

NPDS EMERGENCY PREPAREDNESS PLAN

FIRE

People in charge: #1 Director: Cindy Chisholm
#2 Office Assistant: Nancy Grady
#3 Assistant Director in Training: Martha Lybrook

Notification: Alarm system

Call 911: #1

Possession of Emergency Cards: #1

Possession of First Aid Kit: #2

Possession of Sign-in/out sheets: lead teacher for each class

Communication/walkie talkies: #1 and #2

Notifying parents: #1 and #2 using cell phones

Procedures:

All classes evacuate using maps posted in classrooms

Evacuate to: playground, school parking lot, church parking lot

Each class uses exit closest to their location within the building

After initial evacuation: all students will be moved to Northwood
Elementary Kindergarten playground (small fenced area
between NW Elem. and Rockhill St.

Release to parents: Children will be released to parents from NW
Elem. Playground (must be signed out on regular
Sign-in/sign-out sheets)

TORNADO

People in charge: #1 Director: Cindy Chisholm
#2 Office Assistant: Nancy Grady
#3 Assistant Director in Training: Martha Lybrook

Notification: P.A. system or word of mouth

Possession of Emergency Cards: #1

Possession of First Aid Kit: #2

Possession of Sign-in/out sheets: lead teacher for each class

Communication: #1 and #2

Notifying parents: #1 and #2 using cell phones

Procedures:

All classes move to designated locations (church hallway and parlor)

1, OI, 2's – go to church parlor

3's and 4's – line up in church hallway

If Classes are unable to return to classrooms –

1) Move all classes to Church Sanctuary (if available)

2) Stay in designated shelter spots (if sanctuary not available)

Release to parents: Children will be released to parents from one of the above locations (must be signed out on regular Sign-in/sign-out sheets)

Intruder/Lock-down/Shelter-In-Place

People in charge: #1 Director: Cindy Chisholm
#2 Office Assistant: Nancy Grady
#3 Assistant Director in Training: Martha Lybrook

Notification: P.A. system or word of mouth – **Code Red**

Call 911: #1

Possession of Emergency Cards: #1

Possession of Sign-in/out sheets: lead teacher for each class

Communication/walkie talkies: #1 and #2

Notifying parents: #1 and #2 using cell phones

Procedures:

All classrooms lock doors, close curtains, cover door windows,
and turn off lights

All students moved away from doors or windows

All students remain in their classrooms until **Code Green** is
announced on P.A. or until safe evacuation is available

If evacuation is necessary: rooms 2, 4, 6, and 8 use outside (playground doors)
Rooms 1, 3, 5, 7 use windows to exit

For emergency evacuation and relocation – See section below

Release to parents: Children will be released to parents from classrooms
(must be signed out on regular Sign-in/sign-out sheets)

Emergency Evacuation and Relocation

People in charge: #1 Director: Cindy Chisholm
#2 Office Assistant: Nancy Grady
#3 Assistant Director in Training: Martha Lybrook

Notification: P.A. system or word of mouth –

Call 911: #1

Possession of Emergency Cards: #1

Possession of First Aid Kit: #2

Possession of Sign-in/out sheets: lead teacher for each class

Communication/walkie talkies: #1 and #2

Notifying parents: #1 and #2 using cell phones

Procedures:

All students will be evacuated from building using nearest exit to Urban Crest

Meet in day school parking lot and organize for walk Garner

I and OI – use evacuation cribs

Y2s – use Bye Bye Buggy, 2 quad seat blue strollers w/help from #2

O2s – 2 smallest use 2 seats of quad blue stroller and double stroller,
rest use walking rope

Y3, O3, Y4, and O4s use walking ropes

Students/Staff will walk down to Pike, right on Rockhill, left on Robin Rest,

Turn right on Five Oaks, turn left on Harry Wurzbach (stay on grass),

students will cross Harry Wurzbach at Garner Middle School traffic light

Release to parents: Children will be released to parents from Garner Middle
School Auditorium

(must be signed out on regular Sign-in/sign-out sheets)

