BTW Shelter in Place Procedure

Announcement: "We have an Emergency; we will shelter in the basement and stairways. Please listen as we call you to the basement by floors. Proceed in an orderly fashion.

Zero floor students will be called first and will proceed to the basement area.
Rooms 030,031,034,036,040,041,042 will proceed to the basement via stairway FS1.
Rooms 044,046,048,050,056,058,063 will proceed to the basement area via stairway FS2.
Rooms 068,070,071,074,076 will proceed to the basement area via stairway FS3.

First floor students will be called next and will proceed to the stairways/basement area.
Rooms 100,102,104,106,108,110,111,112,114,116,122,130 will proceed through the hallway by the main office to the new building to the basement via stairway FS1.
Rooms 133,146,148,161,165 will proceed to the basement via FS2.
Rooms 168,170,172,173,174,175,176,180 will proceed to the basement via stairway FS3.

Second floor students will be called next and will proceed to the stairways/basement area.
Rooms 200,202,204,206,208,210,211,212,214,216,218,220,230,231 will proceed to the basement area in the new building via stairway FS1.
Rooms 236,237,238,240,242,246 will proceed to the basement via stairway FS2.
Rooms 269,270,272,273,274,276,280,284 will proceed to the basement via stairway FS3.

Third floor students will be called next and proceed to the stairways area.
Rooms 336,334,332,330 will move via stairway FS1 to the stairs.
Rooms 338,340,342,344,346,369 will move via stairway FS2 to the stairs.
Rooms 368,370,374,376,380,384 will move via stairway FS3 to the stairs.

Important Information

Teachers make sure your students move in an orderly fashion.
Teachers will need to bring roll sheets and Go kit with them.
In the basement, teachers need to make sure that their students a grouped together as much as possible.
Teachers need to respond **all present** after all students are in place.
Teachers will need to provide names, of any students that are missing, to security personnel.
Please remain calm during this whole process. If students see you are calm, they hopefully will remain calm.
Please listen for further instructions during the drill.
We will send classes back to their area by releasing them by floors in reverse order.