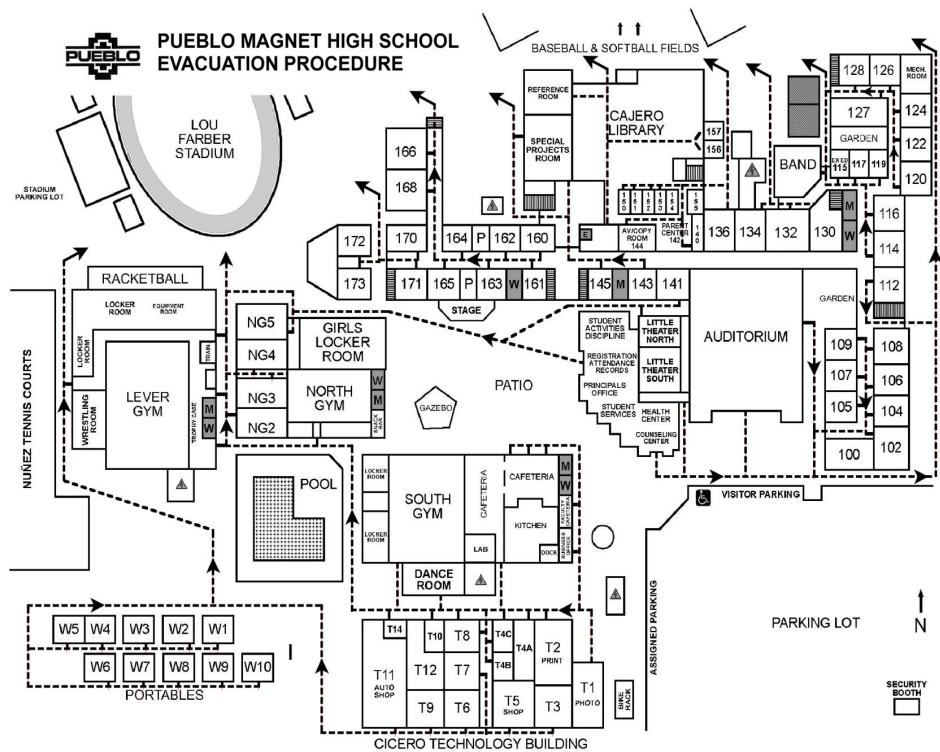


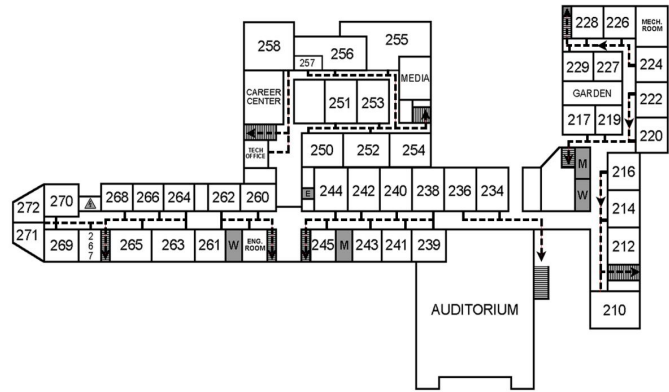
FIRE DRILL EVACUATION PLAN

- The signal to indicate a fire drill will be the continuous sounding of a fire alarm horn.
- On this signal, students shall be instructed to immediately walk to the proper exit in an orderly and quiet manner.
- During fire drills all students and adults (staff, volunteers, parents, community, etc.), except information phone operator, are to leave the buildings.
- All windows and doors of each classroom should be closed prior to leaving the room.
- The teacher should be the last person to leave the room.
- Each class or group shall proceed in single file to the outside area designated by classroom number on the Fire Drill Exit Plan.
- At this predetermined point each teacher will assemble his/her class in the general area as indicated on the Exit Plan and remain there quietly until instructed to return to the classroom.
- Teachers must carry their attendance book with them to check attendance at the fire drill station.
- Students must remain in their groups so that access road entrances and exits used by emergency vehicles will remain clear.
- Teachers are to supervise the passing of pupils to and from the fire drill area and help maintain order during the duration of the drill.
- The return signal will be announced over the public address system and at the football field by the principal or his/her designee.
- In the gymnasium or in an emergency during an assembly, lunch, or passing period, students are to seek the nearest exit and proceed to the football field.
- If there are any special problems or questions regarding fire drills, please contact the Assistant Principal for Operations/Security.
- Teachers must be aware of any student having any disability, which will require any additional assistance. The Assistant Principal for Operations/Security must be made aware of any faculty member requiring any special assistance. **Those faculty members will identify & team with "buddy" teachers to coordinate their needs and the needs of their students.** Teachers must insure that their handicapped students are properly and effectively evacuated in time of emergency.



