Guahan Academy Charter School

Emergency Procedures

(SY 2026-2027)

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School Maps & Layout

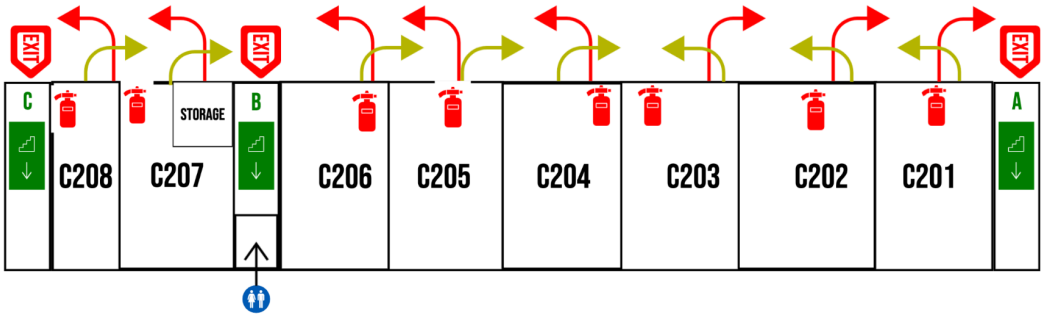
EMERGENCY EVACUATION MAP

BUILDING C: SECOND FLOOR

Please take the nearest available exits to go downstairs. C201, C202, C203, and C204, please proceed across Mariner Drive to DSA2. As for C205, C206, C207, and C208, please make your way to the Soccer Field/DSA1. Remember to use the nearest available exit route.

LEGEND

Stairs | EXIT | MAIN ROUTE | ALT ROUTE | Fire Extinguisher | Restrooms



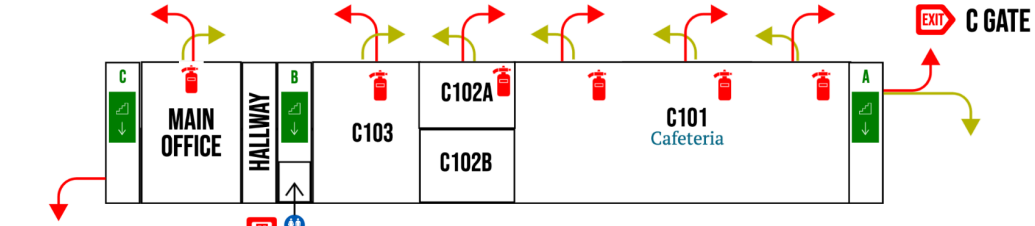
EMERGENCY EVACUATION MAP

BUILDING C: GROUND FLOOR

C101 and C102, please proceed across Mariner Drive to reach DSA2. C103 and C104, please make your way to the Soccer field to DSA1. Please use the nearest available exit.

LEGEND

Stairs | EXIT | MAIN ROUTE | ALT ROUTE | Fire Extinguisher | Restrooms



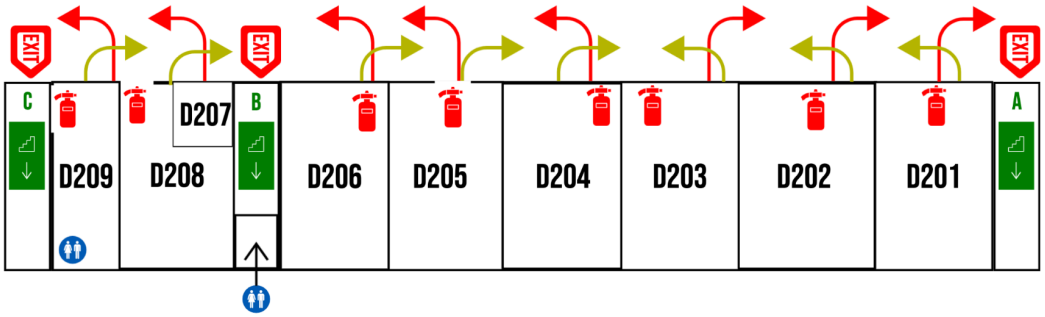
EMERGENCY EVACUATION MAP

BUILDING D: SECOND FLOOR

D201, D202, D203, and D204, kindly make your way across Mariner Drive to reach DSA2. D205, D206, D207, D208, and D209, please proceed to the Soccer Field/DSA1. Once you are downstairs, please use the nearest exit routes to reach your designated safety areas.

