

**Updated 10.1.2020**

## **RECY Emergency Addendum for Tapestry Safety Policy**

### **Types Of Safety Drills**

#### **Lockdown Drill**

Teachers gather students out of hallways and into classrooms, doors to classrooms are locked (if possible), lights are turned off, everyone stays away from doors and windows, and out of the line of vision.

#### **Evacuation Drill**

Fire drills are a type of evacuation drill. Adults should help guide children through the safest and most efficient of evacuation routes to get out of the building then gather in the designated area in the corner of the parking lot closest to the front door and take attendance.

#### **Earthquake Drill**

Everyone should take cover under their desk and hold on to a sturdy piece of furniture, stay away from windows and glass, avoid heavy bookcases that could fall, an evacuation plan may also be followed when safe to do so. High priority is to move away from glass windows. Cover one's head and face to protect from flying glass.

**\*DRE will schedule drills with volunteers each fall with the volunteer training as well as a refresher drill in the spring\***

### **Effective Lockdown Drill Procedures**

- Staff should gather nearby students into a classroom and lock the door and students should evacuate washrooms and get to an area that can be locked if possible.
- Stay clear of doors and windows, stay close to the floor and out of sight-lines and turn off all lights and close the blinds
- Cover any interior windows that look out to the hallway if it is safe to do so and take cover if possible, use furniture to hide and stay extremely quiet
- Teachers should take attendance of their class
- Cell phones should be turned off or put on vibrate. Do not use cell phones unless necessary to communicate for help

### **Fire Drill Checklist**

- When the alarm sounds, students and adults evacuate the building immediately
- Teachers guide students along the nearest evacuation route to the assembly location, which is in the corner of the parking lot outside the front door.
- Primary and fastest evacuation route is down the stairs and out the side door. If the stairs are not accessible, use the step ladder to help access emergency ladder out of window in classroom #1 (If a capable adult is downstairs, he or she should take telescoping ladder from storage room near stairs and fully extend adjacent to drop ladder to assist those descending. Another adult should hold the drop ladder at the bottom to steady it)
- Teachers keep students calm to accomplish a safe and fast evacuation and before leaving the classroom, teachers make sure no student is left behind

- Remain calm and don't run
- When at the assembly point, students line up and teachers take attendance

### **Other responsibilities would include the following:**

- Obtain and review a copy of the fire safety plan for the building
- Become familiar with the exits, evacuation routes, and the locations of fire extinguishers and pull stations within the school
- Identify individuals requiring assistance in the event of an emergency evacuation
- Inform teachers to evacuate students via the nearest safe exit during a fire or emergency and check that evacuation routes are clear
- Make sure that everyone is evacuated, search for any unattended students in hallways or washrooms
- Cooperate with the local fire department and follow any directions given

## **How To Prepare Young Children For Emergency Drills**

### **Speak Calmly**

Kids absorb the energy around them. If the adults who are there to protect them seem anxious, then children will feel that anxiety. Speaking in a calm, even tone will help them understand what you are saying without inserting too much emotion.

### **Invite Them To Ask Questions**

Instead of allowing their imaginations to terrify them, make your child feel comfortable to ask any questions they may have.

### **Use Examples**

Most children are visual learners, so using an example or comparison such as a seat belt can help them understand why lockdown drills are necessary. You wear a seat belt to be safe in case there is an accident, even though it may never happen, you want to be safe and protected if it does.

### **The Importance of Following Directions**

Since students will receive detailed instructions on what to do during an emergency drill from their teachers at school, emphasize to your child that listening carefully and obeying the adults at their school is extremely important. Ask them to try and remember all the steps of the drill so they can explain it to you when they come home.

**During emergencies no parents or Any Adults should be allowed to come upstairs to get their child. It is the Duty and Responsibility of the RE Staff and Volunteers Upstairs to Organize and Facilitate the Safety Procedures of the RE Policy and any unauthorized exit of a child would potentially give incorrect attendance numbers and cause confusion.**

## **Emergency Ladder Evacuation Protocol**

When used in conjunction with smoke alarms and fire extinguishers, this ladder is part of an overall fire-escape plan and is a **last-resort tool** to safely exit a dangerous situation. The ladder is 24ft long and can be secured to windows measuring at least 20 inches wide, 32 inches high, and 6 to 13 inches deep. The ladder is constructed from steel and reinforced with nylon strapping and is tested to 1125 pounds and is rated to safely hold up to 375 pounds at a time.

