

Shelter in Place Suggested Actions

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.

- **Event:** Hazardous material or chemical incident outside of building
- **Authority to Initiate:** (1) Fire (2) Law Enforcement (3) Emergency Manager (4) Staff (5) Public

Immediate Actions

- Notification will come from emergency responder or administrator
- Activate notification system
- Call 9-1-1

Protective Measures

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

NOTE:

Please see Suggestions and Guidelines document for additional information on conducting drills.