

## Substitute Procedures

Welcome to Atlantic! Here is some important information for your day with us:

1. Locate the call button. Call if you have any problems or if the teacher did not leave work for the students.
2. Please silence your cell phone, use only in an emergency during class.
3. Do not sign anything for students. Have them see their teacher when they return or see the appropriate AP.
4. **Always** have your ID visible.
5. Check with the sub office during any free periods to see if help is needed elsewhere.
6. Restrooms are in the middle of each of the main hallways in buildings 4, 5 and 6.
7. Please shut down the computer, overhead projector and lights at the end of the day.
8. Print clearly on your sub time report so that you are paid properly. You will get your copy at the end of the day when you sign out.

## Procedures for a Code Red Lockdown

1. Code red lockdown means just that..... we are locking down!
2. All doors will be locked and you will not be let in or out. You need to move to a secure room. If your room has windows, make sure the blinds are closed.
3. Shut down/turn off **anything** that can make noise. Cell phones or other transmittal devices can make sounds unexpectedly and alert danger to your location.
4. No matter what you may hear..... **STAY PUT!** The Crisis Response Team will locate you during the *All Clear Sweep*.
5. If you have a student with you, the expectation is that their safety comes first. If you stay calm it will help them stay calm.

It is important to understand that the lockdowns can be in effect for multiple hours. Please be patient and adhere to the rules laid out by the staff. Our staff is highly trained and know what to do in these situations. Please follow their lead. Our primary focus is the safety and security of everyone involved.