

Security Roles and Responsibilities

Fire

- Evacuate per procedures to designated area
- Move away from buildings
- Take attendance
- Keep students together
- Remain with students and manage behavior
- May use radios
- Report any concerns to a Security Team Member
- Wait for all clear

Code Blue (Bomb Threat)

- Evacuate per procedures
- Report any concerns to a Security Team Member
- DO NOT USE RADIOS OR CELL PHONES**
- Do not operate lights
- Wait for all clear

Code Red (Lock Down)

- Lock ALL doors and windows
- Close blinds
- Turn off lights
- Use green window tag to signal "no trouble"
- Keep all students in room
- Immediately take roll and email Marian Ryder to report any missing or additional students
- Use of cell phones is prohibited
- Wait for all clear

Code Yellow (Hazmat)

- Remain inside
- Close doors but do not lock
- Turn off air conditioners in portables
- Assist with any evacuation deemed necessary by Security Team
- Wait for all clear

Code Green (Severe Weather)

- Move students to interior walls away from windows
- Close doors but do not lock
- Keep students together
- Remain with students and manage behavior
- If tornado warning issued, all must get in the protective position
- Wait for all clear