Sheltering-In-Place

Should be used to protect school occupants from external threats such as chemical plumes, severe weather and other natural and man-made threats.

Sheltering-In-Place provides a refuge for school occupants and the public within the school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending upon the emergency.

Shelters are located in the following areas:

- Stairwells/stairways
- · Hallways, keeping clear of windows and door openings
- · The lowest floor
- Interior rooms that have many vertical walls, such as restrooms, closets or storage rooms
- Gymnasiums are generally NOT safe locations to Shelter-In-Place for incident types that have the potential to damage the school structure (i.e. tornados)

Things to Remember:

- Stay away from unsecured objects such as filing cabinets and bookshelves
- · Avoid using telephones other than for emergency purposes
- · Stay away from all windows, skylights and atriums
- Once in the shelter area, account for all persons and report missing persons to the IC immediately
- Continually monitor conditions in the shelter area; if changing conditions cause the shelter area to become unsafe, advise the IC and wait for further instructions

Incident Commander	 Call 911 Initiate Shelter-in-Place procedures Effectively communicate the Shelter-in-Place message Ensure that all school occupants safely reach the Sheltering areas Monitor the local media, National Weather Radio or other reliable information sources Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	 Assist in the sheltering of school occupants Report to the Incident Commander (IC) for further instructions.
School Nurse	 Assist in the sheltering of school occupants Report to the IC for further instructions
School Counselor	 Assist with sheltering all students especially identified emotionally vulnerable students Assist with reunification after lockdown
Prevention Resource Officer or School Resource Officer	 Assist in the sheltering of school occupants Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	 Direct occupants to the Sheltering areas Assist teachers in taking attendance Missing persons should be reported to the IC Prepare the occupants for Reunification or resumption of normal conditions
Reunification Coordinator	 Assist in the sheltering of school occupants Prepare the Reunification site, if needed Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced



Incident Commander will:

 Establish Incident Command

ASSESS

Incident Commander & Crisis Response Team assesses situation and determines:

- 1. Severe weather
- 2. Chemical plume
- B. OR another incident



NOTIFY

Incident Commander Notifies

- CRT and BOE/ Superintendent of incident
- School Counselor to implement protocol to identify and support emotionally vulnerable students

ACT

Incident Commander & Crisis Response Team will:

- 1. Call 911 if needed
- Use the PA or another means to notify school occupants of affected areas to Shelter-in-Place, which route to take and where to assemble
- 3. School Counselor to implement protocol to identify and support emotionally vulnerable students
- 4. Assist in relocating school occupants to shelter areas including individuals with special needs
- 5. Meet with outside responders if they are called
- 6. Sweep areas where alarms or notification may not have been heard
- 7. Account for all school occupants
- 8. Search for missing school occupants
- Notify Public Safety Agency IC of any missing people
- 10. Ensure school occupants arrive safely to shelter areas

ASSESS

Incident Commander will:

- Determine if Sheltering is adequate
- 2. Determine support needs of sheltered persons
- 3. Determine if emergency is over and if it is safe for students and staff to return to normal activities

NOTIFY

Crisis Response Team will notify:

- Affected occupants
 of any updates or
 additional instructions
- 2. Sheltered persons of "ALL CLEAR" if it is safe to return to their areas

POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- 2. Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)