

Hannan Elementary Magnet Academy



Safety Plan

Teacher's Response

2021-2022

Centegix and Raptor

Please keep in mind that for a true emergency situation, the Centegix badges are the first response, before Raptor, calling administration, etc. Additionally, all drills as well as emergencies should be initiated and responded through the Raptor Emergency System. This includes accounting for students present with you for locating students as well as for parent reunification purposes.

Teachers Response

Emergency: Tornado

Prepare

- The National Weather Service issues two types of tornado alerts: *Tornado Watch* indicates that weather conditions are such that a tornado may develop so listen for further updates. *Tornado Warning* indicates that a tornado has been sighted and protective measures should be taken immediately.
- Teachers should participate in Conducted Drills: Emergency Action Plans should facilitate and organize staff and students actions during a workplace emergency.
- Teachers should know designated tornado site and emergency procedures, and post evacuation points in classroom.
- Teachers should have updated lists of student roster in an emergency folder or "Go Bag".
- Teachers should identify students with special needs and make appropriate accommodations if needed.
- Prepare a substitute emergency response folder and provide to the sub when out of the building.
- Have your personal items ready (such as keys, cell phones, and purse) and quickly available. Consider having a change shoes if needed. Consider having your cell phone completely charged during severe weather.
- Stay alert for information from administration.
- Move students from outside to safe location during tornado warnings.
- Take into consideration buildings that are detached, such as gyms or cafeterias that may not be suitable for evacuation.

Response

- Upon tornado warnings move students quickly away from windows and move to interior wall. Move students quickly and orderly. Tornadoes can emerge very quickly, evacuations should be made within two minutes.
- Students should line up at door and then be directed towards the designated severe weather destination.
- Shut all doors and windows.
- Teachers should take personal belongings, class roster, and "go" bag (if available).
- Students MUST be quiet when exiting the classroom and while they are in the hallway. Maintain order.
- Students should exit in an organized fashion. The next class should follow behind them. Students should fill up every available space.
- Students should crouch on knees, head down with hands located at back of neck. Students can be "doubled" (students can be placed behind another student) up for additional space.
- Take roll and report any missing students.
- Take Cover.

Recover

- Students may go back to the classroom once the all clear is given.
- If direct hit, attempt to keep students calm.
- Assess for medical injuries.
- Account for all students.
- Await direction.
- In the event of: refer to Mass Casualty, Evacuation Plans, or Reunification if applicable.
- Direct all media questions to Administration.

Emergency: Earthquake

Prepare

- Lead class in how to perform Drop, Cover, and Hold On:
 - This includes dropping to the floor (to prevent falling).
 - Making yourself as small a target as possible, protect your head, neck and chest by taking cover under a sturdy desk or table near an interior wall. Cover your head with your hands and arms.
- Drills should specifically address the following:
 - Evacuation procedures and emergency escape route assignments
 - Procedures to account for all employees/students/visitors after an emergency
 - Rescue and medical duties for those employees and who are to perform them
 - Employees identified to set up incident command post should answer the following questions:
 - What resources are needed?
 - What needs to be done and who is responsible?
 - How will we communicate?
- Consider having your cell phone completely charged and personal items ready and available.

Response

- In the event of an earthquake, DROP, COVER, and HOLD ON. Move students by an interior wall away from windows, bookcases, or tall furniture that could fall on you (if possible). However, if students cannot move to the interior wall, get under a sturdy piece of furniture and hold on.
- If students are outside, find a clear spot, watch for broken gas lines and stay out of damaged areas. Drop to the ground. Stay clear of buildings, power lines, trees, and streetlights.

Recover

- After the shaking stops do the following:
 - Assess the situation
 - Assess for medical injuries
 - Evacuate building and move to open areas away from the building
 - Identify damage to building and
 - Be aware of power lines down
 - Do not use any type of matches due to possible gas leaks or other utility disruptions
 - Make sure to bring personal items with you and "go" bag if possible
- Keep students calm. Account for all students.
- Await direction.
- After the earthquake, be prepared for aftershocks. Aftershocks generally occur minutes, days, weeks, and/or months following an earthquake.
- Listen to the radio, and or TV for information or updates.
- If you are on a bus, remain on the bus. Request to stop the bus and quickly and safely in an open area. Make sure to stay away from bridges, overpasses.
- Direct all media questions to Administration.

