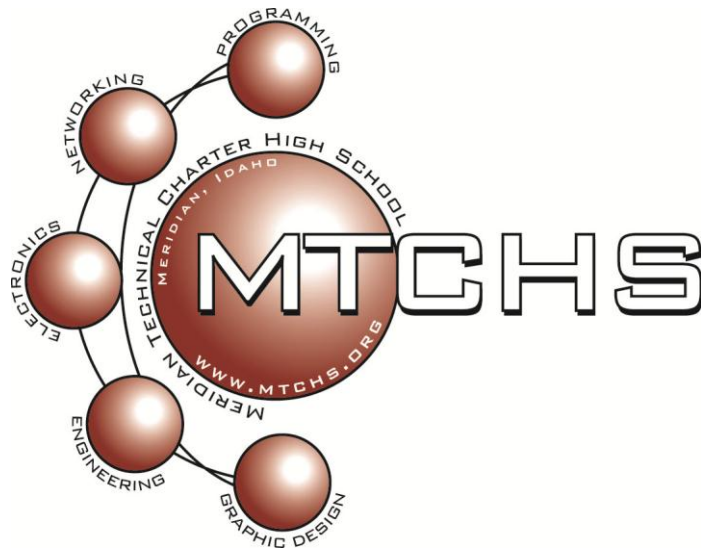


MERIDIAN TECHNICAL CHARTER HIGH SCHOOL

EMERGENCY RESPONSE PLAN

UPDATED: August 25, 2011



FIRE DRILL PROCEDURES

EXIT

- Fire alarm sounds
- Students and staff exit the building and quietly proceed to pre-assigned areas (see below)
- Classes line up single file, facing away from the building
- Teachers take roll and record absent students on pink attendance form
- Once attendance is recorded, teachers should stand to the building side of their students
- The principal or counselor will pick up the pink attendance form.
- Staff and students wait quietly until told to return to the building by the principal, counselor, or secretary

Assigned Staging Locations: See Map

- Students and staff will exit building and move to the following areas:
 - South side of building: Freshman
 - North side of building: Sophomores
 - South West side of building: Juniors
 - North West side of building: Seniors
- Teachers will organize students and take attendance
- Staff and students wait quietly until told to return to the building by the principal, counselor, or secretary.

Fire Drill During Non-Instructional Time

- See **Evacuation—Uncontrolled** in Emergency Response Plan

Building Re-entry

- When directed, teachers will lead students back into the building

At all times during the fire drill students are to remain quiet and attentive to directions from staff

FIRE DRILL PROCEDURES

LOCKDOWN

- Code word for initiating lockdown is **Lockdown**
 - To initiate the lockdown process, practice drill or actual lockdown, teachers will receive a small card with the word **Lockdown** on it or the principal will say, "**MTCHS is now in lockdown until further notice**" will be announced over the intercom system by the principal. Immediately go into lockdown mode when you see this card or hear it over the system
 - Code word for entrance into classrooms is [REDACTED]
 - Quickly lock all doors and windows (scan hallway for students, pull them into room)
 - Close blinds, if possible
 - Call 911, if possible
 - Turn off lights and stay on the floor away from doors and windows
 - Remain quiet
- [REDACTED] If the lockdown is a practice drill, the principal will say [REDACTED]
[REDACTED]
- Do not open the door until further notice from principal or police and the code word [REDACTED] is used.
 - If instructed to prepare for early dismissal, use **EARLY DISMISSAL PROCEDURE**
 - If instructed to prepare for evacuation, use **EVACUATION PROCEDURE**

Lockdown During Non-Instructional Time

- If students are not in a classroom when a lockdown occurs, students must move into the closest classroom
- Staff will follow lockdown procedure above
- Students who are outside of building when a lock down occurs will not be able to enter the building as all exterior doors will be locked
- Students outside of main building will exit to primary evacuation site if safe; otherwise take cover wherever possible.

LOCKDOWN

EVACUATION

CONTROLLED

- Advise students of current situation, if appropriate
- The principal and/or crisis team member will identify him or herself and will give notice to evacuate
- Take attendance lists, grade book, cell phones, car keys, flash drives, etc.
- Do not leave the classroom until all students have exited
- Ensure classroom doors are locked
- Quickly escort students to Designated Staging Locations (fire drill designation):

