

Policy & Procedure

Fire Safety/Crisis intervention

In order to assure the continuing safety of New Generation students and staff, New Generation School has implemented the following fire policy and procedure.

New Generation is equipped with an approved fire alarm system with pull stations at each exit. All staff will be trained in fire safety. A fire drill will be held on a monthly basis and a log of the drill will be maintained at the facility.

In the event that a staff member becomes aware of a fire, he/she will:

1. Initiate the fire alarm at the nearest pull station - simultaneously giving verbal instruction to any students at his/her location to begin exiting the building.
2. If the fire appears controllable with an extinguisher, the staff member will attempt to extinguish the fire being certain that he/she has easy access to an exit should the fire not go out.
 - a. Any staff member using a fire extinguisher should always ascertain that his/her location is between the fire and a fire exit. If the staff member is unable to position him/herself in such a way as to have clear and easy access to a fire exit, he/she should not attempt to extinguish the fire.
3. Should the staff be unable to extinguish the fire he/she should proceed with Teacher responsibilities as outline below

Teacher Responsibility:

- A "Emergency" student roster will be kept in each classroom by the fire exit door for that classroom.
- Upon hearing the fire alarm, the teacher will escort his/her students from the classroom via the indicated fire exit for that classroom.
- As students exit the classroom the teacher will take a head-count to assure that all students for that class are accounted for.
- Upon exiting the classroom, the teacher will escort his/her students to the pre-arranged gathering location
- When the class has arrived at the gathering location the teacher will take roll by name and record some on the "Emergency student roster".
- The teacher will then monitor his/her class at the staging area until the "all clear" is given or until other instructions are given by the director and/or a fire official.
- If the students return to the classroom after the "all-clear", the teacher will re-take the roll to assure that all student have returned to the class.
- If the students are picked up by parents from the staging area, the teacher will indicate on the "emergency roster" when each student is picked up and by whom.

Director/Principal Responsibility:

- Upon hearing the fire alarm sound, the Director shall proceed to the control panel to ascertain the location of the pull station used.
- If possible, the Director should attempt to determine whether or not the alarm is a false alarm.
- If the alarm is determined to be false, the Director will:
 - Contact the fire department and inform them of same.
 - The Director will then wait for the fire departments verification team to inspect the building.
 - After the fire department has cleared the building, the Director will give the "all-clear" to the staff.
- If the alarm is determined to be accurate, the Director will proceed to the staging area.
- Upon reaching the staging area the director will verify with the teachers that all students are accounted for.
- The director will then wait with the staff and student population for the fire dept and to receive further instruction from fire officials.

Crisis Intervention Plan

In the event of an active shooter the following steps should be taken:

1. Promptly lock both doors.
2. Press the "Police Shield" button on alarm pad. Alarm pad is located on the wall by the door. The "police shield" button is located on the bottom left side.
3. Contact front office by pressing "0" and inform office of event. Provide as much detail as possible. Details would include the location of the shooter/shooters, color of clothing, the age, height, weight, race, and name of the shooter/shooters if possible. The type and amount of weapons is beneficial information.
4. Contact Department Head by telephone of the event. Classroom phone numbers must be displayed by the telephone.
5. Department Head will notify their staff by telephone if possible.
6. Children will be ushered to the middle of the portable. Children and staff will lie flat and desks will be placed on their sides and used as a shield.

7. Students and Staff should remain silent.
8. Do not MOVE until the police have secured the scene. Police will not know who is perpetrating the crime scene and any movement WILL endanger your life.
9. Staff are allowed to answer questions from law enforcement. Staff will not speak with the media. Details of the incident should not be discussed with anyone outside of the crime area in order to prevent evidence contamination. Dr. Gorman will appoint herself or one other person to speak the media.

The children and staff will leave the scene as directed by first-responders.