

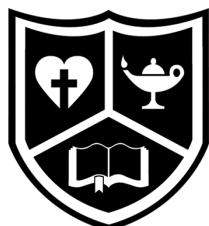
# EMERGENCY PREPAREDNESS PLAN

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**Cedar Campus**  
**Early Learning Preschool - 6th Grade**

4/11/2024

Northwest  
Christian  
SCHOOLS, INC.



# **In the Event of an Emergency**

Northwest Christian Schools  
(Upper, Lower & Cedar Campuses)

3.21.24

In the "Event of an Emergency" that would cause us to have an early school closure please follow these procedures.

1. Text Blast will be sent from the school giving updates on all information regarding the emergency.
2. If you are instructed via text blast to pick up your child, please pickup your student at their respective campuses as soon as possible.

Any further concerns, please contact (phone numbers below):

## **Colbert Lower Campus: 509-292-6700**

Bob Brown: 602-228-9158  
Melanie Allen: 509-720-0500  
Jana Baldwin: 509-638-7349  
Jennie Atkins: 509-209-0355

## **Colbert Upper Campus: 509-238-4005**

Dan Gilbert: 509-844-1840  
Scott Ferguson: 509-570-3672  
Roger Gerstenberger: 918-344-8479

## **Cedar Campus: 509-862-4175**

Elise Stenberg: 971-241-2158  
Kristen Harvey: 509-218-1220

**Roger Gerstenberger, Head of Schools: 918-344-8479**

**Dan Gilbert, Director of Facilities: 509-844-1840**

**Mackenzi Kershinar, School Nurse: 509-850-7257**

# Power Outage Procedure

(Cedar Campus)

11/6/2023

In the event of a partial power outage, breakers **must be turned off**. Please use the following procedure to do this: **See map attached for locations in building.**

1. In the main panels electrical room (eastside of north wing inside main server room), all the breaker switches that need to be turned off are marked with **red** dots.
2. All sub-panels in room next to band room need to be turn off with a **red** dot.
3. Sub-panels in kitchen need to be turn off with a **red** dot.
4. Sub-panel switches in both custodial closets need to be turned off with **red** dots.
5. Use the pay phone or office phone to call Avista at 495-6104 to report power outage. 1-800-227-9187 Acct.#050138504

These switches must be turned off **immediately** when the power fails and should be turned on when the power returns.

If there is a problem, call one of the following people:

Dan Gilbert.....(509) 844-1840  
Facilities Director

Carter Comito.....(509)944-1013  
Tech Director

Elise Stenberg.....(509)720-0050  
Elementary Principal

Ty Thompson .....(626)543-4949  
Facilities

Kristen Harvey .....(509)218-1220  
Early Childhood Director

Bob Brown .....(602)228-9158  
Security Director

**NOTE: Dan and Carter must be notified immediately.**

If a power outage results during school hours, the headmaster will determine whether to close school. To turn the power back on, reverse the procedure. Start with the main power switch on main panel in boiler room.

# **Power Outage Procedure During School Hours**

(Cedar Campus)

In case of a partial power outage while school is in process, please use the following procedures below.

## **Administration Team** (Elise, Kristen, Jamie, Ty)

1. Follow general power outage procedure as outlined on previous page.
2. Proceed to command post (Conference Room) to evaluate power outage.
3. Discuss possible options.
4. Inform teachers of procedures to follow.

## **Teachers**

1. Remain calm and in control.
2. Remain in the area, unless instructed otherwise.
3. Inform the students that they must remain with you, unless instructed otherwise.
4. Check hallway areas and restrooms near your area. If students are present, have them come to your area of supervision. (Take their name, teacher name, and period.)
5. Document any information you think will be helpful.
6. Listen for instructions from the administrators and/or personnel in charge.

# Emergency Actions and Verbal Codes

(Cedar Campus)

A. Individual Building Action & Verbal Codes - The following actions are for students and staff and will be expected to take in response to the different types of emergencies which are covered in this plan. They include:

