

EMERGENCY EVACUATION PROCEDURES

In the event that the building needs to be evacuated in a form of an emergency situation, these procedures will be followed:

1. The fire alarm is sounded.
2. 911 will be called by a member of the office staff if determined necessary.
3. All teachers, staff, and students evacuate the building in accordance with the evacuation procedures posted in each room or space. The entire school will assemble in the area designated for evacuees.
4. Teachers will be sure to close doors and try to turn out lights. Students are to WALK in single file with their teacher to the designated assembly area and form a single line by grade. There should be no talking. Once assembled each homeroom teacher will check his/her attendance. If students are missing from a classroom, teachers should notify the secretary (and in turn the Principal) immediately. (Note: In the event that a student is not in his/her homeroom at the time of an alarm, he/she is to find the nearest exit and connect with another group accompanied by an adult and proceed to the designated area where he/she will join his/her class.
5. Staff members will bring emergency student information with them.
6. All visitors, volunteers and staff who are not responsible for a homeroom will assemble in a designated area. The secretary will account for their presence.
7. The Principal/Emergency Response Team member and the custodian will make a final check of each space in the building, or wait for emergency response to arrive, depending on the situation.
8. Once the building has been determined to be safe, the Principal or designee will notify classes to return to their classrooms in a quiet, orderly fashion.

9. Attempts will be made to notify parents if any early dismissal is deemed necessary.
10. Buses will transport students to their homes where parents have been reached and will be home. If parents cannot be reached students will be transported to a secure site identified in the evacuation plans and, will be supervised by school staff.

	AVS	HES	LCS
First Reading:	<u>1/22/2013</u>	<u>1/14/2013</u>	<u>1/7/2013</u>
Second Reading:	<u>3/18/2013</u>	<u>2/11/2013</u>	<u>2/4/2013</u>