

EMERGENCY PROCEDURES

BUILDING LOCKDOWN

True Emergencies will be announced by the PA system.

WHAT TO DO

- Remain inside your building.
- Get inside a classroom or office.
- Take cover and protect yourself in a corner or a closet.
- Lock/block door.
- Shut off lights.
- Close all windows/blinds and stay clear from them.
- Silence cell phones and remain quiet.

WHAT NOT TO DO

- DO NOT** use cell phone except to call 911.
- DO NOT respond to fire alarms** unless signs of fire are evident.
- DO NOT** evacuate unless danger to your location is imminent.
- DO NOT** exit secure location until cleared by emergency personnel.
- DO NOT** respond to verbal "ALL CLEAR" commands.

BUILDING EVACUATION

WHAT TO DO

- Leave quickly taking personal Belongings.
- Proceed to the nearest exit route
- Close, but do NOT lock the door
- Assist anyone with special needs to exit or safe refuge area.
- Move to an Emergency Assembly Area.
- Upper Level- Assembly Nature Trail to Lot 1
- Lower Level- Assembly Lot 7, near basketball courts.
- Move away from Entrance Doors
- Stay clear of pathways for emergency vehicles

WHAT NOT TO DO

- DO NOT** allow anyone to stop or ignore alarm.
- DO NOT** use cell phones while in building unless trapped.
- DO NOT** operate light switches, electrical outlets, or elevators.
- DO NOT** leave emergency Assembly Area until given instructions to return to the Building by the Building Captain.

