

Heritage High School Safety Plan

Student Cheat Sheet

1. Restricted Movement = Lock Out:

Example: If the Brentwood Police are looking for a suspect in our area and want to make sure the suspect does not try to hide on our campus or hurt any students.

- a. **If you are in a classroom, you will hear a PA Announcement.**
 - i. Stay in your classroom.
 - ii. Don't Panic.
 - iii. Remain quiet.
 - iv. Sit at your desk or far away from the door(s).
- b. **If you are in PE, your teacher will get a Radio call.**
 - i. PE will shelter in the Gym.
- c. **If you are outside, (bathroom, courtyards, etc) you will hear a PA Announcement.**
 - i. Go back to your classroom if it is close and safe.
 - ii. OR go to the nearest SLC building if it is closer or safer.
- d. **THE TEACHER WILL:**
 - i. Lock the Door
 - ii. Turn Off the Lights
 - iii. Close the blinds and cover windows.
 - iv. Give instructions for further safety measures.
- e. Admin, SRO and Campus Supervisors will handle the situation.
- f. **"All Clear"** announcement or bell tone will come over the PA when the situation is handled.

2. Active Shooter: RUN, FIGHT, HIDE

- a. **If you are in a classroom, you will hear a PA Announcement.**
- b. **THE TEACHER WILL:**
 - i. Lock the doors.
 - ii. Check the area outside the exit(s) for Danger.
 - iii. Instruct students where and when to leave the room and run to a safe location.
- c. **If you are in PE, your teacher will get a Radio call.**
 - i. Check the exit area for Danger.
 - ii. Instruct students where and when to run to a safe location.
- d. **IF/ONCE you are outside, (bathroom, courtyards, etc), you will hear a PA Announcement.**
 - i. Listen for gun shots.
 - ii. Check left and right before moving.
 - iii. Get yourself off campus.
 - iv. Run away from gun shots and away from campus.
 - v. Safe Meet Up Rally Location is off campus in the park/field by Willy's Bagels.
- e. **IF you are UNABLE to leave a classroom.**
 - i. Lock all doors, close blinds, cover windows, and turn off the lights.
 - ii. Stack up tables, chairs, etc in front of the doors.
 - iii. Sit at opposite corner of room away from the door (or windows).
 - iv. Wait for all clear.
- f. **SAFE Meet Up Rally location is off campus in the park/field by Willy's Bagels.**
 - i. Teachers and Staff will be at the park to take attendance and make sure everyone is ok.

3. Any Evacuation: (Fire or Other Emergency)

- a. **The Fire Alarm will sound and there will be a PA Announcement)**
 - i. If there is no announcement it may be a false alarm, so pause a moment.
- b. **FIRST, Prepare for evacuation:**
 - i. Lock the doors.
 - ii. Take the Attendance Roster
 - iii. Take the Emergency Room Number Sign
 - iv. Take the class's emergency kit including: emergency ring/cards from the hook by room door.
 - v. Leave personal belongings that are not already in your hands.
 - 1. If you are not in immediate danger, it would be smart to tie your shoes and grab a jacket in cold/wet weather.
 - 2. Do not worry about your backpack if it is not already in your hands. The doors will stay locked until you return.
- c. **THEN, walk with your class to your evacuation area.**
 - i. JV Softball Field (behind the N Portables) – Evacuated from: LG, ES, N, Theater, Learning Center, Admin.
 - ii. Freshman Baseball Field (lower field next to the stadium) – Evacuated from: SLC-A, SLC-B, & ET.
 - iii. Student Parking Lot – SLC-C, SLC-D, HR, & County Office / Special Ed.
 - 1. SLC C and SLC D – Room numbers will be painted on the ground in the aisles.
 - iv. Stadium – PE, Multi-Use/Cafeteria, P portables.
- d. **ONCE Evacuated:**
 - i. Line up single file and remain quiet.
 - ii. Teacher takes attendance.
 - iii. Hold up green (yes) or red (no) card to indicate if all students are present and accounted for.
 - iv. If missing a student, notify admin in the evacuation area to radio to find the student.
 - v. If you are rejoining your class after being separated, make sure the teacher marks you present.
- e. **IF the Alarm Sounds during a Passing Period or Lunch:**
 - i. Go to your last class's evacuation spot, because that is where the most recent attendance was taken.
- f. **All Clear Bell** (one long bell tone) or an administrator will signal when it is safe to return to your classrooms.

4. Earthquake:

- a. **When you feel an earthquake:**
 - i. Duck and cover.
 - ii. Stay away from objects that can fall or collapse on you.
 - iii. Stay away from windows that may shatter.
 - iv. Try to get under a desk or table.
- b. **If someone is injured** in the classroom and cannot be evacuated, **put a red card on the outside of the door** to alert search and rescue. The teacher may stay with the injured student while the other students evacuate.
- c. **Prepare for evacuation:**
 - i. Lock the doors.
 - ii. Take the Attendance Roster
 - iii. Take the Emergency Room Number Sign
 - iv. Take the class's emergency kit including: emergency ring/cards from the hook by room door.
 - v. Leave personal belongings that are not already in your hands.
 - 1. If you are not in immediate danger, it would be smart to tie your shoes and grab a jacket in cold/wet weather.
 - 2. Do not worry about your backpack if it is not already in your hands. The doors will stay locked until you return.
- d. **Everyone who is not injured: EVACUATE**
 - i. JV Softball Field (behind the N Portables) – Evacuated from: LG, ES, N, Theater, Learning Center, Admin.
 - ii. Freshman Baseball Field (lower field next to the stadium) – Evacuated from: SLC-A, SLC-B, & ET.
 - iii. Student Parking Lot – SLC-C, SLC-D, HR, & County Office / Special Ed.
 - 1. SLC C and SLC D – Room numbers will be painted on the ground in the aisles.
 - iv. Stadium – PE, Multi-Use/Cafeteria, P portables.
 - v. Report all injuries to the admin in charge of your evacuation location.