**WARNING! THIS LADDER IS DESIGNED FOR USE BY ONE PERSON AT A TIME.**

### **Safe Use Procedures**

1. Find the ladder stored in Classroom #2-01 to use in the window shown below.

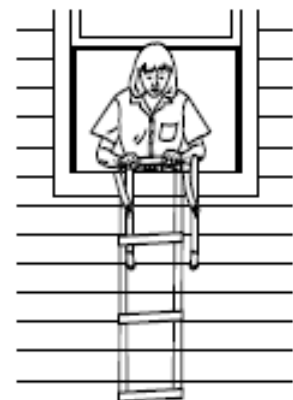
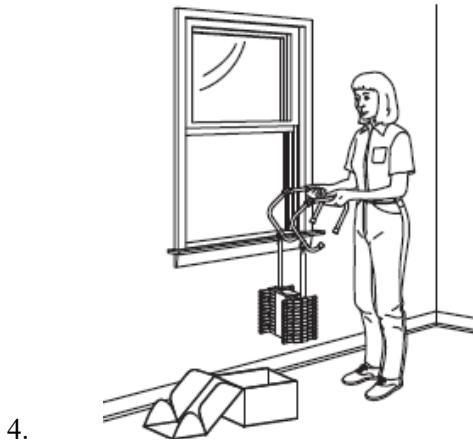


**Figure 1**  
**First Alert 3-Story Ladder, Model EL53W-2**



**Figure 2**  
**Exit Window, Classroom Rm# 2-01**

2. Before you open the window, **close the door** leading out of Rm# 2-01 to prevent the fire or smoke from being drawn into the room.
3. Remove the ladder from the box and unfold sill hooks so the folding crosspiece is straight and positioned towards you (See Figure 3).



**Figure 3**



**Figure 4**

**Figure 5**

4. Place the sill hooks firmly over the windowsill and pull the release strap to deploy the ladder. (Fig.4& 5).

5. Exit carefully through the window and place your feet on the first rung. Hold onto the window frame until your weight is evenly distributed on the ladder. Climb down keeping your body close to the ladder, facing the building as shown in Figure 6.

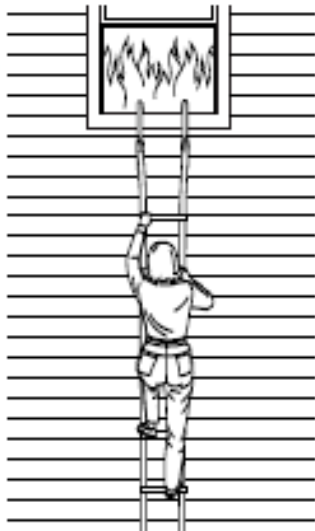


Figure 6.

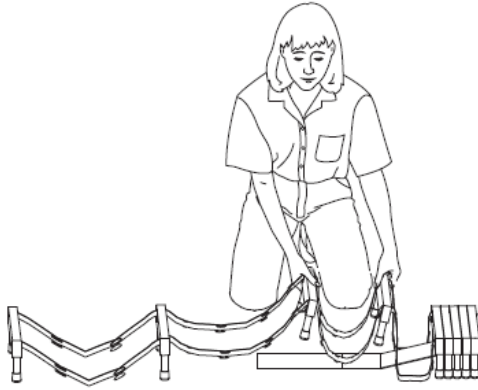
**IMPORTANT! It is strongly recommended that children and elderly adults be assisted by an adult if at all possible when using this ladder in a fire emergency.**

- **Unless absolutely necessary, do not carry a child when using this ladder.**
- **Do not carry objects when using this ladder.**
  - 1.
- **Practice drills will be conducted as needed so occupants are familiar for proper use.**
  - 2.

### **Securing the Ladder After Use**

1. Lay the box on the floor with the lid open.

2. Inspect ladder while stretching it out on the floor with the rung standoffs facing down and the plastic wrap as shown in Figure 7 below. Place the rungs as close as possible next to each other for the first 11 rungs.



**Figure 7**

3. Stack the second layer of rungs 12 thru 22 on top of the bottom layer.
4. Return the ladder to the Emergency Equipment Storage Box and reseal.