



Emergency Plan



Quick Reference for Staff and Students

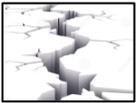
If an emergency strikes, follow the procedures you used during drills and instructions provided by your teachers.

- Follow the evacuation plan that is posted in each classroom.
- DON'T PANIC! Help others around you and STAY CALM.

Stay with your class at all times. Students are not allowed to wander or visit others.

EARTHQUAKE

(or activity causing building damage)



DROP, COVER, and HOLD ON! Drop to the floor and cover your head and neck with your arms. Quickly find a safe place, such as under your desk or table in the classroom and hold-on with one hand. The teacher will guide you to the evacuation point when it is safe to leave the classroom. Evacuation routes are posted near the exit of each classroom. Be sure to look for potential hazards while exiting and be prepared to change routes due to obstacles.

FIRE

(or other emergency signaling evacuation)

EVACUATE THE CLASSROOM/BUILDING calmly and safely. The fire alarm will sound. Students should evacuate to their designated place on the soccer field or the DHS quad area depending on the location of the fire. Evacuation routes are posted near the exits in every classroom. Be prepared to change routes due to fire. If you are the first to discover a fire, pull the fire alarm on your way out.



LOCKDOWN



A lockdown is called when there is danger nearby and students need to remain in classrooms with their doors locked. This would occur if there was police activity in the neighborhood or if there is an intruder on or near campus. Students should remain in classrooms with the doors locked, lights off, and windows and blinds closed. Be sure to find a safe place inside, away from the windows and doors, and stay put. No talking or noise should be made during a lockdown. Be sure to silence your cell phones. Students should not exit the room unless told to do so by police or administration. If you are on the campus and get locked out of a room, hide in the bathroom or any safe place you can find.

AMBULANCE ON CAMPUS/MEDICAL EMERGENCY



Should we have to bring an ambulance on campus, quickly move away from the area of the injured person and stay out of the way of the vehicle. With many students on campus, the ambulance will have to drive slowly and those seconds could make a difference to the person who needs treatment.

EXCEPTIONS TO THE NORMAL SCHOOL PLAN

If the evacuation were to occur **BEFORE SCHOOL, AFTER SCHOOL, DURING SNACK, DURING LUNCH, or DURING PASSING PERIODS**, students should quickly proceed to safe areas. If the emergency/evacuation is one of the following, follow these procedures:

1. **Earthquake** – Proceed, with caution, to a clear area such as the soccer turf; avoid buildings, trees, and other hazards. Then **DROP, COVER, and HOLD ON**. When it is safe, proceed to the designated evacuation site to meet your homeroom.
2. **Fire** – Proceed, with caution, to the designated evacuation site to meet-up with your homeroom, or to the evacuation site farthest from the fire.
3. **Lockdown** – Proceed, with caution, to any open classroom or building, close and lock all doors and windows, find a safe place to hide, and stay inside until administration or law enforcement have advised otherwise.

In any case, if you are unable to convene with your homeroom class, join any class and be sure to let the teacher know.

