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

1. Leave the building immediately, in a calm, orderly manner using only the exit given. Take class records (attendance sheets).
2. Instruct the first student to hold open the door until all persons have cleared.
3. Ensure all students are out of the classroom and any bathrooms.

1. Close doors but do not lock. Leave everything.
2. Proceed to evacuation area. Stay with students.
3. Make note of students who are not present.

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