

Pinedale Elementary Code Green Evacuation/ Fire Drill Flow Chart

School is
informed of a
serious threat
within a building

Signal

- Fire Drill bell goes off
- Students stop what they are doing and line up quickly

Office/Custodial

- Dial 911
- Contact CWA Superintendent
- Alert District Plant Operations
- Direct media to District Office Communications
- Have maps, keys, list of employees, etc. ready for law enforcement
- Notify parents on campus.
- Custodian checks cafeteria & bathrooms

Teacher (students in classroom)

- Get Emergency Binder
- Get Keys (cell phone optional)
- Make sure all students are out of classroom.
- Close door and leave unlocked.
- Students & Teacher walk to designated area (see fire drill map)
- Students stay in line.

Staff/Monitor (students outside)

- If near students and parents, instruct them to report to the nearest designated area (see fire drill map)
- If during recess, instruct students to get in lines according to classrooms once they arrive at designated area.
- Take roll
- Report any missing students.
- Report the adults present.

Continue Communication

- GIS takes roll of staff by walkie talkie (by grade level)
- Continue to use walkie talkies to communicate.
- If raining or if situation calls for students to leave site, walk students to Home Depot parking lot.

Teacher

- Take roll
- Continue to check email
- Report number of students present and missing students on the form- send runner to admin.

Post Event

- End Code Green with one long bell.
- Inform District Office that Code Green is over.
- Debrief with staff to improve/revise current procedures.
- Determine if community needs to be informed of event.

Post Event

- Teachers wait for one long bell
- When the long bell sounds, students walk back to their classrooms.
- Debrief with office to improve/revise current procedures.