PEMBROKE LAKES
ELEMENTARY SCHOOL

EMERGENCY CODES

CODE RED SUPERSSEDES
ANY EVACUATION
CODE RED
FULL LOCKDOWN
PROCEDURES

DEFINITION: A code RED is an immediate threat / incident to either inside or outside of the facility in which the best course of action is to keep everyone in his or her place until the threat is neutralized.

ANNOUNCEMENT: “CODE RED or LOCKDOWN DRILL”

PROTOCOL:
- No movement.
- All staff and students should be in a locked room.
- If a student or staff member is in the hallway, usher them into your classroom immediately.
- Lock classroom door(s), close blinds, turn off lights, and move students away from windows, doors, and (any sight line).
- DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM!
- Take attendance for all students present in your classroom, report missing and or additional students to office via e-mail or by telephone
- Do not unlock or open door for anyone (those needing access will have a key).
- Place green school house on the glass inset adjacent from the main entrance door (indicates classroom is clear).
- Keep the students as calm as possible.
- Specials’ teachers remain with your class.
- Support staff report to assigned zone (PRACTICE LOCKDOWN ONLY)
- Communication via intercom or telephone (for emergency use only).
- When the threat has passed, an ALL CLEAR announcement will be made.

05/2014
CODE ORANGE /FIRE DRILL
EVACUATION

DEFINITION: Code ORANGE is a signal for evacuation and is the same procedure as a FIRE ALARM DRILL. Fire drills are a part of school training. One fire drill will be conducted within the first 5 days of school, and one conducted each month thereafter.

ANNOUNCEMENT: The bell or fire alarm will ring, evacuate to primary site.

Protocol:
- Teacher will inform students of the route to be taken from each room.
- Evacuate immediately (use the fire drill evacuation routes).
- Teachers are required to bring the class roster for attendance.
- Additional instructions will come from designated personnel at your evacuation site.
- Oral directives are sometimes necessary in an emergency, so silence is imperative.
- No running or pushing at any time. Students are to use a quick walk!
- Teachers must stay with their class.
- Teachers shall make certain that all students are present by taking attendance.
- Students have been accounted for teachers are to hold up the “green schoolhouse” indicates ALL CLEAR
- If a student is missing from their class; teachers are to hold up the “red schoolhouse” indicates ASSISTANCE NEEDED

NOTE: THE EVACUATION ROUTE MAP MUST BE POSTED ON YOUR CLASSROOM DOOR OR WALL (PORTABLES) AT ALL TIMES.

The signal for returning to the school facility will be the program bell. Students are to return to the classroom quietly.

Teachers are expected to practice the evacuation procedures with their students on a regular basis.

ONCE AT THE EVACUATION AREA, TEACHERS MUST TAKE ATTENDANCE AND ACCOUNT FOR ALL STUDENTS. IMMEDIATELY NOTIFY ADMINISTRATION OR SUPPORT STAFF OF ANY MISSING CHILD.

05/2014
CODE BLACK
BOMB THREAT

DEFINITION: Code BLACK is a BOMB THREAT!

ANNOUNCEMENT: “CODE BLACK”
***In the event of a “phoned in” bomb threat, a systematic search of the entire school will be conducted to determine whether or not the threat is viable. Once the threat is assessed, a decision will be made as to whether or not an evacuation is necessary. Administrator directs PA call for “CODE BLACK” and initiates FIRE ALARM.

Protocol:
- Teacher will inform students of the route to be taken from each room.
- Each student is to bring his/her book bag and evacuate immediately (use the fire drill evacuation routes.)
- Do not lock classrooms!
- If lights are on leave on, lights off leave off.
- Report to evacuation site and await further instructions from your administration or other designated personnel at your evacuation site.
- Oral directives are sometimes necessary in an emergency, so silence is imperative.
- No running or pushing at any time. Students are to use a quick walk!
- Teacher is required to bring the class roster for attendance.
- Teachers shall make certain that all students are present by taking attendance.
- Electrical signals may trigger explosive devices.
- Make sure all cellular devices and pagers are switched off upon evacuation.
- Any student caught using a cell telephone must have it confiscated immediately.
- Teachers must stay with their class.
- Students have been accounted for teachers are to hold up the “green schoolhouse” indicates ALL CLEAR.
- If a student is missing from their class; teachers are to hold up the “red schoolhouse” indicates ASSISTANCE NEEDED.

