

## **EVACUATION – CAMPUS TEACHERS & OTHER STAFF**

---

August 2005

1. When you hear the fire alarm or other emergency announcement, begin building evacuation and student accountability procedures.
2. Instruct students to calmly leave the building. If purses and backpacks are within arms reach, students should take these items outside with them.
3. Take class roll and emergency status card with you.
4. Check room for any suspicious items.
5. Make sure classroom door is closed and preferably unlocked.
6. Assemble class at assigned evacuation location.
7. Take roll to account for all students.
8. If all students are accounted for, hold up GREEN status card. If you can not account for all students, have a medical emergency, or have noted something suspicious, hold up RED status card.
9. Keep students quiet and calm.
10. Follow instructions given by Principal.
11. Do not let any student leave premise without proper authorization.
12. Do not reenter building until directed by the Principal.
13. If relocation is necessary, account for all students before they get on the bus and again when they get to the new location.

# **EVACUATION**

Fire/Explosion/Smell of Smoke/Gas Odor/Fire Alarm/Bomb Threat

## **LOCKDOWN – CAMPUS TEACHERS & OTHER STAFF**

---

August 2005

1. A campus administrator will announce lockdown procedures. (If anyone hears or sees a situation\* that requires lockdown, immediately begin procedures and call the front office to report emergency.)
2. Get students out of hallways and into classrooms.
3. Lock classroom door and turn off lights.
4. Make sure all windows are locked and blinds are closed.
5. If you can not lock classroom door, take students to the neighboring classroom, join that class and follow teacher's instructions.
6. Keep students quiet and out of view. If necessary, cover door window.
7. Take roll to account for all students.
8. If all students are accounted for, post GREEN status card in door window. If you can not account for all students, have a medical emergency, or have noted something suspicious, post RED status card in door window.
9. If there is no door window, slide the card under the door into hallway.
10. Keep students silent and calm and follow instructions given by campus administrator.
11. Do not let any student leave premise without proper authorization.
12. Phones (including cell phones) are not to be used unless communicating critical information to front office.
13. Remain in locked classrooms until campus administrator announces lockdown is over.

If confronted by a suspicious person, be courteous and confident. Keep a distance between yourself and the individual and avoid confrontation. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions.

*(Note: If students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police and/or principal notified of their whereabouts as soon as possible.)*

## **LOCKDOWN**

\*Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/  
Criminal Activity/Dangerous Animal

## **TORNADO – CAMPUS TEACHERS & OTHER STAFF**

---

August 2005

### **TORNADO WATCH or WARNING**

1. Alarm or announcement will be made to initiate campus tornado/severe weather procedures.
2. Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building.

If instructed to move class to designated shelter areas:

1. Put campus tornado/severe weather plan into action making sure all classes and staff report to pre-designated protected areas within the school. Use emergency status cards.
2. Initiate accountability procedures. Upon reaching sheltered area, teachers should check class rolls. Staff will check all areas to ensure every student has been located.
3. If all students are accounted for, hold up GREEN status card. If you can not account for all students or have a medical emergency, hold up RED status card.
4. Follow instructions given by campus administrator.
5. Seat students in one row whenever possible, with their backs against the interior walls. If needed, seat students in multiple rows facing the same direction.
6. Maintain control, keeping students and staff quiet and calm.
7. Do not let any student leave premise without proper authorization.

If you are notified that a tornado has been **sighted in the immediate area** --- do the following:

1. Have students and staff assume a protective posture—kneel facing the interior wall with head down and hands protecting the back of the neck and head.
2. Be aware that electrical power and phone service may be disrupted. Follow campus administrator instructions until danger has passed.

Sheltered areas should be 30 feet or more away from exterior glass doors. Avoid gyms or large areas with high walls and roofs. The best shelter is on the first floor in a multi-floor structure, away from exterior windows.

# **TORNADO**

**TORNADO/SEVERE WEATHER**

## **REVERSE EVACUATION – CAMPUS TEACHERS & OTHER STAFF**

---

August 2005

1. A campus administrator will initiate reverse evacuation procedures and instruct staff members to bring all people that are outside into the building.
2. If time and situation permits, bring portable building occupants into the main building. If not, portable building occupants should lock portable doors and initiate lockdown procedures.
3. Check hallways and bring students into classrooms. Lock classroom doors.
4. Report the location of any suspicious person to the front office.
5. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
6. If all students are accounted for, post GREEN status card in door window. If you can not account for all students, have a medical emergency, or have noted something suspicious, post RED status card in door window.
7. If there is no door window, slide the card under the door into hallway.
8. No student or staff member should be released until student accountability is complete.
9. Follow instructions given by campus administrator.
10. Do not let any student leave premise without proper authorization.
11. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

## **REVERSE EVACUATION**

Suspicious/threatening person or hazardous chemical spill outside building