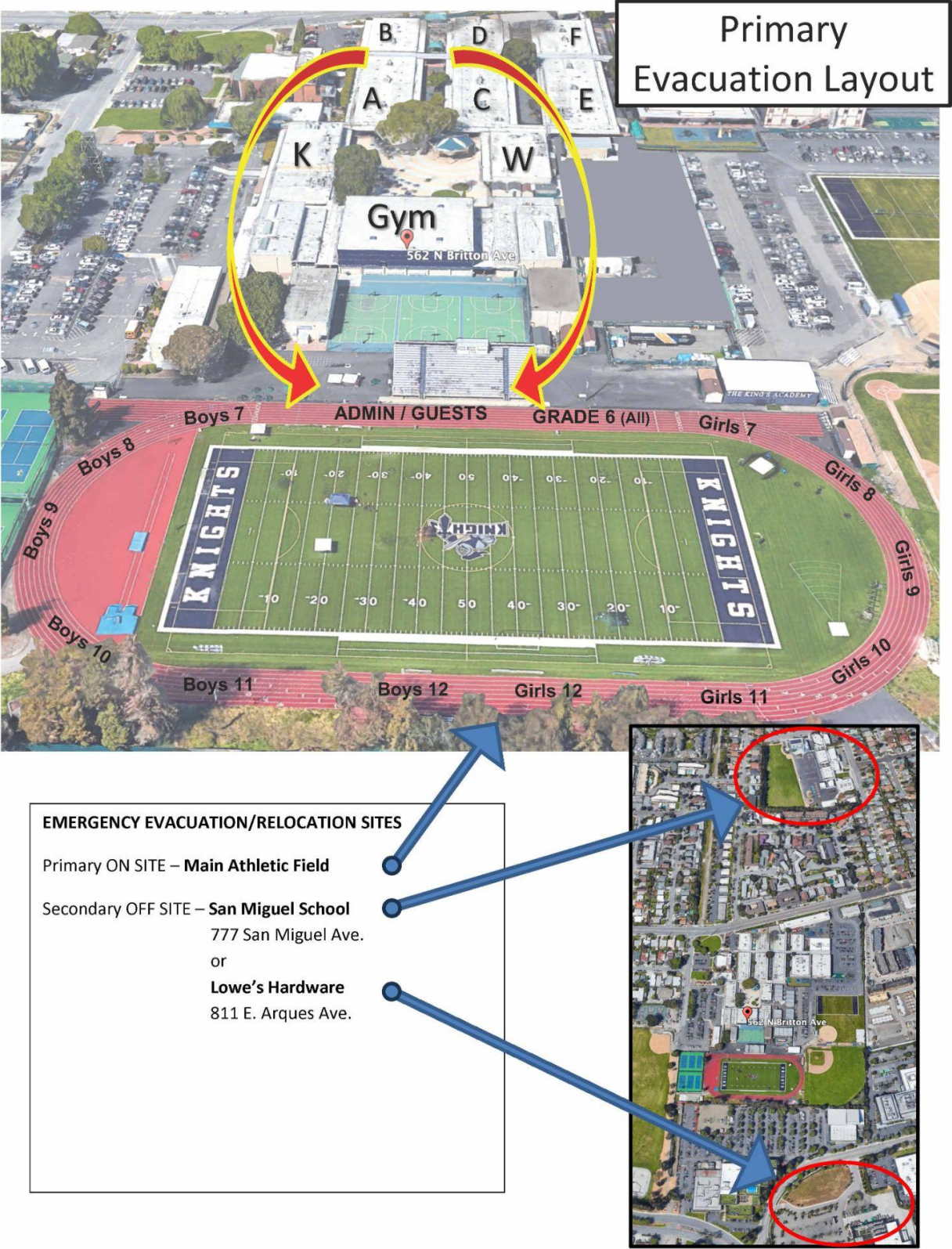


C) Emergency Procedures





## THE KING'S ACADEMY GENERAL EMERGENCY RESPONSE OPTIONS

<div>Fire Evacuation</div> <div>If fire alarm sounds:</div> <div><div>1.EXIT ROOM WITH ROLL SHEET. Keep class with you.</div><div>2.CLOSE ALL DOORS BEHIND YOU once everyone is out of the room. DO NOT LOCK DOORS.</div><div>3.EVACUATE TO KELLOGG ATHLETIC FIELD unless directed to go to ALTERNATE site, and reassemble into home group (HG) formations.</div><div>4.NOTIFY RUNNER (In Orange Vest) when all students are accounted for, whether present or missing.</div><div>5.RUNNERS REPORT TO IC when all HG leaders have reported to you.</div></div>	<div>Earthquake Evacuation</div> <div>If violent shaking occurs:</div> <div><div>1.DUCK, DROP, TAKE COVER under or next to a sturdy piece of furniture until shaking stops.</div><div>2.ADMINISTER FIRST AID, if required, and summon assistance as able.</div><div>3.EVACUATE TO KELLOGG ATHLETIC FIELD, as needed, unless directed to ALTERNATE site. If teachers need to remain to assist injured students, uninjured students may be evacuated under care of adjacent teachers.</div><div>4.NOTIFY RUNNER (In Orange Vest) when all students are accounted for, whether present or missing.</div><div>5.RUNNERS REPORT TO IC when all HG leaders have reported to you.</div></div>		
<div>“SHELTER-IN-PLACE”</div> <div>SIGNAL: Two (2) or more short bells, verbal direction through PA system, email, or combination.</div> <div><div>1.ISOLATE STUDENTS AND PERSONNEL FROM EXTERNAL ENVIRONMENT:</div><div><div>○ Close doors and windows</div><div>○ Turn off HVAC if HAZMAT incident</div></div><div>2.LOCATE PERSONNEL AWAY FROM OUTSIDE WINDOWS AND DOORS, INCLUDING AIR DUCTS.