

APPENDIX A

EMERGENCY CODES & PROCEDURES**HOLD & SECURE**

- 1) No immediate danger to students.
- 2) Threat external to the school OR student or staff in distress (e.g., medical emergency, situation where we want to maintain a person's dignity)
- 3) Lock external doors.
- 4) Everyone remains in school
- 5) School functions as normal

HOLD & SECURE Ends in "All Clear", "Lockdown, or "Evacuation"
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LOCKDOWN

- 1) Danger
- 2) **Lock doors**, turn off lights, lock windows, close blinds, stay low
- 3) **Everyone** remains in room
- 4) **No One** is to be admitted
- 5) Ignore all bells (Including Fire Alarm) if it is safe to do so.
- 6) Cell phones must not to be used other than by staff members to report any **vital** information regarding incidents to **911**.
- 7) Review evacuation procedures and secure all attendance sheets
- 8) Students and staff in the halls should seek cover wherever it is safe to do so or immediately leave the building and proceed to the Evacuation Location. **You will not be admitted into a room once the door is locked.**
- 9) If outside the school, **do not enter**. Proceed to evacuation location.

LOCKDOWN Ends in "All Clear" or "Evacuation"

EVACUATION

- 1) Evacuate the building via designated fire exits or as directed by authorities
- 2) All students and staff **MUST** proceed to evacuation location
- 3) All students and staff **MUST** remain at evacuation location until further notice

FIRE ALARM

- 1) Evacuate the building via designated fire exits

ALL CLEAR

- 1) Return to classroom and resume regular activities