



Academy of Media Arts

EMERGENCY PROCEDURES

&

CRISIS PLAN

2022-2023

EMERGENCY HOTLINE:
1-800-854-7771



EMERGENCY PROCEDURES & CRISIS PLAN

TABLE OF CONTENTS

Site Emergency or Natural Disaster Information	3
Types of Emergencies/Emergency Signals.....	4
Evacuation Assembly Areas Map.....	5
Explanation of Emergency Actions: Drop, Cover and Hold Leave Building Shelter In Place Central Shelter Secure Site Code RED Assemble/Take Roll Evacuate Campus6
Airborne Exposures Bioterrorism, Chemical or Radiological Incident Toxic Spills.....	9
Civil Disturbance.....	10
Severe Weather	10
Missing Student	11
Injured Scholar or Staff Member	11
Explosions/Threat of Explosion.....	12
Fallen Aircrafts	12
Bomb Threats	13

TABLE OF CONTENTS con't

Earthquake Preparation.....	14
Fire Safety.....	16
Alarms/Emergency Notifications	17
Earthquake and Fire Drills.....	17
Lockdown Drills/Off-Campus Response.....	18
Staff Responsibilities.....	19
Closing.....	21

SITE EMERGENCY OR NATURAL DISASTER INFORMATION

The most useful protective measures that can be implemented at the onset of a site emergency or a natural disaster are those taken before an emergency or a disaster occurs. Through advanced planning, readiness and prompt action, injuries may be held to a minimum and lives saved in such situations. It is our function, through advanced and ongoing staff planning, to provide for the maximum practical safety of scholars and other persons present on school property, should an emergency take place.

Mass panic can be one of the greatest dangers to students. Faculty and staff members should remember that in times of stress, students look for leadership to those who are in an authoritative position. Remain calm, size up the situation, and take action based on known facts. If unknown fears are replaced by fears based on actual knowledge, and if young people and adults can plan a course of action to follow, the result should be an increased feeling of security with a decrease in tension.

Teachers will accomplish the following:

1. Train Scholars consistently throughout the school year so they react automatically to emergency drills and are fully aware of their responsibilities.
2. Keep informed about up-to-date school emergency and civil defense plans.
3. Have readily available and visible, at all times, the class roll, names, and telephone numbers of parents. Check consistently to ensure these items are accounted for and visible throughout the school year.
4. Have a copy of school emergency plans in classroom for use by a substitute teacher or visitor not familiar with the emergency plan.
5. Know primary and alternate routes for evacuating the building. Get familiar with the campus and take different routes in and out to further familiarize yourself.
6. Take note of locations and be able to operate on site fire-fighting equipment in the event of an emergency.

Teachers will accomplish the following during an emergency:

1. In the event of an emergency, all faculty and staff members are expected to remain on campus, even beyond normal work hours. Administrators will arrange for the release of employees as soon as conditions permit.
2. Teachers will remain with scholars at all times to ensure their safety and morale until relieved of such responsibility by direction of proper authority.
3. Carry the class roster and account for all Scholars.
4. Teachers will take roll call, evaluate the situation in general, report missing, casualties, or damage to next in command.
5. Review emergency evacuation plans with Scholars.
6. Extinguish incipient fires, maintain order, and assist other teachers and Scholars as needed.
7. Stay calm. Set a good example. Model calm behavior.
8. Assume command. Build confidence by giving positive directions. Avoid panic and frightening statements.
9. Keep Scholars together.
10. Be prepared for unusual situations and exercise sound judgment.
11. Watch for early signs of emotional disturbances in Scholars.
12. Administer first aid, if necessary. Contact First Aid team.
13. Release Scholars to return to the classroom only when given direction by administration or identified law enforcement depending on the situation.

(IN AN ACTUAL EMERGENCY, RELEASE SCHOLARS ONLY TO THEIR PARENTS OR PERSONS AUTHORIZED BY PARENTS).

TYPES OF EMERGENCIES/EMERGENCY SIGNALS:

Emergency actions will be signaled through the following devices or by verbal instructions:

DROP, COVER AND HOLD Earth movement or announcement

LEAVE BUILDINGS Fire system horns and strobes or announcement from Administrator/Authorized personnel

SHELTER IN PLACE 1 long blast on air horn, or announcement of "SHELTER IN PLACE"

CENTRAL SHELTER Announcement of the phrase "CENTRAL SHELTER"

SECURE SITE Announcement of the phrase "SECURE SITE"

CODE RED 5 short blasts on air horn, or announcement of "CODE RED"

ASSEMBLE/TAKE ROLL Announcement (specify assembly location)

EVACUATE CAMPUS Announcement after assembly (specify departure location)
(To off-site location)

All mechanical signals should be accompanied by mass notification/announcement to ensure understanding. Announcement should first be attempted by phones and portable megaphones. If these are unavailable, then runners and word of mouth should be used. It is important to disseminate this information as QUICKLY and COMPLETELY as possible.

