



# School District Safety Response



## ACTIVE ASSAILANT

- Call 911.
- If safe to do so, evacuate building or get in a room where a door can be locked.
- If evacuation is not possible, prepare in a secure location.
- Lock/barricade door, turn off lights and get out of sight.
- As a last resort, attack.



## SITUATION INSIDE

- All students and staff members to the nearest classroom with a door that can be locked.
- Lock doors and remain calm.
- No movement inside the building.
- Await further instructions.
- Take attendance.



## SITUATION OUTSIDE

- All students return indoors and secure the perimeter doors.
- All staff members will increase their situational awareness.
- Take attendance and account for all students.
- Business as usual.
- No students/staff members outside without permission and escort.



## MEDICAL EMERGENCY

- Call 911.
- Provide the location, nature of injury/illness, and all information requested.
- Do not move the victim unless in immediate danger.
- If trained, administer first aid or Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED).
- Notify administration and school nurse if applicable.



## FIRE

- Pull the fire alarm.
- Call 911.
- Leave building, if safe to do so, close the door behind you.
- If unable to exit building, go to the nearest stairwell or place of safety. **DO NOT** use elevators.
- Assemble in designated area.



## WEATHER EVENT

- Move to an interior room on lowest level.
- Stay away from windows and exterior doors.
- Listen to weather radio for updates.
- Stay away from hazardous materials.



## HAZARDOUS MATERIALS

- If life threatening, pull the fire alarm, evacuate, and call 911.
- If not life threatening, call 911 and provide information on type of incident and location.
- If you come into contact with hazardous material, decontaminate and call 911.
- Notify administration.



## SUSPICIOUS ACTIVITY

- Notify the School Resource Officer (SRO), administration or call 911.
- Object is out of the ordinary.
- Person is behaving strangely.
- Gut feeling something is wrong.
- If you see/hear something, do something, and call 911.



## REUNIFICATION

- Make your way to the reunification point.
- Remain calm and orderly.
- Take attendance prior to and upon arrival.
- Do not release students to anyone without administration approval.



Safe and Secure Schools  
 Kansas State Department of Education  
 Landon State Office Building  
 900 S.W. Jackson Street, Suite 356  
 Topeka, Kansas 66612-1212

[www.ksde.org](http://www.ksde.org)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204