



# A.I.S.L. Emergency Procedures

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2009/2010

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## Evacuation Procedure

When the emergency bell rings or in response to an evacuation announcement:

1. Students walk from classrooms in single file lines; join at the end of class lines that are ahead; do not merge into other lines.
2. The Instructional Assistant or first student in line leads the class to the assembly area.
3. Teachers follow at the end of the line:
  - check to see that all students have left the room.
  - turn off the lights and close the door.
4. Specialist teachers take class to assembly area; homeroom teachers join class at that location.
5. Students out of class (e.g. using restroom) should be instructed to join the nearest line and re-join class in the assembly area.
6. Line leaders follow instructions given at the courtyard gate (go to field or gym).
7. In assembly areas, teachers take attendance for the students in their class that period. If all students are present, teachers will hold up a green card indicating all present. If a student who has been in the class is not present, teachers will hold up a red card, until student is located.
8. Students remain seated or standing without talking while waiting for an all clear or further instructions.
9. Assigned staff conducts building clearance checks of all areas, including restrooms.
10. Students evacuate first; all other staff follows and reports to assembly area for attendance always modeling expected student behavior.
11. After an all clear, classes are to be dismissed from the assigned area on the playfield by the Superintendent/Designee.

# Evacuation Checklist

Building Clearance		Staff Attendance	
	<b>1<sup>st</sup> Floor/Pre-K</b> – Justin Smith		<b>Office Staff</b> Grace Adenusi, Trudy Mafe
	<b>2<sup>nd</sup> Floor</b> - John Stewart		<b>Support Staff</b> James Damisah, Felix Ikenweji
	<b>3<sup>rd</sup> Floor</b> – Jeff Klancke		<b>Teacher Specialists</b> Brian Vaughn, Alfred Ohimain
	<b>Annex</b> – Nisse Welchman/ Tom Bonnet		<b>Instructional Assistant Specialists</b> Anne Idowu
	<b>Gym</b> – Dominic Okosun		
Student Attendance			
	Pre-K – Gabriela Juncal		4 – Jonathan Welchman
	Pre-K – Shannon Smith		4 – Jane Olson
	K – Manal Ghandour		4 – Colleen Walhaug
	K – Manon Rubel		5 – Bridget Malveaux
	K – Annie Thomas		5 – Linda Baietto
	1 - Pagia Keys		5 – Travis Holmgren
	1 – Debbra Davis		5 – Ebele Mbanugo
	1 – Deborah Williams		
	2 – Meagan Diamond		
	2 – Nicole Turcotte		
	2 - Hazel Nwakwesi		
	2 –Mary Ann Dibbern		
	3 – Shari Squiers		
	3 – Lori Shearer		
	3 – Linda Zook		<b>MS and HS Teachers are responsible for taking attendance of students in their classes</b>

## **Teacher Responsibilities In the Event of an Emergency.**

Teachers will follow specific guidelines and directives issued by the administrator and/or the emergency team.

### ***Before an emergency happens, the teacher will do the following:***

- Keep up-to-date on the local situation (e.g. social unrest, extreme weather conditions, etc.).
- Know and understand the emergency procedures and survival techniques for fires, bomb threats, intrusions/terrorist attacks, chemical explosions, etc.
- Check that all classrooms have emergency exit directions posted and that everyone knows the route.
- Provide instruction and practice for students in emergency procedures and survival techniques.
- Keep a current class list readily accessible at all times in order to take roll in an emergency.
- Have planned activities (e.g. music, games, etc.) for use during periods of confinement to lessen the possible tension of an emergency situation.

### ***During an emergency, the teacher will do the following:***

- Respond to the specific emergency as prescribed and direct the students in the appropriate emergency procedures.
- Contact the school, in the event that the emergency occurs during a field trip or other off-campus school-sponsored activity.
- Give clear, calm instructions to the students during the emergency.
- Remain with the students until released by the emergency team.
- Direct the evacuation of students under their supervision to designated areas according to signals, warnings, written notifications, or common sense.
- Take roll as soon as conditions allow.
- Report missing students to the emergency team and wait for instructions.
- Assess physical condition of students. Any students requiring first aid should receive it as soon as conditions allow.
- Keep order.
- Dispel rumors.

### ***After an emergency, the teacher will do the following:***

- Debrief with administration.
- Work with colleagues and the administration to determine the successes and failures of the emergency response.
- Follow up with students, taking care to watch for signs of distress.
- Schedule parent-teacher conferences as necessary.

