



**Fire Drill Procedures**

**Students will:**

- Exit through the closest exterior door
- Walk in an orderly, silent fashion to and from the service road behind campus
- Line up in their advisory, silently
- Stand facing away from the school
- Not disrupt any part of the fire drill
- Return directly back to the room or the class they left once the “all clear” is called by an administrator

**Teachers will:**

- Take their emergency backpack from the classroom they are currently in
- Make sure their classroom is empty of students before they leave it
- Shut the door to their room as they leave it
- Escort their class to the service road behind campus using the correct evacuation route
- Walk silently to the service road behind campus.
- Hold students accountable to the expectations listed above
- Return directly to class after the “all clear” is called by an administrator

**Advisors Will:**

- Stand at the end of their advisory line facing the building
  - Maintain silence in their advisory throughout the fire drill
  - Signal to Ms. Stephens that all advisees are accounted for with a green card
- OR
- Signal to Ms. Stephens if all advisees are NOT accounted for with a red card
  - Return to classes after the “all clear” is called by an administrator

**Building Monitors will:**

- Sweep assigned areas to ensure there are no students remaining in the building
- Direct students to the service road behind campus
- Will safely exit the building once their sweep is complete

**Coverage Issues**

- In the event that a teacher is sick, the substitute teacher will cover their advisory
- Subs will receive the Fire Drill Procedures when they check in at the office

**Building Monitors Sweep Assignments:**

Crossbow: Ms. Dolan, or Mr. Lamb in her absence

Webster Office, Classrooms, Mezzanine, and Gym: Mr. Fitzpatrick, or Mrs. Apollon in his absence

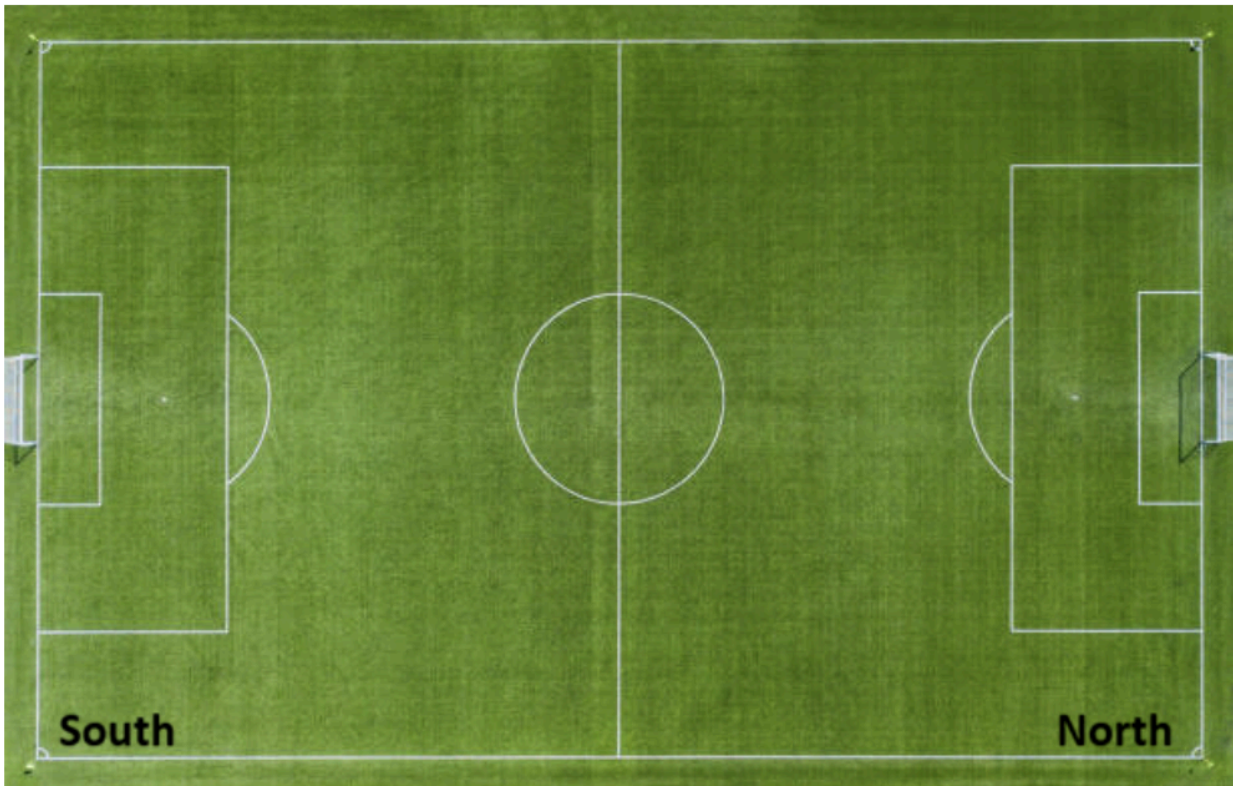
Learning Cottage: Mrs. Tessmer, or Mr. Vega in her absence

Wiegand SAC: Ms. Starbuck, or Mr. Douglas in her absence



**South**

**North**



## **Advisors**

S Sprenger	S Deveza-Porter
M Morrison	E Mariano
M Reynolds	S Gaunt
J Trainor	T McGann
D Fitzpatrick	R Adler
P Dolan	G Joachim
E Tessmer	N Ashton
K Buccambuso	

### **Lockdown Drill Procedures**

Lockdown **Code Yellow**: LOCK OUT- Security threat outside of building  
“Code Yellow. All students are to be kept in the classroom with doors locked.”

