

GVCS EMERGENCY RESPONSE CODES

CODE 1 – BUILDING EMERGENCY (BOMB THREAT, INTRUSION, STUDENT CRISIS, ETC.)

1. Administration will announce Code 1.
2. Allow known persons seeking shelter to enter the offices, classrooms or assembly hall and DO NOT allow anyone to leave.
3. Lock all doors and cover/shade all windows, including door.
4. Report unusual items or strangers to District Office
5. Stand-by for additional instructions from Administration or Law Enforcement Officials.
6. No one is allowed to use telephones, including Cell Phones.
7. Use attendance rosters for accountability check.
8. Be prepared for evacuation.

CODE 2 – WEATHER EMERGENCY

1. Administration will announce Code 2.
2. Close windows and doors.
3. All teachers and staff should return to their respective rooms to close windows and doors. Staff should return elementary students to their classrooms unless otherwise instructed. Teachers/staff without students should report to their respective office for further supervision instruction.
4. Use attendance rosters for accountability check.
5. No one is allowed to use telephones, including Cell Phones.
6. A second announcement may ask you to move to a “safety zone”. Proceed with action drop procedure. No talking. Be prepared to follow additional instructions.
7. Wait for further instructions on the “all clear” announcement

BUILDING EVACUATION PROCEDURE

- Upon hearing the alarm system, Staff and students leave the building according to the fire exit plan posted near each door. All personnel, visitors and students not in a group situation should immediately join the nearest group of students leaving the building. Directions may also be given over the PA system.
- Disabled staff and students on floors above and below grade level should move to the designated area of rescue on each floor of occupancy. If the disabled individuals require assistance, staff assigned to assist them should accompany to the area of rescue and remain with them until the fire department personnel arrive.
- Designated supervisory staff should report to the areas of rescue to provide a means of communication with the fire department.
- Teachers remove their class register and are the last person out of the room in order to make a final room check and turn off lights, then quickly assume position at the head of the class.
- Students remain together in designated areas outside of building. Teachers are responsible for supervision of students and taking attendance.
- **In the event of a FIRE** – ring the alarm to evacuate the building no matter how big or small the fire is. Inform the office of the location of the fire. Evacuate your students using the established exit route.