

Emergency Procedures

At RMP, the safety of our scholars is our number one priority. We have detailed emergency plans in place and have trained our staff on how to respond to a variety of potential situations, including but not limited to fire, tornados, medical emergencies, terrorism, utilities malfunctions, threats to security outside our school building, and potential intruders.

In case of an emergency, parents or guardians should contact the front office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including after-school activities, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the front office.

For safety reasons, RMP does not release our detailed emergency procedures. Below is a high-level overview of a few emergency situations our staff is trained to respond to.

Situation	Overview	Communication protocol
Fire	When signs of a fire are detected, evacuation procedures are immediately followed to ensure all scholars quickly and safely exit our building. Drills are practiced monthly.	Once all scholars and staff are safely evacuated, families will be immediately contacted through text blast, followed by a letter home as appropriate.
Shelter in place	In the case of inclement weather/tornados, procedures are followed to move scholars to protected locations until the weather has cleared. Drills are practiced every semester.	When the weather has cleared, families will be contacted as needed.
Lockout	If there is perceived danger outside of the school, all scholars and staff are moved inside, the building is secured, and the proper authorities are notified. Drills are practiced every semester.	After contacting authorities, school leaders will send a text blast home immediately, followed by a more detailed letter home.
Lockdown	If there is a potential intruder inside the building, scholars and staff are moved to secured, locked locations inside the school building while the proper authorities are notified. Drills are practiced every semester.	After contacting authorities, school leaders will send a text blast home immediately, followed by a more detailed letter home.

Please see your family handbook for more information on medical emergencies and other safety procedures. If you have any questions, please do not hesitate to reach out to the front office.