

Safety Procedures Quick Reference Guide

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FIRE/EVACUATION

- **SIGNAL:** Alarms, flashing lights in classrooms, communication via walkie
- **WHAT YOU'LL NEED:** Class roster; two-way radio; your cell phone with admin numbers; NURSES – critical student meds and a first aid kit.
- **PROCEDURE:**
 - Students are to line up in a straight line and remain silent for the duration
 - Grab needed items, direct students to the nearest exit, close any doors behind you and follow closely behind students
 - Proceed out of the nearest exterior exit; never cross back in front of the building
 - Carefully escort students to designated gathering area; if blocked or inaccessible, move the group clear of the surrounding buildings to the closest, safest spot, using caution when crossing streets and staying clear of any Emergency Services
 - Account for all students on the attendance roster and report to admin if separated (862-754-0167 – Operations Hotline)
 - Use the double-sided sheet: **Green**/all student(s) are accounted for, **Red**/missing student(s)
- **ALTERNATE DISMISSAL SITE, BOTH CAMPUSES:** If instructed, proceed to NJIT Wellness and Events Center - 104 Lock St, Newark, NJ 07103 (NEVER SHARE EXTERNALLY); contact admin upon arrival

SOFT LOCKDOWN

- **PURPOSE:** Missing students or other times when we need all students accounted for, supervised, and not in the hallways
- **SIGNAL:** Via two-way radio or paging – “Clear the Hallways and Hold in Place”
- **CLEAR SIGNAL:** “All Clear, Proceed as Normal” or alternate instructions from admin
- **PROCEDURE:**
 - Hold all students in your classroom; no transitions or other non-emergency movement unless instructed
 - Check the hallways; direct students you find back to their classrooms or supervise the student in your room until their proper location can be determined (contact admin for support if needed)
 - Students should not leave the room for any reason beyond bathroom emergencies (one student at a time)
 - Close your door and proceed as normal until given further instruction

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FULL LOCKDOWN

- **SIGNAL:** via two-way radio or paging – “There’s a falcon on the rooftop”
- **CLEAR SIGNAL:** “The falcon has left the rooftop”
- **PROCEDURE:**
 - Get students away from the windows and the doors, seated silently in a corner on the floor
 - As students move, lock the door and pull the shade; if a student is outside the room, pull them inside
 - Take an accounting of students; report to Operations via email if you are missing students
 - Stay silent and still for the duration. Do not respond to knocks on the door or calls from outside the room until after you get the clear signal
 - When in shared spaces or outside classrooms – get behind a closed door, stay out of sight, and stay silent
 - Monitor two-way radio for updates