

EMERGENCY ACTION PLAN for

Ad Fontes Academy Lower School
15452 Lee Highway
Centreville, VA 20120

I. EMERGENCY PLAN COORDINATOR

NAME: Janet R. Cooper
TITLE: Lower School Principal
TELEPHONE NO: 571.345.4752

II. REPORTING AND RESPONDING TO EMERGENCIES

Type of Emergency	Report By	Response
Bomb Threat	Call 911	Evacuate
Chemical Spill/Leak	Call 911	Evacuate
Explosion	Call 911	Evacuate
Fire	Call 911	Evacuate
Intruder	Call 911	Lock Down
Medical	Call 911	Depends on situation
Tornado	Call 911	Shelter in place
Earthquake	Call 911 if injuries occur	Shelter in place
Violence	<ul style="list-style-type: none">Call 911 if cell phone use is possibleUse the Ambush Code on the building alarm panel (touch the shield, enter 9111, CMD)	Depends on situation

If a student notices an emergency, he should immediately tell the nearest school employee.

Once an employee becomes aware of an emergency, he should:

1. Notify employees and students in the building by the appropriate means of the danger and the appropriate response (evacuate, lockdown, or shelter in place). Pulling the fire alarm will result in an evacuation.
2. Summon the authorities as per the nature of the emergency. Whether the emergency requires evacuation or shelter in place, the employee should call 911.
3. Notify the school office about the emergency, either by phone or in person.

If the threat is not immediate, the employee may notify the school office first and allow the Principal or his designee to determine the proper course of action. In all cases of uncertain danger, the employee should err on the side of caution and initiate evacuation immediately.

Note that staff are not to speak to the media. All media personnel are to be referred to the Principal or the President.

III. EMERGENCY ESCAPE PROCEDURES AND ROUTES

In the event of an emergency that warrants evacuation—such as a fire or bomb threat—ALL employees and students shall evacuate immediately.

In the event of an evacuation, employees and students shall evacuate by means of the nearest available marked exit.

Teachers are to be last out of their rooms and once the room is empty, they are to turn out the lights and shut the door(s). Teachers should take a copy of their attendance sheet with them if possible.

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is given in Appendix A.

IV. EMPLOYEE ACCOUNTABILITY PROCEDURES AFTER EVACUATIONS

After an emergency evacuation, employees and students are to assemble in the following location:

- **Primary Assembly Area:** On the sidewalk along the front of CPC.
- **Secondary Assembly Area:** The parking lot area of CPC nearest Lee Highway.

After an emergency evacuation, the procedure for accounting for all employees and students is:

- Σ All employees and students will gather at the appropriate assembly area.
- Σ Non-teaching employees will form one line.
- Σ Students and teachers will line up with their classes.
- Σ Teachers will call roll for their assigned students and record those who are unaccounted for.
- Σ The Evacuation Leader will call out each employee's name.
- Σ Each employee present will indicate so, and when teachers are called they will also inform the Evacuation Leader of unaccounted for students.
- Σ The Evacuation Leader will record unaccounted for employees and students.
- Σ The Evacuation Leader will compare unaccounted for employees and students with the day's attendance record and compile a final list of persons unaccounted for.
- Σ The Evacuation Leader will seek information regarding the last known locations of unaccounted for persons.

A summary of the evacuation assembly areas, together with the identities of supervisors and assigned employees who must report to each, is also given in Appendix A.

No employee or student is to return to the building until any alarms are silenced and the Evacuation Leader gives permission to return.

