

# Preparedness

Each school prepares for emergencies through planning and regular drills that reinforce how a school will react in the case of an emergency.

The school administrator, working in conjunction with central office puts in place site-specific plans for his or her school.

Emergency plans in West Ada School District include the following:

**Fire safety procedures**

**Evacuation locations**

**Coordination with law enforcement**

**Practice drill schedules**

**Incident command planning**

**Communication planning**

**Student/Parent reunification plans**

**Medical response contacts**

**Fire response contacts**

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For more information, please contact your site administrator. Information in this pamphlet can be found in more detail in your school's Emergency Response and Crisis Management Manual.

**West Ada School District  
1303 East Central Drive  
Meridian, Idaho 83642**

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Emergency Response  
& Crisis Management

**LOCK DOWN  
OR SHELTER  
IN PLACE**

In a serious emergency, administrators must decide to evacuate, Lockdown/Shelter in Place

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In an effort to keep school staff informed about emergency procedures, this brochure is meant to provide an understanding of:

## **Lockdown Shelter in Place**

School staff is defined as all West Ada employees at the school:

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**teachers**  
**paraprofessionals**  
**food service staff**  
**custodians**  
**safe school assistants**  
**security officers**  
**administrators**  
**bus drivers**

# **Lockdown**

Threat is inside or very close to the school or school grounds

Secures the building and safely shelters all students, staff, and visitors inside the school building. School business and classroom activities cease. A school will go on lockdown if a threat is in the school building or on or near the school grounds and the threat endangers the occupants of the school.

### **Lockdown Procedure:**

Site Administrator or other staff member who identifies the threat signals that the school is in lockdown

Staff calls 911

Lock classroom doors (classroom staff quickly scan hallway and pull students into the classroom)

Turn off classroom lights

Lower blinds

Students and staff move away from windows and out of sight

Staff and students remain down, quiet and out of sight until a member of law enforcement or school administration unlocks the door

# **Shelter In Place**

Threat is away from the school

Shelter in place means to secure the building, providing a safe place for all students, staff and visitors inside the school. School business and classroom activities continue as normal.

Shelter in place is used if a threat is in the schools' neighborhood and does not endanger the occupants of the school. Often, a request to shelter in place will be made by law enforcement when there is an incident occurring in a neighborhood near a school.

### **Shelter in Place Procedure:**

Lock exterior doors

Keep students and staff inside building during recess and lunch

Interior doors do not need to be locked