

EMERGENCY PROCEDURES

- **A telephone is located outside the tack room in the hall of the barn. Dial 911 for emergency assistance and follow the instructions on the sheet posted next to the phone.**
- **Fire extinguishers are located at each exterior door of the barn and indoor arena and kitchen.**
- **Human first-aid supplies are located in the green cabinet in the program area. Medications are located in the locked laundry room.**
- **Maps for designated severe weather shelter areas and evacuation routes are posted throughout the facility.**

In the event of an emergency, a chain of command will be used. A **CKRH safety coordinator** will be identified on the information board in the STABLES common area. The safety coordinator is responsible to make the necessary decision for the safety of all individuals and animals concerned. The safety coordinator has the final authority to coordinate procedures, and amend, modify, or supersede any policies of this plan in order to ensure any individual's safety. A **STABLES safety coordinator** and **Easter Seals Cardinal Hill safety coordinator** will be identified on the same information board during Fayette County Public School and HorseAbility operating hours. **Safety coordinators** must not be assigned as the primary facilitator to a specific participant/student activity (ie: TR lesson, STABLES classroom). **Safety coordinators** must be able to leave a participant/student group and attend to the needs of the entire facility.

Instructors are responsible for participants/students and horses in their assigned session. Teachers are responsible for students in their classroom. Safety Coordinators are positioned to see the entire situation in cases of emergency. Instructors and teachers will direct volunteers to stabilize the situation. The following steps are guidelines for emergency situations:

1. Instructor takes charge of the participants/students and stabilizes the situation as soon as possible. Teachers take charge of their classroom and stabilize the situation as soon as possible. That may mean removing participants and students from the area/situation or performing an emergency dismount if mounted.
2. Notify all safety coordinators.
3. The horse leader takes charge of horse and removes the horse from the situation. They should take the horse back to the barn or appropriate turn out and follow instructions from the safety coordinator.
4. Instructor, CKRH staff, FCPS staff, ESCH staff or designated person with current CPR and First Aid certification will administer aid if necessary. If body fluids are involved, universal precautions are to be used. All necessary protective equipment is in the first aid kit.
5. Call 911 if needed. Direct the dispatcher to the barn using the directions posted beside the phones on the wall outside the tack room and receptionist desk. Call the Kentucky Horse Park Police—they will meet the emergency vehicle at the park entrance.
6. If the emergency involves the health/behavior of a horse, it is the leader's responsibility to tell the instructor. The instructor will direct all people away from the horse. The leader will lead the horse to the safest place. Safety coordinator should be notified.
7. At all times—remain calm and in control.
8. When an accident or "near-miss" occurs, the accident is to be documented on a form titled "**Center Occurrence Report.**" The person filling out the report is to be a safety coordinator. The report is to be signed by the safety coordinator filling out the report, if possible the injured person, or a family member who witnessed the accident, witness (es) and the executive director/program director.

In the case of major injury:

- The instructor/teacher stays with the injured participant/student. Someone who is CPR and First Aid certified will attend to that person.
- The instructor/teacher will appoint someone to notify the safety coordinator.
- The safety coordinator, or someone they assign, will notify the parent or emergency contact and get the emergency medical information to give to the instructor/teacher. Emergency medical information for CKRH participants, volunteers and staff are kept in a labeled binder located in the program room. Emergency medical information for STABLES students is kept by FCPS staff.
- If needed, the safety coordinator or someone they assign will call 911 and the KHP police.
- Post a person at the entrance of the driveway to direct emergency vehicles to the location of the injured person. **Ask the emergency vehicle driver to cut off sirens and lights so as not to frighten the horses.**
- The instructor will direct the participants to a safe area and/or perform an emergency dismount if mounted. Volunteers will return the participants to the parent area and then remain in the area for further directions. Leaders will return horses to the barn for further directions. Teachers will direct students to an appropriate classroom. Mental health and learning groups will return to their meeting location.
- Everyone will need to remain on the property until the safety coordinator excuses you. It will be necessary to get information for an incident report.

In the case of minor injury:

- Notify the safety coordinator regarding the injury to assess the situation. The instructor/teacher will direct the participants/students to a safe area.
- The needs of the individual should be met, for example band-aids, ice, cool water, etc.
- Notify the parent or emergency contact of minor injury and treatment provided.