Emergency: Fire

Prepare

- Participate in conducted drills: Emergency Action Plans should facilitate and organize staff and students actions during a workplace emergency.
- Post clear and precise emergency evacuation maps in classrooms.
- Know your designated evacuation site and be prepared to respond to alternate locations if needed.
- Also be aware of alternate emergency notifications, such as a bullhorn, two way radio, and cell phones.
- Develop a folder for substitutes with emergency response information.
- Teachers should have updated list of student roster in emergency folder or "Go Bag". Consider having an extra pair of shoes that are appropriate for emergencies. Have personal items readily available; keys, purse, cell phone.
- Identify students with special needs and make appropriate accommodations if needed. Communicate to your principal of accommodations needed.
- Laminate a Red, and Green card, or consider using the Raptor EMS APP.

Response

- In the event of a fire, notify office to the location of the fire.
- If the alarm is sounded, assess the situation first: Stop, Listen, Look, and Smell (SLLS).
- Teachers should direct students to line up quickly and quietly inside the classroom, noting to bring the following items:
 - Student Roll or "go Kit"
 - Personal car keys
 - Cell phone
 - All necessary information for evacuation or re-unification.
- After assessing the situation, direct students for evacuation.
- Teachers should *not* lock the door as they leave. Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits. If you see a student in hallway while evacuating the building, have student follow behind you. Everyone is to stay together and to move quickly and quietly. Follow the 4 Evacuation Rules: "Don't Talk! Don't Push! Don't run! Don't turn back! Evacuate a minimum of 1000 feet. "
- Teachers should account for all students once outside the building:
 - Take student roll
 - Identifying students who are missing or additional to your group, then do the following:
 - Utilize RED and GREEN CARDS:
 - If all students are accounted for, hold up a *GREEN* card.
 - If you have additional students in your group hold up a *GREEN* card and verify the number by using your fingers or writing the number on the laminated green folder.
 - If students are missing, hold up a *RED* card.
 - OR consider using RAPTOR EMS to account for students.

Recover

- Direct students back into the building, if advised to do so.
- In the event the building is unsafe to return, wait for further instructions.
- Address student needs.
- Keep students calm and in order.

- Work with Administration concerning any damages.
- Prepare for re-unification.
- Direct all media questions to Administration.
- Communicate areas of growth to Safety Team.

Emergency: Emergency: Hazardous Material (Biological and Chemical Attack)

Prepare

- Know your evacuation route.
- Have the following prepared: Student Roll or "go Kit", personal car keys, cell phone, all necessary information for evacuation or re-unification.
- Assist in making sure unused lockers are secured, notify administration.
- Classrooms that are not in use should be locked.
- Identify sources of communication in the event electricity and phone towers are inoperable. Use bullhorns if available. Text messages often work when towers are limited or tied up with emergency calls.
- Laminate a Red, and Green card, or consider using the Raptor APP.

Hazardous Material Inside:

Response

- If a package or letter is found leave it alone. Do not touch or handle.
- Gather personal items and "go" bag or folder. Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits.
- Do not lock door.
- If you see a student in hallway while evacuating building, have student follow behind you. Everyone is to stay together and to quickly and quietly evacuate following the 4 Evacuation Rules: Don't talk, Don't Push, Don't run, and don't turn back.
- Teachers should account for all students once outside the building. Follow evacuation procedures:
 - Taking student roll and identifying students who are missing or additional to your group, then utilize the following RED/GREEN Card system:
 - RED and GREEN CARDS:
 - If all students are accounted for, hold up a *GREEN* card.
 - If you have additional students in your group hold up a *GREEN* card and verify the number by using your fingers or writing the number on the laminated green folder.
 - If students are missing, hold up a *RED* card.
 - Or utilize the Raptor Emergency Management System.
- Record names of all persons that were exposed to hazardous materials. Notify administration.
- Keep students calm and quiet. Wait for further direction.
- Return to the building only after Fire Department, Emergency Management Agency (EMA) declare the area safe. Initiate early or late dismissal as necessary. Initiate off campus evacuation procedures.
- Assist in re-unification.

