

Below you will find procedures for earthquake and outside intruder drill. Please remember when we have outside intruder drill, a threat is in the building and we must exit to St. James our safe place.

I will announce from the intercom "This is an intruder drill. There is an active shooter in the building. Please report to your safe place." Please follow the instructions below:

1. Line your students up quickly.
2. Exit out of your backdoors. (Trailers exit as you normally do.)
3. Trailers, music room, computer lab, media center, third and first grade pod(Blair, Bryles, Camp, Stafford, Westlake, N. Jones, Crisafulli, and Welborn) will use the back trail behind pre-k playground to St. James. Please exit in a single filed line.
4. The remainder of the school will move quickly across the playground and exit through the playground gates to the sidewalk on Pleasant Valley in a single filed line.
5. Report to St. James Family Life Center. (Next door to the school)
6. Once inside of the gym, please take roll.
7. Remain in the gym until you are given the all clear signal.
8. CBI classes will remain in your classroom. Lock your classroom doors, move your students to opposite side of the room away from the door and window, turn off your lights, and remain quiet until the all clear signal is given.