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Support Staff

Updated / /20



EMERGENCY CONTACTS

Crisis Management Team

Individual	Phone #	Cell #	Pager #

Medical Emergency Response Team

Individual	Phone #	Cell #	Pager #

Media Guidelines

All media requests should be referred to superintendent or district Public Information Officer.

EMERGENCY CONTACT

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EVACUATION

If the evacuation is a result of a threat of violence or if there is a smell of gas, **DO NOT** use radios, cell phones, fire alarms, turn lights on or off. The principal or designee will make the following Evacuation announcement.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”

THREAT
Threat of violence
Hostage situation
Internal gas leak
Fire/explosion

Main Office

- Issue the **Evacuation** announcement if directed to do so by administrator, if possible. *Note: if emergency situation is imminent, issue announcement without administrator’s approval. Contact staff outdoors and advise them of the situation.*
- Obtain the evacuation kit and visitor log/student sign-out sheets. Nurse: Obtain first aid kit, student emergency cards, and any critical prescription medications.
- Proceed to designated assembly area.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.

Support Staff

- Return all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds.

Custodial Staff

- Meet the first responding emergency personnel.
- Assist with the coordination of building utilities.
- Remain available as a resource for other building issues.

Transportation Director

Monitor situation and be ready to implement Off-Campus Evacuation procedures if necessary.

EVACUATION

EVACUATION

LOCKDOWN (Internal Threat)

When there is a threat of violence inside the school building or serious incident that could jeopardize the safety of students/staff, the principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”

THREAT

Intruder inside building
Weapon in building or on school grounds
Student or adult with disruptive or assaultive behavior
Hostage situation
Shots fired

Note: Evacuation should be considered for individuals in locations where secure lockdowns are not possible or when escaping the potential threat makes more sense than locking down.

Main Office

- Issue the **Lockdown** announcement. Consult with administrator regarding any staff located outdoors.
- Contact staff outdoors and advise them of the situation.
- Switch bells to manual mode and deactivate the fire alarm, if possible. If this must be done by maintenance staff, make the appropriate contact.
- Obtain visitor log/student sign-out sheets.
- Seek shelter in the designated lockdown shelter location.
- Monitor phones for urgent calls from staff or any additional instructions from district office and law enforcement.
- Remotely check status of classrooms via telephone, computer or other methods.

Custodial Staff

- Assist as needed to switch bells to manual mode and deactivate the fire alarm.
- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendors located inside the building into a safe area and lock the door.

Transportation Director

- Notify all drivers of the situation and redirect any inbound buses to the designated relocation site(s).

LOCKDOWN (Internal Threat)

LOCKDOWN (Internal Threat)

EXTERIOR LOCKDOWN

When there is a potential threat outdoors in the general vicinity of school buildings or in the community at large, the principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE HAVE BEEN ADVISED OF A SECURITY SITUATION IN THE COMMUNITY AND NEED TO SECURE THE SCHOOL. PLEASE SECURE ALL EXTERIOR DOORS IMMEDIATELY. TEACHERS SHOULD CONTINUE NORMAL CLASSROOM ACTIVITIES, BUT NO ONE WILL BE ALLOWED OUTDOORS.”

THREAT Unauthorized individual outside building. Disturbance on school grounds. Community threat: Bank robbery Escaped prisoner

Main Office

- Issue the **Exterior Lockdown** and **Reverse Evacuation** announcements, in consultation with your administrator. *Note: if emergency situation is imminent, issue announcement without administrator’s approval.*
- Assist in monitoring building entrances. Only emergency personnel should be allowed to enter the building.
- Monitor phones for any additional instructions from district office and law enforcement.
- Review any new, pertinent information with administrator before informing other staff members.

Custodians

- Lock all exterior doors, including delivery doors.
- Assist in monitoring entrances.

Transportation Director

- If students are in the process of being transported to school, consult with law enforcement for appropriate response.

EXTERIOR LOCKDOWN

EXTERIOR LOCKDOWN

CLEAR THE HALLS

When there is a need to clear hallways and confine students and staff to their rooms, the principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE NEED TO CLEAR ALL HALLWAYS IMMEDIATELY. PLEASE GO TO THE NEAREST ROOM AND STAY THERE UNTIL FURTHER NOTICE. DISREGARD ALL ALARMS AND BELLS.”

THREAT Medical emergency Animal loose in the school Student or adult with disruptive or assaultive behavior Drug or weapons search

Main Office

- Issue the **Clear The Halls** announcement, if directed to do so by administrator.
Note: if emergency situation is imminent, issue announcement without administrator’s approval.
- Consult with administrator regarding any staff located outdoors. Determine whether to perform a reverse evacuation or shelter outdoors.
- Assist in monitoring building entrances. Only emergency personnel should be allowed to enter the building.
- Monitor phones for any additional instructions from district office and law enforcement.