# **Evacuation Routes/Outside Assembly**

## **1<sup>st</sup> Floor**

### **Pre-K Lions**

Exit classroom through West entry  
Go through gate by Kindergarten into courtyard  
Join single file line at drain in courtyard center  
Keep in the right lane  
Go right at Big Toy to assembly area

### **Pre-K Tigers**

Exit classroom through West entry  
Join single file line at drain in courtyard center  
Keep in the right lane  
Go right at Big Toy to assembly area

### **Kindergarten and First Grade**

Exit classroom to center courtyard around handrails  
Go right to courtyard gate  
Keep in the middle lane  
Go right at Big Toy to assembly area

## **2<sup>nd</sup> Floor**

### **2<sup>nd</sup>, Science lab and French**

Exit classroom  
Go down corner stairs via left handrail around handrails to center courtyard. Join single file line in courtyard center  
Keep in the right lane following kindergarten and 1<sup>st</sup> grade  
Turn at Big toy to assembly area

### **3<sup>rd</sup> Grade**

Exit classroom  
Join single file line by Library Staircase,  
Go down stairs  
Keep in middle lane  
Pass through garage.  
Go right around garage wall through gate to assembly area

### **(9<sup>th</sup> -12<sup>th</sup> Grade- seat on bleachers by the baseball field (at the far end)**

### **4<sup>th</sup>, ESL, I.T Lab**

Exit classrooms  
Join single file line by music staircase  
Go right to courtyard gate  
Keep in left lane  
Go through the garage to the tennis court then assembly area.

### **3<sup>rd</sup> Floor**

#### **Elem., MS & HS Art**

Exit classroom

Go down music staircase,

Keep to left lane-go right by Big Toy to Assembly area and join grade level.

#### **5<sup>th</sup>/ Library/7&8 Math**

Exit classroom

Join single file line by library staircase

Keep in left lane

Pass through the tennis court to the assembly area

#### **6<sup>th</sup>/ 7 & 8 Science/ English**

Exit classroom

Go down corner stairs via left around handrails towards center courtyard

Join single file line, 6<sup>th</sup> grade left lane

Through the garage & tennis court

Middle school use left lane

#### **Music Rooms**

Exit to walkway

Join single file line with grade level to assembly area.

#### **Gym**

Exit gym and proceed to field via garage.

#### **Annex**

Exit doorway, single file line downstairs,

Alternate merging once 2<sup>nd</sup> and 3<sup>rd</sup> floors emerge, via garage

Turn right and go to assigned seating.

**Teachers- please practice with your students where they sit and the order you want them to sit or stand.**

## Emergency Evacuation Plan

The American International School of Lagos will implement the following levels of security depending on the event, situation and/or need for security. At all times the school will remain in contact with the Regional Security Office (RSO) at the United States Consulate General (USCG) to monitor the severity of any given event or situation. Security decisions will be based on information supplied by the RSO or direct observation. No cell phones are to be used by staff or students during emergency situations.

### **Level 0**

*The school is operating normally and monitoring the USCG radio and the RSO office attending to any rumors.*

The school will implement the following:

1. Rumors of disturbances and danger will be checked with the RSO.
2. Normal security will remain in effect.
3. Visitors allowed on compound.
4. Guards visible at each gate.
5. Superintendent will brief staff for rumor control as appropriate.
6. Messages needing immediate delivery will be sent via entourage with a three-bell alert for staff to read the message.

### **Level 1**

*The school is notified of an outside disturbance that is not an immediate danger, however the school is put on alert.*

The school will implement the following:

1. USCG radio communications monitored continually.
2. All gates closed; back gate locked.
3. Guards visible at each gate.
4. No visitors allowed on compound.
5. Only AIS cars allowed on compound; no traffic through back gate.
6. Messages needing immediate delivery will be sent via entourage with a three-bell alert for staff to read the message.
7. If in-person briefing is necessary:
  - Justin Smith - 1<sup>st</sup> Floor, Pre-k
  - Jeff Klancke - 2<sup>nd</sup> Floor, Gym
  - Lauri Klancke - 3<sup>rd</sup> Floor (McBride will supervise Lauri's class)
  - Tom Bonnet/Nisse Olsen - Annex (Passerella/Golub will supervise class)
  - Alfred Ohimain - Gym (Okosun will supervise Alfred's class)
8. Written statement posted at Main Courtyard Entry.
9. Emergency assignment (if need) are the same as level 2. Please see level.