LEGEND

Stairs | EXIT | MAIN ROUTE | ALT ROUTE | Fire Extinguisher | Restrooms



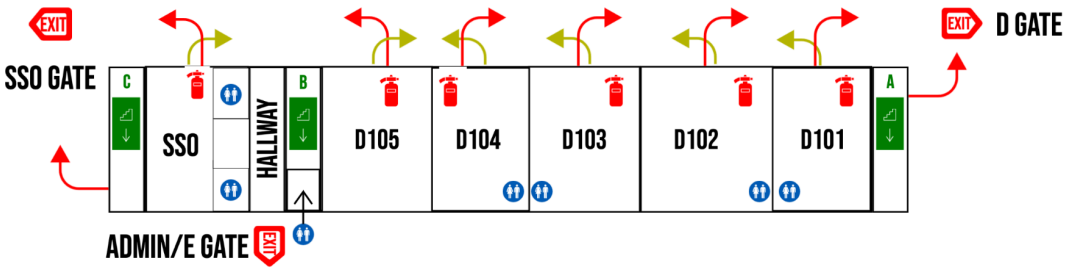
EMERGENCY EVACUATION MAP

BUILDING D: GROUND FLOOR

D101, D102, D103, and D104 please procees across Mariner Drive to reach DSA2. D105 and D106 are to proceed directly to the Soccer field/DSA1. Please use the nearest available exit routes.

LEGEND

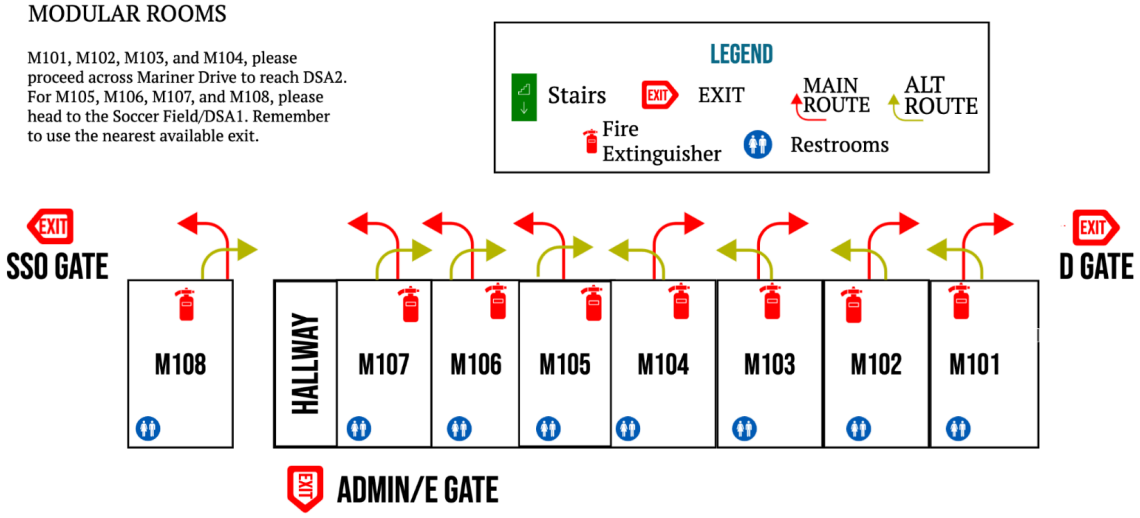
Stairs | EXIT | MAIN ROUTE | ALT ROUTE | Fire Extinguisher | Restrooms



EMERGENCY EVACUATION MAP

MODULAR ROOMS

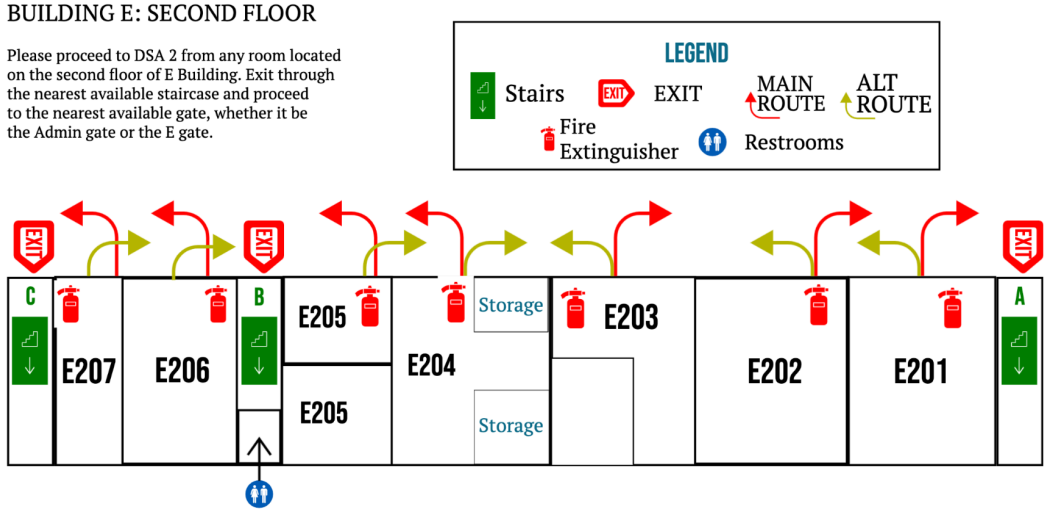
M101, M102, M103, and M104, please proceed across Mariner Drive to reach DSA2. For M105, M106, M107, and M108, please head to the Soccer Field/DSA1. Remember to use the nearest available exit.



