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