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EMERGENCY PROCEDURES

INJURY:

Each child is required to have all medical information and emergency release forms properly completed and on file. Accident reports are filled out on each accident and placed in our file, with a copy sent home.

When emergency care is needed we will:

- A certified First Aid/CPR first responder will tend to the needs of the child.
- Attempt to contact the parent/guardian and call 911 if deemed necessary.
- Attempt to contact the child's physician, if parent/guardian is unavailable.
- Attempt to contact the persons listed on the authorization pick up list.

Any expenses incurred under the above reference will be the sole responsibility of the parents.

EMERGENCY DRILLS

We have a documented structure and set of the procedures that will be invoked in the event of an emergency. Copies of that structure and procedures are posted in each classroom and available on request. In the case of any type of emergency we want to be prepared by having monthly drills on the following:

FIRE DRILL

When the alarm sounds we will take the following precautions:

- Move quickly and quietly to the outside designated area for their class.
- If their class is in a specialist class, the teacher will meet them on the way.
- Teachers will take roll to be sure all children present that day are accounted for.
- Students will remain in place until dismissed by administrator.

EARTHQUAKE

In case of a suspected earthquake, classrooms will take the following precautions:

- Children will take cover under their desks/tables and cover their heads with arms.
- Teacher will stand in the doorway of the classroom.
- Children will remain under desks/tables until it is clear that the danger (as determined by an adult) is past.

LOCKDOWN

Should a situation arise that we feel the safety of our students may be in question, we will go into "lockdown". Should this happen:

- Classrooms doors will be locked
- Windows will be closed and locked
- All exterior doors of the main building will be locked.

A lockdown will end when an adult has determined that the danger has passed.