EMERGENCY EVACUATION MAP

BUILDING E: SECOND FLOOR

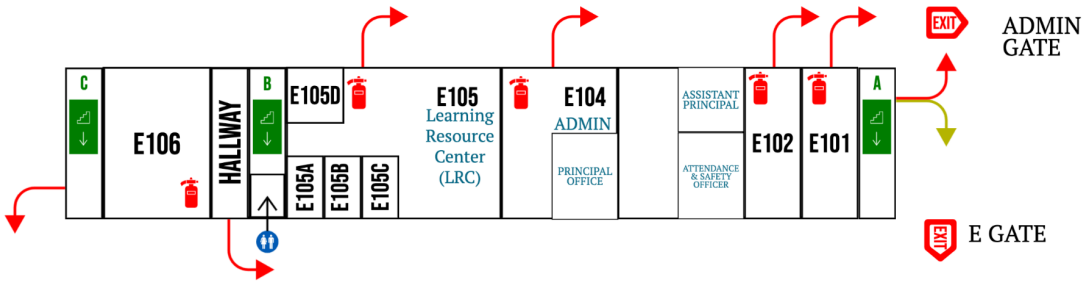
Please proceed to DSA 2 from any room located on the second floor of E Building. Exit through the nearest available staircase and proceed to the nearest available gate, whether it be the Admin gate or the E gate.



EMERGENCY EVACUATION MAP

BUILDING E: GROUND FLOOR

Please proceed to DSA 2 from any room located on the ground floor of E Building. Exit through the nearest available option, whether it be Admin gate or E gate.



Introduction

Understanding the importance of prompt and efficient responses in emergency situations is vital to ensuring the safety of our students and staff at Guahan Academy Charter School (GACS). It is important that all faculty and staff members possess a thorough awareness of their designated roles and responsibilities during emergencies and are prepared to act in accordance with those responsibilities.

PURPOSE: The GACS Emergency Procedures are designed to provide a framework that enables GACS and its partners to respond effectively to emergencies. This framework includes policies, procedures, guidelines, and organizational structures.

GOAL: The goal of these emergency plans is to protect the GACS community and ensure the continuity of education by enabling a quick, coordinated, and efficient response to any emergency, thus ensuring everyone's safety.

SCOPE & USE: The emergency plans are designed for school administrators, faculty, staff, students, and emergency responders. They also serve to inform parents and community members about the school's emergency response actions, helping them prepare for potential crisis situations.

Safety & Security Team Leadership Committee

Principal (CIA): *Dr. Lalaine Manuntag*
Counselor: *Vera De Oro*
Nurse: *Pia Capati*

Principal (SP): *Mrs. Maria B. Singh*
Counselor: *Victoria Dungca*
Safety Officer:

Safety & Security Team Members & Posts

Head/Rover : *Remy Taijeron*

Building C:
Upstairs: *Juanita Moster*
Downstairs: *Vanessa Briones*
Electrical Room : *Noralie Manapat*

***Building E*:**
Upstairs : *Maila Pascua*
Downstairs: *Petronillia Olpindo (rover)*
Electrical Room: *Ryan Singh*

***Building D*:**
Upstairs: *Anita Rebujio*
Downstairs: *Renee Chiayi Chen*
Electrical Room: *Jonah Posadas*

***Gatekeepers*:**
E Human Gate: *Connie Maratita*
SSO Gate: *Patrick Carlos*
Main Office Gate: *Denzyl Ngiralmau*
C Wing Gate: *Rea Arvah Serrano*
D Wing Gate: *Kailene Mendiola*

Modular Rooms: *Collin Cepeda and Shera West*

Responsibilities

• **Upstairs/Downstairs Building Wings:** will be responsible for alerting their wings when an emergency arrives using the correct & appropriate signals, securing and/or clearing their designated space, and ensuring students are responding accordingly to the signals to evacuate or lockdown.
• **Electrical Room:** monitor cameras and/or switch off alarm/pull stations.
• **Gatekeeper**: responsible for opening/locking gates during an emergency.

NOTE: Any staff who is in possession of master keys must respond to the closest occurring emergency and contact the administrators and/or the Safety Officer. If the administrators and/or the Safety Officer do not respond to the alarm, the other Safety & Security Team members must make contact for further directions. The administrators and/or the Safety Officer are responsible for making the evacuation call. The alarm will not be turned off until that call is made.

Designated Safety Areas

Designated Safety Area #1 (DSA SSO) is the soccer field located directly across SSO Gate.
Principal: *Maria B. Singh*
EMS *: Pia Louise Capati*
Counselor: *Victoria Dungca*
Alternates: *Kaitlyn Sanchez/Martina Otoko*

Designated Safety Area #2 (DSA CAR) is located directly across the Car rider/bus rider pick-up and drop-off Area. It is the empty field located in front of Buildings C, D and E.
Principal: *Dr. Lalaine Manuntag*
EMS: *Kalani Manibusan*
Counselor: *Vera De Oro*
Alternates: *Lolita Carlos/Mary Kris Mapalo*

Responsibilities:
• **Administration:** will be in direct contact with the Safety Officer and will coordinate and ensure the overall accountability for all students and staff.
• **EMS (Emergency Medical Station):** will be set up in both DSA for any medical issues that may arise and will also serve as the water station for that DSA.
• **Counselor:** Each counselor should have an up-to-date check list of classes for elementary and secondary. When each class arrives at their designated DSA, teachers will complete their Emergency Attendance Form (EAF). The counselors will be the ones responsible for checking the list as other members assist in collecting the forms and securing the DSA.
• **Other:** Assist in collecting the forms and securing the DSA.

