

# Emergency Procedures Overview

## Abbreviated Summary

### A. Evacuation (conditions outside are safer than inside, such as a fire, bomb threat, etc.)

#### When the announcement is made or alarm is sounded:

- Close windows and doors; do not lock
- Bring Emergency Procedures packet (mounted on the wall)
- Evacuate students silently and in an orderly fashion per your evacuation route. If route is blocked or clogged use the closest open exit.  
DO NOT USE THE ELEVATOR
- Be alert and ready to assist any student with a disability if needed
- School nurse (or designee, if absent) should bring all medication when evacuating the building
- Report to your designated area and silently take attendance
- Check for injuries
- Hold up the laminated Alert Cards (provided in the Emergency Procedures packet) to indicate:
  - Red**– Need assistance, one or more students is missing and/or injured
  - Yellow**– Have additional students
  - Green**– All students accounted for, all clear
- Report the names of any missing and/or injured students or staff members to the Administrator in your location
- Be alert for further instructions
- Return to building only after the all clear signal has been given by the designated school administrators, police, and/or fire dept.

### B. Building Mode (a.k.a. Shelter in Place) (conditions inside the building are safer than outside, e.g. a community emergency or missing student)

#### When the announcement is made, Operations Manager or Principal will:

- Secure the facility by locking all exterior doors and gates from the inside. *(Do not chain any doors.)*
- Inform staff of Building Mode
- Post administrators or staff at all exits so that no one can leave
- Post an Operations Team member at the front entrance of the building, use intercom to communicate before you allow individuals to enter and exit with identification

#### When the announcement is made, teachers should:

- Inform students of Building Mode in an age-appropriate way
- Conduct classes and activities within the building in a normal manner
- Wait for further instructions

### C. Lockdown (potential/imminent danger in or out of the building)

#### When the announcement is made or alarm sounded:

- Students are to be cleared from the halls immediately and report to nearest available space with a door that is able to be locked or closed
- Stay away from all doors and windows; move students to interior walls and sit on the floor with arms covering their head
- Close and lock all doors and windows. If not possible to lock the door, barricade the entrance to the room as quickly as possible
- Assist those needing special assistance
- Turn off the lights
- Cover all exterior and interior windows, if possible
- Be silent
- Document attendance
- Remain in safe area until the “all clear” signal is given by law enforcement
- Wait for further instructions

### D. Severe Weather Safe Area (severe weather emergencies; tornadoes)

#### When the announcement is made or alarm sounded:

- Take the closest, safest route to shelter in a designated safe area
- Bring Emergency Procedures packet (mounted on the wall)
- Assist those needing special assistance
- Do not stop to gather any student/staff belongings, move as quickly as possible to the designated safe areas
- Close all doors and windows
- Document attendance
- Remain in safe area until the all clear signal is given
- Wait for further instructions

### E. Drop, Cover & Hold (earthquake or other imminent danger to building or immediate surroundings)

#### When the announcement is made or alarm sounded:

- DROP to the floor, take shelter under a nearby desk or table and face away from the windows as much as possible
- COVER your neck with one arm and crouch with your head in your lap
- HOLD on to the table or desk legs, and maintain current location/position
- Assist those needing special assistance
- Wait for further instructions

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## Evacuation Procedures

### Situation Description:

Emergency conditions dictate the relocation of all building occupants to locations outside the building. For example – fires, gas leaks, hazard chemical spills and releases within a building, and bomb threats. Conduct evacuations in an orderly manner, with no running and no talking to minimize confusion and allow orders to be heard. The Operations Manager will be the primary point of contact for District of Columbia Emergency Responders. The Principal is the secondary point of contact.

### Procedures:

**Evacuation preparation** – Building evacuation plans are designed in a manner as to evacuate the entire building as quickly and safely as possible. Evacuation routes are essential to the smooth and safe exit of the building and are posted in classroom and office.

**Immediate Response** – In the event the building needs to be evacuated, students and teachers should not stop for any belongings, including coats, and move immediately for the nearest identified exit. DC Prep expects the highest regard for safety precautions in such situations and therefore operates with complete silence from the students and staff during evacuations in order to promote rapid movement and audible directions.

