

Emergency Response Instructions for Visitors at the Newtown Public Schools

- Fire Alarm:** If the fire alarm should activate, CT state law requires that you **immediately exit the school building via the nearest exit**. Once outside, continue walking until you are at least 100 feet from the building. Remain outside until the Fire Department or School Administration issues an 'All Clear'. You will not be permitted to drive on/from campus until staff, students, and others have cleared the parking lots and driveways, and have returned inside the building.
- Safe School Mode:** This emergency response procedure is generally initiated when suspicious activity or crime has been reported to have occurred **outside the building on campus, or in the community surrounding the school**. Should Administration implement this procedure, all persons inside the building should remain inside the building and continue with their business. All staff, students, and visitors outside the building will immediately be directed to enter the building (reverse evacuation). The driveway entrance will be blocked and no vehicles or persons will be allowed onto campus for the duration of the safe school mode period. For your safety, it is prudent that you to remain inside the building until the order is lifted.
- Evacuation:** This emergency response procedure is generally initiated **when conditions are safer outside the building/off campus than inside the building/on campus**. When school administration, or the Police or Fire Department orders an evacuation of the school building and campus, this means that all persons must immediately exit the building and campus on foot. You will not be permitted to drive your vehicle. For your safety, it is prudent that you to follow the directions of school administrators or emergency personnel as to the direction to evacuate and the egress path in which to utilize.
- Shelter-In-Place:** This emergency response is generally initiated when conditions inside the building, due to severe weather, high winds, or an immediate environmental hazard are **safer inside the building than outside**. All persons inside the building will be directed to, or should take refuge in an office, classroom, or other enclosed area. All persons should remain calm and quiet, and await further instructions from school administration or emergency responders.
- Lock-Down:** This emergency response procedure is generally initiated when a person or situation presents an **immediate threat to persons inside the building**. Should a lock down order be issued while you're inside the school building, you should immediately secure yourself in the nearest office, classroom, lavatory, or other securable location. If possible, close and lock the door, turn off the lights, remain quiet, and make every effort to conceal yourself from sight. It is important that you remain silent and concealed while awaiting instructions from security personnel or responding law enforcement personnel.