Hazardous Material Outside building:

Response:

- If you are outside, quickly decide what the fastest way to find clean air. Consider if you can get out of the area or, if you should go inside the closest building to shelter-in-place.

- Record names of all persons that may have exposed to hazardous materials.
- In the event the hazardous materials are outside the building, secure the building by closing all windows, doors, and ventilation systems.
- Move all students into the hallway and sit down. Place wet towels in door cracks and tape around the doors and windows to block air from outside.
- Decontamination is needed within minutes of exposure to minimize health consequences. Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

Recover

- Use caution when helping others who have been exposed to chemical and biological agents, do the following:
 - Remove all clothing and other items that were contaminated
 - Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose and mouth
 - Put contaminated clothing and items into a plastic bag and seal it
 - Decontaminate hands using soap and water
 - Remove eyeglasses or contact lenses
 - Put glasses in a pan of household bleach to decontaminate them and then rinse and dry
 - Gently wash face and hair with soap and water
 - Decontaminate other body areas likely to have been contaminated
 - Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water
 - Proceed to a medical facility for screening and professional treatment
- Direct all media questions to administration.
- Communicate areas of growth to Safety Team.

Emergency: Utility Failure

Gas Leak

Prepare

- Natural gas is a colorless, odorless fuel, but for safety reasons, a chemical odorant sometimes describe as a “rotten egg” smell is added, making the presence of gas detectable.
- If you smell this odor: Alert others and leave the area immediately, do not alert the fire alarm.

If gas leak is inside the building:

Response

- Open windows.
- Leave the door open as you exit.
- Notify administrators.
- Go to a phone away from the area and prior to using the phone.
- If you smell gas, do not:
 - Use a telephone or cellular phone
 - Turn light switches on or off
 - Avoid touching anything that may cause a spark. This includes starting a car engine or using cell phones, lighters, matches, cigarettes, flashlights, light switches or landlines
- Seek guidance from administrators. If advised, students and staff will be evacuated 1000 feet. Administration will notify members of the safety committee to disseminate information.
- Gather Personal Items and "Go" Bag.
- Teachers should not lock the door as they leave.
- Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits. If you see a student in hallway while evacuating building, have student follow behind you. Everyone should stay together and quickly and quietly evacuate following the 4 Evacuation Rules: “Don’t Talk! Don’t Push! Don’t Run! Don’t Turn Back!”
- Teachers should account for all students once outside the building. Follow evacuation procedures:
 - Take student roll and identifying students who are missing or additional to your group
 - Once teachers determine if a student is missing they will hold up a RED sheet or utilize the Raptor Emergency Management System
 - Write with a dry erase or hold up a finger to notify a safety committee member of how many student(s) are missing. Also use red card to identify a problem or injury
 - If all students are accounted for hold up a GREEN card or utilize the Raptor Emergency Management System. If you have additional students in your group hold up a GREEN card and verify the number by using your fingers or writing the number on the laminated green card
- Await direction from safety team.
- Keep students calm and quiet.
- Assist in reunification or return to building.

Recover

- Direct all media questions to Administration.

If the gas leak is outside:

Response

- Do not leave the building unless deemed by emergency personnel.
- Move students/staff as far away from gas leak.
- Close off classrooms, and move students to hallway or safe location.
- Make sure all windows are closed. If needed tape around doors and windows.
- Monitor students for medical stress. Notify clinic staff and administration immediately.
- Keep students calm and quiet, and wait for further direction.
- Direct all media questions to Administration.

In the case of an electric power failure:

Prepare

- Make sure you have alternative charging methods for your phone or any device that requires power. If you rely on anything that is battery-operated or power dependent determine a back-up plan.

Response

- Keep students calm and orderly.
- Help students to remain calm.
- Listen for directives.
- Refer media requests to administration.

Water leak

Prepare

- Know your evacuation route. Student Roll or "go Kit" and personal car keys, cell phone, all necessary information for evacuation or re-unification.

