



## **EMERGENCY PROCEDURES**

### **ALL CHILDREN'S ACADEMY**

#### **Fire Drill/Emergency**

In the event of a fire drill/emergency, the Program Director will announce through the school messaging system.

- Students leave everything and line up at the nearest exit with their teacher. Teacher will need emergency folder with roster/emergency form
- Close doors/turn off lights as you exit
- All staff/students meet in the front of the building far away from the entrance
- Staff member does a head count and reports "All Present" to Program Director
- Program Director or other staff member will assess the situation and determine next steps
- Parents will be notified via the academy messaging system

#### **Severe Weather Drill/Emergency**

In the event of severe weather, the Program Director will announce through the school messaging system.

- Students leave everything and line up at the nearest exit with their teacher. Teacher will need emergency folder with roster/emergency form
- Close doors/ turn off lights as you exit
- Staff member does a head count and reports "All Present" to Program Director
- All staff/students line the walls on the ramp inside the building unless time permits evacuation to the Cutter safe room
- Parents will be notified via the academy messaging system

#### **Intruder Emergency**

In the event of suspicious activity in the vicinity or the school, or an intruder event at Cutter Morning Star School District, the Program Director will announce through the school messaging system.

- Staff follows procedures outlined by the Activities coordinator
- Staff member does a headcount and reports "All Present" to Program Director via messaging system
- Students and teachers may not leave the safety area until released by the Program Director
- Parents will be notified via the academy messaging system