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Emergency Response Center  
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**YOUR  
SCHOOL  
LOGO**

# **EMERGENCY PREPAREDNESS**

**YOUR  
SCHOOL  
LOGO**

**Remain Calm - Evaluate The Situation - Take Action**

**A Quick Reference Guide  
Teachers/Staff**

**<Your Name Here>**

March 2019

**SUSPICIOUS PACKAGE / MAIL / OBJECT**

**CIVIL DISTURBANCE / RIOT / GANG FIGHT**

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**<Your Name Here>**

RETURN

March 2019

## SUSPICIOUS PACKAGE / MAIL / OBJECT

If you receive or discover a **SUSPICIOUS PACKAGE, LETTER OR OBJECT**, at a school or district site, immediately Call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

**DO NOT UNDER ANY CIRCUMSTANCES TOUCH IT, TAMPER WITH IT OR MOVE IT!**

### CHARACTERISTICS OF SUSPICIOUS LETTERS AND PACKAGES

- **Origin** – Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- **Postage** – Excessive or inadequate postage.
- **Balance** – The Letter is lopsided or an unusually thick weight – the letter or package seems heavy for its size.
  - Protruding wires, strange odors or stains.
  - An unusual amount of tape.
  - Buzzing, ticking or a sloshing sound.
  - Irregular shape, soft spots or bulges.
  - Excessive weight for its size.

RETURN

## SUSPICIOUS PACKAGE / MAIL / OBJECT

## CIVIL DISTURBANCE / RIOT/GANG FIGHT

If a **CIVIL DISTURBANCE, RIOT, OR GANG FIGHT** breaks out at a school or district site, immediately call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

CIVIL DISTURBANCE, RIOT	GANG FIGHT
<ul style="list-style-type: none"><li>• In the event of a <b>CIVIL DISTURBANCE, RIOT</b>, immediately get uninvolved students isolated from the disturbance area.</li><li>• Call the <b>Principal</b> or <b>Superintendent</b>.</li><li>• Have individuals and campus personnel leave the immediate area of disturbance.</li><li>• Alert the school by implementing the secure building signal and follow <b>LOCKDOWN PROCEDURES</b>.</li></ul>	<ul style="list-style-type: none"><li>• In the event of a <b>GANG FIGHT</b>, immediately get uninvolved students isolated from the disturbance area.</li><li>• Report the incident to the <b>Principal</b> or <b>Superintendent</b>.</li><li>• They will dispatch school personnel to break up the disturbance or if necessary request law enforcement be deployed to the School.</li></ul>

## VICIOUS OR VENOMOUS ANIMALS

If a **VICIOUS OR VENOMOUS ANIMAL** is reported at a school or district site, immediately Call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

In the case of a bite or other injury caused by a **WANDERING OR VENOMOUS ANIMAL**, immediately **CALL 9 1 1** for dispatch of emergency medical assistance and report the incident to the **Principal** or **Superintendent**.

Untrained persons should not attempt to approach animals. Only trained animal technicians should handle animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

WANDERING ANIMAL	VICIOUS OR VENOMOUS ANIMAL
<ul style="list-style-type: none"><li>• Any animal that is wandering loose on school or district site should be reported immediately to the <b>Principal</b> or <b>Superintendent</b>.</li><li>• If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.</li><li>• If you are unable to isolate the animal, clear the area and wait for Animal Control Services to handle the situation.</li></ul>	<p><b>Bob Cat, Black Widow, Brown Recluse Spider, Mountain Lion, Rattle Snake, or Others.</b></p> <ul style="list-style-type: none"><li>• Be prepared to give your name, location, and type of animal involved.</li><li>• Try to remove the affected person and yourself from danger.</li><li>• Keep the victim calm, and make the victim as comfortable as possible until medical or other assistance arrives.</li></ul>

## VICIOUS / VENOMOUS ANIMALS

# WEAPON ON SCHOOL PROPERTY

If a **WEAPON IS ON SCHOOL PROPERTY OR DISTRICT SITE**, immediately Call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

**If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, follow LOCKDOWN PROCEDURES:**

- Lock and barricade yourself and individuals in (and the intruder out of) the room you are in at the time of the threatening activity. Stay away from windows and lie flat on the floor. Stay calm and quiet.
- **DO NOT** stay in the open hall and **DO NOT** sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- If you are caught in an open area such as a hallway or multi-purpose room type area, you must decide what action to take. Here are some action suggestions.
  - Try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  - Run only If you think you can safely make it out of the building. If you decide to run, DO NOT run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don't run in a straight line. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  - The last option you have if caught in an open area or in a corridor, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  - If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
  - Once the law enforcement arrives, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

# WEAPON ON CAMPUS PROPERTY

# HAZARDOUS MATERIALS

If any **HAZARDOUS MATERIALS** are found or suspected, immediately Call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

An uncontrolled spill or release of any **HAZARDOUS MATERIAL** is defined as any amount that is greater than what you are normally equipped to deal with.

