

**FIRE / DISASTER EVACUATION PLAN**

**Evacuation of the building is to be complete in case of fire or other disasters.**

**Director in Charge of Evacuation: Darla Depew**

**In the Event of My Absence: Alex Shank / Deb Sopko /**

**DeAundra O’Polka**

**On very rare occasions we may be notified by law enforcement of suspicious activity in the area. During those times the school will move to “lock down” status. The students and teachers will not be allowed to go out onto the playground or to move about to other areas of our property. Likewise, no one will be admitted into the school building including parents / guardians.**

**In the event a voluntary evacuation notice has been issued due to bad weather, you will need to come to the school and pick your child up right away.**

**In the event of seriously bad weather, SHP will follow the decisions made by Volusia County Schools. If they are in session, we will also be open. If they make the decision to be closed, we will be closed. You should listen to your local television, radio, or internet for school closings to guide you in knowing our situation. On other occasions, storm watches or warnings may be issued for our geographic area. We monitor those via weather radio and cell phones. These normally are in effect for short periods of time. Once a warning has been issued, all teachers and students will move to the interior hall of the building and remain there until the threat has passed.**

**In the event the school has to be evacuated due to fire, threat of violence or some other serious incident / condition (where it is necessary to be evacuated by emergencies officers), we will remove students from the building.**

**Due to unpredictable nature of emergencies we will use protocol to address the situation and handle it the best way we see fit. In most cases we will evacuate to our parking lot but if it is necessary to be further away from our building, we will relocate students and teachers to the Edgewater Police Department parking lot or Edgewater First Baptist Church parking lot or building. As soon as it’s possible, we will attempt to send out an email to all parents/ guardians regarding the situation including up-to-date information as we know it.**

**Parents and guardians play a key role in our safety plan. As we have mentioned before, it is critical that we maintain current and accurate information on how to reach you in the event of an emergency. Multiple contact sources such as (home, cell, work telephone numbers, email addresses, etc.) are helpful. Please keep these up to date!**

**Disasters that may happen when school is not in session:**

* **SHP will follow the closings posted by Volusia County School Board**
* **If conditions exists for more than one or two days SHP will make every attempt to contact each family and inform them of our conditions and our position or reopening.**
* **If phone lines are still available you may call the school number 386-428-7224 and listen for updates.**

**Emergency Numbers**

**School Phone: 386-428-7224**

**Director: 386-405-3006 (Darla Depew)**

**Safety Shelter In Place: First Baptist Church of Edgewater**

**Address: 130 E. Park Ave. Edgewater, FL 32132**

**Phone: 386-428-5212**

***\* First Baptist Church of Edgewater is located right across the street from Edgewater Police Station***