

Shelter in Place Policy

When a situation arises that would prohibit children from being picked up at their regular time, either due to an environmental emergency or an unanticipated emergency, the children will remain in the building.

- All exterior doors will remain locked.
- All windows will be closed.
- The children will be able to move freely in their classrooms and will be able to use the bathrooms when needed.

During severe weather emergencies, the MNS staff will relocate all children and staff to the basement of the school.

Should there be an emergency that requires the children to be secured under lock-down for an indefinite period of time, the children will remain in the building and in their locked classrooms. No persons will be able to enter or exit the building until notified by the MNS administration. When dismissal can occur, all children will be dismissed by class at the school foyer; parents will remain outside and each child will be released to parent/caregiver through front doors of school.

Teacher Responsibilities:

- Receive notification
- Engage the lock-down procedures
- Wait until "all clear" notification to resume activity
- Log the drill in the Safety Drill Log

Administration Responsibilities:

- Communicate the emergency to teaching staff
- Call police/9-1-1 as necessary
- Make sure exterior doors are locked
- Notify church office of the emergency
- Notify parents of lock-down and instruct parents to remain away from school until