

Elementary

Fire

In the event of a fire, you will follow these steps with the classroom:

- Ask the students to line up at the outside door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Walk outside
- Meet on the grass by light pole #3
- Count students again- ensure they are the same number
- Announce on the walkie talkie your classroom is clear
- If parents arrive during this process, invite parents to stay until everyone is safely escorted out of the building
- As parents come to pick up, gather their parent code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Tornado

In the event of a tornado, you will follow these steps with the classroom:

- Ask the students to line up at the double door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Walk to the bathrooms
- Use one or both bathrooms depending on number of students
- No use of the facilities allowed while combined genders are in the bathroom
- Teachers stay with the students in the bathrooms
- Count the students again- ensure they are the same number
- Announce on the walkie talkie your classroom is in position
- Wait until the all clear
- If parents arrive during this process or during the threat, invite parents to stay until everyone is safely escorted into the bathroom or until the threat is lifted
- As parents come to pick up, gather their parents code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Lockdown

- A-Alert- Call on the walkie talkie for help and Call 911
- L- Lockdown- turn off the lights and gather children away from threat and keep quiet
- I- Inform- stay on the phone with 911 and continue to update them on the threat
- C- Counter- Take any measure in the room to provide extra protection- hide behind a safe object, block the doors, find self-defense items to use
- E- Evacuate- Grab walkie talkie and attendance clipboard, count the children and find a door (garage, double, outside) that is furthest away from threat to go out of and find safety- count the children again and use the walkie talkie to confirm safety. As parents come to pick up, gather their parents code lanyards and students name sticker and cross students off the sticker list once they have been picked up.

Preschool

Fire

In the event of a fire, you will follow these steps with the classroom:

- Ask the students to line up at the outside door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Walk outside
- Meet on the grass by light pole #2
- Count students again- ensure they are the same number
- Announce on the walkie talkie your classroom is clear
- If parents arrive during this process, invite parents to stay until everyone is safely escorted out of the building
- As parents come to pick up, gather their parent code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Tornado

In the event of a tornado, you will follow these steps with the classroom:

- Ask the students to line up at the door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Stay in the classroom against the far wall, away from the window
- Count the students again- ensure they are the same number
- Announce on the walkie talkie your classroom is in position
- Wait until the all clear
- If parents arrive during this process or during the threat, invite parents to stay until everyone is safely escorted into the bathroom or until the threat is lifted
- As parents come to pick up, gather their parents code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Lockdown

- A-Alert- Call on the walkie talkie for help and Call 911
- L- Lockdown- turn off the lights and gather children away from threat and keep quiet
- I- Inform- stay on the phone with 911 and continue to update them on the threat
- C- Counter- Take any measure in the room to provide extra protection- hide behind a safe object, block the doors, find self-defense items to use
- E- Evacuate- Grab walkie talkie and attendance clipboard, count the children and find a door (garage, indoor) that is furthest away from threat to go out of and find safety- count the children again and use the walkie talkie to confirm safety. As parents come to pick up, gather their parents code lanyards and students name sticker and cross students off the sticker list once they have been picked up.

Nursery

Fire

In the event of a fire, you will follow these steps with the classroom:

- Ask the students to line up at the outside door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Walk outside
- Meet on the grass by light pole #1
- Count students again- ensure they are the same number
- Announce on the walkie talkie your classroom is clear
- If parents arrive during this process, invite parents to stay until everyone is safely escorted out of the building
- As parents come to pick up, gather their parent code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Tornado

In the event of a tornado, you will follow these steps with the classroom:

- Ask the students to line up at the door
- Grab the attendance clipboard
- Grab the walkie talkie
- Count the students
- Count the attendance- ensure they are the same number
- Go to the Preschool classroom, stay with the preschoolers by the far wall away from the window
- Count the students again- ensure they are the same number
- Announce on the walkie talkie your classroom is in position
- Wait until the all clear
- If parents arrive during this process or during the threat, invite parents to stay until everyone is safely escorted into the bathroom or until the threat is lifted
- As parents come to pick up, gather their parents code lanyards and students name stickers and cross students off the sticker list once they have been picked up

Lockdown

- A-Alert- Call on the walkie talkie for help and Call 911
- L- Lockdown- turn off the lights and gather children away from threat and keep quiet
- I- Inform- stay on the phone with 911 and continue to update them on the threat
- C- Counter- Take any measure in the room to provide extra protection- hide behind a safe object, block the doors, find self-defense items to use
- E- Evacuate- Grab walkie talkie and attendance clipboard, count the children and find a door (garage, indoor) that is furthest away from threat to go out of and find safety- count the children again and use the walkie talkie to confirm safety. As parents come to pick up, gather their parents code lanyards and students name sticker and cross students off the sticker list once they have been picked up.