**Southgate Public School**

**Emergency Management Plan**

**2022-2023**

1. **Control Methods**
* All exterior doors and windows are to remain shut and locked at all times. (Extenuating circumstances of the pandemic and the need for air flow mean that to increase ventilation a window will be opened when students are present.)
* Classroom doors will remain locked whenever students are in the room.
* Classroom doors with windowpanes are to be equipped with “cover” that can quickly be engaged during a lockdown.
* All visitors are required to enter through the main lobby entrance.
* Visitors must report to the front office to gain entrance to the school.
* The visitors must be “buzzed” into the main school building where students are attending classes.
* All visitors gaining entrance into the main building are required to sign the visitor log.
* Visitors must upon request provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit.
1. **Emergency Drills and Procedures (see attachment)**
2. **Building Map: Evacuation Routes and Safe Zones**

**Southgate School Emergency and Drill Procedures**

Listed below are the drills and emergency situations we are required to practice at various times of the year. Please review each procedure for the steps to take, evacuation route and safe location. **Also, please make sure maps and evacuation procedures are posted in your classroom.**

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| **Emergency or Drill** | **Procedures** |
| Fire | When alarm is sounded or smoke/fire is detected:* Exit building via the quickest escape route
* If possible close doors and windows
* Take roll book for student accounting
* DO NOT stop for student/staff belongings
* Take attendance
* Assist those needing special assistance
* Remain in “safe area” until all clear is given
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| Severe Weather | When alarm is sounded or conditions warrant the immediate need to take cover:* Take the closest, safest route to shelter in designated “safe areas”
* If possible close doors and windows
* Take roll book for student accounting
* DO NOT stop for student/staff belongings
* Take attendance
* Assist those needing special assistance
* Remain in “safe area” until all clear is given
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| Earthquake or other imminent danger to building  | When conditions indicate an earthquake or an announcement is made:* DROP: to the floor, take cover under a nearby desk or table, and face away from the windows
* COVER: your eyes by leaning your face into your arms
* HOLD: onto the table or desk legs and maintain present location/position
* Assist those needing special assistance
* Wait for further instructions
* If moving outside stay away from tall buildings, trees and power lines
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**Southgate Schools Lock-Down Procedures**

**Green (Status is Normal, No Precautions)**

**Blue (Office is closed (Safety)** In the event the office needs to be locked-down an announcement will be made to the effect of “staff today is a “Blue Day”. This indicates no student should be sent to the office. If a student is sick or needs to come to the office for another reason a phone call should be made to the office before sending the student. The office will be on Blue until an announcement is made indicating “the status is currently Green” or another level is indicated.

**Yellow Lock-Down (Safety)** This lock-down deals with an external threat, i.e. police action, crime in progress, natural disaster, occurring outside of the school building, but in close proximity to the school and/or community.

Perimeter doors are secured and monitored to prevent unwanted individuals from ENTERING the building. Staff ensures hallways are clear and movement inside the school is controlled. There are NO transitions between classes; everyone is to remain in their classrooms. Depending on the circumstances and proximity of threat to the school building, classrooms with windows on outside walls may be evacuated to an inside area. Normal classroom activities may continue depending on the situation necessitating the lock-down.

**Red (Run, Hide, Fight) Lock-Down** This lock-down deals with an actual internal or external threat to the school, staff, and students. i.e. an active shooter, domestic disturbance, parental threat to staff/students, etc.

In this lock-down Run, Hide, Fight principles would be used:

RUN: Evacuate the building via any safe and available exit. Report to Rally Point as soon as possible.

If you are in the cafeteria, gym, auditorium, or modular classrooms the rally point is Point 2 – Gerber Collision & Glass to the north.

HIDE-Lockdown

* Students are cleared from the halls immediately and preferably report to their designated rooms
* Assist those needing special assistance
* Close and lock all windows and doors
* Cover all windows (preferably)
* Stay away from all doors and windows and move students to interior walls and drop
* Shut off Lights
* Be Quiet
* Wait for Further Instructions
* Do NOT open the door for anyone

FIGHT

* Engaging and or fighting an attacker is a last resort
* When all options have been exhausted, fighting/resisting an attacker can buy valuable time until first responders can arrive
* Counter using all available materials and resources to counter an attacker and interrupt their decision-making cycle and physical ability to do harm
* Continue to fight using all available means until the threat is mitigated, and first responders arrive

The emphasis in decision making lies with each staff member using these principles. The most desirable end result being time and distance away from the threat.

The use of a predetermined location (rally-point) should be used to aid in the administrative accountability for staff and students.

**The Rally Point for Southgate School will be**

Point 1 – Southgate Fire Department to the South

Point 2 – Gerber Collision & Glass to the North

Point 3 – Southgate Community Center

Point 4 – First Church of Christ