Emergency Packet

**Purpose:** The emergency packet is to provide all school staff with a quick and easy way to locate reference guides for all emergency codes and procedures. In addition, substitute teachers and district employees, who are on campus during a critical situation, will have emergency procedures available in every room throughout the facility.

Classroom teachers will attach a copy of their class roll to this packet.

**Included on packet:**

- List of all codes by color
- Evacuation instructions
- Specific instructions procedures for each code
- Lockdown emergency card instructions
- Safe Team member list
- Tornado Drill Procedures
- Fire Drill Procedures
- Class rolls (if in a classroom location) for each class

*Evacuation routes maps are posted at the exit of each room.*

**Location of packet:**

The packet should be placed in a red folder in the teacher’s lesson plan binder (or other easily accessible location). Additionally, contact information for each homeroom student should be located in the lesson plan binder as well.

Substitute plans must include location of emergency folder.

**Education:**

The emergency packet and procedures will be reviewed with all staff and students.
District

EMERGENCY / SECURITY COLOR CODES

CODE RED  **FULL LOCKDOWN**  (Threat/Incident)
Check outside door for any students in the area and bring them into your room. Lock door and close blinds. Students and Teachers move to Safe Harbor. No movement in the building other than by police and/or fire personnel.

CODE YELLOW  **LOCKDOWN**  (Threat/Activate SAFE Team)
Check outside door for any students in the area and bring them into your room. No movement in the building other than by the SAFE (Staff Assistance For Emergencies) members and others specifically authorized to move in the building. Continue teaching in the classroom but no one leaves the classroom.

CODE BROWN  **SHELTER IN PLACE (Evacuation /Lockdown)**
A chemical threat/incident to the facility. Verify that doors are locked and remain in current location until advised by administration and/or law enforcement coordinators.

CODE BLACK  **BOMB THREAT**  (MANDATORY EVACUATION)
Listen for PA announcement. Turn off all walkies and cell phones immediately. SAFE team activation. Leave lights as they are (Do not turn off or on).

CODE ORANGE  **EVACUATION**  (Mandatory for Everyone)
All persons leave the building according to established routes, or to specific instructions provided by administration and/or law enforcement coordinators.

CODE BLUE  **OFFICE CALLS 911**  (Medical Emergency)
Including, but not limited to, asthma attack, broken bone(s), choking, fainting, seizure, severe chest pain, or severe laceration. Call office

CODE GREEN  **ALL CLEAR**  (Threat Gone)
All clear, free to resume normal operations.

Revised 07/29/2013
HOLLYWOOD PARK ELEMENTARY
EMERGENCY CONTACT INFORMATION

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Revised 07/29/2013
Emergency Procedures

EVACUATION CHECKLIST

ITEMS:

_____ RED EMERGENCY FOLDER
_____ CLASS ATTENDANCE for all periods (printed by teacher)
_____ STUDENT EMERGENCY CONTACT INFORMATION

EVACUATION INSTRUCTIONS

- Scan room for suspicious items.
  (DO NOT touch them!)
- Lock the doors when you leave the room.
  (Teacher should be the last one to leave the room.)
- Follow the evacuation route to your designated assigned area unless instructed otherwise.
- Keep students together at all times.
- Take attendance once you get all students to your designated area.
- Teachers must stay with their students at all times.
- Be alert! Wait and listen for further instructions.
- Notify SAFE team member if you have an extra student.
- Use red and green cards in folder to indicate status.
- Notify SAFE Team leader of any suspicious items found.
SPECIAL EMERGENCY INSTRUCTION

CODE RED PROCEDURES
(FULL LOCKDOWN/ NO MOVEMENT)

Teachers MUST adhere to the following:

1. **Immediately** check the hallway outside your room for any students in the area and bring them into your classroom.
2. Verify that ALL classroom doors are locked.
3. Turn lights off (unless in a cluster classroom where this would create more of a disturbance)
4. Close all blinds and make sure the windows of secondary exit doors are covered.
5. Move students into safe harbor and out of sight of the door/windows. The teacher must also remain in safe harbor.
6. Care for emotionally, medically fragile students.
7. Allow no one to leave the secure area.
8. Place the appropriate emergency card in the window of your door (DO NOT slide it under your door):
   a. **Green Paw:** Room has no problem.
   b. **Red Paw:** Need assistance (i.e. missing student or adult, extra student or adult, medical emergency)
9. Take attendance.
10. Use the CAB Conference to notify administration if you have any additional students in your classroom or if you are missing any students. However, please note that administrations will also be in lockdown and may not be able to respond to your email.
11. Check CAB Conference for important messages from administration.
12. There should be no talking in the classroom in order to listen for specific instructions that may come over the public address system. Teachers must monitor CAB as well.
13. Wait for specific instructions from POLICE, FIRE, or ADMINISTRATIVE PERSONNEL.
14. Do not open your classroom door for anyone. If they have a need to be in the classroom, they will have the key.
15. REMAIN IN LOCKDOWN MODE UNTIL A RECOGNIZED SCHOOL STAFF PERSON DIRECTS YOU TO RESUME NORMAL ACTIVITIES BY CALLING CODE GREEN.
*NO TEACHING TAKES PLACE DURING A CODE RED AND NO ONE MOVES ABOUT THE ROOM.

If your class is at SPECIAL, remain in your room or report to the closest room for safe harbor. Report on CAB conference where you are and where your class is if possible.

CODE RED CAFETERIA PROCEDURES:
The Cafeteria is not considered a secure classroom. Any students and staff members who are in the cafeteria when a Code Red is announced will immediately move to the nearest available classroom, including but not limited to the music room, Learning Lab or Media Room. Teachers should post their new location to CAB Conference.
CODE YELLOW PROCEDURES (Lockdown)
Teachers MUST adhere to the following:

1. Immediately check the hallway outside your classroom door for any students in the area and bring them into your classroom.
2. Verify that all classroom doors are locked.
3. Close exterior shutters and/or blinds.
4. Take attendance to verify that all students in your class are accounted for.
5. Place the appropriate emergency card in the window of your door (DO NOT slide it under your door):
   a. Green Paw: Room has no problem.
   b. Red Paw: Need assistance (i.e. missing student or adult, extra student or adult, medical emergency)
6. Utilize the CAB Conference to notify administration of status. If red, please specify what assistance is needed. In the subject line, please type your last name and the word red or green to indicate status. If red, the body of the email should specify the need or reason for red.
7. Check CAB Conference periodically for important messages from administration
8. Wait for specific instructions from POLICE, FIRE, or ADMINISTRATIVE PERSONNEL.

*Teaching should continue as normal once the classroom has been secured and lights are to remain on. All teachers who are on their break are asked to report to the area that their class is located in to assist.

CODE YELLOW CAFETERIA PROCEDURES:
*If a Code Yellow is called while a class is at lunch, teachers will pick up their class from the cafeteria and immediately return to their classrooms. Students may finish eating in their classrooms.

*Support staff will escort students to the cafeteria to pick up their lunch (for any classes that did not previously get their lunch).

*Specials teachers will report to the classrooms according to their scheduled specials rotations.

*There is to be absolutely no outside activity, including movement by staff or students to get from one building to the other. All traffic must be limited to the interior hallways as described above.

*Staff should be prepared to quickly transition to a Code Red, should the need arise.
SPECIAL EMERGENCY INSTRUCTIONS

CODE BROWN PROCEDURES (Listen for PA Directive)
This is a chemical incident

Teachers MUST adhere to the following if in Lockdown situation:
(OTHERWISE EVACUATE AS PLANNED)

1. Listen for PA announcement to lockdown or evacuate the building.
2. If directed to evacuate- follow fire evacuation procedures
3. If directed to lockdown - follow code yellow procedures

CODE BLACK PROCEDURES (Evacuate)
Bomb Threat

Teachers MUST adhere to the following:

1. Visually scan your classroom. Notify administration or main office immediately if there is any suspicious item, package, box, etc. in your classroom that you do not recognize.
2. Take your plan/grade book, emergency contact forms and the emergency evacuation packet and verify that everyone is out of the classroom.
3. Students should leave their backpacks.
4. Bring any student found in the hallway with you as you evacuate.
5. Verify that classroom doors are locked.
6. Scan your exit route for suspicious or unusual packages, bags, etc. and report immediately to a safe team member or administrative personnel.
7. Do not use electronic devices (including cell phones, 2 way radios) as you evacuate with your students.
8. There should be no talking in order to listen for specific instructions.

8. DURING THE EVACUATION, PLEASE ADHERE TO THE FOLLOWING:
   a. Instruct all students to follow you to your designated emergency evacuation area unless told by police, fire or administration to go to a different area.
   b. Once at your designated area, take attendance to verify that all students in your class are accounted for.
   c. Hold up the appropriate card:
      Green: No problem.
      Red: Need assistance.
   e. Teachers MUST keep all of their students together and remain with them at ALL times.
      DO NOT allow students to go to any other area.
   f. Wait for specific instructions from police, fire or administrative personnel.