Assigned Staging Locations: See Map

- Students and staff will exit building and move to the following areas:
 - South side of building: Freshman
 - North side of building: Sophomores
 - South West side of building: Juniors
 - North West side of building: Seniors
- Grade level team teachers will organize students and take attendance
- Staff and students wait quietly until told to return to the building by the principal, counselor, or secretary.
- If designated exit is blocked, use a safe alternative exit
- Take attendance and report once outside the building
- Our designated evacuation site is **Discovery Elementary**
- Parents/Guardians will be contacted for pick-up as necessary
- Principal/crisis team member will bring emergency contact information

UNCONTROLLED

(During Non-instructional Time)

- If an emergency occurs when you are at break or outside the classroom, assist other students and personnel with procedures as you move to the **closest designated Staging Location** (see above) and wait for further instructions from Principal or members of the emergency response team. Primary evacuation site is **Discovery Elementary Gymnasium**
- Grade Level Team Teachers need to organize their students by grade level after they have evacuated the building during an uncontrolled evacuation

EVACUATION

Staging & Evacuation Graphic MTCHS



EARLY DISMISSAL

- Advise students of situation, if appropriate
- Take crisis clipboards, attendance lists, grade book, car keys, cell phones, etc...
- Turn off all electrical equipment
- Do not leave the classroom until all students have exited
- Make sure all classroom doors are locked
- Allow students to go to lockers before exiting the building
- Assist with clearing the building in a timely manner
- Exit building to fire drill designated areas
- Wait for further instructions from principal

EARLY DISMISSAL

LOSS OF POWER

- Power is lost
- Advise students of situation, if appropriate
- Keep all students in the classroom, emergency lighting will power up.
- Classroom doors will remain open for ventilation and natural lighting unless “loss of power” is in conjunction with a “lockdown”
- Principal/ Crisis team will inform each classroom teacher of current situation
- All classrooms have windows and emergency lighting. If lighting is unsuitable in your classroom, calmly lead students out of your classroom and into the hallway or multi-purpose room. Emergency lighting lasts approximately three hours
- Teachers who have break/prep need to report to the front office for an assignment
- Make sure your personal cell phone is powered on
- Do not allow students to use classroom phone or personal cell phones
- Do not allow students to visit their lockers
- Stand by calmly awaiting instructions from principal/crisis team. Power loss can last for extended periods of time and early dismissal is not an option in most cases
- After an extended period of time without power, students with transportation may leave per parent permission

LOSS OF POWER DURING DURING NON-INSTRUCTIONAL TIME

- If a power outage occurs at break, students and teachers should immediately go to their First Period Class.
- If a power outage occurs at lunch, students in the lunchroom/multi-purpose room will remain seated until the principal/crisis team member informs them (with a portable loud speaker) of the situation. Students will then go to their first period class.
- Students who are in an instructional setting during a lunch (i.e. open lab) will go to their first period class.
- Teachers without a first period class need to report immediately to the main office for an assignment.

LOSS OF POWER

BOMB THREAT

- Evacuation instructions by the principal to teachers will be given by the phone system or adult message runner
- Instructions may come through email depending on the situation

ACTIONS

- Advise student of current situation, if directed by principal
- Take roll
- Conduct class as usual until directed to:
- **Do not turn on/off cell phones or computers inside building**
- Do not turn on lights inside building

SEARCH WITHOUT EVACUATION:

- Conduct quick search of classroom, coat area, and outside entrance of classroom. Any package, parcel, or item whose ownership can't be accounted for should be considered suspicious.
- If suspicious object is found:
 1. **DON'T TOUCH OR MOVE IT!**
 2. Immediately notify the principal.
 3. Prepare to evacuate, use **EVACUATION PROCEDURE**.
- If no suspicious object is found, notify the principal as soon as possible.

EVACUATE THEN SEARCH:

- When instructed to evacuate, use **EVACUATION PROCEDURE**
- When instructed to search, teachers and staff may re-enter the school with law-enforcement to conduct a thorough search of their respective areas. Any package, parcel, or item whose ownership can't be accounted for should be considered suspicious
- If suspicious object is found:
 1. **DON'T TOUCH OR MOVE IT!**
 2. Immediately notify the principal and leave the building.
 3. If no suspicious object is found, notify the principal as soon as possible.

GENERAL INFORMATION

When receiving a phone threat, don't hang up the phone; use another phone to notify principal. Record the exact words used by caller. Attempt to identify caller's age, sex, or speech patterns. Write down description of any background noise you may hear. Any recipient of a bomb threat should immediately notify the principal. The principal will then call 911, evaluate the nature of the threat, and determine the proper course of action. The principal has two options in this situation. 1). To determine the threat to be possibly false, in which case the building will not immediately be vacated but a search will be conducted. 2). If the threat is determined to be real, the building will be evacuated first, then a search conducted.

BOMB THREAT

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