

New West Charter

To: Faculty/Staff

August 16, 2016

From: Tanisha M. Barnett, Assistant Director

Subject: Emergency Drills and Procedures

Continuous review and revision of disaster preparedness is essential for the safety of students and employees. Previous disasters have given credence to this concept. Please become thoroughly familiar with all emergency drills and procedures.

During an emergency, students shall remain on the school site until reunited with parent(s) or designees, and/or the environment is determined safe to disperse students to their homes.

New West Charter Emergency Drills

I. Emergency drills are held so that emergencies may be anticipated and safety measures practiced in advance of possible emergencies.

Such drills include:

A. Fire drill

Signal: Bell for 10 seconds; pause for 5 seconds;
Bell for 10 seconds-repeat sequences.

Action: Evacuate to outside assembly area.

All Clear: One long (10 seconds) bell or oral
notification by staff that drill is over.

B. Earthquake drop/Cover/Hold

Signal: Command of DROP given by teacher or
staff member.

Action: Drop to knees; take cover under desk;
hold on to leg of furniture.

All Clear: Given by teacher or staff member.

C. Drop/Take Cover (Used for explosions, airplane crash, shooting incident, etc)

Signal: Alternating long and short bells;
command of DROP given by teacher or
staff member.

Action: Take immediate cover. Drop, facing away
from windows or hazard. Bury face in
arms to protect head. Close eyes tightly.
Remain in position until directed to
evacuate or until emergency is over.

All Clear: One long (10 seconds) bell or oral
notification by staff that drill is over.

D. Lock Down (Used to secure school during police action or a campus intrusion emergency, hazardous material leak)

Signal: One long continuous bell, intercom, word
of mouth, or other system of warning
developed by school.

Action: Lock doors, close blinds, move away from windows
outside, proceed to closest room. Remain until emergency is over.

All Clear: One long (10 seconds) bell or oral
notification by staff that drill is over.

II It is essential that every teacher and every student understand the reason for the drill, the signal for the drill, and the location and position the student is to take, under the direction of the teacher. All drills should be explained to all classes, by each teacher at the beginning of the semester with frequent review.

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Earthquake Emergency Procedures

Gate Operations

Locations and instructions for pick- up

1. Identification of gates in following instructions
Gate #1 – Side Gate – Missouri entrance
Gate #2 - Main Entry- Armacost entrance
2. Parents/guardians will come to the “side gate” (gate #1) to present identification. Name and grade level of student requested are to be filed on a provided form.
3. School files and papers needed by personnel at main gate:
 - Emergency Cards
 - Release Dismissal
 - Class Roster
 - Earthquake Preparation Bulletins
 - Map Showing classroom locations
4. After processing information, personnel at the side gate will dispatch a runner where the student’s class is located. Requested student will be accompanied by runner to reunion gate (gate #2) after teacher has given permission for requested student to leave assigned area.
5. Parent/guardian is to proceed from main gate (gate #1) to reunion gate (gate #2). Parent and child will be reunited at this gate.

Runners will be assigned to gate #2 to assist where needed. Personnel at gate #2 will confirm that requested student recognizes individual picking him/her up. Personnel will require that parent/guardian sign for student. All schools records are to remain on campus and are not sent with requested student.