



Security/Evacuation
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Carbon County School District #1



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School Dude
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Security/Evacuation

 Lockdown	 Lockout	 Evacuation
 Intruder/Trespassing	 Unidentified Person	 Missing Student/ Staff Member
 Shelter in Place		



Lockdown

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Lockdown Procedures

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

A **lockdown** is declared when, in the opinion of the Administrator, a situation exists **inside the school building** threatening the safety of students and staff and requires that they remain in their classrooms. Examples include, dangerous animal within school building, intruder, angry or violent parent or student, active shooter, etc.

Administrator/Head Teacher's Responsibilities

- Immediately declare “**Lockdown! Locks, Lights, Out of Sight!**.” and is repeated twice.
- [Call 911](#), if necessary.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Isolate the **lockdown** area.
- Await the arrival of emergency responders.
- Coordinate with police/EMS personnel, and initiate the school incident command system if needed.

Staff's Responsibilities

- Immediately do a quick sweep of the hallways and instruct any students nearby to come into the room.
- Lock your classroom door. Doors must never be opened until a first responder or school administration unlocks it. Proper authorities will have keys.
- Stay with and direct students, take roll and report to the office, and provide assistance.
- Keep students quiet and out of the line of sight from interior door windows. Turn off all classroom lights and close all windows.
- Maintain calm in the classroom – keep all students; no hall passes.
- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc.
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a **lockdown** unless a known Administrator makes a supporting announcement.
- Teachers without a class during a **lockdown** should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.
- Wait for an “**All Clear**.”

PM Custodial Responsibilities

- In the absence of an Administrator or supervisory staff member, the custodial staff will declare a “**lockdown**” with specific reason, i.e., **lockdown – Take Cover**.
- [Call 911](#), if necessary.
- Call the “On-Call” Supervisor for further direction.
- Assist responders.

Incident Report Form for Lockdown

If you need immediate assistance, please call [9-1-1](#)

Please describe the incident:

Be specific. Who? What? Where?

School(s) in Lockdown:

☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Is medical attention required?

☒ Yes ☐ No

Have responders been called?

☐ Yes ☒ No

Include Photo:

No file selected

Contacts for Lockdown

Central Office	Phone: 307-328-9200
911 Emergency Contact 911	Phone: 911
Baggs Police Department	Phone: 307-383-6000
Rawlins Police Department	Phone: 307-328-4530
Carbon County Sheriff's Department	Phone: 307-324-2776
Sinclair Police	Phone: 307-324-4232



Lockout

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Lockout Procedures (Secure the Perimeter)

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#)

A **lockout** is declared when, in the opinion of the Administrator, a situation exists **outside of the school building** threatening the safety of students and staff and requires that they remain in their classrooms. Examples include dangerous animal on school grounds, criminal activity in area, civil disobedience, etc.

Administrator/Head Teacher's Responsibilities

- Immediately declare “**Lockout! Secure the Perimeter.**” and is repeated twice.
- [Call 911](#), if necessary.
- Increase situational awareness.
- Recover students and staff from outside of the building.
- Do business as usual.
- Initiate the school incident command system if needed.

Staff's Responsibilities

- Recover students from outside of the building.
- Take roll, account for students, and report to the office.
- Do business as usual

Incident Report Form for Lockout

If you need immediate assistance, please call [9-1-1](#)

Please describe the incident:

Be specific. Who? What? Where?

School(s) in Lockout:

- ☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Is medical attention required?

☒ Yes ☐ No

Have responders been called?

☐ Yes ☒ No

Include Photo:

No file selected

Contacts for Lockout

Central Office	Phone: 307-328-9200
911 Emergency Contact 911	Phone: 911
Baggs Police Department	Phone: 307-383-6000
Carbon County Sheriff's Department	Phone: 307-324-2776
Rawlins Police Department	Phone: 307-328-4530
Sinclair Police	Phone: 307-324-4232

Evacuation Procedures

For People With Disabilities

Two Handed Chair Carry



Chair Carry



Packstrap Carry



Walking Assist



Carry by Extremities



Packsaddle

Each bearer grasps one of his wrists and one of the other bearer's wrists, thus forming a packsaddle.





