


PCLES EMERGENCY CHART

EMERGENCY TYPE	BELL SOUND	WHAT TO DO...
Evacuation/Fire 	Continuous short staccato ring (ring-ring-ring etc.,)	<ul style="list-style-type: none"> • Escort class to designated area at the back field • Complete Accountability Form to be collected
Shelter in Place RED (LOCKDOWN)	3 continuous short staccato rings followed by a pause in between (ring ring ring---ring ring ring---)	<ul style="list-style-type: none"> • Stop Teaching • Lock Doors/Cover windows • Push barriers up against the door • Turn off lights
Earthquake	One long continuous ring (Ringggggggg)	<ul style="list-style-type: none"> • Drop, Cover & Hold On
Shelter in Place YELLOW	2 continuous short staccato rings followed by a pause in between (ring ring---ring ring----)	<ul style="list-style-type: none"> • Continue Teaching • Lock Doors/Cover windows • Take Attendance
Shelter in Place GREEN	Long ring followed by short ring (ringggggg-ring-ringggggg-ring-ringgggg)	<ul style="list-style-type: none"> • Continue Teaching • Scan room. Inform school personnel immediately if any suspicious items are found. • Take Attendance • Do NOT lock doors or windows

Reminders:

- No students are to leave the class to use the restroom or go to the Nurse's office during an emergency.
- Remain calm and assure students that they are okay.
- Students are not allowed to use their cell phones during an emergency.