



Emergency Response Guide

what you hear & what you do



A **Code Yellow** (Shelter in Place) is used when an incident is occurring outside or near the school that requires police, medical, or fire response.

ACTIVATION METHOD: Intercom announcement

WHAT YOU WILL HEAR:

SECURITY ALERT: “Faculty, Staff, and Students this is a Code Yellow, (slight pause) Code Yellow. Faculty, Staff, and Students this is a Code Yellow, (slight pause) Code Yellow. Initiate lockdown procedures.”

1. If students are outside the school, they are brought indoors.
2. Exterior doors and windows are closed and locked.
3. Regular school activities continue as scheduled.
4. Students and staff remain inside until the “All Clear” announcement is given.

A **Code Red** is used when there is an unauthorized intruder or potential threat to campus safety.

ACTIVATION METHOD: Intercom announcement

WHAT YOU WILL HEAR:

SECURITY ALERT: “Faculty, Staff, and Students this is a Code Red, (slight pause) Code Red. Faculty, Staff, and Students this is a Code Red, (slight pause) Code Red. Initiate lockdown procedures.”



1. If students are outside the school, they are brought to a safe location.
2. Exterior doors and windows are closed and locked.
3. Normal school activities are stopped.
4. Students and staff remain inside until the “All Clear” announcement is given.



A **Severe Weather** alert is used when students and staff need to take cover due to severe weather such as a Tornado Warning or Heavy Thunderstorm with strong winds, rain, and lightning.

ACTIVATION METHOD: Intercom announcement

WHAT YOU WILL HEAR:

SEVERE WEATHER ALERT: “PLEASE TAKE COVER”

1. Proceed immediately to designated severe weather shelter locations.
2. Do not allow anyone to stop for personal items, restroom use, etc.
3. The last person out of the room must close the door.
4. Once in the shelter location, teachers take attendance and report any missing.
5. Unless otherwise directed, instruct students to “duck and Cover” under desks or facing a wall.
6. Remain in the shelter location until the “All Clear” announcement.