

# CCA Upper Elementary Emergency Procedures

## Fire & Evacuation Drill:

1. Lights off
2. Windows and doors closed
3. Evacuate silently and in one line to your predetermined location on the clipboard posted by door (take your emergency clipboard)
4. Take attendance once you are outside
5. Small groups working stay with that teacher, do not go back to their classroom.
6. **School Leader** will check bathrooms.
7. Students remain silent for directions.

## Tornado Drill:

1. Lights off
2. Windows and doors closed
3. Main building evacuate to your lockers, Annex evacuate to the gym. Students kneel down and bend over with head down, covering head. (take your emergency clipboard)
4. Take attendance once you are there.
5. Student remain silent for directions

## Lockdown Drills

**Full lockdown:** Stay in classrooms under green circle

PA code:

1. Lights off
2. Windows closed & doors locked
3. Move students under safe spot (green dot on ceiling) and sit on floor.
4. Take attendance
5. Slide your green card under the door when room is secure
6. If there is an issue slide the red card.
7. We will check bathrooms.
8. Wait for further instructions ( **no cell phone use!!!**)

**Secure Mode Drill:** In school lockdown, continue classroom activities, stay inside the building, students needing to use the restroom must do so with an adult escort from the office.

PA code:

1. Windows closed and doors locked
2. Students should remain in classroom continuing normal activities
3. Interventions move out of hallway and work in the classroom
4. Inside recess
5. If there is an issue call the office
6. Wait for further instructions