Creekside Elementary
Emergency Procedures for Parents

Fire Drill:

- Initiated by alarm.
- Immediately evacuate building in an orderly manner.
    - If in a classroom, please follow the class and staff member outside.
    - If in a hallway, the Commons, etc., exit at the nearest door.
- All staff and students meet outside at designated area near the sand field and play structure.
- **All visitors and volunteers check in near the play structure on the playground.**

Earthquake Drill:

- Initiated by intercom.
- There will be an intercom announcement stating: "This is an earthquake drill."
- Drop and cover.
- After the drill, we will vacate the building via an intercom announcement.
- All staff and students meet outside at designated area near the sand field and play structure.
- **All visitors and volunteers check in near the play structure on the playground.**

Earthquake-Genuine:

- If this is the real thing, there will be no alarm or announcement, we will feel it.
- Drop and cover
- After the shaking, we will evacuate the building in the same manner as a fire drill.
- If the intercom is working, we will use it to vacate the building.
- If not, we will use the fire alarm to vacate the building.
- All staff and students meet outside at designated area on/near the sand field and play structure.
- **All visitors and volunteers check in near the play structure on the playground.**

Lockdown Drill:

- Initiated by Intercom.
- Lock doors, lights off as directed, cover windows, stay low, and remain quiet. Do not leave the room.
- What to do:
    - If with a class, stay in the classroom.
    - If in the hallway, or near any of the entry doors, enter the nearest room.
    - If near the office, report to the office.
- Ongoing communication will be via e-mail to all staff.
- No announcements on the intercom during a lockdown.

During a Lockdown:

- **Do not attempt to visit Creekside during a lockdown.** All doors will be locked and only emergency personnel will be allowed in the building until the site is secured.

After a Lockdown or any Emergency Dismissal:

- **Please do not arrive on campus and attempt to remove your child without office clearance.**
- In any emergency dismissal, all students must be accounted for and cleared through our emergency dismissal process.
- The only door open to our community will be the office door. An incident command center will be set up for any emergency dismissal.