EMERGENCY ACTION CHART

Implement Action of:	Fire on Campus	Fire in Area	Earthquake	Bomb Threat	Hazardous Spill	Biological/Chemical Radiation Incident	Dangerous Intruder	Civil Disturbance/ Violent Behavior	Explosion or Threat of Explosion	Fallen Aircraft	Severe Weather
Drop, Cover and Hold			*						*	*	
Leave Buildings	*		*	*						O	
Shelter in Place		*			*	*			*	*	*
Central Shelter		O			O	O				O	O
Secure Site							*	*			
Code Red							*	*			
Assemble - Take Roll	*	*	*	*	*	*	*	*	*	*	*
Evacuate Campus	O	O	O						O	O	

O = Optional Action

EMERGENCY SIGNALS

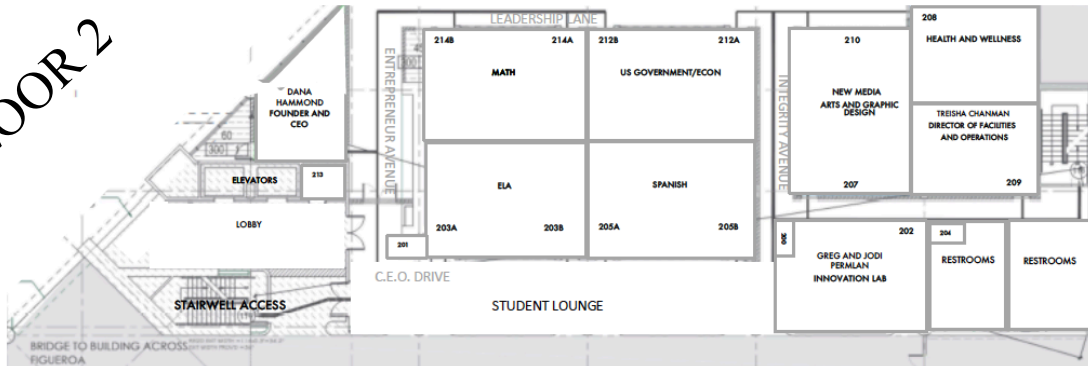
EMERGENCY ACTION GUIDE

EVACUATION ASSEMBLY AREAS

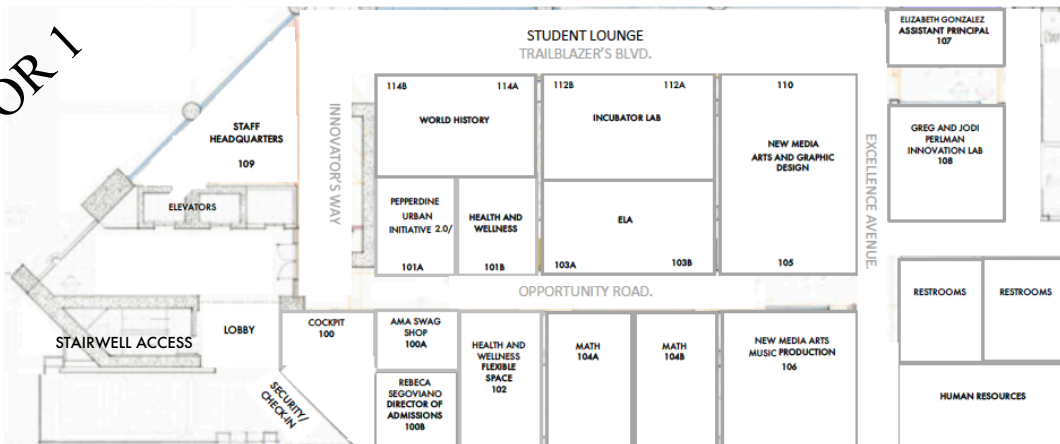
When the evacuation signal (fire alarm) sounds, faculty and students will assemble in the following areas:

