

# Pinedale Elementary Code Blue Facility Lockdown Flow Chart

School is informed of a serious threat

**Signal**

- Blow black whistle (everyone)
- All Call
- Lockdown bell goes off
- Email message will be sent

**Office/Custodial**

- Dial 911
- Contact CWA Superintendent
- Alert District Plant Operations
- Direct media to District Office Communications
- Notify classroom subs
- Notify parents on campus
- Custodial check cafeteria, restrooms (grounds, hallways) and classrooms
- Have maps, keys, list of employees, etc. ready for law enforcement

**Teacher (students in classroom)**

- All students and adults report to the nearest room and lock door(s)
- Take roll
- Report to the office any missing students via email or phone
- Report to office presence of additional adults/students
- Doors remain closed and locked
- Parents cannot remove their child
- Turn on the sound to your computer to hear email arrivals
- Press "F9" or click blue arrow to see email messages
- Do **not** turn on TV's.
- Do **not** allow students to call home

**Staff/Monitor (students outside)**

- Blow black whistles
- Direct all students and adults to the cafeteria
- Close doors
- Custodian/cafeteria manager lock all entry doors
- Monitors take class rosters from MPR
- Take roll
- Report any missing students
- Report to office presence of additional adults
- Do not let any student or adult leave the cafeteria
- Determine whether or not you need to duck and cover
- Do **not** allow students to call home

**Continue Communication**

- Continue to use email to communicate
- Inform the community when appropriate
- Local law enforcement will call off the lockdown

**Teacher**

- Continue to check email
- Determine if you need to duck and cover
- Do not allow anyone to leave the room at any time
- Do not open any door at any time

**Post Event**

- Use all call system to call off the Lockdown
- Inform District Office that the Code Blue is over
- Debrief with staff to improve/revise current procedures
- Determine if community needs more information

**Post Event**

- Debrief with office to improve /revise current procedures