1. **Action LEAVE/EVACUATE BUILDING – CODE EMERGENCY EVACUATION.** This action consists of an orderly movement of students and staff from inside the school building to an outside area of safety. The normal signal, which initiates this action, is an- nouncement over the intercom.
2. **Action SECURE BUILDING – CODE RED or CODE YELLOW.** This action is taken when danger is outside the classroom. It consists of locking classroom doors and other doors that grant access to the building(s). Each building should develop a code to indicate Action Secure Building needs to occur.
3. **Action DROP – CODE RED.** This action applies to students and staff in open areas such as the playground and athletic fields. It is initiated by school warning system or by three short bursts from a whistle and consists of dropping to the ground and shielding the face and eyes with the arms.
4. **Action DUCK, COVER AND HOLD – CODE DROP, COVER & HOLD.** This action consists of students and staff ducking to their knees under-neath tables and desks away from windows, and with both hands holding onto desk or table leg. This action may be initiated by the school warning system, voice, or by intercom.
5. **Action ALL CLEAR – CODE ALL CLEAR.** This action is initiated by the ringing of three long, evenly spaced "bells," by voice, whistle, or intercom. Schools that do not have this bell capacity should be sure that students and staff are aware of the site-specific Action All Clear signal.

# Emergency Actions and Verbal Codes

(Cedar Campus)

6. **Action RELOCATION – CODE EMERGENCY RELOCATION EVACUATION. Instructions to Follow.** This action, which is authorized by the Head of Schools, consists of vacating a site and transporting students and staff to another predetermined location. Attempted parent notification will be made by telephone, public announcement, radio, television, or other means to acquaint them with the location of the evacuation site.
7. **Action CONVERT SCHOOL.** This action is the process involved in preparing the school for conversion to a congregate care center, first aid station, or feeding center (this would be done as part of the schools' arrangement with other community agencies). If appropriate, students will be sent home; if not, they will remain at school under the teacher's care and await further instructions. Note: in any emergency where students must move in-groups from one class to another, it is recommended that the "buddy system" be used. This should be a mandatory part of any school plan. Teachers should also set up a buddy system among themselves in case of a severe disaster.
8. **Action GO HOME.** This action, which is initiated by voice or written communication, consists of dismissing students from classes and returning them to their homes by the most expeditious means. This action will be authorized by the superintendent **only** if there is time to transport students to their homes, and in case of early dismissal, **only** if time exists to notify parents or guardians that they will be arriving home early (see Section VII, Student Release Procedures).

# Threat Call Checklist

**DON'T HANG UP THE PHONE.** (use another phone to call the police.)

Record the exact words used by the caller:

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**ASK:**

What time is it set for? \_\_\_\_\_

Where is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

**VOICE ON THE PHONE:**

Man \_\_\_\_\_ Woman \_\_\_\_\_ Children \_\_\_\_\_

Intoxicated \_\_\_\_\_ Accent \_\_\_\_\_ Speech Impediment \_\_\_\_\_

Other \_\_\_\_\_

**BACKGROUND NOISE:**

Music \_\_\_\_\_ Children \_\_\_\_\_ Talk \_\_\_\_\_ Airplane \_\_\_\_\_

Traffic \_\_\_\_\_ Typing \_\_\_\_\_ Machines \_\_\_\_\_

Other \_\_\_\_\_

**DON'T HANG UP THE PHONE.** (Use another phone to call police – 911.)

# Code Red Lockdown Procedure

(Cedar Campus)

In case of a school-related emergency or crisis, the school's emergency preparedness plan will be activated instantly.

**"This is a CODE RED LOCKDOWN" will be heard over the intercom.**

**CODE RED** = Imminent danger and need to "hide out" and lockdown for safety.

**\*All Lockdowns will be treated as high level threats at first and then adjustments made accordingly by administrators through intercom communication.**

## 1. LOCKDOWN & SHUTDOWN "Dark and Quiet"

- **Lock classroom door** and move students to **internal "safe zone"**
- **Close** blinds, lights out, move away from all windows
- **Cover** glass window with security panel

## 2. SECURE Students safely in classroom or designated "safe zone"

- Students under your supervision
- Students wandering in hallway bring to your location (record name and class) and communicate to teachers accordingly.

## 3. MAINTAIN order, calm, quiet

- **Lights off**
- **No one leaves classroom until "ALL CLEAR" CODE has been made (even if an evacuation bell has been sounded)**

## 4. RESPOND if necessary to

- **Drop, Cover & Hold CODE call over intercom**
- **Make 911 emergency call if necessary**
- **Further Instructions** from supervisor or law enforcement
- **Disable threat or barricade doors**
- **Document and/or inform** the front office by phone or text with emergency

