

# **SIMPSON COUNTY SCHOOLS CLASSROOM EMERGENCY PROCEDURES GUIDE**



**A Great Place to Learn  
"Where Kids Matter Most"**

**FOR ALL EMERGENCIES, CALL**

**PRINCIPAL'S OFFICE**

**PLEASE POST NEAR CLASSROOM DOOR**

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## DEALING WITH THE MEDIA

- If you are approached by the media, direct them to a school principal/ administrator. The principal or acting school administrator is the key spokesperson for the school.
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade, or other personally identifying information.
- The District legally cannot confirm a student's attendance at any specific school location.

### **News Media Personnel on School Grounds:**

- If any news media personnel are observed on school grounds, notify the principal or a school administrator immediately.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**DEALING WITH THE MEDIA**

## **IF THERE IS A POWER OUTAGE/UTILITY FAILURE**

- Notify the Main Office immediately of the type of utility outage (electrical, heating, cooling, water, etc.).
- Stay calm. Reassure students.
- If necessary, implement the appropriate emergency procedures (e.g. evacuation) to ensure that students are not exposed to danger.
- Open blinds to let outside light in or use flashlights.
- Take attendance to ensure all students are accounted for. Immediately notify the school administrator in charge of any missing students.
- Remain in place unless directed by a school administrator to go to another designated area.
- If you are moved to another area, conduct a student count once you arrive at the new location.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**UTILITY OUTAGE/FAILURE**

## **IF SOMEONE BECOMES ILL OR IS INJURED**

- Notify the Main Office immediately.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (e.g. blood, vomit, etc.).
- Comfort the victim and reassure them that medical attention is on the way.
- If necessary, implement appropriate emergency procedure (e.g. evacuation) to ensure that students are not exposed to trauma or danger.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by school or police officials.
- Rejoin your students as soon as possible. Take your student roster with you and account for all students once you have reached the designated area. Immediately notify the school administrator in charge of any missing students.

**FOR ALL EMERGENCIES, CONTACT:**

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**MEDICAL EMERGENCY**

## IF A STUDENT IS LOST OR MISSING

- Remain calm.
- Report the missing child to the Main Office.
- Furnish a physical description and clothing information (age, height, weight, hair color, eyes, color of shirt / pants / coat, medical status if appropriate, etc.).
- Advise the school administrator of any problems that are known to you regarding the child.
- Immediately search the entire room for the child (e.g. closets, under desks, tables, etc.).
- Ask other children if they know where the child may be.
- If the child is missing at dismissal or from the bus, inform the transportation dispatcher to put out a notice to all buses.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**LOST/MISSING CHILD**

## IF A HAZARDOUS MATERIAL SPILL OCCURS

- Notify the Main Office immediately of the situation.
- Do not try to clean up the spill unless you are trained and have the proper equipment to perform the clean-up.
- Attempt to provide ventilation to the affected area by opening the windows, if safe to do so and time permits.
- Implement the appropriate emergency procedures (e.g. evacuation) to ensure that students are not exposed to danger.
- Direct the students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.
- If possible, control access to the affected area by closing doors.
- Take your student roster with you and account for all students once you have reached the designated area. Immediately notify the school administrator in charge of any missing students.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by the school administrator.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**HAZARDOUS MATERIAL SPILLS**

## WEAPON OBSERVED ON SCHOOL GROUNDS

- Remain calm.
- Should someone observe a gun or other weapon, instruct them **NOT TO TOUCH IT**.
- Notify the Main Office immediately.
- Secure the scene until the appropriate personnel arrive to retrieve the weapon.
- Ensure student and staff safety by moving everyone away from the weapon to a safe location.
- If necessary, implement the appropriate emergency procedure (e.g. lockdown, evacuation) to ensure that students are not exposed to danger.

## WEAPON OBSERVED ON AN INDIVIDUAL

- Seek assistance from another staff member or supervising adult in reporting the incident. If it is safe to do so and there is no other option, send a sealed message to the office with a trusted student that includes:
  - Your name and location
  - The name/description of the suspect
  - Any information regarding the weapon's location and type.
- Ensure student and staff safety by moving everyone away from the person with the weapon to a safe location.
- Discreetly call the office if the individual is not present.
- **IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT THE INDIVIDUAL.**

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**WEAPON ON SCHOOL GROUNDS**

## SUICIDE ATTEMPT OR THREAT

### **If a student expresses suicidal thoughts, via verbal or written means, or attempts suicide:**

The person who first intervenes in a potential student suicide needs no special skill. Availability is much more important than any special activity or skill. Active listening is much more important than talking.

