



Anne Arundel County Public Schools

Emergency Procedures

	Staff	Students
Evacuate	<ul style="list-style-type: none"> • Prepare students to leave building • Guide all persons evacuating building • Take roll when outside 	<ul style="list-style-type: none"> • Follow staff instructions • Leave building
Shelter Security	<ul style="list-style-type: none"> • Stay where you are unless instructed otherwise or conditions require evacuation • Close and keep locked all windows and doors • Take attendance and report any missing students • Continue normal instruction/activities behind locked doors • Be prepared to evacuate or lockdown if conditions warrant • No one leaves or enters the building 	<ul style="list-style-type: none"> • Remain where you are • Follow staff instructions
Weather	<ul style="list-style-type: none"> • Implement Weather Shelter Plan 	<ul style="list-style-type: none"> • Follow staff instructions
Haz-Mat	<ul style="list-style-type: none"> • Implement Haz-Mat Shelter Plan 	<ul style="list-style-type: none"> • Follow staff instructions
Lock-Down	<ul style="list-style-type: none"> • Bring all students and staff into nearest securable room • Close and keep locked all windows and doors • Turn out classroom/office lights • Close shades/blinds, etc. • Keep everyone quiet and out of sight • No one leaves or enters the building • If outdoors, guide students to a safe exterior location 	<ul style="list-style-type: none"> • If indoors, go to the nearest securable classroom • Silence phones and remain quiet • Remain ready to evacuate if conditions warrant • Follow staff instructions • If outdoors, find a safe exterior location
Independent Response	<ul style="list-style-type: none"> • Assess situation; evacuate, move to safer area, defend against threat 	<ul style="list-style-type: none"> • Follow staff instructions
All Clear	Resume Normal Activities	