

# Our Shepherd

## Emergency Evacuation Procedure School Year 2011-2012

- I. Should the safety of the children be threatened within our facility, students will evacuate the building to a secure environment.
  
- II. In all emergency situations, communication commences with the Emergency Fan-out System by grade. Once the building has been cleared, all activities scheduled for the remainder of the day and evening will be canceled.
  - A. Weather-related emergencies usually result in early dismissal from the school to parents and care providers who will transport children home.
    1. Parking is permitted in the lot across Lincoln.
    2. Parents and care providers are asked to approach the school building and wait for children to be brought to their care. Teachers and members of our Emergency Team will meet you at the school doors releasing your child(ren) to your care. **Do not enter the school building.**
    3. Children dismissed must be signed out from the school office.
    4. The Circle Drive is reserved for handicap, preschool and childcare drivers only.
  - B. Other emergencies might require an evacuation to the church premises on 14-Mile Road. **For church dismissal:**
    1. Enter the church parking lot from Melton (not 14-Mile Road).
    2. Do not enter the church building; child(ren) will be brought to the church doors facing the parking lot. Children will be released only to parent/legal guardian or authorized designee as per safe school mode Parent Preference Form.
    3. Exit the parking lot through the St. Columbian Drive.
    4. The church Circle Drive and the entrance on 14-Mile Road are reserved for emergency vehicles only. Parents and care providers will be denied access through these drives and entrances.
  
- III. In the event of a crisis, rumors arise and are potentially harmful to our students and school. Only the Principal or principal's designee will act as the official spokespersons for Our Shepherd during Crisis Situations. If you must comment on the situation, please repeat only what has been communicated to you from the Emergency Fan-Out System.