

Emergency Operations Plan

Every effort is made to prevent disruptions to the day-to-day activities at ASMS. However, ASMS will do everything possible to ensure student and employee safety. This means all community members must be prepared for emergency situations. As such, emergency drills will be conducted periodically. While drills are a periodical reality, community members should assume that any alarm is an actual emergency and react as such. Any time an evacuation occurs, Residence Life Staff will conduct a roll call to ensure the whereabouts of all students.

School Lockdown Safety Plan

ASMS uses a four-tiered alert protocol:

1. Heightened Awareness: There is potential for an unusual situation, and all community members should have heightened awareness to react as needed.
2. Secure Your Area of Responsibility: A specific incident has occurred, such as a medical emergency or a threat to oneself, and school personnel shall secure their area of Responsibility to decrease the risk of further incidents.
3. Secure Perimeter: A potential threat or danger does exist or has occurred within the community or neighborhood, and all parties should be aware of reacting as needed.
4. Lockdown: Recognition of potential immediate danger. Take immediate action using the safest and best option for survival. Lockdown Alert protocols will take effect.

Lockdown Alert

A warning will sound stating that the campus is in “lockdown” mode. This warning system will be used in the event of discovered weapons, suspicious intruder, shooting, hostage situation, or as the President or Security Team deems appropriate. If a lockdown drill has been announced, there is no need to “run,” and students and staff will remain “locked down” wherever they are when the drill begins.

Recent national tragedies remind us that the risk is real: An active shooter incident can happen in any place at any time. The best ways to make sure you and your loved ones stay safe are to prepare ahead of time and be ready. Taking a few steps now and mentally rehearsing what to do can help you react quickly when every second counts.

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

Active Shooter Event Characteristics

- Victims are typically selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

Take an Active Role in Your Own Safety

- If you see something suspicious, say something
- Identify exits and good places to hide
- Be aware of your environment and any possible dangers. Take note of the two nearest exits in any facility you visit. If you are in an office, stay there and secure the door. Attempt to take the active shooter down as a last resort

Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter
- Number of shooters
- Physical description of shooters and number and type of weapons held by shooters
- Number of potential victims at the location

Run, Hide, Fight

“Run, hide, fight” is not linear, and it should be clear that either running, hiding, or fighting could be an appropriate initial response, depending on the circumstances. 911 should be called if a shooter is spotted.

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE

- Hide in an area out of the shooter’s view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

When “Locked Down” in a Room

- Go to the nearest room. Lock the door.
- Move away from the windows.
- Turn off lights.
- Keep calm and quiet.

How to Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Always keep hands visible
- Avoid quick movements toward officers (such as holding on to them for safety)
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

Use the following chart to “hide” if appropriate when a lockdown is announced:

Location:	Students should be locked down in:
West Campus	Black Box or Art Studio
Cafeteria	Cafeteria
Library/Study Rooms	Media Room and Library Office
Bedsole 208	Bedsole 208
Mincy Building	Classrooms
Residence Hall Lobbies	Residence Hall Rooms
Bedsole 1stFloor/Gym	Classroom 130/131
Building Hallways	Nearest Rooms or Offices
May Building	Offices and Classrooms
Auditorium	Auditorium, Auditorium Foyer, or Auditorium Stairwell
Makerspace	Restrooms and Classrooms
Wilson Building	Classrooms

Fire Safety Emergencies

Immediate evacuation of one or more buildings may be required in case of a fire or other life-threatening emergency. Any faculty member, a staff member, or student may initiate the evacuation of a building upon discovery of a fire or other life-threatening condition by locating and operating a pull station. A pull station is in every building corridor. Additionally, campus fire-detection systems may automatically activate the alarm in the event of a fire, alerting all occupants to evacuate the buildings. It is imperative that all community members evacuate buildings once an alarm sounds and proceed to the designated assembly areas so that all community members may be accounted for. The faculty/staff member who oversees the students at the time of the evacuation is responsible for the orderly evacuation, accountability, and the assurance that all said students have exited the area. Each building has its own evacuation procedure with an evacuation route map posted in hallways and assembly areas.

