



Dear McAuliffe Parents/Guardians:

Please know that McAuliffe staff take our responsibility to keep your children safe and secure very seriously. We have detailed plans in place to care for our students and reunite them with parents in case of an emergency. In an effort to keep our students safe and parents informed, we would like to share with you the emergency procedures we have put into place and practice with our students throughout the year. Below is a list of the different emergency drills that we practice and the events that would lead to initiating each scenario.

Emergency Drills

SHELTER-IN-PLACE: Held if there was hazardous air in the vicinity

- An announcement is made for all students, staff, and volunteers to come to the gym/commons (or remain in their portables).
- All students, staff, and volunteers will be accounted for (attendance is taken).
- All doors and windows will be sealed with tape.
- The ventilation system will be shut off.

FIRE: Held if there was a fire in the school

- The fire alarm is sounded.
- Students follow teachers to the sand field and line up quietly with their class.
- All students, staff, and volunteers will be accounted for (attendance is taken, school is cleared).

EARTHQUAKE: Held if there was an earthquake

- The ground shakes.
- Students are directed to move away from windows, tall cabinets, and falling objects.
- Students seek protective cover under desks and tables, covering their head with one hand and holding on to a desk leg with the other.
- When the ground stops shaking students will exit the building and enact Fire Evacuation Drill procedures (see above).

HOLD: In case there is a situation inside the building where we want students to remain in classrooms and not use the halls (such as a medical emergency).

- An announcement is made informing the school we are having a Hold drill.
- Teachers lock interior/exterior classroom/pod doors and close all windows and blinds.

- Admin and office staff check perimeter to make sure all students in the building, doors locked, and blinds closed.
- Teaching and learning can continue inside the building, but we keep everyone out of the hallways. This allows for whatever situation is going on in the hall (such as a medical emergency) to have privacy without interruption by bystanders.
- An announcement is made when there is no longer a need for the lockdown.

SECURE: Used if there is a situation outside of the building (such as a wild animal) and we want everyone to stay in the building. Learning continues, but we stay inside.

- An announcement is made informing the school we are having a Secure drill.
- Teachers lock exterior classroom/pod doors and close all exterior windows and blinds.
- Admin and office staff check perimeter to make sure all students in the building, doors locked, and blinds closed.
- Teaching and learning can continue inside the building.
- An announcement is made when there is no longer a need for the Secure drill.

LOCKDOWN: Used if a dangerous situation was near the school (see detailed description below)

In case of a dangerous situation near the school (ex: robbery in the neighborhood), teachers will instruct their students to either:

- To secure themselves in the classroom with the lights off, sitting quietly, with doors locked and barricaded, and windows covered, or
- Evacuate off campus quickly and quietly to a safe location.

To prepare our students for this type of incident, we practice having a **LISTENING DRILL**. A Listening Drill is where our teachers lead their students through a series of directions where the students practice how to calmly listen and follow directions quickly. It teaches students to listen and follow directions no matter how silly, strange or unexpected they might seem.

In case of a situation where evacuation off campus is needed, reunification of students and families will take place at **Overlake Christian Church**.

Families will be notified via email and phone call in the case of an emergency. Please follow the directions that are given to you at that time. We are all working hard to keep your child safe!

If an emergency occurs that requires the school to close early, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed to allow access for emergency vehicles. Do not block the entrance to the parking lot. If you live nearby, please walk to reduce traffic congestion. If you drive, please be courteous, and park where there is space.
- Follow the directions of school staff. Staff will be stationed around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.

- If it is a city-wide emergency, it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them. This includes having a supply of food, water, first aid materials, and clothing on hand in the event of an extended emergency.
- Be sure to bring your picture I.D. with you to school. We are required to identify each individual picking up a child.

As a parent/guardian, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to **stay calm**. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.