Pinedale Elementary Code Yellow Facility Alert Flow Chart

School is informed of a potentially hazardous situation

Signal

- All call: "Will Cathy Mailer please call the main office"
- Email message will be sent

Office/Custodial

- Contact CWA Superintendent
- Alert District Plant Operations
- Direct media to District Office Communications
- Notify classroom subs
- Notify parents on campus
- Custodial check cafeteria & bathrooms

Continue Communication

- Continue to use email to communicate
- Inform the community when appropriate
- District office or local law enforcement will call off the alert

Post Event

- Notify staff when alert is called off by all call and/or email
- Debrief with staff to improve/revise current procedures
- Determine if community needs more information

Teacher

- All students return to the classroom
- Take roll—ensure all are present
- Report to the office any missing students via e-mail
- Doors remain unlocked, unless otherwise instructed
- Notify parents in classroom
- Do not allow students to leave the classroom except to use the restroom when accompanied by an adult
- Turn on the sound on your computer to hear email arrivals
- Press "F9" or click blue arrow to see email messages

Teacher

- Continue to check email
- Continue normal classroom activities
- Teachers do not leave campus

Post Event

- Debrief with office to improve/revise current procedures