

Emergency Procedures



St. Mary of the Assumption Catholic School

611 Jennings Road
Van Wert, OH 45891

(Revised 8/20/2014)

Emergency Drills Procedures

Fire Drill

From Classrooms:

1. Post a **fire drill exit sign** prominently in your classroom.
2. Move the **students single file**, quietly and quickly to exits when fire signal sounds.
K-2 are to use the west exit (door # 3 behind the kitchen)
3-6 are to use the south exit (door #2) Once outside, move the students to the **far side of the parking lot**.
3. **Take attendance** to account for all students.
4. Use an **alternate exit** if assigned exit is blocked.

From Church

1. Become silent and **listen for verbal instructions** from an authorized staff member*.
2. Students are to **stay with their teacher** or authorized staff member* at all times.
3. The **closest safe exits** to the outside will be used if possible.
Church, the **vestibule doors** will be used to exit to the front parking lot.
Gym – the **rear doors to the parking lot** (doors #6 & #7) will be used. Move to the ball field backstop area.

From Playground:

1. Become silent and listen for instructions.
2. Stay with the playground monitor.
3. Move away from the school building to the ball field backstop.

Tornado Drill

If a tornado warning is announced and there is adequate time, we will move all students and staff to the **Rectory basement**.

If little advance notice is given, we will follow these procedures:

- Kindergarten – go to the conference room and sit under the table
- Kindergarten, Grades 1, and 2 – Go to the Girls' Restroom
- Grades 3, 4, 5, and 6 – Go to the Boys Restroom

From Classrooms:

1. Post a **tornado drill sign** prominently in your classroom.
2. When a tornado warning is announced:
 - Instruct students to take a **heavy book** to cover their heads.
 - Move students **single file**, quietly and quickly.
 - All students should **remain with the classroom teacher**.
3. **Take attendance** to account for all students.
4. **When signaled:**
 - students should get down in a **sitting position**,
 - **knees drawn up; heads to their knees** and hold **books over their heads**.
 - **Remain quiet** during the drill.
5. An authorized staff member will dismiss you after the threat or drill is completed.

From Gym or Church:

1. Follow instructions from an authorized staff member* to **move quickly and quietly** to the designated shelter areas.
2. Follow instructions above with the exception of taking a heavy book.

From Play Ground

1. Follow instructions from an authorized staff member* to **move quickly and quietly into the school** and to the designated shelter areas.
2. Follow instructions above with the exception of taking a heavy book.

Lock Down Procedure

A Lock Down will be initiated by the words “Lock Down” over the P.A. system or audibly by an authorized staff member* if:

- any suspicious activity takes place or
- a suspicious person enters the premises.

In Classroom:

1. Lock down announcement
2. Turn lights off!
3. Door closed (should already be locked)
4. Tape a paper to window - visible from outside - with number of students and adults in the room
5. Window blinds closed (all windows including doors)
6. Go to predetermined hiding place in the room
7. Remain silent at all times
8. Remain in hiding until the door is unlocked by an authorized staff member*, police officer or firefighter. Listen for instructions for exiting the building.

In Gym:

1. Become silent to listen to instruction from authorized staff member*. Move to designated area.
 - Grades K-2 – Gym teacher’s office (by gym exit door #6)
 - Grades 3-5 – Maintenance office (door off of gym)
2. Remain silent at all times.
3. Remain in hiding area until the door is unlocked by an authorized staff member*.
4. Follow instructions for exiting the building.

In Church: Hide under pews and be silent.

On Playground: Follow Rapid Evacuation instructions below.

Rapid Evacuation Drill

Rapid Dismissal Drills are practiced in the event the building becomes unsafe for the students. Students, escorted by staff members, will **leave the premises** by crossing the grassy area behind the school and proceeding to Rosalie Drive.

In a safe manner an authorized staff member*, law enforcement agent and/or fire department personnel will direct the students to the former *Christian Life Center* at the corner of Ervin Road and Route 116.

In the event of an actual rapid evacuation, parents/guardians will meet their child/children at this location. **Children will be dismissed to ONLY the parents/guardians or officially designated custodian.**

*Principal, teacher, secretary, maintenance personnel