

EMERGENCY PROCEDURES

There are numerous types of emergencies and a drill for each type:

I. FIRE DRILL

A. General Information

1. The signal that indicates a fire drill is a steady, or intermittent bell for 10 seconds; followed by 5 second silence; then repeating the steady or intermittent bell for 10 seconds. This sequence is repeated for a minimum of one (1) minute.
2. The return to class will be at the discretion of the administrator in charge of the drill. The return signal will be one steady long bell.

B. Teacher's responsibility during fire drill:

1. Know your specific exit routes and assembly area. See attached exit routes for each room.
2. See that all students leave the room and building in a quiet, orderly manner. Use both sides of staircase when evacuating the second floor. Students should keep together as a group. Secure your room.
3. Have alternate exit route planned in case fire blocks your assigned fire exit.
4. No student should stop less than twenty-five (25) feet from a building or fence and never stop under a covered area or block an entrance.
5. Students will be escorted to the assembly area, which is located on the south area of the physical education field. A map indicating where classes should meet on the field is attached to this bulletin.
6. Teachers must take their roll book with them and take roll when the class reaches its assigned area. Have class seated and quiet. Wait for further instructions.

C. Fire Drill during "Non-class time"

1. In case a fire drill signal occurs during lunch, nutrition, before school, after school or during a passing period, students are to report to the assembly area on the physical education field. Students are to meet their homeroom teacher in a pre-determined designated area on the physical education field. The map at the end of this section will show where homeroom assemble.

2. No student should stop in front of gates or other entrances.
3. Teachers must keep their roll book with them, and take roll when the class reaches its assigned destination. Have the class seated in a pre-determined order.

II. DROP DRILL

A. General Information:

1. This drill is to provide maximum protection in case of an earthquake.
2. This drill involves no school-wide signal (only the command of "DROP"). There is a possibility that in case of an authentic earthquake emergency the fire bells will accidentally alarm. IGNORE THEM. Teacher direction takes priority in these situations until administration direction is received.
3. After a Drill Situation discuss with class.

B. Teacher's Responsibility:

1. See that the command "DROP" is given.
2. See that students drop to knees with backs to the windows (or glass).
3. See that students get under equipment (desks, tables, etc., where available).
4. See that students hold onto an object after dropping to their knees.
5. See that students bury their faces in their arms, protecting their heads.
6. See that students follow instructions quickly and orderly. These instructions may come from any adult and their nature will depend upon circumstances and the extent of damage to buildings (fire drill following earthquake drill could occur).

III. TAKE COVER DRILL

A. General Information

1. The signal that indicates "take cover" will be alternate long and short bells. The long ring will last a minimum of three (3) seconds and the short ring will be a marked contrast to the long ring. (This sequence will be repeated for a minimum of one [1] minute.)
2. The "all clear" signal will be one steady long bell.
3. The theory of the "Take Cover Drill" is that in case of an enemy air attack (school notified in advance), there would be time to move

- classes to the safest places designated as shelter areas.
4. At Van Nuys Middle School, the auditorium, P.E. locker room, and all first floor rooms and hallways have been designated as shelter areas.
 5. The only pupils who need to be moved are those students on the field and those students on the second floor. Pupils in the 2nd floor classrooms should be moved to the 1st floor hallways.
- B. Procedure for classroom teacher in non-designated shelter areas (second floor):
1. Move students in a quiet, orderly manner to the first floor hallway. (Do not block doorways.) Use the nearest practical exit to reach first floor. Your assigned class area on the first floor is in front of room _____.
 2. Have students line up along the side of the wall facing toward the wall.
 3. Students are to remain quiet and wait for further directions.
- C. Take Cover Drill during "non-class time"
1. In case take cover signal occurs during lunch, nutrition, before school, after school or during the passing periods, students are to report to the nearest shelter facility i.e. the auditorium, P.E. locker room or 1st floor of a building.
 2. No student should stop in front of gates or other entrances.
 3. Teachers must keep their roll book with them, and take roll when the class reaches its assigned destination. Have the class seated in a pre-determined order.

IV. ADDITIONAL EMERGENCY INFORMATION

- A. Selected staff members with classes in various areas of the plant will make a preliminary check as they leave the building. This is to check that all classes have left their area. They will make a report to "Sweep and Rescue" personnel when they reach the designated assembly area.
- B. "Special Teams" will be activated in a verified emergency. Please cooperate fully with them.
- C. Staff members who have classes and are members of a "Special

Team" are to escort their classes to the designated assembly area and take roll and make a list of missing and absent students. Take roll book and list to quadrant leader then report to the Command Post.

- D. First aid will be administered to those in need by qualified personnel.
- E. Students must be kept calm and quiet to hear communications.
- F. Teachers with conference periods will report immediately to the assembly area where their class would normally meet. Inform your quadrant leader that you are free for coverage or special duty.
- G. Read this "Emergency Bulletin."
- H. Review those sections of this bulletin which refer to each of your classes. Examples: Exit routes, alternate routes, behavior, class location on field during a drill or emergency. Discuss this information with the students in all of your classes.
- I. Keep the "Emergency Drill Procedures" sign in your classroom up to date. Contact the Assistant Principal if you need a corrected or additional sign.
- J. Keep this bulletin in a place where it is easily accessible and ready for immediate use.