

**Western Sierra Charter Schools  
Emergency Procedures**

**Fire Evacuation**

In the event of a fire: Alarm Sounds

**Teachers will:**

- Secure their roll books (As appropriate)
- Escort students out of the building to the fire drill location
- Help insure that all students are out of the building
- Take roll once all students have arrived at the assigned area
- Await further instructions from Director or Principal

**Students will:**

- File out of building in a quiet orderly manner as directed by teachers
- Assemble in the designated fire drill area
- Remain quiet and orderly
- Await further instructions from their teacher

**Director and/ or Principal will:**

- Sweep buildings to insure all people are exited
- Prepare materials for emergency response personnel (Logistics)

**Emergency status is clear when:**

- Conditions are deemed safe by the Director or Principal
- Teachers are given the "All Clear" signal

**Duck, Cover and Hold**

In the event of: Earthquake, Fallen Aircraft, Possible Explosion, Tornado/Severe Storm

**Teachers will:**

- Direct students away from windows, bookshelves and carts
- Direct students to duck under desks, tables etc. and cover their heads and faces with their arms
- Assume the same duck and cover position as the students
- Await further instructions from Director or Principal or "All Clear" signal
- After the "All Clear" signal, take roll and determine the condition of all students in the room
- Report injuries or other immediate safety concerns to the Director or Principal

**Students will:**

- Move quickly away from windows, bookshelves or unsecured carts or equipment
- If possible, duck under their desk or tables
- Once positioned, kneel with head resting at knees, arms covering back of head
- Remain in place until given the "All Clear" signal

**Director and/ or Principal will:**

- Sweep buildings to determine safety of all people in buildings
- Prepare materials for emergency response personnel (Logistics)

**Emergency status is clear when:**

- Conditions are deemed safe by the Director or Principal
- Teachers are given the "All Clear" signal

# Shelter in Place

To be used in the event of: Chemical spill (off Campus), Civil Disturbance, Gunfire/Police action in vicinity, Flood

## Teachers will:

- Report to their building or classroom
- Get everyone inside their rooms, including students and staff seeking shelter
- Lock their classroom door, close windows and curtains
- Take roll, and document the names of all students present
- Await further instructions from Director or Principal or "All Clear" signal

## Students will:

- Report to the main building or their classroom
- Identify themselves to the teacher or staff member in charge
- Sit calmly and quietly
- Await further instructions from teacher or staff member

## Director and/ or Principal will:

- Either make intercom contact with each building and classroom or physically sweep buildings to ensure safety of all people
- Prepare materials for emergency response personnel (Logistics)

## Emergency status is clear when:

- Conditions are deemed safe by the Director or Principal
- Teachers are given the "All Clear" signal

# Lockdown

To be used in the event of: Armed Intruder, Hostage Crisis

## Teachers will:

- Immediately lock all three main building doors or the classroom doors
- Instruct students to lie on the floor
- Close all blinds and curtains
- Turn off all lights
- Instruct students to remain silent
- Await further instruction from Director, Principal, or Police

## Students will:

- Immediately drop to the floor, away from doors or windows
- Remain silent
- Await further instructions from teacher

## Director and/ or Principal will:

- Establish communication with appropriate law enforcement agency
- Establish an incident command center
- Notify District officials (Planning/Intelligence)
- Prepare materials for emergency response personnel (Logistics)

## Emergency status is clear when:

- Conditions are deemed safe by the Director, Principal or ranking law enforcement official
- Teachers are given the "All Clear" signal