



Sunset Elementary School

Building Safety Procedures **Shelter in Place**

Purpose: To provide an immediate space for safety

Circumstances: An intruder in the building

Procedure:

Upon hearing “Shelter in Place” over the intercom or a whistle is blown three consecutive times, the teacher will quickly and quietly walk to the door while directing students to partner up and take their places on the floor away from the door and windows .

Any visible students in the hall are to be taken into the closest classroom or, in the event that they are in the restroom or any other location, the student should take shelter in that location away from a door or window.

The teacher will pull their locked classroom door closed.

Students are not to make any noise and are to remain in place until notified over the intercom or until three whistles are heard.

Three Ring Drill

Purpose: To bring students and staff in off the playground

Circumstances: An intruder on the playground

Procedure:

Upon hearing the intercom message to immediately reenter the building, the students are to stop what they are doing and go directly to the door that they regularly enter the building.

Their teacher will meet them there for an immediate reentry.

Fire Drill

Purpose: To exit the building

Circumstances: A fire or dangerous fumes in the building

Procedure:

Upon hearing the fire drill signal, students and staff are to exit the building immediately according to the fire drill procedure noted on a building map for each classroom designating specific exit routes.

The last person out is to close the classroom door.

No one is to reenter the building until an intercom announcement is made.