

Steps in Case of Emergency

Fire

- **Evacuate the building quietly** when you hear the alarm heading directly to the baseball field.
- Go to the Volunteer sign in area and check in with the **Attendance reporter**
- Wait for next steps from Incident Commander

Earthquake

- “**Drop, Cover, and Hold on**”
- Wait to hear the notification to evacuate the building
- Grab all personal belongings and **Evacuate the building quietly** heading directly to the baseball field
- Go to the Volunteer sign in area and check in with the check in with **Attendance reporter**
- Wait for next steps from Incident Commander

Safe Inside and Shelter-in-Place

- Call the office to let them know who is in the Family Lounge
- Go about your normal schedule, bathroom may be used, and students may move around inside the building. No outside access though until the incident is clear

Lockdown

- Go into the Library and check in with the staff member. If there is no staff member in the library, go to room 134 in the same foyer
- When it is safe, let the teacher know who you are so the office can account for your whereabouts