Response

- Wait for direction.
- Notify Administration of water leak.
- Keep students calm and orderly.
- If evacuation is determined. Gather personal items and "go" bag
- Teachers should lock the door as they leave. Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits. If you see a student in hallway while evacuating building, have student follow behind you. Everyone is to stay together. Quickly and quietly evacuate, following the 4 Evacuation Rules: "Don't Talk! Don't Push! Don't run! Don't turn back!"
- Teachers should account for all students once outside the building:
 - Take student roll and identifying students who are missing or additional
 - Once teachers determine if a student is missing or an addition to class, hold up a RED sheet and notify a safety committee member immediately. Also use red card to identify a problem or injury
 - Flash GREEN card if all students are accounted for
 - Consider using Raptor EMS system instead
- Begin Re-unification process if it is determined that you cannot return to the building.
- Keep students calm and orderly.

Recover

- Communicate areas of growth to Safety Team.

Emergency: Bomb Threat

Prepare

- Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Ensure that all food is examined and tamper free.
- Teachers should notify administration if unused lockers and rooms are not locked.
- Print out the Bomb Checklist at the end of the Safety Plan, place near your phone.

Response

- Report suspicious packages.
- If you receive the bomb threat:

Get as much information from the caller as possible. Refer to printed Bomb Checklist. Try to ask the following questions:

- When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Keep the caller on the line and record everything that is said. If available, use caller ID and write down number of caller.
 - Do not hang up the phone.
- Notify Principal or Administration immediately. Call 911, and MCS D PD # _____
 - Do not sound alarm or use intercom unless directed by authorities
 - Do not use two way radios, cell phones, and pagers unless directed by authorities.
 - Do not open drawers, do not open packages or turn off lights.
 - If lockdown: follow lockdown procedures: Remember L.A.T.E.R.
 - Lock Down
 - Alert others, assess the situation
 - Take action by close & lock the classroom door. If any children are in the hallways bring them into the nearest classroom. Place cover over the windows and have students move away from door. Silence phones, and remain calm
 - DO NOT OPEN THE DOOR FOR ANYONE OR ANYTHING UNTIL law enforcement opens the door.
 - Gather Personal Items and "Go" Bag if evacuation is called.
 - Principal will communicate evacuation pattern, so listen for directives.
 - Staff and students will evacuate 1000 foot perimeter.
 - If evacuating the building, follow evacuation procedures. Teachers should not lock the door as they leave. Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits. If you see a student in hallway while evacuating building, have student follow behind you. Everyone is to stay together and to quickly and quietly evacuate. Follow the 4 Evacuation Rules: "Don't Talk! Don't Push! Don't run! Don't turn back!"
 - Teachers should account for all students once outside the building, and follow evacuation procedures:
 - Take student roll and identifying students who are missing or additional to your group
 - Once teachers determine if a student is missing or an addition to class, hold up a RED sheet/card and notify a safety committee member immediately of number of students missing
 - Also use red card to identify a problem or injury

- Flash a GREEN Card if all students are accounted for
- Consider using RAPTOR EMS
- Do not reenter the building unless directed to do so by law personnel.
- Teachers should maintain accountability and control of students during evacuation.

Recover

- Communicate areas of growth to Safety Team.
- Direct all media questions to Administration.

Suspicious Package Found

Response

- Do not touch or disturb.
- Notify Principal or Administration immediately.
- Do not transmit with a cell phone or a radio.
- If directed by administration, evacuate building a minimum 1000 feet from school. Teachers should follow evacuation procedures.
- Be prepared to use alternate evacuation routes.
- Gather Personal Items and "Go" Bag.
- Teachers should not lock the door as they leave. Direct students to evacuate the building immediately and in an orderly manner using designated paths and exits. If you see a student in hallway while evacuating building, have student follow behind you. Everyone is to stay together and to quickly and quietly evacuate. Following the 4 Evacuation Rules: Don't Talk! Don't Push! Don't run! Don't turn back!"
- Teachers should account for all students once outside the building, and follow evacuation procedures:
 - Take student roll and identifying students who are missing or additional to your group
 - Once teachers determines a student is missing or an addition to class, hold up a RED sheet and notify a safety committee member immediately
 - Also use red card to identify a problem or injury
 - Flash GREEN card if all students are accounted for
 - Consider using RAPTOR EMS
- In the event of an explosion: Tell students to "LIE DOWN, LIE DOWN".