CRISIS RESPONSE TEAM ASSEMBLY LOCATIONS

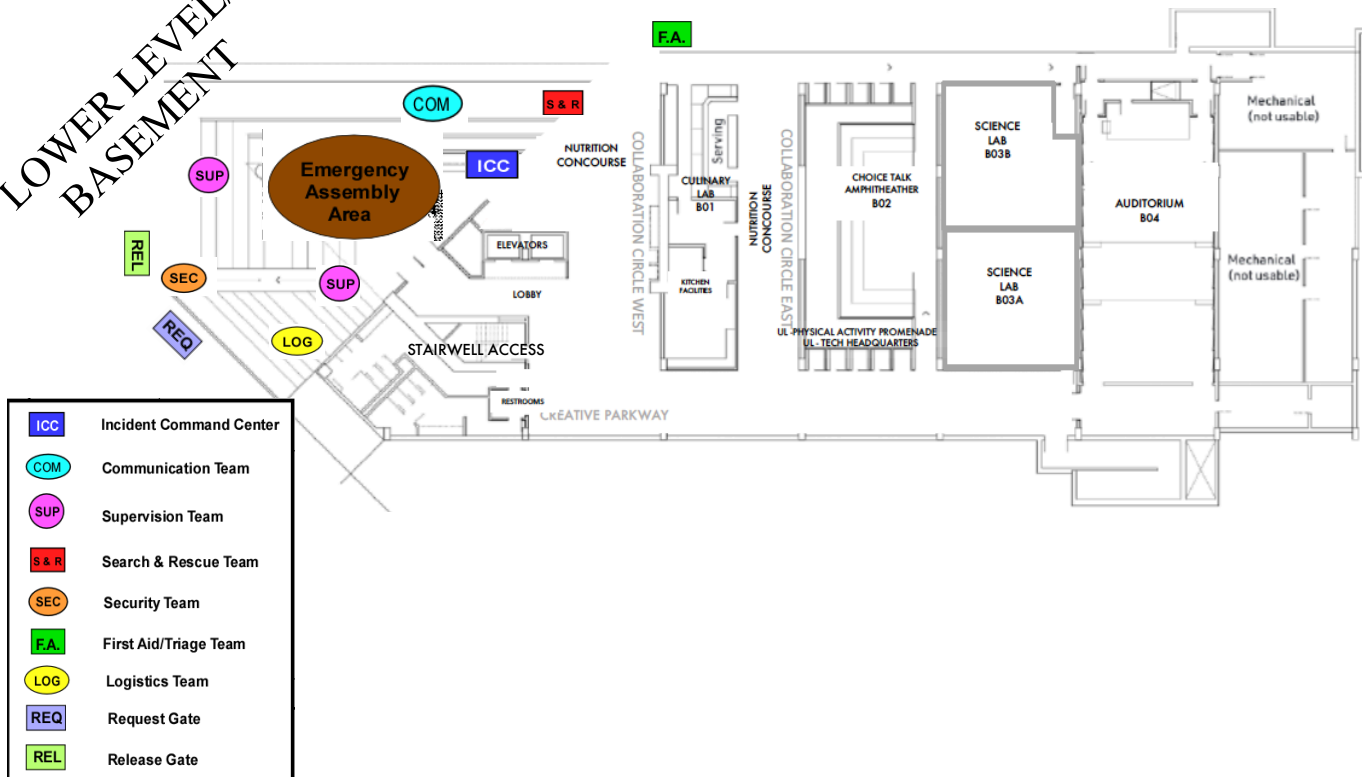
FLOOR 2



FLOOR 1



LOWER LEVEL/
BASEMENT



EXPLANATION OF EMERGENCY ACTIONS

In response to an emergency situation, the Administrator in charge may implement one of the following emergency actions.

1. Action: **DROP, COVER AND HOLD**

DROP, COVER AND HOLD means to assume the personal protective safety position.

Inside

- Kneel under a desk or table with back towards windows.
- Wrap one hand around the back of the head.
- Use the other hand to hold on to the desk or table leg.
- Close eyes, shield face in the lap, and make the body as small an object as possible.

Outside

- The DROP position should be assumed only after moving about 10 feet away from buildings.
- Kneel, tuck head into lap, and wrap both hands around back of head.
- In the event of an airborne attack, DROP immediately, cover as much skin surface as possible, close eyes and cover ears.

The warning will most likely be the onset of the disaster itself. An earthquake drill will be signaled by an announcement.

DROP, COVER AND HOLD is appropriate for, but not limited to, the following:

1. Earthquake
2. Falling aircraft
3. Explosion or threat of explosion

2. Action: **LEAVE BUILDINGS**

LEAVE BUILDINGS means to move Scholars from inside the school buildings to the designated outdoor emergency assembly areas. This action should be implemented when anything occurs that makes the school buildings uninhabitable. Scholars will assemble by class in the emergency assembly areas. Scholars who are not in class (before school, lunch hour, after school) should proceed directly to their class assembly location.

The warning will be disseminated by activation of the fire alarm horns and strobe lights.

LEAVE BUILDINGS is appropriate for, but not limited to, the following:

1. Fire
2. Chemical accident (interior)
3. Gas leak
4. Bomb threat
5. Post earthquake
6. Explosion or threat of explosion

EXPLANATION OF EMERGENCY ACTIONS

3. Action: **SHELTER IN PLACE**

SHELTER IN PLACE means to bring scholars into the classroom or to hold scholars in the classroom pending receipt of further instructions. Scholars and staff members who are outdoors and not in a class will move indoors via the to the closest entrance to the building.

As part of Shelter in Place, the outside air supply is sealed off by taping doors, closing windows, and shutting off all heating and ventilation controls. Sweatshirts, jackets and similar clothing items are used to seal the bottom of classroom doors until the outside doors of the building are sealed.

The warning will be disseminated by sounding 1 long blast on the air horn or by announcement.

