

EMERGENCY RESPONSE PROCEDURE

All classrooms must have posted near the door, but not on the door, a map with an evacuation route that will be used for fire, bomb and other possible evacuation events. After the fifth day of the beginning of each semester, teachers must create a folder with rosters for every class in it that must be taken with the teacher when escorting their class outdoors for drills or emergencies. The teacher must count students as they leave their classroom and must count the students again when they arrive at their designated location away from the building. After someone from the administration has secured the building, or disarmed the alarm they will inform the teachers that it is safe to return to their classroom.

In the case of a lock-down; all teachers will be notified via internal electronic message. At that time all teachers must keep all students in their classroom and lock the door so it is not operable from the outside. All persons must remain in the classroom, away from the window and door until someone from the administration has alerted the faculty the lock-down is over. In the event of other emergency's such as tornado, flood or other natural disaster, teachers should remain in the classroom and treat it as a lock-down, and wait for clearance from administration.

In the case of a bomb threat it is imperative the teacher refer the call/ caller to the administration. The teacher's responsibility is to remain calm and keep students out of harms way and follow the procedures as though it was a fire emergency and evacuate accordingly. Administrators will complete an Emergency Response Form.

All emergency services will be called by the Department Chairs or the Executive Dean of the school, and documented appropriately. If faculty or staff is directly involved in an emergency, a brief type written narrative of the event must be provided to the administrator by the faculty or staff member within 12 hours of the event.

In the event of a break in, if the building has evidence of a break in or intruder, do not enter the building. Call an administrator, who will advise on the situation. In the unlikely event that you encounter the intruder, do not put yourself in danger, cooperate with the perpetrator.

In any instance of weapons on campus, notify the administration immediately. Do not attempt to disarm any persons. All parents may be contacted through electronic phone or emails.

In case of immediate danger or threat, call 911 first and then the administration, evacuate students and stay calm.

NSAA will comply with all Fire Marshall requirements for fire drills and other emergency procedure drills.