

Benton County Public Schools
CERTIFIED PERSONNEL
FIRE, TORNADO AND LOCKDOWN STUDENT REQUISITION FORM

Teachers Name _____ Room # _____

Date _____ Cell # _____

CLASSROOM TEACHERS
"Situation" duties and responsibilities

1. Upon hearing or receiving in writing the signal **"TEACHERS THIS IS A SECURITY DRILL, PLEASE CLEAR THE HALLS"**, move into the area outside your class including hallways, restrooms, stairwells, etc. Bring into your classroom every person (child and adult) in the immediate vicinity. Assist substitute teachers in your area if possible, then close and LOCK your door. An instruction to "REPORT YOUR INFORMATION ELECTRONICALLY" means send it via text message to Lisa Hill at 731-225-1123 or Fran Pierson at 731-676-6440. If you do not have text messaging please email your information to lisa.hill@tennk12.net.
2. Immediately take attendance, add the name of any student or adult not normally assigned to your class. Remain calm. **DO NOT ALERT YOUR STUDENTS THAT THERE MAY BE A SITUATION. IT IS EXTREMELY IMPORTANT THAT YOU REMAIN IN CONTROL OF YOUR CLASS. Continue usual classroom routine, but under no circumstances release a child into the hallway.**
3. Open your door only at the predetermined signal, when you visually recognize the TEAM member, or when proper ID is provided by Emergency Personnel. Please give a copy of your attendance with any additions or notes about extra or missing students or adults to the TEAM member upon request.
4. When directed move your class from the building in a controlled manner to the area designated by the TEAM member. LEAVE YOUR CLASSROOM DOOR LOCKED.
5. Students may not go to their lockers or to the restroom.
6. Remain with your class at the relocation point until dismissed.
7. Do not return to the building until permission is granted.
8. Be cautious in making statements to the press or in allowing the media access to your students. News statements will be handled by the SPEAKER or School Communications.
9. Please remain alert to the problem and cooperate with emergency personnel.
10. **Turn on email to receive and send additional information.**

List persons other than yourself in this room during this drill.

Return this sheet to the TEAM member upon request.

Names of Students Absent: _____

Names of Students out of Room: _____

Names of Extra Students: _____

Names of Extra Staff: _____

Number of Roll Students Present: _____