

NEW COVENANT CHRISTIAN SCHOOL
EMERGENCY RESPONSE PLAN
Student/Parent Handbook Policy

New Covenant has several Staff and Faculty that serve on a Safety Task Force Committee that have been trained and meet regularly to address various potential emergency situations. This information is then shared throughout the school, as appropriate, during in-services, meetings and drills to ensure that all students, teachers and staff are aware of emergency procedures and prepared for real-life emergencies. Each classroom is also equipped with an "Emergency Response Kit," which will include a student roster and attendance sheet, emergency contact information and first-aid / preparedness items.

Medical Emergency:

New Covenant has at least one-full time team member trained and certified in CPR/first-aid in the building during normal school hours to handle any medical emergencies that might arise. There are procedures in place for team members to follow. Medical emergency procedures are reviewed at least once per school year, and certifications are kept current.

Fire Procedures:

The school will announce and "test" the fire alarm signal at the beginning of each school year so that K4 and new students can be introduced to this sound and the K4 class will have an age-appropriate explanation about fire alarms and what is expected during a fire drill.

Fire alarm drills (both announced and unannounced) will be practiced six (6) times during the school year.

A copy of the fire drill procedure and exit plan is posted in each room within the building. Teachers and students should be made familiar with each exit route.

Staff and Faculty will be responsible for taking rosters and parent contact information to ensure that all students are out of the building. In the event of a real emergency, parents will be contacted, as necessary.

Tornado/High Winds:

In case of severe weather involving tornado/high winds, everyone within the building will go to the downstairs hallway. Parents should be aware that loss of electric or phones are likely during inclement weather. The students will be safe in the basement and contact with parents will be made immediately upon return of power, etc.

Flooding/Bomb Threat:

In case of water or flooding in the building, everyone will evacuate the building according to the Emergency Weather Procedures. Based on the outside weather, instructions will be given as to which meeting location will be used (Meeting Point, Evacuation Point or Rally Point at Living Waters Chapel on Jay Street). Teachers will take their attendance sheet, parent contact list and cell phone, as appropriate.

Intruder Alert Procedures:

While **multiple strategies increase survival rates**, the best option is to **ESCAPE!** New Covenant will continually train staff, faculty and students about situational awareness and practice both an Evacuation Strategy and a Lockdown Strategy with staff, faculty and students each school year. As with any type of emergencies, parents will be notified, as necessary, when to meet at the Rally Point (which is Living Waters Chapel on Jay Street).

Parents will be notified before either strategy of this particular drill is exercised with students during the school year.