

Drills and Safety Procedures

For ACE Charter High School

Updated September 2018

Universal Norms for Safety Drills

In the event of a campus evacuation or emergency drill of any type, students should:

1. Remain Calm
2. Listen to your teacher for instructions and listen for announcements from the campus intercom system
3. If you are required to evacuate, like in the case of a Fire drill or Earthquake drill, then do so in a quiet and orderly manner.
 - A. As you evacuate, you will be directed toward the designated gathering point, your teacher will take attendance, and report back to administration (during this time your full cooperation is necessary).
4. In the case of a Lockdown drill, you must turn off all electronic devices, and hide out of the view of a possible intruder.
 - A. If you are found outside of classroom during a Lockdown drill, find the closest classroom and remain there until the drill is lifted.

Universal Norms for Safety Drills

In the event of a campus evacuation of any type:

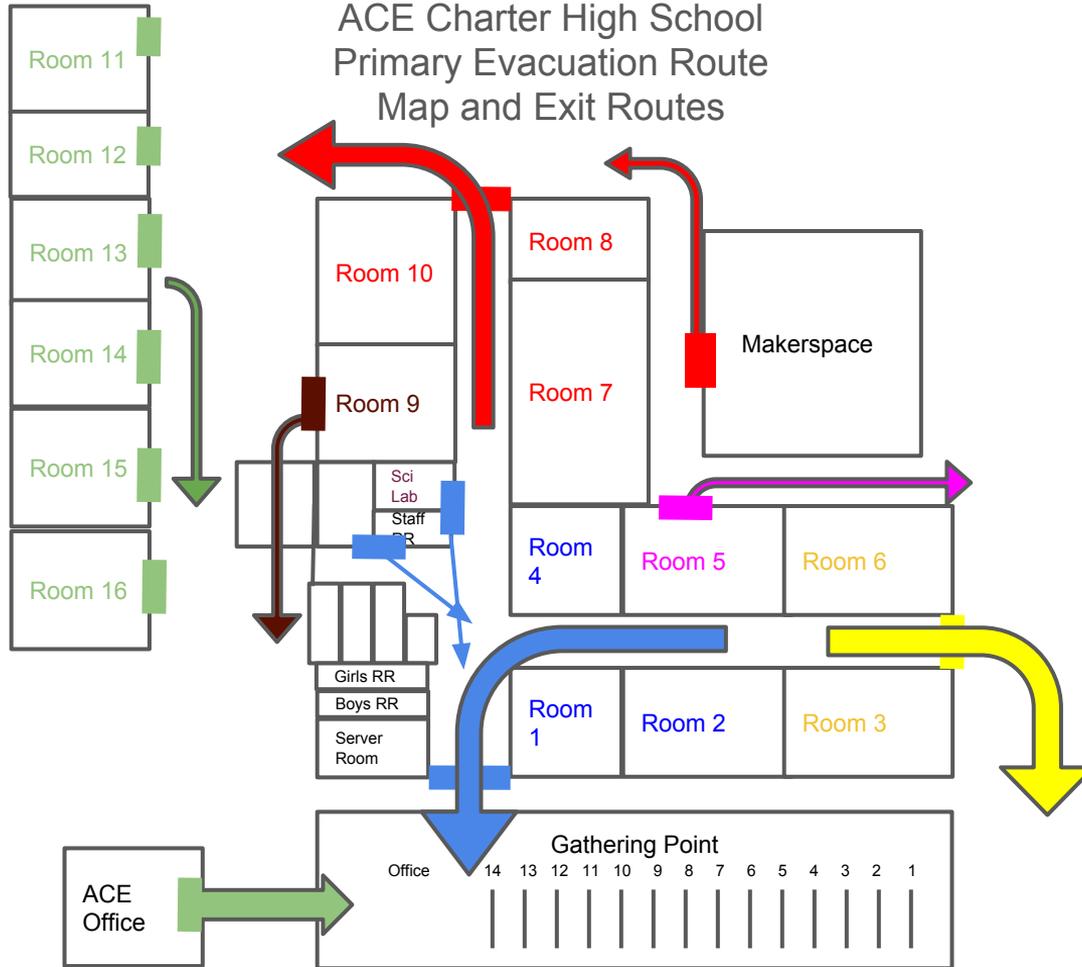
5. No one should return to class unless school administration has given the indication that it is safe.
6. Once administration has indicated that it is safe to return to your classroom, follow your teacher's direction and return to class.
7. In the event of a Lockdown, you should remain hidden out of sight until given the indication that it is safe to move about freely.
8. In the event of a Shelter-in drill, classes will continue as usual, but students must remain inside the building until the Shelter-in drill has been lifted.
9. All students and staff should listen to any announcements from the campus intercom system.

