



ACE Charter High School

Safety and Evacuation Procedures

570 Airport Way Camarillo, CA, 93010

ACE Charter High School

2018/2019 Update

Fire Drill/Earthquake/Lock-in/Shelter-in Evacuation Procedures

Universal Norms:

- 1) Each classroom, including the portables and the main office, has a procedure folder with class roster information, drill procedures, and other evacuation policies. It is the teacher's and support staff's responsibility to have this folder with them at all times during a drill.
- 2) In the event of a campus evacuation of any type, the school-wide primary evacuation gathering point is the location that all classrooms should evacuate to. In the event that that site is in any way compromised, the off-campus secondary evacuation site will be used.
- 3) Once at the evacuation gathering point, all teachers are to line-up their classes in single file rows. The teacher is to manage his or her class during this time and each teacher is responsible for completing the *ACE Evacuation Attendance Form* as quickly as possible.
- 4) Once evacuated from the campus building, all teachers and staff are to record on the *ACE Evacuation Attendance Form* missing or absent students. Once this form is completed, it is the teacher's responsibility to give this form to campus administration.
- 5) Once all *ACE Evacuation Attendance Forms* have been collected by campus administration, and once the campus is secured by the administration, an announcement will be made to re-enter the building. At that point, all teachers are to escort their classes back to class.
- 6) All campus personnel and teachers without an in-session class are to exit the building and gather at their corresponding gathering point with the rest of the school. No one is to remain in the building during a campus evacuation.
- 7) Office and administration staff in the main office will assist classroom teachers with attendance if necessary.
- 8) If a drill is called during non-class hours, students are to report to the following locations:
 - Before School: 1st Period Class
 - Lunch/Passing Period: Last Class
 - After School: Last Class

For Fire Drills:

- 1) In the event of a fire drill, the school-wide emergency alarm will sound. All teachers are to escort their class to the evacuation gathering point.
- 2) All classes are to exit the school through their specific color-coded exit door. Classes are to be organized in a single file line and each class must stay together during the entire drill.
- 3) Classes are to line-up at their respective gathering point and to await further instructions. Teachers are to complete the *ACE Evacuation Attendance Form* and to await directions from the administration.
- 4) Once the all-clear is given, each teacher is to escort his or her students back to class.

For Earthquake Drills:

- 1) In the event of an earthquake, the school-wide emergency alarm will sound. If the emergency alarm is compromised, all classes are to complete the drill as defined below regardless of the alarm system.
- 2) During the first 2 minutes of a drill, or until the earthquake has stopped, all students and staff are to perform the Duck-and-Cover safety drill.
- 3) When it is safe, a second earthquake alarm and/or the campus intercom system will sound, instructing all buildings and classrooms to be evacuated immediately. All teachers are to escort their class to the evacuation gathering point.
- 4) All classes are to exit the school through their specific color-coded exit door. Classes are to be organized in a single file line and each class must stay together during the entire drill.
- 5) Classes are to line-up at their respective gathering point and to await further instructions. Teachers are to complete the *ACE Evacuation Attendance Form* and to await directions from the administration.
- 6) Once the all-clear is given, each teacher is to escort his or her students back to class.

Lockdown Drill:

- 1) An announcement will be made over the loudspeaker stating the campus is having a lockdown. This means that absolutely no one is allowed in or out of your classroom at any time. If you have a student returning from the restroom, you may allow them in, however, no one is allowed to leave for any reason.

2) Each classroom door has color-coded cards to cover classroom door windows. These cards will indicate the situation of each class.

- Green = Everything is ok and you have your class under control.
- Yellow = You have a situation where you need assistance from a supervisor during the drill.
- Red = You need immediate medical attention

3) During this time, all teachers are to lock all classroom doors, close classroom blinds, and cover all classroom door windows with the appropriate color-coded card.

4) In the event of an on-campus event, all classroom lights are to be turned off. Everyone in the classroom is to remain silent at all times. No one is to be allowed to enter your classroom.

5) All teachers and staff are to remain inside their classrooms and offices at all times. No one is allowed to leave or enter your room until an announcement stating that the lockdown is over.

Shelter-in Drill:

A shelter-in drill is a drill where students are to be brought into the main campus building during either non-class time hours (ie. before school or during lunch) or in the event of an external campus event. Classes will be run *as normal*, however, no one is allowed to exit the building for any reason.

1) An announcement will be made over the intercom stating the campus is having a Shelter-in drill. This means that absolutely no one is allowed to exit the campus building at any time and no one is allowed to enter the campus building during the shelter-in grounds. Staff and students in the office at this time will remain in the office until further notice.

