Crisis Management WARNING CODES

YOUR ATTENTION PLEASE at this time we are . . .

#1
In a "Lockdown" Procedure.

PURPOSE: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff.

TEACHERS:

- Clear the hallway and bathrooms by your room moving everyone in to the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Barricade the classroom doors(s) and rooms as needed (desk, rope, filing cabinets, etc.).
- Move students and staff away from the doors (after barricading) and windows.
- Have all persons sit down against an interior wall and have objects in hand (books, pens, etc.) to throw at the intruder if needed.
- Teachers have the option to exit/evacuate classroom/ building to a place of safety if needed.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify Principal / Building Administrator of missing students or additional students, staff or guest sheltered in your classroom.
- Allow no one outside of the classroom until the Principal / Building Administrator gives the "All Clear" signal.
- If outside, teachers will move students to the designated off-campus Assembly Areas and wait for further instructions.

#2
Evacuating the Building.

PURPOSE: Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, hazardous material spill inside, structural failure, etc.)

TEACHERS:

- Teachers will instruct students to evacuate the building, using designated routes and report to their assigned areas. Designate a school staff member to help move your class to the Assembly Areas.
- Close your door, turn off your lights.
- Bring you Class lists and phone lists.
- All staff will check the bathroom, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities or services such as band, orchestra, choir, speech, chess, etc. that are missing. Display GREEN status card to indicate all students are accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators.
- At the Assembly Areas, teachers and students will stay in place until further instructions are given.

#3
In a "Non-Emergency" Procedure. Teachers/ Students remain in classrooms until further notice.

A disaster has occurred in this school building, another in the district, community, or national.

TEACHERS:

- Clear the hallway and bathrooms by your room, moving everyone in to the classroom.
- Remain in normal classroom activities.
- Move students and staff away from the doors and windows.
- Take attendance and be prepared to notify School Commander of missing students or additional students, staff or guest sheltered in your classroom.
- Allow no one outside of the classroom until the School Commander gives the "All Clear" signal.
- If students are outside, teachers will move the students to the designated off-campus Assembly Area and wait for further instructions.

#4
In a Community Alert Procedure.

TEACHERS:

- Remain in normal classroom activities – inside building only.
- Exterior doors to be locked and monitor outside activities.
- If students are outside, teachers will move students inside the school and wait for further instructions.
- Remain in a Community Alert until given "All Clear" by School Commander.

#5
In A Shelter-In-Place Procedure.

TEACHERS:

- Move students into designated safe areas such as inside rooms with no windows and hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch, or low spot away from trees and power poles.
- If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- All persons must remain in the shelter until notified by the Principal/Building Administrator or emergency responders.

BRADLEY SCHOOL DISTRICT 61

Crisis Management Warning Codes (#1)

YOUR ATTENTION, PLEASE.
AT THIS TIME, WE ARE IN A "LOCKDOWN" PROCEDURE.

YOU NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e., intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

Principal / Building Administrator:

The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

- School secretary will call 911, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus Assembly Area, account for the students, and be prepared to evacuate off-campus to the relocation sites.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director to stop all inbound buses and redirect them to designated relocation sites.

Teachers:

- Clear the hallway and bathrooms near your room by moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Barricade the classroom door(s) and rooms as needed (desk, rope, filing cabinets, etc.).
- Move students and staff away from the doors (after barricading) and windows.
- Have all persons stand or sit down against an interior wall and have objects in hand (books, pens, etc.) to throw at the intruder if needed.
- Teachers have the option to exit/evacuate classroom/building to a place of safety if needed.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify Principal / Building Administrator of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Principal / Building Administrator gives the "All Clear" signal.
- If outside, teachers will move students to the designated off-campus Assembly Areas and wait for further instructions.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.

- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes (#1)

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.

Crisis Management Warning Codes (#2)

YOUR ATTENTION, PLEASE.

AT THIS TIME, WE ARE EVACUATING THE BUILDING

TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED EVACUATION LOCATIONS. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEAD COUNT AT THE ASSEMBLY AREAS.

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.)

The Principal / Building Administrator:

- School secretary will call 911, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The Principal / Building Administrator or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

Teachers:

- Teachers and staff will instruct students to evacuate the building using designated routes and report to their assigned Assembly Areas. Designate a school staff member to help move your class to the Assembly Areas.
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists and phone lists.
- All staff will check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, especially noting any students in other activities or services such as band, choir, reading, physical education, special education that are missing. Display GREEN status card to indicate all students accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators.
- At the Assembly Areas, teachers and students will stay in place until further instructions are given.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Code:

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.

Crisis Management Warning Codes (#3)

YOUR ATTENTION, PLEASE.
AT THIS TIME, WE ARE IN A "NON-EMERGENCY" PROCEDURE.
TEACHERS/STUDENTS REMAIN IN CLASSROOMS UNTIL FURTHER NOTICE.

Purpose: Used when there is a **NON-EMERGENCY** situation exist in the building and staff and students are to remain in their classrooms until further notice.

The Principal / Building Administrator:

- The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:
- Designate someone to Call 9-1-1 (If Needed).
- Notify staff and classes outside to immediately move students to the designated off-campus assembly area and wait for further instructions.
- Notify the transportation director to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.

Teachers:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Remain in normal classroom activities.
- Move students and staff away from the doors and windows.
- Take attendance and be prepared to notify School Commander of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the School Commander gives the "All Clear" signal.
- If students are outside, teachers will move students to the designated off-campus assembly area and wait for further instructions.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes (#3)

- School messenger email or phone call to parents from building administration
- Posting on message on Facebook and District webpage
- Practice Drills – no notification to parents on all practice drills during the year

Crisis Management Warning Codes (#4)

YOUR ATTENTION, PLEASE.

AT THIS TIME, WE ARE IN A "COMMUNITY ALERT" PROCEDURE.
CONTINUE WITH YOUR NORMAL SCHOOL DAY ACTIVITIES (INSIDE ONLY)

Purpose: Used when there is a **COMMUNITY ALERT** situation exist outside the building or community and there is no immediate threat to the school or students. Staff and students are to continue with their normal day activities (inside only).

The Principal / Building Administrator:

- The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:
- Designate someone to Call 9-1-1 (If Needed).
- Bradley Police will notify the school or district to proceed with a community alert procedure if situation exists in the community.
- Notify staff and classes outside to move students inside the school and wait for further instructions.
- Notify district office.

Teachers:

- Remain in normal school and classroom activities – inside building only.
- Students can change classes inside the building only.
- Exterior doors to be locked and monitor outside activities.
- If students are outside, teachers will move students inside the school and wait for further instructions.
- Remain in a Community Alert until given "All Clear" by Principal / Building Administrator.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes (#4)

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.

Crisis Management Warning Codes (#5)

YOUR ATTENTION, PLEASE.

AT THIS TIME, WE ARE IN A "SHELTER-IN-PLACE" PROCEDURE.

STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM OR HALLWAY.

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-Place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The Principal / Building Administrator:

The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

- Order a REVERSE EVACUATION for students and staff outside to move inside the building. Use the building Public Address system, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Be prepared to announce change in status ("DROP, COVER AND HOLD" or "All Clear").

Teachers:

- Move students into designated safe areas such as inside rooms with no windows and hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch, or low spot away from trees and power poles.
- All persons must remain in the shelter until notified by the Principal / Building Administrator or emergency responders.

<u>Notification to Parents:</u>

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.

- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.