

Alexandria City Public Schools EMERGENCY PROCEDURE

Provided by Safety & Security Services

FIRE

- Fire alarm will sound.
- Evacuate the building using the closest exit.
- Once outside, report to your assigned location.
- Account for your class and report in.
- Listen for other instructions.
- **DO NOT** re-enter the building.

SECURE THE BUILDING THREAT IS NEAR YOUR SCHOOL COMMUNITY

- Listen for "Secure the Building" announcement. There is a potential threat or police activity in the community nearby.
- Listen for additional instruction.
- Classroom activity may continue.
- Classes held outside must come in.
- No one enters or exits the school for any reason.
- ALL CLEAR must be given by the Administrator.

EARTHQUAKE SAFETY



• Evacuate when the shaking stops.

VIOLENT INTRUDER

THERE IS AN ACTIVE THREAT INSIDE YOUR SCHOOL

- Stop what you are doing. Look and listen. You have options. Utilize your ALICE strategies (Lockdown Procedure).
- EVACUATE immediately, if able.
- You may or may not get a detailed announcement.
- EVACUATE using the closest exit and take everyone you can with you.
- If you cannot evacuate to your safe place, BARRICADE your room!
- If you are the one alerting others, use plain English.
- Be prepared to counter or distract.
- When safe to do so, contact your administrator or authorities to provide information about your classroom.
- ALL CLEAR will <u>only</u> be given by authorities/police.

TORNADO SAFETY

- Listen for announcement of **Severe** Weather approaching.
- Classes outside must come in.
- Move quickly and quietly to designated safe areas within your building.
- Listen for **Drop and Tuck** command.
- Account for your class and report in.
- Listen for other instructions.