SPILL	AIRBORNE RELEASE
<ul style="list-style-type: none"><li>• Get out of the area. Move upwind and uphill of the spill. Assess persons in and around the affected area for any sign of exposure.</li><li>• If the emergency responders deploy the <b>County Hazmat Team</b>, they will determine the appropriate action to seal the room or area.</li><li>• If a building emergency exists, activate the fire alarm. Evacuate the building to the nearest available exit.</li><li>• Move to evacuation assembly areas. Take roll and follow directions of emergency responders.</li><li>• <b>DO NOT</b> return to an evacuated unless authorized by the <b>Principal</b> or <b>Superintendent</b>.</li></ul>	<ul style="list-style-type: none"><li>• Activate <b>SHELTER-IN-PLACE</b> procedure.</li><li>• Close all doors to the outside and lock all windows.</li><li>• Turn off fume hoods, range hoods, air handlers, and all air conditioners and switch inlets to the “closed” position. Seal any gaps around window type air conditioners.</li><li>• Seal off all vents, grills, or other openings to the outside to the extent possible.</li><li>• If the gases bother you, hold a wet cloth or handkerchief over your nose and mouth.</li><li>• <b>DO NOT</b> evacuate the building unless told to do so by the <b>Principal</b> or <b>Superintendent</b>.</li><li>• The <b>Principal</b> or <b>Superintendent</b> will advise the school or district site of an <b>“ALL CLEAR”</b> condition when the danger has been resolved and removed from the vicinity and exiting the building is safe via intercom, text and/or email.</li></ul>

# HAZARDOUS MATERIALS

## UTILITY FAILURE / FLOOD

If a **UTILITY FAILURE / FLOOD** of any type occurs (gas leaks, ventilation, elevator failure, plumbing/flooding, and electrical failure or other), immediately call the **Principal** or **Superintendent** (School Safety and Security Emergency Management Plan) and supply any known details.

### INDIVIDUAL SAFETY

1. If you smell gas or burning odors, evacuate the area immediately and take roll.
2. If individuals are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the individuals to a dry area or higher ground and take roll.
3. Remain calm and follow directions by the **Principal** or **Superintendent**. They will contact Facilities Maintenance for information regarding the scope and expected length of the utility failure.
4. If required, the **Principal** or **Superintendent** will coordinate the early release of students to parents following proper release procedures.
5. Do not re-enter area/building unless you are told it is safe.

### UTILITY PROBLEMS

**Call Facilities Maintenance or Main Office**

<b>GAS LEAKS</b>	Vacate area.
<b>VENTILATION</b>	If smoke or strong burning odors occur, evacuate immediately.
<b>ELEVATOR FAILURE</b>	Call for help by using the elevator intercom, telephone, alarm or personal cell phone. Describe the problem. Remain calm until help arrives.
<b>PLUMBING/FLOODING</b>	If personal safety allows, shut off electrical equipment and evacuate area.
<b>ELECTRICAL FAILURE</b>	If personal safety allows, shut off electrical equipment and follow directions by the <b>Principal</b> or <b>Superintendent</b> .
<b>FLOODING</b>	<ul style="list-style-type: none"> <li>• The <b>Principal</b> or <b>Superintendent</b> will direct the immediate shut off electrical equipment located in or around the area being flooded.</li> <li>• Follow Individual Safety guidelines 1 to 5 above.</li> </ul>

## UTILITY FAILURE / FLOOD

RETURN



# EXPLOSION / FALLEN AIRCRAFT

If an **EXPLOSION / FALLEN AIRCRAFT** occurs, immediately **CALL 9 1 1** and then call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details. The following procedures should be activated for an explosion, or threat of explosion, at a school or district site such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft or other.

