



Emergency Procedures

NWC+ Staff Roster
2022/23

Total Number of Time Staff Members: 6

Total Number of Students: 77

Room Number	Staff Member
112	Brian Straka, Director of Development
201	Ryan Payne, Melanie Del Rosario, Alex Feigin, Elisabeth Martner, Andrew Kim

Types of Emergency Drills

It's essential that every teacher and student be familiar with these different drills, their signals, and the location and position each person is to take under the direction of the teacher/staff member. Emergency drills are held once a year so that we can respond better in times of an emergency.

If the school is ever evacuated, our safety meeting point is the baseball diamond at Stoner Park. Once there, Mentor Teachers should line up with the other New West Staff members so your Mentor students can find you. Attendance will be taken for those students that are present. This attendance list will be then cross-checked with the Lounge Sign In/Outs for the day to determine if any students are unaccounted for.

<u>Type of Emergency</u>	<u>Signal</u>	<u>Action</u>	<u>All Clean Signal</u>
Fire Drill / Fire Emergency	Loud continuous bell	Evacuate in an orderly fashion out of the NWC+ Entrance. Turn left and walk down the sidewalk to Missouri Ave. Turn Right and walk 1.5 blocks down to Stoner Park. Enter the baseball fields by the basketball courts by the Rec Center.	All clear signal given by administrators
Drop Drill / Earthquake	Commands of "DROP!" is given by teacher or staff member	<p>If In The Lounge: Get underneath the large whiteboard tables or study carrels, drop to your knees and cover your head and neck with your arms and hands.</p> <p>In The Classroom: Get underneath your desk or table and drop to your knees and cover your head and neck with your arms and hands.</p> <p>In The Teacher Office: Get underneath your desk or table and drop to your knees and cover your head and neck with your arms and hands.</p>	All clear signal given by administrators or teacher in the classroom
Shelter In Place	Alternating long and short bells or commands of "SHELTER IN PLACE!" is given by teacher or staff member	<p>If In The Lounge: Immediately go to the classroom, close windows and blinds, and move away from the windows. Remain in place calm and quiet until directed to evacuate or until the emergency is over.</p> <p>In The Classroom: Close windows and blinds, and move away from the windows. Remain in place, calm and quiet until directed to evacuate or until the emergency is over.</p> <p>Could be used for Natural Disasters, Inclement Weather, or Police activity in the area.</p>	One long bell or oral notification from staff or administration the drill is over
Lock Down / Active Shooter / Campus Intruder	Three short bells repeated over and over (international SOS call) or commands of "LOCK DOWN!" given by administrator or teacher	<p>If In The Lounge: Immediately go to the classroom, close windows and blinds, and move away from the windows. DO NOT OPEN the door for any reason or for any person. Remain in place until directed to evacuate or until the emergency is over.</p> <p>In The Classroom: Close windows and blinds, and move away from the windows. DO NOT OPEN the door for any reason or for any person. Remain in place, calm and quiet until directed to evacuate or until the emergency is over.</p> <p>DO NOT OPEN the door for any reason or for any person. Remain quiet and in position until</p>	Administration or authorities will unlock all doors