

EMERGENCY PROCEDURES

Room # _____

Name of School _____

Address of School _____

Identify the closest: exterior door exit _____ fire alarm pull _____

AED _____ Fire extinguisher _____

Eye wash _____ Shower _____

Closest certified staff to give help:

Name _____ Rm # _____ Ext. _____

Name _____ Rm # _____ Ext. _____

IMPORTANT SCHOOL NUMBERS

PRINCIPAL	_____	ext. _____
ASSOCIATE PRINCIPAL	_____	ext. _____
SECRETARY	_____	ext. _____
GUIDANCE	_____	ext. _____
CUSTODIAL	_____	ext. _____
MAINTENANCE	_____	ext. _____
HEALTH ROOM	_____	ext. _____

EMERGENCY CALLING INFORMATION

From a School phone: 9-911 Be sure to **emphasize** the exact school name and school address.

Say: "I am calling from _____ at _____ and there is an emergency".

From a Cell phone: 911. Say, "I am from the _____ School District, there is an emergency, please connect me immediately to _____ Dispatch.

To Call Poison Control: 9-1-800-222-1222

To Announce a Code Blue, pick up phone, dial _____

- Say "Code blue, Code blue, Code blue, name of school and then the room or area.
- Send someone to notify office or supervisor.
- Direct bystanders to safe area.
- Provide or have trained person provide first aid.
- Stay with person until help arrives.
- Send someone to entrance to meet EMS.
- Go with or send staff with EMS until family arrives.
- Take person's emergency information along.

Emergency Procedures Checklist

The following list should be reviewed annually

- ✓ Review Emergency Procedures – Flip Chart
- ✓ Post Emergency Procedures Flip Chart in room
- ✓ Update names and phone numbers
- ✓ Inventory and replenish EMK (Emergency Medical Kit)
- ✓ Keep Folder with student/family/medical information up to date
- ✓ Use sharps container if appropriate
- ✓ Review fire evacuation route

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials
- ✓ Refer media to school officials for comment
- ✓ If necessary, identify individuals in need of counseling
- ✓ File Accident/Incident form promptly

Emergency Medical Care

- Remain calm and maintain order
- Protect yourself, use universal precautions; always avoid direct contact with body fluids, wash hands, report exposure to supervisor quickly
- Use “EMK” emergency medical kit located in top drawer of teacher’s desk
- Don’t move an injured person unless area is unsafe
- Provide or have trained person provide first aid
- Head injuries should always be assessed by the nurse and reported to parents

Choose the most appropriate action

- Send to health room with pass for clearly minor situations
- Call health room to alert of situation
- Accompany to health room
- Send with adult or responsible student

Non-school or off campus

- Provide first aid
- Notify parents/family
- Make sure person is returned to parent/family

Emergency Medical Situation

- Check scene for safety
- Check person, “Are you OK?”
- No response or potentially life-threatening
- Call, or have someone call 911
- Activate Code Blue (emergency response in your school)

LOCKDOWN

Procedure for armed or threatening intruder, threat to safety/health

- Notify office or supervisor of the situation giving location, description, and nature of situation
- The principal or designee will announce “**LOCK DOWN CODE**” over the PA system
- Staff will”
 - Move all students into classrooms away from windows
 - If outside, bring students to gym
 - Remain inside classroom until officials unlock door or an “**ALL CLEAR**” signal is given over the PA system
 - Lock classroom doors, turn off lights and equipment, and cover interior windows
 - Remain calm and maintain order
 - If gunfire is heard, lie on the floor
 - Do not allow anyone to leave room
 - Await further instruction from school office or supervisor

EVACUATION

Emergency procedures for leaving the building

- Immediately inform office or supervisor of the situation giving location, description and nature of situation
- If the fire alarm does not sound, the principal or designee will announce “**EVACUATION CODE**” over the PA system and convey instructions
- Follow fire evacuation plan posted in room or conveyed by school official or supervisor
- Evacuate the building and await further instructions from office or supervisor
 - Take sub folder, attendance, and emergency contact information
 - Close door and shut off lights
 - Account for all students – reassemble in predetermined area and take roll
 - Report any missing/injured students to school officials
 - Return to classroom when directed by “**ALL CLEAR**” announcement or signal
 - Await further instruction from office or supervisor

FIRE OR EXPLOSION

Smoke or Fire Danger

- Activate fire alarm
- Evacuate students to predetermined area following posted fire evacuation routes
- Close doors and shut off lights
- Account for all students and reassemble students in predetermined area
- Take Sub folder, attendance, and emergency contact information
- Report missing or injured students to school officials
- Await further instruction from office or supervisor
- Return to classroom when directed by "ALL CLEAR" announcement or signal