SHELTER IN PLACE is appropriate for, but not limited to, the following:

- | | |
|-------------------------------------|--------------------------------------|
| 1. Airborne toxic release | 4. Chemical or radiological incident |
| 2. Explosion or threat of explosion | 5. Severe weather/lightning |
| 3. Hazardous spill on freeway | 6. Severe air pollution incident |

4. Action: **CENTRAL SHELTER**

CENTRAL SHELTER means to take shelter in a designated central area that can be sealed off from outside air and will provide as much shielding as possible from fallout, airborne contaminants and chemicals as possible. Faculty and Scholars normally transition from Shelter in Place to Central Shelter. The Basement level will be used for central shelter at Academy of Media Arts. Remember to take your class list and emergency pack with you.

CENTRAL SHELTER is appropriate for, but not limited to, the following:

- | | |
|---|---|
| 1. Radiological attack | 3. Release of a chemical/biological agent |
| 2. Extended lockdown due to a civil disturbance in the community. | |

5. Action: **SECURE SITE**

SECURE SITE means to hold or move Scholars inside classrooms and to lock down the facility. All interior and exterior doors of the school are locked. Response is similar to Shelter in Place, however, doors are locked, line of sight is barricaded and doors and outside windows are covered or blocked.

SECURE SITE is activated by announcement or by 1 air horn blast. It is appropriate for:

- | | |
|---------------------------------------|-----------------------|
| 1. Civil disturbance in the community | 2. Intruder on campus |
|---------------------------------------|-----------------------|

6. Action: **CODE RED**

CODE RED means to seek immediate cover and concealment from a direct threat to your safety (gunshots, etc.) Scholars should immediately DROP to the floor. Desks, tables and other furnishings should be used to create a barricade and provide cover. Scholars who are outside should take cover behind buildings, benches or other solid objects. Remain in this position until an all clear or other emergency action announcement is received. Announcement, mass communication and/or 5 short air horn blasts is the signal for **CODE RED**.

CODE RED might be implemented in response to one of the following:

- | | |
|-------------------------------|---------------------------------|
| 1. Violent intruder on campus | 2. Incident of student violence |
|-------------------------------|---------------------------------|

EXPLANATION OF EMERGENCY ACTIONS

7. Action: **ASSEMBLE/TAKE ROLL**

ASSEMBLE/TAKE ROLL means to gather Scholars in the announced location, take roll and account for all faculty, staff and Scholars. This emergency action is implemented as a secondary step in all other emergency responses, as well as being available to the administrator in charge as a separate action.

Assembly may occur in a central location such as the outdoor space, indoors in the Theater or Choice Talk Space or it may be implemented by having Scholars remain in or report to designated classrooms.

The action is implemented by Announcement.

8. Action: **EVACUATE CAMPUS**

EVACUATE CAMPUS means to effect the orderly movement of everyone from the campus to an off-site location. This will be accomplished by walking to the alternate location.

Off-campus evacuation site: Determined by Emergency Type and assessment of safest gathering space

EVACUATE THE CAMPUS will be initiated by announcement following assembly.

Accurate Scholar attendance must be taken PRIOR TO LEAVING campus, and again UPON ARRIVAL at the designated evacuation site. Take your class list and emergency pack with you. An Administrator trained in media relations should be the first to arrive at the evacuation site, and another Administrator should be the last to leave the campus.

EVACUATE THE CAMPUS is appropriate for, but not limited to, the following:

1. A major structural fire on site
2. Civil disturbance or intruder on campus.

AIRBORNE EXPOSURES

A. BIOTERRORISM, CHEMICAL OR RADIOLOGICAL INCIDENT

In the event of an airborne release of a biological or chemical agent, or a release of radioactive material, the following emergency actions will be implemented:

1. Administrator signals SHELTER IN PLACE. Everyone who is outdoors returns to class.
2. If there is sufficient time prior to exposure, administrators will signal CENTRAL SHELTER. All faculty and Scholars will move to the basement or theater and sit in their pre-assigned locations.
3. Immediately evacuate basement rooms and any other below-ground facilities.
4. Teachers will take roll and account for all Scholars. Administrators will account for all faculty and staff.
5. Windows and doors should be closed, locked, and when everyone is accounted for, sealed with plastic and non-porous tape. Heating and ventilation devices will be shut off.
6. Exposed individuals will be isolated from the rest of the community. Exposed individuals should wash exposed skin with soap and water, and remove exposed clothing. Clothing should be left outside or placed in a sealed container.
7. Community emergency broadcasts should be monitored for further instructions. Do not leave the shelter area until instructed to do so.

B. TOXIC SPILLS

If a toxic spill occurs near the school, the following should be accomplished:

1. The administrator in charge will signal SHELTER IN PLACE.
2. City/County Emergency Services should be notified by calling 911.
3. Windows and doors should be closed, locked and sealed.
4. Heating and ventilation systems should be turned off.
5. Teachers should take attendance and account for all Scholars, reporting to the office by telephone.
6. The administrator in charge will direct further action as directed by emergency service responders.

