

CHARLOTTE  
PUBLIC SCHOOLS



# **EMERGENCY ACTION** **CHECKLIST**

Last Revised XX/XX/2013

**- TEACHER -**

BUILDING \_\_\_\_\_

**WHEN: Fire**  
**NOTIFICATION: BUILDING FIRE ALARM**

**WHEN: Any time continuing to occupy the building may not be safe.**  
**NOTIFICATION: PA ANNOUNCEMENT**

- Get Attendance Book.
- Get Teacher "Go-Kit."
- Evacuate to designated assembly area using closest, safe route. Walk quickly, stay calm.
- Close room door, DO NOT LOCK.
- Assist persons with disabilities.
- Update attendance in assembly area.
- Report absences to Principal via established procedure.
- Remain until "All Clear" or otherwise directed.

PRIMARY ASSEMBLY AREA

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SECONDARY ASSEMBLY AREA

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**EVACUATION**

**NOTIFICATION: PA ANNOUNCEMENT or MESSENGER**

- If Bomb Threat record all information.
- Get Attendance Book.
- Get Teacher "Go-Kit."
- Evacuate to designated assembly area using closest, safe route. Walk quickly, stay calm.
- Close room door, DO NOT LOCK.
- Assist persons with disabilities.
- Update attendance in assembly area.
- Report absences to Principal via established procedure.
- Remain until "All Clear" or otherwise directed.

PRIMARY ASSEMBLY AREA

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SECONDARY ASSEMBLY AREA

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**BOMB THREAT or SUSPICIOUS PACKAGE**

**Severe Weather WATCH**  
**NOTIFICATION: PA ANNOUNCEMENT to CHECK EMAIL or MESSENGER**

- Review Weather WARNING shelter procedures.
- Observe for changing conditions.
- Continue normal instructional activities unless otherwise directed.

**Severe Weather WARNING**  
**NOTIFICATION: P.A. ANNOUNCEMENT**

- Get Attendance Book.
- Get Teacher "Go-Kit."
- If outside, return to shelter.
- Direct students to shelter area using closest, safe route (avoid areas with glass).
- Update attendance in shelter area.
- Report absences to Principal.
- Remain until "All Clear" or otherwise directed.

PRIMARY ASSEMBLY AREA

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SECONDARY ASSEMBLY AREA

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**SHELTER for SEVERE WEATHER**

## NOTIFICATION: P.A. ANNOUNCEMENT

**WHEN: When the air outside is, or could be, hazardous. Usually due to a chemical release.**

- Get Attendance Book.
- Get Teacher "Go-Kit."
- Move to designated shelter location.
- Close windows and doors.
- Turn off fans, other ventilation devices.
- If so instructed, make space air-tight. Cover vents and openings using available materials:
  - Tape
  - Plastic sheeting
  - Towels, clothing, etc.
- Update attendance.
- Remain until "All Clear" or otherwise directed.

SHELTER-IN-PLACE LOCATION

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**SHELTER-IN-PLACE for HAZARDOUS MATERIAL RELEASE**

### PERIMETER LOCKDOWN

**WHEN: When a general danger or threat is believed to be in the area.**

**NOTIFICATION: PA ANNOUNCEMENT to CHECK EMAIL or MESSENGER**

- Close and lock all exterior doors and windows.
- Close and lock all classroom doors.
- Close window drapes and blinds.
- Review emergency procedures for Full Lockdown.
- Continue normal instructional activities unless otherwise directed.
- Increase vigilance of outside areas.
- Report anything suspicious immediately.

### FULL LOCKDOWN

**WHEN: Threat of imminent danger, intruder, violence, weapon, other.**

**NOTIFICATION: P.A. ANNOUNCEMENT**

- Shelter anyone in immediate area of hallways.
  - Close and lock classroom doors.
  - Turn lights out, close, lock and cover all windows.
  - DO NOT REOPEN DOORS FOR ANY REASON OR PERSON.*
  - Move students out of view from doors and windows.
  - Teacher cell phone ON in *VIBRATE* mode.
  - Student cell phones *SILENT or OFF, MAINTAIN QUIET.*
  - Render first aid as needed.
  - Get teacher "Go Kit."
  - Update attendance of all in room.
  - REMAIN UNTIL OFFICIALS ENTER** (they will have keys).
- If Lockdown fails or is defeated: GET OUT / TAKE OUT

**LOCKDOWN**

(Insert evacuation route map here)

**EVACUATION ROUTES**

(Insert shelter locations map here)

**SHELTER LOCATIONS**