

## **EVACUATION Procedure**

1. The evacuation order is a continuous ringing of the **SCHOOL BELL**.
2. Students leave the classroom under the direction of the teacher.
3. Bags are to be taken **UNLESS** instructed otherwise.
4. Students leave the building by the nearest exit **UNLESS** instructed otherwise.
5. Students are directed to **ASSEMBLY AREA A**, (bottom oval) **UNLESS** instructed otherwise.
6. If safety allows close windows but leave doors open.
7. At the assembly area students line up in roll class order according to signage.

## **LOCK DOWN Procedures**

The LOCK DOWN order is a continuous ringing of the **SIREN (whoop whoop)**

LOCK – Lock up your space

DOWN – Get down

Remain Still, calm & quiet

Remain in LOCK DOWN until Siren stops

Wait 5 minutes after the siren stops for an announcement

Students will be directed to the quadrangle for a roll call.