



THE SUZUKI SCHOOL

a preparatory preschool

600 Peachtree Battle Avenue

Atlanta, GA 30327

404.351.0012

frontdeskns@suzukischool.com

EMERGENCY PREPAREDNESS PLAN—QUICK REFERENCE GUIDE

LOCKDOWN	CALL 911 for All Medical Emergencies	SHELTER-IN-PLACE
<ul style="list-style-type: none"> Lock all exterior doors Do Not exit the building Remain under lockdown until “All Clear” has been issued by Crisis Manager <p>If outside:</p> <ul style="list-style-type: none"> Seek shelter inside a building closest to you 		<ul style="list-style-type: none"> If outside seek shelter indoors Remain inside and if possible stay away from exterior windows Do not exit the building until the “All Clear” message has been issued by the Crisis Manager
FIRE/TORNADO	Use Fire Extinguisher on small fires only. <u>P.A.S.S.</u> 1. Pull Pin 2. Aim at Base 3. Squeeze Handle 4. Sweep side to side	EVACUATION
<p>FIRE</p> <ul style="list-style-type: none"> When a fire alarm sounds evacuate. Use posted evacuation routes <p>TORNADO</p> <ul style="list-style-type: none"> Shelter-in-place using posted tornado locations Remain sheltered-in-place until the “All Clear” message has been issued by the Crisis Manager 		<p>When evacuation is ordered, fully cooperate with Crisis managers and Public Safety officials.</p> <ul style="list-style-type: none"> “Sweep” the room upon exiting with children Evacuate in a safe, orderly manner through the closest exits Bring class list and reunification information Do not re-enter the building until Crisis Managers or Public Safety officials give the “All-Clear”
ACTIVE SHOOTER		MISSING CHILD
<ul style="list-style-type: none"> Determine if you should hide, evacuate, or engage Do not activate fire alarms If hiding, close then lock/barricade doors Keep quiet and silence cell phones DO NOT answer the door Remain calm, be safe, and be patient Remain under lockdown until the “all clear” has been given by the Crisis Manager 		<ul style="list-style-type: none"> Implement shelter-in-place Start organized search for child Call 911 if not found immediately or if child was abducted Contact parents

Emergency Management Contacts

External

AA Synagogue 404.355.5222
Ofc. Maury Escher 404.597.8633

Crisis Management Team

Crisis Manager: Myesha Moore 402.214.1679
Director: Allison Gill 678.449.7264
President: Paula Charles 404-542-3561
CFO: Robert Charles 404-642-3561



THE SUZUKI SCHOOL

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Emergency Management Contacts

External

Ofc. Maury Escher: 404.597.8633
 Training Institute: 404.869.6526
 Selig Enterprises: 404.456.5511

Crisis Management Team

Crisis Manager: Myesha Moore 402.214.1679
 Director: Kimeberly Curtis 404.545.5701
 Assistant Director: Charlie Jones 404.337.9285
 President: Paula Charles 404-542-3561
 CFO: Robert Charles 404-642-3561



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Emergency Management Contacts

External

Jamestown Security: 404.895.7356
Ofc. Maury Escher 404.597.8633

Crisis Management Team

Crisis Manager: Myesha Moore 402.214.1679
Director: Courtney May 678.910.3978
Assistant Director: Kristen Walker 770.871.6993
President: Paula Charles 404-542-3561
CFO: Robert Charles 404-642-3561