



	CODE RED Danger in Building LOCKDOWN OUT of SIGHT / NO MOVEMENT / NO NOISE	CODE YELLOW No Danger Inside Building LOCKOUT MODIFIED LOCKDOWN - HOLD & SECURE	CODE GREEN Students Need to Relocate EVACUATION
1	CONTACT MAIN OFFICE to INITIATE a CODE RED in case of intruder or emergency.	CONTACT MAIN OFFICE to report unknown situation or emergency.	CONTACT MAIN OFFICE to report unknown situation or emergency.
2	ANNOUNCEMENT of "CODE RED, CODE RED, CODE RED - LOCKDOWN" is signal for complete LOCK DOWN of school and classrooms.	ANNOUNCEMENT of "CODE YELLOW, CODE YELLOW, CODE YELLOW - HOLD IN PLACE" is signal for holding and securing all students in classrooms.	ANNOUNCEMENT of "CODE GREEN to _____, CODE GREEN to _____, CODE GREEN to _____," is signal for relocation / evacuation.
3	SWEEP & SECURE STUDENTS. Sweep in students if appropriate. First responsibility is to those in the classroom.	SWEEP & SECURE STUDENTS by ushering all students in hallways into classrooms.	TAKE ATTENDANCE. Prepare to move students bringing attendance list to relocation area.
4	LOCK DOORS and remain in classroom. Once door is locked it should not be opened for any reason.	LOCK DOORS and remain in classroom. Once door is locked it should only be opened upon instructions.	INSTRUCT STUDENTS TO REMAIN WITH TEACHER during evacuation and at relocation site.
5	MOVE STUDENTS OUT OF SIGHT of all classroom windows and doorways. Remain in place. There is to be no movement out of any room by any student or faculty.	CLASSROOM ACTIVITIES CONTINUE with no changing of classes or entrance into hallways until instructed.	EXIT BUILDING TO RELOCATION AREA. As with FIRE DRILL, all faculty and students exit.
6	TURN OFF LIGHTS and block classroom door windows with pre-hung paper on back of door – if available.	MONITOR P.A. FOR UPDATES or change of code status. (Situation may warrant less restrictions / change of classes or tighter restrictions / CODE RED status.)	NO STOPS AT LOCKERS; however, BACKPACKS, PURSES, BAGS that are with students at time of evacuation announcement should be carried by owners.
7	WINDOWS AND BLINDS are left in condition prior to lockdown. Do not adjust blinds or windows.	DO NOT IGNORE FIRE ALARM OR P.A. as the situation in a CODE YELLOW may change to an emergency.	REMAIN WITH STUDENTS at relocation site. If bused to alternate site and separated, rejoin with assigned students.
8	NO NOISE / NO CALLS from any classrooms. No cell phone usage by faculty or students.	PREPARE / SUBMIT ATTENDANCE after "all clear" and if necessary prepare for further instructions.	RE-TAKE ATTENDANCE and keep with previous attendance form. Students who are separated from class during evacuation will be escorted to appropriate teacher.
9	REVIEW STUDENT CONDITIONS by taking attendance (for use later) and inventory any problems or medical emergencies.		PREPARE FOR DISMISSAL IF NECESSARY by tracking on attendance form when and how all students depart from evacuation site.
10	IGNORE FIRE ALARM & P.A. ANNOUNCEMENTS.	* FACULTY NOT IN CLASSROOMS should assist in office, hallways, and exterior doors – if able. Stand by to provide coverage for Crisis Team and Nurse.	IN CASE OF SEVERE WEATHER a locker stop may be deemed appropriate for coats - based on extent of emergency. Students who are in classroom in which their coats are housed should take coats with them.
11	"ALL CLEAR" and/or FURTHER INSTRUCTIONS are indicated by security/police or administrator entering room and signaling "all clear."		
12	PREPARE / SUBMIT ATTENDANCE after "all clear" and if necessary prepare for further instructions.	NOTE: Situation may allow for changing of classes and movement in hallways while all exterior doors remain locked.	* FACULTY NOT IN CLASSROOMS should assist in office, hallways, and exterior doors – if able. Stand by to provide coverage for Crisis Team and Nurse.

Griswold Public Schools Emergency Response Codes

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LOCKDOWN OUT of SIGHT / NO MOVEMENT / NO NOISE	LOCKOUT MODIFIED LOCKDOWN - HOLD & SECURE	EVACUATION
Office Staff: <ul style="list-style-type: none"> • ANNOUNCE "CODE RED, CODE RED, CODE RED - LOCKDOWN." • CALL 911. • CALL CAMPUS buildings from secure location. • CALL CENTRAL OFFICE from secure location. Lock office doors. All parents, students, staff in the office area should be escorted to designated conference room to be locked down.	Office Staff: <ul style="list-style-type: none"> • ANNOUNCE "CODE YELLOW, CODE YELLOW, CODE YELLOW – HOLD IN PLACE." • CALL CAMPUS buildings. • CALL CENTRAL office. Lock office doors. All visitors are screened to determine reason for entry. All parents, students, and staff in the office area should be escorted to the designated conference room to wait out the situation as appropriate. Be prepared to initiate CODE RED and 911 CALL.	Office Staff: <ul style="list-style-type: none"> • ANNOUNCE "CODE GREEN to ___, CODE GREEN to ___, CODE GREEN to ___." • CALL CAMPUS buildings. • CALL CENTRAL office. Secure office for evacuation. Gather parents, students, and staff in the office area and escort them to the area of relocation.
Cafeteria - Staff should move students to the designated stage/secure area of the cafeteria and have students seated on the floor quietly as close to the walls as possible. Cafeteria staff and custodians lock cafeteria doors and doors to other areas and remain in the food preparation area with all doors locked.	Cafeteria - Staff should remain with students in cafeteria. Cafeteria staff and custodians lock cafeteria doors. Staff and students will be relocated to classrooms as situation allows.	Cafeteria - Staff report with the students to the relocation area announced. Teachers with students at lunch or in cafeteria should take homeroom lists with them or other appropriate period lists to reconnect with students at relocation site.
Recess/Playscape/PE Classes - Staff with students outdoors should lead them to designated secure location. Staff and students will wait in that area until the ALL CLEAR signal. Situation may warrant contact with the main office through 2-way radios or cell phone.	Recess/Playscape/PE Classes - Staff with students outdoors should lead students back into building by the nearest entrance and return to classroom. NOTE: Situation may warrant remaining outside in designated secure location.	Recess/Playscape/PE Classes - Staff with students outdoors report to the relocation area announced. Teachers with students outdoors should take homeroom lists with them or other appropriate period lists to reconnect with students at relocation site.
Faculty Rooms - Staff should lockdown in an appropriate place or make their way to the nearest lockable room.	Faculty Rooms - Staff should remain in an appropriate place. Staff will be relocated to classrooms as situation allows.	Faculty Rooms - Staff should report to relocation area to meet students with attendance lists. Meet students at relocation site.
Nurse – Lock all doors to the nurse's office. Sweep and secure students in the health room for lockdown.	Nurse – Lock all doors to the nurse's office and remain in the health room with students. The nurse may be required in alternate location in case of medical situation.	Nurse - Gather students and report to the relocation area announced. The nurse may be required in alternate location case of medical situation.
	<i>* FACULTY NOT IN CLASSROOMS should assist in office, hallways, and exterior doors – if able. Stand by to provide coverage for Crisis Team and Nurse.</i>	<i>* FACULTY NOT IN CLASSROOMS should assist in office, hallways, and exterior doors – if able. Stand by to provide coverage for Crisis Team and Nurse.</i>