



Emergency Procedures for After-School Events West Chicago Elementary School District 33

Please obtain a two-way radio from our custodian immediately upon entering the building.

1. **Two-Way Radio** - Please use the two-way radio to communicate with the building custodian. Please return it before leaving the building.
2. **Exit Map** – Each room in the building has a map near the door listing the location of the closest exit. Be aware of the quickest evacuation route and discuss an emergency exit plan with your staff. Familiarize yourself with the location of the nearest fire alarm and fire extinguisher.
3. **Medical Emergencies** – It is recommended that adults carry cell phones for emergency use. Do not hesitate to call 911 in an emergency. There is no charge for ambulance response; a charge is only incurred if transported to the hospital.
4. **AED/Defibrillator use** – A defibrillator is located outside of the gymnasium. Training is not provided by District 33.
5. **Fire Procedures** – If someone in your group sees smoke or fire, pull the fire alarm and evacuate the building immediately. Call 911, giving the address you are located at. Make sure you have accounted for all event participants; the fire department will need to know if anyone is still in the building.
6. **Tornado information** – In the event of a severe weather warning, you may hear the community sirens. If the nature of your event is such that you may not hear the sirens, be sure to designate someone who can notify you in case of severe weather. Seek cover by taking children to an interior hallway away from windows.
7. **Power Outage Information** - For your safety in the event of a power outage, limited emergency lighting will automatically switch on.
8. **Facility Use Rules** – Rules for use of this facility are posted and provided to you with the facility contract; please abide by them. Violations can result in the loss of building use privileges.