

Stark County Board of Developmental Disabilities

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EMERGENCY RESPONSE CODES

POLICY

This policy provides employees with clear guidance and procedures to follow when the Board activates an Emergency Code.

In the event of an emergency, the appropriate Emergency Code will be used to alert staff and notify key parties. This will trigger an immediate response aligned with the Board's Emergency Operations Plan and Crisis Communication Plan.

The safety and well-being of employees, individuals, and stakeholders is the Board's top priority during any emergency. Well-developed procedures, combined with effective training, are essential to minimizing injury and damage in such situations.

Historical Resolution Information		Reviewer(s):
Date 8/26/25	Resolution Number 08-46-25	Director of Human Resources

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EMERGENCY CODES

PROCEDURE

CODE NAME	EMERGENCY CODE EVENTS
Active Shooter Alert- State Location	An Active Shooter or someone with a weapon is in the building. Evacuate, Hide, Barricade , or take Defensive Action . A blinking blue strobe light at WDC, Southgate, & Eastgate mean the building is in Lock-down.
Lockdown	Lockdown procedures are initiated by a clear and concise announcement or signal. Lock all doors and windows. If there is a door with a lock, lock it. If doors don't have locks, barricade them with furniture or other available materials. Turn off lights in the room or building area to make it less visible. • SOFT LOCKDOWN Option – Doors are locked to keep people out because the threat is external and non-imminent (e.g. police activity nearby, possible threat outside building). • Exterior doors are secured to keep everyone inside. • Interior movement is permitted, but just inside the building. • Classroom activity may continue as scheduled.
Shelter in Place SIP	When there is not time to safely evacuate shelter in place. Go to an interior room with as few doors and windows as possible within your facility and take refuge. Designated areas are marked SIP
Fire Alert (audible alarm or verbally)	Fire – Exit Building through designated routes and report to designated area.
Code Blue Alert – State Location	Bomb Threat – exit the building immediately and report to your designated safety location listed below. Designated Employee Safety Locations: Whipple-Dale Centre – Avondale Elementary, Eastgate School – St. Thomas Aquinas High School, Southgate School – Canton Community Center, Bus Garage – Southgate School Gymnasium, or Canton Community Center if Southgate is evacuating.
Weather Alert	Phase I – Severe weather exists and severe storms are imminent – move to your designated location. Phase II – A tornado warning is underway – assume safety position.
Hazard Alert – State Location, Evacuate or SIP	Toxic chemical spill or other dangerous environmental issue – wait for further instructions. In the event of evacuation, report to designated employee safety locations. Evacuate or SIP
MacGyver Alert – State Location	Upset, angry, or loud person. Staff trained in the de-escalation techniques should respond.
Code One – State Location	Seizure protocol for seizure activity requiring nurse assistance Southgate only.
Code Red – State Location	Medical Emergency – Nurse-led response team, assess situation, and contact 911, if applicable. Eastgate & Southgate Schools only.
Exit Alert – State Location	Student has exited the building. Please page Exit Alert and state the location (i.e. Exit Alert – Door A).
Code B – State Location	Behavior Team Required. Staff to report immediately. Code B includes a student who is on the “run” inside of a building.

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