



Emergency Procedures



Building Evacuation

Signal: Fire Alarm or Building Evacuation

1. Close your door and all windows.
2. DO NOT LOCK YOUR DOOR.
3. Take your class roll and move safely and quickly to a pre-determined area outside the building.
4. Check roll and account for any missing students.
5. Report any missing students immediately.
6. Stay clear until authorized to return.

Site Relocation

7. Follow instructions on transporting to alternate location.
8. Check role at alternate location.
9. Release students to parents/guardian using pre-established guidelines.

Lock Down

Signal: Our campus is going into lock down due to safety issues inside (outside) the campus.

1. Close and lock all doors and windows.
2. Move to a pre-determined safe area inside the room.
3. Check roll and be prepared to account for any missing students.
4. Contain and maintain students.
5. Ignore all school bells.
6. Stay put until the "All Clear" has been sounded by campus administration.

Campus Administration

1. Discontinue all outside activities, secure students and stay inside building.
2. Establish single access point for PD, FD and BISD EMT/secured personnel.
3. Parents **will not** be allowed to enter building.
4. Parents, teachers and staff can go to BISD's Web site for additional information. www.birdvilleschools.net

Automated External Defibrillator (AED)

Signal: Code AED (Give Exact Location)

1. Teacher/staff alert campus nurse.
2. AED team members proceed to location and initiate CPR.
3. Designated staff member calls 911.
4. Follow campus plan/pre-established guidelines.

Shelter-In-Place

Signal: Our campus is going into shelter-in-place due to safety issues inside (outside) the campus.

1. Clear all students from the hallways, from portable buildings and playgrounds.
2. Close all doors and windows.
3. Depending on the circumstances, inside activities may continue.
4. Stay away from doors and windows.
5. Keep students in the classroom unless you receive additional directions from campus administration or other authorities.
6. If there is a threat of smoke or other airborne issue, the FD may direct the custodian to shut down air handling (HVAC) system.

Campus Administration

1. Discontinue all outside activities; secure students and stay inside.
2. Establish single access point for PD, FD and BISD EMT/secured personnel.
3. Parents will be allowed to enter the building and get an early dismissal for their child.

Severe Weather

Signal: Due to severe weather, we need to utilize our severe weather procedures.

Level I

1. Discontinue all outdoor activities; secure students and stay in building.
2. Bring students in from exterior buildings.
3. Monitor weather.

Level II

4. Be aware of wide roof spans such as gyms and auditoriums.
5. Move everyone away from windows or glass doors.

Level III

6. Move students away from wide roof spans. (Gym, Auditorium, Cafeteria, Band Hall, etc)
7. Move all students to interior walls.
8. Instruct everyone to drop to knees with back facing windows or glass.
9. Instruct everyone to keep eyes closed and ears covered, using arms to protect head and neck.

Trusting relationships in a safe and caring environment are vital to an innovative learning organization.

~BISD Belief