In the event of a toxic chemical release within the school buildings:

1. The administrator in charge will implement LEAVE BUILDINGS by sounding the fire alarm.
2. City/County Emergency Services will be notified by calling 911.
3. Scholars and faculty will evacuate to the emergency assembly areas. The group will be relocated upwind from the building in the event toxic fumes are escaping from the building.

CIVIL DISTURBANCE (Intruders and Violence)

In the event of potential violence on campus (from an intruder or a member of the school community), or a civil disturbance in the community, **the SECURE SITE or CODE RED** emergency action should be implemented.

Warning may be the onset of the violent act itself (gunshots), and it is possible that individual faculty members may become aware of the situation before administrators located in the office.

SECURE SITE

1. Issue the DROP command. Take cover behind desks, tables, and other solid furniture.
2. If outside, take shelter behind benches, buildings and other solid objects.
3. Close and lock classroom doors and ground floor windows. Turn off lights and remain quiet.
4. Stand by to be contacted by Administrative and Office Staff. Be prepared to respond with your attendance and the status in your area. .
5. If the event is NOT in your area of the building, you may be directed by Administrators to evacuate the site and proceed to the designated off-campus assembly area. Remain in this location and provide scholar supervision until you receive further instructions from Administrators or police officials.

CODE RED

1. Close and lock classroom doors if safely accessible.
2. Close and lock windows, and cover first floor door and outside windows.
3. Remain quiet and listen for further instructions from Administrators. DO NOT release Scholars from the classroom for bathroom, end of class period, etc. until instructed it is safe to do so.
4. If you are outside, immediately move indoors to the closest of the following rooms: your classroom, theater or the Choice Talk Space.

SEVERE WEATHER

Severe weather emergencies can include high winds, torrential rains, hail storms, lightning, tornadoes, and flooding. Warning may come from radio or TV news, fire/police broadcast or other civil authorities.

If time and conditions permit, early dismissal of scholars or cancellation of classes may be considered. If severe weather situations develop with little warning during school hours, initiate the following emergency actions:

1. Implement SHELTER IN PLACE. Administrators may announce a shift to CENTRAL SHELTER.
2. Close windows, blinds and curtains.
3. Take roll and account for all scholars and faculty.
4. Remain near inside walls, away from windows.

MISSING STUDENT

Upon discovery that a Scholar is missing, complete the following actions:

1. Check with other Scholars in the class to see if they are aware of the Scholar's whereabouts, or when he/she was last seen.
2. Call the Front Office to verify that the Scholar has not checked out and to notify the Administration.
3. Office staff will check with the prior class period teacher to ascertain whether or not the Scholar was present for that class.
4. Administrators will direct a search of the campus.
5. Administrators will notify the Scholar's parents.

INJURY TO SCHOLAR OR STAFF MEMBER

1. The first staff member encountering an injured person is responsible for first aid and care of the injured.
2. Call, or if necessary, send a Scholar to the school office. An Administrator will respond.
3. Follow basic First Aid/CPR procedures in providing treatment. Be careful not to move a Scholar who has fallen from an apparatus or if you suspect other serious injury, particularly to the head, neck or back.
4. Remove all other Scholars from the immediate area (other responding faculty can assist with this).
5. If deemed necessary, Administrators will summon an ambulance or EMS services by calling 911.
6. Assign a staff member to meet and direct the EMS unit to the scene of the accident.
7. If it is a serious medical injury, all other Scholars should be returned to class if at break or lunch time.
8. The initial staff member responding to the accident is responsible for gathering relevant information (including witness statements) for completion of the accident report.
9. Only a School Administrator should contact parents in the case of a serious accident or injury.

Note: In the event of a fatality, a primary responsibility of faculty and administration is to keep Scholars calm and collected. Such a tragedy must be handled with the highest level of sensitivity and respect. The following specific measures must be followed:

- a. Apply life-saving first aid until relieved by EMS responders unless you are certain the individual is deceased.
- b. Remove all other Scholars from the immediate area.
- c. Secure the area of the incident so as to not contaminate any evidence. Do not move any equipment involved in the incident.
- d. Separate witnesses to prevent sharing of information, then gather as much information as possible.
- e. **DO NOT** discuss the incident with the media, public, other faculty, or scholars until told to do so.

1.

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school, or the threat of an explosion such as those caused by leaking gas or a faulty boiler/heater within a school building, the following should be accomplished:

A. EXPLOSION

1. Teachers and staff should issue the DROP and COVER command. Take shelter against falling glass and debris.
2. If the explosion occurs within the building, administrators should sound the fire alarm and implement the LEAVE BUILDINGS emergency action.
3. Evacuate to the outside emergency assembly areas on the sidewalks.
4. Take roll and account for all Scholars and staff.
5. Render first aid as necessary to injured faculty and scholars.
6. Notify the police and fire department by calling 911.
7. DO NOT re-enter buildings until fire department officials have declared the area safe for re-occupancy.

