

New Hampshire Response Actions



All response actions should be discussed with local first responders.

CLEAR HALLWAYS

Activated when it is necessary for staff to keep the hallways clear and restrict movement of students and staff around the inside of the school. Normally used for medical type events or de-escalation type events that are not considered immediate threats but require limited movement internally such as a disruptive person or stray animal inside the building. Upon notice of an event that requires the hallways to be clear, notify the office (if action was not initiated by the office). When notified, staff should:

- Lock classroom doors if needed
- Continue normal academic functions within the classroom or secured area unless informed to take another action
- Do not move between classes or dismiss classes until instructed by school administration
- Stay calm and await instructions
- Call or text 911, if required

EVACUATION

Activated when it is necessary for staff and students to exit the school building. When the school fire alarm system activates staff and students should:

- Exit school by nearest & safest exit
- Gather at designated meeting area
- Staff will take attendance
- Staff will observe students for signs of heat/cold exposure
- Await further instructions
- Call or text 911, if required

In some cases it may be necessary to evacuate a school one room at a time for an internal hazardous material spill or a hostage situation. Staff and students should:

- Evacuate the immediate area of danger
- Staff should notify office of situation
- Evacuate adjacent rooms away from danger area
- If Fire or Police are on site, follow their instructions
- Gather at designated meeting area, if safe
- Use secondary meeting area if primary is not safe
- Staff will take attendance
- Staff will observe students for signs of heat/cold exposure or signs that they were exposed to the hazardous material; report any issues to the Command Post
- Await further instructions

SCAN¹

Activated when it is necessary for staff to look around their area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for an item which may cause harm. Scan starts High, Middle and then Low. When notified, staff should:

- Look around your room for anything you are unable to identify
- If something is found, evacuate to a safer area
- Do not use radios or cell phones if incident is a Bomb Threat
- Do not move, open or touch a suspicious object; EVACUATE the area or room
- Notify office of location and description of suspicious item or that your area is clear
- Remain quiet and await instructions
- Call or text 911, if required

LOCKDOWN²

Activated when it is necessary to protect staff and students from a violent intruder or any other situation that would entail securing staff and students in their classrooms or other areas that are able to be locked. When notified, staff and students should:

- Prepare for evacuation or other response action
- Evacuate to an outside rally point if it is safe to do so
- If unable to evacuate, report to nearest room or securable area
- Staff should move students so they cannot be seen
- Close and lock doors and windows
- Barricade doors and windows if necessary
- Cover door window if necessary
- Shut off lights
- Remain quiet
- If fire alarm sounds do NOT evacuate, but stay aware of situation
- Wait for further instructions
- Be prepared to institute other Response Actions, as necessary
- Call or text 911, if required

When outdoors staff and students should not reenter the school building, go immediately to an outside Rally Point.

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 or text 911, 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 or text 911, 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
- Await further information
- Prepare for evacuation or other response action
- Call or text 911, 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, desk 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 or text 911, 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.cisa.gov/resources-tools/resources/active-shooter-pocket-card>
- 3- OSHA - US Department of Labor from www.osha.gov

For more information:
NH.gov/HSEM and SchoolSafety.gov

ReadyNH.gov
TAKE ACTION. BE SAFE.



**HOMELAND SECURITY
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