

HOMELAND SECURITY RESPONSE GUIDE

Recommended Emergency Action Steps

For Schools

| LEVEL | RECOMMENDED EMERGENCY ACTION STEPS |
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| <p>SEVERE</p> <p>Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p> | <ul style="list-style-type: none">• Listen to the radio/television for current information and instructions• Be alert for suspicious activity and report it to law enforcement immediately• Conduct identification checks, (e.g. driver's licenses retained at the main office) and escort all visitors as deemed appropriate by local authorities.• Implement parking restrictions and park vehicles away from critical areas.• Close or limit access to schools if recommended by appropriate authorities, e.g. local law enforcement, public health, etc.• Consider having mental health counselors available for students, staff and faculty. |
| <p>HIGH</p> <p>Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.</p> | <ul style="list-style-type: none">• Be alert to suspicious activity and report it to local law enforcement.• Review school emergency plans.• Prepare to handle questions from anxious parents and the media.• Conduct identification checks of all visitors to the school (e.g. driver's license). Escort visitors as deemed appropriate.• Discuss children's fears concerning possible terrorist attacks. |
| <p>ELEVATED</p> <p>Definition: Elevated risk of terrorist attack but a specific region of the United States or target has not been identified.</p> | <ul style="list-style-type: none">• Remind students, staff and faculty to be alert and to report any suspicious activity to the appropriate authorities.• Ensure all emergency supplies are stocked and ready. |
| <p>GUARDED</p> <p>Definition: General risk with no credible threats to specific targets.</p> | <ul style="list-style-type: none">• Be alert to suspicious activity and report it to proper authorities.• Conduct safety training and emergency drills in accordance with the school's emergency operations plan.• Have the school's emergency communications plan updated.• Have the plans include both evacuation and shelter and provisions for sleep, food, and sanitary needs of students and sheltered nearby residents for several days. |
| <p>LOW</p> <p>Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.</p> | <ul style="list-style-type: none">• Develop a written emergency operations plan to address all hazards. Include an emergency communications plan to maintain the safety of students, staff, and faculty, as well as an emergency communications plan to notify parents in the event of an emergency.• Have the emergency operations plan has been filed with the local fire departments and law enforcement agencies, as well as the county EMA office.• Assess which personnel have been trained in first aid/CPR.• Have first aid kits stocked. |