



Be Prepared for A School Emergency

Stay Up to Date

Ensure that your child's emergency contact information is accurate and current in the School Office. Please contact your child's School directly and timely if you need to update any Contact Information. Current and accurate information will help ensure Parents/Guardians receive important notifications in a timely manner.

Be familiar with your school's **Emergency Communication Procedures**. Hope Academy is committed to providing accurate and timely information in the event of an emergency. If you have questions about your child's school Emergency Communication Procedures or methods, please contact the School Office or Principal directly.

Information Communication Method:

Be sure that you are getting the School wide Text Communication (Breeze App). This is how you will be notified in case of a School wide Emergency.

Emergency Do's and Don'ts

In the event of an emergency situation, we ask our Parents/Guardians & Community to please follow the protocols below. These are in place for the safety of our Staff and Students, as well as the Emergency Responders:

> **DO NOT** phone your child or the school. Staff and students are discouraged from using cell phone communications for safety reasons. If and when it is safe to do so, Staff may have your child text you an update. Communication and information will be sent out through a School wide text.

> **DO NOT** rush to your child's school. Your presence could interfere with Emergency Responders who are actively engaged in handling the emergency situation. Parents/Guardians should stay where they are and remain available to receive updates and instructions as needed.

> **DO** watch for school wide text communication from the School

> **DO** listen for information regarding reunification and next steps

> **DO** pray and stay calm, for yourself and for others

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

SAFETY TERMS

HOLD:

In the event of a minor situation that may require Staff and Students to clear the hallways/playground/gym/office, the HOLD notification will be used. This protocol is used when a situation can be or will be resolved quickly. Notification will be sent out through the School wide APP when this protocol is used, after the situation is resolved and by the end of the Principal's work day.

SECURE:

A Secure takes place if a threat is outside of the school building. All Staff and Students return inside and all exterior school doors are locked, and all window blinds are to be closed. Teachers may continue instruction inside as usual. No entry into or exit from the School will be allowed until an "all clear" announcement is made, or a 'modified' secure is put into place. Students will NOT be released to go home during a SECURE Hold.

LOCKDOWN:

A Lockdown takes place if a threat is identified inside the school building. School doors are shut and locked, lights and computers are turned off, all window blinds to be closed and the students are confined to the location they are at during the Lockdown. Be it a classroom, the gym or the office. They will hide in the designated safe place for that particular area. These safe areas have already been identified by our local Law Enforcement, and the Students and Staff know where they are. No entry or exit from the school will be allowed until an "all clear" announcement is made by Law Enforcement, via the school Administration/Principal. Students will NOT be released to go home during an active Lockdown.

SHELTER:

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the School will be allowed until an "all clear" announcement is made.

Students will NOT be released to go home during a Shelter Hold.

EVACUATION:

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Parents/Guardians or emergency contacts will be notified of where the reunification site will be located through the School wide Text communication APP. Students will be released ONLY to Parents/Guardians or Emergency contacts with picture ID. It is very important that families have current and accurate contact information in the Office files. Please contact the School if you need to update or revise contact information.

Planning and Safety Drills

Hope Academy School practices various safety drills throughout the year as part of our commitment to keeping Students and Staff safe, and prepared in the event of an emergency. These drills include practicing for events such as an earthquake, fire drill and active threats. This practice gives students an idea of what to expect as well as allowing School Staff to practice our response to specific conditions and look for ways to learn and improve.

Hope Academy School collaborates with our local Law Enforcement and Fire/Rescue. During many of the drills, Law Enforcement and Fire/Rescue may be seen in or around the school building. By participating in these drills, Law Enforcement and Fire/Rescue are familiar with the protocols and procedures used in emergency situations, and then can better navigate the school building layout and create an essential working relationship with Hope Academy.

[Oregon laws](#) require that all schools conduct a Fire Drill once per month and two Earthquake Drills per school year. In addition to the required Fire Drills, our school will also conduct several Hold/Secure/Shelter/Lockdown/Evacuate drills per school year.

Parents/Families/Volunteers will be expected to participate in these safety exercises if they are on the School Campus at the time of the drill.