

Emergency Procedures

Thursday, July 16, 2020 7:39 AM

District Mandatory Training

Access this [link](#) to view mandatory district training for safety & security.

Note: The videos in the above link are for STAFF viewing only, not students.

Campus Training

Here is the link for the [JHS Safety & Security](#) training to be viewed at the beginning of the 22/23 school year.

Evacuation Drill/Emergency

- Used in case of fire and/or other need to evacuate the building – moving students to an alternate, safe location.
- Unannounced drills are conducted monthly.
- At least once during the school year we will run a "blocked exit" drill. Be familiar with your evacuation routes, both primary and secondary.
 - Grab your Go Bag (should include your ERG and current class roster) and lead students quickly and safely out of the building.
 - Report to the Zone Leader once outside of the building if you are missing any students.
 - Use the "Need Help" or "All Clear" signs located in the ERG to signify to Zone Leaders whether or not all students in your class are accounted for.
 - Wait for further instructions from administration before moving students back into the building.

Lockdown Drill/Emergency

- This is used when a threat is INSIDE the building.
- Unannounced drills may be conducted once each semester.
 - All students should be in a classroom. If anyone is in a hallway, they should move to the nearest classroom immediately.
 - Secure each class behind a locked door.
 - Cover all windows.
 - Move to the least visible area in the room.
 - Turn off lights and remain *completely silent*.
 - SILENCE ALL CELL PHONES
 - Do not open the door for anyone other than verified police or administration.
 - Stay in lockdown until an "all clear" is announced.
 - If you are outside, DO NOT ENTER THE BUILDING. Find shelter outside or off campus.

Run – Hide - Fight

- In the event of an active shooter situation, please follow Run, Hide, Fight training. This video is part of the Katy ISD mandatory trainings.
 - Our first response should always be to escape (run) if possible.
 - If it's not safe to run, hide in the closest area you can. If in your classroom, turn off lights, barricade door with anything you can, and cover windows. Move students away from view if possible and remain quiet.
 - Last response is to Fight.
 - If outside of the building, do not return inside. Instruct others to run to a secure location. Reunification will be Legacy Stadium.

Suspicious Item/Bomb Threat

- Do not touch the item.
- Alert administration.
- Open doors and windows around the item if possible.
- Evacuate the area in close proximity to the suspicious item.
- Do not tell anyone about the suspicious item besides admin to limit panic.

- Once the area is secure and PD has arrived, the building will be evacuated.

Secure The Building Drill/Emergency

- This is used when a threat is OUTSIDE the building (i.e. police chase, suspect at large, etc)
- Unannounced drills may be conducted once each semester.
 - Everyone must be inside the building and secured behind a locked door.
 - Move to a location least visible from the outside.
 - Stay in a secure location until directed to move by school administration.
 - Do not leave the building.
 - If outside, attempt to bring students inside the building.
 - If you are not able to enter the building, move students to a location that you can have better visibility of and cover from a potential threat.

Severe Weather Drill/Emergency

- Used during severe thunderstorms and/or tornado warnings.
- Unannounced drills may be conducted once each semester.
 - Move students to the alternate area noted on the Severe Weather Location map.
 - This is coming soon and should be kept in the sleeve behind the fire map.
 - Immediately move students from outside and from temporary buildings into the permanent structure.
 - Shelter students next to an interior wall away from windows, skylights, and long span roof sections.
 - Remain in the sheltered location until an "all clear" message is issued by administration.

Hurricane Protective Action [CHECKLIST](#)

Shelter-In-Place Drill/Emergency

- Used when there is a need to hold students in a secure location.
- Unannounced drills may be conducted once each semester.
 - Move to a safer locations which may be in a classroom or some other safe space within the building (ex: students in portable buildings may be moved to the permanent structure for severe weather)
 - Move quickly and quietly.
 - Wait for further directions from administration.

AED Drill/Emergency

- Announced drills will be conducted once each semester.
- Staff are trained on how to use the AEDs at the beginning of the school year.

