

## Notification of Emergency:

Stewart School utilizes an overhead paging/intercom system to notify all students and staff of any potential danger or announcements that may affect their safety in school. It is published in the Student Catalog that any non-school time announcements will be made over social media groups, the radio, and television stations. This is regarding weather related situations, as well as student emergency issues. Stewart School conducts tests of emergency response, storm sheltering, and evacuation procedures annually.

## Emergency Response & Evacuation Personnel:

School Director	Angela Taylor 1-605-336-2775 ext. 3
Asst. School Director	Angi Marso 1-605-336-2775 ext. 5
Academic Director	Danielle Bouwman 1-605-336-2775 ext. 4

## How To Report an Emergency:

Call 911 from a landline phone and calmly state:

- Your Name
- The building and room location of the emergency.  
Stewart School  
604 N. West Avenue  
Sioux Falls, SD 57104
- The nature of the emergency-fire, chemical spill, etc.
- Whether injuries have occurred.
- Hazards present, which may affect responding emergency personnel.
- A phone number near the scene where can be reached. 605-336-2775

## Evacuation Procedures:

Stewart School has an evacuation procedure that is reviewed at orientation and assemblies. Emergency and Fire evacuation routes are posted throughout the school. The overhead paging/intercom system is used to verbally notify the students in case of an emergency.

## Designated Safe Area:

- Weather Emergency: Advance Classroom, Massage Classroom, Spa Classroom, Student Bathroom, and the inner hallways.
- Fire Emergency or Bomb Threat: Vacate the building through the nearest exit (exits posted throughout the school).
  - North Exit: Proceed across Lake Avenue to the park where emergency response and evacuation personnel will meet you.
  - East Exit: Proceed across Lake Avenue to the park where emergency response and evacuation personnel will meet you.
  - West Exit: Proceed across the frontage road to gather in the median between

## Emergency Preparedness Plan

the frontage road and West Avenue where emergency response and evacuation personnel will meet you.

### Building Evacuation:

Upon hearing the announcement, or seeing a fire or dangerous situation inside building, begin evacuation procedures.

- Keep yourself and others calm, do not run! Crawl if overwhelmed by smoke.
- Quickly proceed to nearest exit, using the posted planned evacuation route, if necessary, to North, West or East exit door.
- Educators take your Attendance Log Chromebook from the classroom.
- Report immediately to the designated safe area so we can ensure everyone is accounted for.
- Wait for instructions from emergency response and evacuation personnel. Do not re-enter the building until told it is safe to do so.

### RACE:

If you discover fire or smoke, do not panic!

- **Remove/Relocate** individuals away from danger, if possible, without endangering your safety.
- **Active Alarm** – Call 911.
- **Confine/Contain** fire and smoke by closing doors and windows.
- **Extinguish/Evacuate** – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

### Building Safety Systems:

Fire Extinguishers: Location of Extinguishers, as well as the types of extinguishers and location will be reviewed upon orientation and during yearly fire drill. Fire extinguishers are located throughout the building. As well the location of fire extinguishers and nearest exits are posted throughout the building.

First Aid Kit (For minor injuries not requiring medical attention): There is a First Aid Kit in the dispensary.

### Hostage/Intruder Situation Plan:

**Studies show that the most successful way to get out of trouble in an active shooter situation is to run away, but you need to know where to run to. Stewart School holds drills to prepare students of different situations to be prepared to act quickly and decisively.**

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

## Emergency Preparedness Plan

### School Director/Designee

1. Immediately notify Police (911).
2. Initiate Action Secure Building by paging CODE RED
  - a. Educators lock your classroom doors and do not let students leave the classroom until the police evacuate them. Move away from windows and doors, shelter behind furniture if available.
  - b. Advise Students and others to stay off their phone to prevent from locking down the phone system.
3. Monitor the hostage situation the best you can without doing anything to exacerbate it.
4. Follow instructors of law enforcement officials who will take over when they arrive on site.

### Staff

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s)
5. Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
6. Constantly be alert and prepared for violence.

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, co-workers, and guests. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such people to become violent.

***If an individual(s) enters campus and acts in a threatening way (with or without a weapon) or begins firing a weapon, the following actions will be taken:***

### School Director/Designee:

1. Utilize the paging system with a Code Red to alert students and staff.
2. Immediately notify Police (911) and appropriate law enforcement agencies.
3. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
4. Initiate student release procedures and/or evacuation procedures only if it becomes necessary.

## Emergency Preparedness Plan

5. In classrooms, lock the classroom and stay away from doors and windows.
6. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action, Duck, Cover, and Hold (get down low and secure yourself out of sight of the intruder as best you can); this should be done **only when there is no chance for students to reach safer areas**.
7. Students that are locked in safe rooms should remain there until the police remove them.

## Severe Weather Plan

Severe weather includes Tornadoes, Severe Thunderstorms, Violent Snowstorms and Flooding.  
Weather Safe Area: Inner Hallways, Basics room, Student break room.

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Co-workers should be alerted to close all windows, inform students of the building's safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious, and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and co-workers to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Educators move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all clear has been issued.
- Advise Students and others to stay off their phone to prevent from locking down the phone system.

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### Violent Snowstorm/Flooding:

In the event of a violent snowstorm or flooding, co-workers and students will be notified of early dismissal/school closing (or allowing students to stay till weather clears) by: Teacher's announcement, phone call to the students, announcements to be made on local radio/television news channel and Facebook.