NOTE: Alternates will fill in for the duties of any of the Safety & Security Team if anyone should be absent. Even though these members are considered "alternates" they are still active members of the Safety & Security Team. As members, their duties are to assist all staff and faculty in making sure that all emergency procedures are being followed and that all our students are safe and accounted for during an emergency.

🚧All buildings will be under Fire Watch every hour on the hour daily until further notice.

Emergency Categories: *Evacuation & Lockdown*

There are two main types of emergencies at GACS:

1. **Evacuations:** These require evacuating the premises due to situations like fires or bomb scares.
2. **Lockdowns:** These involve students and personnel staying in secure locations, typically in response to active shooter incidents or missile crises..

🚧UPDATE: DUE TO OUR FIRE WATCH STATUS AND THE ABSENCE OF AN INTERCOM SYSTEM, THE FOLLOWING SIGNALS WILL BE USED TO NOTIFY OF AN EVACUATION OR LOCKDOWN:

EVACUATIONS: Designated personnel will use pulsed one-second blows of a whistle over the course of a minute.

LOCKDOWN: There will be repeated five-second long whistle blows over the course of at least one minute.

Evacuation Emergencies

The following are the standard operating procedures for building evacuations, which may include, but are not limited to, fire, earthquake, bomb threat emergencies, and drills, which will be addressed subsequently.

Teacher Supply List:
Before leaving the classroom, teachers should have the following items readily available and placed in a location within the classroom that is accessible to the teacher and/or substitute:

- Emergency Attendance Form (EAF)*
- Green Sign/Red Sign
- Class Roster
- Pen or Pencil

Teachers should advise students to quickly take only items of value, such as wallets or cellphones, but leave the majority of their belongings behind. DO NOT LOCK YOUR CLASSROOM OR OFFICE DOORS. During an emergency or drill evacuation, all occupants should follow the directives and evacuation procedures outlined below:

Building C Evacuation Procedures:

For classrooms C201, C202, C203, and C204: Once outside the classroom, occupants will proceed to the right and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#2 (OUTSIDE CAR RIDER AREA).

For classrooms C205, C206, C207, and C208: Once outside the classroom, occupants will proceed to the left and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#1 (SOCCER FIELD).

For classroom C103: Once outside classroom C103, occupants will proceed to the left and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#1 (SOCCER FIELD).

For rooms C104a, C104b, and C104c (Office/Workstation, CEO Office, and Business Office): All occupants will quickly and safely exit the building and proceed to DSA#1 (SOCCER FIELD).

For rooms C101 (Cafeteria) and C102 (Chamoru Language Office and Faculty Lounge): Faculty and staff members present will safely and quickly line up the students and conduct a head count before heading outside. Once outside the cafeteria, they will proceed to the right and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#2.

Building D Evacuation Procedures:

For classrooms D205, D206, D207, D208, and D209: Once outside their classrooms, occupants will proceed to the left and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#1 (SOCCER FIELD).

For classroom D105: Once outside the classroom, occupants will proceed to the left and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#1 (SOCCER FIELD).

For rooms D106a, D106b, D106c, and D106d (Student Support Offices): All occupants will exit the room and follow the school's emergency exit map, proceeding to DSA#1 (SOCCER FIELD).

For classrooms D201, D202, D203, and D204: Once outside the classroom, occupants will proceed to the right and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#2 (empty field across car/bus rider area).

For classrooms D101, D102, D103, and D104: Once outside the classroom, occupants will proceed to the right and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#2 (empty field across car/bus rider area).

Modular Rooms Evacuation Procedures:

For classrooms M101, M102, M103, and M104: Once outside the classroom, occupants will proceed to the right and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#2. (empty field across car/bus rider area).

For classrooms M105, M106, M107, and M108: Once outside their classrooms, occupants will proceed to the left and follow the exit procedures outlined on the school's emergency exit map. Their destination is DSA#1 (SOCCER FIELD across SSO Gate).

Building E Evacuation Procedures:

ALL OCCUPANTS OF BUILDING E WILL EXIT THEIR RESPECTIVE ROOMS AND FOLLOW THE SCHOOL'S EMERGENCY EXIT MAP. THEIR DESTINATION IS DSA#2.