## IF YOU ARE INSIDE A BUILDING

- Give drop command. (Illustration on **TORNADO** tab.)
- Seek cover under a desk, table or other heavy furniture to help provide protection from flying glass and debris.
- Sound building fire alarm. Immediately Call the **Principal** or **Superintendent**.
- Be aware of possible further explosions. Watch for falling objects.
- Follow directions given by the **Principal** or **Superintendent**.
- Remain inside the building until you receive instructions from your **School Emergency Management Team** that it is safe to exit.
- If an **EVACUATION** is in order, leave the building immediately. **DO NOT** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
- Feel doors for heat from bottom to top using the back of your hand before opening.
  - If **HOT**, do not open.
  - If **NOT HOT**, open door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
- If caught in smoke, drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
- Proceed to your evacuation assembly area or other safe area.
- Take roll.

## IF YOU ARE OUTSIDE THE BUILDING

- Seek any available cover. Follow **DROP, COVER & HOLD** command. (See **TORNADO** tab)
- Proceed to your evacuation assembly area or other safe area.
- Take roll.
- Follow directions of **emergency response personnel**.

# BOMB THREAT

If a **BOMB THREAT** of any type occurs, immediately call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

## Follow These Steps:

- Listen carefully, collect information noted below and **DO NOT** interrupt the caller.
- Complete checklist and report bomb threat to the **Principal** or **Superintendent**.

## BOMB THREAT CHECKLIST

### DO NOT Interrupt The Caller Except To Ask The Following Questions:

**When will it go off?**

**Where is it placed?**

**What does it look like?**

Sex	Background Noises	Characteristics of Voice
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____ <hr/> <input type="checkbox"/> Is Caller Familiar with Building?	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner	Use of Certain Words or Phrases?	
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other _____		

**Printed Name of Person Taking call:**

**Location:**

**Telephone Number:**

# BOMB THREAT

RETURN

# MEDICAL EMERGENCY / FIRST AID

If a **MEDICAL EMERGENCY** exists, immediately **CALL 9 1 1**. If **FIRST AID** is required take the student to the School office where the **School Nurse** or **designee** will administer first aid, as required.

## TREATING A INDIVIDUAL – LIFE THREATING

1. Stay calm and **DO NOT** move the student unless there is danger of further injury.
  - Give your name, telephone number, School, room number and location of student.
  - Describe the nature and severity of the medical emergency.
2. Ask someone to dispatch a first aid/CPR-trained employee to the student.
3. **DO NOT** give the student anything to eat or drink.
4. When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
5. Give the **ambulance driver** the student's emergency numbers and parent/guardian name(s).
6. If possible, assign a **staff member** to accompany the student to the hospital.
7. Work with staff to complete *District Report of Student Injury form*, which can be obtained from and returned to the School Administration office

## TREATING AN INDIVIDUAL – NOT LIFE THREATING

- In case of a minor injury or illness, take the student to the School office where the school **Nurse** or **Designee** will administer first aid, as required.
- Work with staff to complete *Report of Individual Injury form*, which can be obtained at the Administration office if it is an injured employee or Student Life if it is an injured student.

## TREATING A CAMPUS EMPLOYEE OR STUDENT – LIFE THREATING

- Follow steps 1 through 7 above.
- If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, School staff should refrain from recommending specific health care vendors.
- Complete the Districts' *Insurance Group Report of Employee Incident/Injury form*, which can be obtained from and returned to the School Administration office.

## TREATING A CAMPUS EMPLOYEE OR STUDENT – NOT LIFE THREATENING

- Report to the School office where the school **Nurse** or **Designee** will administer first aid, as required, or get minor first aid supplies from your School first aid box.
- Complete the Districts' *Insurance Group Report of Employee Incident/Injury form*, which can be obtained from and returned to the School Administration office.

# DEATH / CRIME SCENE MANAGEMENT

**THE FOLLOWING GUIDELINES ARE TO BE USED IN THE EVENT THE SCHOOL OR DISTRICT SITE HAS BEEN ACTIVATED FOR ANY TYPE OF EMERGENCY:**

**IMMEDIATELY CONTACT YOUR SCHOOL MAIN OFFICE TO REPORT THE EMERGENCY SITUATION:**

Activate the School Emergency System by following the recommended emergency guidelines outlined within this flipchart. When reporting the emergency to the main office you should be prepared to supply the following minimal amount of information:

- Your name.
- Nature of incident.
- Location of incident.
- Severity of injuries or property damage.
- Telephone number (as a call back) if additional information is required.

