

HBC/CHCS/ELA/ECP

EMERGENCY DRILLS

DRILLS are conducted monthly. The location for exiting your classroom will be on the emergency evacuation map displayed in your room. All students and adults should evacuate immediately, quietly, orderly and quickly. The last person out the door should turn off the lights.

Teachers, take your emergency contact list and two-way radio with you. Listed below are the appropriate steps to take:

- The fire alarm will sound.
- All teachers will line up students quickly and quietly and escort them outside the building to the designated area and wait for further instructions.
- Once outside, each teacher in every room must do a count to make sure all of their students are accounted for.
- Each classroom must check in by grade order using your two-way radio. Speaking plainly and clearly into the radio give your room number or grade level, the number of students and the number adults in your group and your location.
- The all-clear will be given over the two-way radio only when it is completely safe for students to return to their classes.

During an **EARTHQUAKE DRILL** all classes are to report to the middle of the back parking lot where roster counts will be conducted.

HBC/CHCS/ELA

SECURITY PHASES LOCKDOWN PROCEDURES

The colored phases will be posted (1) on the hallway window in the *Front Office*, (2) on the hallway window in the *School Office* and, (3) next to the *Time Clock*.

Security phases are as follows:

1. **Code Green Card** – *Everything is fine; *be aware of anything going on in your environment and follow normal business rules.*
2. **Code Blue Card** – *There are some concerns and cautions. *Be alert, keep an eye out, and pay close attention to things going on in your surrounding environment. If you notice anything suspicious, alert the office immediately.*

The following security phases will be indicated by two-way radio.

3. **Code Yellow Card** – *Soft Lockdown. No one is to be outside, unless it is absolutely necessary to move between our two buildings. Everyone must be chaperoned if they must be outside. No recess outside! Business as usual inside the building, but stay alert.*
4. **Code Red Card** – *Hard Lockdown. No one goes anywhere! Teachers are locked inside their rooms with their classes. Lock the door. Close the blinds. Turn out the lights. Move your students and yourselves to an interior corner of your classroom that is not visible from the door. Have this corner set up as a quiet area for reading or another quiet activity to occupy the children. You are **not** to unlock the classroom door except for Law Enforcement, our School Safety & Security Officers, Pastor, School Administrator, or Staff Secretary. They will verbally notify you and confirm their identity before they enter the classroom.*

REMEMBER:

ALERTNESS is being *keenly aware* of what is going on around me
so I can be ready with a right response!

**The Rule is: If you see something, please,
SAY something!**