Loma Portal Elementary School

Emergency Procedures for Visitors/Volunteers

*Public Copy

Evacuation Procedure	• Please refer to the evacuation map posted by the main exit door of any classroom • As each class evacuates, avoid any dangerous areas as you proceed to the blacktop • Students will line up by class on the upper blacktop area
Fire Procedure	• Bell – Repeated, short bells • Evacuate immediately (see above "Evacuation Procedure")
Earthquake Procedure	• Bell – 2 short bells, pause, 2 short bells, pause…. **OR NO BELL** (the shaking should initiate the Earthquake Procedure) • "Duck, cover, and hold." Have students duck under tables; room needs to be silent • Evacuate classroom 2 minutes after shaking stops
Lockdown Procedure	• Bell – 2 long bells or Emergency Communication System notification • Quickly glance outside the room to direct any students or staff members in the hall or outside into your room immediately. • Lock your door. Utilize LOCK BLOK if possible (slide Lock Blok in, allowing the door to close and lock).