## **Teachers**

1. Maintain calm and order within the classroom. Keep students in your classroom.
2. Remain with your class at all times.
3. Lock classroom doors if possible.
4. Look in the hallways for students. If you see them; instruct them to come into your room immediately. (Record their name, teacher and class period)
5. Treat cafeteria, gym and library as a classroom until instructed otherwise.
6. If possible, check nearest restroom facilities for students and instruct them to come into your room. (Record their name, teacher and class period)
7. Do not permit students to leave class.
8. If you hear a sound like gunfire, inform the front office and follow the classroom procedures for "Active Shooter". Front office will call 911.
9. If you have any relevant information about the emergency crisis, inform the front office by phone or text message. Do not send a student nor leave the classroom unattended.
10. If there is a student disruption, observe carefully and write down any names or specific behavior you observe. Give the information to the administration.
11. If instructed to leave the classroom with your students, listen carefully to the exit instructions given over the intercom.
12. If a student should leave your classroom or evacuation site, write their name and the time they left.
13. Trust the administration and/or personnel in charge. Communications will be made to Staff on the Slack App.

## **Administrators**

1. Those administrators listed below will carry radios and cell phones/texting to communicate with each other.
2. Ty Thompson will check all of the south wing, kitchen, gym and early learning.
3. Elementary Principal Elise Stenberg will check all of the north wing and admin wing.

## **All Other Staff**

1. Read all above procedures
2. Remain calm and in control.
3. Remain in area, unless instructed otherwise.
4. Check hallway areas and restrooms near your area. If students are present, have them come to your area for supervision. (Record their name, teacher and class period)
5. Inform the student that they must remain with you, unless instructed otherwise.
6. Document any information you think will be helpful.
7. Listen for instructions from administrators and/or personnel in charge.

# Active Shooter or Imminent Internal Threat

(All Campuses)

## If you hear shots fired:

- **CALL**....the front office or notify the nearest administrator. **Call 911 when it is safe!**
- **LISTEN**... for the special word or phrase of the day that indicates there is a shooter in the area or building.
- **DETERMINE**...the best way to protect your own life and the lives of others. Students are to follow the lead of the teachers and staff during an active shooter

### 1. GET OUT... EVACUATE

- Have an escape route and plan in mind for your classroom.
- Leave your belongings behind.
- Help your students and others involved.
- Keep hands visible.
- You choose whether it is safe for you to evacuate.
- NWC evacuation point is Church of Christ.

### 2. HIDE-OUT..... LOCK DOWN or LOCKOUT

- Hide in an area out of the active shooters view.
- Block entry to your hiding place and lock doors.
- Provide protection if shots are fired in your direction.

### 3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.
- Yelling
- Committing to your actions.

## When Law Enforcement arrives on the scene:

- **Remain calm** and follow officer's instructions
- Immediately **raise hands and spread fingers**
- Keep **hands visible** at all times

- Avoid making quick movements toward officers such as attempting to hold on them for safety
- Avoid pointing, screaming and yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

### **Information you should provide to Law enforcement or 911 operator:**

- **Location** of the active shooter
- **Number of shooters**, if more than one.
- **Physical description** of shooters.
- Number and **type of weapons** held by shooters
- Number of **potential victims** at the location

**Recognize signs of potential violence.** An active shooter maybe a current parent, current/former student or just someone off the street/stranger. Alert administrators if you believe a parent or student exhibits potential violent behavior. Indicators of potential violent behavior may include one of the following:

- Alcohol or drugs
- Mood swings and noticeable unstable or emotional responses
- Problems at home
- Increased comments about violence, firearms and other dangerous weapons and violent crimes.
- Depression/withdrawal
- Explosive outburst of anger or rage without provocation.
- Resistance and overreaction to changes in policy and procedures.

### **Good practices for coping with an active shooter situation:**

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in your area.
- If you are in an office or classroom, stay there and secure the door.
- If you are in the hallway, get into a room and secure the door.
- As a last resort, attempt to take the shooter down. When a shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

# Code Yellow Modified Lockdown Procedure

(Cedar Campus)

In case of a school-related emergency or crisis, the school's emergency preparedness plan will be activated instantly.

**"We are in a **CODE YELLOW** modified lockdown" will be heard over the intercom.**

**CODE YELLOW** = Used to secure the campus from a potential threat outside the building such as when an unauthorized person or animal is loitering on school grounds, when there is criminal activity is reported in the area, or when a nearby school is in lockdown. Exterior doors are locked, but normal educational activities continue inside the building.

