

**DELANO UNION SCHOOL DISTRICT  
STANDARD EMERGENCY RESPONSE PROTOCOLS - DISTRICT OFFICE**

<b>PROTOCOL</b>	<b>SITUATION</b>	<b>GOAL</b>	<b>ACTIONS</b>
<b>CODE GREEN</b>	Potential external security risk. Situation unknown or uncertain.	Raise security level while continuing with normal operations.	Heightened Situational Awareness
<b>CODE YELLOW</b>	Identified external security risk. Potential to impact District Office.	Raise security level and adjust operations consistent with security needs.	Page Code Yellow via phone Secure the perimeter. Minimize perimeter exposure and movement between buildings.
<b>CODE BLUE</b>	Unresponsive individual. Potential or actual medical emergency.	Provide medical assistance until emergency medical services arrives. Clear area and allow for privacy.	<u>Call 911</u> . Page Code Blue via phone and give location. Code Blue Team responds to location. Deploy AED.
<b>CODE RED ("Lock Down")</b>	Immediate security danger/risk. Intruder(s) or hostile person(s) at District Office, presenting threat of violence or engaged in threatening activities.	Cease normal operations and take immediate action to contain and/or minimize exposure to danger/risk.	<u>Call 911</u> . Page Code Red via phone if possible. Run, Hide, Fight. Safe room: lock door, turn off lights, and remain silent. Wait for "All Clear".
<b>EVACUATE</b>	Unsafe conditions and/or emergency response activities require District Office staff to move to exterior of buildings and/or to another location. (Active shooter, Earthquake, Explosion, Fire)	Cease normal operations and take immediate action to move to exterior of buildings. If necessary, relocate District Office to another location and establish continuity of operations.	Evacuate buildings using fire routes. If directed to evacuate to another location, assist with bus loading and unloading. (Take personal belongings: purse, car keys, cell phone)
<b>SHELTER</b>	Immediate safety hazard caused by natural disaster, environmental conditions, or biological/chemical events.	Cease normal operations and take immediate action to minimize exposure.	Close doors and windows. Seal windows/doors as instructed. If directed to evacuate to another location, assist with bus loading and unloading.