

Biggs USD Crisis Response Procedures Flip Chart

In The Event of An Emergency Dial ...9-1-1

EMERGENCY ACTION	VOICE/PHONE/EMAIL SIGNAL	WHAT TO DO
Intruder on Campus or in the Building	<p>“All students/staff report to your classrooms/offices”</p> <p>“Lockdown”</p> <p>“Intruder on Campus or in the Building”</p>	<p>Have students/staff lie flat on the ground if it is not possible to move away from the danger.</p> <p><i>If the location of the threat is unknown, retreat to where you can shelter students/staff (lock doors from inside if possible).</i></p> <p>Use intercom and check email for communication</p>
Earthquake	“Duck, Cover, Hold”	Duck to knees underneath tables or desks away from windows, with both hands holding a desk or table leg.
Emergency Situations: Fire Evacuation/Relocation Bomb Emergency Chemical Spill	<p>“Evacuate Building”</p> <p>“Off Site Evacuation”</p>	Move students/staff, in an orderly fashion to an outside area of safety per evacuation procedures posted in classes/buildings.
Crime in Progress (i.e., drive by shooting)	“Drop and Take Cover”	<p><i>Drop</i>, means that students/staff are to immediately take a protective position under desks or tables.</p> <p><i>Take Cover</i>, means to take shelter.</p>
Conditions outside the building are unsafe but do not require a lock down (i.e. bad air quality)	“Shelter in Place”	Make sure all students/staff are inside the building and accounted for. Close windows and doors. Turn off building air circulation systems to decrease air contamination in the building.
All Clear	“All Clear”	May return to the building, the emergency is over.

EMERGENCY ACTION AND WARNING SIGNALS

1. The Principal/Administrator/Manager or his/her designee will call 911, announce the signal “Intruder on Campus/building”, and notify their Supervisor and the Superintendent.
2. When the voice/or other signal is given “Intruder on Campus/In Building”, the teachers/managers should take the following actions:
 - Direct as many students/staff as possible into nearest safe supervised room.
 - Supervise the area outside room/offices until students and staff are in room/offices.
 - If it is not possible to move away from the threat, have students/staff lie flat on the ground.
 - If the location of the threat is unknown, retreat to where you can shelter students/staff safely. (Lock doors from inside if possible).
 - In the event that gunfire is heard, everyone should be instructed to lie flat on the ground.
 - Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don’t leave students/staff unless instructed to do so.
 - Notify the front office/incident command of any additional occurrences.
 - Have students/staff remain in classroom/office until the all-clear signal is given.
 - All school personnel/staff not responsible for classes/offices are to take cover in the immediate area where they are working.
 - An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

DANGEROUS INTRUDER

SIGNAL: Intruder on Campus or in the Building

Earthquakes usually strike without warning and drills should be conducted at least once each month for K-8 students and each semester for high school students (once a year for office buildings). To ensure student and staff safety, use the following procedures:

1. **INSIDE SCHOOL OR OFFICE BUILDING:**

The teacher or person in authority implements action **DUCK, COVER, HOLD**. All pupils and staff should immediately turn away from glass areas and place themselves under tables and desks. They should move away from windows with large panes of glass and out from under heavy, suspended light fixtures.

2. **OUTSIDE SCHOOL BUILDING:**

The teacher or other person in authority implements the action **DROP**. The safest place is in the open, away from any potential falling objects (i.e. trees, portable backstop, power lines, buildings, etc.). Stay there until the earthquake is over.

3. Implement action **EVACUATE** when the earthquake is over. Special consideration should be given to exit routes. **DO NOT RUN**.

4. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.

5. An **ALL CLEAR** signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

EARTHQUAKE

SIGNAL: Duck, Cover, Hold

FIRE

1. Sound the school fire alarm, or send voice, telephone, or email alarm, and implement action EVACUATE. Move students/staff, in an orderly fashion, to an outside area of safety.
2. Notify your Principal and/or Superintendent.
3. Teachers should clear the classroom, take *attendance book* (and any other relevant student information), account for students, and close doors/windows. They should accompany students to designated areas, conduct roll call, and maintain control of students at a safe distance from the fire and fire fighting equipment. Managers should clear building per evacuation procedures and account for staff.
4. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
5. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

EXPLOSION

The following actions should be taken if an explosion occurs:

1. Staff with students or managers with staff should initiate action DROP.
2. Assess the situation and decide whether any action (e. g. action EVACUATE) is necessary.
3. Inform staff of the situation as quickly and calmly as possible.
4. Take any necessary follow-up action.
5. If no apparent danger exists, staff will remain with students and managers with staff in the classrooms/offices or their present location.
6. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
7. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

FIRE/EXPLOSION

SIGNAL: Evacuate Building and Account for Students and staff

EVACUATION:

The signal for an evacuation is the same as for a fire drill, but it is preceded by the announcement, “This is an evacuation”. All students/staff are to immediately vacate the buildings utilizing fire drill evacuation map. The principal/administrator/manager on duty shall assume site level direction of disaster procedures and notify their Supervisor and the Superintendent and call 911 if appropriate.

If the evacuation site reflected on the map is determined unsafe, wait for supervisor instructions to move to a safer location if necessary.

RELOCATION:

All relocation decisions will be made through consultation with the site incident commander. Without those instructions, follow evacuation procedures per the evacuation maps posted in buildings.

ALL STAFF ARE TO STAY with students until ALL STUDENTS have been released.

REMEMBER: STAY CALM. YOUR EMOTIONS WILL FEED INTO THE REACTIONS OF THE STUDENTS!

All Managers to stay with staff until all are accounted for.