In the case of a loose horse:

- Stop all horses facing the area of the loose horse.
- Horse leaders should implement good horsemanship skills to keep their horse calm, quiet and listening to their leader.
- If participants are mounted and side-walkers are present they should use arm-over-thigh hold in case the excitement level increases.
- In the event it becomes too intense the instructor and someone appointed by the instructor will dismount all mounted participants. (See dismount procedures.) Someone appointed by the instructor should return participants to the parent area and wait for further directions from instructor.
- Everyone should move themselves to a safe area, remain calm and allow experienced equine staff to regain control of the loose horse.
- Safety Coordinator and Instructor will provide direction to all leaders as appropriate for the specific situation.

In the case of a horse health emergency: (ex. Slight colic or lameness):

- If mounted, refer to the mounted emergencies section of this document.
- Instructor dismisses the horse from the working area to the barn.
- Activity resumes.

- Horse leader should notify the safety coordinator who will assess the horse's health and take action, ie: apply first aid or call vet.

If it is highly serious and the horse is not able to walk out of the working area, the staff should immediately call the vet and administer first aid until the vet arrives.

- Participants/students are dismissed from the working area.
- The instructor will issue appropriate directives for completion of the remaining activity time.

In the case of severe weather and fire, staff, teachers, instructors and the safety coordinators will take the necessary precautions for human and horse safety. Please follow the instructions below for tornado, severe weather, flood and fire emergencies:

CKRH references "Be Ready Lexington" for planning.

In the case of flood emergency:

- If at any time you are on the grounds and water starts to rise, call the KHP police for assistance.
- KHP police and safety coordinators will develop a plan for ingress and egress of all vehicles ie: school buses and cars.
- Safety coordinator and/or on-call CKRH staff manger will develop a plan for horses as needed.

In the case of severe weather (thunder and lightning storms):

See attached map for designated severe weather shelter areas. These will be posted throughout the facility. Severe weather shelter areas are lobby, lobby bathrooms, program area, extra tack storage, hallway and interior offices in barn, women's barn bathroom.

Watches: Indicate that conditions are right for development of a weather hazard. Watches cover a larger area than Warnings. Watches have lead times of approximately 1-2 hrs (tornado or thunderstorm), 3-12 hrs (flash flood), and 12-36 hrs (river flood or winter storm).

Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 min. or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms).

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 in. of snow, dense fog, etc.). Advisory lead times are the same as Warnings.

Upon issuance of a watch or advisory, safety coordinators will:

- Instruct staff, teachers and instructors to be alert for possible change in weather status.
- Monitor weather reports for change in conditions.
- Encourage everyone to stay on location if there is not an appropriate window of opportunity for people to drive home before the weather begins. Driving conditions are hazardous when severe weather is involved.
- Direct all individuals (ie: visitors, participants/students, their families, volunteers, and employees) to remain inside the facility until the severe weather has passed.
- Close all doors, once everyone is inside the covered facility, to prevent flying debris from entering the facility.

Upon Issuance of a Warning, safety coordinators will:

- For flood and winter warnings, close program activities to prevent individuals from being trapped at CKRH. Staff responsible for care of horses may be required to remain on property.
- For thunderstorm warnings, follow same procedures as documented under watch
- For tornado warning, direct everyone to the severe weather shelter areas.
- Follow standard FCPS student accounting and reporting procedures
- Take a battery powered weather radio
- Close all doors once everyone is inside the covered facility, to prevent flying debris from entering the facility.

Upon Issuance of a tornado warning, everyone will:

- Remain quiet in their shelter areas and await further instructions
- Individuals outside of the shelter areas will move quickly to the main building to designated shelter areas
- Remain in shelter areas until the “all clear” is given

General severe weather guidelines:

- If building is damaged:
 - Call 911 and KHP police.
 - Administer first aid.
 - Individuals will be evacuated to safer areas of the building or from the building.
 - If Evacuation occurs, do not reenter the building until given “all clear” from emergency responders.
- Horses inside the covered facility will be placed in a stall and horses outside will remain in their places or they will be cared for in the fashion deemed appropriate by the safety coordinator.
- Use telephones for necessary emergency phone calls only.
- Unplug all computers, copiers, and any other equipment which could be damaged.
- This facility is built to withstand 90 mile an hour winds.

In the case of earthquake:

CKRH follows the guidelines set forth by the Federal Emergency Management Agency regarding what to do during an earthquake (this document is included).

