

EMERGENCY ACTION PLAN

for

Ad Fontes Academy
15450 Lee Highway
Centreville, VA 20120

I. EMERGENCY PLAN COORDINATOR

NAME: Dean K. Luckenbaugh
TITLE: Upper School Principal
TELEPHONE NO: 571-271-5660

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/Weather	Call 911	Shelter in place
Earthquake	Call 911	Shelter in place
Violence	Call 911	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, lockdown, 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 copies of their attendance sheet 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: The front parking lot, southern edge, near the west exit.

Secondary Assembly Area: East of the building, on the grass area.

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

- All employees and students will gather at the appropriate assembly area.
- Teachers who are not lead teachers and non-teaching employees will form one line.
- Teachers who are lead teachers will head up lines for their students.
- Students will line up according to their grade, with their lead teachers.
- Teachers will call roll for their assigned students and record those who are unaccounted for.
- The Evacuation Leader will call out each employee's name.
- Each employee present will indicate so, and when teachers are called they will also inform the Evacuation Leader of unaccounted for students.
- The Evacuation Leader will record unaccounted for employees and students.
- 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.
- 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

- 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.
- Students and staff are to go immediately to the nearest room.
- Staff are to blockade or lock the door(s) to their room.
- Staff are to cover or block all windows, if possible.
- Students and staff are to take positions out of sight of windows, preferably behind cover.
- Students are *not* to use cell phones.
- Staff will take roll of students present.
- Staff will call in to the office to report their status and student roll.
- Staff and students will otherwise remain as quiet as possible.
- 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.
- 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.)

VI. SHELTER IN PLACE

Tornado: In the event of a tornado or other exterior threat, staff and students are to seek shelter inside the building. The best places to seek shelter are those with no exterior windows and lowest to the ground. Thus, first floor hallways and stairwells are the preferred areas for shelter. Below are the typical shelter areas to be used, listed by classroom. Staff are expected to decide if this listed area is appropriate in a given event.

Classroom	Shelter Area
201	1 st floor hallway
203	1 st floor hallway
204	West stairwell
205	West stairwell
206A	East stairwell
206B	East stairwell
206C	1 st floor hallway
206D	East stairwell and/or 1 st floor hallway
206E	East stairwell and/or 1 st floor hallway
207	Central stairwell or 1 st floor hallway

Students and staff should proceed to the nearest interior hallway or stairwell and 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:

Fire alarm (automatic) – A continuous, high-pitched alarm

All other emergencies – Verbal communication

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
Dean Luckenbaugh	Principal	Office
Kerry Lockhart	Teacher	Varies
Bill Carey	Teacher	Varies
Brianne Hendrick	Office Manager	Office

Training is provided for employees:

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

XII. EMPLOYEE AND STUDENT INFORMATION

Employee and student emergency information can be found in the emergency file in the school office.

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:

Dean Luckenbaugh	Principal	571-271-5660
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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.

ASSEMBLY AREAS

Primary Location: Southwest area of main parking lot, closest to the west exit to Lee Highway. Non-advisory teachers and staff farthest to the east, 7th grade west of them, 8th grade, and so on.

Secondary Location: East of the building in the grass area. Non-advisory teachers and staff farthest to the south, then 7th-12th grades sequentially to the north.

APPENDIX B.

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

OCCUPANTS

Evacuation Leader

Dean Luckenbaugh

Alternate Evacuation Leaders

Bill Carey

Kerry Lockhart

Teachers and Staff

Ray Blunt

Bill Carey

William Carey

Debi Davis

Dara Drum

Brianne Hendrick

Kerry Lockhart

Dave Mathwin

Linda Mathwin

Jessica Moore

Emily Murphy

Christine Nacita

Mary O'Donnell

Zach Rallo

Joy Rangel

Anne Ritchey

Susan Smith

Rachael Stahr

Cindy Stewart

Beth Strachan

Alex Taylor

Students

Roster attached

7th Grade (17) Zach Rallo	8th Grade (17) Kerry Lockhart	9th Grade (15) Bill Carey	10th Grade (10) Alex Taylor	11th Grade (9) Susan Smith	12th Grade (9) Linda Mathwin
Ashton, Allie Attiliis, Nick Bartlett, John Bauer, Hunter Carlin, Spencer Ceballos, Sammy Docherty, Nathan Greaves, Ellie Kim, Isaiah Klein, Kylar Luckenbaugh, Jacob Lui, Chloe Mokaya, Chelsea Ortuno, Mya Perry, Katelyn Pruitt, Emily Williams, Grace	Ballard, Joseph Bradley, Seth Campos, Hannah Genberg, Elizabeth Greaves, Daniel Hadley, Hudson Harwood, Zach Lee, Lizzy Malroy, Richard Mathwin, Keris Michael, Senait Powell, Jaiden Putney, Bryce Smedley, Noelle Steele, Kindred Taylor, Grant Williams, John	Anderson, Lauren Bauer, Payton Forrest, Anna Gibson, Jace Hendrick, Jayden Hipp, Elizabeth Kim, Rayna Luce, Tyler Lui, Joshua Maine, Caden Morgan, Will Phelan, Cannon Shepherd, Madeline Wilburn, Kaelan Woodford, Abram	Bradley, Caleb Ceballos, Ema Docherty, Christopher Forrest, Caroline Jones, Sylvie Mathwin, AJ Powell, Steven Ronquillo Paz, Daniela Smedley, Noah Townsend, Jack	Blunt, Audrey Druessel, James (or Jim) Hipp, Joseph Lyell, Philip Miller, Emily Smith, Emily Stepler, Wesley Swen, Enoch Wilburn, Ashlan	Darling, Anna Dougherty, Owen Haye, Nick Hotung-Shea, Tristan Houser, Ellie Paiz, Faith Phillips, Beth Rohrbaugh, Seth Smedley, Abigail

STAFF

Ray Blunt	Jessica Moore	Cindy Stewart
Bill Carey	Emily Murphy	Beth Strachan
William Carey	Christina Nacita	Alex Taylor
Debi Davis	Mary O'Donnell	
Dara Drum	Zach Rallo	
Brianne Hendrick	Joy Rangel	
Kerry Lockhart	Anne Ritchey	
David Mathwin	Susan Smith	
Linda Mathwin	Rachael Stahr	

