

-Emergency Procedures Quick Reference Guide

EVACUATION

Fire / Explosion/ Smell of Smoke/ Gas Odor/ Fire Alarm /Bomb Threat

LOCKDOWN

Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/Criminal Activity/Dangerous Animal

SEVERE WEATHER

REVERSE EVACUATION

Suspicious/threatening person **or** hazardous chemical spill **outside** building

SHELTER IN PLACE

Hazardous chemical spill **outside** building

EVACUATION – CAMPUS TEACHERS & OTHER STAFF

1. When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures.
 - Instruct students to calmly leave the building. If purses and backpacks are within arm length, students may take these items outside with them.
 - Check room for any suspicious items.
 - Take **class roll, go-kit** and **emergency status cards** with you.
 - Make sure classroom door is closed and preferably unlocked.
2. Assemble class at assigned evacuation location. Take roll to account for all students.
 - If all students are accounted for, hold up **GREEN** status card.
 - Hold up **RED** status card if you cannot account for all students, have a medical emergency, or have noted something suspicious.
 - Keep students quiet and calm.
 - Do not let any student leave without proper authorization.
3. Follow instructions given by Principal/Lead Teacher
 - Do not reenter building until directed by the Principal.

EVACUATION

Fire / Explosion / Smell of Smoke / Gas Odor / Fire Alarm /Threat

LOCKDOWN – CAMPUS TEACHERS & OTHER STAFF

1. A campus administrator will announce **lockdown**.
 - If anyone hears or sees a situation* that requires lockdown, **immediately** begin procedures and call the front office to report emergency.
 - Get students out of hallways and into classrooms. Lock classroom door and turn off lights.
 - Make sure all windows are locked and blinds are closed.
2. If you can not lock classroom door:
 - take students to the neighboring classroom that can be locked join that class and follow teacher’s instructions.
3. Keep students quiet and out of view. If necessary, cover door window.
4. Take roll to account for all students.
5. If all students are accounted for post **GREEN** status card in door window.
6. Post **RED** status card in door window if you can not account for all students, have a medical emergency, or have noted something suspicious.
 - If there is no door window, **slide the card under the door** into hallway.
7. Keep students silent and calm.
 - Do not let any student leave without proper authorization
8. Phones (including cell phones) are not to be used unless communicating critical information to front office.
9. Remain in locked classrooms until campus administrator announces lockdown is over.

If confronted by a suspicious person, be courteous and confident. **Keep a distance** between yourself and the individual and **avoid confrontation**. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions.

(Note: If students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance of campus and the police and/ or principal notified of their whereabouts as soon as possible.)

LOCKDOWN

*Intruder / Weapon / Hostage / Active Shooter / Hostile Individual /
Criminal Activity / Dangerous Animal

CAMPUS WEATHER / TSUNAMI TEACHERS & OTHER STAFF

SEVERE WEATHER WARNING

1. Announcement will be made to initiate campus severe weather procedures.
 - Based on the severity of the storm and current weather conditions, parents will be notified of release of students.
 - If instructed, move class to pre-designated safe areas:
 - Each room will have a move kit: flashlight, battery powered radio and first aid kit.
2. Initiate accountability procedures.
 - Upon reaching designated area, teachers should check class rolls.
 - Staff will check all areas to ensure every student has been located.
 - If all students are accounted for, hold up **GREEN** status card.
 - Hold up **RED** status card if you cannot account for all students or have a medical emergency,
3. Follow instructions given by campus administrator/lead teacher.
4. Seat students in one row whenever possible.
5. Maintain control, keeping students and staff quiet and calm.
6. Do not let any student leave without proper authorization and parent/guardian physically comes to school to pick up student(s).

If you are notified that a tsunami warning has been announced --- do the following:

- Have students and staff move up mountain as quickly as possible—
- Be aware that electrical power and phone service may be disrupted.
Follow campus administrator/lead teacher instructions until danger has passed.
- Shelter in place until warning conditions an “**ALL CLEAR**” is issued by a competent authority.
- Have flashlight, battery powered radio and first aid kit available. .

SEVERE WEATHER: TSUNAMI / SEVERE WEATHER

Earthquake

If there is an earthquake:

1. Remain calm. If indoors, stay indoors; if outdoors, stay outdoors. Most injuries occur as people are leaving or entering building.
2. If indoors, take cover a heavy desk, table or in doorways, halls or against inside walls. Stay away from glass and light fixtures.
3. If outdoors, move away from building and utility wires.
4. If you on a moving vehicle (ATV), stop as quickly as safety permits, but stay on the vehicle.

AFTER AN EARTHQUAKE

1. Check for injuries.
2. Check Utilities for damage. If you smell gas, shut off the main valve and evacuate the building immediately.
3. Stay away from downed power lines.

Important Notice:

If the earthquake last 30 seconds or longer and causes difficulty in standing, go to the designated evacuation site immediately. Do not wait for a Tsunami warning to be issued.

Earthquake

REVERSE EVACUATION – CAMPUS TEACHERS & OTHER STAFF

1. A campus administrator will initiate reverse evacuation procedures and instruct staff members to bring all people that are outside into the building.
 - If time and situation permits, bring portable building occupants into the main building. If not, portable building occupants should lock portable doors and initiate lockdown procedures.
2. Check hallways and bring students into classrooms. Lock classroom doors.
3. Report the location of any suspicious person to the front office.
4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
 - If all students are accounted for post **GREEN** status card in **door window**.
 - Post **RED** status card in **door window** if you cannot account for all students, have a medical emergency, or have noted something suspicious.
 - If there is no door window, **slide the card under the door** into hallway.
5. No student or staff member should be released until student accountability is complete.
6. Do not let any student leave without proper authorization.
7. Follow instructions given by campus administrator.
8. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

REVERSE EVACUATION

Suspicious/threatening person or hazardous chemical spill outside building

SHELTER IN PLACE- CAMPUS TEACHERS & OTHER STAFF CONTINUED

1. Announcement will be made to initiate Shelter in Place procedures.
2. Close doors and shut off air intake system for classroom if possible.
3. Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom.
4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
 - If all students are accounted for post **GREEN** status card in **door window**.
 - Post **RED** status card in **door window** if you cannot account for all students or have a medical emergency
 - If there is no window in the door, **slide the card under the door** into hallway.
5. Do not let any student leave without proper authorization.
6. Follow instructions given by campus administrator.
7. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

SHELTER IN PLACE

Suspicious/threatening person or hazardous chemical spill outside
building

Emergency Status Card

(Print on green paper)



Emergency Status Card

(Print on red paper)

