

APPENDIX J

Custodian's Responsibilities During an Emergency**Hold and Secure / Evacuation**

- Report to the office for an update and to determine responsibilities.

Lockdown

- If custodian is in a room, lock doors, remain inside. Close any windows/blinds. Do not admit anyone. Ignore all alarms or bells.
- If custodian is in hall, leave building immediately and report to evacuation location and await updates by cell phone.

Evacuation

Procedures	Completed	Time	Initial
Contact office for further direction.			
Report to Evacuation area			
Administration will contact custodian by cell phone to update him/her re: evacuation			