Universal Norms for Safety Drills

In the event that a drill is called during non-class hours, students are to report to the following locations:

- Before School: 1st Period Class
- Lunch/Passing Period: Previous Class
- After School: Last Class

ACE Charter High School Primary Evacuation Route Map and Exit Routes



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

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

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

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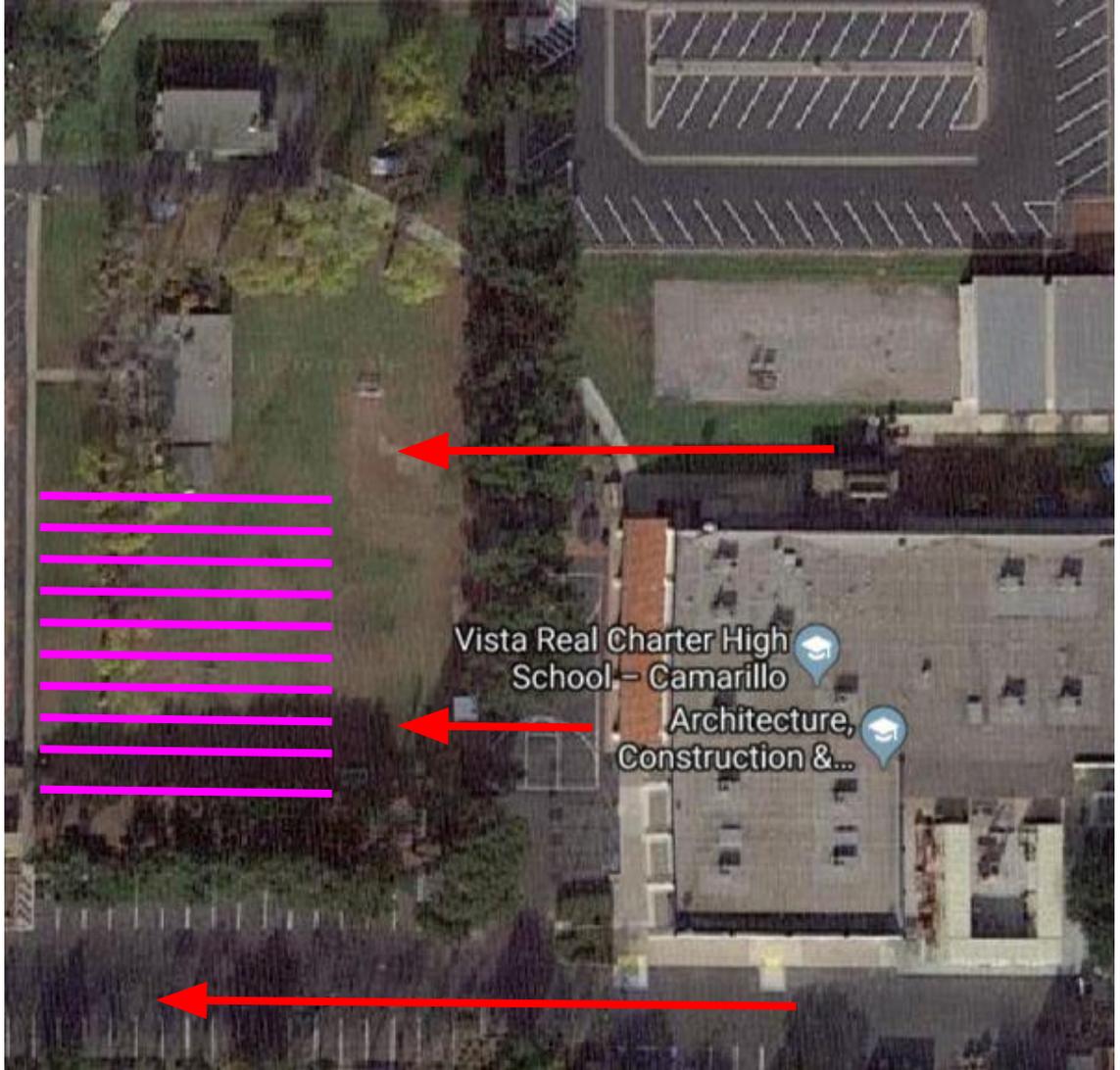
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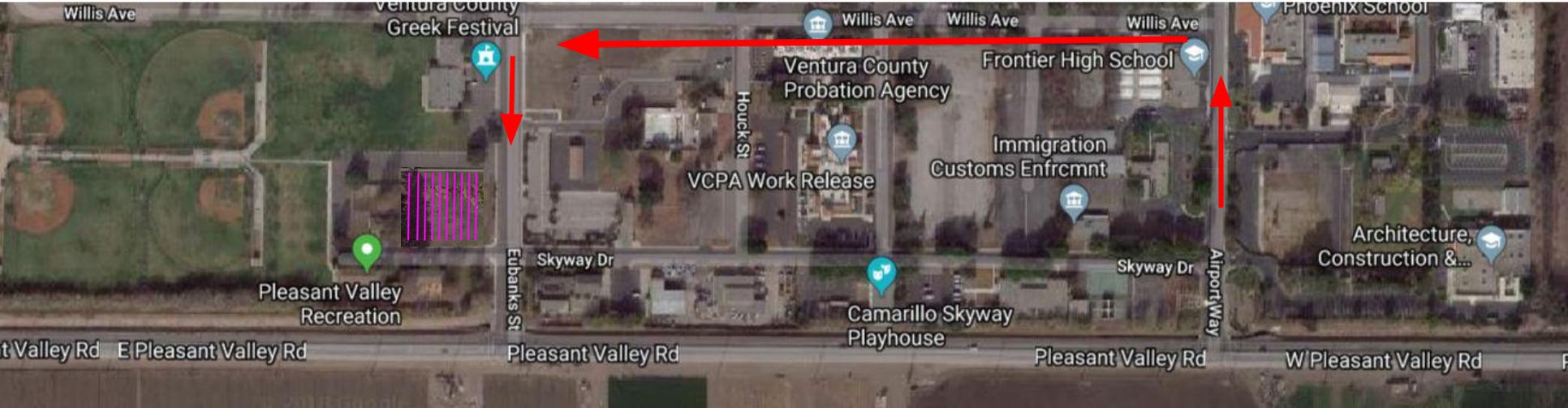


