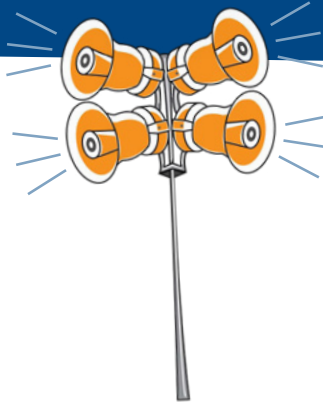


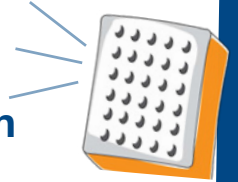


Milton Academy Campus Emergency Notification System



1 Outdoor Notification

2 Indoor Notification



3 Individual Notification



If You're In a Classroom:

During a Stay in Place

Teacher will:

- listen & look in the hall outside the classroom.
- bring students inside the classroom.
- lock doors.
- take attendance.
- continue teaching.

Class should:

- listen for announcements.
- **stay in place until the “all clear” signal.**

During a Lockdown

Teacher will:

- guide students to the classroom's safe spot.
- lock the doors.
- turn off the lights.
- turn off any computer monitor(s).

Class should:

- stay quiet.
- **wait in the room until authorities unlock the classroom door.**

If you are off campus when notified of a lockdown or stay in place order, please email checkin@milton.edu with your location.

DO NOT respond to any other alarm (door, fire, etc.) when a Lockdown or Stay in Place order has been issued.

If You're In the Dorm:

During a Stay in Place

1. Go to the designated safe spot.*
2. Sit quietly and away from any windows.
3. Stay in place until the “all clear” signal is sounded or until further advised by notification system.

If you are off campus when notified of a lockdown or stay in place order, please email checkin@milton.edu with your location.

During a Lockdown

1. Stay in your dorm room, lock the door, and sit quietly, away from any windows.
2. Wait for further notification system message (*you may be directed to go to the dorm's safe spot* or to remain in place*).
3. Stay in place until a campus safety or police officer identifies him or herself and unlocks the door.

* *Safe spots in the dorms are located above the first floor.*

DO NOT respond to any other alarm (door, fire, etc.) when a Lockdown or Stay in Place order has been issued.

If You're Outside:

Lockdown and Stay in Place Procedures

1. Move to the nearest of the following locations:

- **501 Randolph Ave** – Exit field by Pool Lot, proceed away from campus, enter first driveway on right and gather near the house.
- **Milton Public Library** – Exit onto Centre Street, proceed away from campus to the Milton Public Library on the corner of Canton Avenue and Reedsdale Road.
- **Mary C. Lane Playground** – Exit campus through Facilities area, cross the street, proceed away from campus toward Brook Road, enter parking lot and gather in the rear of the parking lot along the baseball field fence.
- **Turner's Pond Parking Lot (Brook Road / Canton Avenue)** – Exit campus across fields, cross the street, proceed away from campus and toward the intersection of Brook Road and Canton Avenue and gather in the rear of the parking lot.

2. Stay in place until:

- A. A campus safety or police officer identifies him or herself and gives the all clear (*for lockdown*), OR
- B. The “all clear” signal is sounded by the notification system (*for stay in place*).