

**EMERGENCY PHONE NUMBERS**

ASFA nurse .....	(205) 747-9234
Fire and Police (emergency only).....	911
Birmingham Police.....	(205) 328-9311
Birmingham Fire and Rescue.....	(205) 254-2052
Sheriff's Department.....	(205) 325-1450
Alabama State Troopers.....	(205) 322-4691
JC Emergency Management Agency.....	(205) 254-2039
National Response Center (toxic chemical and oil spill).....	1-800-424-8802
Poison Control.....	1-800-222-1222

**HELPFUL PHONE NUMBERS**

Safe School Hotline.....	1-888-728-5437
Crisis Center.....	(205) 323-7777
Crisis Center (Teen Line) .....	(205) 328-5465
City Action Partnership (CAP) .....	(205) 251-0111

## EMERGENCY PROCEDURES

The first and probably most important step in emergency preparedness is to familiarize yourself with your surroundings. Then, envision an actual crisis unfolding in as many different ways as you can imagine, and ask yourself questions about how you should respond. This can prepare you to meet unexpected developments without panic.

Please review these plans with each class. It would be most effective to walk them through the procedures if you can.

### ALARMS:

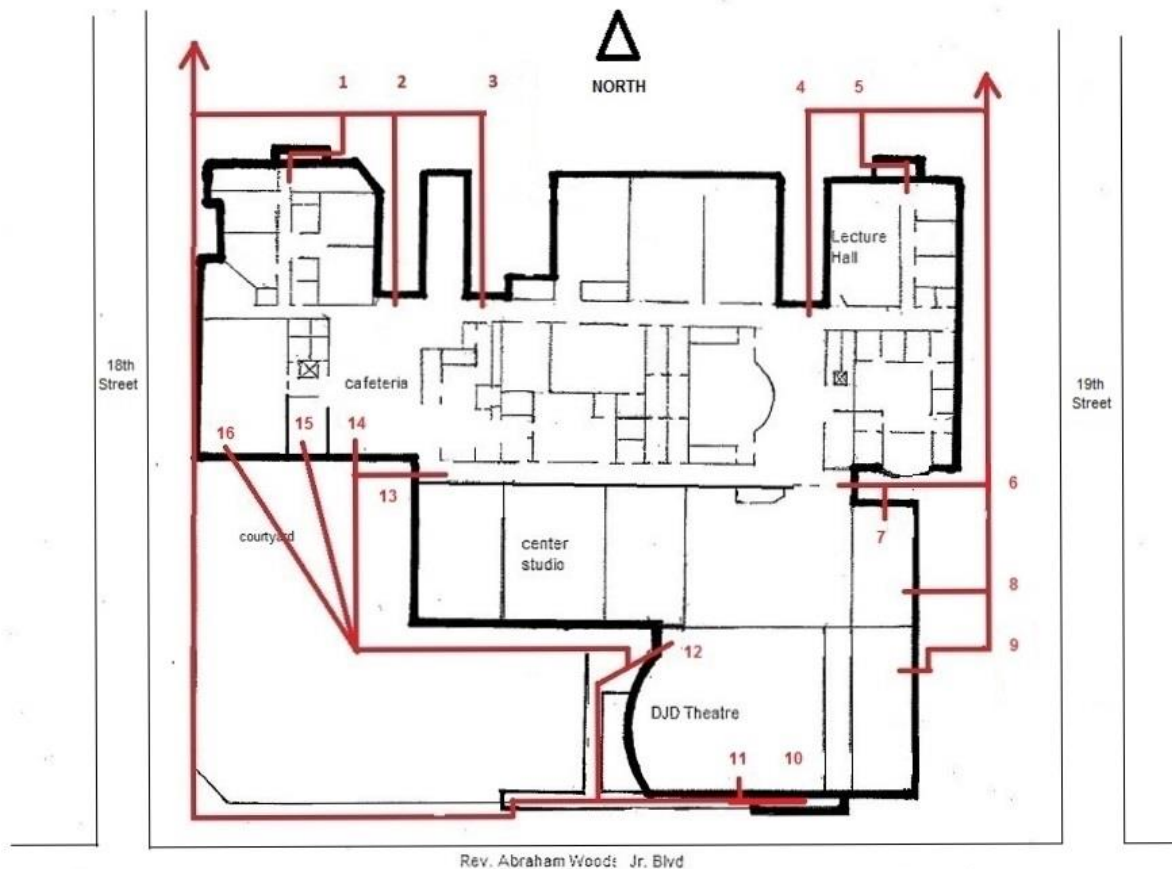
HORN and STROBES (sustained) – This alarm indicates fire, smoke, chemical spill, or any other hazard within the building. Evacuate the building and gather at the designated staging area.

