

VVMS Emergency Plan and Procedures

This document provides information for school personnel during a drill or in case of an actual emergency. Please become familiar with these emergency procedures so that you can confidently assist all students during an emergency.

CHAIN OF COMMAND

The Principal provides leadership during the any emergency event. If the Principal is absent, then the Asst. Principal will provide direction. The TSA, with the assistance of the counselors, will provide leadership if the Principal and Asst. Principal are absent. In the case of all three administrators being absent the counselors will take command of the event (A-G acts as Principal, H-O acts as Asst. Principal, and P-Z acts as the TSA.) Counseling Office staff will help receive cards from teachers during evacuations. Found below are additional roles and responsibilities for emergency situations:

1. **Principal**- Maintains the communication/command center
2. **Asst. Principal**- Checks 2300, 2400 classrooms/wings and library; clears 2nd floor girls' bathrooms
3. **TSA**- Oversees students and area supervisors; checks 2100, 2200, wings; clears 2nd floor boys' bathrooms
4. **Custodians**- Turns off gas, water, electricity, and fire sprinklers if necessary
5. **Financial Secretary**- Helps run command center
6. **Attendance Secretary**- Clears commons area and closes or locks main office entry doors; runs command center for evacuations
7. **Counseling Secretary**- Helps clear commons area; checks bathrooms on main floor
8. **Counselors**- Checks 1100, 1200, 1300 wings; clears commons area and checks bathrooms on main floor
9. **SRO**- Clear building in evacuation; give all clear in lock out or lock down

FIRST RESPONDERS

Here is a list of individuals (plus phone extension) that are first responder certified and can assist in most first aid concerns:

Bateman, Emmy (1210)
 Boyer, Casey (1301)
 Elliott, Kate (1303)
 Johnson, Morgan (1101/2404)
 Knudsen, Dave (1405)
 Keisel, Michelle (1402)

Lundell, Cindy (1401)
 Miller, Katie (2204)
 Muhlstein, Chet (1401)
 Page, Melissa (1306)
 Saia Naulu (1407)
 Stolworthy, Daniel (1502)

Fire Drills and Evacuation

1. Clear the building by following evacuation procedures found on the evacuation map (Exhibit A).
 - If during class time, exit according to evacuation map and take that class period to the assigned area.
 - If during lunch time, passing time, or Flex time, students exit through nearest doorway; go to the teacher of your previous class.
 - If in the cafeteria, students should exit the building through the southeast doors of the schools; go to the teacher of your previous class.
2. Do not lock outside doors.
3. Line up in teacher alphabetical order on grass field behind the school.
4. Teachers should account for students and send their Evacuation Card (pink) to the Command Center located on the outside basketball courts area (run by Attendance, Finance and counseling secretaries).
5. Stay in grass area until given the all-clear to re-enter the building or given direction to evacuate to secondary location.

Lock Out

1. Lock all exterior doors.
 - a. Area Supervisors will be responsible to lock and guard their assigned door (according to evacuation plan) until relieved by an administrator or custodial staff (Exhibit B).
2. Teachers shall conduct class as usual unless:
 - a. Environmental Threat
 - i. Move people away from exterior windows
 - b. Chemical Threat:
 - i. Seal doors and windows
 - ii. Turn off ventilation to school
3. Admin: Send alert to parents through Blackboard in true emergency.

Lock Down – Run, Hide, Fight

1. If possible, announcement will be made to inform everyone that we are in a lock down. (Teachers may also call a lock down by repeatedly blowing their whistle).
2. Students will **RUN** and exit the building, if they think it is safe to do so.
3. If it is not safe to **RUN**, then teachers and students will move to **HIDE** in a classroom or other secure area.
4. Teachers/staff members will check halls for students and pull visible students into a classroom. Any doors near you should be locked (classroom, gym, office, library, etc.).
5. Keep in mind that ALL DOUBLE DOORS leading to the main/front area of the school will automatically close and lock during a lock down.
6. In classrooms with glass walls, use desks and tables to create barrier between you and the glass wall.
7. In classrooms without glass walls, cover your door window and block the entrance into the hiding place, if possible. Move away from any windows and close the blinds.
8. Silence cell phones, and turn out the lights. Stay in your hiding place until admin or police give all clear.

9. Consider what you will use to **FIGHT** if necessary. What can you throw at the intruder? Commit to act aggressively and with force.
10. Do not call the office; we will keep you informed through the intercom, email, text or in person as much as possible.
11. Admin: Send alert to parents through Blackboard in true emergency.