Evacuation

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EVACUATION PROCEDURES

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Administrator/Head Teacher's Responsibilities

- Immediately declare “**Evacuate! Type/Location.**” and is repeated twice. Example: “**Evacuate! To the Flag Pole.**”
- Involve other staff as necessary.
- [Call 911](#)
- Initiate the school incident command system if needed.
- Call Central Office at [307-328-9200](#).
- If an off-site evacuation is needed, request transportation if needed at ([307-328-9239](#)) to the designated site. Coordinate your effort with Central Office and emergency responders.

Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Students are instructed to form a single file line and hold hands front and back.
- Close your classroom doors when leaving the room.
- Take roll, account for students, and report to the office once at the evacuation assembly point.
- Report missing student(s) ASAP to the Administrator or Emergency Responder.
- Remain with classes and await further instructions from the Administrator.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), except do not call Central Office.
- Call the “On-Call” Supervisor for further direction.

Incident Report Form for Evacuation

If you need immediate assistance, please call [9-1-1](#)

Please describe the incident:

Be specific. Who? What? Where?

School(s) for Evacuation:

- ☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Where are students being evacuated to?

Is medical attention required?

☐ Yes ☐ No

Have responders been called?

☐ Yes ☐ No

Include Photo:

No file selected

Contacts for Evacuation

911 Emergency Contact 911	Phone: 911
Central Office	Phone: 307-328-9200
Transportation Department	Phone: 307-328-9239



Intruder/Trespassing

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Intruder/Trespassing

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Definition: Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or bus (including students suspended or expelled from school).

Administrator/Head Teacher's Responsibilities

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare “**lockdown**” or “**lockout**”
- [Call 911](#).
- Meet the police and direct them to the location.
- Call Central Office at [307-328-9200](#).
- When the situation is stabilized, announce “**All Clear**.”

Staff's Responsibilities

- Report the intruder to the office, with his/her description, location and other facts.
- Keep classrooms/students secure. If necessary, move to a safer area.
- Wait for the “**All Clear**” announcement.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), if the Administrator or Head teacher is not present or quickly accessible (cannot activate the “All Clear”).

All visitors must check in the office and display a visitor's pass.

Incident Report Form for Intruder/Trespassing

If you need immediate assistance, please call [9-1-1](#)

Intruder Name

Intruder Description

Be Specific. Eye/Hair/Skin Color. Height. Weight. Age. Ect.

☐ Male ☐ Female ☐ Adult ☐ Adolescent ☐ Child ☐ Hostile

Please describe the incident:

Be specific. Who? What? Where?

Intruder Location:

☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Include Photo:

No file selected

Contacts for Intruder/Trespassing

Central Office	Phone: 307-328-9200
911 Emergency Contact 911	Phone: 911
Baggs Police Department	Phone: 307-383-6000
Rawlins Police Department	Phone: 307-328-4530
Carbon County Sheriff's Department	Phone: 307-324-2776
Sinclair Police	Phone: 307-324-4232



Unidentified Person

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Unidentified Person on School Site

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Administrator/Head Teacher's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
 - [Call 911](#)
 - Call Central Office to report the incident. Provide the suspect's description.
 - Await a police response.
 - If appropriate, declare "**lockdown**."

Staff's Responsibilities

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator ASAP.

PM Custodial Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Call the police if you suspect a clear need for law enforcement then [call, 911](#) and provide the suspect's description.
- Call the "On-Call" Supervisor.

Incident Report Form for Unidentified Person

If you need immediate assistance, please call [9-1-1](#)

Unidentified Person Description

Be Specific. Eye/Hair/Skin Color. Height. Weight. Age. Ect.

☐ Male ☐ Female ☐ Adult ☐ Adolescent ☐ Child ☐ Hostile

Please describe the incident:

Be specific. Who? What? Where?

Intruder Location:

☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Include Photo:

No file selected

Contacts for Unidentified Person

Central Office - Superintendent Fletcher Turcato	Phone: 307-328-9200-ext-1011
911 Emergency Contact 911	Phone: 911
Rawlins Police Department	Phone: 307-328-4530
Baggs Police Department	Phone: 307-383-6000
Sinclair Police	Phone: 307-324-4232
Carbon County Sheriff's Department	Phone: 307-324-2776



Missing Student/ Staff Member

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Unauthorized Removal/Missing/Abducted Person(s)

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Overall Procedures

- If an abduction is observed or suspected, [call 911](#).
- Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
- Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person.

