

Evacuation Plan

Directions for Fire Evacuation

- Leave the classroom immediately in an orderly fashion when the alarm sounds.
- Students should be single file and move quickly to the nearest designated exit.
- Teachers must be certain that all students are out of the classroom, take attendance.
- Stand at least 100 feet from the building and wait for further instructions.

Directions for Tornado Emergency

- Horn will be sounded.
- Teachers will move students, single file, to the designated tornado shelter area and take attendance.
- Parents/visitors in the building will be notified: There is a threat of a tornado, we insist you find shelter in an adult bathroom immediately.
- Everyone will remain in designated shelter area and wait for further instructions to return to your classroom.

Directions for Building Lockdown

- The following statement will be used to notify each room via the intercom over the phone: **“Mr. RED is in the building, initiate lockdown procedures.”** Each classroom shares a phone system with another classroom. Each adult is responsible for making sure partners classroom are aware of any messages relayed via intercom system.
- Teachers will move students, single file, to the tornado shelter area, and take attendance.
- Parents/visitors in the building will be notified: There is an emergency situation we insist you find shelter in an adult bathroom immediately.
- Everyone will remain in designated shelter area until this notification is made: **Mr. Green is in the building.** Upon the lockdown ending, administration will notify parents/visitors that they may cease taking shelter.

Directions for Hazardous Material Threat

- Over the phone intercom you will hear: **There is a Hazardous Materials Incident, initiate safety procedures.**
- Administration will turn off all heating/cooling air systems and lock all doors.
- Teachers will move students, single file, to the designated tornado shelter area, inside of the building, take attendance, shut doors and lock windows.
- Parents/visitors in the building will be notified: There is a Hazardous Materials Incident; we insist you find shelter in an adult bathroom immediately.
- Administration will notify all parties when they may cease taking shelter.

Directions for Bomb Threat

- The following statement will be used to notify each room: **“A whistle will be blown in five short beats.”**
- Teachers will move students, single file, to the designated fire evacuation area, outside of the building and take attendance.
- Administration will notify all staff when the building has been cleared of any threat, then staff and students will return to their classroom in an orderly manner.