

# **Endeavour Elementary**

## **Emergency Procedures for Parents**

### **Fire and Evacuation Drill**

- Initiated by alarm.
- Immediately evacuate building in an orderly manner.
  - If in a classroom...please follow the class and staff member outside.
  - If in the hallways, etc., exit at the nearest door.
- All staff, students, visitors, and volunteers meet outside on the field.
- All visitors and volunteers check-in with staff next to covered play area.

### **Earthquake Drill:**

- Initiated by shaking or intercom announcement.
- Drop and cover.
- If this is a drill...there will be an intercom announcement stating: "This is an earthquake drill."
- After the drill...we will vacate the building via an intercom announcement.
- Follow evacuation procedures.

### **Earthquake-Genuine**

- If this is the real thing...no alarm or announcement, we will feel it.
- After the shaking stops, exit the building the same as a fire (drill).
- If the intercom is working, we will use it to vacate the building.
- If not, we will use the fire alarm to vacate the building.
- All staff, students, visitors, and volunteers meet outside on the field.

### **Lockdown (Drill):**

- Initiated by Intercom.
- Lock doors, lights off, cover windows, stay low, and remain quiet. Do not leave the room.
- What to do:
  - If with a class, stay in the classroom.
  - If in the hallway, enter the nearest room.
  - If near the office, report to the office.
- Ongoing communication will be via e-mail to all staff.
- No announcements on the intercom during a lockdown.

### **During a Lockdown:**

- Do not attempt to visit Endeavour during a lockdown. All doors will be locked and only emergency personnel will be allowed in the building until the site is secured.

### **After a Lockdown or any Emergency Dismissal**

- Please do not arrive on campus and attempt to remove your child without office clearance.
- In any emergency dismissal, all students must be accounted for and cleared through our emergency dismissal process.
- The only door open to our community will be the office door. An incident command center will be set up for any emergency dismissal.

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