SHORT BELLS (long series)– This alarm warns of possible severe weather or other exterior threat that necessitates the assembly of all occupants in the safest part(s) of the building. Calmly proceed to the assigned safe place within the building.

INTERCOM ANNOUNCEMENT of “LOCKDOWN” – This alarm signifies a threat of physical harm to individuals near or within the school. Gather all nearby students into your area. Lock the door(s), block the windows, turn out the lights and wait *quietly*.

## EVACUATION: INTERNAL HAZARD (FIRE, SMOKE, CHEMICAL)

1. The installed alarm – a sustained horn with flashing strobes – will sound.
2. Each teacher will initiate the Evacuation Plan following the route posted in each room. (The teacher will have reviewed the route with each class at the beginning of the school year, and should frequently confirm that an Evacuation Map is in a conspicuous place near the room exit.)



## FIRST FLOOR OCCUPANTS

All occupants of the main school building should exit through the nearest exit:  
DJD Theatre – follow the nearest exit signs to exit through the main entrance (6) of the theatre to 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Or exit through the doors on the south (10, 11) and west (12) sides of the building. Follow the walkway to the sidewalk on Reverend Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

DJD lobby – exit through the main entrance (6) to the 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Backstage – follow the exit signs through the north door (7) or east door (8) onto the 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Scene Shop – exit through the east door (9) to the 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Main Office – exit into the southeast stairwell and through the main entrance (6) of the theatre to 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Gallery – exit through the DJD lobby and out the main entrance (6) of the theatre to 19<sup>th</sup> Street sidewalk.

Or exit through the lobby entrance (4). Head north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

East Dance Studio and Dance Dressing Rooms – exit through the DJD lobby and out the main entrance (6) of the theatre to 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Center Studio, West Studio, Drawing Studio – exit through the doors at the west end of the hall (13) into the courtyard, around the back side of the building to the walkway behind the DJD theatre and onto the sidewalk of Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Kitchen – exit to the south, through the doors at the west end of the Dance Hall (13) onto the courtyard, around the back side of the building to the walkway behind the DJD theatre and onto the sidewalk of Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Or exit to the north, through the service entrance (3). Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Cafeteria – exit onto the courtyard (14), around the back side of the building to the walkway behind the DJD theatre and onto the sidewalk of Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Or exit to the north, through the cafeteria entrance (2) Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

West Art Studio – exit through the south studio doors (16) or the southwest stairwell doors (15) onto the courtyard, around the back side of the building to the walkway behind the DJD theatre and onto the sidewalk of Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Math and Science Wing – exit through the north stairwell door (1) and head west. Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Health and Wellness – exit into the hallway and out of the service entrance (3) and head west. Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

North Art Studio, Costume Shop – exit through the service entrance (3) and head west. Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Black Box Theatre, Recital Hall, TA Dressing Rooms – exit through the lobby entrance (4) and head east. Turn north at 19<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Lecture Hall - exit through the lobby entrance (4) or out of the north CW exit (5) and head east. Turn north at 19<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Creative Writing Wing – exit through the north CW exit (5) and head east. Turn north at 19<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

