Planning Steps

1. Identify the location of your school on the map, as well as other chemical facilities in your area.

2. Contact your local Emergency Management Office (EM)/Local Emergency Planning Committee (LEPC).

4. Develop plans/procedures for Shelter-in-Place and Evacuation.
   - Call 9-1-1
   - Turn off HVAC
   - Recall students from outside
   - Clear hallways/non-classroom areas
   - Close and lock all exterior doors/windows
   - Monitor activities, via radio, email, text, twitter, etc.
   - Listen for instructions from school and local authorities
   - Wait for “all clear”

5. Train staff on plans/procedures for Shelter-in-Place and Evacuations.

6. Review your student/parent reunification policy

7. Notify parents of plans, procedures, and policies.