TORNADO

Tornado Warning means a funnel cloud or tornado has been sighted in the area and danger may be imminent

- Evacuate to predetermined area following posted tornado routes when advised
- Take Sub folder, attendance, and emergency contact information
- Stay away from windows and rooms with high ceilings
Students should assume the "SAFETY" position
- Should a tornado strike without warning, get under desks
- Remain calm and maintain order
- Assess the condition of the area for safety
- Identify any injured or missing students
- Provide first aid and assistance as needed
- Report missing or injured students to school officials
- Await further instruction from office or supervisor
- Return to classroom when directed by "ALL CLEAR" announcement or signal

ELECTRICAL OUTAGE

Power Failure

- Notify the office or supervisor and wait for further instruction

Power lines down in the area

- Contact office or supervisor with a detailed description of the event, including location and immediate hazards (fire or sparking)
- Move students and staff to safe area
- Await further instruction from office or supervisor

CHEMICAL SPILL / HAZARDOUS MATERIAL RELEASE

- Avoid direct contact with chemicals and hazardous materials
- Contact office or supervisor to relay or attain the following instructions:
 - a) Severity of the chemical contact or hazardous materials release
 - b) Chemical type (locate the Material Safety Data Sheet – MSDS)
- Notify Health Room and/or call 911
- Evacuate the area
- If chemical has contacted skin, flush with water for at least 15 minutes
- Do not attempt to clean up the spilled chemical or hazardous materials without reviewing and understanding the MSDS and obtaining the proper protective equipment

BUS / TRANSPORTATION ACCIDENT

- Evaluate or ask uninjured adult to evaluate the accident scene
- Call 911 if warranted
- Contact office or supervisor
- Remain calm and maintain order
- If scene is safe, provide first aid until help arrives
- If scene not safe, assist with emergency exit
- Account for all passengers
- Note injuries and provide first aid
- Provide emergency information to police, medical and school officials
- Serve as the school liaison at the scene until school officials arrive

BOMB THREAT

Phone Threats

- Keep the caller on the line as long as possible
- Do not attempt to transfer the call
- Write down all information obtained, in exact words. Use the Bomb Threat Form on the next page.
- Notify Principal or designee

Written Threats

- For written threats discovered by a student or staff member, immediately notify the Principal or designee

Bomb Threat Telephone Checklist

Questions to ask:

1. When is the bomb going to explode? _____
 2. Where is it right now? _____
 3. What does it look like? _____
 4. What will cause it to explode? _____
 5. What kind of bomb is it? _____
 6. Did you place the bomb? _____
 7. Why did you put it in the building? _____
 8. What is your address? _____
 9. What is your name? _____
- Exact wording of the threat: _____

Time: _____ Date: _____ Sex of Caller: _____ Age: _____

Length of Call: _____

Caller's Voice

- | | |
|----------------|-----------------------|
| _____ Calm | _____ Lisp |
| _____ Excited | _____ Raspy |
| _____ Slow | _____ Deep |
| _____ Rapid | _____ Ragged |
| _____ Soft | _____ Clearing Throat |
| _____ Loud | _____ Laughter |
| _____ Accent | _____ Deep Breathing |
| _____ Crying | _____ Cracking Voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Familiar |
| _____ Slurred | _____ Stutter |
| _____ Angry | _____ Nasal |

Background Sounds

- | | |
|--------------|------------------------|
| _____ Street | _____ Animal Noises |
| _____ Static | _____ PA System |
| _____ Voices | _____ Music |
| _____ Motor | _____ House Noises |
| _____ Local | _____ Office Machinery |
| _____ Booth | _____ Long Distance |

Threat Language:

- | | |
|------------------------------|------------------|
| _____ Well Spoken (educated) | |
| _____ Foul | _____ Irrational |
| _____ Taped | _____ Incoherent |
- Message Read by threat maker

If the voice is familiar, who did it sound like? _____

Remarks: _____

DRUG USE / OVERDOSE

- Call 911 for life-threatening situation
- Notify office or supervisor
- If the person needs medical care:
 - Notify the Health Room
 - Provide first aid until help arrives
 - Remain calm and maintain order
 - Move students and staff to safe area
 - Cooperate with investigating officers as requested by school officials

DEATH OR HOMICIDE

- Call 911 for life-threatening situation
- Activate Code Blue
- Notify office or supervisor
- Remain calm and maintain order
- If perpetrator is in the area, speak calmly with him/her until police or school officials arrive
- If there is no perpetrator, move students and staff to safe area
- Await further instructions from office or supervisor
- Return to classroom/work areas when advised by administrators
- Document observations and important details (time, who, what, when, how, where)

