

# EMERGENCY PROCEDURES

## PROCEDURES FOR AN EARTHQUAKE

Earthquakes usually strike without warning so you may not hear a long continuous bell. Please follow the following procedures:

### Inside a Building

1. Teacher or other person in authority tells students to drop and cover.
2. Everyone should get under a desk/table, other shelter, or against inside wall. If the shelter moves, move with it and stay under it. Cover the back of your head with one hand, and hold onto a desk or table with another hand.
3. Move away from windows to avoid glass and stay away from items suspended above.
4. Remain in drop position until the earthquake is over, or until further instructions are given, or you hear the evacuation bell.
5. After the earthquake is over, staff and students are to evacuate the rooms (you may or may not hear an evacuation bell -please use your judgment) being alert to the possibility of danger and damage. The teacher is the last one to leave the room and should take the following: **Roll Book, Red Backpack, and Emergency Handbook. Please report to the student assembly area.** Once the teacher and students arrive, the teacher is to take roll and send a runner to an administrator with the Accountability Report.

### Outside of Buildings

1. Assume drop and cover position until the emergency is over. Do not run. If possible, get clear of all buildings, trees, power poles, or other hazards that may fall. It is best to stay out in the open. After the earthquake, go to the evacuation assembly area.
2. If students are between periods, they should immediately proceed to the student assembly area and line up on the room number of the class **they just attended.**

## PROCEDURES FOR A FIRE

The signal for a fire will be repeated short bells. In the case of a fire, students and staff are to exit the classroom in a quick and orderly fashion. The teacher is the last one to leave the room and should take the following: **Roll Book, Red Backpack, and Emergency Plan Handbook. Upon exiting, please close the classroom door and report to the student assembly area.** Once the teacher and students arrive, the teacher is to take roll and send a runner to an administrator with the Disaster Accountability Report.

## PROCEDURES FOR EXPLOSIVE DEVICES/THREAT OF EXPLOSIVE DEVICE

- The recipient of the call tries to keep the caller on the line and asks for the location of the device, description, and scheduled detonation. The recipient of the call should remain calm and get as much information as possible (i.e. accent of caller, background noise, speech patterns, male/female, etc.)

- **Administration should be notified immediately; police will be called and the district office will be notified.** The building or area should be evacuated immediately, upon notice from a fire alarm, or announcement over the intercom. The Police Department will be responsible for search procedures. Search of school will commence as soon as it is deemed practical by the principal and Police Department. The Police Department will notify the person in charge of the safe condition of the area searched. Upon sounding of the ALL CLEAR SIGNAL, students may return to class.

**In the event a suspected explosive device is found:**

- **DON'T TOUCH IT - KEEP STUDENTS AWAY**
- **EVACUATE YOUR ROOM AND GO TO EVACUATION AREA IF SAFE**
- **NOTIFY THE SCHOOL OFFICE**
- **KEEP ALL STUDENTS AND PERSONNEL AWAY FROM THE AREA**

### **PROCEDURES FOR CHEMICAL ACCIDENT**

A chemical accident can cause poisonous fumes, volatile gas, caustic or other potentially explosive materials. The building will be evacuated and personnel and students will **follow the fire drill procedures.**

### **PROCEDURES FOR A FLOOD**

In the event of flood waters due to rain, students shall be kept in the driest locations until such time as other emergency action can be implemented.

### **PROCEDURES FOR A SEVERE STORM**

- If outdoors, stop all activities and seek shelter. .
- Assemble in windowless rooms or hallways located in the center of the building.
- Close doors, windows and blinds.
- If the weather becomes severe enough, crawl under a sturdy table or desk and close eyes, clasp your hands behind your neck, and cover your ears and head with forearms.
- Report wet or broken electrical lines, or broken gas lines.
- Be aware of hazardous debris and contaminated food and water.
- Watch for or call for assistance.

### **PROCEDURE FOR DOWNED AIRCRAFT OR OTHER EXPLOSION**

At the sound of the emergency bell, announcement, or explosion, all personnel and students who are indoors should remain indoors in the “drop” position until the fire bell is rung to clear the building or it is safe to leave the building. If outside, crouch with chin and head tucked under chest and hands over head and neck. All should remain in this position until further notice or “all clear” is sounded. If appropriate, the students will exit and **follow evacuation procedures.**

## PROCEDURE IN CASE OF INTRUDER

In the event that an intruder is in the community during school hours or on campus, the following procedures will be followed:

- Staff will be notified as to the nature of the problem by intercom, messenger, text, or email. Administration or designee will announce, "Lockdown." Teachers should immediately direct students to a safe area in the classroom and have them sit on the floor.
- Students will remain inside the building at all times and away from the windows and doors. Teacher should proceed quickly to the door (if it is safe), check the hallway for students/staff outside. Direct those individuals into your room.
- Lock the doors and windows, turn off lights and close blinds (if safe to do so).
- If there is an injured person or you need help, notify Administration (or call 911 if Administration cannot be reached).
- PE classes must return to a building if it can be done safely.
- Custodian, teachers, or administration will secure all classroom entrances and exits.
- Principal will determine safe routes of travel for personnel and students.
- No student, employee, or volunteer will be dismissed until a safe route home has been determined.
- Staff will be notified by intercom when it is safe.

