



EMERGENCY PROCEDURES



Front Office Contact/Phone Number: _____

REPORT EMERGENCIES IMMEDIATELY DIAL 9-1-1

EVACUATION

- Leave building using nearest exit
- Do not use elevators, use stairwell
- Take personal belongings
- Time permitting, secure hazardous materials or sensitive equipment
- Follow staff directions
- Assist persons with disabilities or special needs
- Proceed to designated rally point

POWER OUTAGE

- Remain calm
- Turn off voltage sensitive equipment (computers, etc.)
- Carefully move to a lighted area. Exit signs will be lit and emergency lights should activate in classrooms located within school buildings. Classrooms have emergency flashlights.
- For prolonged outages, await directions from building administrator

FIRE

- Activate fire alarm
- If fire is small, consider controlling the fire with a nearby fire extinguisher
- Evacuate and assist others if safe to do so
- Do not use elevators, use stairwell
- Proceed to designated rally point

SHELTER IN PLACE

- Do not exit the building until directed
- Help pass the word in your immediate area
- Close windows, exterior/ interior doors to prevent outside air from entering
- Gather with building emergency response personnel or person-in-charge
- Advise building emergency response personnel of immediate medical needs
- Keep hands away from face
- DO NOT eat or drink anything
- If OUTSIDE: Seek shelter in the nearest building

LOCKDOWN

- Remain calm and pass the word in your immediate area
- Lock and barricade all doors
- Turn off /minimize lights
- Cover windows
- Be quiet and silence cell phones
- Stay out of sight
- Plan what to do if threat enters your area
- Listen to direction of law enforcement when they arrive
- Do not run towards responders

SUSPICIOUS PERSON

- Report immediately to front office
- Provide a detailed description of suspicious person
- Avoid engaging the suspicious person if possible
- Stay in the area as long as it is safe to do so

SUSPICIOUS OBJECT

- Report immediately to front office
- Do not handle!
- Keep others away and evacuate if necessary
- DO NOT use fire alarm or cell phones
- Once outside, move to clear area at least 300 feet from building

SERIOUS INJURY MEDICAL CONDITION

- Remain calm — Assess the scene
- Is it life threatening? Breathing? Bleeding? Dizzy or Incoherent?
- Call 911
- Inform front office that 911 was called

EARTHQUAKE

- Drop, Cover, Hold under a table/ desk or against an inside wall until shaking stops
- If outside, move to an open space away from buildings or other structures
- After shaking stops, assess surroundings and evacuate if necessary
- Gather with building emergency response personnel or person-in-charge

HAZARDOUS MATERIAL BODY FLUID SPILL

- Known Substances:
- Wear gloves
- Read label and follow instruction
- Evacuate as appropriate
- Unknown substance:
- Report immediately to front office
- Clear the area until the Fire Department authorizes re-entry

ACTIVE SHOOTER / THREAT

Have an escape route and plan in mind | Leave your belongings behind | Keep your hands visible

ALERT / LOCKDOWN / INFORM

Alert by yelling or screaming | Barricade doors | Spread out | Silence cell phones | Share real time information

COUNTER/EVACUATE

Take back control | Use Swarm Technique| Make Noise | Act with physical aggression and throw items at the threat

Call 911 when it is safe to do so