

Emergency Disaster Plan, *Appendix H*

Fire Drill Procedure

Frequency:

- Conduct fire drills **monthly**.
- Record date, time, evacuation duration, and any concerns.

Evacuation Steps:

1. **Sound the Alarm** – Activate fire alarm or drill signal.
 2. **Grab Essentials** – Take tracking clipboard and red emergency backpack.
 3. **Evacuate Calmly** – Lead children out using posted evacuation routes.
 - Ensure all children and staff exit—check bathrooms and corners.
 - Disengage Lockbloks and close external doors.
 4. **Head Count** – Conduct headcount at the outdoor assembly area.
 5. **Administrator Role** – Confirm all are accounted for; contact 911 if real.
 6. **All-Clear** – Return only when cleared by administration/emergency responders.
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Disaster Drill

Duck – Cover – Hold

- At the sound of the disaster drill warning – air horn sound – students and staff drop to the floor under the nearest table or desk, on knees, crouched with hands holding onto the nearest table or desk leg. If there is nothing to hold onto, hands should be over the back of the neck.
- Duck, cover, and hold for two (2) minutes – teachers then give a signal or command for evacuation.

Evacuation

- Before leaving the classroom the teacher very quickly scans the route for any possible hazard.
- Immobile-wounded children are left behind.
- The teacher takes **Disaster Clipboard** and **Cell Phone and car keys** (if handy) and escorts the class to the 3rd base line near the gate to the grassy field where the Traffic Coordinator directs traffic flow through the gate and onto the field. Do not form one long line while awaiting directions to go through the gate – each class line leader leads the class up to the 3rd base line.
- The teacher **immediately** fills out the brief **disaster report form** on the clipboard and leaves the clipboard and cell phone at the **emergency center**, taking the emergency bracelets with him/her.

- The teacher escorts the class to the designated area (see attached site plan) on the grassy field, and sees to it that they are under the control of an assigned person and leaves emergency bracelets with said person. As soon as each class is settled in their assigned locations, the staff member then proceeds to their **disaster assignment site**.
- A start and stop air horn sound tells that the drill is complete.

IF IT WAS A REAL DISASTER THEN

- Emergency bracelets are placed on each child's right wrist. Bracelets are to remain on students' wrists until they are signed out by parents or guardians.
- *Communications Team* members **immediately** lock all gates that give access to our campus.
- As soon as all children are in assigned locations, and the immediate team assignments have been completed, the **Traffic Coordinator** will assign staff, 2 at a time, to drive their cars onto the playground with headlights on along the 1st to 2nd, and 2nd to 3rd base lines. This will create our **First Aid Center** and provide us with night-time emergency light. Also this will free up our parking lot for the parent pick up.
- **No parent vehicles will be allowed into the inner campus.** Each of the two rolling gates will have a 24 hour watch by Team 5 members. Parents will check their children out at the Gym Rolling Gate. If parents come to the EDC gate, off Arbor Road, they will be instructed to go to the gym rolling gate. Emergency vehicles will be permitted through either gate.

Lockdown/Lockout Procedures

Bethany Lutheran School students and staff are trained in safety procedures using the SafeKids **H.E.R.O.** curriculum. **H.E.R.O.** stands for *Hide, Escape, Run, Overcome*—skills that can be used in any violent situation, whether on or off campus.

Lockdown/Hide! (For immediate threats)

A lockdown may be initiated or lifted by the Principal, their designee (in the Principal's absence), or local law enforcement. However, any staff member who identifies an immediate threat is authorized to initiate a lockdown alert. The alert button immediately triggers an emergency tone followed by a repeating lockdown announcement broadcast through the PA system.

Response Outside the Classroom

- Staff should immediately yell, "**HIDE! HIDE! HIDE!**" and begin directing students to the nearest secure space.
- Provide assistance to anyone with special needs, and use visual signals as needed for students with hearing challenges.
- If it is not safe to return to a secure space, staff may need to lead students off-campus and yell, "**RUN! RUN! RUN!**"

Response Inside the Classroom

- Staff should loudly announce, “**HIDE! HIDE! HIDE!**” and use visual cues for hearing-impaired students.
 - Immediately close and lock all windows and doors. Turn off lights.
 - Implement the following safety measures:
 1. Direct students to barricade doors using nearby objects (desks, chairs, etc.). No one should enter or exit once secured.
 2. Move everyone away from doors and windows. Remain in designated “**Safety Triangle**” zones within the room.
 3. Cover any door windows using paper, cardboard, or other materials. These coverings should be easily accessible.
 4. Students in other locations should remain there **if** the space can be securely locked or move to the nearest secure area.
 - Once secured inside, remain silent and hidden. Staff should:
 - Ignore fire alarms unless they have **FIRST** hand knowledge of fire or have been notified by email/Slack with information to respond.
 - Account for students when it becomes safe.
 - Use cell phones only for two-way communication with the office or emergency personnel.
 - Refrain from calling the office for updates.
 - Do **not** share information via social media or post classroom status.
 - Do **not** contact parents. All communication will come from the school office.
 - If it is safe to do so, call **911** with critical details.
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Parents & After-Hours Procedures

- If a lockdown extends past dismissal, all classrooms must remain secured until an official all-clear is given.
 - Parents will be notified via **SMS text** via the school office when it is safe/practical to do so.
 - Parents will be instructed **not** to come to campus and to await further instructions. This applies both during school hours and after dismissal.
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Lockout (For potential external threats with no immediate danger on campus)

A lockout may be initiated or lifted by the Principal, their designee, or local law enforcement. Staff will be notified of a lockout via the PA system.

Response Outside the Classroom

- Promptly move all students off walkways and playgrounds and back into secure spaces.
 - Assist those with special needs and use visual signals as necessary.
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Response Inside the Classroom

- Close and lock all windows and doors.
 - Lights may remain on, and instruction may continue.
 - There is **NO** need to barricade doors or move into “Safety Triangles.”
 - Students already in other supervised areas should remain there with staff.
 - Staff should:
 - Be aware of student count and communicate via **Slack** student names of children in secured space.
 - Avoid allowing student movement. Use school-issued safety kits as needed.
 - Monitor updates via intercom and/or **Slack**.
 - Use cell phones only for two-way communication with the office or emergency personnel.
 - Refrain from calling the office for updates.
 - Do **not** share information via social media or post classroom status.
 - Do **not** contact parents. All communication will come from the school office.
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