

Definitions:

- Evacuation:** Evacuation is used when conditions outside are safer than inside. Once the principal directs an evacuation, by sounding an alarm or announcing “Evacuate the Building” all students and staff move from the school to the outdoor Emergency Assembly Area (EAA) at least 300 feet away from the school.
- Clear The Halls:** Clear the Halls is used when an emergency occurs inside or outside of the school and it is determined that control of the students is needed. Classes are held as normal, with the exception NO entry into halls or common areas without permission from the office.
- Lockdown:** Lockdowns are used when there is an emergency inside and movement within the school will put students in jeopardy or when there is an imminent threat that will be inside the school.
- Lockout:** Lockouts are used when an emergency occurs outside of the school but in the school’s vicinity. No one is allowed in or out without being met by an administrator. The Exterior doors and classroom doors are secured.
- Reunification:** A process used to ensure that students are released to the correct parent or guardian.
- Shelter:** It is used when there is not time to evacuate or when it may be harmful to leave the building. For example; a plan set up by the district to handle severe weather events.