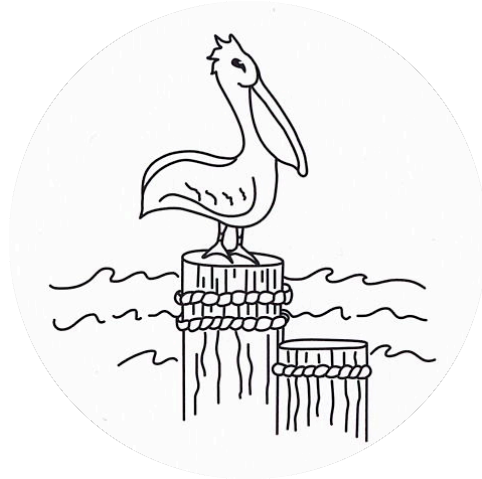


# PEMBROKE LAKES ELEMENTARY SCHOOL



## EMERGENCY CODES

**Code Red Supersedes  
Any Evacuation**

Instructional bargaining unit personnel who have education support professionals (paraprofessionals) assigned to them must provide these staff members with clear direction and instruction regarding their specific roles/duties during all safety and evacuation drills and actual occurrences.

# 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”

**PROTOCOL:**

- No movement
- All staff and students should be in a locked room.
- Move students away from windows, doors, and any sight line.
- Block classroom doors, grab your bat, close blinds/block windows, and turn off lights
- **DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM!**
- Take attendance for all students present in your classroom, report missing students.
- Do not unlock or open door for anyone (those needing access will have a key).
- Display green schoolhouse on your classroom window (indicates all students are accounted for).
- When the threat has passed, an ALL CLEAR announcement will be made by Administration.
- Practicing a lockdown drill, specials teachers report to their assigned post.
- Communication via intercom and PLE’s SharePoint.

# CODE YELLOW

## Lockdown Procedures

**DEFINITION:** A code YELLOW is a potentially threatening situation that exists off campus in the immediate neighborhood.

**ANNOUNCEMENT:** “ CODE YELLOW ”

**PROTOCOL:**

- Limited Movement
- Special Area teachers will go to the classroom for special classes.
- Teachers will escort students to the cafeteria to purchase lunch. Students will be escorted back to the classroom to eat lunch.
- Take attendance for all students present in your classroom, report missing students.
- 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.
- Entrance gates are to be locked and secured. Office staff to lock and secure front entrance door.
- **DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM UNESCORTED!**

Instructional bargaining unit personnel who have education support professionals (paraprofessionals) assigned to them must provide these staff members with clear direction and instruction regarding their specific roles/duties during all safety and evacuation drills and actual occurrences.

# 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, lunch box and evacuate immediately using the fire drill evacuation routes.
- 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.
- Any student caught using a cell telephone must have it confiscated immediately.
- Teachers must stay with their class.
- Display green schoolhouse to indicate all students are accounted for.
- Display red schoolhouse to indicate a missing student or a student in transition.
- Nurse will bring all necessary emergency supplies and information.

**CODE BLACK MAY INCLUDE:**

FIRE  
GAS LEAK  
BOMB DETECTED  
BOMB THREAT

Instructional bargaining unit personnel who have education support professionals (paraprofessionals) assigned to them must provide these staff members with clear direction and instruction regarding their specific roles/duties during all safety and evacuation drills and actual occurrences.

# 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 and will be held monthly. One fire drill will be conducted within the first five days of school, and one conducted each month thereafter.

**ANNOUNCEMENT:** The bell or fire alarm will ring.

**PROTOCOL:**

- The teacher shall inform students of the primary route to be taken from each room.
- Evacuate immediately (use the fire drill evacuation routes).
- The teacher is required to bring the class roster for attendance.
- Any additional instructions will come from zone staff 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 class.
- Upon arrival at the designated area, teachers shall make certain that all students are present by taking attendance.
- Display green schoolhouse (indicates all students are accounted for).
- Display red schoolhouse (indicates a missing student or a student in transition when the alarm rang).
- Teacher to immediately notify zone staff if a student is missing from their class.
- The signal for returning to the school facility will be the program bell. Students are to return to the classroom quietly and wait for an announcement.

Instructional bargaining unit personnel who have education support professionals (paraprofessionals) assigned to them must provide these staff members with clear direction and instruction regarding their specific roles/duties during all safety and evacuation drills and actual occurrences.

# 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.”**

Instructional bargaining unit personnel who have education support professionals (paraprofessionals) assigned to them must provide these staff members with clear direction and instruction regarding their specific roles/duties during all safety and evacuation drills and actual occurrences.