

WYNDMERE PUBLIC SCHOOL EMERGENCY EVACUATION PROCEDURE

ROOM: High School Office

FIRE: Teachers shall make sure all windows are closed and that the door is locked. Record books and class roster shall be taken with. Roll shall be taken after being evacuated and teachers shall report any missing students to the administrator.

Exit office and turn left, go down the hall and exit the east door and gather on the far east side of the parking lot and wait for further instructions.

TORNADO: Go into the hallway that runs north/south and kneel facing the lockers with a book over your head. (Avoid the area by any glass).

LOCKDOWN: In the event of a lockdown, the lockdown will be initiated through the intercom by the office staff. Staff are instructed to do the following

1. Students, teachers and staff in the building should proceed to the closest occupied room if they are not currently in a classroom.
2. Lock your classroom doors, preferably from the inside. (Reminder again to familiarize yourself with your door and how to lock the door from the inside).
3. Items for a full lockdown--
 - i. close blinds
 - ii. cover door window
 - iii. shutoff lights
 - iv. gather away from door
4. Take roll
5. Make use of your red/yellow/green signaling cards when ordered to do so
 - i. Red--Require emergency assistance
 - ii. Yellow--Require assistance
 - iii. Green--No problems

Rooms will be opened by administration or law enforcement