



# EVACUATE

## “To a Location”

A schoolwide response to a fire or other health hazard within the building.

### Students are trained to:

- Leave bags behind if directed
- If possible bring their phone
- Follow instructions and classroom/teacher evacuation routes
- Remain calm and stay with their class



### Adults and staff are trained to:

- Bring their phone and safety Go Bag
- Lead students to the assigned evacuation location
- Account for students and adults throughout the Navigate 360 EMS app.
- Report injuries or problems using the Navigate 360 EMS app.

### Parents and Families:

- Parents are encouraged to communicate with their students.
- SMCISD asks that parents do not come to campus to pick up their students unless asked to do so.
- In some cases, students may be transported off-site for a student-parent reunification.

## Remain calm, follow campus evacuation routes, be alert for safety updates.

San Marcos CISD is committed to providing a safe learning environment through awareness, proactive student & staff training, and partnerships with local emergency responders & county agencies.



# HOLD

## “In Your Classroom Area”

“Hold” is the term used when we need to keep the hallways clear of students. It might be a medical emergency, a scared animal in the building, or a chemical spill in the hallways.

### Students are trained to:

- Clear the hallways and remain in their classroom or other learning area until the “All Clear” is announced.
- Go about learning as usual.

### Adults and staff are trained to:

- Close and lock the door.
- Allow any students who were “stranded” in the hallways into the classroom.
- Account for students in the Navigate 360 EMS app.
- Do not allow students to leave the classroom until the “All Clear” is announced.
- Teach as usual.



## Remain calm, know the campus is safe, and be alert for safety updates.

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# SHELTER

## "To Your Designated Location"

"Shelter" is the term used when specific protective actions are needed based on a hazard, student safety is ensured by moving to a designated shelter area. Situation include outside chemical spills, flooding, wildfires, and tornado warnings.

### Students are trained to:

- Move to their shelter area in an organized manner.
- Listen for instructions as the situation may change rapidly.
- Be prepared for the unexpected
- Stay in place until provided safety updates or the need to relocate.



### Adults and staff are trained to:

- Maintain their composure in moving students to the designated class shelter area.
- Account for students in the Navigate 360 EMS app.
- Immediately report injuries or problems to leadership and first responders through the Navigate 360 EMS app.
- Be prepared to adapt to unexpected changes in the situation.

### Parents and Families:

- Parents are encouraged to communicate with their students.
- SMCISD asks that parents do not come to campus to pick up their students unless asked to do so.
- In some cases, students may be transported off-site for a student-parent reunification.

## **Remain calm, listen to instructions, and be alert for safety updates.**

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# SECURE

## **“Get Inside. Secure Outside Doors. No One In or Out”**

“Secure” is the term used when there is a perceived threat outside of the school building. This could be criminal activity, an unidentified individual, civil unrest, or a dangerous animal outside. Law enforcement may arrive to provide additional security and peace of mind to the campus.

### **Students are trained to:**

- Return to the inside of the building, behind locked exterior doors.
- Go about learning as usual.



### **Adults and staff are trained to:**

- Bring everyone indoors
- Ensure exterior doors are locked and secure (All SMCISD exterior doors are locked at all times)
- Increase awareness of the building exterior
- Account for students in the Navigate 360 EMS app.
- Teach as usual.

### **Should parents come to the school?**

- Unless for a scheduled appointment, parents should not pick up their students.
- Parents will not be allowed in the building during a secure event.

## **Remain calm, know the campus is secure, and be alert for safety updates.**

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# LOCKDOWN

**"Locks, Lights, Out of Sight!"**



A Lockdown is called when there is something dangerous inside of the building. A Lockdown is only initiated when there is an active threat inside or very close to the building.

## Students in classrooms are trained to:

- Move away from sight
- Maintain silence
- Do not open the door for anyone

## Students not in a classroom are empowered to:

- Hide in a safe area out of sight or evacuate the building running to a local business or looking for a first responder.

## Adults and staff are trained to:

- Recover students from the hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door for anyone
- Prepare to defend or evade

## Talking Points With Your Children:

- Lockdown means that there is danger inside the building.
- If an individual or class finds themselves outside a locked door, self evacuation should be used.
- If a class is out at recess they should avoid the school and run until they find a safe place. If a student is stuck in the
- hallway they should look for the nearest exit and evacuate.



See what a lockdown drill looks like

## **A locked door is the best defense!**

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