



"LEVEL II" EVACUATION

Announcement made via school intercom and handheld radio to proceed to Level II Evacuation site.

Leave classroom/area immediately. Students should take books and/or backpacks, but **DO NOT GO TO YOUR LOCKERS!!** Leave all classroom doors unlocked.

Proceed to assigned Level II Evacuation area and await further instructions.

"LOCKDOWN"

Announcement will be made via school intercom that "there is an intruder in the building --please go into lockdown immediately."

Teachers are to check outside classroom for any students in hallway; if so, bring student into classroom and close and lock the door. Instruct all students to proceed to specified area of classroom and to stay silent. Cover window in door to prevent anyone from viewing classroom from hallway. Leave exterior shades open. Once classroom door is locked, **DO NOT OPEN FOR ANYONE.**

Classes outside will be notified via radio that there is a **LOCKDOWN** in progress and to move immediately to their Level II Evacuation locations. **DO NOT RE-ENTER THE BUILDING.**

In the event the fire alarm sounds, do not evacuate the building unless there is a clear indication of fire.

Holmdel Staff and/or Holmdel Police will clear the classroom; In the event of a drill, they will notify each classroom that the drill is over.

"SHELTER IN PLACE"

Announcement will be made school intercom that we will go to a **SHELTER IN PLACE** condition.

All students and staff members will remain in their current location with **NO MOVEMENT** throughout the building until further notice.

Classes outside will be notified via radio that there is a **SHELTER IN PLACE** condition in progress and to move immediately to their Level II Evacuation locations.

DO NOT RE-ENTER THE BUILDING until notified by building administration that it is safe to return.

"FIRE EVACUATION"

Fire alarms will sound, initiating a Fire Evacuation.

Exit the building immediately at the closest exit and assemble in grass area away from the road, keeping the roadway clear for responding emergency vehicles.

Do not re-enter the building until instructed to do so even if the Fire Alarm bells are silenced.

"SECURE THE BUILDING" (REVERSE EVACUATION)

Announcement will be made via school intercom and handheld radio that we are "Securing the Building."

All outside classes are to return to the building immediately.

All exterior doors will remain closed and locked.

No one will be allowed to enter or exit the building until the situation is resolved and the Holmdel Police give the direction to resume normal operations.

Note: This event does not impact normal movement through the buildings -- classes will continue as scheduled.

EMERGENCY PHONE NUMBERS

Dial "0" to get the Main Office

EMERGENCY 911

To Get an Outside Line:

Dial *11 then your 4 digit PIN #

(Holmdel Police: 1-732-946-4400)