**M E M O R A N D U M**  August 19, 2011

**TO:** **Fienberg-Fisher K-8 Center Faculty & Staff**

**FROM:** **Mrs. Maria G. Zabala, Principal**

**Fienberg-Fisher K-8 Center**

**SUBJECT: EMERGENCY LOCKDOWN PROCEDURES**

When and if an incident or any kind of threat or crisis occurs, the following procedures must be set in place to expedite matters in the most effective way:

1. Administration will announce **CODE RED** for school.

2. Clerical personnel will assist administration in making necessary phone calls.

3. Teachers will look outside the door, pull in stray students, and immediately lock classroom doors and close windows.

4. Teachers will request that students move away from windows, and if necessary, sit in the crouched position away from the source of danger.

5. Staff and students located in open areas will move to nearest secured area.

6. Staff and students in bathroom facilities will move to nearest secured area.

7. Staff and students remain in **LOCK DOWN** mode until **ALL CLEAR** announcement is made.

8. Staff members should follow directions of emergency personnel and school administration

throughout emergency period.

9. Physical Education teachers will quickly escort their classes to the nearest classroom.

10. Cafeteria manager will lock cafeteria doors.

11. Custodians will lock rooms of substitutes, all perimeter gates, and entry doors to individual buildings.

12. Security monitors will assist administrators in securing the building.

In order to prepare our students, faculty and staff, this procedure will be tested various times throughout the year without any real or serious incident ever occurring. A prepared school is a safe school and as we all know student and staff safety is of utmost importance.

Code Red = Danger within the school’s perimeter

Code Yellow = Danger near, but outside the school perimeter

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**SUBJECT: CODE SWIRL/TORNADO DRILL**

Please be advised that when conducting a Tornado Drill adhere to the following guidelines as you would in the occurrence of an actual tornado. Upon hearing the **Code Swirl** announcement please:

1. Account for all your students.
2. Close windows, shutters and outside doors on all sides of your classroom.
3. Everyone should seek cover along walls where there are no windows, and place themselves in a protected position with their heads and faces covered by their hands and arms. Pre-K through second may crawl under desks for additional protection.
4. Teachers in portables should move to designated classrooms in the main building. (See Attached)
5. If classes are in transition, have students return to the previous classroom. Students in the cafeteria and media center remain in those buildings. All persons in restrooms and corridors seek shelter in the nearest room in main building.

Please be mindful that you would be duly notified in case of a real emergency. It is imperative that everyone remains in the protected position until the **All Clear** signal has been given. Please review these guidelines with your students to ensure everyone’s safety.

Thank you in advance for your cooperation.