#### **Students will:**

- Remain in classrooms
- Not leave their classroom until the ALL CLEAR (Code Green)
- Be moved into the nearest available classroom if they are not in a classroom

#### **Teachers will:**

- Check if any students are in the hallways
- Lock doors and windows
- Close shades and blinds
- Take attendance
- Place appropriate Emergency Status Card in the *internal* window
- Not allow students to leave the classroom unless truly necessary, in which case, escorted by an adult
- Resume teaching
- Unlock windows/doors and open curtains/blinds after the ALL CLEAR (Code Green)

#### **IN THE EVENT OF ACTUAL EMERGENCY:**

- Teachers will also notify Emergency Response Team (ERT) of any MISSING or ADDITIONAL occupants via email to [offcampus@sageridge.org](mailto:offcampus@sageridge.org) monitored by Front Office

#### **Building Monitors will:**

- Sweep assigned areas to ensure there are no students remaining in public areas
- Escort students in public areas to the nearest available classroom
- Will return to their respective classrooms/offices

IN THE EVENT OF ACTUAL EMERGENCY

- Building monitors will remain in their classrooms/offices or the nearest available classroom

**Coverage Issues**

- In the event that a teacher is sick, the substitute teacher will follow lockdown procedures
- Subs will receive the Drill Procedures when they check in at the office

**Building Monitors Sweep Assignments:**

Crossbow: Ms. Dolan, or Mr. Lamb in her absence

Webster Office, Classrooms, Mezzanine, and Gym: Mr. Fitzpatrick, or Mrs. Apollon in his absence

Learning Cottage: Mrs Tessmer, or Mr. Vega in her absence

Wiegand SAC: Ms. Starbuck, or Mr. Douglas in her absence

## **Lockdown Drill Procedures 2025-2026**

**Lockdown Code Red: LOCK IN** - Security threat inside of building

“Mr. and Mrs. Crossbow, please report to the office.”

### **Students will:**

- Remain in classrooms
- Remain silent
- Move away from any doors or windows
- Move into the nearest available classroom if they are not in a classroom
- Not leave their classroom until the ALL CLEAR (Code Green)

### **Teachers will:**

- Stop teaching and any activities
- Lock doors and windows
- NOT open the doors or windows under any circumstances until the ALL CLEAR (Code Green)
- Close shades and blinds
- Turn off lights
- Relocate occupants away from doors and windows
- Take attendance
- Place appropriate Emergency Status Card in EXTERIOR window
- Maintain a calm and quiet room
- Not allow students to leave the classroom
- Unlock windows/doors and open curtains/blinds and resume teaching after the ALL CLEAR (Code Green)
- \*If class is taking place outside, teacher will move into the nearest available classroom, or evacuate students across the soccer field and over to the Arrow Creek Community Center

IN THE EVENT OF ACTUAL EMERGENCY:

- ALL CLEAR will be given in person by the Emergency Response Team (ERT), ERT will be given keys to unlock doors

### **Building Monitors will:**

- Sweep assigned areas to ensure there are no students remaining in public areas
- Escort students in public areas to the nearest available classroom
- Will return to their respective classrooms/offices

IN THE EVENT OF ACTUAL EMERGENCY

- Building monitors will remain in their classrooms/offices or the nearest available classroom and follow procedures listed above for teachers

### **Coverage Issues**

- In the event that a teacher is sick, the substitute teacher will follow lockdown procedures
- Subs will receive the Drill Procedures when they check in at the office

### **Building Monitors Sweep Assignments:**

Crossbow: Ms. Dolan, or Mr. Lamb in her absence

Webster Office, Classrooms, Mezzanine, and Gym: Mr. Fitzpatrick, or Mrs. Apollon in his absence

Learning Cottage: Mrs. Tessmer, or Mr. Vega in her absence

Wiegand SAC: Ms. Starbuck, or Mr. Douglas in her absence

## **Earthquake Procedures 2025-2026**

### **Students will:**

- Drop to the ground
- Take cover under something sturdy to protect yourself and hold on  
OR
- Stay low and protect yourself from flying objects with your hands and arms.
- Maintain the Drop, Cover, and Hold position until you receive the message stating the drill is over

### **Teachers will:**

- Pause instruction when they receive the Earthquake Drill Announcement
- Guide students through the Drop, Cover, and Hold position
- Instruct the students to drop to the ground
- Instruct the students to take cover and hold on  
OR
- Instruct the students to stay low
- Also participate in the Drop, Cover, and Hold position until the drill is over
- Resume teaching once the drill concludes