## SECOND FLOOR OCCUPANTS

All occupants of the academic wing and Music Dept. in rooms 239/240 – 263/265: use the east stairwell, through the bottom stairwell doors into the DJD Theatre and exit east through the main entrance (6). Head north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

All occupants of the academic wing in rooms from the Resource Center to rooms 237/238: use the west stairwell, through the doors at the bottom (15) into the courtyard, around the back side of the building to the walkway behind the DJD theatre and onto the sidewalk of Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

All occupants of the second floor Math/Science wing: use north stairwell, exit through the door at the bottom (1) and head west. Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

## THIRD FLOOR OCCUPANTS

Boys Hall: use the east stairwell, exit through the doors at the bottom and out the main entrance (6) to the 19<sup>th</sup> Street sidewalk. Turn north. With extreme caution, cross 9<sup>th</sup> Av. N. to gather in the parking lot beyond.

Girls Hall: use the west stairwell, exit through the doors at the bottom (15) to Rev. Abraham Woods, Jr. Blvd. Head west and turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

Student Services: use the north stairwell, exit through the door at the bottom (1) and head west. Turn north at 18<sup>th</sup> St. With extreme caution, cross 9<sup>th</sup> Av. N. Turn east to gather in the parking lot on the corner of 9<sup>th</sup> Av. and 19<sup>th</sup> St. N.

3. If the primary evacuation route is blocked by fire, an alternate route will be taken. (Each teacher should be familiar enough with floor plans to determine an alternate route if necessary.)
4. Teachers should carry their Emergency Procedures folder with them. Make certain that current class rosters are always kept in the folder.
5. The teacher will keep students moving rapidly in an orderly manner.
6. The teacher will take roll and report any missing student to administration as soon as possible. (Do not leave your students. Hold up the red signal sheet. Administration will come to you.)
7. The Executive Secretary will have called emergency services.
8. Administration will monitor the situation to determine and communicate any further action to be taken.

When safe to reenter the building, a second extended bell will sound, and administrators will notify evacuees in person, with hand signals, and/or by cell phone.

**NOTE: Never use, or allow use of, an elevator.**

**Furthermore**, please understand that the preceding evacuation plan is for escaping a hazard emanating from within the building. Should there be a risk outside, the school would coordinate with local authorities to direct you to the safest exits and destinations. Probable objectives would include Linn Park (A) or Marconi Park (B) to the southeast; Kelly Ingram Park (C) or Railroad Park (D) to the southwest; or Arthur Shores Park (E) to the north.



## **RETREAT TO SAFE AREA: EXTERNAL HAZARD (SEVERE WEATHER, ENVIRONMENTAL THREAT)**

1. At the ringing of the bell (a long series of short rings) all persons will gather in the Dorothy Jemison Day Theatre as quickly as possible.
2. Don't panic.
3. Teachers will monitor evacuation of the 1<sup>st</sup> and 2<sup>nd</sup> floors. Staff members will monitor the evacuation of the 3<sup>rd</sup> floor during school hours, and the Residential Life staff will monitor evacuation after school hours.

Keep students moving until settled safely in the theatre.

### **FIRST FLOOR OCCUPANTS**

Cafeteria: Use the Theatre (north) or Dance (south) hallway and enter the Dorothy Jemison Day Theatre to sit in the seated area.

Dance & Visual Arts Depts: use the Dance (south) hallway to enter the Dorothy Jemison Day Theatre to sit in the seated area.

Theatre, Health & Wellness, Recital Hall: Use the Theatre (north) hallway to the lobby, and enter the Dorothy Jemison Day Theatre to sit in the seated area.

Math/Science Dept: Use the Theatre hallway to the lobby and enter the Dorothy Jemison Day Theatre to sit in the seated area.

Administrative Office: Evacuate through the lobby to enter the Dorothy Jemison Day Theatre to sit in the seated area.

