



Brook Hills Co-op Emergency Protocols 2024-2025

Each semester there will be at least 1 drill during the class hours to walk through protocols for emergency situations. The two main drills practiced will be for fire evacuation and severe weather. We do not practice a direct drill for a hostile event, but upper school students will gather after the fire drill to discuss what to do should there be a call for evacuation due to a hostile event or intruder on campus.

Parents and students will be notified by email prior to the weeks the drills occur.

Fire Evacuation

- *All teachers* - stop at the door and listen for a possible hostile event. If clear, follow directions below. If not, follow Hostile Event procedures.
- *Modulars* - Modular 4 exit to the right and proceed to the area of the parking lot *behind the dumpster* (this is located to the back of modular 4). Modulars 1-3 exit to the left and proceed to the back of the modulars. Everyone will go to the corner of the parking lot farthest away from the building.
- *First floor rooms* - exit the building through the front doors and proceed down the sidewalk to the right. Go out beyond the volleyball court approximately halfway down the lower section of the parking lot, past the electrical panel on the right.
- *Rooms 201-204* - exit the building through the side door on the right side of the building (closest to the modulars) and proceed to the area of the parking lot *behind the dumpster* (this is located to the back of modular 4). Go to the corner of the parking lot farthest away from the building.
- *Rooms 205-209* - exit the building through the side door on the left side of the building (closest to the student parking lot) and proceed to the area of the parking lot *beyond the volleyball court* approximately halfway down the lower section of the parking lot, past the electrical panel on the right.

Severe Weather

- In case of severe weather nearby, evacuate the modulars and the second floor. Proceed to the 1st floor. Students/teachers should take cover in Room 101, bathrooms, the hallway, and closets.

Hostile Event

Teachers/administrators will communicate course of action necessary (depending on the location and level of event)

- Shelter in place (a concerning event is off-campus or nearby)
 - Classes will continue but lunch will be inside. Extra security will be added for class transitions.
 - Classes in the modulars may be moved inside depending on the location and severity of the situation.
- Evacuation
 - Follow all fire protocols for exiting the modulars and main building
 - Students who gather at the dumpster will proceed as a group as directed by administrators and teachers.
 - Students who gather past the sand volleyball court will proceed as a group as directed by administrators and teachers.
- Lockdown
 - When possible, the classes in the modulars will be evacuated to the main student building.
 - Teachers sweep the nearby area outside the door (without leaving the room) to retrieve any students.
 - Classes will secure the doors, turn off all lights and wait for an "All Clear" announcement by administrators.