## **Announcement:**

- Intercom Announcement
- Or a Nonverbal-Signal (i.e. LC yellow paper to classrooms with instructions)

## **Protocol for Campus:**

- Doors shut and locked
- Blinds down
- Students remain in class period until directed by principal or designee
- Classes and passing periods continue as normal with increased staff visibility, presence, and supervision
- Emergency bathroom / hallway use permitted by teacher discretion
- No entrance or exit from building except with administrative permission
- Students on early release must gain permission to leave the building through front office or designee
- ½ day classes will be released with administrative permission and close supervision
- Teachers and staff will closely supervise end-of-day dismissal (and in some cases they may escort students to vehicles or busses)
- Campus access is determined by administrative team
- Checkpoints as necessary
- Metro Called to support

## **Communication:**

- 1) Call 911 "We are in a precautionary modified lockdown. Please send an officer."
- 2) Staff text blast sent by admin assistant or designee at each campus (Office Designee)
- 3) Inter campus (Upper-Lower) communication (Office Designee)
- 4) Parent text alert sent by admin assistant or designee (Office Designee)
- 5) Updated communication to staff, parents ongoing status including lifted lock-down (Office Designee)
- 6) Follow up email to clarify incident by administrative team

# Evacuation Procedure

(Cedar Campus)

This procedure is used in the event of a fire, flood, chemical accident, bomb threat, etc. When any need for evacuation arises the following emergency procedures will be implemented immediately.

Emergency Team Leader will initiate emergency evacuation via intercom –

**'We are in a "CODE RED SITUATION. Please EVACUATE the building and head to your designated locations' will be heard over the intercom.**

## **WHEN RECEIVING EMERGENCY THREAT/NOTIFICATION:**

1. If a phone call is involved, person receiving the call will:
  - Follow the "Threat Call Checklist."
  - Keep phone line open, do not hang-up.
  - Use second phone to call school office/emergency team leader (Bob Brown – (602) 228-9158).
2. Emergency Team (Elise, Kristen, Jamie and Ty) will meet in Conference Room to decide if evacuation is necessary. Team leader will call 911 to inform law enforcement or fire department of situation.
3. Emergency Team Leader will initiate emergency evacuation procedure via intercom.
  - a. Staff will be instructed to evacuate the building via established Evacuation Routes.
    1. Teachers will bring roster for current class with them and take roll.
    2. Early Learning Staff will take the **Emergency RED** Backpacks, **Green** Student Rescue Meds backpack and iPads.
    3. Teachers will be responsible for the supervision of students in current class until normal activity resumes.
  - b. Staff will walk students to Designated Areas and Wait for further instructions.
  - c. If off-site evacuation is called, students will be walked to another evacuation site (Northside Church of Christ). See attached map.
  - d. At the evacuation site, the Admin Team will assume leadership and give

- e. Staff will supervise students at evacuation site until further instruction by emergency team leader.
4. In the event of an off-site evacuation, Emergency Team Leader will:
  - a. Contact evacuation site to inform of students' arrival and/or request transportation assistance.
    - i. Northside Church of Christ (509) 325-2456
  - b. Contact Bus Drivers to inform them of transportation needs if necessary.
  - c. Set up Command Center at Northside Church of Christ. Meet with emergency team to strategize follow-up plan.
5. Law enforcement will initiate building search and investigation.

### **UPON EMERGENCY EVACUATION ALARM/ANNOUNCEMENT**

#### **1. FIND AND BRING WITH YOU:**

- **Emergency RED Backpack, GREEN Student Rescue Med Backpack and Wagon**
  - a. Binder, Clipboards w/ Class Roster
  - b. iPad (Preschool)
  - c. Small First-Aid Kit
  - d. **Green/Red** Signal Cards
  - e. Emergency Contact Information
  - f. Emergency medication and emergency care plans (nurse and front office staff)

#### **2. LEAVE SAFELY** with class **to assigned places outside of building or** join specialist with class at their designated evacuation spot.

*\*If students are in the restroom, train students beforehand to go straight to their designated class meeting spot outside of the building upon evacuation alarm.*

- **East and West Classrooms:** Evacuate via the southside EXIT to the maple trees on Central Ave.
- **Early Learning and Elementary Specialist Classrooms:** (Art, Music and P.E.) evacuate onto sidewalk on Cedar St., North to Dalke St.
- **Buildings B, C and D:** Evacuate onto Dalke St.

**3. SIGNAL** to administrative/maintenance staff on corners.

- **GREEN CARD** - class is accounted for
- **RED CARD** - unaccounted students
- Captains retrieve missing information to students and report to administrator on each side of the building.