When Arriving at Your Assigned DSA:

1. Classes should be in order of their respective buildings and room numbers **(See DSA Map).**
2. **Teachers:** Take attendance using your rosters and complete the Emergency Attendance Form (included in each classroom evacuation folder).
3. List any students who were present in your class **BEFORE** the evacuation, but are not present in your assigned DSA.
4. Hold up the colored sign as it pertains to your situation. **Do not allow students to hold these.**

   "Red" indicates that a student is missing who was previously present

   "Green" indicates that all students are present

5. Maintain control over your students: do not allow them to leave your group
6. Do not allow any student or students from other classes to join your group
7. Observe your students for any signs of distress
8. A member of the Safety & Security Team will come by to collect the EAF

Returning to Your Classroom:

1. When ALL CLEAR signals are given, escort your students quickly, safely, and quietly back to class
2. Ensure your students remain together
3. Do not allow students to visit the restroom or water fountain. This can be done once all students have returned to your classroom

After the Evacuation:

1. Take attendance of your students. Any students who fail to return with the class will be reported as skipping[1]
2. Review with your students their performance during the evacuation with reminders and compliments, as necessary
3. Resume instruction

[1] *Unless provided with an excuse note or escorted to class by faculty or staff member with a valid reason*

Reasons for Evacuation Emergencies

There are three primary reasons for implementing an evacuation procedure: fire, bomb threat, and major earthquake.

Fire (Code Red):

In the event of an emergency alarm or the activation of the fire alarm signal (characterized by one-second pulsed rings of the school bell repeated for at least a minute), all faculty, staff, and students should calmly and orderly proceed to their designated Safety Areas (DSAs).

If the alarm is not sounding, designated staff will emit one-second pulsed whistle blows for at least a minute. It is important to exercise caution and be aware of the surroundings to ensure there are no obstructions or immediate hazards. If necessary, adjust the route accordingly. Teachers with students in their classrooms should quickly and safely assemble their students in a line, perform a head count to ensure all students are present, and then exit the classrooms. If the danger is not immediate, make sure to gather the necessary supplies mentioned earlier before leaving the classroom.

NOTE: If you find yourself on fire, remember to stop, drop, and roll until the fire is extinguished.

Bomb Threat: (Code Black)

THESE ARE STEPS TO TAKE UPON RECEIVING A MESSAGE THAT A BOMB HAS BEEN PLANTED IN THE SCHOOL:

1. Ask as many clarifying questions as possible. These should include:
    - ☐ *Where is the bomb located?*
    - ☐ *When will the bomb go off?*
    - ☐ *What materials are in the bomb?*
    - ☐ *Who is calling?*
    - ☐ *Why is the caller doing this?*
2. Listen carefully to the caller's voice and tone along with any speech patterns that he/she might have. Listen also to any background noises that the call might have.
3. After hanging up the phone, immediately dial *57 to trace the call or write down the phone number on the caller ID if it is available.
4. Immediately notify the administrators, then the members of the Safety and Security Team. It is the person who received the call's responsibility to act on this quickly, efficiently, and discreetly.
5. The administrator(s) will immediately contact the Guam Police Department (GPD) and inform them that the school is under a bomb threat.
6. The fire alarm or bell will then be activated to signal the evacuation procedure[2].

🚧**NOTE: Notification of the bomb threat should be given to all faculty and staff, but NOT students.**

[2] *Alternative signal: 3 one-second pulsed rings of the school bell over the course of at least a minute*

Bomb Threat Evacuation Procedures:

1. Once the fire alarm[3] has been activated or the alternative whistle blown, all students, along with the faculty and staff, must follow the EVACUATION PROCEDURES to safely exit the buildings
2. All occupants must be in their DSA which are located 100 feet away from the buildings
3. All students, faculty, and staff will wait together until the EVACUATION ALL-CLEAR (1 five-second long whistle blow) has been given by school officials with the approval of GFD.

Earthquake: (Code Green)

Earthquake During Instructional Time:

1. Quickly find a desk or table to go under and **DUCK, COVER, AND HOLD**
2. If there are no desks or tables to duck under, move to the closest wall and with your back against the wall, sit down with your head between your knees and your hands over your head covering you vital organs
3. Once the shaking has stopped, teachers must assess their areas for damages or injuries. Have students remain in their positions.
4. Provide First Aid as needed and wait for the signal to evacuate.
5. Evacuation will commence if the emergency signal is set off[4].

NOTE: If you do not hear the evacuation signal, do not evacuate.

Earthquake During Recess, Lunch, or Transition:

1. If you are outside in the courtyard or in any of the playground areas when an earthquake occurs, stay away from the buildings and power lines.
2. Find an open area, stay low to the ground, and stay there. Remain stationary until the shaking stops.
3. If you are upstairs transitioning between the classrooms, quickly and safely enter the closest room to you and follow the safety procedures in the class.
4. Remain where you are until you hear the evacuation or the all clear signal and proceed accordingly.

Earthquake Evacuation Procedures:

1. Once the alarm has been activated (in the absence of the fire alarm, pulse one sec whistle blows over the course of a minute will sound by the designated staff), all occupants of the campus must follow the **EVACUATION PROCEDURES** to safely exit the buildings
2. Occupants must be in their **Designated Safety Areas (DSA1 and DSA2)** which are located 100 feet away from the buildings
3. Students and staff will wait together until the all clear has been given by the administration and/or Safety Officer after a safety inspection is conducted.