Emergency: Flooding

Response

- Class cancellations, late opening, or early dismissal will be made by the school superintendent, teachers should listen for directives.
- Avoid wet or damaged electrical wires.

Emergency: Winter Storm

Prepare

- Teachers should assist by checking drinking fountains, faucets, showers and toilets for water leaks, and communicate to administration.
- All unnecessary electrical appliances should be turned off and unplugged, this includes: copiers, computers, printers, TV's, fax machines, radios, water coolers, sound system, PA system, etc. Computer labs; per local requirements-turn off and unplug computers, printers, monitors, speakers, projectors.
- DO NOT UNPLUG SMARTBOARDS.
- All home economic appliances turned off.
- Radio/TV stations of weather related decisions will be broadcasted to families of Winter Closing/Opening, be alert to directives.
- All windows and doors should be closed and locked.

Response

- Keep students calm, prepare for early dismissal if warranted

Emergency: Emergency: Child Kidnapping/Missing Student

Prepare

- Communicate with administration of potential problems.
- Identify visitors without proper identification.
- Direct them to the front office and then contact front office to make aware.
- Consider attendance is taken after each class change.

Response

- If a student is identified as missing, contact an administrator.
- Assist administrators (if appropriate) in making contact with the parent/guardian of the missing student (as directed by law enforcement).
- Assist administration by providing information such as:
 - Name
 - Sex
 - Race
 - Age
 - Hair Color
 - Height
 - Weight
 - Clothing last seen in
 - Home Address
 - Direction last seen walking
- Advise administration of other known siblings.
- Siblings of the missing student should be monitored at all times.
- Direct all questions to the administration. Do not release any information to the media.

Emergency: Thunderstorm Warning and Watch

Prepare

- Keep updated student roster and information on file. Have up-to-date contact information for parents.
- Consider keeping extra shoes for emergencies. If possible, consider keeping a "go" bag with emergency supplies. Flashlights, batteries, alternate power source for cell phones etc.
- Identify sources of communication in the event electricity and phone towers are inoperable. Use bullhorns if available. Text messages often work when towers are limited or tied up with emergency calls.

Response

- Keep students calm. Prepare for possible loss of power.
- Monitor weather conditions and be prepared to take action.
- Listen for directives from administration.
- ~~Keep all students inside building during a severe thunderstorm watch. Lightning may strike 10 miles from a cloud.~~
- Field calls from parents on check-out procedures and early release if applicable.
- Keep students away from glassed areas during periods of particularly high winds.
- Move students to interior of building in the event of a severe weather warning.

Recover

- Report damages to administration.
- Complete an after action report.

Emergency: Civil Disturbance

Prepare:

- Be aware of visitors that do not have proper visitor badges. Direct them to the office and notify the front office of their presence.
- Identify where the visitor is going and direct them to the correct location.
- Communicate with Administration of potential problems.
- Help control access to the building (keeping doors locked, not blocking them open, not holding doors open for unauthorized persons).
- Be aware of your surroundings.

Response

- Notify Administration.
- Remain calm.
- Avoid verbal exchanges or arguments.
- Record and report student or outsider(s) names and details of incident involved.
- Follow Lock Down Procedures.
- Keep students calm. Listen for directives.
- Record and report to law enforcement officials:
 - The student and or outsider name(s)
 - Details of incident

Recover

- If further action is needed, work with MCSD PD and central office.

Emergency: Mass Casualty

Prepare

- Communicate to administrator of any skills that will be helpful during a crisis situation. First Aid, Survival, CPR, organizational, planning, logistics.
- Identify students that may have difficulty walking to an alternate location. Communicate with administration and clinic worker/nurse. Develop an alternate plan.

Respond

- Help students to remain calm.
- Identify students that are hurt.
- Have all trained CPR and Medical Staff members begin to triage.
- Stop the bleeding. Determine where the bleeding is coming from and apply a firm, steady pressure to the bleeding site, use bandages or clothing if available.
- Account for students.
- The following procedures should be determined by the crisis presented. Evacuation procedures if applicable.
- Teacher should assist in keeping students as calm as possible.

