

SAFETY WITH LINK ONE STUDENTS

PLEASE REVIEW
Then place in your
VOLUNTEER MANUAL

1. **Don't panic! Your number one objective is to get the student and yourself into a position of safety. KEEP THE STUDENT WITH YOU**
2. Fire drills and storm drills are indicated by the tone system (bells) in the school. Since you or the students may not be certain which type of emergency is being indicated – take the following steps:
 - a) if possible, ask an adult what the emergency is and how to proceed
 - b) simply follow a group of students with a teacher to their place of safety.
3. Once out of the building, or in the safe room (for storm) let the student identify their teacher, then accompany them to the teacher/their class and make sure the teacher knows your student has rejoined them.
4. INTRUDER SAFETY for all buildings is as follows: When you hear the **“INTRUDER”** announcement over the intercom/loud speaker, go inside the nearest room with a locking door and **LOCK THE DOOR BEHIND YOU**. You may want to consider storing the phone number for the school in your phone. This would allow you to contact the secretary and let them know you have a student with you when they are trying to account for all students.

*** School Specific Instructions ***

EMERSON –

- Storm SAFE PLACE is the school cafeteria, located directly south from the office where you enter

MARK TWAIN –

- Storm SAFE PLACE is the storm PODS which are located south of building “C” where the cafeteria is located.

PLATO –

- Storm SAFE PLACE is the storm PODS behind (west of) the school on the playground.
- For **INTRUDER** plan to use the nurses station located in the hallway between the front desk and your meeting place.

HORACE MANN –

- Storm SAFE PLACE is the school cafeteria

WOODROW –

- Storm SAFE PLACE is the school cafeteria

MIDDLE SCHOOL –

- There are SAFEROOMS in each hallway for use during storms. The student can lead you back to their hallway where they can be rejoined with their teacher and class.
- INTRUDER – This will be announced. First line of defense is to lock the doors coming into the meeting area. You may be contacted by school officials to be moved to a classroom.
- For FIRE DRILL or actual fire – 6th graders exit to front / south of building – rejoin with teacher. 7th and 8th graders exit to rear (west) of building – rejoin with teacher.