

ASMS Emergency Procedures

Fire and Life-Threatening Emergencies

Immediate evacuation of one or more buildings may be required in case of a fire or other life-threatening emergency. Any faculty member, 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 located 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 personnel evacuate buildings once an alarm sounds and proceed to the designated assembly areas so that all personnel may be accounted for. The faculty/staff member who is in charge of 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 a member of the maintenance staff gives the “all clear.”**
- **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.**

Fire Alarm Procedures

Fire Alarm Building Monitors: When possible, Monitors will check immediate areas to make sure all community members have evacuated.

Building	Monitors
Bedsole	A. Hopkins, Front Desk Clerk, & A. Mollise
Science	P. Quintana (floor 1), S. Brewer (floor 2), Dr. James (floor 3), & E. Rambo (floor 4)
Admin	C. Godwin, K. Brunson, & Cafeteria Staff
Humanities	M. Mozer (floor 3), M. Hoequist (floor 2), M. Fry (floor 1)
Girls’ Dorm	J. Boatman (floors 3 & 4); A. Williams (floors 1 & 2)
Boys’ Dorm	D. Kearby and C. Schnadelbach
West Campus	O. Kickliter & T. Grabill

Bedsole Building/Gym

1. Personnel in the gym, locker rooms, and bowling alley should evacuate through the south exit and assemble on the front lawn away from any building. Do NOT evacuate to the student parking lot north of the gym.
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 insure 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 insure that everyone has evacuated the building.
5. Faculty should bring their class rosters with them and advise all students to stay with their classes.

Humanities 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 insure 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.

Science 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 insure 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.
5. **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 do not succeed, 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' Dorm

1. Ideally, 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 as well as Hall Staff members should check all bathrooms and dorm rooms to insure all students have exited the building.

Boys' Dorm

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 as well as Hall Staff members should check all bathrooms and dorm rooms to insure all students have exited the building.

West Campus Theater/Art Studio

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. Faculty and staff building monitors should check all areas in the building to insure all students have exited.
4. Faculty should bring their class rosters with them and advise all students to stay with their class.

Lockdown Procedures

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.

Please follow these steps:

1. Round up all students outside the buildings or in hallways and common areas to the nearest room.
2. If students are in the dorms, have them remain in their rooms away from the windows and lock all doors to the dorms.
3. If class is in session, do not let students leave the room.
4. Lock doors and instruct students to sit away from windows and doors.
5. Turn off lights.
6. Lock windows and close blinds.
7. Take roll to know what students are under your supervision.
8. Keep students calm and quiet.
9. Remain in lock down mode until the all clear sign is given. The horn will sound again and/or the maintenance staff will give the “all clear” with megaphones.

Use the following chart to secure students who are located in highly visible areas when the lockdown mode is announced:

If Students Are Located In:	Students should be locked down in:
West Campus	Black Box or Art Studio
Cafeteria	Cafeteria
Library/Study Rooms	Media Room and Library Office
History Classroom	History Classroom
Science Building	Classrooms
Dorm Lobbies	Dorm Rooms
Bedsole 1 st Floor/Gym	Health Classroom 130/131
Building Hallways	Nearest Rooms or Offices
Humanities	Offices and Classrooms
Auditorium	Lock Doors To Stairwell

Severe Weather Procedures

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

1. Move all students out of classrooms/common area into hallways and away from windows.
2. Instruct students to sit against wall with their knees up, heads down.
3. Call roll to determine if there are any missing students or what students are in your care.
4. Remind students to remain calm and quiet.
5. Remain in your area until the “All Clear” is given. The siren will sound again and/or the maintenance staff will give the “All Clear” with megaphones.

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 Located in:	Escort Students to:
Library	History Classroom or Library Office
Cafeteria	Hallway and stairwells
SAC	Inner hallways, Art Gallery, or Gym
Dormitories	Dormitory Hallways
West Campus	Art and music building
Outdoors/main campus	Dorm hallways or gym
Auditorium	Administration hallways or stairwells

Hurricane Procedures

In case of a hurricane in the Gulf of Mexico, the school administration will closely monitor the situation. The President will decide the course of action the school will take. Above all, the safety of our students is the first priority.

During Hurricane Mode, the following actions occur:

- Res. Life Staff will make sure all students have fuel in their vehicles.
- Student Services will ensure there are busses reserved to evacuate students.
- Together, a Res. Life staff member and each student will call each home to ask for specific parental instructions regarding student evacuation and transportation plans.
- During a storm in which evacuation is necessary, Res. Life will accept parental permission via the phone to have a student ride home with another student.
- If possible, a charter bus will provide service to students who live north of Mobile to the normal route.

Guidelines Regarding Mandatory Student Evacuation:

- Students gather in the Auditorium where instructions are given in regard to bus departure times.
- Students are asked to pack the necessary belongings, close their 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 ensure that a parent is positioned at each bus stop until all students are picked up by a parent/guardian.
- In the event of a school evacuation, no student will be allowed to stay on campus.
- 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, call ASMS for info.

Hurricane Communication

- Call 251-441-2100.
- 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.
- ASMS will update voicemail information on its emergency number: 251-441-2106.