

## Heightened Awareness

(Get your Attention)

This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.

- Follow school's communication plan for information.
- Limit movement to and from your classroom.
- Be accountable for all students.
- Be on the lookout for unusual behavior both in and outside of the school.
- Check exterior doors to make sure they are secure.

## Secure Your Area of Responsibility

(Classroom, hallway, etc.)

Specific incident within your area of responsibility. (Medical, threat to self or others)

- Execute **Alert** procedures.
- Secure all people within your immediate area. (May require you to move to a more secure area.)
- Lock or Secure doors.
- Monitor/use communication devices.
- May release by intercom or other personal contact.

## Lockout

(On Alert)

A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.

- Execute **Alert** procedures.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from administration or law enforcement.
- Monitor/use communication devices.
- Requires leaving unsecure areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- May release via intercom.

## Lockdown

(Immediate threat)

Recognition of Danger. Take immediate action using the safest and best option for survival.

- Execute **Alert** procedures.
- Secure yourself and others by assessing and using available information to decide if you should; HIDE (Secure and/or Barricade), RUN (Intelligent Escape) or FIGHT (Defend and Protect).

### HIDE: (Secure and/or Barricade)

Lock doors, Cover windows, Lights off, Barricade entry, Quiet, Stay in place.

### RUN: (Informed Escape)

Evacuate to safer location, Remain with your group, Call 911 when safe, Follow HIDE protocol.

### FIGHT: (Defend and Protect)

As a matter of survival engage the intruder with any means necessary.

- Monitor/use communication devices.
- Release only by administration or law enforcement.



***Please contact the school or local law enforcement with any security issues or threats regarding your schools.***



# Emergency Operations Plan

## ***Crestline Elementary***

3785 West Jackson Blvd.  
Mountain Brook, AL 35213

Telephone: 205-871-8126  
Fax: 205-877-8324

Principal: Mrs. Laurie King  
Assistant Principal: Ms. Catherine Waters  
Assistant Principal: Mr. Josh Watkins

**Crisis Management** is a central component of comprehensive School Safety. The most important consideration in both Crisis Management and Safe School efforts is the health, safety and welfare of the students and staff.

## ***Mountain Brook Schools***

**Mountain Brook Schools**  
32 Vine Street  
Telephone: 205-871-4608

