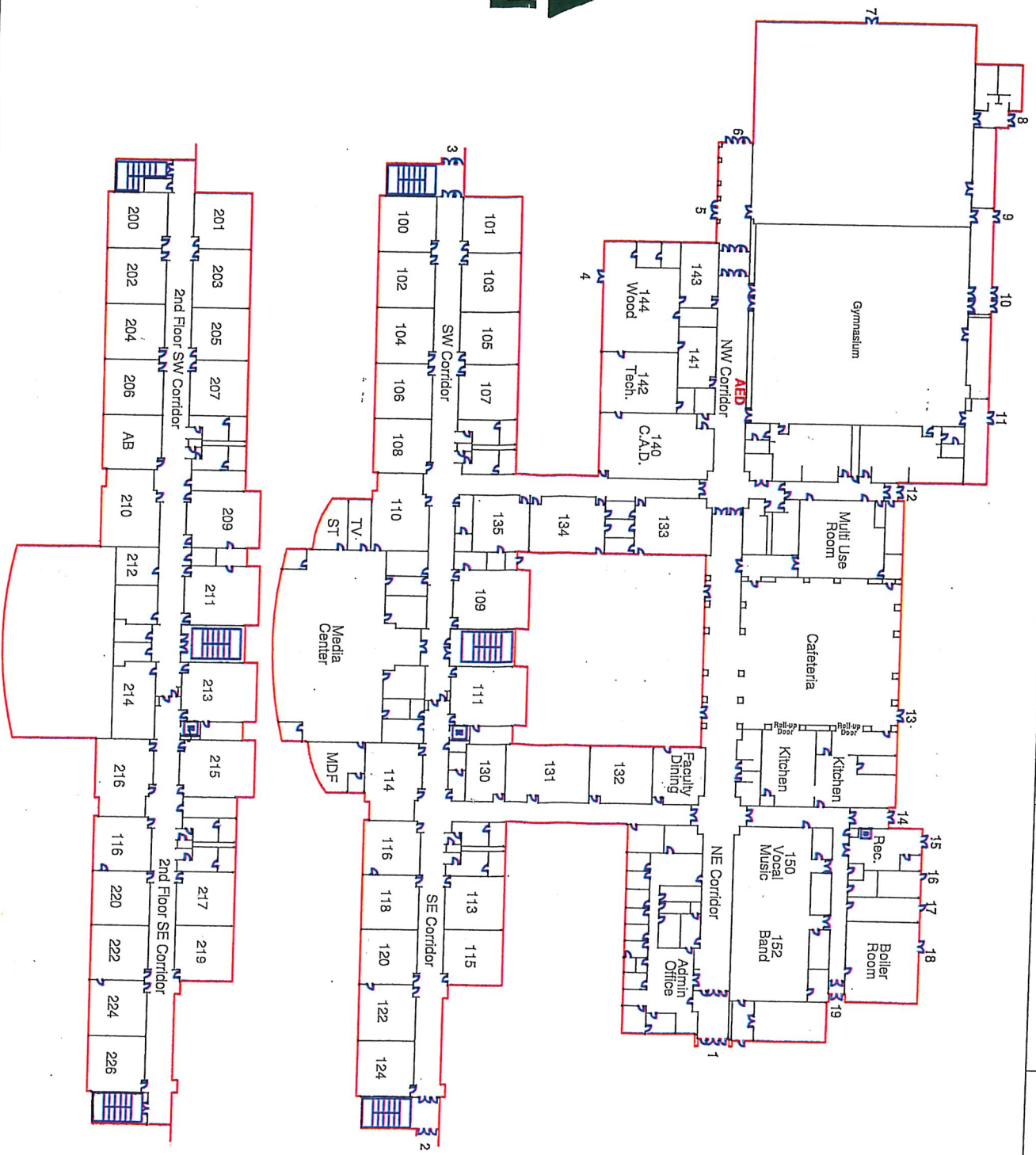




Address:  
 8615 9 Mile Road NE, Rockford Michigan 49341

Occupant:  
 East Middle School

**PHONE #**  
**(616) 863-6140**



**LOCKDOWN**

1. Notification announcement will be, "LOCKDOWN, LOCKDOWN!"
2. Find and secure yourselves and students in a safe location.
3. Close and lock all doors.
4. Turn off lights, close shades/shutters
5. Move to least visible area of room, remain SILENT, and await further instructions

**FIRE**

1. Notification will be the fire alarm and "FIRE, FIRE."
2. Conduct evacuation procedures using the quickest and safest route to the designated assembly area.
3. Take class roster
4. Close doors/windows and turn off lights.
5. Take attendance in the assembly area and remain there for further instructions.

**TORNADO**

1. Notification of severe weather via announcement.
2. Close doors/windows and turn off lights.
3. Take class roster
4. Move students together to their designated safe area.
5. Assume a protective position when instructed and await further instructions.