Lexington-Fayette Urban County Government Lexington, KY: Emergency Management

Website: bereadylexington.com

In the case of hail:

- If the weather becomes so severe the threat of glass breaking is evident, everyone is to go to the severe weather shelter areas until the storm has passed.
- A radio, smart phone or other device will be turned on to obtain for weather reports.
- Horses inside the covered facility will be placed in a stall and horses outside will remain in their places or they will be cared for in the fashion deemed appropriate by the safety coordinator. When tornado conditions are accompanied by hail, procedures for tornado conditions apply.

In the case of heat and humidity:

If the heat index is greater than 100 degrees participant/student activities will be modified to reduce risk of heat exhaustion or heat stroke to participants/students, volunteers, staff and horses.

- During extreme heat, water breaks will be available for everyone, including horses.
- During extreme heat, staff or authorized personnel will watch for elevated respiration and distress in humans and horses due to heat. Human and horse first aid will be administered as needed.

Extreme Cold, Snow and Ice:

Participant/student activities will be modified to reduce the risk of injury when snow and ice are present and when wind chills are below 20 degrees.

- If Fayette or Scott Co. schools have cancelled classes, CKRH will be closed.
- During extreme cold, participant/student activities may be cancelled to ensure the health and safety of participants/students, staff, volunteers and horses.
- Staff or authorized personnel will watch for signs of hypothermia and administer first aid as needed.

In the case of fire emergencies:

Everyone evacuate to the miniature horse pen between the CKRH parking lot and Walt Roberson Road (fire check in location). If possible safety coordinators will obtain participant, student and volunteer sign-in sheets and perform an attendance check at the fire check in location.

- We must act calmly and quickly in case of a fire.
- We love our horses, but our first priority is people. **People first, then horses.**
- Whoever first detects the fire needs to go to the nearest phone and call 911 to notify the fire department and call the Kentucky Horse Park Police.
- The safety coordinator should be alerted immediately.
- If necessary, the safety coordinator will announce over the loud speaker in the red panel box at the wash rack entry door that the fire evacuation plan needs to be activated.
- If the fire is contained, the person nearest to one of the fire extinguishers may attempt to extinguish the fire as the fire evacuation plan is activated. Fire extinguishers are located at each exterior door of the barn and indoor arena and kitchen.
- The barn, office and interior area are protected by a fire suppression system. This system will sprinkle water when one of three events occurs: 1) the fire alarm pull handle is engaged (these are located in the office areas); 2) a smoke alarm detects smoke (smoke detectors are located in the office areas); 3) a sprinkler head detects heat.
- This fire suppression system is monitored by Emergency24. If water flows through the fire suppression system, Emergency24 will automatically call the fire department. If the monitoring system detects something wrong with fire suppression system or the fire alarm is pulled, Emergency24 will contact the horse park police. Officer on duty from the horse park police will arrive to investigate the situation.

Lockdown Procedures
To be followed when you hear “LOCKDOWN”
STABLES & CKRH

1. **ANYONE** CALL LOCKDOWN
2. **SAFETY COORDINATOR** CALL 911
3. **SAFETY COORDINATOR** CALL Horse Park Police
4. **SAFETY COORDINATOR** Lock exterior doors if possible
 1. Get to the nearest room with a locking door. It may not be your assigned classroom, that is ok.
 2. Clear the areas by your room. When clearing area, gather all students, visitors, and other staff into your room and LOCK the door. It does not matter if the students you gather in are assigned to you or not. Area or halls should be cleared ASAP.
 3. Shut and lock (if possible) the room door immediately after everyone has entered the room.
 4. Leave all lights ON.
 5. Do not worry about taking attendance.
 6. Do not leave the room for any reason once door is shut.
 7. Get everyone out of view of intruders by moving everyone away from door, interior windows, close blinds when possible etc. Gather near solid walls.
 8. Everyone should get into a sitting position on the floor. Keep quiet.
 9. Do not come to door for any reason. Do not open the door for anyone claiming to be law enforcement officer. Officers will have a key to classroom. Police are the only ones to take directions from. Only police are the ones to give you access that the LOCKDOWN is over.

People in the family area:

1. Move to the executive conference room.

People in the conference room:

1. Exit through the exterior doors. Move as quickly as possible to the barn at the Secretariat Center. Choose safest evacuation route. Stay in your location until POLICE arrive.

