

The district advised us to follow CCSD protocol in case of an emergency based on the severity of the situation.

CCSD EMERGENCY RESPONSE PROCEDURES

SHELTER-IN-PLACE	LOCK DOWN	EVACUATION
<p>Make sure all students go inside. Lock classroom door(s). Account for all students & staff. (CAN Report) Close & cover all exterior windows. No one comes in or out (unescorted). Continue teaching, only after front office notification. DO NOT respond to bells or fire alarms, unless notified by the front office. Remain Vigilant and Listen for further instructions. Remain in sheltered location until it is canceled or the status of the school changes. Be ready to transition to LOCK-DOWN or EVACUATION.</p>	<p>Lock classroom door(s). (Doors should already be locked with magnet inside lock). Turn lights off. Account for students & staff. (CAN REPORT) Do not send report. Cover windows & doors/Pull shades. Barricade Non-locking doors Move to the safest place in the room. Stay out of site, hide or get down. Remain quite/cell phones on silent. Listen for further instructions. NO ONE comes in or out. DO NOT answer door for anyone. DO NOT respond to bells or fire alarms. Be prepared to evacuate. When police arrive, follow instructions. <i>Authorized personnel will have a key to gain access.</i></p>	<p>Evacuate to the primary safe area unless directed to go to a secondary location or another area by Incident Commander. Close all doors behind you. DO NOT LOCK DOORS! Account for all students, staff and visitors. (CAN REPORT) Remain calm and keep the students as calm as possible. Be attentive to further instructions. Take radios, vests and whistles.</p> <p style="text-align: right;">Revised 8-4-2018</p>