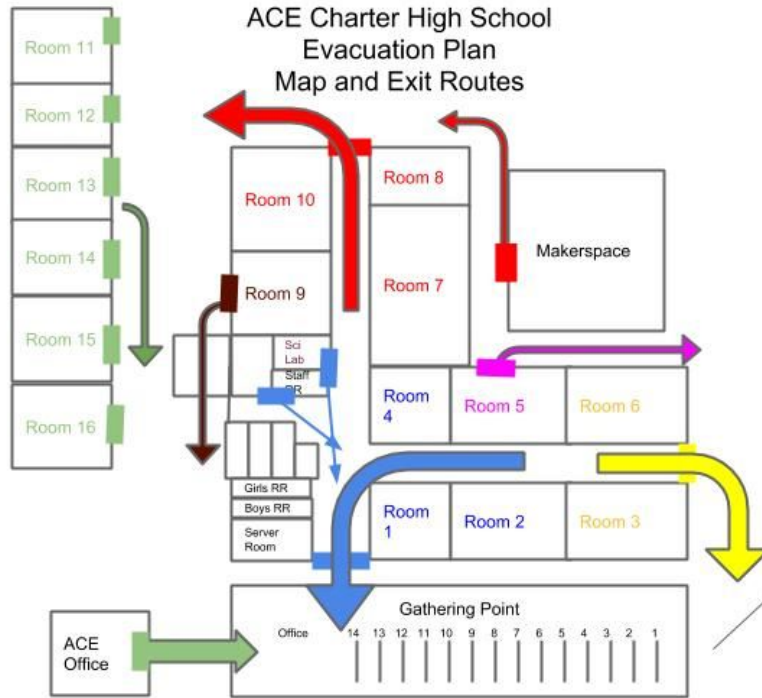
2) Teachers and students who have class in the campus portables will enter and exit the campus building through room 9. Portable and Room 9 teachers will supervise these student transfers.

4) All teachers, staff, and students are to remain inside the building at all times. No one is allowed to leave or enter the campus building until an announcement stating that the shelter-in is over.

ACE Evacuation Attendance Form

Student	Absent or Missing
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

ACE Charter High School Evacuation Plan Map and Exit Routes



All classes are to line-up single file back onto the grass area from the marked numbers.

Revised September 2018

ACE Charter High School

Primary Evacuation Route

Gathering Point

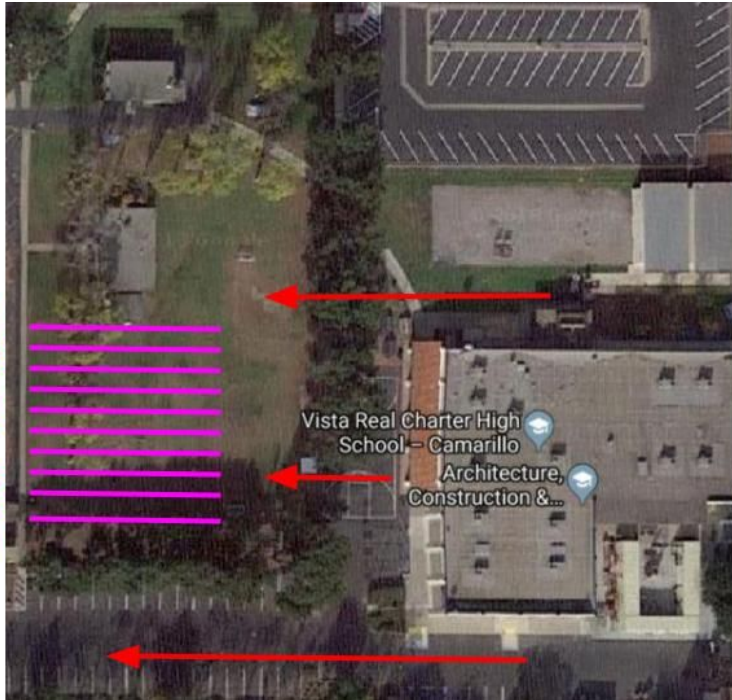
All classes are to line-up single file back onto the grass area from the marked numbers.

All room numbers are marked on the sidewalk.

All teachers are to take attendance once their class is lined-up. Absent or missing students' names are to be recorded on the ACE Evacuation Attendance Form and given to administration.

A class is not considered evacuated until the ACE Evacuation Attendance Form has been given to administration.

- Office
- 16
- 15
- 14
- 13
-
- 3
- 2
- 1



ACE Charter High School

Secondary Evacuation Route

Map and Exit Routes

In the event the campus gathering point is compromised, classes are to report to the Freedom Park baseball diamonds on the far west end of the airport via Skyway Drive.



