

## LaSemana Emergency Protocol

### FIRE

- Staff and students will be notified of fire by the fire alarm.
- The building will be evacuated.
- No one is to re-enter the building until fire officials have determined the building to be safe.
- Facilitators shall supervise students and students will stay with their assigned groups until the building is cleared or the student is picked-up by a parent or responsible adult designated by parents.

### SEVERE WEATHER

- Staff and students will be notified of severe weather by intercom/phone.
- Classes outside will be notified by the camp office personnel.
- Staff and students will be moved to lower level interior locations away from windows and doors.
- Students should sit in a “tuck” position in safe area.
- Facilitators shall supervise students and students will stay with their assigned groups in the designated area until severe weather warnings expire or emergency officials have issued an all-clear.

### MEDICAL EMERGENCY

- **If presented with a life-threatening emergency, call 911 immediately**, including, but not limited to situations in which there is – cessation of breathing, severe bleeding, poisoning, head injuries, broken bones, severe allergic responses.
- Please notify the Camp Office in the event of any medical emergency, illness, or injury.
- Every classroom is equipped with a bag containing emergency first aid supplies and directions. If the injury or illness is not life threatening, please come to the Camp Office for first aid supplies.
- Students and staff not directly involved in the treatment of a medical emergency shall evacuate the area, if appropriate.

### **Gas Leak-Chemical-Hazardous Material**

- Staff will be notified via intercom/phone of incident.
- Staff and students will be evacuated or moved to the safest possible location, depending on incident.
- Facilitators shall supervise students and students will stay with their assigned groups until the building is cleared or the student is picked-up by a parent or responsible adult designated by parents.

### **Demonstration – Disturbance**

- If you witness a demonstration/disturbance, notify Camp Office.
- Call 911, if necessary.
- Staff will be notified via intercom of disturbance/demonstration
- Staff and students outside shall be brought into the building
- Staff and students shall be moved out of Murphy Hall
- Hall monitors shall request the Church to lock exterior doors

### **Armed Intruder/Shooter**

- Staff will be notified via intercom or phone.
- Use 911 to update law enforcement officials about the location of the intruder/shooter and the location of students.
- Staff and children shall be moved into classrooms, keeping all children away from doors and windows. Blinds shall be closed. Hall monitors shall ask the church office staff to lock classroom doors.

If you are **outside** and the shooter is **outside**:

- If possible, go inside the building without exposing yourself.
- If you cannot get inside, try to conceal yourself behind a solid object.

### **Bomb Threat**

Do **Not** use cell phones, radios or fire alarms because of risk of activating a device.

- Staff will be notified via intercom of a bomb threat and that evacuation procedures will begin.
- The Camp Office will call 911 and decide on evacuation procedures.
- Facilitators shall supervise students and students will stay with their assigned groups until the building is cleared or the student is picked-up by a parent or responsible adult designated by parents.