

PLAIN LOCAL SCHOOLS EMERGENCY PROCEDURES:

Please remain CALM and follow these procedures:

BUILDING LOCK DOWN

If an announcement is made we are in a lockdown, Teachers/Subs should

- LOCK classroom doors
- Move everyone AWAY from windows
- Turn lights OFF
- Have an accurate roster of students in your room.

If the fire alarm sounds during a BUILDING LOCK DOWN, DO NOT leave the building until an announcement is made over the PA System.

TORNADO DRILL or TORNADO THREAT

If there is a drill or threat of a tornado,

ROOM NUMBER _____ should report to: _____

DIRECTIONS to assigned area: _____

Teachers/Subs should keep their class together and take their grade books with them for attendance purposes. Everyone is to **sit facing the wall**, leave a walkway through the middle of the hallway and **remain quiet** for instructions.

FIRE DRILL and FIRE ALARM

When the fire alarm sounds, STOP all classroom /lab activities immediately.

Teachers/Subs should give directions to students for the proper exit from the classroom area and building. Remain with your students at all times.

Teachers / Subs must take their grade books/attendance list, roster with them for attendance purposes.

The teacher/sub should be the last one to leave the classroom/lab. Close all windows and doors and turn off lights upon leaving the room.

ROOM NUMBER _____ should report to: _____

DIRECTIONS to assigned area: _____

SECONDARY EVACUATION

Teachers/Subs need to make sure their class sits together in their assigned STAND, SECTION and ROW. The teacher must sit with and monitor their students. The teacher needs to have their roster and be ready to supply an attendance report soon after their arrival.

ROOM NUMBER _____ will sit in the following stand and section of the Stadium:

STAND [East or West]: _____ SECTION: _____ ROW: _____