



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

## **Broken Ground 21C: Afterschool Safety Plan**

### **Emergency/Crisis Response**

In all situations remain calm

The first person on the scene takes immediate and positive action

When safe, call and alert the Main Office if staffed, call 911 for police or fire

### **Fire Alarm:**

Leave the building in a calm and orderly fashion via the nearest exit.

Meet outside at the back playground

Line up 3-6 feet apart just past the gravel track

Take attendance/Be sure all students are accounted for

Wait for clearance to reenter the building.

### **Active Shooter or Other Lockdown:**

Lockdown protocols are enacted. Call 911

All will enter the nearest classroom or closet

Shut and lock the door

Shut off the lights

Put window covers up

Get students as low as possible in a safe spot away from windows and doors

Stay quiet and still

Do not leave or unlock the door for any reason

Wait until the proper authorities come and unlock the space with a key

Be prepared to change actions if situation changes