



Northwest Houston Challenge Cypress Park High School Emergency Plan

Lockout: Get inside. Lock doors.

- Everyone move indoors
- Event continues as usual
- Increase situational awareness

Lockdown: Locks, lights, out of sight

- Sweep area for identifiable students
- Lock interior doors
- Close blinds and curtains
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence

Evacuate: Quickly and quietly

- Take emergency bag
- Lead evacuation to designated area
- Take attendance
- Notify if missing or extra students

Shelter: Hazmat or weather strategy

- Hazmat
 - Move inside
 - Remain inside the classroom
 - Event continues as usual
- Weather
 - Move away from windows
 - Assume take cover position

In case of emergency, please follow these steps:

1. Notify Ascension staff/Flairs staff (Jennifer Willey (832) 943-3999)
2. Notify campus police on site
3. Notify participants of shelter in place procedures