**4. WAIT** for instructions or long bell with announcement that the event is **ALL CLEAR**.

**5. OR Relocate when directed to leave** campus safely to **Northside Church of Christ**.

**6. SECURE** class safely at **Northside Church of Christ** or at another designated area. Wait for instructions from building principal or supervisor.

# **Evacuation/Relocation Procedure**

(Cedar Campus)

When students are relocated from a school site to an evacuation site, certain procedures must be observed to ensure that the whereabouts of all students is known at all times.

1. Student rosters will be utilized to check students onto buses or other modes of transportation noting the bus number or cars and destination.
2. Office personnel will keep these rosters so those parents can be notified as to the location of their children.
3. Special Needs students should be furnished with identification tags.
4. Staff members who release pupils to adults other than parents shall ascertain that the adult has authority to pick up that child. Note on roll sheet name of person picking up child and time released.

Note: In any early dismissal operation, situations will probably arise which are not covered in this plan. In such cases, the principal will have to use his/her judgement as to the best course of action to follow.

# Student Release Procedures

(Cedar Campus)

Certain actions may involve releasing students from school or relocating them from one school site to another at a time when parents expect their children to be in school. **The Head of Schools will authorize such actions only in times of extreme emergency. The Head of Schools will direct Principals and Early Learning Director to notify parents as to the situation as soon as possible.** If an emergency occurs and it becomes necessary to send students home early, relocate them, or ask parents/guardians to pick them up, then these procedures will be followed insofar as possible.

- 1. Notification of Staff:** Teachers and other staff members should be notified of the plan as soon as possible. A sample message is as follows: "There has been a (type of disaster) and we must evacuate the school. Please take roll and report the names of any missing students to the office immediately. We will be transporting students to (location) or students will be dismissed directly from school. Please post a sign on your door indicating where students will be. If parents come to pick up a child, have them sign him/her out. Ask for identification (e.g. a driver's license) if you question the identity of the parent. Wait for further instructions."
- 2. Notification of Parents:** After receiving authorization to relocate students or send them home early, the Head of Schools will notify families via text blast. They will need to know the school's decisions concerning transportation, dismissal time, reasons for closure, etc.
- 3. Other Staff Duties:** When an emergency involves vacating a site, teachers should take attendance and report any missing students to the office personnel through Slack Emergency text. Students should never be left unsupervised at any time. The Administration Team will determine who will be responsible for:
  - Bathroom checks
  - Students helping out in the office/other classroom (example: TA's at time of emergency)
  - Students in various other areas

# **Nuclear Emergencies Procedures**

(Cedar Campus)

**NUCLEAR EMERGENCIES** - Emergencies of this type can be placed into three categories based on how much preparation time is available.

**1. STRATEGIC WARNING OF NUCLEAR ACCIDENT - If the government becomes aware that enemy-initiated hostilities may be imminent, and this information is disseminated by the news media, the school has some time to prepare.**

**RESPONSIBILITIES:**

- a. Head of Schools- Upon notification from the city or county, notify and give direction to all sites.
- b. Principal & Early Learning Director
  - (1) Upon direction of the Headmaster, initiate Action Go Home (see Student Release Procedures).
  - (2) After all the students have vacated the site, send staff home and close The building.
- c. Staff - Perform duties listed under Action Go Home.

**2. ATTACK WARNING - If the federal government becomes aware of the possibility of hostile forces initiating a nuclear attack against the United States, government officials will notify the various county offices of emergency services throughout the country. These offices will contact the schools Headmasters office giving them as many details and particulars of the impending attack as they have available. The Head of Schools office will then notify the school Principal or Director. Action(s) taken by the schools will be determined by the amount of time available prior to the onset of the expected attack.**

**RESPONSIBILITIES:**

**a. Staff**

- Classroom teachers will initiate **Action Duck, Cover and Hold.**
- Staff supervising students in open areas will initiate **Action Drop.**
- Students and staff will remain as is and await further instructions.

**b. Principal and Early Learning Director**

- Turn on battery-operated radio to local media and await further instruction.
- Apprise staff of the situation as soon as possible.
- Initiate other actions as necessary based on the information received.

