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# The Preparatory Charter School of Mathematics, Science, Technology & Careers

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**Pat Wright**  
*Chief Executive Officer*

**Jo Ann P. Moore, M.Ed.**  
*Principal*

## **Safety Drills**

The safety of all our students and staff is very important to us. In order to maintain a safe environment for our school community, it is necessary that we practice our emergency drills every month. These drills are designed to assist our students and staff in understanding and knowing what to do in case of various emergencies, we will continue to practice a variety of safety drills every school year as outlined by the Department of Education.

Some of these drills are conducted monthly and some may only be conducted once or a few times during the year. We believe that by establishing, communicating, and then practicing the plans, we will be able to manage difficult situations more effectively. Some of the drills are announced to students and staff ahead of time, while others are not announced until the time that they will take place. It is our hope that informing you about the primary types of emergency drills will assist you in being prepared to discuss these situations with your child if the topic arises at home.

A brief description of the major types of drills follows:

### **SHELTER IN PLACE**

Students and staff should evacuate to their designated area: gym or the auditorium.

### **HOLD AND SECURE**

Students and staff should remain in their classroom. Instruction should continue, classroom doors should be shut and locked. Teachers should check for emails and listen for PA announcements

### **FIRE DRILLS**

Students and staff must evacuate their classroom immediately. The lights are shut off and the door is shut. Teachers should lead their students along their assigned evacuation route calmly and quietly to their designated meeting area. Teachers should inform the fire drill coordinators if assistance is needed by using the color code sign.

### **ACTIVE SHOOTER/LOCKDOWN**

Students and staff should go to the first available classroom or space they perceive as a safe place to hide. Teachers should turn the lights off and barricade the classroom door and follow ALICE training.

Prep Charter security has prepared a School Emergency letter for Parents that contains additional information about our safety procedures and guidelines to follow in the event of an emergency. This letter can be found on the schools website under security (school emergency policy) For everyone's safety during both drills and true emergencies, it is crucial to follow the specific directions being given and to rely on official communications from the school.

Please remember that these safety drills are conducted to practice procedures and gather feedback for improvement. Establishing and maintaining safety protocols help make our schools safe places to learn and work.

In the event of an emergency situation, it is imperative that we have up-to-date parent/guardian contact information, as well as emergency contact information, for your child. Please report any change of name, address, or telephone number to the main office of the building that your child attends. If you have questions regarding these safety drills or other safety concerns, please contact our security department at (215)-334-6144 ext 1010 or email us at [security@prepchs.org](mailto:security@prepchs.org) or [jbishop@prepchs.org](mailto:jbishop@prepchs.org).

Sincerely

A handwritten signature in blue ink that reads "Jeffrey Bishop". The signature is written in a cursive style with a stylized "J" and "B".

Jeffrey Bishop, Head of Security

# IN AN EMERGENCY HERE'S WHAT YOU SHOULD DO



**Shelter in Place**



**Hold & Secure**



**Fire**



**Lockdown**

## Standard Response Protocol

<p><b>Shelter in Place</b></p>	<p>Students and staff should evacuate to their designated area: gym or the auditorium.</p>
<p><b>Hold &amp; Secure</b></p>	<p>Students and staff should remain in their classroom. Instruction should continue, classroom doors should be shut and locked. Teachers should check emails and listen for PA announcements.</p>
<p><b>Fire</b></p>	<p>Students and staff must evacuate their classrooms immediately. The lights are shut off and the door is shut. Teachers should lead their students along their assigned evacuation route calmly and quietly to their designated meeting area. Teachers should inform the fire drill coordinators if assistance is needed by using the color code sign. Principal and or designee will give all clear to return back into the building.</p>
<p><b>Active Shooter/Lockdown</b></p>	<p>Students and staff should go to the first available classroom or space they perceive as a safe place to hide. Teachers should turn the lights off and barricade the classroom door and follow their ALICE training.</p>

# LOCK DOWN *RESPONSE PROCEDURES*



**WHEN TO USE:** Civil Disturbance / Active Shooter / Intruder

**PURPOSE:** Isolate students and staff from danger

**NOTIFICATION:** Lock down, lock down, lock down

**REMEMBER TO STAY: ALERT, CALM & OUT OF SIGHT**

## IF YOU ARE CAUGHT INSIDE

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock the door. **IF** you cannot lock the door, barricade the door with desks and other furniture.
- Turn lights off.
- Close all blinds and cover the door window.
- Move away from windows and stay low and out of sight. Look for the 'Safe Corner' in the classroom.
- Account for all students and staff members in your classroom. Keep students quiet.
- Do not open the door to **ANYONE**.
- Only law enforcement or an administrator will open the door and direct you to evacuate the classroom.
- Once law enforcement has opened your door, follow the directives from law enforcement immediately without hesitation. Keep your hands visible at all times.
- NEVER OPEN DOORS DURING A LOCKDOWN.** Even if the fire alarm goes off, **DO NOT** evacuate the classroom.
- If you are inside a bathroom, move to a stall, lock it and stand on the toilet.

## IF YOU ARE CAUGHT OUTSIDE

- Stop, drop and remain still.
- Seek cover and concealment.
- Use whatever is available to keep you out of sight *Walls, trees, poles, buildings, fencing, containers, etc.*
- Hide behind something capable of stopping a bullet
- Run to a facility if safe to do so; remember facilities will be locked quickly after the announcement.
- Do not run in a straight line.
- P.E. classes can seek cover inside the nearest gym. Move into a locker room if possible and lock all doors. If locker rooms are unavailable find the 'Safe Corner' inside the gym.
- If inside the cafeteria, move to the nearest room or area with a locking door. This includes going inside the kitchen for cover. If close to an exit, run out and cover.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrators to a safe location.
- Once evacuated from the building, take attendance to account for all students and staff members.

## ACTIVE SHOOTER

### IS THE SHOOTER INSIDE YOUR BUILDING?

**No:** Lock down and call 9-1-1 immediately

**Yes:** Can you safely evacuate?

Yes → then get out!

No → then hide!

*Block entry to your hiding place and lock doors*

*Silence cell phones*

### IS THE SHOOTER INSIDE YOUR SPECIFIC ROOM?

**No:** Can you safely evacuate?

Yes → then get out!

No → then hide!

*Block entry to your hiding place and lock doors*

*Silence cell phones*

**Yes:**

Immediately drop to the floor

Seek cover and concealment

Use whatever is available to obscure you from the shooter

If safe to do so, dial 9-1-1;

*Give location, incident details and follow directions*

As a last resort, fight the shooter.

Rush with available people, throw things

or use improvised weapons to take shooter to the ground

Stay in place until law enforcement direct you to get out

Follow all directions from law enforcement

## SUBSTITUTE TEACHERS

- Review lock down procedures and communicate any questions to the campus administrator or the campus security officer.
- Ask main office personnel if there are any specific procedures or protocols implemented in the campus for substitute teachers.
- Ask the school custodian to lock your classroom door at the beginning of the school day and keep the door on lock mode. You can keep the door open or closed, (depending on individual school policy) throughout the school day. If a lockdown or other emergency situation occurs, you will merely need to close the classroom door and it will be locked. *This will require a custodian or administrator to respond back and unlock that door if you leave the classroom for activities such as lunch throughout the day.*
- Place a piece of tape over the latch of the locked door. At the time you need to lock the door, you can remove the piece of tape allowing the door to close and lock completely.