

Emergency Procedures

Fire

1. Exit to the nearest available exit.
2. Take emergency bucket with you.
3. Take roll once students are safely outside.
4. Use red or green cards to indicate status of class.
5. Evacuate if possible to the primary and/or secondary evacuation sites.

Tornado

1. Move students to interior hallway on the main floor.
2. Take emergency bucket with you.
3. Have students sit on knees and cover their heads. Students should be facing the wall.
4. Take roll once students are safely moved and in position.
5. Use red or green cards to indicate status of class.

Soft Lockdown

1. Building personnel will IMMEDIATELY lock ALL EXTERIOR DOORS.
2. Staff or students will be allowed to enter the building only when safe to do so. Staff will monitor doors to insure only authorized students and staff are allowed in the building.
3. All staff and visitors will move away from ANY lower level windows.
4. Building functions inside the building can continue as directed by school administrative staff.
5. Students will be directed by staff to remain in their rooms. Students are only allowed to leave the room with an adult escort.
6. The school district will coordinate with onsite school administration to distribute lockdown instruction and information to parents.
7. These procedures will remain in effect until ALL CLEAR is given

Full Lockdown

1. Evacuate if possible to the primary and/or secondary evacuation sites.
2. Barricade if not possible to evacuate. Close door and cover windows (both outside windows and door windows). Lock classroom door.
3. Move students away from windows and door onto an interior wall out of sight.
4. Turn classroom lights off. Keep students quiet. No teaching should be occurring. Attempt to keep students off of their cell phones.
5. As a last resort, and only when your life or the lives of your students are in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Evacuation Sites MS & HS

1. Primary evacuation site – CTE Center
2. Secondary evacuation site – ELES and/or Northern Lights