V. LOCKDOWN

- Σ In case of an intruder, whoever discovers the person should call 911 immediately and call out "Lockdown." Other staff should call 911 also to make sure the call goes through.
- Σ If possible, enter the Ambush Code on the building security panel: Press the shield; press 9111; press CMD. This will send an emergency call to the police.
- Σ Everyone who is able should use the walkie-talkies to announce the Lockdown as well.
- Σ Students and staff are to go immediately to the nearest room.
- Σ Staff are to blockade or lock the door(s) to their room.
- Σ Staff are to cover or block all windows, if possible.
- Σ Students and staff are to take positions out of sight of windows, preferably behind cover.
- Σ Students are *not* to use cell phones.
- Σ Staff will take roll of students present.
- Σ Staff will call in to the office to report their status and student roll.
- Σ Staff and students will otherwise remain as quiet as possible.
- Σ If the fire alarm is activated, staff and students are not to evacuate unless they have firsthand knowledge of a fire or are advised by Emergency Responders to evacuate.
- Σ Staff will use their discretion and extreme caution when considering opening the door. Reasons may include a student still in the hallway or an Emergency Responder giving the all clear. (Note, these could also be ruses.)
- Σ Once the all clear is given, staff and students will evacuate the building unless told otherwise.
- Σ If taken hostage and the school is not yet aware, and if the intruder wants you to gain access to an area, the code word for alerting others to the danger is "Redskins."
- Σ

VI. SHELTER IN PLACE

Tornado: In the event of a tornado, students and staff are to seek shelter inside the building. Teachers and students will go to the main hallway in case of a tornado warning in our area:

Sit on the floor near the wall. If the danger is immediate, the staff should declare, "Everybody down." Students should respond by facing the wall, kneeling, putting their faces to the floor, and covering the backs of their heads with their hands.

Earthquake: In the event of an earthquake, students and staff should drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops.

VII. FIRE EXTINGUISHER USAGE

No employee or student is trained to use fire extinguishers.

VIII. EMERGENCY SHUTDOWN PROCEDURES

In the event of an emergency, no employees or students are to remain in the workplace to shut down or monitor critical operations before they evacuate.

IX. RESCUE AND MEDICAL DUTIES

No employees are assigned to perform medical or rescue duties during emergency situations.

X. ALARM SYSTEM

Alarm systems for notifying all employees in case of an emergency are:

<u>Fire alarm(automatic)</u>	<u>A continuous, high-pitched alarm</u>
<u>All other emergencies</u>	<u>Verbal communication</u>

XI. TRAINING

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees and students.

Name	Title	Work Area
Janet Cooper	Principal	Office
Vanessa Bauer	Office Manager	Reception Desk

Training is provided for employees:

- Σ When the plan is initiated
- Σ When an employee's responsibilities change
- Σ When new employees are hired or transferred
- Σ Every year as a refresher

XII. EMPLOYEE AND STUDENT INFORMATION

Employee and student emergency information can be found in the Emergency Contact binder in the school office and in Renweb.

XIII. DRILLS

One evacuation drill will be conducted each academic quarter, with the cooperation of the fire department when possible.

XIV. FOR FURTHER INFORMATION

For further assistance with emergency procedures, the following individuals may be contacted:

Janet Cooper	Principal	571.345.4752
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Appendix A.

A summary of the evacuation Assembly Areas.

A sample escape procedure and escape route sheet of the type posted in work areas.

Exit to the front door of the building near the receptionist desk:

Walk around the right side of CPC to the front sidewalk.

Jr. K

K

3rd

4th

Staff in the office suite area

Exit to the rear door of the building at the end of the hall:

Walk around the left side of CPC to the front sidewalk.

1st

2nd

5th

6th

The last of these classes, at the teacher's discretion, should go to the Multi-purpose Room exit door if there is a back-up getting out the rear door

ASSEMBLY AREAS

- **Primary Assembly Area:** The sidewalk in front of CPC
- **Secondary Assembly Area:** The far side of the parking lot nearest Lee Highway

- **Appendix B.**

The identities of supervisors and assigned employees who must report to each.

OCCUPANTS

Evacuation Leader

Janet Cooper

Alternate Evacuation Leaders

Vanessa Bauer

Teachers and Staff

Margie Anderson

Vanessa Bauer

Rosalie Blacklock

Janet Cooper

Dara Drum

Angelita George

Christina Jenkins

Margaret Lee

Dean Luckenbaugh

Robin Luckenbaugh

Kim Perry

Linda Polizzi

Jennifer Powell

Tim Prickett

Joy Rangel

Rachael Stahr

Janeen Stepler

Alicia Taylor

Students

Roster attached