

Crisis Management Warning Codes (#3)

YOUR ATTENTION, PLEASE.

**AT THIS TIME, WE ARE IN A “NON-EMERGENCY” PROCEDURE.
TEACHERS/STUDENTS REMAIN IN CLASSROOMS UNTIL FURTHER NOTICE.**

Purpose: Used when there is a **NON-EMERGENCY** situation exist in the building and staff and students are to remain in their classrooms until further notice.

The Principal / Building Administrator:

- The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:
- Designate someone to Call 9-1-1 (If Needed).
- Notify staff and classes outside to immediately move students to the designated off-campus assembly area and wait for further instructions.
- Notify the transportation director to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.

Teachers:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Remain in normal classroom activities.
- Move students and staff away from the doors and windows.
- Take attendance and be prepared to notify School Commander of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the School Commander gives the “All Clear” signal.
- If students are outside, teachers will move students to the designated off-campus assembly area and wait for further instructions.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes (#3)

- School messenger email or phone call to parents from building administration
- Posting on message on Facebook and District webpage
- Practice Drills – no notification to parents on all practice drills during the year