



Fire

Administrator's Responsibilities:

- Evacuate the building by using the fire alarm.
- Call "9" 911; give the specific location, if known.
- Determine if students/staff need to evacuate campus, request transportation to the designated site.
- Call Central Office at 704.636.7500
- Clear exterior access to building.
- Assist the fire department with locating the utilities. (Carry black box out)
- Ensure the building is evacuated.
- Signal an "All Clear" when appropriate.

Staff's Responsibilities:

- Close windows and doors: do not lock
- Be alert to assist any student with a disability.
- Evacuate students quietly and in an orderly fashion.
- Bring class rosters.
- Report to your designated area and review student attendance.
- Report any missing students immediately to an Administrator.
- Return to building only after the building Administrator gives the "All Clear" signal.

Fire

Earthquake Drill

Bomb Threat

Evacuation Procedures

Weapons on School Property

Severe Weather

Lockdown Red

Lockdown Orange & Yellow

School's Items



Earthquake Drill

- **Drop to the ground** (before the earthquake makes you fall).
- **Take cover** under a sturdy desk or table.
- **Hold on to the desk** until the shaking stops.
- If there is not a table or desk nearby, crouch in an inside corner of a building and cover your head and neck with your hands and arms.
- Stay away from bookshelves, lamps, TVs, cabinets and other objects as much as possible. Such items may fall and cause injuries.
- **DO NOT** stand or sit in a doorway. They are not safe and will not protect you from falling or flying objects.
- **DO NOT** run outside. Running in an earthquake is dangerous. The ground is moving, making it easy to fall or be injured by falling structures, trees, or debris/ glass.

Earthquake Drill

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School's Items

Severe Weather

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take Cover.

At the first sign of lightning, all students should be inside the building.

Administrator's Responsibilities:

- Office staff to monitor the Early Warning Weather Radio.
- Administrator should monitor developing weather conditions.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the assigned shelter.
- If there is a medical emergency, call "9" 911.
- Administrator announces when it's clear for student's/staff to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

Staff's Responsibilities:

- Shelter in place, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors; do not lock.
- Take your record/attendance book.
- Report to your designated area and call roll.
- If you have additional or missing students, notify the Administrator/Emergency Responders.
- Await further instruction from the Administrator.
- Return to your designated area when "All Clear" is announced.

Severe Weather

Lockdown Red

Lockdown Orange & Yellow

School's Items

School Lockdown Guidelines

YELLOW is the protocol used in the event that there is a **Perceived Threat** in the area and an increased level of security is warranted. **Escorts will be available for visitors. All classes will be escorted.**

Teachers in the Classroom

- The teacher will direct any student in the hall to return to his/her respective class.
- The teacher will lock the hallway door and continue to teach.

Teachers in the Hallway

- Any staff member in the hallway will direct students to return to their classrooms and, in turn, will return to their own room to secure it.

Teachers on the Playground

- All teachers will suspend their outside activities and return to the safety of their classrooms.

School Administrators

- Lockdown is announced over intercom.
- Call 911 and Central Office (704.636.7500)
- Central Office informs the superintendent.
- Central Office will contact nearby schools, so these schools can determine if a lockdown is needed.
- The emergency response kit should be located and available for the first officers.

Custodians

- All custodians will make a tour of all exterior doors and ensure doors are locked and latched.
- Custodians will make themselves available to the principal for further instructions.

Lockdown Orange & Yellow

School's Items

School Lockdown Guidelines

In the event a situation develops at school, the principal has at his/her disposal the Lockdown protocols to assist in insuring the safety of the students, faculty, and staff at the school. There are three levels of lockdowns from which a principal selects Yellow, Orange, or Red.

If a Lockdown is determined to be necessary, the principal or designated representative will make an announcement over the school PA system starting the Lockdown procedure. This announcement is to be clear, concise, and calm. An appropriate announcement would be "We are now in RED Lockdown." Repeat 3 times.

Upon hearing the Lockdown announcement **all** teachers, support staff, and administration will begin to lockdown the school based upon the level selected.

RED lockdown is the protocol used in the event that there is an **Imminent Threat** on campus and immediate action is required.

Teachers in the Classroom

- Students sit on the floor quietly.
- Check hallways. Direct anyone in hallway to classroom.
- Lock the door, turn out the lights, open blinds.
- Place red placard in the exterior window for medical emergency only.
- Do not unlock the doors for anyone. Emergency responders will enter the classroom when safe.

Teachers in the Hallway

- Students and staff in the hallway. The teacher will direct students into the first available room.

Teachers on the Playgrounds

- Teachers will move to the predetermined location. Teachers are to wait for law enforcement.
- Do not bring the students back into the school if a lockdown is called.
- When loading buses, the teacher must make a decision as to whether they can quickly get the remaining students on the bus so the bus can depart the campus. If not, the teacher should take the remaining students and proceed on foot to the predetermined rally location and let the bus leave.

School Administrators

- Lockdown is announced over intercom.
- Call 911 and Central Office (704.636.7500)
- Central Office informs the superintendent.
- Central Office will contact nearby schools so these schools can determine if a lockdown is needed.
- The emergency response kit should be located and available for the first officers.
- Switch bells to manual.

If law enforcement is called and a criminal act has taken place, the principal will turn the situation over to the responding officers.

Lockdown Red

Lockdown Orange & Yellow

School's Items