

Loma Portal Elementary School

Emergency Procedures for Visitors/Volunteers



Evacuation Procedure	<ul style="list-style-type: none">• Please refer to evacuation map posted by the main exit door of any classroom• As each class evacuates, avoid any dangerous areas as you proceed to the blacktop• Students will line up by class on the playground blacktop
Fire Procedure	<ul style="list-style-type: none">• Bell – Repeated, short bells• Evacuate immediately (see above “Evacuation Procedure”)• Notes:
Earthquake Procedure	<ul style="list-style-type: none">• Bell – 2 short bells, pause, 2 short bells, pause.... <u>OR NO BELL</u> (the shaking should initiate the Earthquake Procedure)• “Duck, cover, and hold.” Have students duck under tables; room needs to be silent• Evacuate classroom 2 minutes after shaking stops• Notes:

Over

Lockdown Procedure

- Bell – 2 long bells
- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door. Utilize LOCK BLOK if possible (slide Lock Blok in, allowing the door to close and lock).
- If possible, lower or close any blinds.
- Any teachers who may be outside, get your class to the nearest room.
- If staff, students, or volunteers are in the bathrooms and cannot get to a classroom, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately. If they cannot get to a classroom, find a place (ANY place) to hide – bushes, behind buildings, etc.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. **NEVER open doors during a lockdown, even if someone knocks on the door.** For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal all personnel if the lockdown has been lifted.
- Notes:

*****If evacuation is necessary and you have students/adults who cannot move, do your best to help them out to blacktop. If necessary, leave injured students/adults in room and notify a staff member at the command center on the blacktop.***