



Emergency Plan *Quick Reference for Students*



If an emergency strikes, follow the procedures you used during drills and instructions provided by your teachers.

- The evacuation plan is posted in each room.
- **DON'T PANIC!!!** Help others around you stay **CALM**.

Stay with your class at all times. Students are not allowed to wander or visit others.



DISASTER (Earthquake or activity causing building damage)

Drop, Cover, and Hold On: Find a safe place such as under your desk or a table in the classroom and quickly take shelter. Drop to the floor, cover your head and neck with your arms, and hold on. The teacher will guide you to the evacuation point when it is safe to leave the classroom. Evacuation routes are posted near the exit of each classroom. Be sure to look for potential hazards while exiting and be prepared to change routes due to obstacles.

Fire or other emergency signaling evacuation:

EVACUATE THE CLASSROOM/BUILDING. The alarm will sound with short tones followed by a pause. Students should evacuate to their designated place on the athletic field. Evacuation routes are posted near the exits in every classroom. Be prepared to change routes due to fire. If you are the first to discover a fire pull the fire alarm on your way out.



Lock Down



A lock down is called when there is danger nearby and students need to remain in classrooms. This would occur for police activity in the neighborhood or a swarm of bees passing by. Students should remain in classrooms with the doors locked, lights off, and windows and blinds closed. No talking or noise should be made during a lockdown. Students should not exit the room unless told to do so by administration or police. If you are on the campus and get locked out of a room, hide in the bathroom or any safe place you can find.

Downed Power Line on Campus

If you notice a power line that has fallen on campus, do not touch it. Quickly tell a teacher, staff member, or administrator. Stay at least 30 feet away from the line as the power can make the line move without anyone touching it. Downed power lines are deadly!



Ambulance on Campus/Medical Emergency

Should we have to bring an ambulance on campus, quickly move away from the area of the injured person and stay out of the way of the vehicle. With many students on campus, the ambulance will have to drive slow and those seconds could make a difference to the person who needs treatment.



Exceptions to the Normal School Plan

If the evacuation were to occur:

1. **BEFORE SCHOOL** – Staff and students would report to the evacuation area on the athletic field. Students report their homeroom area. ZERO period students and teachers follow evacuation procedure
2. **AFTER SCHOOL** – Staff and students would report to the homeroom evacuation area on the field.
3. **DURING SNACK** - Staff reports to their homeroom evacuation area on the field. Students report to their homeroom teacher
4. **DURING LUNCH** – Staff reports to their homeroom evacuation area on the football field. Students report to their homeroom teacher
5. **DURING PASSING PERIOD** – Staff reports to their classroom evacuation area on the football field. Students report to the field and find their homeroom teacher.

In the case of a lockdown during any of these times, students should quickly move into any classroom or area that they can safely, even if it is not their teacher.