Earthquake Non- Evacuation Procedures:

1 five-second long whistle blow is the all clear signal meaning that NO EVACUATION is necessary. This can be activated if the earthquake is just a drill or if an earthquake lasts

[3] *In the absence of the fire alarm, 3 one-second short whistle blows over the course of at least a minute will sound by the designated staff*

[4] *Alternative: 3 one-second pulsed whistle blows over the course of at least a minute will be sounded by the designated staff.*

less than 5 seconds and causes no structural damage or injury. Faculty and staff must listen carefully for this signal.

🚧**SPECIAL NOTE: TYPHOONS ARE NOT EVACUATIONS OR LOCKDOWNS BUT DO REQUIRE COORDINATION OF THE SCHOOL & HOME.**

[5]Typhoon/Tropical Storms: (Code Gray)

Typhoon Condition of Readiness III/IV (COR 3/4): School remains in session and the school buses operate on their usual schedule. Students and teachers are to report to school.

Typhoon Condition of Readiness II (COR 2): During school session and upon Governor's declaration, buses will be sent to all schools and students will be sent home. Teachers are to secure their classrooms as directed. If school is not in session and the declaration of Condition II is announced, teachers should remain at home.

Typhoon Condition of Readiness I (COR 1): Teachers should remain at home until the declaration by the Governor that island is in Condition IV.

LOCKDOWN EMERGENCIES[6] [7]

Lockdown is the action taken when there is an event on or near campus that threatens or compromises the school. Students and staff are to remain in the classrooms or designated locations at all times, administration or law enforcement unlocks classroom doors. There are different types of lockdowns, as well as reasons for lockdowns.

Reasons for LOCKDOWN EMERGENCIES

INTRUDER[8]: (Code Yellow)

Steps to take when engaging an INTRUDER:

1. Politely greet the individual/s and identify yourself
2. Ask the person/s the purpose of their visit.
3. Inform the individual/s that all visitors must sign in at the Student Support Office.
4. If their purpose is not legitimate, ask them to leave.
5. Accompany them to the EXIT.

Steps to take if the INTRUDER REFUSES TO LEAVE:

1. Warn the intruder of the consequences for staying on school property.
2. Notify the Safety and Security Team and/or GPD if the intruder still refuses to leave.

🚧**NOTE: Give a full description of the INTRUDER when speaking to GPD**

[5] *not an evacuation*

[6] ***Authority**: This is established by the GACS Safety & Security Team and in conjunction with approval from GPD.*

[7] *October 2008. http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf. U.S. Department of Homeland Security: Active Shooter How to Respond. Retrieved August 2014.*

[8] *An individual who enters school property without permission. (Unauthorized Person)*

3. Walk away from the intruder if he/she is violent. Be aware of the intruder's actions at this time and where he/she is in the school.
4. Maintain visual contact on the intruder from a safe distance and **IT IS IMPERATIVE TO NOTE IF THE INTRUDER HAS A WEAPON[9] OR NOT.**
5. If the intruder has a weapon, **IMMEDIATELY GO INTO THE LOCKDOWN PROCEDURE BY**
    a. **USING SAYING OR WRITING "CODE YELLOW" VIA RADIO OR WHAT'S APP;**
    b. **USING THE APPROPRIATE BELL OR WHISTLES**
    c. **INTERCOM ANNOUNCEMENT**

ACTIVE SHOOTER: (Code Orange)
"Active Shooter" as defined by the U.S. Department of Homeland Security is "an individual actively engaged in killing or attempting to kill people in a confined and populated area: in most cases, active shooters use a firearm(s) and there is no pattern or method to their selection of victims" (2008). **IF SUSPECTED, PROCEED IMMEDIATELY TO**

LOCKDOWN PROCEDURES.

MISSILE CRISIS: (Code Blue)
During Instructional Time:
1. The school's administration will make the announcement that the school is under a missile crisis via the school intercom and/or GACS SCHOOL MATTERS WHAT'S APP. GACS will then proceed to the LOCKDOWN procedure.
2. All occupants of the modular buildings must exit their classrooms and proceed to Building D to their assigned rooms and remain there until the "all clear[10]" signal is given.
   M108 & M107 must proceed to **D105** **M106 & M105** must proceed to **D104**
   M104 & M103 must proceed to **D103** **M101 & M102** must proceed to **D102**
3. All staff and faculty present with the students must make sure that all the students are away from the windows and doors, and that everyone is safely under the tables and desks. In the case of a missile crisis while in the classroom, the students and staff must follow the earthquake classroom procedure.
4. All staff and faculty members must remain on campus with the students until dismissed by administrators.

Missile Crisis During Recess, Lunch, or Transition:
Once the **lockdown** procedure has been activated, all students and employees must go into a lockdown and follow all emergency lockdown procedures. Occupants must stay in the lockdown until the all clear has been given.

