

# *Home Away From Home Academy's Disaster Procedures*

In the case of a major disaster, Home Away From Home Academy has in place an emergency plan. In an extreme emergency when students must be picked-up immediately every classroom has in place an Emergency Pick-up File. These Emergency Pick-up Files have listed the authorized emergency pick-ups where the parent(s) do not need to be contacted. Each class has an Emergency Book which contains all of these files. In addition, if possible, in the event of an emergency, we will activate our **Honeywell Instant Alert system** to send the parents an announcement. The following is an outline of The Code Blue Emergency Plan:

**Level One** – a **CODE BLUE** announcement will be made over our intercom system. At this time all staff will be required to perform the following:

- A. Quiet time needs to be immediately implemented in all classes.
- B. One teacher must be responsible to gather the Emergency Pick-Up File and the class Emergency Book and put these items on the desk.
- C. No one will be permitted to use the school telephones and no calls will transfer into the classrooms at this time. All phone calls will come into the office only.
- D. Teachers are to remain calm for their next instruction.

Each class will be informed as to the details of specific events that have occurred over the phone by the office. This should be communicated to the other teachers without the children's knowledge. This communication will occur under a **Code Blue**. In the event of a power failure and or loss of telephone services while in **Code Blue** the school will go immediately to Level Two of plan. If the local emergency services report that all citizens stay indoors Level Two will go into effect immediately. All air intakes will be closed or turned off and attempts to reduce any other source of external air will be made if necessary. Should there be a need other utilities will be turned off at the request of local emergency services.

**Level Two** – a message over the intercom system will now be given to close the West Wing and to bring those children together, but still using upper level.

Before children are moved from one class to another children are accounted for, and accounted for once again when they reach their destination.

- 1<sup>st</sup> & 2<sup>nd</sup> Grades will go to Pre-Kindergarten I
- Kindergarten II will go to Kindergarten I
- Pre-School II will go to Pre-School I

Children's Medication, jackets, book bags, and lunch boxes will be brought with them to the appropriate classrooms.

Teachers must bring all emergency files and documentation with them to the new location. Special signs will be made to post on the classroom doors to indicate where the class will be to pick up the students.

**Level Three** – All classes will be informed to go to the lower level of the school.

**(See lockdown procedures)**

# **LOCK DOWN – CODE RED**

**In the event our School should initiate a Lock-down the following procedures will be placed in effect.**

- 1. An announcement over the intercom system will state Code Red.**
- 2. Each class will immediately close the lights in each classroom.**
- 3. No one will be allowed in or out of the building.**
- 4. Each class will immediately evacuate to the lower level from each room.**
  - Infants evacuate to the Infant Basement level.**
  - Waddler/toddlers – to the Toddler basement level.**
  - West Wing – all classes go to the West Wing basement area.**
  - Pre K-1 – Pre S 1 – Proceed to the Lower level.**
  - Gate must be locked going down to the steps of Pre-K 2.**
  - This gate should be immediately locked by one of the Pre-K 2 teachers.**
  - All classes must sit in silence in their evacuated areas until help arrives.**
  - All basement doors must be closed behind you.**
  - This procedure must be practiced annually.**