### Teachers should teach these procedures to their classes and practice them at least once prior to the first evacuation drill:

1. At the sound of the alarm, tell students, “That is the evacuation alarm. Remember, we leave the building in a silent and orderly fashion.”
2. Teachers must take the Emergency Procedures packet located on the wall near to their door. Inside they will find the following: a student roster with contact information, color-coded alert cards, an evacuation map, and summary of all emergency procedures.
3. Students stand and quickly leave the classroom in silence.
4. The last person to exit the classroom will turn off the lights and close the door. The first student outside each exit door holds that door open for all other students to exit, then joins his/her class (except in the case of younger students when an adult not responsible for a class of students should assume the responsibility).
5. School nurse should take all medicine when exiting the building.
6. Designated school staff will serve as floor wardens and will check all unused rooms and bathrooms for people before they exit the building, unless there is imminent danger to their safety.
7. School leadership team or operations team members will control traffic as needed during the drill to make sure that the roadways are clear.
8. Be sure to have students move far enough down each sidewalk that all students can be at least 100 feet from the building when the building is empty.
9. In the event that a student has gone out of the classroom prior to the alarm, the student should leave through the nearest exit door and join the nearest class.
10. Students arriving tardy to school during a fire drill should immediately join the nearest class.

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11. Students must remain in silence throughout the evacuation including the period of re-entering the building. Teachers must ensure that the class remains silent and are expected to impose appropriate consequences if their students do not comply.
12. Teachers take roll silently as soon as they arrive at their evacuation location. On the class roster, they write the homeroom and the names of any missing students. If other students have joined the class, teachers should write the names of the extra students on their roster.
13. If staff or any students are in need of immediate medical assistance or if a staff member is missing a student, the staff member in charge of the classroom should indicate such by holding up the red laminated classroom alert card. If the classroom has extra students, the yellow alert card should be displayed. If the classroom is not in need of immediate medical assistance or missing anyone, the alert card should be green.
14. Administrator at each rally point is responsible for determining if everyone is accounted for and communicates that to the other rally points.
15. Watch/listen for a signal from a member of the school leadership team to return to the building. Remind students that they are to return to the classroom quickly, in line, and in silence.
16. Give students positive and/or corrective feedback on their participation when they return to class, but be sure to return to work as soon as possible after the drill.
17. It is critical that all adults model evacuation drill expectations for the students. There is no talking during the fire drill or during the exit from or re-entrance to the building. All staff members, including Home Office staff, must exit the building in the case of a fire drill.

### Special Procedures:

When the event is a planned fire drill and students can be expected to return to the building quickly, the children stand in specified locations 100 feet or more from the building on walkways or grass until an all-clear is sounded. During prolonged drills, inclement weather, or emergency events in which they must remain outside for long periods of time, students will follow the direction of the Principal, Operations Manager, or Assistant Principal.

## Building Mode Procedures

### Situation Description:

This protocol applies to emergency conditions which require immediate secured access to the building(s). The incident dictates a heightened state of alert to visitors, deliveries, and others who desire access to the facility.

Also, this emergency situation restricts access by students and personnel to all outside areas such as sport fields, playgrounds, and courtyards during the school day.

### Procedures:

1. The Operations Manager or Principal declares "Building Mode" status by making an announcement of the PA system.
2. Secure the facility by locking all exterior doors and gates, so that no external visitors can enter without permission. (Do not chain any doors.)
3. Inform staff of the Building Mode.
4. Staff should inform students, in an age-appropriate manner, of the Building Mode status.

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5. Post an Operations Team member near the front entrance of the building to keep the main entrance secure, permitting people with proper identification to enter the building only if necessary and to exit appropriately.
6. Conduct classes and activities within the building in a normal manner.
7. Notification will be provided to all building occupants over the PA system once Building Mode status has concluded.