B. THREAT OF EXPLOSION

1. Immediately sound the fire alarm signal and implement the LEAVE BUILDINGS emergency action.
2. Evacuate to the emergency assembly areas on the sidewalks.
3. Take roll and account for all Scholars and staff.
4. Notify the police and fire department by calling 911.
5. DO NOT re-enter buildings until fire department officials have declared the area safe for re-occupancy.

FALLEN AIRCRAFT

If an aircraft falls near the school, the following will be accomplished:

1. An Administrator will implement **SHELTER IN PLACE**. Scholars and staff who are outside, with little warning, will assume the DROP position initially, then move indoors when it is safe to do so.
2. Windows and doors should be closed.
3. In the event of fire or direct damage to the school buildings, the Administrator in charge will implement LEAVE BUILDINGS, and everyone will move to the emergency assembly areas.

Note: it is important that the assembly area be located upwind from the downed aircraft or burning building, and should be a minimum of 400 feet from the crash site.

4. Immediately notify Emergency Services by calling 911.
5. Take roll and account for all scholars and faculty.
6. If there is major damage to school buildings, administrators should implement EVACUATE CAMPUS.

BOMB THREAT

In the event of a bomb threat within the school, the following will be accomplished:

1. Person receiving the threat – keep the caller on the line. Delay the caller with statements such as, “I’m sorry, I did not understand you. What did you say?”
2. Get as much information as possible from the caller. Ask the caller where the bomb is located, what time the bomb is set to explode, why it was placed in the school, and what the bomb looks like.

NOTE: Gender of caller, approximate age, (man or boy, woman or girl)
Voice quality – accent, peculiar speech mannerisms
Exact time the call was received
Background noises – music, other voices, motors, traffic noise.

3. Immediately after the caller hangs up, report all information to the Senior Administrator. The person receiving the call should then write down every detail they can recall about the caller, and all of the information received during the call.
4. The Administrator in charge should sound the fire alarm signal to evacuate the school buildings.
5. Cell phones and walkie-talkies should not be used during a bomb threat.
6. Search and rescue team members and all maintenance and support staff should begin a search of the buildings, and in particular, any area specifically identified by the caller. Once these areas have been checked, a systematic search of all classrooms and other campus facilities should be completed.
7. If a suspicious object is found, DO NOT TOUCH OR REMOVE IT! Immediately contact the police department by calling 911. Remove all individuals from the immediate area and secure the area until the police arrive.
8. All bomb threats should be reported to the police, even if a search of the campus reveals nothing.

Additional considerations in handling bomb threats:

- a) Try to minimize publicity and discussion so as to avoid spreading the idea to others.
- b) Since bomb threat calls are often committed by a prankster, evacuating in every instance may encourage such individuals to repeat these nuisances. Each bomb threat must be evaluated and an appropriate response determined by the Senior Administration of the school.

No report of a “bomb in a building” should be ignored. The minimum response must be no less than a thorough search by appropriate school personnel, followed by a report to local police authorities.

EARTHQUAKE

Earthquakes usually strike without warning. Teachers will need to take immediate action to protect their Scholars, without waiting for instructions from school administrators.

A. INSIDE THE SCHOOL BUILDINGS

1. Teachers or administrators implement the emergency action **DROP, COVER AND HOLD**.
2. Assume the defensive protective position under a desk or table. Clasp one hand behind the neck, bury your face in your lap, make the body as small as possible, close your eyes, cover your ears with forearm and hand. Face away from windows and glass. Hold on to the table or desk with your free hand.
3. Avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
4. In the event of a small tremor, teachers in the classroom will receive instructions by email or cell phone.
5. When the shaking stops, instructions will be given by announcement using email and cell phones. Keep the Scholars in the classroom/area they were in at the time of the quake, unless 1) LEAVE BUILDINGS is announced; or 2) if in your opinion, the immediate area you and your Scholars are in is unsafe. In that case, move to the emergency assembly areas.
6. If a severe quake, activate all crisis response teams and the full emergency response plan.
7. If a severe quake, instruct logistics team to shut off gas and electricity at the main valves.
8. Do not light any candles or open flames. Avoid touching any electrical wires which may have fallen.
9. Render first aid as necessary.
10. Take roll and account for all faculty and Scholars.
11. Do not re-occupy the buildings until instructed to do so by School Administration, fire department officials, or until a structural survey has taken place.
12. Be alert to the possibility of aftershocks.

B. OUTSIDE ON THE SCHOOL GROUNDS

1. At the onset of the shaking, **DROP AND COVER** if you are out in the open.
2. If you are adjacent to a building, move at least 10 feet away before assuming the DROP position.
3. Do not RUN. Remain in the drop position until the shaking ceases.
4. DO NOT ENTER BUILDINGS. Wait until the rest of the school evacuates, then assemble in the designated emergency assembly areas.

