



SAFETY DRILL PROCEDURES

1. Shelter-in-Place

Situation includes concerning activity near the school and we want students sheltered (in classrooms). Could be criminal activity in the area; dangerous animals on campus; severe weather conditions, or an industrial accident in the nearby vicinity.

- Voice will come over intercom and announce "Shelter In-Place"
- Code Red will be initiated via the Catapult system. Information will be communicated to the staff on a continuous basis.
- No students or staff members leave the room for any reason unless an administrator or our Sheriff Resource Officer visits your room to take the student.
- ROP, OWE, Early dismissal students should NOT be released
- Students in an open area or bathroom should return immediately to class.
- Campus monitors and administration ensure students are in class.
- Teaching continues. If the bell rings, signifying the end of the class period, students DO NOT proceed to next classes but remain in this classroom until an announcement gives the all clear.
- If a situation escalates where we will need to go into a lockdown, then we will initiate that through the all call system and Catapult.
- When the situation is resolved, an All Clear will sound through the PA and staff will be notified via Catapult.

2. Lockdown

A lockdown may be used as an emergency response when a school is faced with extremely violent behavior, armed intruders, active shooters, an on-campus hostage situation, or when there is police activity in the general area that could threaten the safety of students and staff. When Lockdown is initiated, it means there is an immediate and possibly life-threatening situation on campus and it must be taken seriously.

- A loud, shrill tone will sound—a "Wig-Wag" that is not to be confused with a fire alarm.
- As the warning tone sounds, students are to go to the NEAREST OPEN ROOM. They should not try to make it to their next period classroom.
- CODE RED will be initiated via Catapult.
- Teachers will quickly check the hallways near their classrooms, get students inside, and LOCK the door after students are inside.
- Turn the lights off in the classroom.
- Teachers will take roll of students in their classrooms through the Catapult system. All teachers unable to reach a device should take roll by hand.

- Students should be away from the doorway. Students should be directed to get down on the floor away from doors and windows. Students need to be asked to stay off their phones-in an emergency we need all cell service (data and phone lines) open for emergency staff to use.
- Teachers should check their email frequently and/or Catapult for updates and keep their school phone line open.
- No bell or tone will ever end a lockdown order.
- At the direction of the District Office, Principal or Designee will deactivate the Lockdown event with “ALL CLEAR”. Teachers will not release students until “ALL CLEAR” is heard.
- Students may return to their regular schedule.

3. Evacuation

Situation is either a fire or a hazardous material spill.

- The fire alarm will sound.
- Door is unlocked, but closed
- Teacher checks the classroom and is the last person to leave
- Students and staff walk out of their classrooms to their designated area in a quiet and orderly fashion. (see maps on the wall of classrooms by the door).
- Teacher has a class roster and takes roll via Catapult system with a mobile device. May use a cellular phone or tablet.
- Teacher holds up a green square (provided and stored on the teacher clipboard) if all students are present and accounted for. Teacher holds up a red square (provided and stored on the teacher clipboard) if one or more students are missing.
- Keep class together
- Instruct students to line up in single file
- Do NOT leave the area until dismissed verbally by an administrator.

Evacuation Procedure for Response to Fire Alarm

At the sound of the fire alarm, the following campus evacuation procedure will be followed by all teachers:

1. **All CTE rooms and Art rooms** will move through the back double gate to the soccer field and line up according to assigned areas on the field.
2. **All PE classes** will go directly to the Soccer Field. Any PE classes in the stadium may remain in the stadium.
3. **The S Building** will move to the soccer field as well and go to designated areas.
4. **The L and A Buildings** will move directly into the stadium and go to their designated areas on the field. All office personnel will make their way to the stadium and help make sure students are lined up. Office TAs will congregate in the near side End Zone with office personnel.
5. **TEACHERS: As you vacate your classroom, please bring with you the following: printed off attendance rosters, a mobile device, your green and red cards, and leave your classroom unlocked (Fire dept may need access).** When you reach your evacuation area, please take roll via Catapult system with a mobile device (may use cell phone or tablet); if mobile device is not working, use your physical roll sheet. If all of your students are present, please display the green card when an administrator arrives.

Important: Do not return to class until an all call announces that it is safe to return to your classrooms.

****Any evacuation during lunch or passing period, students go to their 3rd period class****