



EMERGENCY PROCEDURES

REPORT EMERGENCIES IMMEDIATELY DIAL 9-1-1

EVACUATION

- Leave building using nearest exit and posted routes
- Do not use elevators, use stairwell
- Take personal belongings if you have time
- Time permitting, secure hazardous materials or sensitive equipment
- Follow evacuation directions
- Assist persons with disabilities or special needs
- Once evacuated do not enter the building until the ALL CLEAR is given. to designated rally point

POWER OUTAGE

- Turn off voltage sensitive materials (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 and supervisor.

FIRE

- Activate fire alarm
- Do not attempt to put out the fire, the extinguishers are only used to clear the evacuation route.
- Evacuate and assist others if safe to do so
- Do not use elevators, use stairwell
- Proceed to designated location.

SUSPICIOUS PERSON

- Report immediately to front office or call 911 using office phone.
- Call 911 using office phone
- 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

SHELTER IN PLACE AND FULL LOCKDOWN

- Do not exit the building until directed
- Help pass the word in your immediate area
- Close windows, exterior/ interior doors.
- Follow directions given by building personnel.
- Advise building emergency response personnel of immediate medical needs
- If OUTSIDE: Seek shelter in the nearest building

ACTIVE SHOOTER

- When it is safe, evacuate the building and area.
- Don't stop to grab personal belongings.
- Do not go outside until law enforcement gives the ALL CLEAR
- Lock and barricade all doors
- Turn off /minimize lights
- Cover windows, turn off lights and remain quiet.
- 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 OBJECT

- Report immediately to front office or call 911 using office phone
- Do not handle!
- Keep others away and evacuate if necessary
- DO NOT use fire alarm or cellphones
- Once outside, move to clear area at least 300 feet from building

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 or Call 911
 - Clear the area until the Fire Department authorizes re-entry

SERIOUS INJURY MEDICAL CONDITION

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

BOMB THREAT

- Use the fire alarm to initiate an evacuation
- Do NOT use cell phones or radios
- Follow directions provided by school, community response
- Do not enter the building until law enforcement gives the ALL CLEAR

Emergency Phone numbers:

OESD Main number: 360-478-6889

Front Office Number (if any): _____