

# STAFF SAFETY PROCEDURES

## J.F. KENNEDY MONTESSORI

### Command/Communications

#### Building Managers:

#1 Opal Dawson 485-8280, #2 Deb Amchin 485-8280

Those responsible for questions and implementing the emergency procedures and working directly with the police/fire departments/media:

In an Emergency Situation Call:  
485-8280 Mrs. Dawson, Mrs. Amchin  
Responsible for calling 9-911 and 3121 (security)

#### Communication Personnel & Floor managers (FM):

1<sup>st</sup> Floor: Tiffanie, Krista, Debby (front office), 2<sup>nd</sup> Floor: Patty (Plant Operator), Security Monitor

These individuals are responsible for sharing information and checking their respective floor to ensure everyone is accounted for during the emergency.

2 Way Radios: Front Office, Patty Flannery, Security: Channel 7  
Plant Operator: Patty Flannery (Ext. 108), Backup Angela Brundage (Ext. 108) Responsible to cut-off gas, water and electrical service if required.

#### Building Safety Committee/Technical Staff

Dawson, Amchin, Schweinhart, Keltee, Flannery, Seymour, Gasser, Gazaway, Thompson

#### Visitors' Access

Main Entrance  
All visitors are to sign-in in front office

#### Safety/First Aid Kid Location

Front Office Sick Room

### Shelter-In-Place Severe Weather

#### Emergency Procedures:

1. When you hear the severe weather signal/siren proceed at once to your designated area of the building
2. Have students assume appropriate shelter positions.
3. Doors in shelter area should be closed
4. Swing area of doors should not be used for sheltering
5. Secure glass doors open to prevent glass from becoming missiles
6. Maintain sheltered position until the ALL-CLEAR is given

#### Shelter

Primary Shelter: Hallways, clear from doors

Secondary Shelter: Classrooms under desk away from windows and doors

**Take additional protective action, such as getting under a desk or heavy furniture**

#### Earthquake

1. Duck, cover and hold
2. Utilize desks and tables for shelter.
3. Remain in sheltered position for at least 60 seconds after shaking ceases.
4. Listen for instructions, be prepared to evacuate if instructed.

#### External Chemical Leak

1. Initiate shelter in place plan
2. Shut all windows and doors.
3. Disable heating, ventilation, and air conditioning units
4. Turn on the radio and television for additional information.
5. Do not proceed outside unless directed.

Medical Emergencies  
Call Front Office at 485-8280

CPR/First Aid Staff  
Gwen McGregory  
Connie Mattingly

### Evacuation

Fire, Bomb threat, Building Collapse, Internal Gas or Chemical Leak, Explosions, Falling Aircraft, etc.

#### Evacuation -Fire:

1. The fire alarm or verbal command is sounded/given, as required.
2. Close door as leaving room.
3. Immediately exit the building using the exit route designated for that area of the building you are located in at the time the alarm is sounded.
4. Once safely evacuated proceed to the following location:

REPORT TO THE REAR PARKING LOT TO BE ACCOUNTED FOR!

#### Bomb or Internal Gas/Chemical Release

Evacuate the building immediately upon the fire alarm/announcement  
STAY CLEAR OF THE BUILDING AND THE IMMEDIATE PARKING LOTS SURROUNDING THE BUILDING EMERGENCY EQUIPMENT. FIRE TRUCKS AND/OR THE POLICE WILL NEED TO ACCESS THE BUILDING

WAIT FOR AN ALL CLEAR FROM THE BUILDING MANAGER BEFORE REENTERING THE BUILDING

### Evacuation Route

Front Exit #1:  
Rooms 104, 105, 106, 109, 110, 111, 112  
Side Exit #8  
Rooms 209, 208, 207, 206, 205  
Rear Exit #7  
Rooms 204, 203, 202, 103, 102, 101  
Rear Exit #5  
Rooms 216, 217, 218, 116, 115, 114  
Playground Exit #2  
Rooms 112, 113, 210, 211, 212, 213, 214

Once safely evacuated from the building report to your department locations or meeting points to be accounted for. DO NOT LEAVE YOUR DESIGNATED AREA UNTIL DIRECTED

#### Alternate Site/Locations

Clear Channel Communications

### Meeting Points

Reporting: A representative from each department will account for employees and report to Opal Dawson.

Parents: Assemble at the DuValle Education Center at 3610 Bohne Ave.

#### Power Failure

1. Ensure safety of students
2. Limit movement
3. Wait for further instructions by principal
4. Be prepared to evacuate if advised.

#### Water Failure

1. Report water failure/ problems to the principal
2. Do not use/drink water until advised so by the principal

#### Rescue Areas

**The Stairwell Landings**

If injured move to the front office.