## Lockdown Procedures

### Situation Description:

DC Prep's administration has taken many precautions to ensure the safety of students and staff from outside intruders or strangers. Technology and the strategic placement of offices and personnel aid in our mission to provide for the security of our students and staff. For instance, all doors to the building are locked at all times of the day. **At no point should an unattended door be left propped open.** During the time when students arrive, the entrances to the building that are unlocked are supervised by an adult member of the DC Prep community.

Though we have implemented numerous safeguards to protect the safety of our community, there may be cases when an intruder does penetrate our system and gains entrance. In the event that this event occurs, staff members should:

- Treat them as if they are simply a visitor who has failed to register in the office and kindly invite them to do so. *NOTE: If a staff member is uncomfortable approaching trespasser, notify the front desk immediately of their presence.*
- If the trespasser refuses to register at the front desk and flees the scene, obtain an accurate description and inform the Principal and Operations Manager.
- If the unauthorized visitor remains on the school property, notify the front desk and the Operations Manager or Principal will implement Lockdown procedures if necessary.

### Lockdown General Procedures for Teachers:

The purpose of a lockdown signal is to provide the Operations Manager, Principal, or Assistant Principal with a means for alerting staff and students that there is an emergency situation in the school and that for a period of time, movement in the school will be restricted.

Though the school strives to plan for all emergency situations, it is important to note that not all crisis conditions can be foreseen. All students are taught that they must immediately follow all directions given to them by adult staff members and that they must remain calm and amenable. Likewise, all adult members of the school community are expected to use their common sense and exercise good judgment.

### Initial Response:

1. Use the overhead PA system to alert the school to "Lockdown" status.
2. Call 911.

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3. All staff and students should retreat to a safe place immediately. This means that students and staff are to be immediately cleared from the halls or any open space, and move to the nearest available space with a door that is able to be locked or closed.
4. Assist those needing special assistance.
5. Close and lock (or barricade if that is safer and more efficient) the doors and turn off all lights.
6. Move the students away from windows and doors and have everyone sit on the floor with their arms covering their head.
7. Be silent.
8. Cover all interior and exterior windows, if possible.
9. Take attendance with the student roster (in your emergency classroom folder), make a list of all students not accounted for and add to the list the name of any child or adult that is in the room and not listed on the roster.
10. While a lockdown is in place, under no circumstances should students be permitted to leave a secured area.
11. Remain in place until the “All Clear” signal is given by law enforcement.

### Special Procedures:

- Contain the situation to a limited area of the building if possible; try not to allow situation to go mobile.
- If you are not in the building when a lockdown event occurs, once notified, please retreat to a safe location away from the building. Once the lockdown is lifted you will be free to return.

## Severe Weather Safe Area Procedures

### Situation Description:

In cases of severe weather such as severe thunder storms and tornadoes, it may become necessary to relocate all building occupants to our Severe Weather Safe Area within the building to protect them from flying glass or other projectiles. The Operations Manager or Principal will be the designated person authorized to order the relocation of all building occupants to the severe weather safe areas.

### Procedures:

1. Use the overhead PA system to alert the school to “Severe Weather” status.
2. Take the closest, safest route to shelter in a designated safe area (use secondary route if primary route is blocked or dangerous) posted in the emergency procedures folder in your room
3. Take attendance with the Emergency Attendance Form (in your emergency procedures folder), make a list of all students not accounted for
4. Assist those needing special assistance
5. Do not stop to gather any student/staff belongings
6. Close all doors
7. Stay away from windows as much as possible
8. Remain in safe area until the “all clear” is given
9. Wait for further instructions

# Emergency Procedures Overview

## Drop, Cover, and Hold Procedures

### Situation Description:

In cases of earthquake or other imminent danger to the building or immediate surroundings, it may become necessary to take shelter immediately. The Operations Manager or Principal will be the designated person authorized to activate the Drop, Cover, and Hold procedures.

### Procedures:

1. Use the overhead PA system to alert the school to “Drop, Cover, & Hold” status.
2. DROP to the floor, take cover under a nearby desk or table and face away from the windows
3. COVER your eyes by leaning your face against your arms
4. HOLD on to the table or desk legs, and maintain present location/position
5. Assist those needing special assistance
6. Wait for further instructions