

# Loma Portal Elementary School

## Emergency Procedures for Visitors/Volunteers

\*Public Copy



<b>Evacuation Procedure</b>	<ul style="list-style-type: none"><li>● Please refer to the evacuation map posted by the main exit door of any classroom</li><li>● As each class evacuates, avoid any dangerous areas as you proceed to the blacktop</li><li>● Students will line up by class on the upper blacktop area</li></ul>
<b>Fire Procedure</b>	<ul style="list-style-type: none"><li>● Bell – Repeated, short bells</li><li>● Evacuate immediately (see above “Evacuation Procedure”)</li></ul>
<b>Earthquake Procedure</b>	<ul style="list-style-type: none"><li>● Bell – 2 short bells, pause, 2 short bells, pause.... <b><u>OR NO BELL</u></b> (the shaking should initiate the Earthquake Procedure)</li><li>● “Duck, cover, and hold.” Have students duck under tables; room needs to be silent</li><li>● Evacuate classroom 2 minutes after shaking stops</li></ul>
<b>Lockdown Procedure</b>	<ul style="list-style-type: none"><li>● Bell – 2 long bells or Emergency Communication System notification</li><li>● Quickly glance outside the room to direct any students or staff members in the hall or outside into your room immediately.</li><li>● Lock your door. Utilize LOCK BLOK if possible (slide Lock Blok in, allowing the door to close and lock).</li></ul>