

## Code Red Procedures

A Code Red will be announced over the loud speaker. This occurs when a visitor becomes aggressive or takes evasive action. Any school personnel can call a Code Red and should then call 911. Discuss with students the importance of this drill and reasons why it is necessary to stay absolutely quiet.

When a Code Red is announced Teachers/Staff should:

- Gather all students in a safe area of the classroom where the students can not be seen through any doors or windows
- Doors should be closed and locked
- Blinds should be closed and lights turned off
- Take attendance and remind students that they need to remain absolutely silent during the Code Red (There should be no sound)
- **If the fire alarm sounds-it is to be ignored!** Also, if sounds are heard in the hallway (ie. knocks on door asking for help)-remind students not to answer.
- Remind students not to answer door-Doors can only be opened by a Police Officer or Principal
- After doors are opened remain in your classroom until you hear the all clear from the office.
- Please be sure to review with students what to do in the event the drill begins when they are in the hallway or bathroom.

All teachers should discuss the drill prior to Friday and practice with the children about where they can go in the classroom and how they should act. If there are any questions please let me know. The drill time will not be specified.

If you have any questions, please ask Melissa, Donna or Tiffany.