

EMERGENCY PROCEDURES

Teachers are expected to be familiar with and follow the emergency procedures, as described below:

Fire

If you hear the fire alarm, assume there is a fire and LEAVE THE BUILDING IMMEDIATELY. Do not try to verify whether or not there really is a fire. Take charge of your own classroom and get the children safely outside. The children will be led out the **nearest door** by a teacher and will go outside and stand away from the building. The second teacher in the room will be at the end of the line. As soon as the class is outside and by the **designated meeting place**(grassy area of Church property near the intersection of Woodlawn and Madison Sts.), the teachers will take a head count by name to be sure all of the children are out. Teachers will take their class list with them to account for each child.

Be aware of overhead hazards such as power lines and trees as you proceed outside.

The classroom doors will be closed by the last teacher out who will make a final check of the room to be sure everyone is out safely.

Alternate routes out of the building would be to go out the playground door, the handicapped entrance, or the classroom windows if there is no other escape.

Tornado or Severe Storm

When the city sirens sound or when the teachers feel there may be danger due to a severe storm, the children will be led out of the classroom into the hallway at the base of the central staircase. If the danger is immediate, the children will be instructed to take the “duck and cover” position. A head count by name will be done.

Earthquake

When an earthquake is felt, have the children move away from the windows and get under the tables, or stand in a doorway. Avoid being by glass or objects that could fall. When the earthquake is over, evacuate the building by fire drill procedures if it is safe to do so. Do not touch any wires. Do not return to the building until it is declared safe. The teachers will do a head count by name.

If the class is outside, get into the open away from buildings, trees, walls, and power lines.

If necessary, the electricity, water, and gas will be shut off.

General Instructions

-One teacher will be in the front of the line and one in the back.

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- The teacher at the end of the line will be sure all children are out of the room.
- Do not worry about getting children into a straight line - just get out and do the head counts and check for attendance by name once all are safely where they need to be.
- Be aware children's whereabouts during your class(restroom, etc.) Don't forget to have the second teacher out grab the attendance board that will be hanging by the door.