Challenger 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 atrium, etc., exit at the nearest door.
- All staff and students meet outside in designated lines near the covered play area.
- **All visitors and volunteers check in near the blue 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.
- When teacher determines that students have sufficiently practiced, we will vacate the building. There will not be an intercom announcement.
- All staff and students meet outside in designated lines in the playfield (away from the covered area).
- **All visitors and volunteers check in near the blue 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 in the playfield.
- **All visitors and volunteers check in near the blue 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.
- An intercom announcement will be made when the drill is over.

During a Lockdown:

- **Do not attempt to visit Challenger 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.**
- All emergency information/notices will be posted on the District home page. You may also be notified of updates through E-News and/or text.
- In any emergency dismissal, all students must be accounted for and cleared through our emergency dismissal process.

More Emergency Information can also be located at: https://www.issaquah.wednet.edu/district/emergency