Creative Writing: Exit classrooms through the lobby to the Dorothy Jemison Day Theatre to sit in the seated area.

### **SECOND FLOOR OCCUPANTS**

Occupants of the Music Dept. in rooms 248 - 265: Use the east stairwell to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

Occupants of the academic wing in rooms 239 – 246: Use the east stairwell to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

Occupants of the academic wing in rooms from the IRC to room 238: Use the west stairwell and the Dance (south) hallway to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

All occupants of the Math/Science wing: Use the north stairwell and Theatre (north) hallway to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

### **THIRD FLOOR OCCUPANTS**

Boys hall: Use the east stairwell to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

Girls hall: use the west stairwell and the Dance (south) hallway to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

Student Services: use the north stairwell and the Theatre (north) hallway to the lobby, then into the Dorothy Jemison Day Theatre to sit in the seated area.

Teachers – Escort your students to the designated area, and have them sit calmly in the seated area, filling in the seats *from the south side to the north*. Classes will sit together as a group.

Take attendance as soon as your class is assembled in its designated area. If a student that was in your class is not with your class at the time you take attendance, notify an administrator by holding up the red signal sheet. An administrator will come to you.

Stay with your class at all times until the warning is lifted and you are dismissed back to your classroom.

Administrators will signal the end of the warning. Return to the class you were in at the time of the warning. Take attendance again to account for all students. Notify an administrator immediately if anyone is missing.



## **LOCKDOWN: CONCEALMENT FROM INTERNAL OR NEARBY THREAT OF VIOLENCE.**

The following procedures have been developed for times that it becomes necessary to put the campus on "lockdown." A lockdown will be initiated in the event of an intruder on campus, a hostage situation on or near the campus, an act of violence on or near the campus, an introduction of hazardous conditions outside the building, or as administration deems appropriate. The goal of the lockdown is to provide concealment of students, staff, and self during times of potential danger.

### **Lockdown is called**

The administration has become aware of an event or conditions that warrant the necessity to lock down the campus. A general announcement of the lockdown will be made over the intercom system, to be followed by a Schoolcast message to ASFA staff. (This initial alert must be contained to the building.)

### **Duties during lockdown**

All faculty and staff should react *immediately*, gathering, as can be safely done, those students who are outside the building and in common areas (computer lab, hallways) and ushering them away from the threat and/or into the nearest securable area. Lock the door, close blinds, block the window, and turn out the lights. Take roll to know who is in your care. As is possible, gather the students in an area in which they are not immediately visible should someone enter the door. Keep them calm and **quiet**.  
Do not open the door under any circumstance.

Site Emergency Team members will monitor the lockdown in their respective areas of the building:

The Executive Assistant/Recruitment Coordinator in the main office, or the Student Care Coordinator/Resident Assistant at the dorm desk will announce the lockdown, and contact IT to initiate a Schoolcast alarm to teachers and staff.

Executive Director/ Chief Financial & Operations Officer – First Floor: east to west.

Student Care Coordinator/ Head of Maintenance – First Floor: west to east.

Director of Curriculum and Instruction/Registrar – Second Floor east to west.

Director of Student Support Services/Assistant – Third Floor, Second Floor west to east.

The duties of the administrators will be to: establish and maintain contact with the authorities and each other; to check all hallways and bathroom doors in their areas of responsibility; and to escort any students, faculty or staff to the nearest area designated for shelter, unlocking the door for admittance. The administrator will also secure spaces occupied by substitute teachers for the day who have no ability to secure their space. Students will sit either on the floor, or in the desks if available - away from any doors or windows.

Once their space is secure, the teachers' responsibilities are to manage the students in their care and wait for their door to be unlocked from outside by an emergency team member. Should communication from the classrooms be necessary the intercom and email systems may be used, as well as personal communication devices.

