

EMERGENCY PROCEDURES

(IN ALL CASES IN AN EMERGENCY CALL 911)

FIRE

- A. Begin evacuating students away from the fire.
- B. Take attendance, check for any missing students.
- C. Take emergency kit (parent emergency numbers cups and water, paper, crayons and flashlight) and cellphone, stay in the sheltered area until all clear.

TORNADO AND SEVERE STORM

- A. Begin evacuating all students to room avoid windows and glass doors. Have students tuck heads between their legs or use blankets. Take emergency kit (parent emergency numbers, cups, water, paper crayons and flashlight).
- B. Take attendance, take sign in sheet and teacher cell phone: check hidden areas for students and close shelter door.
- C. Listen to the storm radio to keep updated.

LOCK DOWN

- A. Lock doors and windows. Move to room _____ if needed.
- B. Keep staff and students calm and turn to the news.
- C. Notify parents that they are not to pick up students until they are notified of an all clear, which will be as soon as possible. Staff is to stay the building until all clear and all clear and all students are picked up.