

GENUINE LEARNING ACADEMY

Emergency Response & Drill Policy

Safety at Genuine Learning Academy

Providing a safe school environment for its students, staff, parents/guardians, and volunteers is of the utmost importance to Genuine Learning Academy (GLA). GLA will incorporate information regarding safe school policies into school employee training programs and handbooks.

Emergency Drills (Earthquake, Fire, Armed Intruder)

Teachers will review fire safety procedures on a regular basis. There is a minimum of four fire drills during the school year. Each room has a posted fire exit route. When a fire drill occurs, students must immediately walk out of the building in an orderly manner. Talking is not permitted. Once outside, students proceed to their designated area to stand with their teacher(s) for an attendance check and listen for any special instructions. Return to the classroom under the supervision of the teacher when told to do by the school administration.

FIRE DRILL EVACUATION INSTRUCTIONS

In the event of a Fire or Fire Drill do the following:

The school signal to EVACUATE shall be a series of bells, (3) three short rings, followed by a (2) two-second pause (repeated several times).

At this signal, teachers direct students in an orderly departure from the room to the field ASSEMBLY AREA (PE grassy area on the east field), via the assigned evacuation route. In all cases, select the safest route, not just the assigned route.

One designated teacher near each building exit will inspect the exit to see if it is a safe evacuation route. If it is not, the teacher directs the classes to alternate routes.

The teacher picks up the red emergency folder with Room I.D. Card (located in their classroom), insures that all students have evacuated, checks with the ‘Buddy’ to verify their safety. Close, but do not lock the doors.

Teachers will lead their students quietly and in a straight line to the ASSEMBLY AREA (safety area), where they sit, by P.E. class.

Teachers – refer to the Emergency Response Sheet and line up with their assigned PE class.

TAKE RISKS, LEARN AND REPEAT

Students and teachers wait in the PE area until the signal is given to return to class. Teachers who have a class will be dismissed first. Teachers with a conference period will remain in the PE area until all students are released.

Students will be released by sections from the PE area to return to the classroom they evacuated from.

Please Note:

The students need to leave the buildings in an orderly fashion and in line.

Students should leave their belongings in the classroom.

Students should line up in the hallway next to the lockers and remain there quietly until the teacher is ready to leave.

The teacher should lead the students in a line quietly out of the building.

The teacher should lead the students in a line quietly all the way to the Assembly Area.

Both doors should be closed, but one door of the classroom doors should not be locked.

Please be sure the students understand the importance of getting in line, staying in line and walking out to the blacktop as quietly as possible.

Please take a few moments to remind students that both the real thing and a drill should be taken with the same seriousness no matter how many times they occur.

EARTHQUAKE

DROP, COVER AND HOLD

This drill prepares students for what to do if an earthquake should occur during school time. Students are to do the following until the earth stops shaking, and it is safe to evacuate the building.

Please Share This Information With Your Students

1. An administrator/teacher will announce that a Drop, Cover Hold Drill will begin.
2. The administrator/teacher will announce that you *do not need* to leave the classroom for this drill.
3. At the administrator/teacher's command, all students will drop under their desks.
4. All students will drop under the desk, hold the desk and remain under the desk until told to return to the seated position by the administrator.
5. Teachers should monitor students to be sure all students are under his/her desk.
6. The administrator/teacher will tell the students to return to their seats.
7. The administrator/teacher will remind students of the need to follow this procedure whenever there is an earthquake and to remain in the duck hold position until they are told to evacuate the building.

EARTHQUAKE EVACUATIONS INSTRUCTIONS

In the event of an Earthquake begin following instructions here:

In a REAL earthquake, the fire alarms MAY go off or there may be no bell at all. In order to alert staff and students of an earthquake drill, an administrator will announce that an earthquake drill is now in progress.

The administrator/teacher will lead everyone in a drop drill.

The administrator will announce the school signal to EVACUATE shall be a series of bells, (3) three short rings, followed by a (2) two-second pause (repeated several times).

