



Piedmont Community College Safety Code Chart



Your safety and the safety of our students may depend on your knowledge of procedures

CODE 0

- Administrators/Safety Personnel report to A Building or specified area

CODE 100

- Keep students in class
- No movement is desired in order to secure the situation or resolve the incident

CODE 200

- Lock doors—keep teaching
- Situation in surrounding area of school
- Do not alarm students, but do not allow students to leave room
- Check before opening the door to anyone
- Allow students to move on the *all clear signal*

Review this material often and always assume that codes are REAL

CODE 300

- Lock down—severe measures
- Close and lock the door, barricade if possible
- Turn off lights, radios and computers
- Close blinds
- Seek protective cover
- Keep quiet and act like no one is in room; *silence cell phones*
- Do not answer the door
- Notify 911 if safe to do so and provide dispatcher with detailed information

CODE 400

- Fire, chemical release, bomb threat, gas leak
- Evacuate building and proceed to evacuation route
- Know your exit, have it posted in your room
- Do not re-enter building until *all clear signal*

CODE 500

Tornado Watch

- Teachers will continue regular class activities without informing students

Tornado Warning

- Move to designated area, close door
- Everyone will assume a curled position to protect eyes and head
- Stay away from glass or windows

FIRE

- Pull the nearest fire alarm
- Evacuate the building, using the fire evacuation plan
- Do not use elevators
- Do not re-enter building until *all clear signal*