

Emergency Preparedness

What to do in the event of an emergency?

Lock Ins

Lock ins will occur when there is a direct threat to the neighborhood, including, Marshall Elementary School, Flagstaff Junior Academy, and Flagstaff High School. If any of these schools go on Lock in, we will follow protocol. Such as bomb threats, or person with a weapon or of dangerous matter in our vicinity.

Lock in means that all the external doors are locked and children and staff are locked in their classroom. Normal Instruction will occur. Parents and Staff may come in and out of the building if and only if a director is escorting to assure the external doors remain locked. All staff will remain in their classrooms with the children and will not be able to go outside until lock in is released.

Lock Outs

Lock out will occur if there is a direct threat around the vicinity of Flagstaff Federated Church. If this occurs all children and staff will be locked into their classrooms and block all windows and keep the kids in a section of their classroom and quiet. This would occur if there was a direct threat outside our doors or in our building. Children and staff will remain in the classrooms unable to leave if a lock out occurs. No staff or parents will be able to enter or exit the building, phones will not be answered until lock out is released.

On site Evacuation

In the event there is a direct threat inside our building, fire, flood, and exposures to hazardous material we will evacuate the building and our meeting spot is the big tree by the playground.

Offsite evacuation

In the event is it no longer safe for us to stay on site our evacuation meeting point will be Wheeler Park. In the event parents will need to pick up, parents will be notified as soon as possible. If the weather is bad, or we need to go inside. We will be at the Main Library, 300 W. Aspen Ave. 928-779-7673. In the event we need to evacuate neighborhood we would wait for emergency personal to transport and tell us where we need to go. Parents once again will be notified as soon as possible.

Weather Emergencies

In the event of a weather emergency, wildfires, tornados, high winds, we will go to our shelter in place. Our shelter in place is room B2-Choir room in the basement of Federated Church. We will

remain there until weather emergency is release or safety personal direct us to go elsewhere.
Parents will be notified as soon as possible.

Date: September 28th, 2015 Name: Angela Riley Phone Number: 928-607-5871