Recover

- Contact Communications to field media requests.

Emergency: Hostage Situation

Prepare

- Monitor exits and keep classrooms locked during school hours.
- Secure windows and doors after hours.
- Report any suspicious activity to MCSD PD # _____ . See Something, Say Something. Communicate to administrators any reports, threats or potential situations that may be of threat to the school.
- Report any visitors that do not have identification on them to the office.

Response

- Call 911 to inform of the hostage situation. Request police respond without sirens.
- LOCK Down School if needed. Remember, L.A.T.E.R. :
 - ALERT OTHERS- "Lock Down" The signal Lock down will be announced over the school public system to alert teachers and administrators for a lock down. Use plain language. Avoid "codes"
 - Take Action: Lock door, cover window, move students farthest away from door. Silencing cell phones.
 - Escape if safe to do so. If you are outside with students, do not reenter the building. If shots are heard, escape if possible. Have students lie down flat in the best protective area.
 - Resist: if you are faced with an armed person, as a last resort, resist
- If evacuation is called, have students evacuate quickly and quietly.
- Account for all students.
- Do not negotiate with the hostage taker.
- Remain calm and do not agitate the hostage taker.
- Follow all law enforcement personnel requests.
- Direct all questions to the administration.

Emergency: Death or Serious Injury

Prepare

- Identify students with medical concerns, work with administration and nursing staff.
- Notify staff of any skills that could be used during a crisis situation. For example, CPR, first aid, survival etc.

Response

- Teachers should account for all students. Soft Lock Down Procedures will be announced, so listen for directives.
- Restore calm and move students away from the scene.
- Identify students in need of care of a counselor. Work with school counselor and crisis team.
- In the event a staff member or student passes away off campus, the principal should activate the telephone tree and crisis team. Identify students in need of care of a counselor. Work with school counselor and crisis team.

Recover

- Have an emergency faculty meeting prior to school starting or after school. Further information will be given at meeting.
- Field calls to administration.

OFF Campus Bus Accident or Field Trip Accident

Prepare:

- Teachers should assure that student contact information is up to date and available for the trip.
- Consider working with front office in obtaining the following:
 - Student Roster information: To Include Known Allergies, Medical Conditions
 - Students should be wearing some type of identification; name tag or name badge
 - Chaperone Information: Name, Emergency Contact Information, Known Allergies, Medical Conditions
 - Student Medications: Plans for storing and dispensing
 - Confirm appointments, schedules, reservations, etc.
 - Emergency contact information
 - Secure at least two first aid kits: (suggestion backpack with kit)
 - Severe weather plans
 - For younger aged children: Identifying labels or apparel, buddy system, identifying wrist bands or clothing
 - Travel Itinerary should be left at school
 - Provide emergency contact information to parents
 - Establish guidelines and plans the event of an accident
 - Megaphones as needed for large group destinations

Response

Accidents without injuries:

- Notify supervisor of accident. Keep students calm and listen to directives.
- Field all requests for information to administration.
- Refrain from discussing the accident with anyone on the scene except law enforcement and appropriate school system personnel.
- Work with administration on transporting students to parents' location.

Accidents with injuries:

- Provide First Aid as necessary.
- Stop the bleeding. Find where the bleeding is coming from and apply firm, steady pressure to the bleeding site with bandages or clothing.
- Compile a list of all students that are injured.
- Assign a staff member to go to the hospital with the injured students/staff. Keep track of which hospital injured students/staff are being transported to.
- Refrain from discussing the accident with anyone on the scene except law enforcement and appropriate school system personnel.
- Work with administration on transporting students to parents' location.

