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Administration crisis response plan

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School name: _____

Last updated: _____

Emergency contacts

Crisis management team

Individual	Phone number	Cell number	Pager number

Medical emergency response team

Individual	Phone number	Cell number	Pager number

Media guidelines

All media requests should be referred to superintendent or district Public Information Officer.

Reset form



Evacuation

When to evacuate
Evacuate when there is a threat of violence, a gas smell or leak, fire, explosion, or other internal situation where leaving the building is the safest option.

Important: If the evacuation is due to a threat of violence or a gas smell/leak, do not use radios, cell phones, fire alarms, or light switches.

What to announce:
The principal or designee should announce:

"Attention, please. We need to evacuate the building. Teachers should take their students to their designated assembly area. Please bring your class roster and take a headcount once you arrive."

What to do
- Call 911 and describe the emergency; share the school's name, address, evacuation location, and the command post location
- Make the evacuation announcement or assign a designee
- Use the safest evacuation route:
  - Threat of violence: Avoid suspected danger areas
  - Fire: Use primary routes unless blocked
  - Gas leak or chemical spill: Avoid fumes
- Notify the district office
- Announce when it's safe to return
- If students will be dismissed for the day, follow the reunification plan and release students only to approved contacts

Lockdown (internal threat)

When to lockdown
Initiate lockdown when there is a threat of violence inside the building, including an intruder, weapon on campus, hostage situation, shots fired, or serious assaultive behavior.

Important: Evacuation may be appropriate if a secure lockdown is not possible or if escaping the threat is safer than sheltering.

What to announce:
The principal or designee should announce:

"Attention, please. We are experiencing an emergency situation and need to lockdown the school immediately. Students and staff should go to the nearest classroom or office. Teachers, lock your doors and keep students inside until further notice. Disregard all alarms and bells unless advised otherwise."

What to do
- Make the lockdown announcement or assign a designee
- Call 911 and describe the emergency; share the school's name, address, evacuation location, and the command post location
- Move outdoor classes to the off-campus assembly area or relocation site; account for all students
- Office staff should move to their designated lockdown shelter area
- Switch bells to manual mode and deactivate the fire alarm
- Stop inbound buses and redirect them to the relocation site
- Notify the district office
- Notify each classroom to end the lockdown in person; law enforcement may assist
- Prepare a written summary for staff and parents after the incident



Exterior lockdown

When to use an exterior lockdown
Used when there is a potential threat outdoors or in the surrounding community, such as an unauthorized person near the building, a disturbance on school grounds, or a community incident.

What to announce:
The principal or designee should announce:

"Attention, please. We have been advised of a security situation in the community and need to secure the school. Please secure all exterior doors immediately. Teachers should continue normal classroom activities, but no one will be allowed outdoors."

What to do
- Make the exterior lockdown announcement or assign a designee
- Notify the district office
- If buses are arriving, consult law enforcement for next steps
- Direct media and community inquiries to the superintendent or public information office
- Assign staff to monitor building entrances—only emergency personnel may enter
- Maintain communication with law enforcement for updates
- Keep staff informed as information becomes available
- Notify classrooms in person or via intercom when the incident is resolved
- Prepare a written summary for staff and parents once the situation is over



Clear the halls

When to clear the hallways
Used when hallways must be cleared and movement limited due to situations such as a medical emergency, animal in the building, disruptive behavior, or a drug or weapons search.

What to announce:
The principal or designee should announce:

"Attention, please. We need to clear all hallways immediately. Please go to the nearest room and stay there until further notice. Disregard all alarms and bells."

What to do

- Make the clear-the-halls announcement or assign a designee
- Call 911 if needed for medical or law enforcement support
- If students are outside, either direct them indoors or guide them to an alternate safe location
- Notify the district office
- Assign staff to monitor entrances—only emergency personnel may enter
- Meet emergency responders and follow their instructions
- Notify classrooms in person or via intercom when the situation is resolved
- Prepare a written summary for staff and parents after the situation ends



Reverse evacuation

When to move back inside
Used when conditions outside are unsafe and it is safer to be inside the building. Threats could include an exterior gunman, hazardous material spill, disturbance on school grounds, or a community threat such as a bank robbery or escaped prisoner.

What to announce:
The principal or designee should announce:

"Attention, please. We need to implement a reverse evacuation. There is a security situation outside the building, and everyone must return indoors immediately. Anyone already inside should remain inside until further notice."

What to do
- Order the reverse evacuation and bring everyone inside quickly and safely
- Call 911 if appropriate
- Assign staff to monitor entrances—only emergency personnel may enter
- Cancel outdoor activities, including recess and PE
- If entering the building is unsafe for those outdoors, direct them to the designated assembly area or off-campus site
- Notify the district office
- Notify classrooms in person or via intercom when the incident is resolved
- Prepare a written summary for staff and parents after the situation ends



Off-campus evacuation

When to evacuate off site
Used when students and staff must relocate to a pre-designated off-campus site due to safety concerns such as a threat of violence, hazardous material spill, or utility outage.

What to announce:
The principal or designee should announce:

"Attention, please. For safety reasons, we are evacuating off site to [location, address]. We will implement the family reunification plan from that location."

What to do
- Determine the relocation site and safest route; sites should be selected randomly at the time of the incident to keep response actions from being anticipated
- Make the off-campus evacuation announcement or assign a designee
- Notify the district office and request crisis team assistance at the reunification site
- Gather evacuation kits and ensure they are taken to the relocation site
- Decide whether to walk or use buses; request transportation if needed
- Alert the relocation site so they can prepare
- Request law enforcement support for the staging area, route, and relocation site
- Move students to the staging area for loading if transportation is used
- Provide the school's media representative with approved messaging to direct families to the reunification site

Family reunification
The family reunification process ensures that students are safely accounted for and released to approved parents or guardians following an evacuation.

What to do
- Set up a command post at the reunification site
- Assume command responsibilities or assign a designee
- Prepare a written summary for staff and parents once the crisis is over



Shelter in place

When to shelter in place
Used to keep students and staff safely inside the building during emergencies such as severe weather, chemical spills, radiation release, or exterior gas leaks.

What to announce:
The principal or designee should announce:

"Attention, please. We are experiencing an emergency situation and need to implement shelter-in-place procedures. Students and staff should move to designated shelter locations. Anyone outside should immediately move to an interior shelter area. Disregard all alarms and bells."

What to do
- Make the shelter-in-place announcement and provide shelter location details
- Bring all students and staff inside (reverse evacuation)
- If needed, close all windows and doors and shut down HVAC systems to reduce outside air
- Notify the district office
- Restrict access—no one enters or leaves without permission
- If evacuation becomes necessary, transport everyone to the designated emergency site
- For weather events, monitor NOAA weather radio for updates
- Notify staff in person or via intercom when the incident is resolved
- Prepare a written summary for staff and parents after the situation ends

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