

Risk Code Steps To Be Used:

- “The Star Child is **Red**” when there is a threat within the building; e.g. an intruder is in the building
- “The Star Child is **Yellow**” when the risk is outside the building and academy is to be on lockdown
- “The Star Child is **Green**” when the situation is cleared

If potentially violent individual gains access to academy and remains:	
1	Call 911, ask for police and seek advice on how to handle situation <ul style="list-style-type: none"> - If unable to reach main phone, use cell phone, walkie talkie, intercom system, etc. - Use The Star Child is Red risk code
2	Order a selective evacuation if possible by notifying FD and onsite staff; FD will notify RVP; RVP will notify Compliance, HR and Marketing <ul style="list-style-type: none"> - No intercom: teachers should do their best to spread the word to each teacher while not alerting the intruder - Intercom and/or walkie talkies: Risk code The Star Child is Red to be announced to academy
3	Try to isolate potential aggressor from as many adults and children as possible; try to draw individual to office, staff room or other less populated space; if individual has entered a classroom, seek to draw him/her into the least utilized portion of the room
4	Remain calm and be polite; do not physically restrain or block their movements; if comfortable doing so, engage the potential aggressor in an agreeable conversation to de-escalate the situation
5	Unaffected classrooms should be directed to move to locations around the academy that are farthest from the incident points; selective evacuation should proceed room-by-room and as orderly and quietly as possible being careful to use routes not visible to the incident point
6	Staff is to make sure no other individuals other than emergency personnel enter the space where you have isolated the potentially violent individual
7	When police arrive they will take over situation; if decision is made to relocate to the alternate site follow the appropriate evacuation procedures
8	Academy management will notify RVP with update and RVP will notify Compliance, HR and Marketing; If the academy houses a program classroom, notify the Program Director
If academy affected by random acts of violence (e.g. drive by shooting)	
1	Remain calm and immediately call 911 and security/onsite personnel
2	Staff will alert other staff of the with The Star Child is Red (if academy at risk) or The Star Child is Green (academy no longer at risk)
3	Alerted staff members will close the doors of their areas and have children lay on the floor
4	Academy management will report incident to FD; FD will notify RVP; If the academy houses a program classroom, notify the Program Director