

Cesar Chavez Academy Lower Elementary
Emergency Procedures

Fire & Evacuation Drill:

1. Lights off.
2. Windows and doors closed.
3. Evacuate silently, and in one line, to your predetermined location on the clipboard posted by the door.
4. Take attendance once you are outside.
5. Small groups working outside the classroom will stay with that teacher. Do not go back into the classroom.
6. Administration will check classrooms.
7. Students remain silent for directions.
8. Students and staff will return to building when "all clear" is given.

Tornado Drill:

1. Lights off.
2. Windows and doors closed.
3. Evacuate to your lockers, or in classroom under desk nearest internal wall. Students will kneel down and bend over with head down, covering head.
4. Take attendance once you are there.
5. Students remain silent for directions.
6. Students and staff will return to classrooms when "all clear" is given.

Lockdown Drill:

Full lockdown: Stay in classrooms under RED circle

PA Code: *Staff is aware of code*

1. Lights off.
2. Windows closed and doors locked.
3. Move students under safe spot (RED circle on ceiling) and sit on floor.
4. Take attendance.
5. Post your GREEN card in window when room is secure.
6. If there is an issue, post the RED card.
7. Administration will check bathrooms.
8. Students in bathrooms and hallways will be escorted to office.
9. Wait for further instructions.
10. Students and staff will remain silent until the "all clear" is given.