

## Universal Emergency Response Procedures – What Parents Need to Know

Once an administrator calls for one of the universal emergency responses below, students, employees, service providers, and visitors are to immediately follow the procedures provided. Notification is to be given in an age appropriate manner. Parents should not come to a building while the occupants are under one of the procedures below, as it may endanger the parent and/or students and staff. Staff will communicate with parents as soon as they are able to do so.

***EVACUATION*** – *For use when conditions outside are safer than conditions inside.*

When a school's or office's occupants are told to follow their evacuation procedures, there is a condition within the building that makes it safer for them to be out of the building. Each school or office building has designated meeting locations for an evacuation with alternate locations if necessary.

***DROP, COVER, AND HOLD*** – *For use in an environmental threat such as an earthquake.*

When the drop, cover, hold response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected.

***LOCKDOWN*** – *For use in protecting building occupants from imminent dangers in the building or immediately outside.*

When a school or office building is on lockdown, no one can enter or leave the building. Movement within the building is restricted, and individuals within the building remain behind locked doors until cleared to move by first responders or when the event is deemed over.

***LOCKOUT*** – *For use in securing access to buildings, usually resulting from an event in the community.*

When a school or office building is on lockout, no one can enter or leave the building without the principal's or office head's permission. The building's external doors are secured but classes are conducted as normal. This permission is granted on a case-by-case basis and usually granted in conjunction with approval by the Baltimore County Police Department.

***SEVERE WEATHER SAFE AREA*** – *For use in severe weather emergencies.*

When a severe weather response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected. Dismissal may be delayed.

***SHELTER IN PLACE*** – *For use in securing access to a building and for controlling movement within a building.*

When occupants of a building are told to shelter in place, they remain in their locations. Activities within that location can continue but students do not move from one location to another. If there is a threat of chemicals from outside of the building, staff makes every effort to seal the building from outside toxins by shutting down the air handling systems and blocking fumes from entering the building.

***ALICE PROTOCOL*** – *Used in a situation involving an active assailant or the imminent threat of an active assailant.*

When an ALICE protocol is called, occupants will respond by evacuating or locking down based on information they have about the location of the assailant. ALICE stands for alert, lockdown, inform, counter, and evacuate.