

CHCS Emergency Plan

Shelter-In

Announcement: Attention: This is a Shelter- In. Secure the exit doors

What is it? This is the protocol used to safe guard students and staff within the building. It is always followed by a specific instruction and is used when the hazard is found outside of the building.

What you do: If your students are outside, teachers/aides in charge will move the students into the building. Do not leave the building. Instruction may continue as normal.

Lockdown

Announcement: Attention. We are now in Soft/Hard Lockdown. Take proper action.

What is it? This is the protocol used to secure individual rooms and keep students quiet and in place. Lockdown is used when the hazard is found within the building.

What you do: Lock and close your door. Cover the window to the hallway. Shut off lights. Students and teachers hide until the coast is clear.

- **Soft lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post.
- **Hard lockdown** implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

In lockdown, students are trained to:

1. Move out of sight and maintain silence

In lockdown, teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message “The Lockdown has been lifted” followed by specific directions.
4. Take attendance and account for missing students by contacting main office via email.