

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school. If directed by school administration Reverse Evacuation immediately:

- First person aware of a situation directs students and staff to enter the building
- Walk quickly into nearest entrance
- Notify principal/office as soon as possible (if action wasn't initiated by the office)
- Report to a designated meeting area
- Check for injuries
- Staff will take attendance
- Remain quiet for further instructions
- Call 9-1-1 if required

Secure Campus

Activated when it is necessary to protect staff and students from a threat from outside the school building.

When indoors, students and staff should:

- Staff should close all windows and curtains (particularly ground - level)
- Check that all exterior doors are closed and locked
- If necessary assign staff to monitor all exits
- Continue normal academic functions unless informed to take another action
- Depending on the situation all entry and dismissals should only be allowed through one point of entry which is monitored

When outdoors staff and students should:

- Activate Reverse Evacuation (See Reverse Evacuation procedure)
- Cancel all outdoor activities
- Portable or temporary classrooms should be Reverse Evacuated into the primary school building, if they cannot be properly secured and/or communications cannot be maintained with the primary building
- Call 9-1-1 if required

Shelter-In-Place³

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material.

- Staff should close all windows
- Check that all exterior doors are closed and locked
- Shut off heating/air-conditioning fans and equipment
- Close all vents that can potentially carry outside air into a building
- Vents that cannot be secured may be covered by utilizing duct tape and plastic
- Escort all students to secure room(s)
- Depending on situation, all entry and dismissals should only be allowed through one point of entry which is monitored
- For further information
- Proceed with evacuation or other response action
- Call 9-1-1 if required

Drop, Cover and Hold¹

Activated to protect students and staff from falling objects or items that may become "projectiles".

- Face away from windows
 - Drop to the floor
 - Cover by getting under a sturdy table or other piece of furniture. If there is not suitable furniture available, cover head with arms, and face an interior wall
 - Hold on to furniture until directed to stop or when it is safe to do so.
 - Staff may have to evacuate or implement another response actions as the situation dictates.
- When outside staff and students should:
- Move away from trees, powerlines, and buildings
 - Drop to the ground
 - Cover head with arms
 - Stay until directed to stop or when it is safe to do so
 - Call 9-1-1 if required

- References:**
- 1- Readiness and Emergency Management for Schools (REMS). Emergency Response Quick Reference Guide (Rep.). Readiness and Emergency Management for Schools. Retrieved July 24, 2019 from <https://rems.ed.gov/docs/repository/00000722.pdf>
 - 2- Department of Homeland Security (DHS). Active Shooter Pocket Card. Department of Homeland Security. Retrieved July 31, 2019 from https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf
 - 3- OSHA. Department of Labor from www.osha.gov

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