

LAUDERHILL 6-12 STEM/MED
Safety Plan - Classroom Instructions Only

CODE RED – IMMEDIATE LOCKDOWN (No Movement)

Classroom Teachers

1. Check Hallway
2. Lock door(s)
3. Cover half of door window(s)
4. Close louvered outside windows
5. Turn off lights
6. Demand student silence
7. Move students from sight lines
8. Take attendance and post message on Lauderhill 6-12 911 CAB Conference
9. Do not allow anyone to exit or enter (after hallway check)
10. Wait for Code Green “All Clear” and safety word announcement

CODE YELLOW – LOCKOUT (Movement of SAFE Team only)

Classroom Teachers

1. Check Hallway (Classroom teachers pick-up students from cafeteria then no movement to or from classrooms. Students stay with their classroom or Specials teachers.)
2. Lock door(s)
3. Tape red or green card in window
4. Cover half of door window(s)
5. Take attendance
6. Continue regular classroom instruction but do not leave the classroom
7. Do not allow anyone to exit or enter (after hallway check)
8. Wait for Code Green “All Clear” and safety word announcement

CODE ORANGE – EVACUATION

(Initially, same as fire-drill evacuation)

General Staff

1. Demand student silence
2. Proceed with regular evacuation procedures (as with fire drills) unless instructed otherwise
3. Turn off all lights
4. Take plan book with red/green card
5. Inform students to “walk with purpose but do not run”
6. Unlock classroom doors

CODE BROWN – SHELTER-IN-PLACE

(SAFE Team initial movement only)

Classroom Teachers

1. Do not move outside of present classroom area unless directed to do so by a SAFE Team member or a PA announcement.
2. Demand student silence
3. Inform students that perhaps HAZMAT (Hazardous Material) personnel might be at the school and to not be afraid of their attire

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4. Listen for PA announcements directing the course of all present in the building, which might include asking students to assume the protective posture used with tornado safety procedure

CODE BLACK – BOMB THREAT

(No electrical signals –might trigger explosive devices)

Classroom Teachers

1. Leave all lights, televisions, computers, etc. as they are, on or off
2. Turn off cell phones or remove their battery and turn off portable phones or unplug them (If they were to ring, the frequency used for the ringing could trigger explosive devices)
3. DO NOT USE walkie-talkies, cell phones, portable phones, pagers, and radios – these use airwave frequencies. CAN USE regular telephones and PA system – these are low voltage landlines
4. Demand student silence
5. Evacuate quickly to designated area

EVACUATION –

General Staff

1. Leave all lights, televisions, computers, etc. as they are, on or off
 2. Demand student silence
 3. Proceed with regular evacuation procedures (as with fire drill) unless instructed otherwise
 4. Take plan book with red/green card
 5. Ask students to obtain their backpacks and lunchboxes but not to touch anything that is not familiar
 6. Inform students to “walk with purpose but not run”
- SAFE Team will respond as instructed by Command Post Coordinators

CODE BLUE – MEDICAL EMERGENCY

Minor Injury - Staff member will assist the student in the classroom using the gloves and Band-Aids available or send the student, with two other student escorts, to the clinic.

Serious Injury – Staff member will determine if the emergency is life-threatening or not.

If the situation is life-threatening:

1. Call 911 immediately
2. Remain with the student
3. Contact the Main Office with a request for a Code Blue and state the student’s name and location in the school

If the situation is **NOT** life-threatening:

1. Call the Main Office and state the situation, the student’s name and location in the school and inform administration
2. Remain with the student until the arrival of the SAFE Team

CODE GREEN – ALL CLEAR