Persons Who May Need Assistance:

- Visually Impaired
- Hearing Impaired
- Wheelchair Confined
- Preschoolers and Infants

1. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
2. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/buildings.

RENDER FIRST AID AS NECESSARY.

EVACUATION/RELOCATION PROCEDURE

SIGNAL: Evacuate Building and Account for Students and Staff

A ***bomb threat*** exists when a suspected bomb or explosive device has been reported but not located. A ***bomb emergency*** exists if a bomb has been located or an explosion has occurred.

BOMB THREAT PROCEDURE:

All threats directed toward the school/building must be taken seriously. It is the responsibility of the Principal, or a person designated by the Principal, or Manager to make certain that all staff members understand bomb threat procedures, and follow those procedures. Notify your Supervisor and the Superintendent.

Go to the football field unless administration or law enforcement direct you to another location.
Off district evaluation will be to the Veteran's Hall.

BOMB EMERGENCY PROCEDURE:

1. The Principal, Superintendent or designee will call 911. The dispatcher will ask for information.
2. Account for students/staff and evacuate in an orderly manner.
3. Police will dispatch officers and emergency services.
4. Cease radio communications on campus and offices. (Ham, 2-Way, CB Radios, Cell Phones).
5. Do not push, touch, pick up, move, or in any way handle a suspected explosive device.
6. Move students/staff a maximum safe distance from the building or explosion site. Be aware of potential second device – stay away from explosion area and buildings or vehicles.
7. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
8. Return to the buildings only when the ALL CLEAR signal is given.
9. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/buildings.

RENDER FIRST AID AS NECESSARY.

BOMB THREAT/BOMB EMERGENCY

SIGNAL: Evacuate Building and Account for Students and Staff

If vapors, gases, or mists are being released, evacuate students/staff from the immediate area as a precaution. Be sure to locate students/staff upwind from the spill.

The Principal, Superintendent or designee will call the Fire Department (911). A serious spill will have to be cleaned up by personnel skilled who are trained in emergency procedures.

Should a chemical spill occur on campus/office building, the following precautions should be taken:

1. Evacuate the area of campus/office building nearest the spill (classroom/office, wing, etc.). Be sure to locate the students/staff upwind from the spill.
2. Call (911) for Hazmat response/police/fire.
3. Notify principal's office and/or your Supervisor and the Superintendent immediately.
4. Shut down heating and air-conditioning system.
5. Follow all directions given by emergency personnel.
6. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students unless instructed to do so.
7. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

CHEMICAL SPILL

SIGNAL: Evacuate Building and Account for Students and Staff

If you are in the area of a crime in progress; that is an assault, rape, or vandalism do not attempt to apprehend or interfere with the criminal except for self-protection. If the assailant does not have a weapon, move students/staff away from the scene of the crime in an orderly fashion. If the location of the threat is known, quickly move all students/staff away from threat and find cover.

If the situations permit, make a note of details:

VEHICLE

License Plate Number
Type of Vehicle
Color of Vehicle
Damage to Vehicle
Occupants
Weapons

PERSON

Height
Weight
Color of Hair
Clothing
Weapons

1. Notify the school main office and your immediate supervisor.
2. Give your name, location, and advise them of the situation. The office will call (911).
3. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
4. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

CRIME IN PROGRESS
SIGNAL: Drop & Take Cover

If a disaster procedure reaction is required, cooperate with the local Office of Emergency Services. The goal is to protect students/staff and all personnel from injury or harassment until proper help can be summoned.

1. Teachers/managers are to get everyone inside, including any students/staff seeking shelter.
2. Supervise the area outside until all students/staff are in the buildings.
3. Lock the doors; close all curtains.
4. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
5. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/office.
6. Refer all media questions and contacts to the Superintendent.

RENDER FIRST AID AS NECESSARY

DISASTER PROCEDURE

“ALL STUDENTS/STAFF REPORT TO YOUR CLASSROOM/BUILDING”

If the conditions outside of the building are considered hazardous due to poor air quality due to smoke, severe storms, chemical, biological, radiological, and or terrorist attacks not requiring “lock down” or evacuation procedures, “Shelter in place” procedures should be enacted.

Should “*Shelter in Place*” procedures be implemented for a campus/office building, the following precautions should be taken:

1. Move all students/staff inside the building. Close all windows and doors.
2. Shut down building re-circulating air-conditioning system.
3. Notify your principal, and or supervisor and Superintendent.
4. Follow all directions given by emergency personnel/county Office of Emergency Response.
5. Take roll of students/staff present and identify any missing or hurt students/staff. Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.
6. Ensure necessary supplies are available for the *Shelter in Place* period.
7. If needed, create a schedule for learning, recreational activities, eating, and sleeping,
8. An ALL CLEAR signal indicates conditions are safe for returning to classrooms/offices.

RENDER FIRST AID AS NECESSARY

SHELTER IN PLACE

SIGNAL: Return to Building Immediately

During non-school hours, please notify your supervisor, administrator and the Superintendent if you become aware of any incident that may potentially affect students/staff when the school/work day resumes. The administrator and/or Superintendent may decide to initiate any needed actions that may include the use of the staff telephone tree to notify staff of appropriate action and/or communications to take place the next school/work day.

Examples include:

Suicide – Violent Crime – Death – Racial Issues –
Any Violation of Health and Safety Practices (i.e. illegal weapons, substance abuse, etc.)

If students or staff present:

- Take roll of students/staff present and identify any missing or hurt students/staff.
- Wait to report to appropriate authority. Don't leave students/staff unless instructed to do so.

TRAUMATIC INCIDENTS DURING NON-SCHOOL HOURS