

This is the procedure for the DO—please refer to your Response Actions and Procedures Manual for District Wide Protocols

Weld RE-4 School District Office Emergency Response Protocol

(effective 2/19)

In the event of an emergency at the District Office, please call **686-8000**. Please report the emergency to whoever answers the phone. Front office personnel will send an emergency message through our PA systems citing one of the four protocols and the type of emergency. This message will be repeated twice. Employees will be required to take action as outlined.

In the event of the fire alarms going off and not being informed of a pending test—do not wait for a PA announcement—evacuate immediately! Sweepers will still be responsible for sweeping their area and reporting to incident command.



Lockout in the event of lockout (for threat or hazard outside of building), front office personnel will lock the front doors. Sweepers for each area are required to check their sections' outside doors and report all clear to the front office. Employees will be notified by front office PA call when lockout is over.



Lockdown in the event of lockdown (for dangerous animal in building, intruder, angry or violent parent or student, active shooter), close and lock door if you can, shut off lights, get out of sight. Be still and make as little movement as possible. Employees will be notified by front office PA call when lockdown is over.



Evacuate in the event of evacuate (for fire, bomb threat, chemical hazard), all employees will exit from the nearest exit and proceed to the east side of the building along the chain link fence. Move down towards the Windsor Middle School bleachers. First department head outside the building will deem themselves Incident Commander and will call 911. Sweepers will clear their sections of the building and will report to the Incident Commander (who will have their hand raised). Incident Commander will report to emergency services that the building is cleared. Do not take any belongings with you. Exit the building immediately.



Shelter in the event of shelter (for tornado, earthquake, large hail, flooding), employees are to proceed to the Never Summer Conference room in the basement for all shelter. The exceptions would be flood-gather in main front office---earthquake get into the nearest doorway. Shelter announce will indicate the reason for shelter Sweepers will clear their sections.

SWEEPERS---The building will be divided into four (4) sweeping sections. Each department head is designated as the sweeper for their section. It is up to each department to set a chain of command for their sweeping duties when that department head is not present. Sweepers will check all non-compromised areas assigned to them including bathrooms, empty offices, knocking on the server room door, the vault door and storage areas. Sweepers will report either "all clear" or if there are any issues as listed above. Each department is responsible for setting their own protocol for check in or check out procedures for their employees.

SWEEPER SECTION ONE (1)-Business Services

Clears all rooms from security door by the elevator back to the last office in Business Services Wing

SWEEPER SECTION TWO (2)-Exceptional Student Services

Clears from break room, SPED/Nutr. Offices, Server Room, back staff bathrooms, mailroom and Columbine Room

SWEEPER SECTION THREE (3)-Curriculum Office

Clears from Board Room, lobby, bathrooms, main office area, Curriculum Offices and Bighorn Room.

SWEEPER SECTION FOUR (4)-Technology Department

Clears all basement offices, vault, storage area, hallways and stairwells.