

CODE/BUILDING LOCKDOWN PROCEDURES GUIDE

IF NECESSARY, ANY STAFF MEMBER IS ABLE TO ACTIVATE A CODE RED, YELLOW OR BLUE.

In a crisis: When a threat is recognized, rapidly assess the threat level and immediately initiate a response. Perception is reality.

- Call 9-911
- Move students to a safe location based on the information you received.
- Contact the office/administrator.
 - Ekstrand: 659-0750 Mike Miller: 563-221-3430
 - Intermediate: 659-4780 Bill Petsche 563-370-5854
 - Middle: 659-0735 George Pickup: 563-559-0325 or Terri Selzer: 563-559-0479
 - High: 659-0715 George Pickup: 563-559-0325 or Terri Selzer: 563-559-0479
- Upon appropriate notification, make decisions to keep everyone safe.
- Keep lines of communication open. Share information when you have it.
- Use of cell phones by adults or students will be used solely for the purpose of communicating information to administration and emergency personnel.
- The superintendent will handle all communications with the media.
- **Reunification Point for All K-12 Students:** DeWitt Evangelical Free Church, 1921 Elmwood Rd., DeWitt.

Warning Codes

CODE RED:

A.L.I.C.E.

When a threat is recognized rapidly assess the threat level and immediately initiate a response based on A.L.I.C.E.

CODE YELLOW:

Caution

All students go to classrooms and change rooms only when accompanied by an adult. The doors and windows to each classroom are locked and students should only be in hallways when an adult or adults are present and monitoring the safety of the students. The entrance doors to the building are locked.

CODE BLUE:

Medical Emergency

Students stay out of the hallways to allow medical personnel access to the building. No rooms are locked.

ALL CLEAR:

For Code Red, if you are unable to escape on your own you should wait for a Police Officer or administrator to evacuate an area. For Code Yellow or Blue, the school office announces when the situation is resolved.

A.L.I.C.E. PROCEDURES FOR INTRUDER

Alert, Lockdown, Inform, Counter, Evacuate

- Alert:** Get the word out.
Include as much information as possible (who, what, where, when).
Announcements are to include detailed information.
- Lockdown:** Secure a place. This is a starting point.
Lock doors. Create a greater time barrier by keeping doors locked at all times.
Buy time. Move furniture and secure doors.
Example: filing cabinet on locked wheels, zip tie door hinges.
Blinds: If threat is inside, keep them open to help you assess a possible exit.
- Inform:** Give constant, real-time information.
Utilize technology (phones, PA's, computers, camera system, etc.).
Broadcast as much information as possible.
- Counter:** Take action.
If you cannot escape, prepare to act. This is your last resort.
This is the fight in "fight, flight or freeze."
Our body automatically readies itself (adrenaline). We have to prepare our brain to allow our body to act. Apply actions to distract, confuse and gain control.
- Evacuate:** Move out of the danger zone.
Consider all exit strategies (windows and doors).
When exiting, run with hands in view.
Get to a safe location based on the information you received.