SPECIFIC EARTHQUAKE INSTRUCTIONS FOR TEACHERS

1. Give the DROP, **COVER AND HOLD** command at the onset of shaking.
2. Take measures to protect yourself by assuming the DROP position. You will be of no help to your Scholars if you are injured. Remain in this position until the shaking stops or the evacuation signal is activated.
3. Evaluate your immediate situation. While it may not be necessary for the rest of the school to immediately evacuate, if you have a fire or leaking gas in your classroom, you may need to take immediate action (Leave Building) to protect your Scholars.
4. Render immediate first aid to injured Scholars who are unable to evacuate the classroom. DO NOT leave an injured Scholar alone. Send your class to the assembly area, and either flag down another teacher to send help or ask one of your Scholars to report that you are in need of immediate help.
5. Supervise the evacuation of your classroom and the orderly movement of Scholars to the assembly areas when the signal is given. Remind all not to run and to remain quiet. Take your class list and classroom emergency pack with you to the emergency assembly areas on the play yard.
6. Close the windows (if accessible) and lock the classroom door. The teacher should be the last person out of the room.
7. Building commanders should check bathrooms, hallways and all rooms verifying that everyone has evacuated the building.
8. Upon arrival at the evacuation area, teachers should take roll and report any UNACCOUNTED FOR or INJURED Scholars to the Administrator or faculty member in charge of the assembly area.
9. Teachers who are not assigned to supervision should report to their disaster response plan assignments (search and rescue, first aid, etc.) once they have escorted their classes safely out of the building to the assembly area. Teachers who do not have an assigned location should assist with student supervision and care.
10. After attendance has been submitted, teachers should provide supervision for Scholars, keeping them calm and quiet so they can receive further instructions.

FIRE

In the event a fire is detected within the school building, the following should be accomplished:

1. Sound the fire alarm by activating the nearest pull station. This will implement the emergency action **LEAVE BUILDINGS**.
2. Place a call to 911 informing them of the specific location of the fire on campus.
3. Assemble Scholars in the emergency assembly areas. Take roll and account for all scholars and faculty.
4. Support staff should respond to the location of the fire and attempt to control incipient fires with fire extinguishers without endangering their own safety.
5. Clear access roads for emergency vehicles. Assign a staff person to meet community responders at the entrance gate in front of the school.
6. Security staff should be stationed at building entrances to prevent re-entry after the building has been evacuated.

Specific Instruction for Teachers

1. When the fire alarm sounds, direct the orderly movement of Scholars from your classroom or other teaching area to the emergency assembly areas on the sidewalks.
2. Verify that all Scholars have evacuated your room. Take your grade book/attendance form with you.
3. Close classroom windows if accessible and lock your classroom door.
4. Building commanders check bathrooms, hallways, and all rooms to verify everyone has evacuated.
5. Upon arrival at the assembly area, direct your Scholars to their assigned class location. If you are not assigned to supervision, report to your emergency response plan assignment.
6. Teachers assigned to supervision should line up Scholars and take roll. IMMEDIATELY report any UNACCOUNTED FOR or INJURED Scholars and/or staff to the Administrator in charge of your assembly area.
7. Provide supervision for Scholars, keeping them calm and quiet so that they can receive further instructions.
8. Provide minor first aid care for injured scholars until the first aid treatment area is set up and ready to receive injured faculty and Scholars.

ALARMS/EMERGENCY NOTIFICATIONS

- Fire- Evacuate Building – Whether a drill or an actual emergency, when a fire alarm sounds you must ALWAYS evacuate.
- Earthquake or Catastrophe – Shaking/Visible emergency – STAY WHERE YOU ARE unless immediately unsafe. If necessary move to the safest space available.
- Scholars must respond to all emergency bells or whistles by STOPPING ALL ACTIVITIES AND WAITING FOR DIRECTION.
- When everything is all clear, there will be an announcement over the Voxer App. Please download the free APP and you will receive an email requesting your username from AMA to be added to the school group.

LOCATION OF FIRE FIGHTING AND RELATED EQUIPMENT

- Take note of fire extinguishers are located throughout hallways, near bathrooms, and common areas.
- First aid equipment available on all floors and the main office.
- Emergency Backpacks are updated and reside in each classroom. Be sure to check supplies throughout the school year to ensure that supplies are stocked.

FIRE DRILLS AND EMERGENCY EVACUATIONS

Emergency Drills will be conducted once a month and will be scheduled on a rotating basis. Upon hearing the prescribed alarm, all faculty, staff and Scholars will follow procedures in this handbook or announced directions.

EARTHQUAKE DRILLS

Earthquake Drills (Duck, Cover and Hold Drills) will be scheduled on a rotating basis. This drill may not be announced. Teachers will need to follow directions per announcements made and be prepared for different scenarios throughout the year.

LOCK DOWN/INTRUDER DRILLS

Announce the following:

Teachers/Staff please excuse the interruption. At this time, we are having a "Lock Down".

1. Lock your doors, check that all classroom windows are locked, and all blinds are closed.
2. If you have Scholars that don't belong to you, call the office and give their names and the names of any of your missing Scholars.
3. It is very important that Scholars and faculty/staff remain very quiet during the lock down.
 - The purpose of a "Lock Down" is to check that all your scholars are present and accounted for.
 - Continue the "Lock Down" until you hear the ALL CLEAR from either the Principal or designee.
 - When you hear this announcement, unlock your doors, open windows/blinds and resume your regular day.