**3. NUCLEAR EXPLOSION - The warning for the explosion of a nuclear device is the actual detonation of the weapon, which is accompanied by intense light and followed by heat and shock waves.**

**RESPONSIBILITIES:**

**a. Staff**

- Classroom teacher immediately initiate **Action Duck, Cover and Hold**
- Staff supervising students in open areas will initiate **Action Drop**
- Render first aid as necessary

**b. Principal**

- Turn battery-operated radio to local media and await further instruction.
- Direct students and staff in open areas to assemble in predetermined inside areas for protection against fallout.
- Direct students and staff to remain inside and await further instruction.

# Pandemic Planning Checklist

(Cedar Campus)

## **Planning and Coordination:**

- Identify the authority responsible for declaring a Public Health emergency at the State and local levels.
- Identify the legal authorities responsible for executing the community operational plan, especially those for case identification, isolation, quarantine, movement restrictions, health care services, emergency, and mutual aid.
- Address preparedness for pandemic to all departments and constituents.
- Work with local and State departments and other community partners to establish organizational structures such as incident command center.
- Delegate responsibilities to all administrators.
- Work with State and local Health Departments to coordinate with their pandemic plans.
- Test the system.
- Contribute to the local Health Departments on operational plan to surge capacity of healthcare and other services to meet the needs of community.
- Incorporate into the plan the requirements for special needs students.
- Work with local Health Departments to address provision of psychosocial support services for the staff, students, and their families during and after a pandemic.
- Consider developing in concert with the local Health Department a surveillance system that would alert the local Health Department to a substantial increase in absenteeism.
- Share with other local schools your preparedness plan within the community to improve community response efforts.

## **Continuity of student learning and core operations:**

- Develop scenarios describing the potential impact of a pandemic on student learning, school closings, and extracurricular activities based on having various levels of illness among students and staff.
- Develop alternative procedures to assure continuity of instruction in the events of school closures.
- Develop a continuity of operation plan for essential central office functions including payroll and ongoing communication with students and staff.

## **Infection control policies and procedures:**

- Work with local Health Department to implement effective infection prevention policies and procedures that help prevent the spread of contagion at school.
- Provide sufficient and accessible infection prevention supplies.
- Establish policies and procedures for students and staff sick leave absences unique to a pandemic. (non-punitive, liberal leave)
- Establish sick leave policies for staff and students suspected to be ill or who become ill at school (those sick should go home or stay home until able to return to school).
- Establish policies for transporting ill students.
- Develop communication with students, staff, and families.
- Ensure communication is understandable to all involved.
- Develop and test all avenues of communicating pandemic status and actions to school staff, students, and families. (hotlines, telephone trees, websites and local radio and TV stations)
- Maintain up-to-date communications of key contacts at the local Health Department as the pandemic develops.
- Make sure communications are current, expedited timely and not redundant.
- Advise staff, students, and families where to find up-to-date and reliable pandemic information from Federal, State and local public health sources.
- Anticipate the potential fear and anxiety of staff, students and families as a result of rumors and misinformation and plan communications accordingly.

### References:

[www.pandemicflu.gov](http://www.pandemicflu.gov) [www.doh.wa.gov](http://www.doh.wa.gov)