ACE CHARTER HIGH SCHOOL ~ MASTER SCHEDULE 2018-2019 SEMESTER 1

<i>Teacher</i>	<i>Room</i>	<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Clausi	Office	Twilight Zone				Dismissal Period	Dismissal Period
Cohen	9	Biology Lab	Chemistry Lab	Chemistry Lab	PREP	PREP	Biology Lab
Falconer		PREP	Directed Studies Rm. 3 Office	Directed Studies Rm. 8	PREP Rm.3 Office	Directed Studies Rm. 3	English Rm. 2
Fredrick	5	Integrated Math II	PREP	Integrated Math II	PREP	STEM @ ACE	Integrated Math I
Gernheuser A Day	8	Intro to Engineering & Design	Intro to Engineering & Design	PREP	Makerspace 9 Engineering	Makerspace 10 Engineering	PREP
Gernheuser B Day	8	Principals of Engineering	Principals of Engineering	PREP	Makerspace 9	Makerspace 10	PREP
Hatler A Day	7	Building Construction M & M	Building Construction M & M	PREP	Makerspace 9 Architecture	Makerspace 10 Construction	PREP
Hatler B Day	7	Intro. to Electric & Plumbing	Intro to Electric & Plumbing	PREP	Makerspace 9 Architecture	Makerspace 10 Construction	PREP
Keller/McGeer	4	PREP	PREP	Chemistry Lab	Chemistry Lab	STEM @ ACE	STEM @ ACE
Lang	14	U.S. History	U.S. History	PREP	IB Anthropology	IB Anthropology	U.S. History
McGuire A Day	6	Internet of Things PTLW	Internet of Things PTLW	Personal Professional Skills	Makerspace	PREP	Personal Professionals Skills
McGuire B Day	6	Computer Science Principals	Computer Science Principals	PREP	Makerspace	PREP	Personal Professionals Skills
Middleton	2 & 9	Office	Office	American Government Rm. 2	American Government Rm. 9	Office	Office
Morales	3	PREP	Integrated Math I	Integrated Math II	Integrated Math II	PREP	Integrated Math III
Moreno	13	Spanish 1	PREP	Spanish 1	Spanish 2	PREP	Spanish 2
Nikkhah A Day	10	Drafting Fundamentals	Drafting Fundamentals	PREP	Makerspace 9 Architecture	Art & Architecture	PREP
Nikkhah B Day	10	Auto CAD	Auto CAD	PREP	Makerspace 9 Architecture	Art & Architecture	PREP
Renteria	1	English 2	English 2	English 1	English 2	PREP	PREP
Sweet	Var.	Prep & Resource Office	PREP & Resource Office	Directed Studies Rm. 10	American Government Rm.9	Directed Studies Rm. 13	Directed Studies Rm. 1
Vasquez	2	PREP	English 1	PREP	IB Language & Literature	IB Language & Literature	English Fundamentals
	Room	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6

Updated September 10, 2018 NM

ACE Charter High School Staff August 2018

Staff Name	Department	Room	Phone Extension
<i>~ Teachers & Staff</i>	Title	Location	Phone ext.
Clausi, Joseph	Principal	Office	1411
Cody Keller	Science	4	8084
Cohen, Annelisa	Science	9	8089
Daniel Flores	Cafeteria	Staff lounge	8091
Espinosa, Annamarie	Administrative Assistant	Office	1413
Falconer, Casey RSP	Directed Studies	<u>P1: room 3 (prep)</u> <u>P2: room 3 DS</u> <u>P3: room 8 DS</u> <u>P4: room 3 (prep)</u> <u>P5: room 3 DS</u> <u>P6: room 2 co-teach English</u>	<u>1419</u> <u>1419</u> <u>8088</u> <u>1419</u> <u>1419</u> <u>8082</u>
Fredrick, Allison	Math	5	8085
Gernheuser, Todd	Engineering	8	8088
Hatler, Christopher	Construction	7	8087
Lang, Cameron	Social Science	14	8094
McGuire, Ian	Math	6	8086
Medellin, Nancy	Registrar	Office	1412
Middleton, John	Program Coordinator	Office	8093
Morales, Marina	Math	3	1419
Moreno, Judean	Spanish	13	8092
Nikkhah, Marzieh	Architecture	10	8090
Ochoa, Laura	Program Coordinator	Office	8099
Renteria, Wendy	English	1	8081
Sweet, Sandra RSP	Directed Studies	<u>Per. 1 Office</u> <u>Per. 2 Rm. 5</u> <u>Per. 3 Rm. 10</u> <u>Per. 4 Prep In Rm. 9</u> <u>Per. 5 Rm. 13</u> <u>Per. 6 Rm. 1</u>	<u>8093</u> <u>8085</u> <u>8090</u> <u>8089</u> <u>8092</u> <u>8081</u>
Towler, Ernest Castro, Ingrid	RSP Assistant Paraprofessional	w/Mrs. Sweet	
Vasquez, Christopher	English	2	8082

Updated Aug 20, 2018 nm word file

