Emergency Packet

**Purpose:** The emergency packet is to provide all school staff with a quick and easy to locate reference guide 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.

***If intruder in the building call the office immediately and give clear, detailed description to the office of intruder. ***

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

**Included on packet:**

- Evacuation instructions – Evacuate same procedure as Fire Drill
- List of all codes by color
- Specific instructions procedures for each code
- Lunch / Special / Group Procedures
- Lockdown emergency card instructions
- Safe Team Room Assignments
- Tornado Drill Procedures
- Fire Drill Procedures

**Location of packet:**

The packet should be placed in teacher’s lesson plan binder. Additionally, contact information for each homeroom student should be located in the lesson plan binder as well.

**Education:**

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

*Red and Green Emergency Cards should be readily available in all classrooms.*
Emergency Procedure

EVACUATION CHECKLIST

ITEMS:

_____ PACKET in LESSON PLAN binder
_____ CLASS ATTENDANCE for all periods (printed by teacher)
_____ DISTRICT EMERGENCY COLOR CODE SHEET
_____ SPECIAL EMERGENCY INSTRUCTIONS

EVACUATION INSTRUCTIONS

- If possible, Students are NOT to leave backpacks in room.
- 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 the same as a Fire Drill to your designated Assigned area.
- 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 for further instructions.
SPECIAL EMERGENCY INSTRUCTIONS

CODE RED PROCEDURES

Teachers MUST adhere to the following:

1. Check the hallway outside your classroom door for any students in the area.
2. Bring in any student found in the hallway and call their homeroom teacher to let them know.
3. Verify that all classroom doors are locked.
4. Turn off main lighting in classroom, leave on emergency lighting only.
5. Take attendance to verify that all students in your class are accounted for.
6. If student is in a group, call that teacher to verify student is where they are supposed to be.
7. Notify administration immediately by phone and/or email (CAB Conference) if any student is missing or if you have any additional students in your room and you cannot contact their homeroom teacher.
8. Place the appropriate emergency card in the window of your door:
   a. Green: Room has no problem. (If you have students from another room or you have students in another room, mark green and call that teacher to let them know.)
   b. Red: Need assistance. (Define needs assistance with Law Enforcement or Admin)
9. Students should be moved where they cannot be seen from the doorway window.
10. Do not open your classroom door for anyone. If they have a need to be in the classroom, they will have the key.
11. Close the exterior shutters on the windows if possible.
12. Check CAB Conference for important messages.
13. 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.
14. Review the emergency evacuation route with the students in your classroom in case there is an evacuation.
15. Wait for specific instructions from POLICE, FIRE, or ADMINISTRATIVE PERSONNEL.

*NO TEACHING TAKES PLACE DURING A CODE RED

CODE YELLOW PROCEDURES

Teachers MUST adhere to the following:

1. Check the hallway outside your classroom door for any students in the area.
2. Bring in any student found in the hallway and call their homeroom teacher to let them know.
3. Verify that all classroom doors are locked.
4. Take attendance to verify that all students in your class are accounted for.
5. If student is in a group, call that teacher to verify student is where they are supposed to be.
6. Notify administration immediately by phone and/or email (CAB Conference) if any student is missing or if you have any additional students in your room and you cannot contact their homeroom teacher.
7. Place the appropriate emergency card in the window of your door:
   a. Green: Room has no problem. (If you have students from another room or you have students in another room, mark green and call that teacher to let them know.)
   b. Red: Need assistance.
8. Close the exterior shutters on the windows if possible.
9. Check CAB Conference for important messages.
10. (Review to see if necessary) There should be no talking in the classroom, except for teacher instruction, in order to listen for specific instructions that may come over the public address system. Teachers must monitor CAB as well.
11. Review the emergency evacuation route with the students in your classroom in case there is an evacuation.
12. Wait for specific instructions from POLICE, FIRE, or ADMINISTRATIVE PERSONNEL.
13. Portable teachers remain in your classroom.

*Teaching may continue once the classroom has been secured.
SPECIAL EMERGENCY INSTRUCTIONS

CODE BROWN PROCEDURES

Teachers MUST adhere to the following: (If Lockdown situation)
1. Check the hallway outside your classroom door for any students in the area.
2. Bring in any student found in the hallway and call their homeroom teacher to let them know.
3. Verify that all classroom doors are locked.
4. Turn off main lighting in classroom, leave on emergency lighting only.
5. Take attendance to verify that all students in your class are accounted for.
6. If student is in group, call that teacher to verify student is where they are supposed to be.
7. Notify administration immediately by phone and/or email (CAB Conference) if any student is missing or if you have any additional students in your room and you cannot contact their homeroom teacher.
8. Place the appropriate emergency card in the window of your door:
   a. Green: Room has no problem. (If you have students from another room or you have students in another room, mark green and call that teacher to let them know.)
   b. Red: Need help.
9. Students should be moved where they cannot be seen from the doorway window.
10. Check CAB Conference for important messages and list all students missing from your classroom as well as any additional students.
11. Close the exterior shutters on the windows if possible
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. Review the emergency evacuation route with the students in your classroom in case there is an evacuation.
14. Wait for specific instructions from POLICE, FIRE, or ADMINISTRATIVE PERSONNEL.

