

Emergency Action Plan Woodstock Middle School 2022-2023

Woodstock Middle School Crisis Team:

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Woodstock Middle School Evacuation Procedure:

- Alert issued over intercom for Evacuation. Office will announce if windows should be opened or closed and which location staff/students should report to.

1. Fire Drill Exits

Because of the COVID precautions, each grade level will exit the building through each cohort's specific exit only as follows: (students will line up in homeroom in designated areas):

- 5th grade students will exit through the stairway leading to the front lobby and will go out the front doors to the grass area at the front of the school
- 6th grade students will exit through the stairway closest to Ywarsky's and Rutkowski's rooms and will line up in the back of the building
- 7th grade students will exit through the center stairway and will line up outside those doors
- 8th grade students will exit through the stairway near the library and will line up outside those doors

2. Boys' Baseball field

3. Woodstock Academy "Loos Center for the Arts" or Woodstock Academy Gymnasium

- Do **NOT** use walkie-talkies or cell phones. Physical Education teacher will bring megaphone. Turn lights off and shut classroom doors.
- Teachers and students proceed to Evacuation area. Nurse will bring wheelchair outside to assist with transport of students needing assistance (students will have elevator key and should be assisted from classroom by nearest Para-Professional to meet nurse). Attendance is taken and reconciled with office.
- Remain at location until all-clear is announced or transportation is provided to an alternate location.

Woodstock Middle School Fire Drill Procedure:

- Students and teachers will discuss the exit route from each classroom monthly. Handicapped individuals will use the areas of refuge located at each stairway.
- Exit routes for each grade 2020-2021 only:

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- 6th grade students will exit through the stairway closest to Ywarsky's and Rutkowski's rooms and will line up in the back of the building
- 7th grade students will exit through the center stairway and will line up outside those doors
- 8th grade students will exit through the stairway near the library and will line up outside those doors
- Faculty members should **close their classroom door** upon exiting and take homeroom rosters and room key. **Staff members assigned to a radio should always have them in possession.** Staff and students should proceed in an orderly fashion to the nearest exit. No unnecessary talking by adults or students.
- Students should line up in the designated areas above by homerooms and be ready to receive directions from a teacher or staff member. Homeroom teachers will take attendance and inform office staff of any students absent from line.
- Remain at location until the all clear has been announced.

Woodstock Middle School Lockdown Procedure:

- In the event of a Lockdown **Drill**, the following announcement will be made:
 "May I have your attention please, a lockdown Drill is in progress."
- In the event of an actual lockdown the following announcement will be made:
 "May I have your attention please, a lockdown is in progress."
- Upon hearing either announcement, teachers need to:
 1. Direct any students in hallways into your room.
 2. Lock classroom doors
 3. Close windows (basement level only)
 4. Close window blinds (basement level only)
 5. Cover door windows.
 6. Turn off lights.
 7. Keep students away from windows and doors and keep quiet and calm.

When you hear **"The lockdown (drill) has ended,"** you may resume normal activities.

Woodstock Middle School Medical Alert Procedure:

- This procedure is to be used only in the event of a serious medical situation **such as unconsciousness, profuse bleeding, heart failure, choking, etc.**
 - Notify office of emergency type and name of student/staff member and location.
 - Office announces “Medical Alert”.
 - Students in affected classroom sent to neighboring classrooms during incident. All other students remain in classroom (soft lockdown).
 - All telephone lines will be kept open (this means do not call the office from your classroom). **No one is to leave the classroom until an all clear is sounded.**
 - Once All Clear is announced students and teachers will then go to their scheduled classes.