

Emergency Procedures In Accordance with Homeland Security

There has been no information to date indicating that U.S. Schools are a target of a terrorist threat, but we must take every precaution to ensure the safety of our students, staff, and faculty. The following procedures pertain to the appropriate responses for the Homeland Security Codes of Orange and Red. Code Orange refers to High Risk and Code Red refers to Severe Risk. However, the Superintendent or designees are the only persons authorized to declare a designated code for the District. In case of a National, State or County emergency School District Officials will cooperate with the appropriate authorities.

A.CODE ORANGE (High Risk of Threat of War or Terrorist Attack)

Central Administration Response:

- Assess Increased Risk with Public Safety Officials
- Review Crisis Response Plans with Principals, Supervisors and Directors
- Review and Decide on Planned Field Trips
- Test Alternative Communication Capabilities
- Inventory Emergency Supplies and Equipment
- Distribute Communications to the Schools

School Response:

- All Students Should be Accounted for and Closely Supervised
Report any Discrepancies to an Administrator
- Classroom Instruction Continues Inside the Building with Controlled Class Changes Under the Supervision of Teachers and Administrative Staff
- School Lunch will Continue with Appropriate Supervision by Staff
- Schools Should Secure and Lock Exterior Doors and Direct All Visitors to the Front Doors of the School. Continue the Sign-In Practice as Usual
- Teachers are Allowed to Open Windows and/or Doors for Ventilation

CODE RED (Severe Risk Alert Indicating Imminent Danger Exists to All Students and Employees)

Central Administration Response:

- Validate Source of Threat as Quickly as Possible and Alert All Schools and Buildings
- Monitor Radio/TV for Ongoing Emergency Management Information
- Work With School District and Public Safety Officials to:
 - Coordinate Parent-Child Reunification Process
 - Increase Building Security Throughout The School District

- Continue Communication to Schools
- Decide if Schools Will Stay Open or Dismiss Early
- Notify Radio/TV stations of school closing or dismissal information

School Response:

- Total Building Lockdowns at All Facilities
- Keep Teachers and Students in the Classrooms or Within a Secured Area. Students Are Moved Back Into the Room Away From Doors and Windows
- No Class Changes at Middle School or High School
- Teachers Should Check Class Rolls and Account for All Students
- Under Close Supervision Parents Will Be Allowed to Pickup Students From Schools:
 - Parents Must Be Identified By Showing Proof or be Identified by School Officials
 - Each School Will Keep a Record of All Parent Pickups
 - Parents will be Allowed to Walk to the Classroom and Pickup Their Child and Immediately Leave the Building
- All Field Trips are canceled and All Extra-Curricular Events will be canceled. No After School Meetings or Activities Will be Permitted
- If the Threat Occurs Prior to Lunch Time and Students are Not Dismissed, Lunch Will Be Served To Students. However, Serving Times Are Subject To Change

The Homeland Security Codes are Green (Low Risk), Blue (General Risk), Yellow (Significant Risk), and Orange and Red. We will not set any procedures for Codes Green, Blue and Yellow because we currently cover them with normal school procedures and practices.