



Cordova High School Safety & Emergency Procedures

Spanish Version
Russian Version
Farsi Version

Communication

- During ANY emergency, the office will communicate with your teachers AND your parents. Your job is to remain quiet with your eyes and ears on your teacher.
- It's imperative to listen and follow directions.
- STAY OFF social media - this is incredibly important!

**FIRE
EVACUATION
- follow
all
directions**

Fire/Evacuation

- **Eyes and ears on your teacher!**
- Line up in a single file line
- **Leave belongings behind**
- Your teacher will direct you to a safe place outside where you line up
- Remain quiet and follow directions until campus get the “all clear”

SHELTER IN PLACE - follow all directions

Shelter in Place

- **Eyes and ears on your teacher!**
- Doors will be locked
- Your teacher can continue teaching but the room must stay calm and quiet
- Stay away from windows and doors
- If a lockdown is called during passing or lunch, go to the nearest location and listen for directions
 - PA may announce “go to next period” if the situation allows

LOCKDOWN/ ACTIVE THREAT - follow all directions

Lockdown/Active Threat (aka. Active Shooter)

- Eyes and ears on your teacher!
- Doors will be locked and lights off
 - **Fact: There has never been a breach of a locked door**
- The room must be SILENT
- Keep away from windows/doors and move to safest location within your classroom/office
- Silence cell phones, DO NOT post on social media
- If this is during passing or lunch, go to the nearest lockable location
- Pay attention to your environment and surroundings
- You may have to run, fight, or hide

Credits.

Presentation Template: [SlidesMania](#)

Images: [Unsplash](#)

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