



Bomb Threat

1. Director will announce via intercom "**Check for packages**".
2. Check your classroom and your village area.
3. Report any suspicious packages or signs of forced entry to the administration.
4. On command (announce via intercom "**Code Orange**") evacuate students.
5. Have students leave their bags or packs in the school.
6. Follow evacuation procedures.

Earthquake

1. Direct students to assume defensive positions, kneeling under desk or table, while holding tightly to the legs.
2. If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall, squatting and covering one's head.
3. If possible stay away from windows.
4. Remain in this position until you are reasonable certain the quaking has stopped or until further instructions have been given from administration.
5. Director or designee announces "**Evacuate**" or "**Code Grey**" via the intercom if working. **If intercom is not working**, designate individuals will go class to class ordering evacuation and sweep school making sure all clear. If necessary, establish students injured/ sick or scare children and turning lights off of rooms that have been check.
6. Continue with evacuation procedures.

Evacuation

Possible situations: Fire, Gas Leaks, Chemical Spills, Earthquakes, Hostage Situation, Bomb Threats etc.

1. Evacuate the building following the predetermined route (if safe), to designated meeting area.
2. Individuals who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
3. First student (classroom sweeper) to exit classroom should hold the door open until all students have departed room.
4. Teacher should close door but leave it unlocked, and exit last. Be sure to take emergency information, class list, red/green card and first aid kit.
5. Line up students in the designated zone, take roll.

GREEN CARD = All accounted

RED CARD = Missing students

6. Notify administration of injured.
7. Keep students in designated area facing back from the building until further instructions.

Hostage Situation/ Intruder/ Shooting

1. Director will announce “**Intruder in the building**” or “**Yellow Code**”.
2. Teachers should not allow students to leave the classroom and should direct them to sit on the floor next to an interior wall away from windows and doors.
3. Cover door windows and close blinds.
4. Take roll, making sure there are no missing students.
5. If possible, note the location, number of persons involved, and a description of the suspects.
6. Keep students quiet and calm.

7. Only leave the room when an all-clear is given, or when directed to move to another location by police.

Lock- down

Possible situations: Civil disturbance, environment hazards.

1. **“Lock-down”** will be announced over the intercom.
2. Keep students in their current classrooms.
3. Gather students in the hallways into classrooms.
4. Close and lock classroom doors.
5. Cover doors and windows.
6. Take roll, making sure there are no missing students.
7. Wait for administration to call your room: indicate missing students, and indicate extra students.
8. Wait for further instructions.

Medical Emergencies

1. For minor injuries, apply appropriate first aid.
2. For major injures follow the emergency First-Aid check list.
3. Call 911 if necessary, and notify administration to contact applicable parents.
4. Call any first responders in the building to assist.
5. Take steps to prevent condition from worsening, including protecting individual from further harm.
6. Provide reassurance and maximize comfort until help arrives.
7. Assist in removing unaffected students form surrounding area and place in care of another staff member.

8. Ensure that **Health Incident Report Form** is completed, and filed in the applicable student/s file/s.

Power Outage

1. If power is out keep students in classroom and wait for the Director instructions.
2. Director decides whether or not to dismiss school.
3. If it is determined necessary to dismiss school, designated individual will go to classrooms and inform teachers to proceed with dismissal procedures.
4. Make a list to check out.
5. As parents come into classrooms to collect children request parents or guardians for identification.
6. Do not leave until certain that all students have checked out.
7. Return completed student checkout list to the front office once their entire class is dismissed, and also sign yourself out as you leave.

Lock- down

Possible situations: Civil disturbance, environment hazards.

1. Director or designee will be announced over the intercom "**Lock-down**".
2. If possible, gather individuals into rooms and lock doors as quickly as you are able.
3. Call and report situation to emergency personnel (refer to phone list).
4. Follow directions given by emergency personnel.
5. Cover doors and windows.

6. When able, page rooms, and ask for lists of missing students, and any extra students they may have in their rooms. Make note of extra and missing students. When missing individuals are identified, forward information to emergency personnel.