

EMERGENCY PROCEDURES

Vegas Valley Adventist Academy

	FIRE Fire Drill Procedures	SHELTER IN PLACE Plan A	SECURITY Plan B Plan C	SITE EMERGENCY (Bomb, etc.)
DOORS	Closed	Locked & Taped	Locked	Leave open or closed; Don't change position of door
WINDOWS	N/A	Taped	N/A	Don't Touch
STUDENTS	Evacuate	Remain in room; Specialists walk kids to Room	Remain in Room	Evacuate
INTERCOM	Don't Use	Wait to be called	Only if intruder is at door/report a missing child	Don't Touch
LIGHTS	Off	N/A	On	Don't Touch
SPECIAL NOTES	Take Roll Book	Report # present, absent, or missing or out of room	Report to your room. Take roll. Record & Observe unusual behavior or individuals	Take roll book Proceed to off campus alternative site