Important

- No one should re-enter a building until the “All Clear is given” via the PA system or by megaphone.
- Elevators should NEVER be used to evacuate.
- Do not assemble in the cul-de-sac or on the road in front of the boys’ dorm.
- Do not assemble near any building, including on the front steps of the Auditorium.
- Standing along our iron fences near the north and south lawns is recommended.
- Remain in your area until the “All Clear” is given.

Fire Alarm Procedures

Fire Alarm Building Monitors: When possible, Monitors will check immediate areas to make sure all community members have evacuated. The goal is to evacuate all buildings in under 4 minutes.

Building	Monitors
Bedsole	Front Desk, Custodial, and Library Staff
Mincy	Faculty Members
Admin	Student Affairs, Academic Affairs and Cafeteria Staff
Ben May	Student Affairs Staff
Girls' Residence Hall	Student Affairs and/or all available staff and On-site RLCs
Boys' Residence Hall	Maintenance Staff, Student Affairs, and On-site RLCs
West Campus	Arts Instructors, Coaches, or Makerspace Instructors
E.O Wilson Science Research Center	Faculty Members

Bedsole Building/Gym

1. Personnel in the gym, locker rooms, and fitness center should evacuate through the south exit and assemble on the front lawn away from any building.
2. Occupants of all other first-floor recreation areas, lobby, and offices should evacuate through the south exit and assemble on the lawn away from any building.
3. Occupants of the library and all other second-floor areas/offices should evacuate through the south exit and assemble on the lawn in front of the girls' dormitory but away from any building.
4. When possible, faculty and staff building monitors should check bathrooms, recreation areas, etc. to ensure that all community members have exited the building.
5. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Administration Building

1. All occupants of the first floor and cafeteria should evacuate through the east or west exit and assemble on the north lawn away from any building.
2. All occupants of the second floor should evacuate through the west stairwell and assemble on the north lawn away from any building.
3. All occupants of the third floor will evacuate through the east stairwell and assemble on the north lawn away from any building.
4. When possible, staff building monitors should check all floors to ensure that everyone has evacuated the building.
5. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Ben May Building

1. All floors should evacuate through the east exit and assemble on the north lawn away from any building.
2. When possible, faculty monitors should check all classrooms and bathrooms to ensure that all students and occupants of the first and second floors have exited the building.
3. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Mincy Building

1. The first floor should evacuate the building through the east exit and assemble on the north lawn away from any building.
2. The second, third, and fourth floors should evacuate the building through the west stairwell and assemble on the north lawn away from any building.
3. When possible, faculty building monitors should check all classrooms, bathrooms, etc. to ensure that all community members have exited the building.
4. Faculty should bring their class rosters with them and advise all students to stay with their classes.

E.O. Wilson Science Research Center

1. Personnel on the first floor should evacuate through the north exit and assemble in the parking area away from any building.
2. Occupants of second-floor areas/offices should evacuate through the south exit and assemble in the parking area away from any building.
3. When possible, faculty and staff building monitors should check bathrooms, common areas, etc. to ensure that all community members have exited the building.
4. Faculty should bring their class rosters with them and advise all students to stay with their classes.

In the Event of a Science Building Lab Fire

- Assist any person to safety if they are in immediate danger – if doing so can be accomplished without risk to yourself.
- Immediately activate the building fire alarm system by pulling a manual fire alarm. This will initiate the fire alarm to evacuate the building.
- If the fire is small, the supervising instructor should use a nearby fire extinguisher to control and extinguish the fire. DO NOT fight the fire if these conditions exist:
 - The fire is too large or out-of-control.
 - The atmosphere is toxic.
- If the first attempts to put out the fire fail, evacuate the building immediately.
- Close doors, and if possible, windows as you leave the room or lab.
- DO NOT wedge open lab doors; lab doors will help to prevent heat, smoke, and toxic gases from entering the egress corridors.
- Follow the above-mentioned Science Building procedures.

Girls' Residence Hall

1. Ideally, the first and second floors should evacuate through the north exit and assemble on the north lawn away from any building.
2. Ideally, third and fourth floors should evacuate through the south exit and assemble on the north lawn away from any building.

