Franklin Elementary School Safety Plan

Principal/Incident Commander

Asst. Principal/Safety Officer

Asst. Principal

School Nurse

First Responders:

Medical Emergency at School

Staff actions:

- Report accident to principal, office; call 911 if warranted
- Provide for immediate medical attention (first aid) including performing necessary life-sustaining measures (CPR, AED, etc.), until trained emergency medical services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

Principal or Designee actions:

- Provide appropriate medical attention, call 911 if needed
- Complete appropriate documentation
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed
- Document actions and complete incident reports
- If the student is transported to the local hospital a staff member should meet the family at the hospital.

Office Staff:

- Contact first responders, school nurse, and custodial staff
- Contact the parents or guardians of the injured student
- Notify central office

Bomb Threat / Terroristic Threatening

- In the event of a Threat to the school or facility:
- Staff Actions:
- Receiving a Threat:
- Phone Threat
- All personnel who answer telephone calls from outside sources shall be provided a “Threat Report Checklist”, to be placed within easy reach of their telephone, on which is printed information to ask for and information to listen for in the event a caller makes a bomb threat.
- If possible, signal other staff members to listen and notify the principal and police

- Copy any information displayed in the Caller ID – photograph if able
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible, use the Threat Checklist to gather as much information as possible
- Record the call if the telephone or other available equipment allows
- Fill out the Threat Checklist immediately
- Be available for interviews with the principal, SRO and other public safety personnel

- Verbal Threat
- If the perpetrator leaves, note which direction they fled
- Notify the principal, SRO and others as appropriate
- Transcribe the threat exactly as it was communicated
- Note the description of the person(s) who made the threat:
- Name (if known)
- Gender
- Race
- Type/Color of clothing
- Approximate height and weight (body type)
- Hair and eye color
- Voice (loud, deep, accent)
- Other distinguishing features

Chemical Material Spill

Chemical accidents may originate inside or outside building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents originating OUTSIDE the building:

Staff Actions:

• Notify principal, team

• Move students away from immediate vicinity of danger (if outside, reverse evacuation)

• Observe wind direction by observing flags or leaves and move students appropriately

Principal / Designee:

• Initiate Shelter in Place, shut off HVAC units
• Call 911; notify District Support Team, Central Office
• Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

Accidents originating INSIDE the building:

Staff Actions:

• Notify principal
• Move students away from immediate vicinity of danger

Principal / Designee:

• Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation
• Call 911 if warranted; notify District Support Team, Central Office
• Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
• Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be upwind, uphill, and upstream from the location of the spill
• Wait for instructions from the emergency responders
• Do not take unsafe actions such as returning to the building before it has been declared safe
• Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes
• Document actions and complete incident reports

Gas Leak

All school personnel, including cafeteria managers and custodians, report any suspected gas leak to the principal immediately.

Staff Actions:

• Notify principal
• Move students from immediate vicinity of danger

Principal / Designee:

• Call 911, District Support Team
• If the gas leak is internal, implement evacuation procedures. Refrain from lighting matches or candles, and do not turn off/on electrical

switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
• Notify gas company
• Determine whether to move to alternate location
• If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses
• Do not re-enter building until being given permission to do so by emergency personnel
• If the gas leak is external, all students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or follow Shelter in Place (seal off windows and doors) until further instructions are received
• Document actions and complete incident reports

Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremors subside. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

If inside:

• Initiate Drop, Cover and Hold
• If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
• Leave doors open to minimize jamming if the building shifts
• Do not attempt to run through building or outside due to risk of falling objects
• After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.)

If outside:

• Move quickly away from building and overhead electrical wires
• Initiate Drop, Cover and Hold
• Initiate accountability procedures
• Do not attempt to enter building until authorized to do so

• Do not light fires or touch fallen wires
• Be alert for instructions from principal

Assembly Areas:

• Earthquake safe areas will be away from the building and overhead power lines
• Keep everyone away from underground gas and sewer lines
• In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground
• Administer emergency first aid as needed
• Do not re-enter building until given “all clear” from Incident Commander
• Document actions and complete incident reports

Fire

By law, schools practice fire drills on a monthly basis. In case of an actual fire, implement the practiced evacuation procedures and the following steps:

