



Policy and Procedure

EMERGENCY EVACUATION PLAN

PURPOSE:

Establish a systematic method of a safe, orderly evacuation of the entire building during an *emergency*.

APPLICATION:

All orders of evacuation and drills requiring complete evacuation of the buildings. *See "Fire Policy & Procedure" for Evacuation Plan relating to fires.*

PROCESS:

All students and staff are to exit from their designated or alternative emergency exit proceeding to their predetermined assembly area. Predetermined areas are to be at least 500 feet from the building. In the assembly area, roll call will be taken to ensure all personnel are accounted for.

Do NOT leave this area until instructed to do so.

Note: *If readily available*, take your purse and keys with you before leaving the building, as you may not be permitted to re-enter the building for an extended period of time.

EMERGENCY EVACUATION AND CLOSURE PROCEDURES

*This procedure applies to *all evacuations and emergency closures of the New Generation School. *For Fire Drill procedures, see document, "Fire Policy & Procedure."*

Responsibilities of all staff:

- A. Immediately activate the building's fire alarm system using the nearest manual fire alarm pull station.
- B. Alert all students and staff in your assigned area that there has been an emergency and they are to immediately evacuate via the nearest exit.
- C. Secure your area (*if time permits*).
 - a. Turn off all equipment.
 - b. Close all windows and doors (**do not lock doors**).
- D. Leave the building via the nearest, safe exit. Leave in an orderly manner - do NOT run.
- E. Use pre-planned evacuation routes.
- F. Assist the disabled in exiting or to an area of refuge.
- G. Proceed to your designated, assembly area.

- H. Report to your director or their designee for roll-call and further instructions.
- I. Do NOT attempt to re-enter the building unless instructed by your director.

EMERGENCY PROCEDURES: Bomb Threats, Suspected Mail, or Package Bomb

Telephone Procedures: *Individual receiving a BOMB THREAT via telephone, should:*

- **Remain calm.**
- Engage phone tape recorder (if available) OR signal for another person to listen in on an extension (if applicable).
- Get all information as is possible using **Telephone Bomb Threat Check List**.
- Take every threat seriously, treat as real until proven otherwise.
- Keep the caller on the phone as long as possible. Ask called to repeat the message.
- Inform the caller that the building is occupied and that a detonation of a bomb could result in death or injury to many, innocent people.
- Call 911.

Bomb Threat via a Note: *Individual discovering or receiving a BOMB THREAT note should:*

- **Remain calm.**
- Do NOT handle the note with your hands any more than necessary (This note is evidence of a criminal act and may assist in the investigation.).
- Call 911; Re-write the note as it exactly reads on a separate piece of paper including:
 - Exact location of where it was found
 - Exact time and date it was found
 - Include any other pertinent information
- If note is handed to you by an individual, make a mental note of:
 - Physical characteristics (clothing description, male/female, height, weight, color of hair, etc.)
 - Location of individual at the time receiving the note.
 - Current location of individual.
- **Do NOT fold, crumple, tear, or mark this in any way.** If possible, place in an over-sized envelope or folder to be handed directly to law enforcement.
- Contact 911.

Suspected Mail or Package Bomb: *If a suspicious letter or parcel arrives:*

- **Do NOT open it.**
- Leave the letter or package.
- Notify all in area to evacuate.
- Call 911.
 - Providing location in building.
 - Providing location in room (indicating relationship to other packages).
 - Size of envelope or package.

- Return address, if available.
- Noise or other suspicious characteristics of package.
- Unusual markings.
- Evacuate entire building.

Suspected White Powder (Letter or Package): *If a suspicious letter or parcel arrives and meetings the characteristics of suspicious packages and letters:*

- **If the package or letter is unopened:**
 - **Do NOT OPEN IT.**
 - **Place** the envelope or package in a plastic bag or some type of container.
 - If you do NOT have a container, then **COVER** the envelope or package with anything (clothing, paper, trash can, etc.) and **do NOT remove** this cover.
 - Leave the room and close the door or section off to prevent others entering.
 - Wash your hands with soap and water (to prevent spreading any powder to your face, eyes, or respiratory tract).
 - List all the people who were in the room or area when the suspicious package was recognized. Give this list to public health authorities and law enforcement officials upon their arrival.
- **If the package is opened and contains a powder substance and powder spills out:**
 - **Do NOT** try to **clean up** the powder. Cover the contents immediately with anything (clothing, paper, trash can, etc.) and **do NOT remove** this cover!!!
 - **Wash** your hands with **soap and water**.
 - **Remove** heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container, that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
 - Shower with **soap and water** as soon as possible. **Do not use bleach or other disinfection on your skin.**
 - **List** all people who were in the room or area, especially those who had actual contact with the powder. Give this list to public health authorities and law enforcement officials upon their arrival.

Suspicious Letters' or Packages' Characteristics

- Excess postage
- Mailed from a foreign country
- Lopsided or protruding item
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or color
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material, such as masking tape, string, etc.
- Visual distractions
- Ticking sounds
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address