*UNIVERSAL EMERGENCY RESPONSE PROCEDURE*

# Alert Status Procedures

| For Assistance in Developing Site-Specific Information, Call: | |
|---|---|
| Police, Fire and EMS Emergency | 911 |
| Security | |
| EST Manager | |
| Other | |

## Situation Description

This protocol applies to emergency conditions which require immediate secured access to the building(s). The incident dictates a heighten state of alert to visitors, deliveries, and others who desire access to the facility. Also, this emergency situation restricts access by students and personnel, to outside areas such as sport fields, playgrounds, and court yards during the school day.

## Procedures

### *Required Alert Status procedures—*

- The principal or the principal's designee declares *Alert Status* by acting as IC. In most cases, this will result from information received from the EST as a result of a community emergency. However, this can also be ordered by the IC during a Level I emergency.
- Activate the SERT for possible deployment.
- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of the Alert Status. Inform students, in an age-appropriate manner, of the heightened Alert Status. Secondary students may be informed by use of the intercom. Elementary students may need to have teachers explain the situation to each class.
- Post security officers and MPD school resource officers near the front entrance of the building to permit people with proper identification to enter the building to conduct their business as well as to exit and secure the entrance.
- Conduct classes and activities within the building in a normal manner.
- Check e-mail continuously (at least once each half-hour) during Alert Status for new bulletins from the Office of the Chancellor.
- Bulletins will address areas such as athletic events or practices, field trips, band activities, and evening activities.
  Follow all directions communicated through the bulletins.

- If a situation arises that requires evacuation of the facility, no one should leave the building (unless the danger is imminent) until Emergency Responders (fire and police) arrive at the site for security purposes during the Alert Status.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.