**Level 2**

*The School is notified that there is a need to lock down because of imminent danger near the school.*

The school will implement the following:

1. Immediate request for additional security staff (GSO, RSO, NPF).
2. All radio communications monitored continually, including business radios.
3. All gates locked.
4. Guards visible in close proximity of each gate.
5. No visitors allowed on compound.
6. No vehicles allowed entry into compound.
7. Switch to electric power generator.
8. Teachers close window blinds.
9. Specialist teachers keep students in classroom. Students on the field or swimming pool will go to the pool conference room. Take roll and report via e-mail to the Registrar.
10. Teachers keep students in the classroom until clearance for release is given. Take roll and report via e-mail to the Registrar.
11. Front Pre-k move to inside Pre-k room. Lock Pre-k gate.
12. Assigned staff report to Emergency Assignment locations upon notification and direction from the command post.
13. Parent Request Area established at Main Courtyard Entry upon notification and direction from the command post.
14. Student Release Area established at Main Courtyard Entry upon notification and direction from the command post.
15. Command Post established in the Office, need radio, computer and phone tree.
16. Students will only be released to parents or authorized persons.
17. No one will be allowed to leave the compound until clearance has been received that travel is safe.
18. Messages needing immediate delivery will be sent via Entourage with intercom alert for staff to read the message.
19. If in-person briefing is necessary:
  - Justin Smith - 1<sup>st</sup> Floor, Pre-k
  - Jeff Klancke - 2<sup>nd</sup> Floor, Gym (Ogunojemite will supervise Jeff's class)
  - Lauri Klancke - 3<sup>rd</sup> Floor (McBride will supervise Lauri's class)
  - Tom Bonnet/Nisse Welchman - Annex (Passarella/Golub will supervise class)
  - Alfred Ohimain - Gym (Okosun will supervise Alfred's class)
20. A statement prepared for distribution through the PTA Telephone Tree, Director of Admissions initiates telephone tree.
- 21.

<b>Emergency Assignments</b>	
Front Gate	Bereofori George, Alfred Ohimain
Back Gate	Dominic Okosun, James Damisah
Parent Request Area	Barry Phipps, Patty Anukwu, Ayo Keshinro, Elizabeth Ntan.
Student Release Area	Felix Ikenweji, Liz Lawson, Lauri Klancke, Nisse Olsen
Command Post	Trudy Mafe, Jeff Klancke
First Aid Post	Rita Ofoegbu, Florence Joe-Cobham, Anne Idowu

### **Level 3**

*An immediate danger or threat is posed to the school.*

The school will implement the following:

1. All steps in level 2 implemented.
2. The Emergency Commander directs staff to take one of the following actions:
  - a. Lock down.
    - Lock classroom door
    - Monitor emergency communications
    - Unlock door only when given predetermined signal.
  - b. Evacuate to assembly area.
    - Teachers take students to assembly area in gym.
    - Should the building become unsafe, teachers take students to assembly area on the bleachers at the field.
  - c. Evacuate to safe haven.
    - Teachers take students to assigned restroom.
  - d. Evacuate to flats.
    - Teachers take students to assigned flat.

<b>Emergency Locations</b>			
	<b>Lock Down</b>	<b>Evacuate to Gym</b>	<b>Evacuate to Field</b>
<b>Command Post</b>	Office	Under Annex	Garage Entry
<b>First Aid Post</b>	Clinic	In Gym	In Garage
<b>Parent Request Area</b>	At Main Courtyard Entry	At Main Courtyard Entry	At Main Courtyard Entry
<b>Student Release Area</b>	At Main Courtyard	At Main Courtyard Entry	At Main Courtyard Entry
<b>Staff Assembly Areas</b>			
<b>Office Staff</b>	Office	Gym Location	Field Location
<b>Support Staff</b>	by Custodial Office	Gym Location	Field Location
<b>Teacher Specialists</b>	at Band Hall Entry	Gym Location	Field Location
<b>Teaching Assistant Specialists</b>	at Lost and Found	Gym Location	Field Location
<b>Teachers</b>	With Assigned Students	With Assigned Students	

# Emergency Dismissal Procedure For AISL

## *Emergency Dismissal Procedure*

Updated August 2009

In event of an unexpected early dismissal where the front drop off and pick up location is blocked, the subsequent procedure will be followed:

- All classes will proceed to the assembly area designated for fire drill locations with the exception of bus students. (See next bullet) All classroom teachers and teacher assistants will escort students to this location and remain with them until all have been picked up. **Mr. Smith and Mrs. Lantz** will be directing student seating for the field.
- All bus students of the Embassy, Chevron, Mobil and Shell will report to **Mr. Phipps and Mr. George** when instructed. Assembly area will be the tennis courts. After all students report they will be escorted to a specified location to remain until picked up. If Chevron/Mobil bus are already on campus children will be sent to the buses. The buses will wait until the traffic has cleared out before leaving the campus. **Mr. Phipps** will be directing students to these buses (additional staff assigned to assist bused students – **Mr. Passerella, Mrs. Idowu, Mr. Vaughn and Mr. Stewart.**
- Single-family vehicles will enter the compound via back gate directed by security and **Mr. Okosun**. They will proceed along diagonal road under direction of **Mr. Ohimain** to the seating area by the tennis court. At that point they will give the name of students to be picked up to **Ms. Olsen** who will announce the student's name on the bullhorn. The T.A or Classroom teacher will send child to the vehicle. (Parents and nannies will pick up students at the Student Release area) Students will enter vehicle, vehicle will make a U turn at the end of the field, proceed toward gate and exit home.