For the purposes of a drill, we will discuss all steps with students, but will implement the **HIDE** strategy.

Secondary Site for Evacuation (if only middle school building is affected)

1. Clear the building by following evacuation procedures found on the evacuation map (Exhibit A).
2. Account for all students.
3. Administration/safety personnel will direct students to walk to the Foothills Elementary School, or the Loafer View Sports Complex. (Exhibit C).
4. If the placement is UNSHELTERED:
 - a. At Foothills Elementary, we will gather on the field west of the school.
 - b. At Wynsome Blue Farm, we will gather on property's field.If the placement is SHELTERED
 - a. At Foothills Elementary, we will gather in the cafeteria/gym.
 - b. At Wynsome Blue Farm, we will gather in one of the covered buildings.
5. Admin will work with District Office to contact parents.
6. Area supervisors will follow the reunification plan and release students only to parents or those listed as emergency contacts (or those allowed to pick up students).

Reunification Plan

Reunification may happen at our school site or a secondary site. In the event that students must be reunified with parents/guardians, stations will be set up.

1. Students will be grouped with the teacher whose class they evacuated from, and stations will be created for entry and exit.
2. At the entry point, the attendance secretaries and principal will be available to help appointed emergency contacts to fill out request slips to release students and check IDs.
3. Faculty/student runners will take slips to the appointed teacher to get students.
4. Students will go to the exit, where the assistant principal will be there with the finance secretary and appointed faculty members to inspect IDs and file the request slips to release students to the emergency contacts.
5. All faculty members will remain with students until students are gone or until another agency resumes control of the situation.

Earthquake Drill Instructions by Area of School

The general instruction for an earthquake is to “duck, cover, and hold.” The idea is to stay away from anything that could fall or fly through the air. The advice from experts is to not run very far as the waves can throw you and knock you down quite hard. Here are some specific instructions for areas in our school.

General Classrooms

1. Unattached bookshelves and filing cabinets will tip over – try to stay away from them
2. Teacher: crouch under desk and hold onto desk legs
3. Students: Get under desks on your side and hold on to the legs of the desk

Gym

1. If standing close to a wall or the bleachers, get against the wall or bleachers
2. If standing in the middle of the gym, drop down, cover head and stay still
 - 2.1. If you can after the initial shock, move closer to the interior walls.

Locker Rooms

1. Huddle next to base of lockers
2. If in shower, stay there and kneel down.

Library

1. Duck, cover and hold under tables or chairs
2. Stay away from glass wall and book shelves that could fall

Cafeteria

1. Duck under tables or chairs
2. Duck, cover, hold

Hallways

1. Get by walls
2. Kneel and cover head

Front Offices

1. Duck under counters/desks
2. Get by interior walls without glass
3. Kneel and cover

Orchestra/Band Rooms

1. Lay down instrument
2. Duck, cover, hold under chairs
3. Stay away from glass in walls

Outside

1. Get away from building or light poles – anything that could fall
2. Kneel on ground
3. Stay away from power poles and lines

Exhibit B

Area Supervisor Assignments

If the Area Supervisor is absent the teacher next to his/her room will cover job responsibilities

Area Supervisor Job Responsibilities:

1. Complete a visual check of hall/area and,
2. Close the assigned door. If the assigned teacher is absent, the teacher next to his/her room will need to close doors and check area.

Door or Area	Area Supervisor	Notes
Door in 1100 Wing	Teacher in Room 1105	
Door leading to Bus Lane	Teacher in Room 1202	
Door in 1200 Wing	Teacher in Room 1210	
Main Entrance Door	Attendance Secretary	Check main lobby during lock down
Door in 1300 Wing	Teacher in Room 1309	
Door on girls' side of gym	Girls' PE Teacher	Check locker room during lock down/evacuation
Door on boys' side of gym	Boys' PE Teacher	Check locker room during lock down/evacuation
Doors by the cafeteria (main hall and cafeteria)	Head custodian and staff	Check Cafetorium during lock down
Cafeteria back entrance doors	Lunch Room Manager and staff	
Door in 1500 Wing	Teacher in room 1501	
Bathrooms on Main Level	Counseling office	Check during evacuation
Bathrooms on 2 nd Level	Asst. Principal and TSA	Check during evacuation
Check Main Level Wings (1100, 1200, 1300, 1500)	Counseling office	Check during evacuation
Check 2 nd Level Wings and classrooms	Asst. Principal and TSA	Check during evacuation

Exhibit C

Secondary Evacuation Sites