## DEATH IN A CLASSROOM

- **CALL 9 1 1**
- Notify the **Principal** or **Superintendent**.
- Secure the scene until **emergency responders** arrive.
- Evacuate students to on school or district site location. (See **EVACUATION**)
- Monitor students and staff for mental health.
- Control rumors.

## DEATH OUTSIDE OF SCHOOL

- If you are the first to know about the death of a student or staff member, call the **Principal** or **Superintendent**.

## CRIME SCENE MANAGEMENT

- Make notification to the **Principal** or **Superintendent**
- Remove everyone from the **CRIME SCENE**.
- Identify students/staff with an association to the scene and keep them separate but monitored.
- Identify possible witnesses but do not conduct an interview.
- Document comments made by witnesses.
- Keep possible suspects isolated and under observation.
- Document any comments, possible suspects make in relation to the scene.

**AFTER SCHOOL HOUR EMERGENCIES CALL 9 1 1**

# LOCKDOWN PROCEDURES

This procedure is implemented to ensure the safety of students and staff from intruders or incidents in the community. If a **LOCKDOWN** is required, immediately Call The **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

## DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING

Quickly move students or personnel to the closest pre-determined safe building and continue to follow **LOCKDOWN PROCEDURES** outlined below.

## DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING

- Lock doors.
- Keep students and personnel away from windows and doors.
- Maintain a calm environment.
- If gunshot or explosion is heard, get everyone on the floor.
- Contact the **Principal** or **Superintendent** **ONLY IF** you have an additional emergency situation. Use the telephone or intercom first!
- Remain in classrooms and containment (Safe Room) areas until notified.
- No person is to enter or exit the locked room.
- Wait/Listen for **“ALL CLEAR”** from the **Principal** or **Superintendent** via intercom, text and/or email.
- Changes in lockdown conditions will be given over the intercom.

### HIGH PRIORITY LOCKDOWN CONDITION

- Your **Principal** or **Superintendent** will notify building occupants that this is not a drill and the school or district site is under a High Priority **LOCKDOWN** condition.
- **Minimal movement within Safe Room.**
- Secure office staff away from windows. Move phone into secure zone.
- Set up communications link to the **Principal** or **Superintendent** and keep telephone lines open.

### LOW PRIORITY LOCKDOWN CONDITION

- Your **Principal** or **Superintendent** will notify building occupants that this is not a drill and the school or district site is under a Low Priority **LOCKDOWN** condition.
- **Movement is allowed within Safe Room.**
- Staff to guard all outside exits to permit internal movement of students.
- Maintain safe room containment.
- Bathroom needs can be attended to under supervision.

## THE PRINCIPAL OR SUPERINTENDENT WILL

- Move the telephone into a secure location and *keep the telephone lines open for communication.*
- Coordinate with **law enforcement** to cover students who are outside and cannot be quickly moved to a safe room. **law enforcement** will contain them off school or district site.
- Work with **Emergency Responders** to prevent students and others from re-entering School.
- Will keep in communication with **local police department.**

## ALL CLEAR, LOCKDOWN OVER

The **Principal** or **Superintendent** will advise the school via intercom, text and/or email of the **“ALL CLEAR”** condition when individuals are no longer in danger.

# INTRUDER / ASSAULT / HOSTAGE

If an **INTRUDER OR ASSAULT OR HOSTAGE** situation that may occur at school or district site. If a **LOCKDOWN** is required, immediately call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

## UPON HEARING "THERE IS AN INTRUDER IN THE BUILDING"

- Initiate **LOCKDOWN PROCEDURE**.
- **SHELTER-IN-PLACE**.
- Use basic duck and cover techniques; lie flat, face down, on floor; cover head, get under tables/desks if possible. (See illustration on **TORNADO** tab)
- In classrooms, stay away from windows, doors and outer walls; watch for shattered glass. Close drapes/curtains/blinds **ONLY** if safe to do so.
- Turn out lights.
- In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) for shelter; lie down, stay motionless.
- Be ready to move students instantly; know possible escape routes, including windows.
- If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building, when it is safe to do so.
- If possible report status to the Principal or Superintendent.
- If you and students are taken hostage: **Do not be a hero.**
- Follow instructions of captor.
- Cooperate, be friendly if possible; do not argue with or antagonize captor or other hostages.
- Inform captors of medical or other needs.
- Be prepared to wait; elapsed time is a good sign.
- **Do not try to escape;** do not try to resolve situation by force.
- Be observant and remember everything you see and hear.
- If a rescue takes place, lie on the floor and await instructions from rescuers.