- **Call the Main Office and notify the Principal and Counselor.**
- **Stay with student until help arrives.**
- **Do not try to handle the situation alone.** Seek immediate assistance from another teacher or staff member.
- **Listen and observe.** Of vital importance to a person in an emotional crisis is to have someone available who will listen and hear what he or she is saying. Avoid false reassurance that "everything will be okay" and never demean suicidal expressions. Do not be judgmental.
- **Be supportive.** Communicate your concern for the student. Keep your own emotional response under control.
- **Be sensitive to the relative seriousness of the student's thoughts and feelings.** Inquire directly about thoughts of suicide. If we do not respond to students' suicidal thoughts, they may interpret our reaction as not caring. When a person speaks of clear-cut, self-destructive plans, the situation is usually much more serious. Take any suicidal complaint seriously, even if it is expressed in a calm voice.
- **If weapons were used to attempt suicide, DO NOT ATTEMPT TO DISARM the individual.**
- **Trust your own judgment.** If you believe someone is in danger of suicide, act on your own beliefs.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**SUICIDE ATTEMPT OR THREAT**



**EARTHQUAKE RESPONSE- INSIDE:**

- Instruct students to take shelter in pre-approved areas or under a heavy piece of furniture against an inside wall. **STAY INSIDE.**
- All students and staff should immediately turn away from glass areas.
- Students are to remain in position until the teacher determines it is safe to resume normal class operations.
- If structural damage, window breakage, etc., has been sustained, the teacher is to follow normal evacuation procedures following the termination of the earthquake.
- The extent of damage should be determined before having students re-enter the classrooms if structural damage is noted.
- Students are not to be dismissed from school until the appropriate personnel has given clearance.

**EARTHQUAKE RESPONSE- OUTSIDE:**

- Instruct students to stay out of buildings and in an open area until shaking stops.
- Students and staff are to remain in a cleared area free from any potential falling objects (trees, portable backstop, power lines, buildings, etc.).
- Students are to be under direct supervision of adult(s) who, in turn, will wait for instructions from the school administrator in charge as to the appropriate dismissal of students.
- Under no circumstances should students or adults attempt to return to the building until the structural integrity of the building has been assessed.

**WHEN THE SHAKING STOPS:**

- Account for students and notify the school administrator in charge of any missing students.
- A survey of injuries should be made as soon as possible. This information should be provided to the school administrator in charge.

**FOR ALL EMERGENCIES, CONTACT:****PRINCIPAL'S OFFICE****EARTHQUAKE**

## IF THERE IS A THREAT OF AN ALTERCATION

- Stay calm.
- Assess the level of threat. **DO NOT PUT YOURSELF AT RISK** if you think an altercation could occur.
- Try to de-escalate the situation:
  - Listen to the person
  - Empathize with the person and be respectful- don't shame, blame, or judge
  - Use a clear, calm, strong voice
  - Keep body language non-threatening
  - Don't use words that threaten or intimidate
- If you are unable to de-escalate the situation, call for assistance immediately.

## IF AN ALTERCATION OCCURS

- If an altercation is taking place, **DO NOT PUT YOURSELF AT RISK.**
- Report the altercation to the Main Office immediately.
- Try to call for assistance of a nearby staff member or adult.
- After the altercation has occurred, if safe to do so, move the victim to a private office/area. Ensure the victim is in a safe place and assist in making them comfortable.
- Do not leave the victim alone.
- Be prepared to give as much of the following information as possible to the school administrator, public safety, and the police:
  - Your name and location
  - What happened
  - Victim's name and age
  - Location of victim
  - Description of the assailant
  - Location of the assailant or direction of their escape
- If the victim requires medical attention, see the information tab regarding Medical Emergency in this guide.
- Remain calm and reassure students that all possible actions are being taken to care for the injured person and to protect others.

## DEALING WITH A DIFFICULT INDIVIDUAL

- Be aware of your surroundings.
- Try to get the person to calm down and remember that "cooler heads prevail."
- Call for assistance if needed.
- Do not aggravate the individual by threatening or demeaning them.
- Time and distance are important- the more time you have, the more time you will be able to prepare yourself.

## FOR ALL EMERGENCIES, CONTACT:

**PRINCIPAL'S OFFICE**

## VERBAL/PHYSICAL ALTERCATION

**TELEPHONE THREAT**

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call.

**Ask the caller the following questions:**

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Notify the Main Office immediately.

