

CLEAR Room

GENERAL INFORMATION

Depending on the type of emergency, it may be necessary to relocate students (from one or more classrooms) to a designated Buddy Room. The directive is used when there is an immediate need to move students rapidly, safely and in an organized fashion into another nearby classroom (Buddy Room) in the event of a medical emergency, aggressive or violent behavior, chemical/hazardous material spill in the room or other dangerous situation. Students should be trained to go directly to their assigned Buddy Room when a room clear is announced. The procedure for this are as follows:

Responsibilities

Principal/Designee

- Review possible need for a lockdown until circumstances surrounding the incident are known.
- Notify SUSD police or call 911 if the situation warrants immediate emergency action.
- Provide immediate assistance in the room affected.
- Provide immediate assistance in the Buddy Room.
- Notify any other departments that may need to assist.

Teacher/ Office Staff

- Make the announcement “Clear or Exit Room” and direct students to immediately go to their Buddy Room in a safe and organized fashion.
- Notify the office and briefly describe the situation including needed assistance, (i.e.) 911, first aid, etc.
- Stay and maintain pupil supervision if it is safe to do so and as long as necessary.

NOTE: A primary and secondary Buddy Room location should be posted in the classroom and students should be trained to go directly to their Buddy Room during a room clear announcement.