



THE JOHN CARROLL SCHOOL

EVACUATION: FIRE, HAZARDOUS MATERIALS, OR BOMB THREAT

- Take emergency folder with student roster
- Take the closest and safest way out as posted or announced
 - Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not stop for student or staff belongings
- Go to Assembly Area*
- When outside the building:
 - Check for injuries
 - Account for all students
 - Immediately report attendance. Send list of missing, extra, or injured students to the administration or incident command
 - Continue to contain and maintain students
- Wait for additional instructions

MODIFIED LOCKDOWN: POTENTIAL AREA THREAT

- All students, faculty and staff must remain in the building
- Normal activity continues within the building
- School remains in modified lockdown until notice to resume normal routine is given by incident command

LOCKDOWN: WITH INTRUDER

- **Active Intruder Inside:** **Run** away from the shooter if you can do so safely, **Hide** if you cannot get away safely, and prepare to **Fight** as a last resort and only when your life is in imminent danger.
- **Active Intruder Outside/Hide Instructions:**
 - Clear all students, staff and visitors from hallways immediately
 - Assist those needing special assistance
 - Close and lock all windows and doors
 - **DO NOT LEAVE** for any reason
 - **DO NOT OPEN THE DOOR** for any reason
 - If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible
 - Shut off lights
 - Stay away from all doors and windows
 - Move students to a corner of the room where they cannot be seen
 - **BE SILENT!**
 - Wait for further instructions
- Be prepared to move to the off-campus rally point** if administration or law enforcement give the announcement to move

SHELTER-IN-PLACE: TORNADO/SEVERE THUNDERSTORM/FLOODING

- Move out into the hallway and sit on the floor against the lockers. Do not sit in front of a door.
- Close your classroom or office door
- Maintain silence during the shelter-in-place
- **3rd Floor classrooms** should evacuate their room, close the door, and move into the stairwells. Descend to the lowest possible point

* Assembly Area: Football stadium field

** Off-Campus Rally Point: St. Matthew's Lutheran Church