



Southside High School Safety Plan Procedures



Fire Alarm



Intercom Message- Lockdown



Intercom Message- Secure Perimeter



1 Long Bell

| Evacuation Drill | Hard Lockdown | Soft Lockdown | Tornado Drill |
|---|---|---|---|
| Usher students out of the building according to the evacuation plan | Gather all students from hallway/restrooms into a classroom | Gather all students from hallway/restrooms into a classroom | Evacuate classroom immediately. |
| Leave through the nearest accessible door if planned route is blocked | Lock and cover all doors and windows. | Lock and cover all doors and windows. | Leave classroom door unlocked |
| Leave classroom door unlocked | Have students sit on the floor as far away from doors as possible in a corner. Students should remain silent. | Class should continue as usual, no one should enter or exit the classroom. | Direct students to the designated area of the building as it relates to the tornado/severe weather plan |
| Call roll to be sure all students are present and accounted for, notify leader immediately if a student is missing. | Teacher should immediately call roll and notify someone of missing students or additional students gather from the hallway/restrooms. | Teacher should immediately call roll and notify someone of missing students or additional students gather from the hallway/restrooms. | Have students sit/kneel facing the walls with their heads covered. |
| Stay well clear of building, never re-enter the building until all clear is given. | <u>DO NOT OPEN FOR ANYONE FOR ANY REASON.</u> Anyone that will need to enter will have a key. | <u>DO NOT OPEN FOR ANYONE FOR ANY REASON.</u> Anyone that will need to enter will have a key. | Remain with students until all clear is given. |
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