## **Locations during lockdown**

Due to the complex nature of scheduling at ASFA and the location of students at various times of the day, the locations used is a large list, but should be inclusive of every students' schedule for the day. **NOTE: Occupants of all bathrooms and music practice rooms should lock the door to the hall immediately upon hearing the alarm.**

### **FIRST FLOOR**

#### **Creative Writing**

Classroom and Lecture Hall doors will be locked.

The door entering the Creative Writing wing will be locked by the responsible administrator to limit access.

#### **Dance**

All students will remain in the studio/dressing room that they are in when the alarm sounds. Dance faculty will secure the dressing rooms and studios.

Lunchroom/Cafeteria

All students will be directed by the lunchroom staff, monitors and administration to the west dance studio (160).

#### **Visual Arts**

All students will remain in the studio that they are in. Visual Arts faculty will secure the studios/gallery.

Math/Science First Floor

Math/Science administration and staff will secure the M/S entrance door from the cafeteria and the stairwell door.

Classroom teachers will lock doors and close blinds.

#### **Kitchen**

Staff will secure all doors before locking themselves in the pantry.

#### **Theatre Arts**

All students will be located either in the Black Box Theatre, Costume Shop (124B), scene shop, or the dressing rooms. The theatre arts faculty will secure these spaces.

#### **Health & Wellness**

Staff will secure hall doors and bay door.

**Recital Hall**

Staff will secure both hall doors.

**Front Office**

Staff will secure the entrance doors to the office and use the offices for safety.

**Dorothy Jemison Day Theatre**

Ground Level: students should be secured in the dressing rooms.

Tech Levels 2 & 3 – Students should gather in the control room, lock the door, and sit beneath the window.

**SECOND FLOOR****Academic Hallway**

All rooms on the academic hallway are to be secured by the teachers during the lockdown. Doors locked and windows blocked.

**IRC (206)**

The IRC will be locked and all students and staff will use the library workroom.

**Math/Science Labs (265,269,268,266)**

Classroom teachers will lock doors and close blinds.

**Music**

Teachers will secure the music classrooms of 263, 265. Occupants of practice rooms should immediately lock the door and hide from sight, behind the piano if and as possible.

**THIRD FLOOR**

All residents are to lock their doors, turn out the lights, and sit in a corner just beyond the closet/entry area.

**Responsibilities during the lockdown**

All faculty and staff, other than specified administrators, are to supervise the students. Again, as is possible, gather the students in an area in which they are not immediately visible should someone enter the door. No one is allowed to leave the secured rooms until an administrator unlocks the door and declares that the threat has passed.

**Ending the Lockdown**

Once the emergency or threat of emergency has passed, instructions for further action will be given personally, via the intercom, email, and/or Schoolcast.

## **POWER OUTAGE**

In the event of a power outage, all personnel will ensure that their personal cell phones are on. Teachers will keep students calm and in place until told otherwise by an administrator.

The Receptionist and the Assistants to the Executive Director, the Director of Curriculum and Instruction, and the Director of Student Support Services will call Alabama Power at 1-800-888-2726 to report the outage and, if possible, get an assessment of the extent and potential duration of the outage. Information will be forwarded to Administration via cell phone.

Site Emergency Team members will begin patrolling their respective areas while communicating with each other via radio or cell phone:

Executive Director/ ED Assistant (as available) – First Floor: east to west.

Facilities Manager/Chief Financial & Operations Officer – Dorothy Jemison Day Theatre  
Student Care Coordinator/ H&W Coordinator – First Floor: west to east.

Director of Curriculum and Instruction/Assistant (as available) – Second Floor east to west.

Director of Student Support Services/Assistant (as available) – Third Floor, Second Floor west to east.

The Head of Maintenance and the Head Custodian will check elevators to make sure no one is trapped. If necessary, the Head of Maintenance will contact a qualified elevator mechanic.