Post Missile Crisis:
1. Once the all clear has been given, the teachers are responsible for contacting parents and guardians for pick up. The administration will be responsible for

[9] *It is a thing designed or is being used to inflict bodily harm or physical damage. Resulting in minor to major injuries or Death such as a gun, explosive, knife, sword, machete, sharp object (scissors, forks, sharpened sticks, etc. and/or blunt object (baseball bats, clubs, crowbars, etc..*
[10] *unlocking of door by administrator*

coordinating busing services, and the members of the Safety and Security Team are to assist teachers and admin with the dismissal of students.
2. Employees will stay with their students until the administration dismisses them.
3. The administration will coordinate the transportation of any students left behind.

Lockdown Procedures

1. Upon observing an immediate threat, the school staff member will announce from the school intercom: "*Our school is now on lockdown. All students and staff go to the nearest secure location and follow procedures.*" This will be repeated 3-5 times.
    a. If the intercom system is not available, a long continuous alarm/bullhorn will sound. It will be continuous and will not stop for the duration of at least one minute[11].
    b. The last alternative will be a repeated five-second long whistle blow over the course of at least one minute. It is important to also observe the GACS School Matters chat for pertinent information, as radios may not be ideal during this time[12].

2. The school staff member who observed the threat will call 911 immediately and advise police of the situation. If safe to do so, the staff member will contact the administration after police contact has been made. Prioritize your safety versus convenience at all times.

3. If it is safe to do so, without leaving the doorway of their classrooms, employees will gather as many students from the hallways into their classrooms as possible. Should the classroom not contain the necessary shielding to keep students and staff safe, choose the closest safe room that contains as few windows as possible with a secure door if possible.

4. The staff member will close and lock the classroom door. Blinds or curtains must be closed and lights turned off. Use tables, chairs, and desks to block and hinder any entry into the classroom. Position students where they will have limited to no visibility from the intruder. Students are not to be left unsupervised.

5. Make sure everyone is calm and quiet. Inform all students present that under no circumstances should they speak or respond to anything that they may hear. Place phones on silent mode.

6. Classroom doors are not to be opened until the principal, his/her designee, or police have announced the end of the lockdown by opening the doors with the master key. Do not open the locked classroom door if someone should come to the door and make that request. Students will be advised to remain on the floor and not rush towards the door if police enter.

7. If safe to do so, staff members will follow established attendance procedures using the emergency evacuation sheet as a guide. Note missing students, as well as additional students and their homeroom teacher.

8. If the fire alarm activates while in lockdown, staff are to stay in classrooms with students. Do not leave the room unless there is an actual fire and it is believed that

[11] *or indefinitely*

[12] *do so only when it is safe*

staff and students are in imminent danger from fire and/or smoke (consider a window exit from the class if it is determined it is absolutely necessary to evacuate). Consider that leaving the safety of the locked classroom may afford a threat (assailant) to the target-rich environment that he/she is seeking to create. The assailant may have pulled a fire alarm, released a bomb or lit a fire; staff are to consider all of the alternatives based on the information available.

9. Subsequent to the arrival of law enforcement, Safety Team may start announcing commencement of procedures for an orderly evacuation, staff are expected to remain with students and assist with the evacuation and orderly dismissal of students.

10. Once the threat has been subdued and the all clear is given the priority will be to make sure all students are present and accounted for. Upon the arrest/neutralization of the threat, the designee will transition to other forms of deployment, as mandated by their respective police services. Secure areas will be created by police to ensure safe conditions for emergency medical services and safe routes out of the school for evacuation of students.

11. The Safety Team/law enforcement will use a master key and diagram of the school obtained from the school and/or the local police service to search and clear rooms, looking for victims and other possible threats. Evacuation may also commence at this time if directed to do so by the administrator or Safety Team.

12. Police/Principals (under police direction) may make an announcement in the school that "The school will remain in lockdown; the police will be orchestrating an orderly evacuation in due course; please remain calm; remain in lockdown". The police/principals (under police direction) will establish safe routes avoiding crime scene contamination, weapons, and locations where explosive devices can be hidden (such as lockers and vehicles).

13. Once the building is determined to be "safe", the designated police authority will begin the evacuation process (if necessary) for students and staff who are in the lockdown mode. School staff will assist with orderly evacuation and dismissal processes.

Recess/Lunch or Activity Procedure: If a lockdown is called during recess, lunch, or any other activity that has the students, faculty, and staff members out in the open, all staff and faculty that are with the students must calmly and quickly take all the students back inside the building and secure everyone in the closest room or classroom that can be locked and secured[13] and then continue with steps 4-onward above.

Staff will remain in the classroom or secured area until instructed by police to evacuate, unless exigent circumstances arise such as a fire or the active assailant enters the room and threatens the secure area. If the teacher determines that it is necessary to leave the secured area, it is preferable to evacuate from an exterior window into the schoolyard. If this is not possible, evacuate from the nearest fire escape avoiding long hallways.

[13] *In the event that the students cannot return to the building the staff and faculty members must take cover with the students in the surrounding environment even going as far as taking cover in the jungle surrounding the school.*

The staff and/or students may also choose to stay and confront the assailant depending upon what options are available to ensure the safety of the occupants of the room. This form of action should be used as a LAST RESORT!!!