ACE Charter High School

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 Wells Ave.



Fire Drill

In the event of a fire:

- the school-wide emergency alarm will sound.
- All teachers are to escort their class to the evacuation gathering point.
- 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.
- 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 administration.
- Once the all-clear is given, each teacher is to escort his or her students back to class.

Earthquake Drill

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.
- Students must follow the standard, duck, cover and hold procedure.
- When it is safe, a second earthquake alarm will sound or the campus intercom system will instruct classrooms to be evacuated immediately.
- All teachers are to escort their class to the evacuation gathering point.
- Standard evacuate protocols apply; 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.

Lockdown Drill

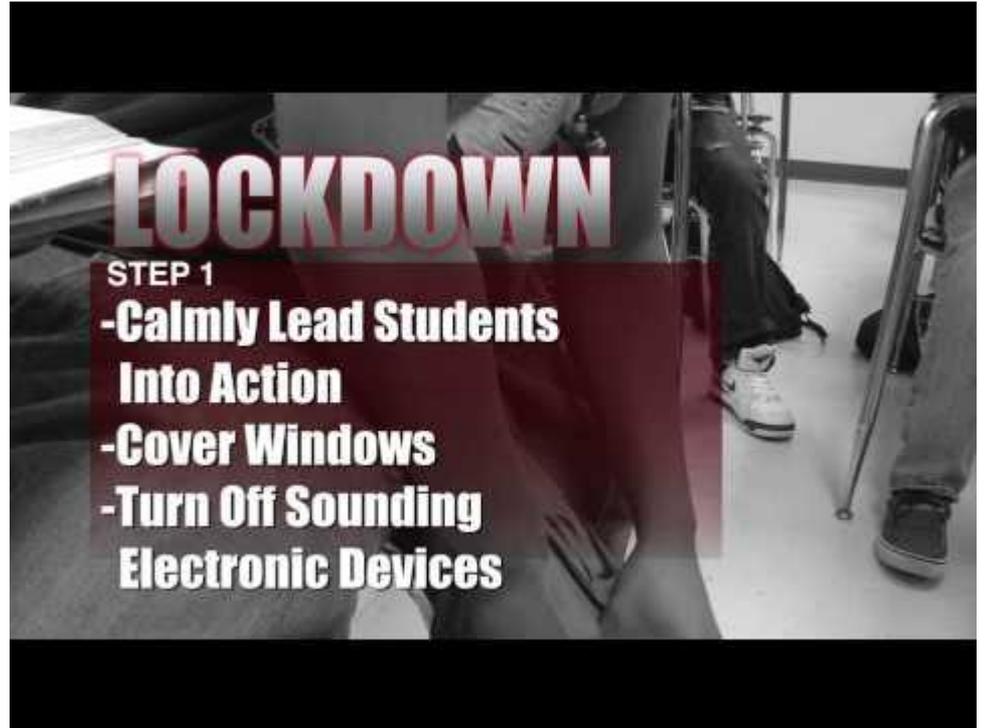
In the event of a Lockdown Drill:

- Teachers are to lock all classroom doors, turn off all lights, and shut classroom blinds and/or windows.
- Teachers are to place the color coded placards in one classroom door window to indicate:

Green -- All safe

Yellow -- You have a situation where you need assistance from administration

Red -- You need immediate medical attention



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.

In the event of a Lockdown Drill:

- 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.
- 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.
- 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.