

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

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**



Emergency Response
& Crisis Management

**LOCK DOWN
OR SHELTER
IN PLACE**

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

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:

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