Upon determining a plan in coordination with the Head of Maintenance and local authorities, administration will advise teachers and staff via Schoolcast or personal cell phone

## **EARTHQUAKE**

With the first sensation of tremors, all staff members should instruct students to:

**DROP** to the ground,

Take **COVER** by getting under a sturdy desk or table, and

**HOLD ON** to it until the shaking stops.

Turn on personal cell phones.

Immediately report any injuries to the school nurse, the administration, and/or 911.

Await further instruction from administration via intercom, Schoolcast or cell phone.

## **AFTER HOURS EMERGENCY RESPONSE**

As soon as the Residential Life staff becomes aware of a possible safety issue - through NOAA radio alert, activation of installed fire alarm, or any indication of violence on or near campus – they will work together according to pre-determined plan to protect those residents known to be in their care, that is to say those not in rehearsal\* or signed out. The Residential Life emergency plans should reflect the strategies employed in the school crisis plans as closely as possible. For example:

**Inclement weather** – Before curfew, cafeteria occupants should use the Dance (south) hallway to the lobby and into the Dorothy Jemison Day Theatre to sit in the seated area. Study Hall occupants should use the west stairwell and the Dance (south) hallway to the lobby and into the Dorothy Jemison Day Theatre to sit on the stage or in the seated area closest to the stage, and any occupants of the practice rooms should use the east stairwell to the lobby and into the Dorothy Jemison Day Theatre to sit on the stage or in the seated area closest to the stage. Third floor occupants, before and after curfew, should use the stairs (boys east, girls west and the Dance hallway) to the lobby and into the Dorothy Jemison Day Theatre to sit in the seated area.

**Fire** – If before curfew, with the sounding of the installed alarm (sustained horn and strobes) the RA on desk duty will announce the evacuation of the building over the intercom. The RL staff will sweep all floors room by room, instructing students to leave the building using the routes specified in the general plan.

After curfew, the RL staff will facilitate evacuation room by room. Boys will use the east stairs to exit through the lobby doors, through the parking lot, and through the gate to gather in an open area just beyond. The girls will use the west stairs to exit through the cafeteria doors and gather just beyond the fence on the west end of the building. Staff will follow and account for all residents in their care. Staff will then implement subsequent procedures as directed by first responders.

**Lockdown** – Immediately upon learning of, or even suspecting, an act of violence on or near campus, R.L. staff will begin sweeping all floors to locate students and usher them into the nearest securable area. Students will be instructed to lock doors, turn off lights, and **wait** quietly until the door is unlocked from outside and they are told the threat has passed.

**\*IMPORTANT NOTE:** The teacher who requires, invites, or allows a commuter student to stay after regular school hours is responsible for that student.

## **EMERGENCY DURING DROP OFF/PICK UP TIMES**

With the sounding of a given alarm, Evacuation, Retreat, and Lockdown plans will be initiated by all staff on hand for all students on campus at the time. All ASFA staff should review ***all*** emergency response plans frequently so that an immediate response is perfunctory.

## **GENERAL SECURITY NOTES**

Beyond having a planned response to a threat we are made aware of, there are other measures we must put into practice to ensure security:

- During regular school hours, do not open a locked door for anybody, even for a current student or known parent. All traffic between 7:55 and 4:40 must enter through the main (northeast) entrance. Child Nutrition, Maintenance, and Housekeeping will admit and supervise service providers that come to the entrance in that area.
- All visitors, including former students, former employees, and spouses, must enter through the main entrance and sign in with the receptionist.
- Take roll promptly and post as soon as possible. Knowing who is here when is a security issue, as well as a matter of liability. To that end, all students must report to every STAR, study hall, enrichment class, and homeroom to sign in before reporting elsewhere - and should only leave if another adult assumes responsibility.
- If you ask or allow a student to leave the confines of the building/courtyard area during regular school hours – to feed the meter, take trash to the dumpster, etc. – you must escort that student.
- When you leave the building, please make sure the door latches tightly behind you. And please don't leave through a door that will set off an alarm. The cafeteria and main lobby doors should suffice.