SHOOTING

If outside and shooter outside

- If safe, quickly take students inside and call for Lock Down procedures
- If not safe, direct children to take cover, lie down and be silent

If inside and shooter outside

- Call for Lock Down procedures
- Turn off lights, lock doors
- Close shades if safe
- Direct students and staff to crouch under furniture and be silent
- Stay away from windows
- Follow Lock Down procedures until All Clear
- Take attendance
- Provide first aid when safe to do so
- Assist supervisors as directed
- Await further instruction from office or supervisor

SUICIDE: VERBAL OR WRITTEN THREATS

- Take threat seriously; tell individual you are concerned
- Do not leave individual alone
- Notify office or supervisor
- Provide written threats or reports of threats to police or school officials
- Share only information you are specifically told you may share by police and school officials

SUICIDE ATTEMPT IN PROGRESS

- Call 911
- Notify office or supervisor
- Provide first aid if needed
- Remain calm and maintain order
- In a calm voice, ask individual for permission to evacuate class
- Move students and staff to safe area if possible
- In the event of a death, be prepared to provide assistance to students
- Provide information to police and school officials
- Share only information you are specifically told you may share by police and school officials

VIOLENT ACTIONS

- Act to secure the safety of students and staff if physical assault, fight, verbal assault or verbal threat occurs
- Notify office or supervisor
- Call 911 if necessary
- Control scene
 - Make verbal contact in calm, low-toned voice
 - If behavior does not cease, shout “STOP”, and then lower your voice
 - Tell them you have called for help and if they don’t stop, police will be involved
 - Direct bystanders to safe area
 - Do not leave students alone
- Assist supervisor as directed

WEAPON(S) SUSPECTED

- Notify office or supervisor
- Remain calm and maintain order until help arrives
- Call 911 if the situation becomes life threatening
- Assist supervisor as directed

WEAPON(S) ON-SITE

- Notify office or supervisor
- If non-threatening situation, take control of the weapon
- Control potential offender if you can do so safely
- Direct bystanders to safe area
- Await further instructions from officials
- Assist supervisor as directed

MISSING / RUNAWAY STUDENT

- Report to office or supervisor any student who is missing
- Work with office or supervisor as directed

UNAUTHORIZED VISITOR / INTRUDER

- Direct or accompany person to office
- Ask for identification
- If the person appears suspicious, or if a request to leave is not followed, notify office or supervisor
- If the person presents an immediate danger, do not approach him/her
- Notify office and request a "Lock Down Code"
- Move students and staff to safe area and await further instructions from office or supervisor

UNAUTHORIZED REMOVAL OF STUDENTS

- Know students who are not to be released to anyone except a parent/guardian or specific person
- Check with custodial parent/guardian before releasing student to anyone else
- Check photo identification
- Call office and obtain Principal's assistance, if needed

SEXUAL ASSAULT

- Call 911 if situation is life threatening
- Notify office or supervisor
- Stay with and assist the victim until officials arrive
- Clear area of bystanders
- Assist supervisors as directed

SUSPECTED CHILD ABUSE

- Report any suspected child abuse or neglect of a student's physical or mental health or welfare to the office or supervisor
- Respond and provide support to victim

BIOLOGICAL THREAT / ATTACK

A deliberate release of germs or biological substances that can cause sickness, may be inhaled, enter through non-intact skin, be eaten or passed on from another person. Symptoms: pattern of unusual illness; most likely to be reported through media.

If a strange substance is found or suspected:

- Notify office or supervisor
- Instruct everyone to cover their mouth and nose and breathe through 2-3 layers of fabric (t-shirt, towels, paper towels, tissue, etc.)
- Evacuate area immediately
- Isolate any people who have come in contact with the substance
- Instruct everyone to wash with soap and water
- Await directions from office or supervisor
- Take attendance and report missing or ill individuals to supervisor
- Do not eat or drink while exposed to potentially contaminated substances

<p>1. A biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, other do not.</p>	<p>2. A biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack it is perhaps more likely that local health care workers will report a pattern of unusual illness.</p>	<p>3. You will probably learn of the danger through an emergency radio or TV broadcast or school officials.</p>
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<p>4. If you become aware of an unusual or suspicious release of an unknown substance nearby, call the office promptly.</p>	<p>5. Protect yourself and others by getting away from the substance as quickly as possible.</p>	<p>6. Tell others to cover their mouth and nose with layers of fabric that can filter the air but still allow breathing.</p>
<p>7. Assist others to wash with soap and water and follow directions by school and civil authorities.</p>	<p>8. In the event of a biological attack, public health officials may not be able to provide information on what you should do. If directions from school/civil authorities are not available, watch TV, listen to the radio, or check the internet for official news as it becomes available.</p>	<p>9. At the time of declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.</p>