

FIRE ALARM PROCEDURE

SIGNAL: Alarm and lights sound/flash.

PROCEDURE DURING CLASS TIME

1. Teachers prepare: your red evacuation folder must be pinned on the wall next to the exit and include the map and route of evacuation, and rosters for all classes in that classroom. Copies of maps can be found in the admin copy room and rosters may be printed from schoolmaster.
2. Students exit classrooms as the teacher holds the door open, ask the students to walk quietly, counts the students as they leave the room. Backpacks, etc remain in the classroom. **TEACHERS TAKE THE RED EVACUTION FOLDER WITH YOU.**
3. When all students are out, the teacher will lead them to an area in the parking lot, on the east side of the dumpsters.
4. Talking should be minimal so the teachers and students may hear further directions, **NO CELL PHONE USE.**
5. When the class arrives to the parking lot area the teachers must once again count the students, use the roster to be sure they identify those not present who were in class prior to the alarm.
6. Students found in the hallways, outside areas, or restrooms are to remain with a designated class or faculty member until given permission to join their class in the parking lot.
7. Students remain in orderly and silent groups until all clear is given.
8. Return to class with the teacher.

PROCEDURE USED WHEN CLASS IS NOT IN SESSION

1. All teachers exit and take a small group of students with you to your designated area in the parking lot.
2. Students remain with the teacher.
3. Students remain in orderly and silent groups until all clear is given

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area and the red folder has the needed information.
2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.

ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS

Parents, guests and community people on the grounds during a drill must participate.

Adults are reminded that no talking is allowed. Please be good role models for the scholars.

LOCK DOWN PROCEDURES

1. You will be informed of the lock down via cell phone or school communication system. The all clear will be done by a runner from administration to alert that the campus is safe.
2. Quickly glance outside the room to direct any students or staff members nearby into your room immediately.
3. Lock your door.
4. Get you red emergency folder and keep close to account for students.
5. Lower or close any blinds.
6. Place students against a wall, so that the intruder cannot see them looking in the door or windows.
7. Turn out lights and computer monitors. **NO CELL PHONE USE.**
8. Keep students quiet.

Restrooms:

All people in the restrooms remain in the restrooms, locked in a stall and stand on the toilet.

Music room:

All people from the music room must move into the hallway, and crouch down.

Main Building:

All the students in the painting room or commons room move to the DA room. People in the gallery must move to the theatre, the theatre is a locked area.

EARTHQUAKE EMERGENCY PROCEDURES

1. Intense shaking occurs or teachers will be notified through the communication system, or cell phone of the drill or emergency.
2. In an earthquake drill, everyone should “duck and cover.” Drop to the floor, and crouch under a desk or table if possible. If the class is outside, they should remain outside and away from glass, or buildings. If there is no cover inside, move and crouch near an inside wall, or under a door frame.
3. Wait for shaking to stop or to be notified from school administration.
4. Check for injuries and/or trapped individuals in your class.
5. After checking for blocked exits, students and teachers prepare to evacuate.
6. Teachers will evacuate classes to the Emergency Assembly Area. Follow the fire alarm procedures. **TEACHERS TAKE THE RED EVACUTION FOLDER WITH YOU.**
7. Injured people will be taken or sent to the driveway area north of the Apache Blvd exit/entrance for medical help.
8. Students are to be released to parents and documented by an admin.