People in the indoor arena:

1. Dismount riders. All humans and horses exit through the most appropriate exterior door. If threat is inside the building move as quickly as possible to the barn at Secretariat Center. Horse leaders turn horse loose in the arena. It does not matter if it is the horses's are loose together. If threat is outside the building move as quickly as possible to the nearest locking room, program room or barn rooms. Horse leaders may turn horses loose in the indoor arena and close gates. Stay in your location until POLICE arrive.

People outside of the building:

1. DO NOT come back to the building. Count the people with you. Move as quickly as possible to the barn at the Secretariat Center. Choose safest evacuation route based on your current location and the location of threat. Stay in your location until POLICE arrive.
- 2.

Safety Coordinators:

1. If at all possible safety coordinators will lock all exterior doors. (Barn hallway both ends, green door into STABLES common area, STABLES/Volunteer entrance, main lobby door.

Emergency Procedures Specific to Mounted Activities

Emergency Dismount

An emergency dismount can be done by the instructor, instructor's assistant, sidewalker or rider. An emergency dismount should be done quickly and without delay.

An emergency dismount may be done when:

- The participant is in physical distress
- The participant's behavior is unsafe
- The horse is in physical distress
- The horse's behavior is unsafe
- There is an unsafe situation occurring in the arena or surrounding area.
- The fire alarm or tornado siren goes off
- The instructor calls for one.

Steps of an emergency dismount:

1. The inside sidewalker instructs the participant to take his/her feet out of the stirrups. The outside sidewalker checks and states "CLEAR" to indicate that the participant's foot is clear of the stirrup on the outside. If there is only one sidewalker, the leader will check that the outside foot is out of the stirrup and states "CLEAR"
2. The sidewalker will then ask the student to drop his/her reins up on the horse's neck, clear of the saddle. If the student does not or cannot drop the reins, the reins can quickly be detached from the horse's bit or halter.
3. The sidewalker positions their feet apart in a stable stance and holds the participant around the waist/hip area, while pulling the participant off the horse, stepping backward at an angle, being cognizant of the participants' legs not getting caught on anything.
4. After a few steps backwards and the participant is off the horse, still holding on to the participant, the sidewalker turns away from the horse to place themselves between the horse and the participant. The leader will move the horse up and turn the horse's hind end away from the sidewalker and participant.
5. **If a participant falls or loses control of horse:** Halt all horses and remain with your assigned horse and participant. Be prepared to do an emergency dismount if asked to by the instructor. If a participant has fallen, the leader should move the horse away from the fallen participant. Keep the horse quiet, still and facing the participant.
6. Side-walkers should always stay with the participant, comfort and keep the participant from popping up or moving quickly on the ground.
7. The instructor will assess the participant and give further instructions. It may be necessary for an available volunteer to get a parent to comfort the participant.

- **The participant should be asked, “Do you hurt anywhere?”**
 - If yes, tell the participant to remain still and seek medical attention. Parents should be brought to the participant and all should remain calm. If necessary or requested by caregiver, have 911 called as you stay with the participant.
 - **If no, ask the participant to carefully roll onto their back and remain still. Ask them if they hurt anywhere.**
 - If yes, tell the participant to remain still and seek medical attention
 - **If no, ask the participant to slowly spread their knees apart about 6 inches and close them. Ask if they hurt in their hips or back.**
 - If yes, tell the participant to remain still and seek medical attention
 - **If no, ask the participant to slowly roll to their hands and knees. Ask if they hurt anywhere.**
 - If yes, tell the participant to remain still and seek medical attention
 - **If no, ask the participant to slowly rise to their feet with you supporting them under the arm. Ask if they hurt anywhere.**
 - If yes, lower the participant back to the ground, tell the participant to remain still and seek medical attention.
 - **If no, ask the participant to slowly walk around and get their legs working. Stay alert for dizziness or weakness. Take the participant to their parent and ask if they want you to call for emergency help.**
 - If the parents say yes, have the participant sit down and seek medical attention. Wait with the parents and talk to the emergency personnel.
 - **If no, answer any questions calmly and briefly.**

Volunteers of remaining mounted participants:

- Side-walker(s) keep your mounted participant occupied so as not to draw attention to fallen participant and provide reassurance. An available side-walker may be asked to catch a loose horse.
- Leaders, keep your horses quiet. Even if a horse gets loose, do not try to catch the loose horse. In this case, the instructor will ask an available side-walker to get the horse. Remember you have a mounted participant.
- It may be necessary to dismount your rider.