## IF THREATENED OR ASSAULTED BY AN ARMED OR UN-ARMED PERSON ON SCHOOL

- Immediately Scream "**Help Me**" and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim.
- If being physically attacked and/or being held against your will, use your best judgment to talk your way out of the situation or fight back when you have the most physical advantage for your release. Save your energy for your best attack. Be smart and hit your attacker in vulnerable points such as: under nose, under chin, windpipe, solar plexus, groin, knee, and instep to name a few. Again, save your physical power and high energy for a smart fight with your attacker for your release. **NEVER GIVE UP.** If you decide to fight and try to get out of your attacker's physical control, when you succeed, run fast and hard for help.
- Upon your physical release run for your life, while screaming for help. **CALL 9 1 1** or the **Principal** or **Superintendent** for help. The **Principal** or **Superintendent** may initiate **LOCKDOWN PROCEDURES**.

# EVACUATION / REVERSE EVACUATION

## EVACUATION

- Upon hearing the alarm system, immediately stop instruction and direct student attention to emergency procedure. Refer to the **Emergency Response Packet** located on the back of your classroom door if necessary.
- Verify information.
- Gather information on any injured students or staff members and manage their evacuation.
- Have students leave the room in an orderly manner.
- Direct students to follow normal fire-drill procedures unless the **Principal** or **Superintendent** alters route.
- Take **class roster** and **emergency kit** to evacuation location.
- Close classroom door and turn out lights if the room is clear.
- The teacher should exit the room last to ensure all students are out (except those which cannot be moved).
- Proceed to the Off School or District Evacuations Site.
- Account for all students.
  - If students are missing, trapped or seriously injured, display the **RED CARD**.
  - If classroom is clear and all students are accounted for, display the **GREEN CARD**.
- Remain with your students and await further instruction from the **Principal** or **Superintendent**.
- A **Staff Member** will be assigned to handle the parent/student reunification.
- Students can only be released to an adult that is documented as an emergency contact and can show proper identification.

## REVERSE EVACUATION

- Move indoors in a rapid, orderly fashion.
- Assist handicapped students.
- Close the door behind you.
- Report to pre-designated area.
- Close windows once inside.
- Wait for further instruction from the **Principal** or **Superintendent**.
- If directed, use **LOCKDOWN PROCEDURE**.
- Listen for **"ALL CLEAR"** from the **Principal** or **Superintendent** via intercom, text and/or email.



# FIRE / CHEMICAL SPILL / VEHICLE ACCIDENT

If a fire erupts, immediately **CALL 9 1 1** and then call the **Principal** or **Superintendent**. Any time there is a fire on the school or district site, of any size, the **Fire Department** must be called. (Follow Campus Safety and Security Emergency Management Plan) and supply any known details.

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE.**

WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY			
R	A	C	E
Rescue/Remove Persons in Immediate Danger	Activate Alarm and <b>CALL 9 1 1.</b>	Confine/Contain the Fire. Close Door After Exiting Area.	Extinguish with Portable Fire Extinguisher if Possible, or Evacuate
<ul style="list-style-type: none"> <li>Walk, <b>DO NOT RUN</b>, to the nearest safe exit. <b>DO NOT PUSH OR CROWD.</b></li> <li>Use stairways and handrails and keep to the right. <b>DO NOT USE ELEVATORS.</b></li> <li>Feel doors bottom to top for heat using the back of your hand. <b>IF HOT, DO NOT OPEN DOOR.</b> If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.</li> <li>Proceed to <b>Evacuation Assembly Area</b> and take roll.</li> <li>Refer to School Emergency Team and Exit Routes section of this flip chart.</li> <li>Follow directions of the <b>Principal</b> or <b>Superintendent</b>.</li> </ul>			
CHEMICAL SPILL/TOXIC FUMES: INSIDE THE BUILDING			
<ul style="list-style-type: none"> <li>If you know a hazardous material is involved <b>CALL 9 1 1.</b></li> <li>Call the <b>Principal</b> or <b>Superintendent</b> and inform them of the spill and fumes.</li> <li>Isolate the area and move students to another area to prevent injury or exposure.</li> <li>If potential fire or explosive hazard exists, evacuate the building immediately.</li> <li><b>DO NOT</b> use exit routes near the hazardous area.</li> <li>Evacuate to safe area. This means a distance of at least 500 feet away upwind.</li> <li><b>DO NOT</b> return to area until directed to do so by <b>authorized personnel</b>.</li> <li>Listen for <b>"ALL CLEAR"</b> from the <b>Principal</b> or <b>Superintendent</b> via intercom, text and/or email.</li> </ul>			
BUS ACCIDENT			
<ul style="list-style-type: none"> <li>The driver should first check to see if individual(s) are injured</li> <li><b>CALL 9 1 1</b> and the <b>Principal</b> or <b>Superintendent</b>.</li> <li>The driver will ensure the scene is safe.</li> <li>The driver may evacuate the individuals depending on situation.</li> <li>Only talk to law enforcement officials that are investigating the accident.</li> <li>The driver shall file a complete report verbally to the <b>Principal</b> or <b>Superintendent</b> as soon as possible.</li> <li><b>DO NOT</b> release student(s) without the <b>Principal</b> or <b>Superintendent's</b> approval.</li> </ul>			



