

St. Odilia School Policy and Information Manual

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Internal Emergencies

Policy Statement

In order to keep our students and personnel safe during a crisis event contained within the school, a procedure has been developed to assure safety.

This procedure would be implemented by school administrative staff. **LAW ENFORCEMENT WILL BE CONTACTED BY THE SCHOOL ADMINISTRATOR.**

Procedure

ACTIVATION CODE: The following announcement will be made: “Father Door will you please come to the office?”

CLASSROOM ACTIVITY: Lock door and move children as FAR as possible from glass (ready visibility) and pull inside window shades. Dismiss children on the All-Clear Code.

CAFETERIA: Lock doors and keep children sitting at the tables. Dismiss children on the All-Clear code.

GYM: Take the children to locker rooms and lock rooms. Office person will advise of the Activation Code and the All-Clear Code.

PLAYGROUND: If your children are out on recess, please join them and keep them away from the Building. Bring children in on the All-Clear advised by the office.

CHURCH: Office will advise Activation Code. Take children to overflow space closest to you. Dismiss children on the All-Clear advised by the office.

LIBRARY: Lock doors and move children away from the windows.

ALL CLEAR CODE: The following phrase will be used: “Will the faculty please pick up a handset.”