



# CLASSICAL

CHARTER SCHOOLS

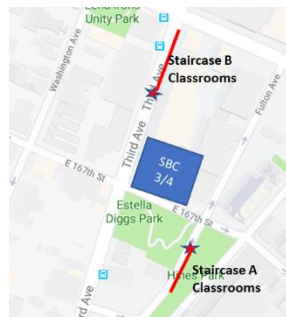
Safety Procedures SY 2023-2024

## EMERGENCY EVACUATION

In the case of fire or emergency drill, it is essential that all scholars and staff safely exit the building following the plan below.

1. The alarm will sound. All classes will be immediately directed to be silent.
2. Scholars line up in their regular line spots forming two lines inside the classroom.
3. Scholars will exit the classroom in their two lines and walk quickly and silently in HALL position. Scholars are **not** to stop at regular hallway and stair stopping points.
4. Classrooms transition down the same staircase as their morning and afternoon entrance and dismissal route:

Staircase A (167 <sup>th</sup> Street)	Staircase B (Third Avenue)
Kindergarten	1 <sup>st</sup> Grade
2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade
4 <sup>th</sup> Grade	
7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
6 <sup>th</sup> Grade	5 <sup>th</sup> Grade



5. Classrooms exiting Staircase A will exit the building at the lobby (1M level) and turn left to walk east on 167<sup>th</sup> Street and make a right on Fulton Avenue. Classes will line up on Fulton Avenue and check their rosters.
6. Classrooms exiting Staircase B will exit the building at the cafeteria (1 level) and turn right to walk north on Third Avenue. Classes will line up on Fulton Avenue and check their rosters.
7. Once scholars reach their assigned location, use the roster to check that all scholars are present.
  - If all scholars are present, raise a “thumbs up”
  - If you are missing scholars, raise a “fist”
    - A “fist” should be raised if you are waiting for scholars to arrive from Special Services or other locations. Once the whole class arrives, switch to a “thumbs up”
8. Once directed, return to your classrooms using the same assigned exit.
9. The entire procedure should be **SILENT**.

### Special Scenarios:

1. **If scholars are at Specials**, the Specials teacher will line them up in the classroom and exit through the staircase named above for the specific grade. Classroom teachers will meet their scholars outside to check attendance.

2. **If scholars are receiving Special Services or At-Risk**, the Intervention teacher should exit through the staircase named above for the specific grade and bring the scholars to their class line.
3. **If scholars are at lunch**, administration will line up scholars. Teachers should immediately transition to the cafeteria to help walk scholars out of the building using the grade's regularly assigned exit.

## LOCKDOWN

A lockdown requires all staff and scholars to remain in a closed space away from sight of the hallway. The procedures are listed below.

- A Public Address (PA) announcement is made: "Attention: We are now in a soft/hard lockdown. Take proper action."
- Students move out of sight from the door and windows and keep silent.
- Teachers:
  - Check the hallway outside of their classroom for students, lock classroom door, cover the window with a poster and turn off the lights.
    - To lock the door, (1) lock the door from the outside in the hallway, (2) close the door, (3) press the "lock bar" inside the door, (4) see the red light.
  - Move out of sight and keep **silent**.
  - Wait for first responders to open door or for the PA message "The lockdown has been lifted"
  - Take attendance and account for missing students by contacting the Building Response Team (Deans, SD, Operations Manager) on Teams.
- Scholars out of classrooms:
  - **Scholars in the bathroom** should join the classroom closest to the bathroom. The classroom teacher should sweep the bathroom quickly. Teacher will Teams homeroom teacher so the teacher knows where the scholar is.
  - **Classrooms transitioning** should join the closest classroom for lockdown. Teams the Building Response team with your location.
  - **Classrooms at recess** will be notified by Urgent Teams of the lockdown and should immediately re-enter and go to the conference room for lockdown.

During a soft lockdown, the Building Response Team will meet in the main office to determine further direction. During a hard lockdown, no one should sweep the school and all individuals, including the Building Response Team, will take appropriate lockdown action and await the arrival of first responders.

## HOLD

The Hold response calls for no movement throughout the building until the "all clear" is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the “All Clear” is announced.

Hold is initiated by a Public Address (PA) announcement naming “The school has initiated a Hold”. Hold might be initiated to manage an incident in the building that does not place the school community in danger, or whenever directed by First Responders. Hold does not replace a soft or hard lockdown. The Building Response Team (Deans, School Director and Operations Manager) will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the “All Clear” announcement is made.

No one may enter or leave their room or office until the announcement is made indicating that the “All Clear” has been issued and the building can return to regular operation. During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the “All Clear” announcement is made.