

Emergency Preparedness.

Dear Parents,

We at Wellspring Learning Community are dedicated to maintaining a safe learning environment for all students and staff. As such, we have developed individualized emergency plans that are reviewed and updated annually by our Safety Committee.

The school safety plans focus on handling crises or emergencies that may occur both on and off campus. Even though we have not had any major incidents thus far, it is important that schools plan ahead for any unexpected emergencies.

Our school conducts emergency drills to assure that everyone is ready and prepared, should an emergency situation occur.

The School Safety Plans include the following:

1- **Evacuation Plan:**

The evacuation plan/drill is intended to prepare students and staff for the possible event of a fire or earthquake on our campus. The students practice walking calmly to a safe location with their teachers upon hearing the evacuation announcement. After the drill ends, they walk back to their classrooms and the day proceeds as usual.

2- **Earthquake plan**

The earthquake plan/drill is intended to prepare students and staff for the unlikely, but possible, event of an earthquake occurring while the students are in classroom or an outdoor space on campus. The students practice taking cover under the tables and away from glass in the classroom and/or cover their faces and heads with their arms to protect themselves from falling debris in the event of an earthquake.

3- **Lockdown Plan**

The lockdown plan/drill is intended to prepare students and staff for the unlikely but possible event of an unfriendly intruder on our campus or civil unrest-taking place outside but within close proximity to the campus. Students and staff practice hiding quietly in their classroom, out of sight and away from windows. Teachers lock the classroom doors to prevent anyone from entering the room. After the drill is over the day proceeds as usual.

Should a major incident happen involving Wellspring:

- Keep your cell phone usage to a minimum so the phone networks do not get jammed and in order to receive emergency messages/instructions from Wellspring.
- Check our Social Media sites if possible for emergency messages and instructions.

<https://www.wellspring.edu.lb>

- Do not call the school as we have limited phone lines that we will need to communicate with Police, Fire Department, Red Cross or other security personnel, wait to hear from us via SMS.

WLC Safety Committee