**Emergency Procedures**

**Fountaindale’s Quick Reference Guide**

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| Evacuation |
| **Fire or emergency requiring evacuation** |
| At Sound of Alarm:   * Evacuate students to designated area * Check classroom bathroom and areas out of view for students * Close classroom door * Lights do not need to be turned off   At Designated Area:   * Account for students using class roster * Report discrepancies by displaying RED side of emergency plan book * If there are no discrepancies, display GREEN side of emergency plan book * Maintain order * Follow directions of Fire/EMS Personnel/Administrators |

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| Reverse Evacuation |
| **Threat outside the building** |
| * Return to school by closest or safest means * Account for all your students * Report discrepancies to the office * Have a predetermined plan (report to cafeteria, next class, homeroom) * Prepare to conduct a Shelter in Place and Cover, Drop, & Hold * IF a threat is inside the building, DO NOT RETURN:   + go to a designated alternative site   + Contact 911 and give location   + Contact the Central Office at 301-766-8888 |

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| Cover, Drop, and Hold |
| **Threat of falling debris (tornado, hurricane, or earthquake)**  **C:\Users\pumphcar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\U6NVR9ZG\MC900104986[1].wmfC:\Users\pumphcar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\CZH1FUF8\MC900023652[1].wmfC:\Users\pumphcar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HJU3DCFB\MC900104976[1].wmf** |
| * Move everyone inside and away from windows * Close all doors, windows, and blinds * Find an area that provides protection (under a desk or against an interior wall) * Maintain a drop position (resting on knees and elbows, with hands clasped behind the neck) * Keep the face down against the interior of arms for protection * Remain in designated area until instructed that it is safe to leave |

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| Lockdown |
| **Intruder in/around building, violence in/near school, or civil disturbance**  **C:\Users\pumphcar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PUT4P80U\MC900391732[1].wmf** |
| * Take shelter, lock doors, cover windows and doors, remain quiet. * If you are in a safe area, do not unlock your door for anyone. * Ignore all bells and fire alarms, unless you see fire or smoke. * If lockdown is announced during transition with classes, move to the first available classroom or secure area. * Portable classrooms should be locked. Do not move without determining the location of the threat. * If a class is outside and observes a threat, seek shelter away from the school. * The all clear announcement will be made by the school administrator or police. |

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| Modified Lockdown |
| **Threat near the school** |
| * Account for all your students * Report discrepancies to the office * Lock doors * Close Blinds * Remind students that outside doors should not be opened for anyone * Students to remain inside the building (Portables to be moved inside at Administrator’s discretion) * Monitor Class Changes (Unless instructed to remain in classroom) |

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| Shelter in Place |
| **A chemical or radiological contamination, Hazardous outdoor environment, Hurricane, Tornado, Earthquake**  **C:\Users\pumphcar\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EELQLH94\MC900305249[1].wmf** |
| * Take immediate shelter wherever you are.  If not in a classroom move to the closest classroom * Listen for announcements * If instructed to seal the room: use duct tape and plastic sheeting (garbage bags) to seal around the door. Tape plastic over windows. Tape over vents, electrical outlets, and other openings. Reduce the flow of air into the room. * Do not evacuate unless instructed to do so. * After cleared: open windows and doors, turn on ventilation systems, and go outside until the building's air is clean. * Follow instructions from authorities to avoid chemical or radiological contaminants outdoors. |