In the event of a fire:

• Sound alarm
• If the alarm is sounded classes will hold for 90 seconds while office staff evaluates the nature of alarm. After an evaluation a member of the office staff will make an announcement to evacuate, to lock down, or to return to normal activities.
• Implement evacuation procedures to outside Assembly Area
• Implement plan for any students needing special assistance
• Follow standard student accounting procedures
• Do not re-enter building until being given permission to re-enter
• Determine if arrangements need to be made for transportation to alternative location
• Document actions and complete incident reports

Weather Related Emergency

Watches: Indicate that conditions are right for development of a weather hazard. *Watches* cover a larger area than *Warnings*. Watches are issued by the National Weather Service Office Severe Storm

Prediction Center hours before the anticipated event is forecast to occur.

Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high.

Warnings are issued based on eyewitness reports or identification of specific severe weather signatures on Doppler Radar. Warnings may be issued within minutes of the arrival of most severe weather events. In the case of winter storm warnings, those warnings are often issued hours before the arrival of the weather system. A NOAA Weather Radio, with battery backup, should be installed in all school buildings.

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 inches of snow, dense fog, etc.). Advisory lead times are the same as Watches.

Upon Issuance of a Watch or Advisory

Principal / Designee:

• Activate appropriate members of school Emergency Response Team to be alert for possible change in weather status
• Monitor weather reports for change in conditions
• Document actions and complete incident reports

Upon Issuance of a Warning

Principal / Designee:

• Implement procedure for use of Safe Zones for Severe Weather

- Move as needed to a safe area:
- Open windows, but allow classroom doors to close.
- Turn away from windows and drop to knees, facing east where possible.
- Cover side of head with elbows and clasp hands firmly behind neck.
- Maintain position until an announcement is made.
- Considerable "common sense" and cooperation may be necessary on the part of teachers and students. For example, be aware of vacant or low occupancy rooms on the first floor which may help to alleviate crowding in downstairs hallways.
- Principal will coordinate assessing building for damage before allowing anyone to return to class.

• Remain in the Safe Zones for Severe Weather until the “all clear” is given

• In the event of building damage, students should be evacuated to safer areas of the building or away from the building
• If evacuation occurs, do not re-enter the building until given the “all clear”
• Document actions and complete incident reports

Hard Lockdown

- Announce that the school is in “hard lockdown.”
- If a call cannot be made over the PA everyone should verbally relay “hard lockdown”
- Call 911.
- Lock all doors. (Barricade the door if possible.)
- Move students to a wall that is out of the line of sight from doorway.
- Remain quiet.
- Make certain the staff understands who the Incident Commander will be during a lockdown.
- Should the lights in the classroom be left on or turned off?
- Should door and exterior windows be covered and/or window shades pulled down or should they be left uncovered?
- Any students or staff not in a classroom at the time of the lockdown should look to flee to the nearest safe place, whether that is inside or outside of the school. Locked classroom doors will not be opened during a hard lockdown.
- Any students or staff that is outside when a lockdown occurs should get away from the building and find the nearest area that provides cover.
- Wait for an official to unlock the door to conclude lockdown.

Soft Lockdown

- Announce that the school is in soft lockdown.

- Students should remain in their current location until the soft lockdown ends.
- Administrative staff should check to ensure that all exterior doors are locked.

Reunification

- Teachers should keep and maintain a hard copy of class rosters for each class and should take rosters when evacuating.
- Any adult not responsible for supervising children at the time of the event should report to an administrator to assist with the process of reunification or returning to normal activities.

Attendance Clerk: Evacuate with box of hard copy registration for each student and daily absentee.
Alternate:

Secretary: Evacuate with sign in/out and visitor log.
Alternate:

Lincoln Elementary will use the following staging areas in the event that an incident command post needs to be established, and or medical triage.

1st location: Gymnasium

2nd location: Library

School wide evacuation locations: Students will be transported or they could walk to these locations

1st location: Boys and Girls Club

2nd location: Goodnight Library

3rd location: FSHS Gym

Numbers you may need in case of Emergency

Central Dispatch	270-586-8824
Sheriff's Dept	270-586-7425
Emergency Management	270-586-0531
Fire Dept	270-586-7174