

## Braham Area Schools Crisis Summary

### Code Red Lockdown

1. Check hall while locking and closing door
2. Turn off lights
3. Move students away from windows and doors (line of sight)
4. Keep students quiet and calm. If the situation warrants, use your discretion for leaving the room or choosing to actively protect yourself & others.
5. Close windows. Cover windows that lead to the hall. Use discretion for covering outside windows.
6. Use phone **ONLY** if absolutely needed
7. Ignore class bells and fire alarms
8. If off site, assess and either return to the building or proceed to a designated evacuation site. Always bring a radio!
  - a. *Catholic Church, Event Center, Evangelical Lutheran, Elmhurst Commons.*
9. Wait for the all clear; door opened & announcement from Administrator or Crisis Response Team member.

### Fire in the Building

1. Take an emergency kit with you.
2. Close windows and turn off lights
3. Feel the door first to see if it is hot. If it is not hot, proceed out into the hall. If the door is hot, select another route.
4. Close the door (do not lock it).
5. Do not allow students to go to lockers
6. Check areas as you are leaving – bathrooms, closets, small rooms, etc. where a student could be hiding.
7. Prior to exiting the building check the surrounding outside area for danger.
8. Proceed to designated safe areas outside the building.
9. Indicate status:
  - a. **RED** card = need assistance
  - b. **GREEN** card = OK
10. Remain with your students until directed otherwise by authorized officials.

### Code Yellow Lockdown

1. Check hall while locking and closing doors.
2. Continue with normal classroom activities.
3. Close windows. Cover windows that lead to the hall. Use discretion for covering outside windows.
4. Use phone **ONLY** if absolutely needed
5. If off site, assess and either return to the building or proceed to a designated evacuation site. Always bring a radio!
  - a. *Catholic Church, Event Center, Evangelical Lutheran, Elmhurst Commons.*
6. Ignore class bells and fire alarms.
7. Stay in Code Yellow Lockdown until administrative intercom announcement.

### Evacuating Room Due to Bomb Threat

1. Quickly inspect the room for unusual objects or items out of place.
2. Do not turn on/off any electrical items.
3. Do not shut off the lights.
4. Take an emergency kit with you; no purses, backpacks, briefcases.
5. Proceed out of the building
6. Indicate status with **RED** card = need assistance / **GREEN** card = OK
7. Remain with your students until directed otherwise by authorized officials.

### Awareness Activity

Get in the habit of checking your room when you have been absent.

- Is anything unusual or out of place?
- Was your room secure?
- Report (don't touch) items of suspicion.

### Key Information

1. See something / Say something. **PREVENTION is our #1 Strategy**
2. **Make authentic connections with EVERY child - especially those who seem to have few friends.**
3. Call 911 and/or the office if you feel there is a crisis. YOU may put the district into lockdown.
4. All doors should be locked 24/7. Ensure exterior doors are locked when exiting.
5. Crisis Plan located in the 'Employees' section of the website under 'District' Tab (*must be logged in*).

Updated 7/19/2023