Stark County Board of Developmental Disabilities

Policy 3.13 Emergency Response Codes	Effective: 08/26/2025
Chapter 3: Safety	Page 1 of 3

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

Stark County Board of Developmental Disabilities

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EMERGENCY CODES

PROCEDURE

An Active Shooter Alert- State Location 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. 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) Code Blue Alert – State Location Bomb Threat – exit the building immediately and report to designated area. State Location sufficiently and the safety location listed below. Designated Employee Safety Locations: Whipple-Dale Centre – Avondale Elementary, Eastgate School – St. Thomas Aquinas High School, 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. Phase II – A tornado warning is underway – assume safety position. Phase II – A tornado warning is underway – assume safety position. Phase II – A tornado warning is underway – assume safety position. Phase II – A tornado warning is underway – assume safety position. Scieure protocol for scieure activity requiring nurse assistance Southgate only. Gode One – State Location Seizure protoc	CODE NAME	EMERGENCY CODE EVENTS		
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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	Lode Ked – State Location	• •		
(i.e. Exit Alert – Door A). Code B – State Location Behavior Team Required. Staff to report immediately. Code B includes a	Exit Alert – State Location			
Code B – State Location Behavior Team Required. Staff to report immediately. Code B includes a	Zantinert State Botation			
	Code B – State Location			
		student who is on the "run" inside of a building.		

Stark County Board of Developmental Disabilities

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