All Personnel:

- **DO NOT PANIC! Remain calm and listen to instructions. If you panic, the Scholars will panic.**

FIELD TRIPS OR SCHOOL SPONSORED AWAY ACTIVITIES

During a school sponsored activity, i.e. field trips, away games, picnics etc, the supervisor in charge or teacher should carry at all times the following items:

1. Class Roster with emergency numbers.
2. Trip Permission Documents including medical treatment authorization from parents.
3. First Aid Kit.
4. A card on the supervisor in charge that will have the information about our school. This card will be provided by the school administration (if the answers are not included in the field trip form).

DURING AN EMERGENCY DRILL OR AN ACTUAL EMERGENCY, ALL SCHOLARS SHOULD BE ACCOUNTED FOR. DEPENDING ON THE SITUATION, TEACHERS WILL BE DIRECTED ON WHERE TO REPORT WITH YOUR GROUP OR IF YOU SHOULD STAY IN PLACE. YOU WILL THEN BE ISSUED AN EMERGENCY TEAM ASSIGNMENT.

PERSONNEL AND STAFF ASSIGNMENTS

A. Administrator in Charge

1. Implement one of the designated emergency actions in response to an emergency situation.
2. Assume overall direction of the Incident Command Center (ICC) and the emergency response effort.
3. Implement the Crisis Response Plan and ensure coverage for all key positions.
4. Issue instructions to faculty and staff regarding further action to be taken in response to the emergency.
5. Have ultimate responsibility for decisions impacting the safety and welfare of scholars and staff throughout the emergency.
6. Coordinate the school's response with community responders through the Liaison.

B. Teachers

1. Direct the evacuation or shelter of scholars to inside or outside assembly areas in accordance with signals, warnings, or announcements.
2. Give the DROP, COVER AND HOLD command during an earthquake, explosion or attack.
3. If assigned to supervision, take roll when scholars relocate to an inside or outside assembly area.
4. Report missing and unaccounted for scholars to the Administrator in charge of the assembly area.
5. If you are not assigned to supervision, report to your emergency plan assignment as soon as you have escorted your current class to the assembly area.
6. Render immediate first aid to those unable to evacuate or seek assistance for injured Scholars.

C. Maintenance and Custodial Staff

1. Investigate site of the problem and report status to the Safety Director/Administrator.
2. Verify and control main shut-off valves for gas (automatic valves), water and electricity as needed.
3. Perform fire fighting efforts (if safe to do so) until regular fire fighting personnel take over.
4. Open the emergency supplies shed and distribute supplies to the operations teams.
5. As directed by the Safety Director/Administrator, conduct a damage survey of the campus facilities.

D. Security Staff

1. Secure the gates and entrances and control access to the facility.
2. Direct EMS responders to locations on campus where help is needed.
3. Set up parent check-in areas and scholar release points.
4. Provide direction to parents and control access to facilities, scholars and school personnel.

E. Office Staff

1. Secure your office/work area by closing windows and doors when evacuation is signaled.
2. Place the 911 call to community responders as directed by the Administrator in charge.
3. Answer telephones, record emergency response activity and coordinate attendance reports.
4. Deliver attendance sheets and portable megaphones to the emergency assembly areas.
5. Assist with record keeping for the Administrator in Charge at the ICC (Incident Command Center) and for each of the key positions of the Crisis Response Team (Operations, Liaison, Public Information)

ADDITIONAL NOTES FOR ALL STAFF:

1. When the responsibilities of any team have been completed, members should join another team and help as needed.
2. Water lines may be damaged to such an extent that the water may be off. Emergency drinking water can be obtained from the water fountain and flowater center. Toilets should not be flushed until both the incoming water lines and the outgoing sewer lines have been checked to see if they are open.
3. Do not use the telephone unless there is a genuine emergency. Emergencies and damage reports, alerts and other information can be obtained by turning on the radio.
4. Adults should stay with scholars who may suffer psychological trauma during the occurrence of aftershocks.
5. Site administrator (or designee) will decide when to release emergency supplies, personnel, and scholars.
6. Staff and faculty will be on duty until emergency clears irrespective of time and length of emergency.

We are responsible for the safety of the Scholars of our school. No plan, however carefully thought out, will provide for all contingencies in an emergency. It is the **absolute responsibility** of each school staff member to **remain calm** in any type of disaster and then to exercise sound, reasonable judgment to secure the safety of the Scholars.

In the event of a disaster, **NO** child will be released from school until the child is claimed by the parent/guardian or a person authorized by parents/guardians.

An emergency demands a team effort with each member preparing Scholars properly for all eventualities and then executing the signals correctly.

Specific members of the Administration, appointed by the CEO are the **ONLY** people authorized to speak with media personnel or other outside agencies.