

How To...Respond to Emergencies

It is most important to remember to sign in at the office anytime you are working at the school. This is the school's record of who is in the building and who needs to be accounted for. The following are some reminders of what to do in an emergency situation.

Fire/Drill

In case of a fire or drill, immediately leave the building and locate Linda Symons to check in. She will need to account for all of the volunteers in the logbook for that day.

Earthquake/Drill

In case of an earthquake or drill, immediately get under a table or in a doorway, proceed to the field when "safe" to do so and check in with Linda.

Lockdown

In case of a lockdown, follow the procedures of the room you are in. If you are not in a room or area that may be locked down, go immediately to the nearest room and continue with the lockdown procedures.

Insurance

In case of a possible insurance event, contact your VP or any member of the EC immediately. They will talk to the PTSA's insurance provider. Under no circumstances should you promise coverage or that the PTSA will pay for any damages or medical expenses.