
Emergency Response Protocol: Shelter in Place*

Situation

- Severe weather event
- Environmental event (chemical, gas, hazardous materials)
- Dangerous wild animal
- Medical emergency inside the school; hallways and common areas need to be cleared

Announcement: **“Activate Shelter in Place immediately.”** ****Repeat as required****

Procedures

- Lock and monitor exterior doors.
- Staff and students may enter, but once inside, no one leaves the building.
- School continues as usual in the building.
- Confirm with local police to determine when it is safe to lift the “Shelter in Place.”
- Signage:
 - Place a sign on each external door indicating that the school is in a “Shelter in Place” emergency procedure.
 - Place a sign outside the main doors indicating that the school is in a “Shelter in Place” and stating that no one may leave the building.

Special Circumstances

- Medical emergency in the school → specify that students are to stay in their classrooms until further notice.
- External airborne hazard → shut down HVAC systems.

*Some schools may choose to use “Hold and Secure” language for all situations involving hazards outside the school, rather than using both “Hold and Secure” and “Shelter in Place,” to avoid potential confusion for staff, students and parents.

