



EVACUATE

If you discover smoke or a fire, do the following:

- Activate the fire alarm using a manual pull station.
- Notify others and evacuate the building.
- Do not use elevators during a fire or evacuation.
- Assemble at the designated assembly area and await further instruction from emergency response personnel.

Note: It is a violation of State Law to ignore a sounding fire alarm.

LOCKDOWN

- Lock space doors and windows.
- Turn off all lights and equipment.
- Close blinds and put paper over glass windows and doors.
- Place red or green clipboard in visible location.
- Take attendance of those in your space.
- Keep calm and quiet.
- Do not release any student, employee or guest from the space.

SEVERE WEATHER AND TORNADOS

- Monitor television, radio, or weather radio for information about approaching storms.
- If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
- Stay away from large objects that may fall during a storm, e.g. book cases and shelves.
- If you are unable to find shelter, lie down flat and cover your head with your hands.

MEDICAL EMERGENCY

- Contact Emergency Services (911), provide information about the injury and the location of the victim(s).
- Provide first aid or medical assistance if trained and necessary.
- Remain with the victim until emergency response personnel arrive.
- If a victim is unconscious and not breathing, start CPR, locate an AED, turn it on, and follow the instructions provided by the unit.

WEAPONS

- If a person enters a building with a weapon, immediately evacuate or lock down the building.
- If a person is seen with a weapon outdoors, immediately seek shelter in the nearest building.
- Contact Emergency Services (911), and provide as much information as possible.
- Warn other people in the area, provide assistance as able, and remain calm.
- Lock down building/school, following lockdown procedures (above).
- Follow instructions provided by emergency personnel.

POWER OUTAGE OR UTILITY FAILURE

- Contact Facilities & Operations and Dominion Power to report a power outage.
- Remain calm, turn off sensitive equipment, and provide assistance to others if necessary.
- Buildings without power, water, heating, ventilation, and/or air conditioning should not be occupied until utilities are restored.

CHEMICAL EXPOSURE

- Report all exposures to Emergency Services (911) and school administration or supervisor.
- Cordon off area and keep people away.
- Follow instructions from trained medical staff.
- If a chemical spill occurs outdoors, shelter in place and listen for instructions from emergency personnel.
- If possible, determine what caused the exposure, including what chemical.

SUSPICIOUS PERSON OR PACKAGE

- Do not physically confront a suspicious person or handle a suspicious package.
- Contact School Resource Officer (SRO) or security personnel and provide as much information as possible.
- Notify school administration or supervisor.
- Leave the area or await further instruction.

REGIONAL EMERGENCY

- Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
- Monitor Arlington Alert and APS School Talk for closing or operational modifications.
- Make an emergency plan and keep an emergency supply kit at home, at school/work, and in your car.
- Visit ReadyVirginia.org for an emergency plan template and tips on building an emergency supply kit.