



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

722.6

Emergency Code Signals for Use in River Valley School District

River Valley School District staff will utilize code signals through its intercom systems for the purpose of relating circumstances to staff members which have the potential to become life threatening. The following codes have been established:

1. **Code Blue**
2. **Code Red**
3. **Code Yellow**

Code Blue signals a **potentially** life threatening medical situation is occurring within the building (i.e. cessation of breathing, uncontrolled bleeding, heart attack, unconsciousness, severe shock, etc.).

Code Red is a non-medical emergency and relates to an extreme circumstance, which has the potential of becoming life threatening for one or more individuals within the building and/or includes circumstances that warrant students and staff to be secured in locked classrooms.

Code Yellow signals a hazardous waste spill has occurred, which has the potential of becoming life threatening for individuals in or around school buildings.

When the suspected code occurs, it is the responsibility of the employee in the area to get the following information to the office immediately:

1. The name of the victim or the individuals involved (if possible).
2. The location of the individual or individuals.
3. What happened or is happening.
4. Why a particular code situation.

The employee relating this information to the office must use the fastest method possible (intercom, phone, runner, etc.), and stay in contact with the office. Also, if there is an injured person, stay with that person. Sound judgment should be exercised. Instructors must not put a class, themselves, or others at risk.

Office personnel will then respond as follows:

1. Announce over the P.A. in a calm voice, "Please keep your students in your rooms (or in the case of **Code Yellow**, "Please move your students to a specified location.") We are in a **Code (Blue/Red/Yellow)** situation." It should be repeated three times.
2. The appropriate response team should be notified. In the case of **Code Blue**, team members report with a First Aid kit and Automatic External Defibrillator (AED) and contact the School Nurse. For **Code Red and Code Blue**, 911 emergency should be called to request **medical and/or** police assistance

immediately. For **Code Blue**, 911 EMS should be called to request medical assistance if deemed appropriate by the building Code Blue Team and School Nurse.

3. Teachers should secure their classrooms or areas until the **All Clear** is announced. This includes the office area as well. Under **Code Red**, instructors shall:
 - A. Secure their rooms (lock the doors).
 - B. Remove the class and themselves from clear view and seek shelter in the room.
 - C. No student is to leave the room under any circumstances.
 - D. Ignore all class change bells.
4. Teachers who are on prep periods should report to classrooms or hall intersections to be available when necessary under **Code Blue** guidelines only. **These staff members will supervise classrooms where a Code Blue staff person has had to respond to a Code Blue situation.**
5. Parent/spouse/designee should be called under **Code Blue** guidelines **as deemed appropriate by the Code Blue Team and School Nurse.**
6. For **Code Yellow** guidelines, refer to Policy #722.7.
7. The building administrator or person in charge will announce an **All Clear** three times over the P.A. when the situation is ended.

Cross Reference: Policy #722.67 - Public Access Defibrillation Program
Policy #722.7 - Hazardous Materials Incident Policy
School Safety Plan

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