**BCS 3 Campuses Code Red Information**:

**Preparation before the Code Red Drill on Dec 14, 2019**

Please review the following items and ask your campus manager if you have any question.

1. All teachers should select the safest place at their room before the Code Red Drill, the place should not be watched from outside of the classroom and good enough to sit all of the students, and the wall should be concrete, not a wooden wall.

2. Watch how to use the locking belt to lock the door tightly from the following YouTube video for your reference. Please try at least once before the drill.

 <https://www.youtube.com/watch?v=gIkeHlQX0uY>

**Follow the Code Red Drill steps on Dec 14, 2019 at 10:00am - 10:15am**

1.Announcement that intruder is on campus and campus is on lockdown (Code Red) from the PA system.

2. Teacher needs to let all students and parents go inside to the classroom, and close the classroom the external door and internal door and using the locking belts to lock the door tightly.

3. Teacher needs to close and lock all windows, if they are opened.

4. Teacher needs to turn off all of the classroom lights.

5. Teacher should bring all of the students hiking in the safest place of the classroom and sitting down and keep absolute silence. Put all cell phones on “Silent” or “Vibrate” mode.

6. Don't open the classroom doors for anyone, who doesn't have the door open secret code.

7. Please wait for the rescue team to come to open the doors with the door open secret code (BCS & number of month eg. BCS12 for December).

8. After all of the classrooms are checked, then we will announce the Code Red Drill finish from the PA system.

**BCS 3 Campuses Code Red Protocol in daily school day**

1. When any armed suspected person or intruder is found at the campus, please inform the parent patrol or office immediately. The campus manager should call 911 and announce Code Red from the PA system immediately.
2. All EXTERNAL AND INTERNAL DOORS OF EACH CLASSROOM SHOULD BE LOCKED BY THE LOCKING BELTS FROM INSIDE when Code Red is announced from the PA system.

(Please make sure the locking belts for each external and internal doors of your classroom are existing and working every week. If not, please talk to campus manager)

1. If there are blinds or curtains, please close them immediately.
2. Please TURN OFF ALL LIGHTS.
3. Please CHOOSE THE SAFEST PLACE INSIDE OF YOUR CLASSROOM AND KEEP ALL STUDENTS SIT DOWN.
4. Maintain ABSOLUTE SILENCE!
5. Please wait for the rescue team or policeman coming, and they will use the door open secret code when they lock the doors.

(Don't reply and open the doors without confirming the door open secret code)

1. If approached from outside by verified (the door open secret code) the rescue team, quickly and orderly evacuate to safe location CARRYING NOTHING!
2. During evacuation, keep quiet and hands up if necessary.

10.Await further instructions and stay together!