

Teacher Procedures During a Code Red

Code Red: Teacher Responsibilities

1. Immediately lock down the room.
2. Cover door windows and close blinds.
3. Do not allow students to leave the classroom or secured space.
4. Move students away from glass until no longer visible. In most classrooms, students should be put along the same wall that contains the entry/exit door. While along that wall, students should be placed as far away from the door as possible.
5. If your classroom offers a more secure space than normal instructional space (e.g., a storage area) consider moving students to the more secure area.
6. Consider barricading the entry door.
7. Turn off classroom lights
8. Maintain quiet.
9. If appropriate, sweep classroom for suspicious items.
10. Take roll, report absentees via email to Sybil Dixon and copy James Oyler. If a student is out of your room, include where he/she is supposed to be. Report any extra students found within your room.
 - If you have already reported a student absent via normal procedures prior to the code red, there is no need to email the same student's name.
11. Monitor email.

Restricted Movement: Teacher Responsibilities

1. Visually sweep the area outside your classroom to check for kids in the hallways.
2. If there are kids in the hallways, get them into your room asap
3. Immediately lock down the room.
4. Do not allow students to leave the classroom or secured space.
5. Take roll, report absentees via email to Sybil Dixon and copy James Oyler. If a student is out of your room, include where he/she is supposed to be. Report any extra students found within your room.
 - If you have already reported a student absent via normal procedures prior to the code red, there is no need to email the same student's name.
6. Continue teaching as normal.
7. Monitor email.