

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 169.15

PROCEDURE: REVERSE EVACUATION

BACKGROUND

A Reverse Evacuation is defined as the process for moving students/staff indoors quickly. Some reasons for Reverse Evacuation include weather, wasps, gun shots, drive by shooting, or when the school is notified by law enforcement that an armed individual may be in the area.

Emergency Code: Reverse Evacuation “Return to the building immediately.”
3 short rapid bells, and a 3 second pause, repeated at least 5 times

PROCEDURES

The plan for Reverse Evacuation should include the following:

1. A Reverse Evacuation plan should be developed for all areas where students congregate outside the building.
2. Sound appropriate signal, 3 short, rapid, continuous bursts of sound (e.g., bell, buzzer, whistle, etc.) or use the verbal announcement, “Return to the building immediately”.
3. Call 911 immediately for gun shots or immediate threats to the safety of students and staff.
4. All the unlocked doors entering the building need to be supervised by assigned staff until all students and staff are safely in the building.
5. Move students/staff/approved visitors indoors quickly.
6. All students/staff should return to their classrooms quietly. Visitors should immediately go to the main office.
7. Once all students, staff and approved visitors are inside, the building exterior doors should be locked and lock down procedures initiated.
8. After everyone has arrived in the classroom, attendance will be taken immediately. A report will be given to the Principal or designee as quickly as possible.
9. All individuals will remain in their classrooms or area until the “All Clear” signal is sounded.
10. If the Principal/Incident Commander deems the situation critical, a “Lockdown” should be ordered and communicated.

Date Issued: November 21, 2007

Date Revised: May 31, 2016