# SHELTER-IN-PLACE

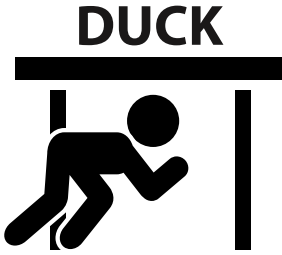


If a **SHELTER-IN-PLACE** is required, immediately call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

**SHELTER-IN-PLACE** simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, **SHELTER-IN-PLACE** events usually last only a few hours. **Emergency kits** of food, water, and other supplies can be used during **SHELTER-IN-PLACE** event.

IMMEDIATE SHELTER-IN-PLACE	DELAYED SHELTER-IN-PLACE
<p>When the release is nearby and the need to seek shelter is <b>immediate</b> do the following:</p> <ul style="list-style-type: none"> <li>Stay inside a building.</li> <li>If outside, enter nearest building.</li> <li>Remain in place until advised by the Principal or Superintendent that <b>“ALL CLEAR”</b> via intercom, text and/or email and it is safe to leave.</li> </ul>	<p>When a release occurs off school or district site and there is time (30 minutes or more), move people to large, enclosed areas and do the following:</p> <ul style="list-style-type: none"> <li>Refer to and follow your school <b>SHELTER-IN-PLACE</b> plan.</li> <li>Follow directions of <b>emergency activation personnel</b> to move quickly to the <b>SHELTER-IN-PLACE</b> location.</li> <li>Remain in place until advised by the <b>Principal</b> or <b>Superintendent</b> that <b>“ALL CLEAR”</b> via intercom, text and/or email and it is safe to leave.</li> </ul>
<b>ADDITIONAL PROCEDURES</b>	
<ul style="list-style-type: none"> <li>Move to floors above ground level. <b>SHELTER-IN-PLACE</b> in an interior room without windows or with the least number of windows.</li> <li>Shut and lock all windows. Shut exterior and interior doors. <b>Limit use of telephones to emergency calls only.</b></li> <li>If in a laboratory, workshop, or other, reduce all operations to a safe condition as quickly as possible by turning off gas and containing potentially dangerous chemicals. Follow instructions of <b>instructor</b> or <b>area manager</b>.</li> <li><b>Do not use elevators.</b> Movement of elevators pumps significant amounts of air in and out of the building.</li> <li>Many buildings ventilation systems are remotely controlled by <b>facilities management</b>. If necessary, locally turn off heat, fans, air conditioning or ventilation systems. Close vents as you are able.</li> <li>Follow instructions of the <b>Principal</b> or <b>Superintendent</b>.</li> <li>Make yourself comfortable. Look after each other.</li> </ul>	
<b>ALL CLEAR</b>	
<ul style="list-style-type: none"> <li>Remain in place until advised by the <b>Principal</b> or <b>Superintendent</b> that <b>“ALL CLEAR”</b> via intercom, text and/or email.</li> <li>Then it is safe to leave.</li> <li>Open doors and windows and return ventilation systems to normal operations.</li> <li>Go outside until building has been vented.</li> </ul>	
<b>INFORMATION SOURCES</b>	
<ul style="list-style-type: none"> <li>The <b>Principal</b> or <b>Superintendent</b> will receive status and updates.</li> <li>Emergency information will be provided by the <b>Principal</b> or <b>Superintendent</b> or <b>designee</b> in case of emergency, via intercom, text and/or email.</li> </ul>	

# TORNADO

If a **TORNADO** occurs, immediately call the **Principal** or **Superintendent** (Follow School Safety and Security Emergency Management Plan) and supply any known details.