CODE BLACK MAY INCLUDE:
- FIRE
- GAS LEAK
- BOMB DETECTED
- BOMB THREAT
TORNADO DRILL PROCEDURES

**DEFINITION:** This emergency exists whenever there is a sighting or a reported sighting of a tornado in the area of the school. This condition could also exist if there is a strong possibility that a severe storm will occur or if severe storm warnings are posted. A tornado drill will be conducted within the **first five days of school**. The second mandatory drill will be held during the **third quarter of the school year**.

**ANNOUNCEMENT:**

“Tornado Drill – All students and staff report to their assigned area”

**PROTOCOL:**

- Students should be moved away from the windows in each classroom.
- The protective posture will be incorporated in the presence of a tornado.
- Crouch on your elbows and knees and place your hands over the back of your head.
- Students are not to be crouched under desks, tables, and etc.
- P.E. Coach move students indoors to the designated area.
- Cafeteria staff will utilize the kitchen area.
- If a tornado drill takes place during a lunch period students that are in the cafeteria will remain there and move away from the doors and windows.
- All students must face the interior wall that is away from the windows.
- Teachers must remain with their class.

**PORTABLES:**

- The portable site will evacuate to the east hallway located by the cafeteria.

Once the tornado drill has ended, administration will announce **“ALL CLEAR; RESUME REGULAR CLASSROOM ACTIVITIES AND OR PROCEDURES.”**

5/2014
of cars during arrival and dismissal, families are encouraged to carpool. This will also assist in reducing congestion on school grounds as teachers dismiss their students.

Students and parents are requested to use the sidewalks at all times. Children may not walk across the bus lanes located on the east side of the building. Parents are also not permitted to pick up from this parking lot either.

All students will be dismissed according to parent directions only. **If your child’s dismissal procedure changes, you must notify the front office and teacher in writing.** Please do not tell your child of a change in dismissal without also notifying the office/teacher in writing. We dismiss students only according to your written directions.

**EARLY DISMISSAL**
Any student who must leave before the end of the school day must be signed out in the office by 1:30 p.m. In accordance with the 2013-2014 Elementary Code of Student Conduct book, “no student shall be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency.” Only those listed on the Emergency Contact Card will be permitted to sign out students. No child is to be released from the classroom without notification from the office.

**EARLY RELEASE DAYS**
Students are released from school two hours early, at 12:00 p.m. on six days during the year as listed on the school calendar. These early dismissal days provide time for essential staff training to promote school improvement and academic achievement. This year, the school staff training will focus on Common Core State Standards in English, Language Arts and Math.

Please make arrangements in advance for your child’s transportation and/or supervision when your child is dismissed at 12:00 p.m. on these days. Lunch will be served to students prior to dismissal on Early Release days.

**Early Release Days** this school year are on the following days:

<table>
<thead>
<tr>
<th>Thursday, September 26th</th>
<th>Thursday, February 6th</th>
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<tr>
<td>Thursday, October 24th</td>
<td>Thursday, March 20th</td>
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<tr>
<td>Thursday, December 19th</td>
<td>Thursday, June 5th      (Last day for students)</td>
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**EMERGENCY DISMISSAL**
The closing of school due to emergencies is left to the discretion of the Superintendent. Please discuss with your child the instructions you have given the school as to where they are to go if there is an emergency dismissal.

**EMERGENCY INFORMATION**
During the first week of school, a Student Emergency Contact Card is sent home to parents. It is essential that this form be filled out completely by the parent/guardian, with current phone numbers and must include emergency contact telephone numbers. **Please notify the school in the event of any changes in the emergency information provided.** It is imperative that the school be able to contact parents in the event of sudden illness or accident.

**EVACUATION / FIRE DRILLS**
During the first week of school, we will teach students the correct procedures and conduct for safely exiting the building in an emergency during our first fire drill. Ten drills are scheduled throughout the school year. Students are required to follow the teacher’s directions and to become familiar with the emergency exit procedures posted in the classrooms. Students are expected to walk silently during evacuation drills for the safety of all children. In addition to ten fire drills, we will have two (2) tornado drills and one (1) emergency evacuation drill (Code yellow and/or Code Red Lockdown Drill). Parents will be notified via the Parent Link when this evacuation drill takes place.