



# Classroom Emergency Preparedness Plans



Each site will complete one Fire Drill and one additional drill each month. Children will learn to perform each drill and will be taught the importance of remaining calm and following the instructions of their parents, teachers, and public service personnel in the event of emergency. Each site has its own Evacuation Meeting Place. Make sure to fill out the information on this sheet in order to be prepared.

Site: \_\_\_\_\_ On-Site Evacuation Meeting Place: \_\_\_\_\_ Off-Site Evacuation Meeting Place: \_\_\_\_\_

<p style="text-align: center;"><b><u>Fire</u></b></p> <ol style="list-style-type: none"> <li>Follow Emergency Evacuation Procedure (if lots of smoke, get down and crawl)             <ol style="list-style-type: none"> <li>Classroom Attendance taken by teacher</li> <li>Building attendance taken by front office staff</li> </ol> </li> <li>Contain/slow the spread of fire and smoke             <ol style="list-style-type: none"> <li>Close doors/windows as appropriate</li> <li>Shut off lights when evacuating</li> <li>Use a fire extinguisher if it is safe to stay in the area while doing so</li> </ol> </li> </ol>	<p style="text-align: center;"><b><u>Earthquake</u></b></p> <p>When shaking begins:</p> <ol style="list-style-type: none"> <li>Shout "Duck and Cover"</li> <li>Turn away from windows and drop to knees</li> <li>Children and classroom staff to duck under tables if possible, or take cover against an inside wall</li> <li>Hold on to furniture</li> </ol> <p>After shaking stops (wait for aftershocks):</p> <ol style="list-style-type: none"> <li>Evacuate the building, checking for falling debris Do not turn off lights</li> </ol>	<p style="text-align: center;"><b><u>Winter Storm</u></b></p> <p>If caught in a storm while <b>inside</b>:</p> <ol style="list-style-type: none"> <li>Stay inside</li> <li>Close off unused rooms</li> <li>Stuff towels or rags in cracks under doors</li> <li>Cover windows if necessary</li> <li>Add more layers of loose-fitting, lightweight, warm clothes</li> </ol> <p>If caught in a storm while <b>outside</b>:</p> <ol style="list-style-type: none"> <li>Find shelter</li> <li>Try to stay dry</li> </ol> <p>Cover all exposed parts of the body, wearing a hat if possible</p>
<p style="text-align: center;"><b><u>Utility Failure/Power Outage</u></b></p> <ol style="list-style-type: none"> <li>Remain calm</li> <li>Have children stay where they are while you obtain an alternate light source (flashlight in first aid kit)</li> <li>Keep children as comfortable as possible</li> </ol> <p>If outage is extended, contact families for authorized persons to pick children up</p>	<p style="text-align: center;"><b><u>Intruder/Lockdown</u></b></p> <p style="text-align: center;">Use ALICE protocol</p> <ol style="list-style-type: none"> <li>ALERT others to danger</li> <li>LOCKDOWN – barricade the room, prepare to evacuate or counter the attack</li> <li>INFORM – communicate the intruder’s location and direction in real time</li> <li>COUNTER – create noise, movement, distance, and distraction with the intent of reducing the intruder’s ability to act quickly</li> <li>EVACUATE when safe to do so</li> </ol> <p>*Notify parents as soon as safely possible</p>	<p style="text-align: center;"><b><u>Wind Storm/Tornado</u></b></p> <p>With sufficient warning, have children picked up in advance. Without sufficient warning:</p> <ol style="list-style-type: none"> <li>"Duck and cover" under tables as in earthquake procedure</li> <li>Get flashlights</li> <li>Use portable radio to remain informed of conditions. Follow instructions as received over the radio.</li> <li>Reassure children</li> </ol> <p>When the storm/tornado has passed:</p> <ol style="list-style-type: none"> <li>Assure all people are accounted for</li> <li>Administer first aid as needed Contact parents</li> </ol>
<p style="text-align: center;"><b><u>Bomb Threat</u></b></p> <ol style="list-style-type: none"> <li>Remain calm and follow all police instructions</li> <li>Evacuate the building</li> </ol>	<p style="text-align: center;"><b><u>Lockout</u></b></p> <ol style="list-style-type: none"> <li>Notify supervisor of threat/call 911</li> <li>Route outside activities to a safe location away from the building (modular, playground shed)</li> </ol>	<p style="text-align: center;"><b><u>Gas Leak</u></b></p> <p style="text-align: center;">Evacuate the Building</p> <ol style="list-style-type: none"> <li>Leave lights on</li> <li>Do not use electrical equipment (phones, thermostats)</li> <li>Open windows and doors</li> <li>No smoking</li> </ol>

**Offsite Evacuation Locations:**

Lakeview – Lake District Hospital  
Bonanza – Big Springs Park

Merrill – Merrill Elementary  
Klamath Sites: Klamath Fairgrounds