



# Emergency Response Guide

WHAT YOU HEAR & WHAT YOU DO



## Code Green

A Code Green (All Clear) is used when another emergency response is canceled, such as a Code Red, Code Yellow or Severe Weather Alert. Code Green is the normal (safe) condition we are in every day.

Activation method: Intercom announcement

What you will hear: **CODE GREEN: ALL CLEAR** (followed by additional instructions)

1. Wait for additional instructions from a recognized administrator or emergency responder.
2. Resume normal school activities only when directed to do so.



## Code Yellow

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

Activation method: Intercom announcement

What you will hear: **SECURITY ALERT: CODE YELLOW**

1. If students are outside the school, bring them inside.
2. Close and lock exterior doors and windows. Place signage on main entrance to inform visitors that the school is currently in Code Yellow.
3. Continue normal school activities as scheduled unless otherwise directed via intercom.
4. Remain inside the building until Code Green "All Clear" announcement.



## Code Red

A Code Red is used when an unauthorized intruder is threatening school safety.

Activation method: Intercom announcement

What you will hear: **SECURITY ALERT: CODE RED**

1. Immediately implement 4E intruder procedures (educate, evade, escape, engage).
2. If **Escape** option is chosen (run):
  - a. Leave belongings and exit the building as quickly and safely as possible.
  - b. Once outside, go to nearest Rally Point and begin taking attendance. Wait for further instructions from first responders.
  - c. Prepare for transportation to family Reunification Point.
3. If **Evade** option is chosen (hide):
  - a. Lockdown in nearest room. Close and lock doors/windows, lower blinds, turn lights off.
  - b. Place cabinets, tables or desks in front of door, and move everyone away from doors/windows. Remain quiet and alert.
  - c. If door has a window, go where you cannot be seen through the window.
  - d. Take attendance including anyone missing.
  - e. Do not allow anyone to leave and do not open the door for anyone, even if the fire alarm sounds. If it is a true fire emergency, an announcement will be made over the intercom to evacuate the building.
  - f. Wait for Code Green followed by further instructions via intercom, or until police arrive at your door using proper identification.
4. If **Engage** option is chosen (fight):
  - a. Assertively use all means possible to disrupt or distract intruder.
  - b. Use noise, movement, distance or improvised weapons to your advantage and escape if safe to do so.
  - c. If able to overpower the intruder, hold the person down until help arrives.
  - d. Disarm intruder if possible, but do not attempt to use the weapon. Place in secure location such as trash can until police arrive.



## Severe Weather

A Severe Weather Alert is used when students and staff need to take cover due to severe weather such as a Tornado Warning.

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. Last person out of the room must close the door.
4. Once in shelter location, teachers take attendance and report any missing, injured or additional students to a school Crisis Team member.
5. Unless otherwise directed, instruct students to "duck and cover" under desks or facing a wall.
6. Remain in shelter location until Code Green "All Clear" announcement.

**IF IT'S AN EMERGENCY, REMEMBER TO CALL 911.**

# Emergency Response Guide

**United States. Department of  
Transportation. Research and Special  
Programs Administration**



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