

EMERGENCY PROCEDURES

Bainville School

SECURE-IN-PLACE

Close classroom door promptly

Continue teaching

Do not allow any students to leave the classroom

Report any students out of classroom to office immediately (not students marked absent)

Nobody leaves (even if bell rings) until Secure-in-Place is over

Have email open: Check for messages that cannot be publically announced

Please answer room phone it if rings.

Teachers on prep, please report to main office to offer assistance

LOCKDOWN

Lock classroom door promptly

Shut off lights, close windows and shades

Notify office of missing students (not those you marked absent)

Notify office of any medical issues

Take students to an area of your room away from doors and windows

No teaching or talking!

DO NOT open the door to anybody; not to students or adults!

Nobody leaves (even if a bill rings) until lockdown is over

Teachers & Aides on prep: Call office to offer assistance. If not needed, lockdown.

TURN OFF all cell phones

Keep email open for messages; answer room phone if it rings.

LOCKDOWN AREAS:

If students are in:

- Multipurpose Room: Move students to Custodial Room
- Classrooms: Get away from doors and windows by going to an interior corner.
 - Close section doors in classroom if necessary
 - Gym: Lock main doors. Immediately exit through SW door, walk straight up the hill to the track and then to Beery's. **DO NOT STOP!**
 - Class Transitions: Get to the closets available classroom and lockdown.
 - Playground: Move off playground away from school. Keep all students together and go to back door of custodian's house, or to superintendent's house.
 - Business: Go to teacher's office.
 - Math: Go to computer lab storage room.
 - Ag: Go to dark room
 - Art: Go to kiln room
 - Office staff: Go to superintendent's office

FIRE DRILL OR BOMB THREAT

Individual who take calls should follow the procedures set forth on the "In Case of a Bomb Threat" sheet. **DO NOT HANG UP THE PHONE.** L Call the Office to initiate procedures.

Teachers and aides are to escort students out of the buildings—stay with your class. Take you roll book and make sure all of your students are out of the building and with you. Leave classroom doors open.

All other staff proceed to areas assigned for your students. Administration and maintenance staff will remain at the school to assist the police.

In a Bomb Threat: Explain to students they should get on the buses, but don't worry about the bus number. They will return to the school as soon as possible. Teachers will take roll upon arriving at the destination and when returning to the school. **OPEN WINDOWS.**

A posted sign should be placed by your door with the exact fire escape route that the students in your classroom should follow during a fire drill. **CLOSE WINDOWS.**

EMERGENCY NUMBERS

NAME	PHONE NUMBER(S)
Emergency Dispatch	911
Roosevelt County Sheriff	653-6216 (non-emergency)
Ambulance Services	911
Roosevelt Medical Center	787-6401
Roosevelt Memorial Clinic	787-6400
Crime Stoppers	1-800-543-2921 or 1-800-768-5566

LOCKDOWN PROCEDURES

- ✓ Lock Classroom Door Promptly
- ✓ Shut off lights, close windows and shades.
- ✓ Notify office of missing students (not those you marked absent)
- ✓ Notify office of any medical issues
- ✓ Take students to an area of your room away from doors and windows
- ✓ No teaching or talking!
- ✓ **DO NOT** open the door to anybody; not to students or adults
- ✓ Nobody leaves (even if a bell rings) until lockdown is over
- ✓ Teachers & Aides on Prep: Call office to offer assistance.
If not needed; lockdown.
- ✓ **TURN OFF** all cell phones
- ✓ Keep email open for messages; answer room phone if it rings.