DURING AN TORNADO IF YOU ARE INSIDE		
 <p style="text-align: center; font-weight: bold; margin-top: 0;">DUCK</p>	 <p style="text-align: center; font-weight: bold; margin-top: 0;">COVER</p>	 <p style="text-align: center; font-weight: bold; margin-top: 0;">HOLD</p>
<p><b>DUCK or DROP</b> down on the floor.</p>	<p>Take <b>COVER</b> under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.</p> <ul style="list-style-type: none"> <li>Avoid danger spots near windows, hanging objects, mirrors or tall furniture.</li> </ul>	<p>If you take cover under a sturdy piece of furniture, <b>HOLD</b> on to it and be prepared to move with it. <b>Hold</b> the position until the ground stops shaking and it is safe to move.</p> <ul style="list-style-type: none"> <li>Do not run outdoors.</li> <li>Do not use elevators.</li> <li>Follow directions of emergency personnel.</li> </ul>

DURING A TORNADO IF YOU ARE OUTSIDE	
<p><b><u>In a Crowded Stadium, Theatre or Lecture Hall:</u></b></p> <ul style="list-style-type: none"> <li>Evacuate to a restroom, locker room, interior room without windows or interior hallway.</li> <li>Follow the direction of <b>emergency personnel</b>.</li> </ul>	<p><b><u>In an Elevator:</u></b></p> <ul style="list-style-type: none"> <li>If power fails, elevators will stop and lights will go off.</li> <li><b><u>Be patient.</u></b></li> <li><b>Emergency personnel</b> will rescue you as soon as possible.</li> </ul>
<p><b><u>In an Open Area:</u></b></p> <ul style="list-style-type: none"> <li>Move to a clear area, if safe to do so</li> <li>Avoid falling hazards.</li> <li>Duck, cover and hold in an open area.</li> <li>Protect your head and neck.</li> <li>Follow directions of <b>emergency personnel</b>.</li> </ul>	<p><b><u>In a Vehicle:</u></b></p> <ul style="list-style-type: none"> <li>Pull over, stop, and get out of the vehicle.</li> <li>Lay flat in a ditch or low laying area.</li> <li>If a building is available seek shelter in the basement.</li> </ul>

AFTER THE TORNADO STOPS	
<p><b><u>If Inside a School or District Site Building:</u></b></p> <ul style="list-style-type: none"> <li>Check yourself and others for injuries. Report any injuries to the <b>Principal</b> or <b>Superintendent</b>.</li> <li>Use your training to provide first aid, use fire extinguishers, clean-up spills, etc.</li> <li>Assess your surroundings, check for damage and hazardous conditions. Report them to the <b>Principal</b> or <b>Superintendent</b>.</li> <li>Phone systems may be severely impacted. Limit phone use to <b><u>emergency calls only</u></b>.</li> <li><b><u>DO NOT</u> evacuate automatically.</b></li> <li>Outdoor hazards may be greater than indoor hazards.</li> <li>If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so.</li> <li>Follow directions of <b>emergency responders</b>.</li> </ul>	<p><b><u>If Outdoors On School or District Site Property:</u></b></p> <ul style="list-style-type: none"> <li>Stay clear of buildings, trees or other falling hazard areas.</li> <li>Move to evacuation assembly areas.</li> <li>Follow directions of <b>emergency personnel</b>.</li> </ul>
	<p><b><u>When to Go Home:</u></b></p> <ul style="list-style-type: none"> <li>In the event of a major <b>TORNADO</b>, be prepared to stay on school or district site property.</li> <li>You should not try to get home until <b>emergency personnel</b> say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized.</li> <li>The School is prepared to provide emergency care and shelter in accordance with District Emergency preparedness plan.</li> </ul>

**EMERGENCY CONTACTS/EXIT ROUTES/UTILITY INFORMATION**

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the *Journal of the American Medical Association* (JAMA) in 1997, and the *Journal of the American Psychiatric Association* (JAPA) in 1998.

These two journals are the most prominent in the field of mental health. The *JAMA* is a general medical journal, and the *JAPA* is a psychiatric journal. Both journals have a long history of publishing research on mental health.

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