

LOCKDOWN PROCEDURES

CODE BLUE / 100

- Announce via public address or other means that a code blue has been initiated.
- Remain calm, reassuring students by giving clear, concise instructions in a calm voice
- Contact emergency services via 911 and radio dispatch at **838-7777**, only if you have pertinent information about the emergency.
- If there is potential danger, outside the building modified procedures are appropriate
- Lock doors but admit students assigned to that class
- Outside doors will be locked and students and staff will continue their normal day.
- **NO CELL PHONES ARE TO BE USED BY ANYONE.**
- Security personnel will assure that no one will be permitted in or out of the building without permission of the Principle or designee.
- Continue until the "ALL CLEAR" signal is announced.
- Prepare to debrief at end of day

CODE RED / 200

- Announce via public address or other means that a code red has been initiated.
- Remain calm, reassuring students by giving clear, concise instructions in a calm voice
- Contact emergency services via 911 and dispatch **838-7777**
- If students aren't already in their classroom, they will be immediately swept inside the nearest classroom which is equipped with the appropriate locks.
- Staff will immediately lock doors and cover their windows.
- Lock your doors. Keep students away from the doors and windows.
- Use red and green cards with the room number to communicate with emergency responders
- **NO CELL PHONES ARE TO BE USED BY ANYONE.**
- Do not make any phone calls unless you have pertinent information about the emergency.
- If appropriate, implement established school incident command structure via the emergency operation center.
- Lockdown will continue until the school receives an "ALL CLEAR".

General Evacuation Procedures

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| 1. Leave the building immediately, in a calm, orderly manner using only the exit given. Take class records (attendance sheets) | 1. Close doors but do not lock, Leave everything |
| 2. Instruct the first student to hold open the door until all persons have cleared. | 2. Proceed to evacuation area. Stay with students |
| 3. Ensure all students are out of the classroom and any bathrooms | 3. Make note of students who are not present |