

Building Evacuation

1)Fire Alarm Sound; 2)Public Announcement “P.A.”; 3)Fire Watch Caller

Building Evacuation may be deemed necessary if the situation presents a threat of illness, injury, or death to person(s) remaining inside a building and it is determined that evacuation will provide a greater level of safety of those person(s); Incidents such as: Fire, Explosion, Hazardous Material Spill (inside), Bomb threat, Gas Leak or other reasons deemed necessary by the principal or designee.

Do: 1)Get class roster and crisis chart

2)Escort students safely and quickly to pre-determined safe area (at least 50' away from the building)

3)Turn Off lights (This is our clue you have left your room)

4)Close your classroom door (do not lock your door)

5)Check your roll/check for any injuries

6)Report any missing/injured students to counselor

7)Remain with student and maintain order throughout the waiting period.

8)Wait for the “all-clear” return signal, or Administrative signal

9)Escort students back to classroom

Report Missing/injured students/staff to front by the main entrance:

Outside building: (front)

Bivian Hermosillo, Principal

Outside building: (tennis courts)

Steve Komppa, Counselor

Shelter in Place

Shelter in Place may be a pre-determined safe area in the classroom away from the windows and doors (i.e. under desk/tables). Shelter in Place may be used for such endangering incidents such as : distraught intruder, a tornado, a hostage situation, presence of an armed outsider, or death of a student or staff member. This is used anytime it is appropriate for students, faculty, and staff to stay in a an enclosed location and stay “put” until clear signal is announced. If person is not in an enclosed location, person must find nearest classroom.

DO: 1)Lock Doors

2)Get class roster and crisis chart

3)Check roll/check for injuries

4)Move students to pre-determined safe area (i.e.; under table, desk, etc.)

5)Remain with students and reassure them throughout the ordeal

6)Remain focused and alert

7)Wait for all-clear signal from Principal/designee or uniformed officer

Site Evacuation

Site Evacuation is the process of leaving the entire school grounds. This may be necessary in case of a hazardous chemical spill, bomb, or severe facility problem, explosion, or other reason deemed necessary by the principal, designee, or superintendent.

DO: 1) Get class roster and crisis chart

2) Check roll / check for injuries

3) Report any missing /injured students to counselor

4) Follow instructions for releasing students

5) Escort students safely and quickly to dismissal area

6) Remain with students not picked-up / call family member

7) Wait for faculty/staff release / Dismissal instructions

8) Lock classroom doors before you leave

Alternative Site(practice Vo-Ag barn)

ATTACH YOUR CLASS ROSTER: KEEP CURRENT - UPDATE AT LEAST EVERY SIX WEEKS.

District Fire Map follows.