Mackenzi Kershinar, NWCS Nurse: (509)850-7257

Roger Gerstenberger, Head of Schools: (918)344-8479

# Site Facility and Equipment/Supply Information

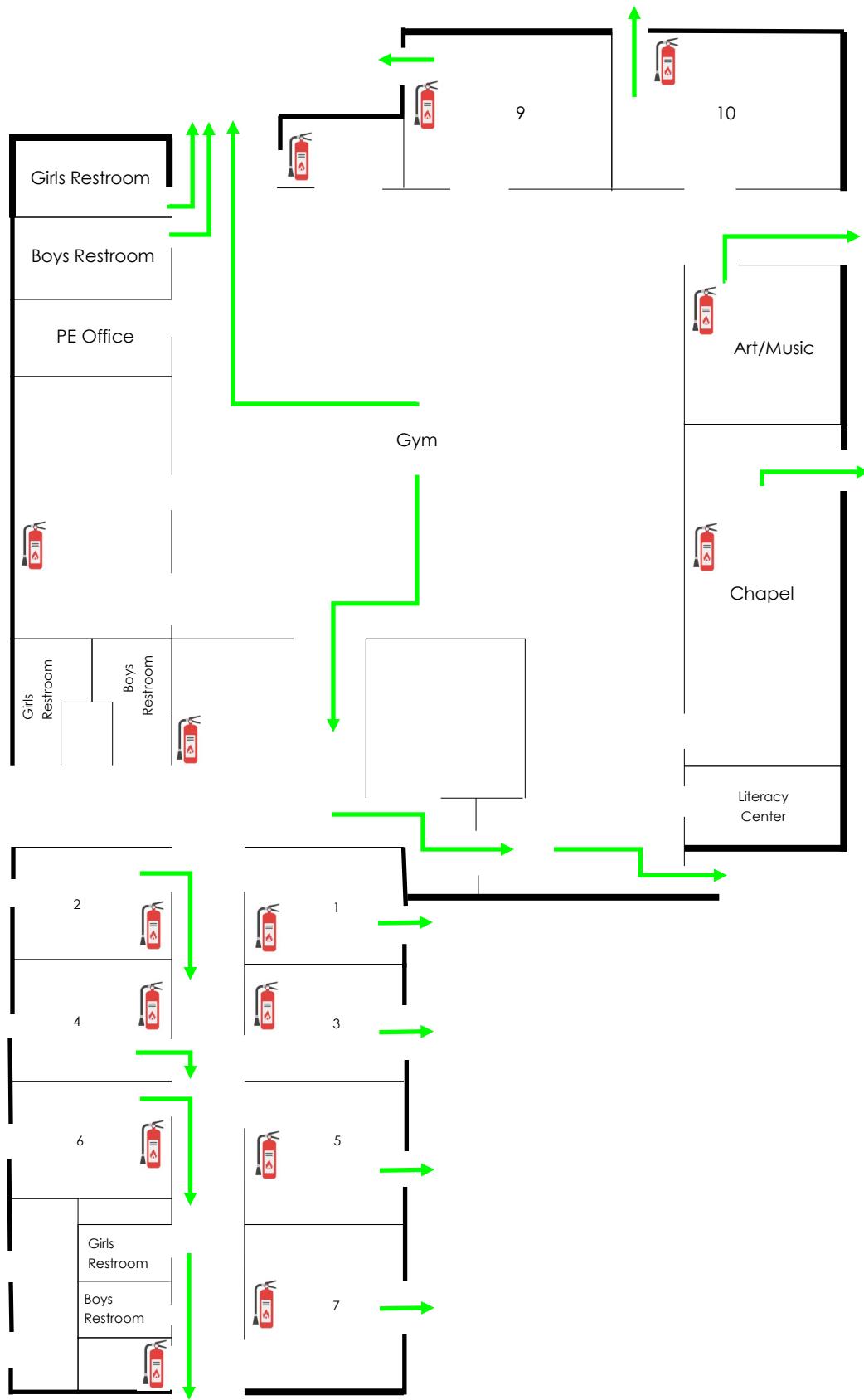
## (Cedar Campus)

Indicate site specific information that will be necessary in the event on an emergency or disaster (indicate locations of items in list below)

1.	Alphabetical student roster/class list (also available through office and information services.)	Classroom/Front Office
2.	Alphabetical staff roster and location	Front Office
3.	Floor plan/campus map (including evacuation routs, entrances/exits, bus lanes)	Classrooms/Front Desk Maintenance Office
4.	Class plan Building plan	Classrooms/Front Desk Maintenance Office
5.	Utilities (to include water, gas, electricity shut-off)	Boiler Room/ Mechanical Room Mainitenance Office
6.	First aid kits/supplies	Front Office
7.	Walkie-talkies	Front Office
8.	Flashlights Extra Flashlights and batteries	Maintenance Office Front Office- Batteries
9.	Blankets	Front Office
10.	Hazardous Material	Maintenance Office
11.	Extra Keys	Front Office
12.	Other site-specific pertinent information	Maintenance Office Front Office

# Emergency Exits

Cedar Campus



# In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

## Lockout! Secure the Perimeter.

### Students

Return inside  
Business as usual

### Teachers

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

## Lockdown! Locks, Lights, Out of Sight.

### Students

Move away from sight  
Maintain silence

### Teachers

Lock classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

## Evacuate! (Directions to Follow.)

### Students

Leave your stuff behind  
Form a line  
Hand in hand

### Teachers

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured  
students

## Shelter! (Directions to Follow.)

### Students

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat  
Shelter methods:  
1. Drop, cover and hold  
2. And seal  
3. In silence

### Teachers

Shelter type  
Shelter method  
Take roll



## Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Locks, Lights, Out of Sight"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

### Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.



### Lockout

#### Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

##### Students:

- Return to inside of building
- Do business as usual

##### Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### Lockdown

#### Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

##### Students:

- Move away from sight
- Maintain silence

##### Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### Evacuate

#### To the Announced Location

Evacuate is called to move students and staff from one location to another.

##### Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

##### Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### Shelter

#### Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

##### Types:

- For Tornado
- For Bomb
- For Hazmat

##### Methods:

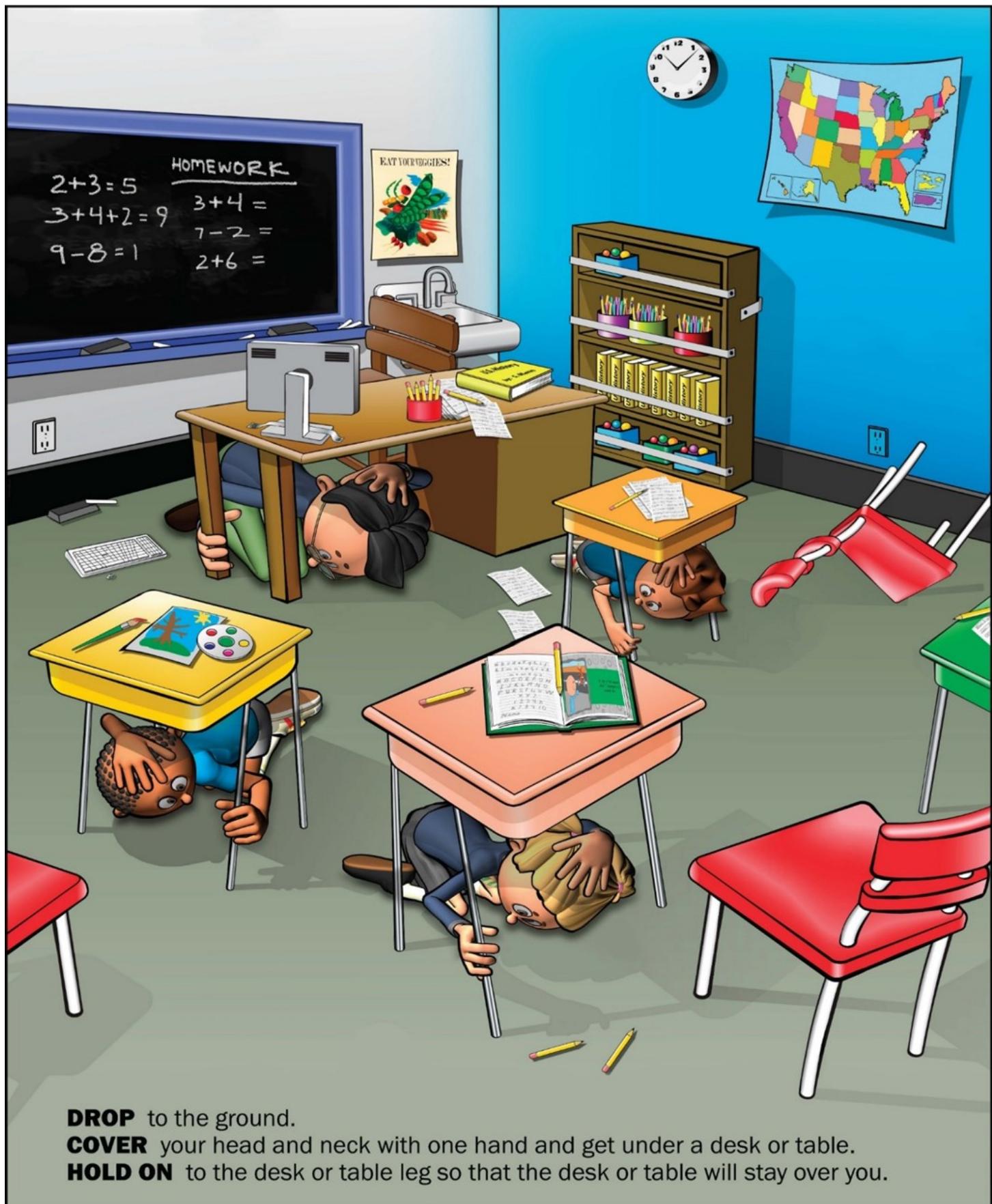
- Drop, Cover and Hold
- And Seal
- In Silence

##### Students:

- Use Appropriate Method

##### Teachers:

- Use Appropriate Method
- Take roll, account for students



**DROP** to the ground.

**COVER** your head and neck with one hand and get under a desk or table.

**HOLD ON** to the desk or table leg so that the desk or table will stay over you.