



9. EMERGENCY PROCEDURES:

Quick Tips for Emergency Preparedness

At Growing Up Green II, we want to ensure both students and staff are able to learn and teach without the threat of physical or psychological harm. In order for us to ensure the safety of everyone, it requires that we all follow the basic tips below in case of an emergency. Please review this document carefully and add to your Fire Drill and Emergency Evacuation Binder.

An emergency is a disaster or extreme peril that jeopardizes the safety of people or property. Emergencies include fires, intruders/suspicious individuals, severe weather, gas leaks, or an explosion that releases chemical or physical debris.

Foundational Steps

Step 1: Communication

Emergencies are unscheduled. It is important that you always have ways to communicate with the Operations Team in case of an emergency. During outdoor recess, it is important that at least 1-2 people have walkie-talkies at all times. In the classroom, keep your walkie-talkie on at all times. Make sure it is charged. If out on a field trip, please make sure you have the main office phone number as well as parent contact numbers in case of emergency.

Step 2: Attendance

It is important that all teachers are aware of where their children are throughout the school day i.e. with the nurse, learning specialist, or buddy classroom, absent.

Step 3: The Line Up

When students form tight lines, it allows for groups to evacuate the building quicker.

During An Emergency Quick Tips

Step 1: ASSESS the Situation (WHAT is the threat? WHO is hurt? WHERE is the nearest exit?)

Step 2: CALL for HELP (Use walkie-talkie, call the office, find another adult to get help)

Step 3: MOVE staff and students to a safe location which could be staying in classroom, leaving the recess yard and going to the gym, or just staying put.

Step 4: WAIT for assistance and STAY CALM



GUGCS FIRE DRILL & EMERGENCY EVACUATION ESCAPE ROUTES

Elementary School Location:

84-35 152nd Street
Jamaica, NY 11432

Major Exits:

*Stairwell A is the stairwell by the main school entrance.

*Stairwell B is the stairwell by the church office (past the staff bathrooms)

There will be 12 drills per year. 8 fire drills and 4 lockdown drills.

***If you do not have students or a specific responsibility during the fire drills, please stand in the hallways, stairwells, and bottoms of the stairs to help teachers move the students out quickly and quietly.**

Procedures:

- **Classes should be in double lines, to EXPEDITE exiting the building.**
 - **Voices are completely OFF**
 - **Students keep moving until they are at the safe distance out of the building.**
 - **During Drills, ALL stairs are “down” stairs**
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- **Exiting up/down stairwell A, out to 84th Drive, and go right, head to corner of 152nd Street and 84th Drive**
 - **Classes (2nd Floor): K-01, K-02, K-03, 1-01**
 - **Classes (Basement): 2-01 3-01, 3-02, 3-03, ART**
 - **2-3rd Grade Dean’s Office**
 - **Staff coverage: Operations Manager monitors 1st floor, Office Manager monitors 2nd floor, Office Assistant monitors Basement.**
- Once all classes are outside, the Office Manager will collect class rosters and let groups when to return to the building.*
- **Exiting down stairwell B, out the front door and go right on 152nd St, head to corner of 152nd and 84th Road :**
 - **Classes (2nd Floor): PK-01, PK-02, K-04, 1-02, 1-03**
 - **Classes (Basement): 2-02, 2-03, SPED**



- 2nd Floor Offices
- Counseling, Nurse
- Staff coverage: **Assistant School Leader** monitors 2nd floor stairwell B;
Administrative Personnel Manager monitors the 1st Floor wing by trophy room.

Once all classes are outside, the Administrative Personnel Manager will collect class rosters and let groups know when to return to the building.



CODE BLUE: AED Drills

Purpose:

An AED is an Automatic External Defibrillator which is used on someone who has heart failure. This drill is designed for non-medical personnel to practice emergency response procedures which is the best way to find out if your plan works, to test your communication system and your response team's readiness. **Most importantly, an AED Drill improves the chances of saving the lives of students, teachers, administrators, and school visitors who may suffer sudden cardiac arrest.** The NYC DOE contracted AED vendor will conduct two unannounced drills at each school every year. Participation in AED drills by all staff is crucial.

Procedure:

A notification will go out on the walkie-talkie system stating "This is a drill, we have a Code Blue in the (location)*." The location for the drill may be in a classroom, the lunch room, gym or the main office. Once you hear that message, please go to the AED drill location immediately. Drills should take less than 10 minutes. AED will be located by the security desk.



CODE RED: Lockdown Procedure

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the room they are currently in (except for the cafeteria and gym) and no one is allowed to leave or enter the building until the situation has been resolved. This allows the school to secure the students and staff in a safe place and remove any innocent bystanders from immediate danger. GUGCS will have two lockdown drills per year

The lockdown signal (CODE RED) is given over the walkie-talkies. The Emergency Response Team (ERT) is comprised of the School Leader, Operations Manager, Office Manager and Security Guards and Facilities staff. The ERT is either notified by the police prior to the lockdown signal or must contact the police after the code is called. Once lockdown signal is called, the Security Guard and/or Office Manager must press the alarm panic button as well as dial 911. All activities cease in the building.

1. All students and staff must go into classrooms/offices immediately, lock doors, close windows and draw shades, if applicable. Teachers take attendance on the Code Red Roster Google Doc. Administrators and Out of Classroom Teachers, take attendance on the Code Red Google Doc for all students that are with them. All office windows must be closed and draw down shades if applicable. Teachers/students must sit on a carpet or secure space away from windows and doors.
2. Teacher will communicate with the Emergency Response Team via walkie-talkie or other method.
3. Classroom and office doors are not allowed to be opened for ANYONE under ANY circumstances **until the reverse signal code** (CODE RED, ALL CLEAR!) is given by a member of the ERT. **ONLY ERT members or emergency personnel may gain entry into classrooms or offices if needed.** Once reversal code is given, doors may be unlocked and opened. Activities may resume as scheduled.



Emergency Response Team
Elementary School

First Floor Procedure

Security Guard, School Leader, Office Assistant:

Lock all exterior doors

- Sweep the 1st floor for any students in the hallway or bathrooms and bring them to main office. **(Security Guard)**
- Assess the safety of all classrooms on 1st Floor via walkie-talkie. **(Office Assistant)**
- Remain in office and monitor the situation with other members of ERT and/or emergency personnel via walkie-talkie or other communication method. **(School Leader)**
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Second Floor Procedure

Operations Manager, Assistant School Leader:

- Sweep the 2nd floor for any students in the hallway or bathrooms, take them into classrooms on 2nd floor. **(Operations Manager)**
- Monitor attendance in Emergency Roster and alert ERT of any missing students. **(Operations Manager)**
- Head into Pre-K and await further instructions. **(Assistant School Leader)**
- Remain in the main office and monitor the situation with other members of ERT and/or emergency personnel via walkie-talkie or other communication method. **(Operations Manager)**

Basement Floor Procedure

Office Manager, Administrative Personnel Manager:

- Sweep the Basement floor for any students in the hallway or bathrooms, take them into classrooms in the basement. **(Office Manager)**
- Monitor attendance in Emergency Roster and alert ERT of any missing students. **(Administrative Personnel Manager)**