



EMERGENCY PREPAREDNESS PROCEDURES

Action Steps	Timeline	Responsibility
<p><u>Emergency Preparedness:</u> In the event of any emergency, Engage 360° Program Teams must be prepared to ensure the safety of students and each other. Emergency drills must be part of the after school program in order to ensure that students and staff know how to respond in the case of a real situation. For every calendar year, Engage 360° Programs will schedule and facilitate:</p> <ul style="list-style-type: none"> • A minimum of 3 evacuation drills comprised of 1 Fire Drill & 2 Earthquake Drills (Fall, Winter, Spring) • A minimum of 3 lockdown drills (Fall, Winter, Spring) 	<p>Monthly</p>	<p>Site Coordinator</p>
<p><u>School Evacuation Plan:</u> Each Site Coordinator is tasked with obtaining their site evacuation plan and evacuation map. Students and staff are to follow the school's protocol in the case of an emergency. The Site Coordinator must meet with the night custodian lead and Engage 360° team at the beginning of the school year in order to assign site emergency roles as an extension of the current site plan.</p>	<p>First two weeks of every school calendar year</p>	<p>Site Coordinator</p>
<p><u>Emergency Folder:</u> The Site Coordinator is to maintain an emergency folder containing the following:</p> <ol style="list-style-type: none"> 1. Evacuation Map 2. Safety Procedures <ol style="list-style-type: none"> a. Active Shooter Guidebook b. Lockdown Procedures c. Earthquake Procedures d. Fire/Gas Leak Procedures e. Emergency Release to Parent Procedures 3. A master list containing student emergency contacts. 4. Current Engage 360° Group Rosters 5. District and Emergency Contact Information 6. Accountability Forms 	<p>First two weeks of every school calendar year</p>	<p>Site Coordinator</p>