</div><div>3.ENSURE ALL STUDENTS ARE ACCOUNTED FOR.</div></div>	<div>LOCK DOWN</div> <div>SIGNAL: Continuous bells for up to one (1) minute, verbal direction through PA system, email, or combination.</div> <div><div>1.MOVE ALL PERSONNEL INTO ISOLATED SECTIONS OF CLASSROOMS AND BUILDINGS; reduce exposure to outside windows and doors.</div><div>2.TURN OFF ALL LIGHTS.</div><div>3.CLOSE SHADES/BLINDS.</div><div>4.BARRICADE DOOR.</div><div>5.BE QUIET.</div><div>6.QUIETLY BUILD INTERNAL BARRICADE.</div></div> <div>When public safety authorities arrive...</div> <div>7.RESPOND APPROPRIATELY, AS PER TRAINING and follow instructions.</div>	<div>ACTIVE SHOOTER</div> <div>SIGNAL: Continuous bells for up to one (1) minute, verbal direction through PA system, email, or combination.</div> <div><div>1.RUN TO SAFETY if you can.</div><div>2.HIDE if you cannot run (follow steps to Lock Down).</div><div>3.Be prepared to DEFEND/FIGHT as you are able.</div></div> <div>When public safety authorities arrive...</div> <div>4.RESPOND APPROPRIATELY, AS PER TRAINING and follow instructions.</div>	
<div>For every incident type, all students remain under control of school. Authorities will notify administrators when it is safe to resume normal operations.</div>			
<div>Emergency Numbers</div> <div>911</div> <div>or</div> <div>(408) 736-6244 on cell phone</div>			<div>Evacuation/Relocation Sites</div> <div><div>1.Primary: Kellogg Athletic Field</div><div>2.Alternates:</div><div><div>a. Lowe’s Parking Lot</div><div>(811 E. Arques Ave. at Wolfe Rd.)</div><div>b. San Miguel School</div><div>(777 San Miguel Ave. between Duane Ave and Hwy. 101)</div></div></div>