Administrator/Head Teacher's Responsibilities

Missing Person(s)

- Conduct an immediate search of the school/school grounds.
- [Call 911](#).
- Call Central Office at [307-328-9200](#).
- Contact the custodial parent/guardian of the missing student.

Abduction

- [Call 911](#), provide suspect/vehicle information.
- Call Central Office at [307-328-9200](#).
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

Staff's Responsibilities

Missing Student(s)

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

Abduction

- If an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), but is not responsible for the following:
- Contact the custodial parent/guardian of the missing student.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Call the "On-Call" Supervisor.

Missing Person Incident Report

Date Last Seen:

Day of week:

Where was the person last seen?

Name of Missing Person:

Description of Missing Person:

Gender:

☐ Female ☐ Male

Height:

☐ Tall ☐ Average ☐ Short

Weight:

☐ Heavy ☐ Average ☐ Thin

Eye Color:

☐ Brown ☐ Green ☐ Hazel ☐ Blue ☐ Other:

Hair Color:

☐ Black ☐ Brown ☐ Blonde ☐ Grey ☐ Other:

Race:

Distinguishing Characteristics:

☐ Scar ☐ Tattoo ☐ Glasses ☐ Beard ☐ Mustache ☐ Mutton Chops ☐ Bald

☐ Piercings:

☐ Other:

Abductor Information:

Gender:

☐ Female ☐ Male

Height:

☐ Tall ☐ Average ☐ Short

Weight:

☐ Heavy ☐ Average ☐ Thin

Eye Color:

☐ Brown ☐ Green ☐ Hazel ☐ Blue ☐ Other:

Hair Color:

☐ Black ☐ Brown ☐ Blonde ☐ Grey ☐ Other:

Race:

Distinguishing Characteristics:

☐ Scar ☐ Tattoo ☐ Glasses ☐ Beard ☐ Mustache ☐ Mutton Chops ☐ Bald

☐ Piercings:

☐ Other:

Abductor's Voice:

Accent: ☐ Yes ☐ No

☐ Loud ☐ Soft ☐ High Pitch ☐ Low Pitch

☐ Stutter ☐ Raspy ☐ Nasal ☐ Calm

☐ Rapid ☐ Deep ☐ Stressed ☐ Normal

Abductor's name:

Relationship to missing person:

☐ Parent ☐ Step-parent ☐ Uncle or Aunt ☐ Sibling ☐ Grandparent ☐ Cousin ☐ No Known Relationship
☐ Other:

Incident Details

Injuries:
☐ Yes ☐ No

Details of disappearance:

Who was present when missing person was last seen?

Contacts for Missing Student/ Staff Member

Central Office	Phone: 307-328-9200
911 Emergency Contact 911	Phone: 911
Baggs Police Department	Phone: 307-383-6000
Carbon County Sheriff's Department	Phone: 307-324-2776
Sinclair Police	Phone: 307-324-4232
Rawlins Police Department	Phone: 307-328-4530



Shelter in Place

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Shelter-in-Place

This may occur due to local authorities may instructing you to "shelter-in-place" if chemical or radiological contaminants are released into the environment. It is important to listen to any further instructions from the principal/administrator as they will be in touch with the authorities.

Staff should be familiar with the scenario beforehand.

1. Take roll of all students. Report any missing.
2. Place wet towels at the bottom of the doors.
3. Tape up any vents that cannot be closed.
4. Tape around windows if air is leaking in.
5. Turn off the air conditioning.
6. Close the blinds.
7. Have an alternate source of water for restrooms without sinks.
8. Call [9-1-1](#) to let them know you are "sheltering-in-place."
9. **No one goes out.**

Incident Report Form for Shelter in Place

If you need immediate assistance, please call [9-1-1](#)

Missing Students:

Be specific. Who? What? Where?

Location of shelter in place:

Please Choose One... 

- ☐ Rawlins Cooperative High School ☐ Little Snake River Valley School ☐ Rawlins High School
☐ Rawlins Middle School ☐ Rawlins Elementary School (2-5) ☐ Rawlins Elementary School (K-1)

Is medical attention required?

☐ Yes ☐ No

Have responders been called?

☐ Yes ☐ No

Other Details:

Be specific. Who? What? Where?

Include Photo:

Choose File No file selected

Contacts for Shelter in Place

911 Emergency Contact 911	Phone: 911
Central Office	Phone: 307-328-9200

