

STEPS TO TAKE IN THE EVENT OF AN EMERGENCY

BUILDING EVACUATION

Students should:

- Exit the classroom in an orderly manner.
- Follow assigned evacuation route.
- Report to the safe area designated for their classroom and check in with their teacher.
- Wait quietly for further directions.
- Never use an elevator during a fire.

Students with limited mobility should:

- Report to the nearest safe area and wait to be evacuated.

LOCKDOWN

Students should:

- Find the nearest supervised classroom or office so the staff member can lock the door.
- Once in the room, follow the teacher's directions to go to the corner of the room least visible from the hallway.
- Sit on the floor to limit the intruder's view.
- Wait quietly for further directions.

EIGHT THINGS STUDENTS CAN DO TO BE SAFE

Students should:

- Never open outside doors to anyone - you may be letting an intruder in.
- Always exit using the classroom's assigned evacuation route.
- Never use a cell phone during an emergency - towers can become overloaded with calls and may limit the ability of emergency personnel to respond.
- Always report to a safe area during an evacuation.
- Treat every drill as if it was a real emergency. Drills should be treated seriously in order to prepare for an actual emergency.
- Be alert and pay attention to what is going on around them.
- Listen and follow staff directions immediately.
- Inform staff members of anything they believe to be a threat to themselves, other students or the school.

TORNADO

Students should:

- Exit the classroom in an orderly manner.
- Follow the proper evacuation route.
- Follow the directions of the staff member.
- Move away from the door of a classroom to avoid blocking other students and staff from entering.
- Move as far down as possible if directed to a hallway.
- Sit on the floor facing the wall.
- Wait quietly for further directions.

District 205 is committed to providing a safe and healthy school environment for our students. To that end, the District maintains an active Safety and Security Committee comprised of community agencies who design and implement procedures to help keep our students and staff safe.

Keeping Students Safe

This brochure is designed to help inform and educate District 205 students on how to best respond in an emergency situation.

By educating students how to react in an emergency situation, they will be better prepared to handle an actual emergency, should one occur.

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COMMUNITY UNIT SCHOOL DISTRICT 205

***Student
Emergency
Procedures***