Place</u></b>	<b><u>Evacuate</u></b>	<b><u>Lockout</u></b>	<b><u>Lockdown</u></b>
<p><b>Used to shelter students and staff inside the building.</b></p> <ol style="list-style-type: none"><li>1. Listen for instructions and the situation and your actions.</li><li>2. Students in hallways should return to assigned classroom, if possible.</li><li>3. Classroom teachers, take attendance.</li><li>4. All other staff assist students, as needed.</li><li>5. Move away from windows, if situation warrants.</li><li>6. If instructed, move out of classrooms to designated safe area. Stay together at all times.</li><li>7. Take Attendance.</li><li>8. Listen for updates.</li></ol> <p><b>**<a href="http://safeschools.NY.gov">http://safeschools.NY.gov</a></b></p>	<p><b>Used to limit movement of students and staff while dealing with short term emergencies.</b></p> <ol style="list-style-type: none"><li>1. Listen for instructions about the situation and your actions.</li><li>2. Students in hallways should return to assigned classroom, if possible.</li><li>3. Classroom teachers, take attendance.</li><li>4. All other staff assist students, as needed.</li><li>5. Listen for updates.</li></ol>	<p><b>Used to evacuate students and staff from the building.</b></p> <ol style="list-style-type: none"><li>1. Listen for instructions about the situation and your actions.</li><li>2. Lead students to designated assembly or announced area. Use secondary route if necessary.</li><li>3. Bring attendance roster.</li><li>4. Close the classroom door after exiting.</li><li>5. Take attendance when safe to do so.</li><li>6. If evacuating off site, take attendance before moving from and upon arrival at off site location.</li><li>7. Listen for updates.</li></ol>	<p><b>Used to secure school buildings and grounds during incidents that pose an imminent concern outside the school.</b></p> <ol style="list-style-type: none"><li>1. Listen for instructions regarding your situation.</li><li>2. Lock all your exterior doors and windows.</li><li>3. Leave blinds/lights the way there are.</li><li>4. Take attendance.</li><li>5. Listen for updates.</li><li>6. Classroom instruction continues as normal.</li><li>7. All outdoor activities are terminated.</li><li>8. Listen for updates.</li></ol>	<p><b>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</b></p> <ol style="list-style-type: none"><li>1. When you hear lockdown announcement, move quickly to execute the following.</li><li>2. If safe, gather students from hallways and common areas near your classroom.</li><li>3. Lock you door. Barricade if necessary.</li><li>4. Move kids to a safe arear out of sight.</li><li>5. Leave windows, blinds, lights as they are.</li><li>6. Silence is key, including cell phones.</li><li>7. Take attendance.</li><li>8. Do not communicate through door or with phone in room.</li><li>9. Do not respond to PA or fire alarm.</li><li>10. Stay hidden until physically released by law enforcement or administration.</li></ol>