

GENERAL RESPONSE OPTIONS

THE KING'S ACADEMY

Fire Evacuation

- **SIGNAL:** Fire alarm sounds
- Teacher exits first with role sheet. Remain calm and keep class with you.
- Expose green “clear” sign in window. Close all doors behind you. **DO NOT LOCK DOORS.**
- Evacuate along assigned routes to rear parking lot unless directed to go to a **SECONDARY LOCATION.**
- Notify department lead when students are accounted for, or give names of missing students.
- Department leads report to IC when all teachers have reported.
- All students remain under control of school.
- IC or Public Safety authorities will notify administrators when it is safe to resume normal operations

Earthquake Evacuation

- Duck, drop and take cover under or next to a sturdy piece of furniture until shaking stops.
- If there are serious injuries in the room, administer 1st aid and post red sign in window.
- If administrative directions are not forthcoming, the teacher will be responsible for assessing if evacuation is required.
- Uninjured students may be put in the care of a neighboring classroom for evacuation purposes.
- Evacuation proceeds the same as Fire Evacuation.

Shelter-in-Place

- The Site IC or public safety authorities will direct on-site administration to implement the shelter-in-place option.
- **SIGNAL:** verbal communication through PA system, bull horn and other. It may also be accompanied by two short bells, and an email message.
- On-site administrators will determine whether sheltering should take place in classrooms or pre-determined shelters (gym or theater) within the confines of the buildings.
- Take steps to isolate students and personnel from the external environment during environmental or hazardous materials incidents. Close all outside doors and windows and turn off A/C and air handling systems.
- All students, faculty and staff should seek shelter by moving away from outside windows and doors as well as all air ducts and ventilation systems.
- A 100% accounting of students will be completed and verified.
- Public safety authorities will notify on-site administrators when it is safe to resume normal operations.

EMERGENCY NUMBERS

911 or 736-6244 (on cell phone)
EMERGENCY RADIO CHANNEL = 9

Lockdown (“Code Red”)

- **SIGNAL:** Multiple bells lasting for a full minute accompanied by PA system communication.
- All students, faculty and staff should move into isolated sections of buildings and classrooms and reduce exposure to outside windows and doors.
- Turn off lights, close shades, barricade door, remain quiet.
- Remain this way until public safety authorities knock on the door, announce themselves and say a number.
- Respond appropriately as per training and follow instructions.
- The IC or public safety authorities will notify on-site administrators when it is safe to resume normal operations.

Evacuation/Relocation Sites

Primary: ON SITE – Rear Parking Lot

Secondary: OFF SITE - Fire Station #2
Wolf & Arques

Alternate: _____
