

Greetings AFE Community. I am Steve Hambright, one of the co-principals here at BSSC and the point person for school safety on our campus. We practice many drills (earthquake, fire, lockdown) over the course of the school year to ensure that we are ready in case of an actual emergency. On Wednesday, November 9, we carried out a schoolwide Code Red lockdown drill. Our School Resource Officer observed the drill and offered positive feedback to our safety team upon the drill's conclusion.

In case you happen to be on campus when a drill or real emergency takes place, you will need to be sure to follow the appropriate procedures. Each classroom has an "e (emergency)-packet" in a manila folder hanging near the classroom/room door. All drill procedures (including the ones below) are in this packet. Lockdown procedures are outlined below. It is important to note the difference between a basic lockdown and a Code Red lockdown. Please do not hesitate to contact me at shambright@sccs.net if you have any questions. Here's to a safe school campus.

LOCKDOWN PROCEDURES -- Branciforte Small Schools Campus *(Revised 2-5-16)*

SHELTER-IN-PLACE

When there is a medical or severe weather emergency, Incident Commander may choose to place the school under Shelter-in-Place verbally or through e-mail.

- Keep students inside classrooms until "All Clear" sign is given by Incident Commander.
- Under the direction of Incident Commander, students and staff are allowed to use school facilities.
- Continue instruction
- In most Shelter-in-Place emergencies, first responders will not be required.

LOCKDOWN

If there is a dangerous individual fleeing law enforcement or there is a crime near a school site, Incident Commander may place the school site under lockdown verbally or through e-mail.

- Lock all doors and lower blinds
- Continue instruction
- Do not admit anyone into the school site or into the classrooms
- Keep students inside classrooms until "All Clear" sign is given by Incident Commander or first responder

CODE RED LOCKDOWN

When shooting or civil disobedience begins, you are to lockdown verbally or through e-mail.

Take cover away from windows.

Barricade door. Lower all blinds or darken windows. LOCK all doors to prevent suspects from entering. Instruct others to create interior barricade and take cover.

- DO NOT evacuate rooms or buildings unless told to do so by Incident Commander, police officers, or unless it is absolutely clear that it is safe to do so.
- No one is allowed to enter or exit any building once Code Red Lockdown has been initiated.
- Cover windows with blinds
- Students who are outside when a Code Red Lockdown has been initiated are to report to the Offsite Assembly Location or the nearest bathroom.