

2011 Mullin ISD Safety Procedures

Evacuation Procedures:

Mr. Sims is our Drill Sergeant and will be assisting with the safety drills. Mrs. Davis will be our Safety Officer. She will report to Mr. Mickelson after every drill or emergency. All High School teachers will report to Mrs. Garcia and all Elementary teachers will report to Mrs. Flanagan.

Fire Evacuations:

- When the fire alarm rings you will need to have a class roster and escort all of your students out the designated exit of your building (see evacuation plan for specific routes and details). Leave your classroom door open and immediately head to the vacant field by the elementary. Keep your class lined up together and take roll. After roll is taken and your class is accounted for report to either Mrs. Flanagan or Mrs. Garcia.

Tornado or Weather Emergency:

- Exit the classrooms and move students to the center of the building, in the hall, as far away from all doors and windows as possible. Line your classes up against the wall or lockers seated, hands locked behind their head, facing the wall. Remain in this location/position until directed otherwise through the Command Center.

Lockdown Procedures:

Lockdowns will occur when there is clear and present danger to the students and faculty. All lockdowns must be handled cautiously and calmly. A sign will be placed on the outside of the exterior outside door announcing the lockdown and no one will be allowed to enter or exit the building.

The lockdown will be announced by Mr. Mickelson with a code over the intercom. Remain calm and immediately lock the classroom door and instruct students to sit on the floor along the walls away from doors/ windows. Make sure that students remain calm and quiet until the lockdown is removed. The lockdown will be released when the situation is safe and announced over the intercom. Until that time all teachers and students must remain in the classroom.

In any emergency we must work as a team to keep everyone calm and orderly. Do not release any information to outside sources. Instruct them to talk with Mr. or Mrs. Mickelson. Evacuation routes must be posted in every classroom.