

QUICK REFERENCE Emergency Codes

SUSPICIOUS PACKAGE

- Evacuate specific building when announced – (listen to announcement for areas to avoid)
- DO NOT touch light switches or use cell phones or radios
- Take your red security binder for attendance check :Hold up **RED** side of paddle if you have any missing/additional students OR **GREEN** side of paddle if you have all students
- Alert administration to anything suspicious
- Remain outside until the “all-clear” bell/announcement

ACTIVE ASSAILANT (LOCKDOWN/HOSTAGE/WEAPON USE)

- All students & personnel inside buildings (teachers- check briefly for students outside their door)
- Lock doors & windows; close blinds
- Turn off any source of light including interior classroom lights, projectors, and monitors
- Sit in your safe zone quietly
- Keep doors locked and barricaded until released by law enforcement. DO NOT OPEN THE DOOR FOR ANYONE. *RUN/HIDE/FIGHT (IF NECESSARY)

LOCKDOWN (INTRUDER/ACTIVITY OFF CAMPUS)

- All students & personnel inside buildings
- Lock doors & windows; close blinds.
- Continue instruction
- Report any suspicious activity to office
- Wait for further instructions
- **ALL AREAS Email: Brenda Martino, Yolanda Cintron OR Pam Darby**
(**type on subject line:** “BRAVE” – if all students present & ok/ “MISSING” – list missing students & where you think they may be / “ADDITIONAL” – list students, staff & where they’re supposed to be)

SEVERE WEATHER/TORNADO

- Following announcement: seek shelter in designated safe areas; evacuate portables
- Stay away from windows
- **ALL AREAS Email: Brenda Martino, Yolanda Cintron OR Pam Darby**
(**type on subject line:** “BRAVE” – if all students present & ok/ “MISSING” – list missing students & where you think they may be / “ADDITIONAL” – list students, staff & where they’re supposed to be)
- Assume protective position if directed; cover head

HAZARDOUS MATERIAL

- All students & personnel inside buildings. Close all doors and windows
- PE classes evacuate as they do for Severe Weather
- Continue instruction
- **ALL AREAS Email: Brenda Martino, Yolanda Cintron OR Pam Darby**
(**type on subject line:** “BRAVE” – if all students present & ok/ “MISSING” – list missing students & where you think they may be / “ADDITIONAL” – list students, staff & where they’re supposed to be)
- Remain inside until an “all-clear” is given

FIRE DRILL

- Evacuate when announced – *WAIT FOR ANNOUNCEMENT*
- Take your red security binder for attendance check: Hold up **RED** side of paddle if you have any missing or additional students OR **GREEN** side of paddle if you have all students
- Pre-K in Bldg 8 travel to the left toward Bldg 6 around pod
- Remain outside until the all-clear bell/announcement