## ARMED STUDENTS

Any staff member must report to the site administrator if a student is suspected of having a weapon on campus.

- If a student draws a weapon, the teacher/staff member should treat it like a hostage situation and should follow the Hostage Situation Procedure.
- **Do not** confront the student! Wait for an administrator and/or police.
- **Do not** try to retrieve the weapon! Wait for the administrator and/or police.
- **Do not** restrain or discipline the student! Wait for the administrator and/or police.
- If the student is in class and the weapon is concealed, the staff member should quietly send a note in an envelope to the administrator, using a messenger. Include as much information as possible:
  - The name of the student
  - Exact location of the student in the class
  - Type of weapon suspected
  - Location of weapon
  - Number of students in class
  - Demeanor of the student and any other useful information
- The principal or assistant principal contacts the police.
- Allow the class to remain in the normal routine until the police arrive. Do not alarm other students.
- Allow the administration and police to handle the situation as they see fit. They will generally try to isolate the student from others and apprehend him/her.
- Administration shall immediately contact the Assistant Superintendent of Secondary Education to report the situation.
- If the media becomes involved, all inquiries will be referred to the district public information officer.
- All media must remain off campus.

## SHOOTING

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding, bullets ricocheting:

- Someone must **call 9-1-1** as soon as possible.
- Confirm facts regarding the incident.

### If outside

- Instruct students to duck and cover to the ground immediately; face down as flat as possible. (If within 15-20 feet of a safe location, duck and run for safety using a zigzag motion.)
- Move or crawl away from gunfire, trying to create obstruction between you and the gunfire.
- Try to get behind or inside a building and stay down.
- When you reach a relatively safe area, stay down and don't move. Do not peek or raise your head.
- Call the office to report the situation, if possible.
- Listen for directions from the administration and/or Police.

### If inside the classroom (with assailant outside)

- Follow G.G.U.S.D. Lockdown Procedures.

## Lock Down

### Implement for Intruder on Campus

This action is taken when the threat of violence or gunfire is identified and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, staff and students are to remain in the classrooms or designated locations unless it is unsafe to do so.

- In the event of a lock down, notification may come from the school office by the principal or designee announcing "*lock down.*" If a staff member observes an intruder who displays aggressive or threatening behavior or displays a weapon, call the office immediately. You should self-initiate lockdown in this situation or if you hear gunfire.

### If inside a building:

- Following the lockdown announcement, direct students to a safe area in your classroom and have them sit on the floor. (This could be an area behind a solid wall, and away from doors and windows.)
- If gunfire is heard, position overturned furniture between the room occupants and the door as protection, and instruct everyone to lie down on the floor.
- Proceed quickly to your door(s) and, if safe, check the hallway for any students/staff outside; escort or direct those individuals quickly into your room.
- Lock the doors (from the inside) and windows, turn off the lights, and close blinds on windows (if safe to do so).
- Exercise wise judgment as to which students you allow into your room; only individuals exhibiting non-threatening behavior should be allowed in. Lock all doors.

- Take roll and account for any missing students. Notify administration or police of any students and/or staff who may be outside the building. Record the names of everyone in the room.
- Have all students and staff out of the line of sight.
- Use wise judgment. Calm and reassure your students and co-workers.
- Stay where you are until instructed otherwise by administrative or emergency personnel, even if the school/work day is over. Do not let anyone leave the area unless instructed to do so by administrative or emergency personnel.
- Staff members who flee the campus can serve as a valuable point of contact and information source for arriving police personnel.

**If outside:**

- Proceed immediately to a secure area. If safe to do so, flee off campus or to a designated and secure reunification area.
- Remain there until instructed otherwise by administrative or emergency personnel, even if the school/work day is over.

**Additional Considerations During Lock Down:**

- The use of cell phones can interfere with emergency responders. Instruct students not to use cell phones in an emergency.
- On a voluntary basis, staff may want to exchange cell phone numbers so they can communicate in an emergency if necessary.
- Use email to communicate with the front office if other means of communication are unavailable. The Remind App will also be used to send communication to staff as it is available.
- Parents should be advised that School Messenger will call to advise them where they can pick up their children. The media will also be able to communicate vital information.
- Police advise that classroom doors should remain locked (keep open or ajar during the day) so they can be easily closed and secured in the event of emergency.
- The First Aid/Medical Team will work with local authorities to ensure any injured students or staff receive medical attention.
- The school administrator will prepare a verified list of casualties, and the locations to which they were transported. The school administrator will confer with school psychologists to ensure the notification of parents and family members.
- All media inquiries will be referred to the district Public Information Officer.