If a participant has a seizure or major health incident while riding:

Many seizures are very mild and will not incapacitate the participant. If it is a grand mal type (major shaking, losing consciousness) support the participant on the horse until the instructor can dismount the participant or assist you in dismounting them.

- Get the instructor’s attention
- Leaders should stop all horses immediately.
- If participant is holding onto reins while having a seizure, the leader should unclip the reins from the horse.
- Instructor should dismount the participant safely to the ground and away from any obstacles or hazards. Instructor should ask a side-walker to time how long the seizure lasts.
- Leaders should instantly move the horses away from the participant.

- Volunteers should keep mounted participants' interest on their horse or involve them in conversation until instructor gives further directions.
- Instructor will assign someone to go get a parent and the safety coordinator.

Horse Health Emergency: During a participant session (ex. Slight colic or lameness):

- If mounted, lesson Instructor will dismount rider and give sidewalker and/or participant instructions to follow next.
- Instructor dismisses the horse from the working area to the barn.
- Lesson resumes
- Leader should un-tack the horse and the safety coordinator will assess the horse's health and take action, apply first aid or call vet.

If it is highly serious and the horse is not able to walk out of the working area, the staff should immediately call the vet and administer first aid until the vet arrives.

- Participants are dismissed from the working area. Instructor dismounts mounted participants.
- Side-walkers take young participants to the parent area for further directions from the instructor such as, the lesson is ending or a ground lesson will take place in the barn. Students will return to their classroom, mental health and learning participants will return to their meeting area. The instructor will issue this directive.

After the working area is clear of all participants, leaders will return horses to the barn and wait for further directions as to the status of the lesson. The safety coordinator will issue this directive.

In the case of severe weather during mounted activities:

There is always a concern involving mounted individuals in the indoor arena during an electrical storm. Due to the construction of the CKRH facility there is no need to dismount an individual from a horse in the indoor arena to reduce the exposure from electrical injury due to a lightning strike. However, there are always reservations as how the horse may react if the building was hit by lightning or may act in response to loud thunder. As well schooled as the horses are, the fact remains no one can simulate a building or a tree being struck by lightning. How the horse would react under these circumstances is an unknown factor. CKRH's storm policies have been written with this information in mind. The safety coordinator will implement emergency procedures and any necessary additional course of action when a storm occurs.

- Participants may be asked to dismount by the safety coordinator or lesson instructor, re-stall horses, and if the mounted individuals are students they are to return to their family members.
- The automated lift is not to be used during an electrical storm.
- If there is loss of power during the use of the lift the battery will engage, allowing the instructor to dismount the student.
- Instructors will dismount participants. Side-walkers will take the participant to a designated severe weather shelter area of the facility.
- Leaders will un-tack horses and place in a stall.
- Family, visitors and volunteers will go to a severe weather shelter area of the facility.
- All riders outside should return to the facility as quickly and safely as possible.

In the case of fire emergency during mounted activities

- Fire Emergency – Emergency 24 will call fire department and KHP police.
- Safety Coordinator will call 911 and KHP police.

MOUNTED PARTICIPANTS & RIDERS IN THE INDOOR ARENA:

1. Everyone dismount as quickly as possible.
2. **Sidewalkers** lead participants out of the arena through the back gate. Continue through the exterior exit door to meet parents on the road.
3. **Parents/Family/Visitors** walk out the main lobby doors and follow road around to the right to meet participants.
4. **Families**, participants, sidewalkers and visitors follow the road to the mini paddock.
5. **Leaders** exit the arena through the main gate and slide up door. Take the horse to the closest paddock, un-tack horse and leave all tack on the outside of the gate, turn horse loose without head gear. DO NOT put horse in paddock between arena and hayshed. Go to the mini paddock. Check-in at the mini paddock ASAP!!
6. **Barn Help** lead any horses in the barn to the nearest paddock and turn loose with the halter on, leave lead rope at the gate. Go to the mini paddock.
7. **Everyone** not evacuating horses or people, go to the mini paddock.
8. **Everyone** stay in the mini paddock until the safety coordinator gives an all clear.