CODE BLACK PROCEDURES

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 book, emergency contact forms and the emergency evacuation packet as you leave the room and verify that everyone is out of the classroom.
3. Students must take their backpacks with them if they are nearby.
4. Verify that all classroom doors are locked.
5. Bring any student found in the hallway with you as you evacuate.
6. If electronic device (cell phone, computer, radio, etc.) is on keep it on. If electronic device is off, keep it off.
7. 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.
   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.
SPECIAL EMERGENCY INSTRUCTIONS

**CODE ORANGE PROCEDURES**

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. Verify that all classroom doors are locked.
3. Bring in any student found in the hallway with you as you evacuate.
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**

Teachers MUST adhere to the following:

1. Notify administration as soon as possible by calling “200” or send two individuals to notify administration 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. Keep the area clear of students and spectators.
5. Stay with the medical emergency until help arrives.

**CODE GREEN PROCEDURES**

1. “**Code Green. All clear,**” school returns to normal activities.
Lunch / Special / Group Procedures

If students are in Lunch or Special when an Emergency Code is called:

- Lunch Room and Specials Teacher should place Emergency Card on Green.
- If Code is Red, Homeroom Teachers should NOT MOVE and stay where they are.
- **If Code is anything other than RED**, Homeroom Teachers should go to the location their students are at, once the teacher is at that location. *(If Specials are split, teachers should be aware of the students that should be with them and should be able to keep card green Teachers that have split classes will go to the nearest room their students are in.) Teachers that have split specials, please ensure the office has a copy of your split list.*
- Once teachers relieve Special Teachers, Special Teachers should report to the front office to assist the Safe Team.
- **If Red Code is called, no teacher or staff will move.**

If Students are in Group with Support Staff when Emergency Code is called:

- Classrooms where support groups are meeting should put a Green card up if they have all their homeroom students with them at the time of the Emergency Code and call the other homeroom teacher to let them know their students are fine.
- ESE, Support, and ESOL Group Instructors that are not on the Safe Team will stay with their students at all times.
- Teachers in group that are on Safe Team will report to their appointed posts for all Emergency Coded except for RED.
- **If Red Code is called, no teacher or staff will move.**

If Students are at Recess when Emergency Code is called:

- If classes are at Recess on the green top, Playground, or Field at the time of the Emergency Code, teachers will bring students into the nearest possible room or portable.

*All messages during an Emergency Code should be placed on the Coconut Palm CAB Conference so that all teachers and staff can see and respond to messages (REPLY ALL).*

*Use phones in room to call the office for ALL CODES. If you cannot reach by phone then, please put all messages on the school CAB Conference. This will be our main place for communication.*
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 or accounted for in other classrooms (groups, office, etc.) and no immediate problem exists.

**RED CARD**
This card indicates you have concerns in your classroom, which require assistance and/or immediate attention.

**PUT THE APPROPRIATE CARD ON YOUR DOOR**
**THIS PERMITS THE RESPONSE TEAM TO QUICKLY EVALUATE THE AREA.**

**NO CARD ON THE DOOR WILL INDICATE**
**TO THE RESPONSE TEAM THAT**
**YOU HAVE AN EMERGENCY SITUATION!**
TORNADO DRILL PROCEDURE

- All students in the hallway and in the classrooms need to kneel on the floor with their head down and put their hands positioned behind their heads.
- Close the exterior shutters.
- Students in the portables need to enter the main building and line up on both sides of the hallway from the teacher's lounge to the art room.
- Any students outside for recess/pe need to be brought inside to the hallway and move through the hallway outside of the art room.
- Any classes in transition in the hallway need to move up against the wall (head to wall).
- All students in the hallways need to move up against the wall (head to wall).
- Students should be silent during tornado drill.
- Once all clear is given, students can resume regular activities.
FIRE DRILL PROCEDURES

- Review primary and secondary evacuation maps posted in classrooms
- Review fire drill procedures with students both primary and secondary
- All students are to remain silent
- All students should exit the classroom quickly
- Teachers need to bring emergency packet and lesson plan binder with them
- Teacher verifies classroom is empty
- Once outside, all teachers need to take attendance and hold up the appropriate red or green card
- Missing students need to be reported to staff member posted at your exit
- All staff members in fire drill posts need to check off each class as they exit. Once all classes for their area are checked off, all clear needs to be reported over radio for their area
- Once all clear is given, students can return to their classrooms