**All staff who has teaching assignment with students must report to assembly area.**

Parking Concerns: In event of an emergency back gate dismissal, all staff with cars parked along diagonal road (by borehole, carpenter shop) will move their car to the garage area to allow for buses and private cars to have an easier access to and from the back gate.

Staff whose cars need to be moved should turn in their keys to **Mr. Fidelis and Mr. Kolade** so they will be able to quickly move vehicles inside the compound.

## Code Red

# CODE RED

- Everyone stays in rooms
- Lock all doors, close windows and pull shades
- Check attendance and follow attendance reporting system either by intercom or internet.
- Plan to debrief after incident.

### **Danger is imminent**

- Intercom – move to designated safe haven/or remain in lock down.
- Building locked down, are entrances secured.
- Teachers have clipboard with attendance. (update attendance sheet weekly)
- Do not do anything if you have not heard all clear. Stay in position.

### **Intruder in Building**

- Intercom: “We have a Code Red/Stand Fast or armed intruder in the building. Follow lock down procedures”.

### **Teacher’s Directions**

- Lock their doors immediately, take attendance and create a list of students not in class.
- Notify office regarding any missing students by internet.
- Stay quiet
- Keep students in the room away from doors and windows.
- No one is permitted to use their cell phone.
- 

### **Students not in Class**

- Students not in regular class i.e. food court, gym, etc., should go to the nearest classroom.
- Identify self to supervising teacher and they contact the office to indicate his/her location.

## **Lock Down**

### **1. Intercom will do an all call “ *We are in lock down*”**

#### **Lock Down Means to you:**

- All doors, windows and gates will be secured.
- Curtains, blinds and shutter will be closed.
- Recess, PE and any other outdoor activities will be canceled.
- PE if on the field move to the gym.
- Students on field trips will be notified by cell phone and given instructions.
- Lock down will remain until given the all clear or to move to designated safe haven – this will depend on the situation.

## Inside Fire Drill Procedures

Teachers will stay with their classes and report to their assigned location, where they will take role and hold up the appropriate colored card.

- Hold up a green card if all students in attendance are present.
- Hold up a red card if there are students who were present in class but are not with the teacher.

It is important that you use the assigned door as it will make the process faster and ultimately safer for all participants.

### PE Classes –

- If outside go through door 1 (by the pool) and walk out onto the stage and form a single file line.
- If inside gather in a single file line at the back of the stage and make sure that the curtains are open.

### Annex Classes –

1<sup>st</sup> Floor – Walk through door 2 (pool side of the gym) and proceed to assigned seat. If you get to the door after elementary students arrive please use door 1 (by pool), cross the stage and along the far wall to your seats.

2<sup>nd</sup> Floor- Go through door 1 (by the pool) Walk across stage and the far end of the gym to your seats in the bleachers or balcony

3<sup>rd</sup> floor - Walk though Door 1 (By the pool) and onto the stage. Stand in a single file line and wait for further instructions.

### Grades Pre-K to 4

When you pass through the gate have your class on the right side.

Go through door 2 (pool side of the gym) walk along the front of the stage to half-court and then down the aisle to your seats. Please keep your students inside the basketball court, as the outsides will be used as a walkway.

### Grades 5- 8 (Main building)

When passing through the gate make sure your class is on the left side. Use door 3, (nearest main courtyard) to enter and proceed to assigned seats in the bleachers. Teachers please stay with your classes.

- Fifth grade band/music students will sit with their teachers after being taken to the gym.

Middle and High School students will report to their first period class if the emergency happens during break or lunch.

## EMERGENCY INFORMATION SHEET 2009-2010

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Teacher (1<sup>st</sup> Period):** \_\_\_\_\_

***Parent Information***

Father's Name: \_\_\_\_\_

Telephone/Mobile#: \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

Company Telephone#: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Telephone/Mobile#: \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

Company Telephone#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone#: \_\_\_\_\_

***Siblings at AISL:***

Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Emergency Contacts:*** In case of an "EARLY DISMISSAL" please list up to four (4) people that you have authorized to pick up your child in the event you are not able to. All persons picking up students must show ID. (include nannies, drivers).

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature & Date: \_\_\_\_\_