

WBCS Evacuation Procedures

EVACUATION PROCEDURES

During an emergency at WBCS, the Little Flock Nursery School will serve as a command post. The administrator of the school will be in charge. The Command Post will communicate with area radio stations and other media. The Police Department will be contacted by the school secretary.

The main concern at all times is the safety of the students. When the alarm sounds, the building is to be evacuated immediately. The classroom teacher will be responsible for his/her students. Any staff members who are working with students outside of their regular classroom will have the responsibility of getting those students to the playground side of the parking lot. From there the administration may direct the students to be further removed to the far end of the playground. **Those students not involved in regular class activity are not to return to their class before evacuating.** Attendance will be taken on the parking lot. All staff without specific duties should report to the kindergarten and grades 1 & 2 to assist in the evacuation. All bathrooms and other self-contained areas that are used by students will be checked by school personnel during the evacuation.

1. Downstairs girls and boys bathroom – Lunch Coordinator
2. Upstairs Bathrooms – secretary
3. Library – Administrator
4. Auditorium – Administrator
5. Nursery – Administrator

After the specified locations have been checked, all personnel must report to the parking lot at that time.

When the fire alarm sounds, the staff will proceed with evacuation procedures. All students will immediately go to the playground side of the parking lot. In the event of inclement weather, two high staff members will stop traffic and the students will be directed to proceed down the road to Collins Hall. The students in grades K-6 will go upstairs and the students in grades 7-12 will go downstairs. In the event a dismissal is necessary, the Parental Notification Coordinator will be called and students may be picked up at the Collins Hall.

LITTLE FLOCK

When the fire alarm sounds at the preschool, the staff will proceed with evacuation procedures. All students will proceed to the end of the driveway and wait for instructions from the administration. In the event a full evacuation is necessary two high school teachers will stop traffic, the students will proceed down the road to the Collins Hall and gather upstairs. All students will be picked up at Collins Hall.

BOMB THREAT

Immediate Procedures

1. The person receiving the bomb threat should keep the caller on the telephone as long as possible by:
 - A. asking the caller to repeat the message
 - B. asking the caller if he or she could transfer the call to the Administrator
 - C. finding out as much as possible about the caller (young, old, noticeable voice qualities or accent, etc.)
 - D. finding out when the bomb is set to go off
 - E. finding out where the bomb is placed
 - F. finding out how big the bomb is and what type it is
2. The person should attempt to listen to background noise.
3. At the same time, quietly, carefully, and confidentially, the person receiving the call should notify another staff member to inform the Administrator immediately.
4. Using the remaining line, the secretary will notify the following in the order given:
 - A. Police Department – 479-0509
 - B. Fire Department – 479-3217
5. The fire alarm system will warn occupants. All personnel and students must leave immediately and follow established evacuation procedures. (This includes The Little Flock Preschool)
6. The secretary receiving the threatening call and the Administrator must report to the Command Post immediately. The ranking police officer will interview the secretary who received the call and determine whether a full evacuation will continue.

FIRE

1. The fire alarm will warn occupants. All personnel and students must leave the building immediately and follow established evacuation procedures.
2. The fire alarm rings automatically at the fire station. The secretary will call the fire department for verification of the alarm. In the event of a drill the secretary will notify central alarm and they will take us offline for the duration.

3. When the fire alarm sounds, the Administrator will check fire board as to the location of the fire in the school building. The Administration will then proceed to the command post and lead the firemen to the location of the fire.
4. Fire drills will occur approximately one time per month. Often fire drills will be unannounced. If a class is not in the building and is elsewhere on the property, the teacher and class must join the student body at the playground end of the parking lot.

**FLOOD, HURRICANE, TORNADO, STRUCTURAL DEFECTS,
NUCLEAR ATTACK**

WARNING SYSTEM: Runners & Fire Alarm

1. All occupants will sit facing the interior walls. Everyone must stay away from windows and be alert for falling objects. **Occupants should remain there until instructed to evacuate the building.**
2. If for any reason students are unable to move to an interior wall, they should lie on the floor under their desks.
3. The office will serve as the central communications area. State and local emergency management officials will be consulted.
4. Turn radio/television and listen for information from the Emergency Management Network.
5. Teachers will take attendance to make sure all are present after any of their above disasters. They will then report the results to the Administration.
6. The Parental Notification Coordinator will be called and parents may begin to pick students up as soon as it is deemed safe.

**School personnel will meet and review the procedures periodically.