



West Ada

SCHOOL DISTRICT

Idaho Standard Command Responses for Schools

- ✓ Evacuation
- ✓ Reverse Evacuation
- ✓ Hall Check
- ✓ Lockdown

Evacuation

Often referred to as “fire drill”. The purpose of an evacuation is to remove all people from dangerous situations inside a building. This may include, but not be limited to fire, smoke or a gas leak.

Evacuation Procedures:

- ✓ The fire alarm will signify the need to evacuate
- ✓ The command to evacuate the building, if the alarm is inoperable, is “Evacuate the building.....Evacuate the building.....Evacuate the building”
- ✓ Exit the building in a calm, orderly manner
- ✓ Evacuate to the designated area and check in with the site manager
- ✓ Roll will be taken and each student will be accounted for by the classroom teacher
- ✓ Reenter the building when cleared to do so

Evacuation Reminders:

- ✓ All monthly fire/evacuation drills will be scheduled and announced to staff prior to a drill
- ✓ Law enforcement will be notified of upcoming drills
- ✓ Teachers and adult staff should lead students through a fire/evacuation drill
- ✓ Teachers and adult staff should carefully check hallways (active awareness), passages and corners before leading students through the building before exiting the building
- ✓ Radios will be the primary communication tool to manage the evacuation. Schools/sites without radio communications will establish a method such as cell phone texting and/or runners to ensure necessary information is relayed to the Incident Commander (IC).
- ✓ Unplanned evacuation – quickly determine the source of the issue. When clear, proceed with exiting the building.

- ✓ Know the alternate exit points

Reverse Evacuation

A reverse evacuation removes students, staff and visitors from dangerous situations outside a building. This may include, but not be limited to danger on the playground, severe weather conditions, law enforcement activity or other activities.

Reverse Evacuation Procedures:

- ✓ A reverse evacuation will be signaled by public address (PA) and radio announcement
- ✓ The announcement will state, "Return to the building.....Return to the building.....Return to the building"
- ✓ Move students, staff and visitors into the building as quickly as possible
- ✓ Students and staff should return to their classroom
- ✓ Visitors should report to the office/Incident Command Post (ICP)
- ✓ Roll will be taken and positive student accounting completed by the classroom teacher

Reverse Evacuation Reminders:

- ✓ Radios will be the primary communication tool to manage the reverse evacuation. Schools/sites without radio communications will establish a method such as the intercom, cell phone, texting and/or runners to ensure necessary information is relayed to the Incident Commander (IC).
- ✓ Additional information may be provided throughout the process

Hall Check

A hall check is a response to provide security for students and staff from lower level threat situations when continuing the educational process is desirable. Potential threats include, but not limited to a disruptive person, unknown person on campus, medical issue or any other unknown situation in and around a school building.

Hall Check Procedures:

- ✓ A hall check will be signaled by public address (PA) and radio announcement
- ✓ The announcement will state, "Hall Check.....Hall Check.....Hall Check"
- ✓ All perimeter doors will be secured and movement in and out of the building will stop
- ✓ Move all students, staff and visitors into the building as quickly as possible
- ✓ All students in the building should return to their assigned classroom

- ✓ Teachers should look in the immediate hallway area for suspicious or unauthorized persons, and then lock the classroom door
- ✓ Teachers shall report any suspicious activity or unauthorized person to the Incident Command Post (ICP)
- ✓ Teachers will take roll and be prepared for further instructions and should continue the normal educational process
- ✓ A classroom door, once secure should not be opened or unlocked during a Hall Check
- ✓ The hall check will be released by the following phrase, “End hall check, resume normal operations.....End hall check, resume normal operations.....End hall check, resume normal operations”

Hall Check Reminders:

- ✓ Depending on the nature of threat, a hall check can transition to a Shelter in Place
- ✓ Hall check is a command, Shelter in Place is a state of being

Lockdown

Is initiated when a threat is inside or entering into the school. A lockdown secures the building and safely shelters all students, staff and visitors inside a school building. Business and classroom activities cease.

Lockdown Procedures:

- ✓ The message to lockdown will be broadcast over the PA/intercom. The announcement will state, “Lock down.....Lock down.....Lock down”
- ✓ Whomever puts the school in lockdown should then call 911
- ✓ Lock classroom/office doors (where you are hiding)
- ✓ Build a barricade against the door (5 ft. high and 8 ft. deep)
- ✓ Barricade windows where you are hidden to prevent easy access to an outside threat
- ✓ Position yourself away from door, out of sight and quiet
- ✓ Weapon in hand
- ✓ Staff outside a classroom, but inside the building shall access the immediate area, based on that assessment purposefully move with any nearby students to a securable space, and secure
- ✓ If securable space is not readily available, purposefully move with any nearby students to exit the building and relocate to a predetermined offsite location

Lockdown Reminders:

- ✓ Move, Secure, Defend

- ✓ Lockdown drills will be initiated by DSC administration by giving a letter to a staff member with instructions
- ✓ Lockdown will be initiated via phone system
- ✓ Staff should have phone lockdown code
- ✓ Lockdown code is kept secure and not out in the open for all to see
- ✓ All staff are to wear ID badges at all times
- ✓ Remain in lockdown until released by law enforcement or via PA system message
- ✓ **The automated PA system lockdown announcement does not notify law enforcement. In a real lockdown situation, please call 911 immediately after the building has been placed on lockdown.**

(Revised 8/26/19)