Teachers whose students are at special will meet their class at the evacuation area.

If a bomb threat occurs while students are in the cafeteria, teachers will meet their students at the evacuation area.

Revised 07/29/2013
SPECIAL EMERGENCY INSTRUCTIONS

CODE ORANGE PROCEDURES (Evacuate)

Teachers MUST adhere to the following:

1. Take your plan book, emergency contact forms and the emergency evacuation packet as you leave the room and verify that everyone is out of the classroom.
2. Bring in any student found in the hallway with you as you evacuate.
3. Verify that all classroom doors are locked.
4. There should be no talking in the in order to listen for specific instructions.
5. DURING THE EVACUATION, PLEASE ADHERE TO THE FOLLOWING:
   a. Instruct all students to follow you to your designated emergency evacuation area unless told by police, fire or administration to go to a different area.
   b. Once at your designated area, take attendance to verify that all students in your class are accounted for.
   c. Hold up the appropriate card:
      - Green: No problem.
      - Red: Need assistance.
   d. Teachers MUST keep all of their students together and remain with them at ALL times.
      DO NOT allow students to go to any other area.
   e. Wait for specific instructions from police, fire or administrative personnel.

CODE BLUE PROCEDURES (Medical)

Teachers MUST adhere to the following:

1. Notify administration as soon as possible by calling the front office if you are aware of any medical emergency.
2. Be very specific as to the nature of the emergency.
3. Do not move the individual as this may cause more harm.
4. Clear the room or area of all other students.
5. Stay with the medical emergency until help arrives.

CODE GREEN PROCEDURES (All Clear)

1. All clear, return to normal activities.
In order to contact the critical response team during the initial phase of a LOCKDOWN the color coded cards supplied to you will be used to report the following conditions:

**GREEN CARD**
All students are present in your classroom and no immediate problem exists.

**RED CARD**
This card indicates you have concerns in your classroom, which require assistance and/or immediate attention. Report concerns to administration by using the CAB conference. The information would be helpful to the response team.

PLACE THE CARD WITH THE APPROPRIATE COLORED PAW IN THE WINDOW OF YOUR DOOR.
THIS PERMITS THE RESPONSE TEAM TO QUICKLY EVALUATE THE AREA.

NO CARD ON THE DOOR IN ANYTHING BUT A CODE RED WILL INDICATE TO THE RESPONSE TEAM THAT YOU HAVE AN EMERGENCY SITUATION!

For evacuations of any type, the red and green cards in the emergency folders will be used to indicate status.
Hollywood Park Elementary School  
Tornado Alert Procedures  

In the event there is a Tornado alert, the following announcement will be made: “All students and staff report to your assigned areas. This is a tornado alert.”

Students and staff members will get down on their knees with their hands over their heads, assuming the “Duck & Cover” position and wait for the “all clear” signal. Remember, there is no talking during a Tornado Alert.

PE class and classes out for recess will report to the Auditorium and shelter in place on the stage. Coach will be responsible for securing the outside play areas as well as the outside perimeter of the Cafeteria, Auditorium & Music Room.

Students in the cafeteria and auditorium will shelter in place along the walls with no windows and on the stage.

The following rooms will report to the interior hallway area by their classroom and assume the “Duck & Cover” position:

- Room 154 (Manatee Pkwy)
- Room 156 (Manatee Pkwy)
- Room 157 (Manatee Pkwy)
- Room 158 (Manatee Pkwy)
- Room 159 (Manatee Pkwy)
- Room 160 (Manatee Pkwy)
- Room 161 (Manatee Pkwy)
- Room 130 (Blue Heron Lane)
- Room 132 (Brown Pelican Pkwy)
- Room 133 (Brown Pelican Pkwy)

- Room 162 (Manatee Pkwy)
- Room 163 (Black Bear Blvd)
- Room 164 (Black Bear Blvd)
- Room 165 (Black Bear Blvd)
- Room 166 (Black Bear Blvd)
- Room 167 (Red Wolf Rd)
- Room 168 (Red Wolf Rd)
- Room 169 (Red Wolf Rd)
- Room 170 (Red Wolf Rd)
- Room 150 (Black Bear Blvd)

All classes are to remain in position and in their location until the “all clear” is announced on the PA system. Revised 8/3/11.