



EMERGENCIES

During School Emergency Procedures

While we cannot anticipate every emergency that might arise, we can keep everyone safer by preparing for those that we can anticipate. Following are three types of emergencies and responses Keisho Center prepares for:

	Situation	Response
1	Urgent in-school emergencies (e.g., fire)	Evacuate the building immediately.
2	Urgent outside emergencies (e.g., sudden snow storm, terrorist attack)	Go into a lockdown mode, remaining in the classrooms or the Common Room, depending on circumstances, with the doors locked.
3	General disruptions (e.g., power failure)	Gather in the hallway or Common Room; then, if it is not safe to remain in the first location, go to another common area such as the gym or another part of the building; call parents to arrange for students to be taken home and dismiss early.

Evacuation

Each building location has at least two escape routes. There is also a designated meeting location outside the building – in the front of the school by the playground equipment. After evacuating the building all students, staff, and others should go to the designated meeting location.

If anyone sees a fire, activate the building alarm. The building fire alarm will sound and all teachers will evacuate the students following one of the prearranged routes from



their classrooms. Core Group members will assist in evacuating the Common Room and library area.

Teachers and Core Group members located near or passing through the common areas such as the restrooms will need to ensure all students, parents, and other visitors also leave the building. Once outside the building, call the fire department using 911. When outside, all teachers and students will proceed to the prearranged meeting location and take attendance to ensure everybody is accounted for. Parents and volunteers should follow the classes to the prearranged location.

If anyone is missing, notify the other teachers and any Core Group members. Teachers must stay with their students at the prearranged location while other Core Group members and parents may search around the outside of the building for the missing student or other individual. Do NOT go back into the building.

We will have one scheduled practice fire drill each year, and may have unscheduled fire drills during the school year.

Lockdown

Should there be a violent intruder or other dangerous situation in or near the building, teachers will need to keep their students in the classroom with the doors locked. Teachers are advised to continue teaching their regular lessons as best they can so as to prevent the students from becoming alarmed. Parents and visitors already in the building may be asked to move into one of the classrooms or other area. If in a classroom, parents and visitors please stand or sit in the back of the room or assist the teacher with the lesson. Try to avoid talking about the situation so as not to overly alarm the students. It is best that nobody stands or sits directly in front of the door, and it may be necessary or advisable to move away from windows.

Communication with other classrooms and Core Group members will be possible via radios in each Norwood classroom and teachers' personal cell phones. Please note that anyone not already in the building may not be able to enter the building. If the doors are locked, call the Keisho Center phone (703-868-3241).

We will have one scheduled lockdown drill each school year, and may have unscheduled lockdown drills during the school year.



Gathering in Common Area

In the event of a power failure or other condition making one or more classrooms unusable, teachers will lead students, parents, and visitors to the hallway. If only one classroom is affected the teacher will continue the lesson in another part of the building. If all classrooms are affected, the Curriculum Coordinator and/or General Manager will provide direction.

Early Dismissal

Keisho Center will consider early dismissal under the following conditions:

- when there is a power failure;
- when weather is making travel conditions hazardous; or
- when other conditions make the building either unusable or travel conditions dangerous.

An early dismissal decision will be made by teachers and any Core Group members present. If the decision is made to cancel the class or activity, teachers, Core Group members present, and parent volunteers will be asked to call parents to pick up the children immediately. If a parent cannot be reached, a Core Group member will either stay at the host facility with the child or, if conditions warrant, take the child with him/her and leave a note securely affixed to the exterior door leading directly into the Common Room instructing the parents on how to locate their child(ren). Children will not be sent home with another family unless directed by the parents or the child regularly carools to school with that family.

Tuition is NOT refunded when classes or other activities must be ended early. Refunds of activity fees will be decided on a case-by-case basis and will depend on whether Keisho Center is able to get a refund of expenses already incurred.