

# EMERGENCY

## QUICK REFERENCE GUIDE

CALL CCSD POLICE DEPARTMENT 678-594-8620 & 911

[www.cobbk12.org/ccsdpolice](http://www.cobbk12.org/ccsdpolice)

### Emergency Codes

- **CODE RED:**  
Total School/Facility LOCKDOWN  
(immediate danger **inside**)
- **CODE YELLOW:**  
Security Alert/LOCKOUT/Secure Exterior Campus Doors,  
No Outside Activities (danger is **outside**)
- **CODE BLUE:**  
Bomb Threat and/or Hazardous Materials Incident
- **CODE WHITE:**  
Weather Alerts Including Tornado Warnings
- **CODE GREEN:**  
Normal School Operations

### Special Response Team

SRT members are identified by a CCSD **RED** employee badge.

Each SRT member has been granted full administrative decision making authority for a Critical Incident Response.

### Fire / Explosion

- When a fire alarm sounds, EVACUATE.
- Gather your personal belongings (coats, keys, purse, etc.) if time permits, and exit the building.
- DO NOT use elevators; use stairs to reach ground level.
- Call 911.
- Contact your respective Assistant Superintendent, who may activate a Special Response Team (SRT).
- Account for all students and staff.

### Code Red / Lockdown

- Immediately gather any students/staff from hallways into the nearest classroom/office.
- Close & lock doors; cover hallway door windows.
- Turn off lights, silence cell phones, and remain quiet.
- Call 911.
- DO NOT activate fire alarms.
- Remain indoors in a safe area; be calm and patient.
- Be prepared to defend yourself & those in your room.
- DO NOT attempt to leave a secure area unless directed or escorted by police officers.
- All outdoor classes should seek safety in nearby buildings/subdivisions. DO NOT return to the school/facility.
- Begin documentation of the event, to include accounting for all students and staff.

### Medical Event

- Notify school/facility office staff of the situation, providing symptoms and location.
- Coordinate directly with School Nurse or 1st Responder Team Member, and CCSD PD Officer to determine the best course of action for emergency response, if needed.
- Call 911 or CCSD Police Dispatch at 678-594-8620, for Fire/EMS support, as needed.
- Designate a person to direct first responders to scene.

### CPR / AED

Contact a Nurse, 1st Responder Team Member, CCSD PD Officer, or 911, as applicable.

If trained, begin CPR and use an AED, as appropriate.

### Code White / Weather Alert

A **TORNADO WARNING** indicates that a tornado has been sighted or detected by radar, and protective measures should be taken IMMEDIATELY:

- Cancel all outside activities & relocate students from portable trailers to inside the main building.
- Seek shelter quickly & quietly in interior building rooms on lower floors, as applicable. Avoid large, open rooms like auditoriums, cafeterias, or gyms.
- Take a position for greatest safety by crouching on knees with head down and hands protecting the head and back of the neck (the drop position).
- If there is insufficient time to take shelter, go to an inside wall of your room away from windows, and/or beside furniture, and assume the drop position.
- Account for all students and staff.

### Fire Extinguisher

Use Fire Extinguishers on small fires only!

#### P.A.S.S.

Pull the clip

Aim at base of fire

Squeeze handle

Sweep side to side

### Code Yellow / Lockout

- Bring in all students/staff from playgrounds and outdoor activities.
- Secure and lock all exterior doors.
- Lower blinds on exterior windows and doors.
- To restrict movement between buildings, contain students/staff in classrooms/offices, as necessary.
- Call CCSD Police 678-594-8620. If circumstances justify, call 911.
- Normal activities may continue in indoor classrooms and offices, as the situation allows.



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Report School Violence Pronto  
"R.S.V.P."  
CALL 678-594-8620 or 911