At this signal, teachers direct students in an orderly departure from the room to the field ASSEMBLY AREA (PE grassy area on the east field), via the assigned evacuation route. In all cases, select the safest route, not just the assigned route.

One teacher near each building exit will inspect the exit to see if it is a safe evacuation route. If it is not, the teacher directs the classes to alternate routes.

The teacher picks up the red emergency folder with Room I.D. Card (located in their classroom), insures that all students have evacuated, checks with the ‘Buddy’ (verify their safety), and directs assistance for “walking injured” out to the Assembly Area. Leave doors unlocked and closed.

Teachers will lead their students quietly to the ASSEMBLY AREA (safety area), where they sit, by class at the time of evacuation. *Teachers* – refer to the Emergency Response Sheet and line up with their class.

After safely completing the evacuation to the ASSEMBLY AREA, teachers will send a student with their Room # Cards to the OPERATIONS STATION (located on the southwest corner of the auditorium). The student will place it in the proper pocket on the Emergency Control Board.

Teachers report damage, assistance needed, and injured to OPERATIONS; then they report to their assigned emergency post for duty.

Teachers assigned to the ASSEMBLY AREA verify attendance and send “runners” to report to the REUNION STATION (located on the southwest corner of the auditorium) with white cards of absent/missing students.

Students who are disruptive should be escorted, by a staff member to the OPERATIONS. The Staff Assistant will be there to receive students.

All staff will remain at their emergency duty station while written reports are completed and forwarded to the OPERATIONS LEADER.

Teachers pick up Room I.D. Card from OPERATIONS (control board) and return to classrooms (ready to repeat the drill in case of after-shocks).

TAKE RISKS, LEARN AND REPEAT

Please Note:

The students need to leave the buildings in an orderly fashion and in line.

Students should leave their belongings in the classroom.

Students should line up in the hallway next to the lockers and remain there quietly until the teacher is ready to leave.

The teacher should lead the students in a line quietly out of the building.

The teacher should lead the students in a line quietly all the way to Assembly Area.

Both doors should be unlocked.

Please be sure the students understand the importance of getting in line, staying in line and walking out to the Assembly Area as quietly as possible.

Please take a few moments to remind students that both the real thing and a drill should be taken with the same seriousness no matter how many times they occur.

LOCKDOWN

Intruder/Stranger Lockdown

- A p.a. announcement will be issued : "Lockdown, Lockdown". "Lock your classroom door, turn off the lights and close the windows and blinds/drapes".
- Move away from windows so that you are not visible from outside or the hallway.
- Students in the hallways are to enter the nearest room and join that class.
- Take cover under a table or desk or in a corner.
- Remain quiet and stay off your cell phones.
- Students in the washrooms should get into a stall, lock it and keep head and feet from being visible.
- Do not respond to a fire alarm if we are in a lock down situation; chances are it was pulled by the intruder.
- Attendance will be taken after the drill or event is over. Missing students should be reported to the office. If all students are present send a note with your name and room number indicating that all are present.

If a lockdown occurs outside of class time, teachers and students:

- in classrooms are to remain there
- in the hallways are to immediately enter the nearest open room.
- outside of the building are not to re-enter the building.

BOMB THREATS

Bomb Threats

Should you receive a bomb threat telephone call please attempt to do the following:

- Keep a calm voice. Read the phone dial display and record the number.
- Ask questions as to where, when, type of device, and why.
- Take notes about the information, voice type, gender, or anything else you can notice.
- Attract another staff member's attention so you can get them to find an administrator.
- Do not inform students deliberately or by conducting public conversations with staff in front of students.
- Do not hang up the phone or put the caller on hold.

TAKE RISKS, LEARN AND REPEAT

- The administration will:
 - contact the R.C.M.P.
 - evaluate the situation to determine the course of action.



TAKE RISKS, LEARN AND REPEAT