Emergency: OFF Campus Field Trip Accident

Prepare

- Prior to the trip gather the following items:
 - Student Roster information: To Include Known Allergies, Medical Conditions
 - Students should be wearing some type of identification; name tag or name badge
 - Chaperone Information: Name, Emergency Contact Information, Known Allergies, Medical Conditions
 - Student Medications: Plans for storing and dispensing
 - Confirm appointments, schedules, reservations, etc.
 - Emergency contact information
 - Consider taking at least two first aid kits: (suggestion backpack with kit.)
 - Severe weather plans
 - For younger aged children: Identifying labels or apparel, buddy system, identifying wrist bands or clothing
 - Travel Itinerary left at school
 - Provide emergency contact information to parents
 - Guidelines and plans established for school administrators in the event of an accident.
 - Megaphones as needed for large group destinations

Response

- Set up and incident command post and assign roles.
- Assist in identifying injured students and document the accident scene activity. Compile a list of all students that are injured.
- Assign a staff member to go to the hospital, and contact school to notify them of hospitals being used.
- Coordinate with Administration students injured and keep account of all students.
- Listen for directives from administration.

Emergency: School Functions during Non-instructional Hours

Prepare

- Make the same preparations for each safety concern as outlined in this plan.
 - Have up -to date contact information for parents.
-

Emergency: Breaking up Fights/ Large Crowds

Prepare

- Look for behaviors that are aggressive or students gathering in an area, contact administration.

Response

- Assess the situation – identify students, look for weapons.
- Get assistance – alert office.
- Go toward the scene of the confrontation.
- If at last resort for the safety of the students, intervene. However, waiting for assistance or response from others is preferred.
- Get the students' attention – in a firm authoritative voice, use verbal commands. Call the students by name, remain calm, and avoid yelling. Tell them to stop fighting.
- Separate the students. Avoid getting between students while they are throwing punches.
- Approach them from behind. Have at least two people to break up the fight if possible.
- Those teachers not involved in breaking up the fight should remove bystanders.
- Don't try to control only one student. Focus on both parties.
- Avoid turning your back on the parties.
- Escort students away from each to an area that they cannot see or communicate with each other.

Recover

- Complete an after action report.
- Report any injuries of self to administration.

Students with Special Needs or Special Considerations

Prepare

- Identify specialized classes in your building: Autism (severe, light, inclusion, High Functioning) Vocational Skills Program, Moderate Intellectual Disabilities, and Severe/Profound.
- Take into consideration the following: Visual aids, sign language, large print
- Simple diagrams or pictures can provide non-reading students or overstressed student's sufficient information.
- Develop buddy systems
- Do you need specific "go" bags for students with special needs?
- Consider conditions that create additional risks for students with disabilities if they have to be moved rapidly.
- Consider special equipment or medication that must accompany students with disabilities. Class schedules for students in the event they are in another classroom. Stairways that have to be navigated during an evacuation.

Students with emotional or cognitive impairments.

- Consider specific disabilities or needs:
- Autistic children: may panic, run, not understand direction or others behaviors/ May be non-verbal or use argumentative communication.
- Emotional/Mental Health: May disobey or resist direction, may panic
- Hearing Impaired: Needs specialized communication for directing in an emergency, may not respond to oral language or auditory clues.
- Language : Has limited understanding of English language
- Medical: Is medically fragile or needs a medical device
- Orthopedic: Student has an injury or physical disability that limits mobility
- Severe Cognitive Disability: Has limited ability to understand environmental events, situations, or procedures. May be non-verbal
- Vision: Is blind or has a visual impairment that limits the speed of movement or requires guidance from a sighted person
- Wheelchair: student requires the use of a wheel chair and cannot negotiate stairs and or is dependent on an elevator. Special preplanning must be provided.
- Take into consideration evacuation and shelter in place for long periods. In the event evacuation occurred, consider packing age appropriate activities. Look at the evacuation site prior to event so that consideration is given to those students with special needs.

Response

- Site specific information required. Teachers should work with Safety Team and Administration for Site Specific situations.

Recover

- Complete an after action report.

Emergency: Terrorist Attack

Prepare

- Communicate to administration any concerns.
- Protect areas that allow for room access. Doors should be locked during working hours.
- Report unidentified visitors to front office personnel.
- Be aware of suspicious person(s), if you see someone surveying the property, recording or drawing diagrams, inquiring blueprints of the building. Be aware of your surroundings and say something if you see something!

Response

- Report unidentified visitors to front office.
- Refer to appropriate section: Active threat, bomb, Biohazard, etc.