PARTICIPANTS IN THE BARN:

1. **Sidewalkers** lead participants out the back of the barn through exit doors in stable wing two.
2. **Leaders** exit through the nearest door
3. **Everyone** follow directions above

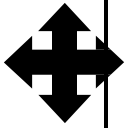
Tornado Warning

MOUNTED PARTICIPANTS & RIDERS IN THE INDOOR ARENA:

1. Everyone dismount as quickly as possible.
2. **Sidewalkers** lead participants to the lobby bathrooms. Stay with participants and families. If not enough room go to the lobby.
3. **Parents/Family/Visitors** meet participants in the hallway in front of the lobby bathrooms.
4. **Leaders** lead horse to the nearest stall and turn loose. Go to the program area.
5. **Barn Help** make sure all horses in the barn are inside a stall. All horses outside stay outside. Go to the program area.

Everyone stay in their severe weather shelter area until the safety coordinator gives an all clear.

Emergency Shelter & Evacuation Map



School-Centered Emergency Management and Recovery
T. Emergency Quick Reference Guide for
 (STABLES)

<p><u>Teacher's Responsibilities</u></p> <p>In an emergency, teachers are responsible for the supervision of students in their care, and shall remain with students until directed otherwise. They shall:</p> <ul style="list-style-type: none"> • Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Protocols. • Direct students in their charge according to established Universal Emergency Procedures (to Assembly Area, Severe Weather Safe Area, etc.) • Render first aid if necessary. • Take roll book or attendance sheet with them for student accounting. • Take roll when the class relocates in Assembly Area. • Report missing students and staff to Student Accounting and Release. • Assist as directed by the Principal, or representative of the Emergency Management Team. 		<p><u>Universal Emergency Procedures</u></p> <p>Universal Emergency Procedures are standard, clear directives that may be implemented across a variety of emergency situations. The principal as Incident Commander, or designee, will activate appropriate emergency procedures, based on the situation. There are six basic procedures which can be utilized in responding to various emergencies. Each is outlined below.</p>
<p><u>Evacuation</u> (For use when conditions outside are safer than inside)</p> <p>When announcement or alarm sounded:</p> <ul style="list-style-type: none"> f Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous) f Take roll book or class roster for student accounting f Assist those needing special assistance f Do not stop for student/staff belongings f Go to designated Assembly Area f Check for injuries f Take attendance; report missing according to Student Accounting and Release procedures f Wait for further instructions 	<p><u>Reverse Evacuation</u> (For use when conditions inside are safer than outside)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> f Move students and staff inside as quickly as possible f Assist those needing special assistance f Report to classroom f Check for injuries f Take attendance; report missing students according to Student Accounting and Release procedures f Wait for further instructions 	<p><u>Severe Weather Safe Area</u> (For use in severe weather emergencies)</p> <p>When announcement or alarm sounded:</p> <ul style="list-style-type: none"> f Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous) f Occupants of portable classrooms shall move to the main building to designated safe areas f Take roll book for student accounting f Take attendance; report missing students according to Student Accounting and Release procedures f Assist those needing special assistance f Do not stop for student/staff belongings f Close all doors f Remain in safe area until the "all clear" is given f Wait for further instructions

<p><u>Shelter in Place</u> (For use in external gas or chemical release)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> f Take closest and safest route to shelter in designated shelter in place area f Assist those needing special assistance f Close and tape all windows and doors (that can be opened) in designated shelter in place area f Take attendance; report missing students according to Student Accounting and Release procedures f Do not allow anyone to leave the shelter area f Stay away from all doors and windows f Wait for further instructions 	<p><u>Lockdown</u> (For use to protect building occupants from potential dangers in the building)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> f Students are to be cleared from the halls immediately and to report to nearest available classroom f Assist those needing special assistance f Close and lock all windows and doors and do not leave for any reason f Leave all room and door windows uncovered f Stay away from all doors and windows and move students to interior walls and drop f Leave lights on in room f Wait for further instructions 	<p><u>Drop, Cover and Hold</u> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p>When the command “Drop” is made:</p> <ul style="list-style-type: none"> f DROP – to the floor, take cover under a nearby desk or table and face away from the windows f COVER - your eyes by leaning your face against your arms f HOLD - on to the table or desk legs, and maintain present location/position f Assist those needing special assistance f Wait for further instructions
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