Custodians

- Advise any contractors, delivery drivers, or vendors located inside the building of the situation. Ask that they vacate hallways and commons areas.
- Assist in monitoring entrances. Only emergency personnel should be allowed to enter the building.
- Provide assistance to building administration and emergency personnel as necessary.

Transportation Director

- If students are in the process of being transported to school, hold students on buses until the situation has been resolved.

CLEAR THE HALLS

CLEAR THE HALLS

REVERSE EVACUATION

When conditions are safer inside the building than outside, the principal or designee will make the following announcement:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE A REVERSE EVACUATION. WE HAVE A SECURITY SITUATION OUTSIDE THE BUILDING AND NEED EVERYONE TO RETURN TO THE BUILDING IMMEDIATELY. EVERYONE INSIDE THE BUILDING SHOULD REMAIN INSIDE UNTIL FURTHER NOTICE. DISREGARD ALL ALARMS AND BELLS.”

THREAT
Exterior gunman
Hazardous material spill
Disturbance on school grounds
Community threat: Bank robbery Escaped prisoner

Main Office

- Issue the **Reverse Evacuation** announcement, if directed to do so by administrator. *Note: if emergency situation is imminent, issue announcement without administrator’s approval.* Use the PA, 2-way radios, cell phones, or runners as necessary.
- Assist in monitoring building entrances. Only school staff, students, and emergency personnel should be allowed to enter the building.
- Monitor phones for any additional instructions from district office and law enforcement.

Custodians

- Lock all exterior doors after students/staff get inside.
- Assist in monitoring entrances. Only school staff, students, and emergency personnel should be allowed to enter the building.
- Provide assistance to emergency personnel as necessary.

Transportation Director

If students are in the process of being transported to school, consult with law enforcement for appropriate response.

REVERSE EVACUATION

REVERSE EVACUATION

OFF-CAMPUS EVACUATION

When circumstances require off-site evacuation of students and staff to a remote site, The principal or designee will order an Off-Campus Evacuation to a pre-designated relocation site with the following announcement:

“YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO
LOCATED AT
WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION PLAN FROM THAT LOCATION.”

THREAT
Threat of violence
Hazardous material spill
Utility outage

Main Office

- Issue the **Evacuation** announcement if directed to do so by administrator. *Note: if emergency situation is imminent, issue announcement without administrator’s approval.* Contact staff outdoors and advise them of the situation.
- Obtain the evacuation kit and visitor log/student sign-out sheets. Nurse: Obtain first aid kit, student emergency cards, and any critical prescription medications.
- Proceed to designated evacuation site or bus staging area if bus transportation is called for.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.
- Assist in staffing the Family Re-unification post at the evacuation site.

Support Staff

- Escort all of your students to the designated evacuation site or bus staging area if bus transportation is called for.
- Report to the command center at the evacuation site. You may be needed to assist with family reunification.

Custodial Staff

- Secure the building(s) before leaving.
- Report to the command post at the evacuation site to assist as needed.

Transportation Director

- If bus transportation is requested, arrange for drivers to proceed to the designated loading area.
- Consult with administration and law enforcement regarding any evacuation route concerns. Advise drivers of the route to be followed.

OFF-CAMPUS EVACUATION

SHELTER-IN-PLACE

Provides a refuge for students, staff and the public inside the school building during an emergency. Shelter areas may change depending on the emergency.

The principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION (Describe Emergency) AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS (or specific shelter location necessary for event). ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THEIR INTERIOR SHELTER AREA. DISREGARD ALL ALARMS AND BELLS”

- | |
|-------------------|
| THREAT |
| Severe Weather |
| Radiation Release |
| Chemical Spill |
| Exterior Gas Leak |

Main Office

- Issue the **Shelter-In-Place** announcement if directed to do so by administrator. *Note: if emergency situation is imminent, issue announcement without administrator’s approval. Contact staff outdoors and advise them of the situation (see **Reverse Evacuation procedures**).*
- If the emergency is weather related, monitor the NOAA weather radio.

Custodial Staff

- If directed, shut-down heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- Advise any contractors, delivery drivers, or vendors located inside the building of the situation. Accompany them to the shelter location.

Transportation Director

- If students are in the process of being transported to/from school, consult with administration and law enforcement for appropriate response.

SHELTER-IN-PLACE

SHELTER-IN-PLACE