Evacuation

Prepare

- Identify students with special needs and communicate those needs to your administration.
- Take into consideration students who cannot physically walk long periods or on uneven gravel. Communicate to your administration when considering evacuation points.
- Have a "go" bag or emergency folder that has student information (cards). Laminate green and red signs.
- Consider having comfortable or extra shoes available. Tennis shoes would be appropriate.
- Have individual cards or information sheet identifying your students and contact information.
- Consider using RAPTOR EMS.

Response

- Refer to site specific evacuation points in your building. Be prepared to use alternate routes.
- Teachers should account for all students once outside the building. Follow evacuation procedures:
 - Taking student roll and identifying students who are missing or additional to your group, then utilize the following system:
 - RED and GREEN CARDS:
 - If all students are accounted for, hold up a *GREEN* card.
 - If you have additional students in your group hold up a *GREEN* card and verify the number by using your fingers or writing the number on the laminated green folder.
 - If students are missing, hold up a *RED* card.
 - Or utilize the Raptor Emergency Management System.
- Know where your evacuation sites are for BOMB threats, Severe Weather, Fire, Utility Failure, or Hazardous Material
- Listen for directives from the Safety Team and/or administration.
- Keep students calm and quiet.

Reunification:

Prepare

- Have individual cards or information sheet identifying your students and contact information.
- Help keep students calm.
- Consider having books, or something to occupy student's time while waiting to be unified with their families. Keep in a "go" bag.
- Know where your evacuation sites are for BOMB threats, Severe Weather, Fire, Utility Failure, or Hazardous Material

Response

- Account for students.
- Keep students calm.
- Listen for directives.

Emergency: Armed or Threatening Intruder

Prepare

- Know Lock Down Procedures: LATER; Lockdown, Alert others, Take Action, and Escape if possible, Resist as a last resort.
- Communicate to administrator of any skills that will be helpful during a crisis situation. First Aid, Survival, CPR, organizational, planning, logistics.
- Print a reduced-size floor plans and post to classroom wall. Floor plans should show or locate:
 - Room names and numbers
 - Classroom evacuation routes
 - Building entries and exits
 - Designated areas of refuge
 - AED's
 - Roof access points, if any
 - Public address system panel
 - Intrusion alarm panel, Fire alarm panel
 - Fire hose boxes
 - Main power control panel
 - Main gas or oil shutoff
 - Oil tanks, if any
 - Main water shutoff
 - Main HVAC shutoff
 - Emergency generator
 - First aid supplies and bleed control kits
- Assist in keeping doors secured. Lock classroom door during service hours.
- Be visible, and alert to suspicious activity. See something, say something.

Response

- Do not attempt to approach a person with a weapon.
- If a weapon is found, isolate the area and do not touch the weapon. Law enforcement will secure it for evidence.
- Teachers respond to lock down procedures (L.A.T.E.R.) or the sound of gunfire by doing the following:
 - Secure classroom door and placing a piece of construction paper (or cover) over their door window
 - Teachers should direct students to remain calm, quiet, and to get on the floor
 - Move students to a location in the room where they are least likely to be observed through a window or by reflection
 - Silence cell phones
 - Turn off lights
 - If the door does not lock, use items to block or secure the door
 - Try to identify alternate escape
 - Barricade yourself if possible. Use tables, bookcases or heavy items to place in front of the door or entrance.
 - Do NOT open the door until Law Enforcement or administrator unlocks the door.
 - Escape if possible. If you can safely escape with students, do so. Otherwise hide in the best location. If you are already outside, do not come back into the building.
 - If you are running towards law enforcement, put your hands up over your head, spread your fingers. Follow police direction. Do not attempt to grab officer, instead remain calm and listen to their directives.
 - Resist as last resort. As last resort, resist if you are confronted by the armed intruder. Use any item available to use as a weapon to protect yourself and students. Be aggressive and don't fight

fair. Attack armed intruder's weak spots such as neck, eyes, and groin.

- When it is safe to come out of hiding, law enforcement or administration will unlock the doors. Follow police direction/ command. Do not have anything in hands, keep hands visible. Do not make sudden movements.

Recover

- Keep students calm, and listen for directive.
- Identify students that are hurt.