Primary Assembly Area is Farber Football Field.

Secondary Assembly Area will be announced by P.A. System, Email or Telephone



EVACUATION/INVAUATION PLANS - LOCKDOWNS AND OFF CAMPUS EVACUATIONS - OTHER THAN FIRE DRILL

An "EMERGENCY EVENT" is an occurrence, which endangers the safety and lives of all students and adults by the intrusion of any persons with the intent to inflict serious injury or death upon the school population.

Depending on the circumstance, it could necessitate a complete or building-by-building "LOCK DOWN" of our campus. Examples may include, but not be limited to:

- Armed intruder;
- NBC (Nuclear, Biological, or Chemical) disaster;
- Bomb or terrorist threat;
- Explosion or certain types of fires;
- Mass casualties;
- Sniper;
- Hostage situation;
- Civil disturbance/student unrest/riot;
- Bees;
- Severe weather.

"LOCKDOWN" - Has been designated as an alert indicator for all personnel that an emergency event, other than a fire drill, exists within the school campus.

This will enable security personnel time to evaluate any threat which may exist and determine a course of action without endangering the safety of all concerned.

"During Class" - Over the P. A. you will hear "we are initiating a lockdown (or partial lockdown) procedure." Remain calm, ask all students to be & stay seated, and check the hallway (ask any person visible in the vicinity to come into the classroom).

- Lock door(s), close any windows and blinds, turn off lights, move students away from doors and windows (to be seated on the floor if necessary).
- Take roll.
- Do not allow anyone to leave or enter the room.
- Wait for further instructions.
- Security staff will round up students on campus and take them to the gym, the library, or the cafeteria.
- When the principal or designee announces "all clear", you may resume normal activities.

During passing periods, lunch, or immediately prior to or after school - Over the P. A. you will hear "we are initiating a lock down procedure." All personnel and students should remain calm and proceed as follows:

- During passing periods, teachers should proceed immediately to their classrooms, and instruct students to enter the nearest class;
- During lunch, all should proceed to their 4th period classrooms;
- Immediately prior to school all should proceed to their 1st time period class; immediately after school, to their last time period class.

- Once in your classroom, ask students to be and stay seated.
- Once all students are in classrooms, lock door(s), close any windows and blinds, turn off lights, move students away from doors and windows (to be seated on the floor if necessary).

- Take roll or make a roster of students in your classroom by names and class ranks.
- Do not allow anyone to leave or enter your room.
- Wait for further instructions.
- Security staff will round up students on campus and take them to the gym, the library, or the cafeteria.
- When the principal or designee announces "all clear", you may resume normal activities and have the students report to their appropriate class/activity immediately.

During a lockdown procedure, gate security agents should secure gates and wait for instructions. Mobile agents should secure other gates, then proceed to the Incident Command Center. Monitors, liaisons, and administrators should sweep their fire drill procedure areas or assigned areas, then report as soon as able to the Command Center. All engineers, custodians, and health personnel should report to the Command Center. If able, appropriate TUSD Print Shop personnel will report to Command Center as "runners".

Command Center Location in order of priority:

- Main building - lobby/principal's office;
- Cafeteria/patio/activities office area;
- Lever Gym Lobby area;
- Library Lobby Area;
- T-14 Vicky's Office;
- Football Stadium Office.

Items needed at Command Center (need to be mobile):

- Master schedule of school (C & I);
- Student green cards (Health);
- Hard copy of all student schedules (Registrar);
- Maps of school (Operations).

OFF-CAMPUS EVACUATIONS - This alert means that some or all buildings are to be evacuated to off-campus sites. This signal will be given if the threat can be determined to be isolated in a particular area or building.

Teachers will take their attendance records with them and follow the evacuation plans.

Upon arrival at the football field teachers will take attendance. Teachers and other staff members will wait for further instructions.

In the event that an evacuation is necessary, Wakefield Middle School is our primary relocation center with Cholla High School being the secondary relocation center.

Buses will pick up students in the exit zones provided on the map attached to the email.

A point to remember is that an "Emergency Event" is an on-going, fluid, developing occurrence, which changes from minute to minute and dictates our response.

Your cooperation and assistance will be greatly appreciated.

For more visit: <http://evacuation.pueblowarriors.org>