- If the threat is in close range (close enough to take down and close enough that he/she cannot flee), then the chances of survival are greater when attempting to take down the shooter.
- Disrupt or incapacitate the threat by throwing an object at him/her while running towards him/her.
- Act with **100% Aggression.** When attempting to take down the threat use all means to physically harm or seriously injure the threat. For example, eye gouging, groin kicks, stabbing, shanking, punches, elbows, knees, even bites to stop the shooter.
- **COMMIT TO YOUR ACTION:** This means that if you make the attempt to take down the threat there must be no second thoughts.

Consequences for False Lockdown[14] § 19.50. Terroristic Conduct; Defined & Punished. (a) A person is guilty of terroristic conduct if he threatens to commit any crime of violence with intent to cause evacuation of a building, place of assembly; or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such inconvenience. (b) Terroristic conduct is a felony of the third degree.

Modified Lockdown

For incidents such blanket searches, riot, unruly student, medical emergency, etc. that require all students to be situated in a safe space, but there is no imminent harm.

1. When a modified lockdown is called through the intercom, the **administrator** will say "*Our school is now on a modified lockdown. All students and staff return to your classes and follow procedures.*" This will be repeated 3-5 times.
2. If the intercom system is not available, school personnel will post information on the GACS MATTERS CHAT and members of the Safety Team will make door-to-door announcements at their respective posts of the modified lockdown and direct students into class if they are not already inside.
3. Rooms are to be secured by locking doors
4. No interruption, instruction continues
5. Doors to be opened when admin or designees need to enter
6. Students are not to leave classes until all clear is given by administration via a door-to-door announcement or What's App announcement.

[14] ***SOURCE:*** *cf. Guam § 403a; *M.P.C. § 211.3; Cal. § 1530 (T.D.2 1968); Mass. ch.265, § 9; N.J. § 2C:12-3.****CROSS-REFERENCES:*** *§§ 61.15, 55.20 and 61.40 of this Title.*

QUICK REFERENCE GUIDE FOR EMERGENCY SITUATIONS

Designated Safety Area #1 (DSA BUS)	*Designated Safety Area #2 (DSA CAR)*
TYPE OF EMERGENCY	SIGNAL
Fire/Bomb Threat/General Evacuation 1. Students should follow evacuation routes if there is a need to evacuate campus 2. All belongings are to be left behind 3. Stay with teacher/class/responsible school personnel until all-clear is given 4. Attendance/Accountability Forms to be completed	Main: Pulsed one-second rings of school bell over the course of 1 minute Alternate: Pulsed one-second blows of a whistle over the course of a minute by designated personnel All-Clear: 1 five-second long whistle over the course of 1 minute.
Earthquake *During an actual earthquake, the bell will not ring. Students and personnel are to seek shelter and await an evacuation bell if necessary.* 1. If indoors, move away from objects which may break or fall 2. Drop, Cover, and Hold! 3. Do not attempt to run out of the classroom 4. If outdoors, move away from buildings, trees, power and light poles, or overhead utility wires.	***If an evacuation is required:*** Main: Pulsed one-second rings of school bell over the course of 1 minute Alternate: Pulsed one-second blows of a whistle over the course of a minute by designated personnel All-Clear: 1 five-second long whistle over the course of 1 minute.

Modified Lockdown *For incidents such blanket searches, riot, unruly student, medical emergency, etc.* 1. Three minutes before the signal: All students not in class will be sent back to their classes. 2. Rooms are to be secured by locking doors 3. No interruption, instruction continues 4. Doors to be opened when admin or designees need to enter 5. Students are not to leave classes until all clear is given.	Main: When a modified lockdown is called through the PA system, the **administrator** will say "*Our school is now on a modified lockdown. All students and staff return to your classes and follow procedures.*" This will be repeated 3-5 times. Alternate: If PA system is not available, school personnel will post information on the GACS MATTERS CHAT and members of the Safety Team will make door-to-door announcements of the modified lockdown. All-Clear: Door-to-door announcement and What's App message sent by administration.
Lockdown *A lockdown is warranted when there is a threat or hazard outside of the school building. This warranted when there is a clear and imminent threat that may result in harm to those on the school grounds. The entire school community must immediately take shelter and find safety.* 1. All students, staff, personnel find shelter in the nearest room 2. Stay away from windows and doors 3. Lock classroom doors and barricade as much as possible with furniture 4. Turn off all lights and audio equipment 5. All cell phones should be on SILENT mode 6. Plan for alternate routes via window or plan to escape (if possible) 7. Maintain silence 8. No one enters or exits the rooms 9. Classrooms should NOT be opened until police or administration unlocks the classroom	Main: When lockdown is called through the intercom system, the **administrator** will say "*Our school is now on lockdown. All students and staff go to the nearest secure location and follow procedures.*" Alternate: If the intercom system is not available, a long continuous alarm or bell will sound. If that is not available, five-second long whistle blows over the course of at least one minute will be sounded. All-Clear: Door-to-door unlocking by authorities ***only.***