3. When possible, staff building monitors and Hall Staff members should check all bathrooms and dorm rooms to ensure all students exit the building.
4. Residence Life Staff will bring floor rosters.

Boys' Residence Hall

1. First floor should evacuate through the main entrance of the building and assemble on the lawn north of Georgia Avenue away from any building and not in the street.
2. Second floor should evacuate through the north and south stairwells and assemble on the lawn north of Georgia Avenue away from any building and not in the street.
3. When possible, staff building monitors and Hall Staff members should check all bathrooms and dorm rooms to ensure all students exit the building.
4. Residence Life Staff will bring floor rosters.

West Campus Theater/Art Studio/Makerspace

1. The art studio should evacuate through the west exit and assemble on the soccer field away from any building.
2. The theater should evacuate through the north exit and assemble on the soccer field away from any building.
3. The Makerspace should evacuate through each Makerspace/Classroom door and assemble on the soccer field away from the building.
4. Faculty and staff building monitors should check all areas in the building to ensure all students have exited.
5. Faculty should bring their class rosters with them and advise all students to stay with their class.

Severe Weather Safety Procedures

A siren will sound in each building stating that there is a severe weather warning. Please follow these steps:

1. Move out of classrooms/shared areas into hallways and away from windows.
2. Sit against the wall with knees up, heads down.
3. Determine if there are missing students. If there are, alert Student Services staff via phone, if possible.
4. Remain calm and quiet.
5. Remain in your area until the "All Clear" is given or the alarm stops sounding. "All Clear" will be announced via the PA system or by megaphone.

Use the following chart to secure students who are located outside or in areas with excessive windows when the inclement weather warning is announced:

If Students are in:	Escort Students to:
Library	History Classroom or Library Office
Cafeteria	Hallway and staircase
Ben May	Stairwells / Bathrooms
Residence Halls	Residence Halls Hallways and/or bathrooms

West Campus	Art and Music building
Outdoors/Main Campus	Dorm hallways or Bedsole Hallway away from glass / Art Gallery
Auditorium	Administration Hallways or Stairwells
Makerspace	Art and Music Building
E.O Wilson Science Research Center	Bathrooms / Hallway away from glass

Hurricane and Tropical Storm Safety Procedures

Safety of students is the priority. ASMS will closely monitor tropical storms and hurricanes in the Gulf of Mexico. As a policy, ASMS uses an abundance of caution when confronted with tropical storms and hurricanes. Logistically, it would be difficult for ASMS to mandate that adult community members weather the storm on campus and sustain all operations, therefore our first choice will always be to evacuate the school. When a storm is projected to make landfall near the Mobile area, ASMS will safely evacuate the campus in time to ensure community members avoid severe weather conditions. However, the ASMS President will decide the course of action the school will take in conjunction with the School Board.

During Hurricane Mode, the Following Actions Occur:

- Residence Life Staff will make sure all students have fuel in their vehicles.
- Students will call home to ask for specific parental instructions regarding student evacuation and transportation plans.
- During a storm in which evacuation is necessary, Student Affairs will accept parental permission via email or phone to have a student ride home with another student.
- If possible, we will reserve charter buses to provide service to students who live north of Mobile following the normal bus route. Buses will be free of charge for evacuations.

Guidelines Regarding Mandatory Student Evacuation:

- In a school evacuation, no student will be allowed to stay on campus.
- Students are asked to pack necessary belongings, close dorm windows, and sign out.
- Parents who do not live along bus routes will be required to pick up their student.
- The ASMS Parent Association will be contacted for their support. They will help to ensure that a parent is positioned at each bus stop until all students are collected.
- An ASMS staff member will remain on campus until each student has signed out and departed.
- If a student is already home when there is a threat of hurricane, that student should stay home and call ASMS for information.

Hurricane Communication:

- ASMS will make every effort to post information to its website regarding when school will reopen.
- Check local news channels and websites that list school openings and ASMS social media platforms.
- ASMS will update social media and send out emails when appropriate.
- ASMS policy is to close campus and send students home if a named storm approaches the Mobile area.