

Sauganash School

Emergency One Pager

LOCKDOWN PROCEDURE

- Intercom → “WE are in LOCKDOWN” from administration
- All persons enter closest classroom before the doors are locked and secured. When locked, turn lights off, close blinds, & remain silent.
- Lobby and cafeteria persons should enter kitchen, doors get locked and secured, lights turned off and remain silent.
- No door should be opened from a knock, fire alarm, or any other commotion outside of the locked safe area.
- Remain in safe areas until law enforcement officers or administrative personnel unlock the door with a key or use the intercom to say, “We are All Clear, the Lockdown has been lifted”

Tornado Procedure

All persons enter the hallway areas, away from windows & kneel down against the lockers covering their heads with their hands.

Classroom windows should be open 12 inches, shades up, and doors open.

FIRE Procedure

Our fire evacuation plan is designed for all classrooms & persons to exit the closest exit in proximity to their location when the bell sounds.

All persons are to walk at a brisk pace out of the building and congregate in orderly fashion across the streets of the school property on sidewalks.

Teachers take attendance. Display Green or Red Signs for confirmation.

All doors are to be closed upon exiting.

Earthquake Procedure

All persons are to find the closest desk/table in the classroom to provide cover.

Kneel under safe structure and hold on to the leg(s) of the structure as well as cover your head.

Administration will provide clearance update via the intercom.