**Classroom Emergency Procedures**

|  |  |
| --- | --- |
| **Hazards** | **Specific Emergency Actions** |
| Bomb Threat | Evacuate |
| Fire or Explosion | Evacuate |
| Hazardous Materials/Suspicious Substance (Inside) | Evacuate |
| Hazardous Materials/Suspicious Substance (Outside) | Shelter |
| Medical Emergency | First Aid |
| Hostile Threat (Outside) | Lockout |
| Hostile Threat (Inside) | Lockdown & Evacuate |
| Severe Weather – surprise onset | Shelter |

|  |
| --- |
| **EMERGENCY PROCEDURES Perform these actions for all emergencies.** |
| * Account for all students. Report status to Accountability Leader. * Follow all directions of Incident Command through the Accountability Leader, or directly. * Supervise students in carrying out emergency procedures. * Seek help to assist with those with special needs. * Provide first aid to the injured. * Recruit unassigned personnel to assist. |

|  |
| --- |
| **LOCKOUT** “**Lockout! Secure the Perimeter**” repeated twice. |
| Lockout is called when there is a threat or hazard outside of the school building.  Lockout uses the security of the physical facility to act as protection. |
| **All-Clear Signal** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be announced by the School Incident Commander. |
| * In addition to the **Emergency Procedures**, also complete the following: * Ensure that all windows and exterior doors in classrooms are locked. * Continue all inside classroom activities, but be extra vigilant. |

|  |
| --- |
| **LOCKDOWN** “**Lockdown! Locks, Lights, Out of Sight!**” repeated twice |
| Lockdown is called when there is a threat or hazard inside the school building.  Lockdown uses classroom security to protect students and staff from threat. |
| **All-Clear Signal** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be announced by the School Incident Commander. |
| * In addition to the **Emergency Procedures**, also complete the following: * Lock all classroom doors or other access points. * Cover inside door window, if able. * Move room occupants out of line of sight of the corridor windows. * Order all room occupants to maintain absolute silence. Order cell phones to be silenced. * Do not open the classroom door for any reason. * Complete Accountability by texting, email or other silent method. * TEACHERS MUST STAY CALM AND MAKE DECISIONS. Do what you have to do to save the students in your care. Counter the threat, if necessary and able. |
| **If you believe that it is too dangerous to stay in the classroom, order the classroom to evacuate through a window or other escape route to the outside.** |

|  |  |
| --- | --- |
| **EVACUATE** “**Evacuate! (*Directions to Follow*)**” repeated twice. | |
| Evacuate is called when there is a need to move students from one location to another.  Complete the **Emergency Procedures**,as necessary.   * Leave your stuff behind. * Form a Line, hand in hand. | |
| **Fire, Explosion or Bomb Threat** | Activate Fire Alarm. Follow fire escape routes.  Form up outside at Fire Evacuation Stations. |
| **Hazardous Materials** **spill or suspicious substance inside** | Follow fire escape routes. Choose an evacuation site at least 300 feet away from the school or known hazmat location. |
| **Hazardous Materials** **spill or suspicious substance outside** | Anyone who realizes that a dangerous situation exists outdoors, should announce an Evacuation back into the school facility. |

|  |
| --- |
| **SHELTER** “**Shelter! (*Directions to Follow*)**” repeated twice. |
| Shelter is called when the need for personal protection is necessary. |
| **All-Clear Signal** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be announced by the School Incident Commander. |
| * The best locations to shelter are those without exterior doors and windows, or as few as possible. * If the threat is an outside hazardous materials release, move to floors above the ground floor. Close all exterior doors and windows. * If the threat is a tornado, moving to a basement, interior hallway or a interior room without windows. Drop, Cover and Hold. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLASSROOM COMMUNICATIONS** | | | | | |
| **With** | **Primary Method** | | **Secondary Method** | | **Tertiary Method** |
| ICP/Accountability | Radio | | Text/E-Mail | | Telephone |
| Emergency Services | Telephone | | Text | | Verbal |
| **School Contact Information** | | **Name** | | **Phone #** | |
| Principal’s Office | |  | |  | |
| School Incident Commander | |  | |  | |
| Accountability Leader | |  | |  | |

**Student and Staff Accountability**

Follow these steps during all emergencies, or whenever directed by the School Incident Command.

* + Teachers who are with students when an emergency begins, stay with them until it is resolved.
  + Take attendance at the start of the emergency and every time your students move to a new location.
  + Provide your accountability report to the Accountability Manager initially and whenever there has been major movement or changes.
  + Report missing, extra, and injured students and staff to the Accountability Manager.

**First Aid**

* Everyone is authorized and encouraged to perform basic first aid techniques to those who have been injured. Practice proper bloodborne pathogen exposure control. Wash hands after providing care.
* The School Nurse shall be contacted immediately for all medical incidents, major or minor.
* Emergency services (911) shall be contacted for all medical emergencies. Then contact the main office. (Do this simultaneously if people are available).