

# Loma Portal Elementary School

## Emergency Procedures for Visitors/Volunteers



<b>Evacuation Procedure</b>	<ul style="list-style-type: none"><li>• Please refer to evacuation map posted by the main exit door of any classroom</li><li>• As each class evacuates, avoid any dangerous areas as you proceed to the blacktop</li><li>• Students will line up by class on the playground blacktop</li></ul>
<b>Fire Procedure</b>	<ul style="list-style-type: none"><li>• Bell – Repeated, short bells</li><li>• Evacuate immediately (see above “Evacuation Procedure”)</li><li>• Notes:</li></ul>
<b>Earthquake Procedure</b>	<ul style="list-style-type: none"><li>• Bell – 2 short bells, pause, 2 short bells, pause.... <b><u>OR NO BELL</u></b> (the shaking should initiate the Earthquake Procedure)</li><li>• “Duck, cover, and hold.” Have students duck under tables; room needs to be silent</li><li>• Evacuate classroom 2 minutes after shaking stops</li><li>• Notes:</li></ul>

Over

## Lockdown Procedure

- Bell – 2 long bells
- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door. Utilize LOCK BLOK if possible (slide Lock Blok in, allowing the door to close and lock).
- If possible, lower or close any blinds.
- Any teachers who may be outside, get your class to the nearest room.
- If staff, students, or volunteers are in the bathrooms and cannot get to a classroom, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately. If they cannot get to a classroom, find a place (ANY place) to hide – bushes, behind buildings, etc.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. **NEVER open doors during a lockdown, even if someone knocks on the door.** For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal all personnel if the lockdown has been lifted.
- Notes:

***\*\*If evacuation is necessary and you have students/adults who cannot move, do your best to help them out to blacktop. If necessary, leave injured students/adults in room and notify a staff member at the command center on the blacktop.***