



ALEDO ISD

Safety Procedures



Emergency Procedures

- *EVACUATION*
- *EVACUATION* (reverse)
- *SECURE*
- *LOCKDOWN*
- *SHELTER* (severe weather)
- *SHELTER* (hazmat)



Emergency Procedures

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

SECURE! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



EVACUATION



- POTENTIAL EMERGENCY:

 - Fire, gas leak, credible bomb threat*

- PROCEDURE:

 - *Turn off all lights, close all doors*
 - *Exit building through nearest available point of egress*
 - *Muster at designated spot*
 - *Account for all students and staff*
 - *Await further instructions*

EVACUATION



- Drill Frequency

Once per month (with at least 10 school days)

EVACUATION (reverse)



- POTENTIAL EMERGENCY:

Gas leak outside, hazmat situation outside (train derailment or highway accident)

- PROCEDURE:

- *Enter building through nearest available access point*
- *Proceed to **SHELTER** (hazmat) locations (unless directed otherwise)*
- *Await further instructions*

EVACUATION (reverse)



- Drill Frequency:
Once per semester

SECURE



- POTENTIAL EMERGENCY:

Active shooter, dangerous person/armed individual outside of, but in the area of a district facility

- PROCEDURE:

- *Lock all exterior doors*
- *Close any blinds and window coverings*
- *No movement of anyone into or out of building*
- *Await further instructions*
- *Continue business as usual inside building*

SECURE



- Drill Frequency:
Once per semester

LOCKDOWN



- POTENTIAL EMERGENCY:

Active shooter, dangerous person/armed individual inside or within close proximity of a district facility

- PROCEDURE (full):

- *Lock all exterior doors*
- *Shelter in designated lockdown rooms*
- *Lock door; do not let anyone inside room*
- *Await someone to enter room with a key*

LOCKDOWN



- Drill Frequency:
Once per semester

SHELTER (severe weather)



- POTENTIAL EMERGENCY:

Tornado, damaging straight-line winds

- PROCEDURE:

- *Turn off lights, close all doors*
- *Proceed to nearest Tornado Safe room*
- *Huddle on floor near wall in 'Duck & Cover' position*

SHELTER (severe weather)



- Drill Frequency:
Once per semester

SHELTER **(hazmat)**



- POTENTIAL EMERGENCY:

Gas leak (outside of building), hazmat incident, nuclear incident

- PROCEDURE:

- *Close all doors*
- *Gather in designated Shelter in Place space*
- *Power down HVAC, seal off room*

SHELTER (hazmat)



- Drill Frequency:
Once per semester