

RACL Emergency Procedure

In the event of emergencies (for instance, fire, hurricane, or other incidents which pose a threat to individuals remaining in the building), this procedure lists the actions to be taken by the teachers and students for a safe and orderly evacuation of the affected building.

Emergency Team:

Qi, Jingen (RACL Vice Principal), the team leader

Zhang, Yong (RACL Principal)

Kang, Daiwen (PTA President)

Yan, Ding (Security Administrator)

Emergency Contact:

363-5675 (cell phone of Qi, Jingen)

271-9642 (cell phone of Zhang, Yong)

218-2411 (cell phone of Dee Froeber)

828-6161 (Forest Hills Baptist Church Office)

Evaluation Procedures:

1. Reporting:
 - At emergency of fire, hurricane, injury or other incidents, the witness should keep calm and call the Emergency Team; report the location and nature of the incidence.

2. Leave the building:
 - When evacuation becomes necessary in order to protect the lives of the students, teachers, and staff, the Emergency team will lead the Evacuation process.
 - Each teacher is responsible for assembling her/his class inside the classroom and conducts a headcount. When her/his class is called by the Emergency Team, she/he will lead the students, following the guide by the Emergency Team and leave the building calmly. **DO NOT USE THE ELVATOR. USE STAIRS ONLY TO GET DOWNSTAIRS.** Make sure every student keeps up.
 - Running, pushing, or disobeying the order of the Emergency Team is prohibited.

3. Assemble Location and Headcount:
 - All the classes will be assembled at the appropriate locations outside of the building. Classes from K to Grade 2 should stay at the Dixie Trail parking lot. All higher grades and others should stay next to the play ground (not inside the play ground) at Clark Ave. parking lot.
 - Each teacher should again conduct a headcount and report missing students to the members of Emergency Team.
 - Parents can stay with their children, but are not allowed to pick up them during the evacuation without the permission of the teacher.

4. Return to the building:
 - Once the Evacuation is dismissed and the building proves to be safe, the Emergency Team will lead the process of reentering the building.
 - Each classroom teacher is responsible for bringing her/his class back to the classroom. After arriving at the classroom, perform headcount again to make sure no one is missing.
 - Emergency team will check with each teacher of all classes for any incidence during the evacuation.

Evaluation Maps:

There are two evacuation routes: **Primary Evacuation Route** (solid line) and **Alternate Evacuation Route** (dashed line).



