

EMERGENCY

CODE

QUICK REFERENCE GUIDE



CherryCreek
Schools



Evacuation

When there is a significant danger such as a fire, smoke, gas leak, chemical spill inside the building or you are directed to exit the building, take the following steps:

- Gather your printed class roster and colored cards (Red, Green, Yellow)
- Organize students or occupants in room; prepare to exit room
- Exit room or office, and proceed to nearest building exit; use emergency exit, prepare to take alternate route
- Turn off lights and close door
- Go to designated staging area away from the building
- Outdoor activities are to move away from the building
- Classes in mobiles move to designated area
- Take attendance; report using colored cards
- Return to building only when given an "All Clear"
- Wait for further instructions from administrator or law enforcement

EVACUATION



Secured Perimeter/Lockout

When there is a significant risk, or dangerous person outside the building, take the following actions to stay in your room:

- Stay in your room or office; continue your work
- Outdoor activities are to come inside the building
- Take attendance and prepare a list of students missing or extra students in your room
- Ignore fire alarm during secured perimeter; follow verbal commands
- Evacuate only when instructed
- Only when instructed move classes out of mobile to main building
- Building access through main doors **only**
- Wait for further instructions from administrator or law enforcement

SECURED PERIMETER/LOCKOUT



Shelter – In – Place

When there is a dangerous weather event, tornado reported, or a hazardous material incident in the immediate area. Take the following actions to stay in your room;

- Stay in your room, office or designated safe room
- Close the door – Close windows
- Turn off room lights - if directed
- Close the blinds/curtain on door windows
- Duck and Cover in safe locations or move to safe locations
- Direct Special Needs student to safe areas for cover
- Outdoor activities come inside the building – Avoid low lying areas
- Classes in mobiles move inside
- Take attendance – Report anyone missing
- Keep exposed to chemicals, keep separate from others to avoid exposure
- Ignore fire alarm activation during shelter in place; follow verbal commands
- Evacuate only when instructed by school administrator or first responders
- Monitor weather radios
- Wait for further instructions from administrator or law enforcement

SHELTER – IN – PLACE



Lockdown

When there is a significant risk or dangerous person inside the building, to stay safe, take the following precautionary steps;

- Seek shelter in a room or office
- Close and lock the door
- Turn off room lights
- Close blinds on door windows **only**
- Keep all students sitting on the floor, away from view of doors and windows
- Outdoor activities are moved away from the building
- Be quiet – No talking – No noise – Avoid using cell phone
- Take attendance and prepare list of missing students or extra students in room
- Use caution and discretion in allowing anyone to enter room
- Ignore fire alarm activation during lockdown, follow verbal commands
- Evacuate only when instructed to by administrator / law enforcement or get away from the danger
- Evacuate in orderly and quick method
- Wait for further instructions from administrator or law enforcement

LOCKDOWN



Threats/Weapon/Suspicious

If you have been; threatened verbally or with a weapon, see a weapon, or informed someone has a weapon or someone is acting violently, do the following:

- Call 9-1-1 If you are in personal danger and cannot get help
- Take **All** threats seriously and notify administrator immediately
- Report any suspicious person, vehicle or object to the administrator immediately
- Notify the main office immediately
- If directed, gather students or occupants in room
- If directed, exit room or office and proceed to safe area
- Take attendance if evacuated
- Return to room or building only when given an "All Clear"
- Wait for further instructions from administrator or law enforcement

THREATS/WEAPON/SUSPICIOUS

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Dedicated to Excellence
Cherry Creek Schools