

POST IN EACH CLASS AREA

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DISASTER DRILL PROCEDURES

It is the duty of each staff member to be properly organized for an evacuation of the entire building or parts of the building in the event of a tornado, earthquake, fire, explosion, or other emergency.

TORNADO

WARNING: One continuous bell tone for an extended period of time. Before the bell is sounded, a public address announcement will be made to identify the problem. If the PA system fails, runners will relay information.

PROCEDURE FOR MAIN BUILDING:

1. All students are to stop work immediately.
2. Teacher will instruct his/her class to move into middle halls in locker areas. Remain within fire doors.
3. Teacher will instruct students to face wall and kneel, placing their hands over the back of the neck with the face low and near the wall. Students are to remain quiet.
4. All persons will remain in position until instructed to return to classroom.

PROCEDURE FOR VOCATIONAL BUILDING:

1. Move to inside wall around restroom section and follow instructions in sections 2-4 above.

PROCEDURE FOR GYM:

1. Move to commons area to walls against office and follow instructions in sections 2-4 above.

PROCEDURE FOR CHORUS AND BAND:

1. Move to walls against music office and follow instructions in sections 2-4 above.

PROCEDURE FOR MEDIA CENTER:

1. All students are to stop activity immediately and proceed to move toward exit on the second floor level.
2. An assigned media center staff member will release the students and direct them in equal numbers toward the corridors connecting pods one and two and pods three and four.
3. Students will occupy the corridors between the sets of fire doors.
4. Students will face the walls and kneel, placing their hands over the back of the head, keeping the face low and near the wall.
5. Assigned media center staff will open exterior doors and windows before joining students in the corridors.
6. All persons will remain in position until instructed to return to classroom.

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WHEN A TORNADO DRILL IS IN PROGRESS:

1. No one is to go outside for any reason.
2. Anyone who is already outside must return to the assigned area in the building immediately.

FIRE, EXPLOSION, OR SUSPICION OF SAME

WARNING: An intermittent bell tone will be sounded until the evacuation process is completed. A public address announcement will precede the bell sound.

PROCEDURE: EVACUATE THE BUILDING IMMEDIATELY.

1. All students are to stop work immediately. Students are to file out of the classroom or teaching station and proceed to the nearest outside exit without passing through fire doors.
2. Teachers will turn off lights and close windows and doors.
3. Students will proceed to a location at least 100 feet from the building and remain in class groups. Stay clear of fire lanes and sidewalks.
4. Do not exit to the courtyard or space between music area and stadium.
5. All persons in the building must exit.
6. Remain in place quietly until instructed by the public address system to return.
7. Never return to the building for belongings after the procedure to evacuate has begun.

EARTHQUAKE

IF INDOORS:

- Stay inside. Move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk, or in a strong doorway. (Although doorways have traditionally been regarded as safe locations, it's important to anticipate that doors may slam shut during an earthquake.)
- In halls, stairways, or other areas where no cover is available, move to the interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
- In media center, immediately move away from where books and bookshelves may fall and take appropriate cover.
- In laboratories, all burners should be extinguished (if possible before taking cover. Stay clear of hazardous chemicals that may spill.

IF OUTDOORS:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch to the ground (legs may not be steady). Keep looking around to be aware of dangers that may demand movement.
- On the school bus, stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats and hold on.