**WRITTEN OR EMAIL THREATS OR PACKAGES**

- Remain calm.
- Do not touch or approach a bomb or suspicious device.
- Do not use your portable radio or cell phone.
- Notify the office immediately.
- Do not attempt to move or open the package.
- Keep anyone from handling it or going near it.
- Evacuate the students out of the immediate area.
- Write down everything you remember about the letter or parcel.
- Save all packing materials.
- Save email and report to the Main Office.

**NOTIFICATION OF A BOMB THREAT**

- Remain calm.
- Follow evacuation procedures or other directions from the main office.
- Conduct a search of your area for any suspicious packages or unidentified backpacks. Never touch any package that is suspicious! If you see something suspicious notify the Main Office.
- Avoid running and other movement, since this can detonate certain devices.
- When evacuating, take your student roster with you and account for all students once you have reached the designated area. Immediately notify the school administrator in charge of any missing students.

**FOR ALL EMERGENCIES, CONTACT:****PRINCIPAL'S OFFICE****BOMB THREATS/SUSPICIOUS PACKAGE**

**IF YOU DISCOVER FIRE  
OR SMOKE****REMEMBER: R.A.C.E.**

- **Rescue:** Remove anyone from immediate danger.
- **Alarm:** Notify the office of the fire situation and activate the nearest emergency pull station.
- **Contain:** Close all doors to confine smoke and fire.
- **Evacuate:** Unless otherwise directed, follow the evacuation plan and proceed to the designated safe area outside the building.

**RESPONSE TO AUDIBLE  
FIRE ALARMS**

- Remain calm.
- Evacuate and stay with your students.
- Remember to take your class roster with you to the designated evacuation area.
- Once you have reached the designated area, account for all students and report any missing students to the school administrator in charge.
- Only return to the building when directed by the school administrator in charge.

**IF YOU CATCH ON FIRE****DO NOT RUN!!!**

- **STOP** where you are,
- **DROP** to the ground, and
- **ROLL** over and over to smother flames.

**EXPLOSION**

- Be prepared to evacuate or shelter-in-place.
- Be prepared for further explosions.
- If evacuation is ordered, proceed to the designated assembly area.
- Open doors carefully and watch for falling objects.
- Report any missing children to the principal.

**IF YOU ARE TRAPPED IN YOUR OFFICE/CLASSROOM**

- Wedge wet towels or cloth materials along the bottom of the door to keep out the smoke.
- Try to close as many doors as possible between you and the fire.
- Use the telephone to notify 911 of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

**FOR ALL EMERGENCIES, CONTACT:****PRINCIPAL'S OFFICE****FIRE/EXPLOSION**

## TORNADO WATCH

**Tornado Watch** – Issued by the National Weather Service when severe weather conditions and possible tornadoes could occur in the area.

- Be prepared to respond if weather conditions worsen.

## TORNADO WARNING

**Tornado Warning** – Issued when a tornado has been sighted or indicated by weather radar.

- Immediately move to your designated shelter areas.
- Close blinds or drapes, and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Have students sit on the floor along interior walls, as far away from any windows as possible. Calmly demonstrate the **“Duck and Cover”** procedure to students, especially those of elementary school age. Tell students they are to remain in the **“Duck and Cover”** position until they hear the message, **“All Clear.”** Have students ready to assume the **“Duck and Cover”** position following your command.
- If high winds or tornadoes strike the building, shout **“Duck and Cover”** and assume the position yourself. Remain in the **“Duck and Cover”** position until you hear the **“All Clear”** announced.
- Assess the situation with respect to injuries or building damage and, if conditions are safe, send a staff member or student to the Main Office to report the situation. If trained to do so, render first aid to those who are injured until medical help arrives.
- Take attendance and account for all children in your class.
- Unless there is an imminent hazard in the area, keep children from leaving the area until emergency crews arrive. If the building is significantly damaged, several hazards such as exposed electrical wires, sharp or falling debris, etc., may be present.
- Do not dismiss students unless directed by the Principal/School Administrator.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL’S OFFICE**

**TORNADO/SEVERE WEATHER**

## LOCKDOWN

The decision to lockdown a school rests with the school administrator at the site affected.

A **lockout** consists of moving all students off playgrounds and exterior buildings and portables on the site and into the school, securing all entrances, and denying access to any unauthorized persons.

A **lockdown** consists of the steps in a lockout, in addition to getting all building occupants on the ground and out of sight from the hallway.

## LOCKDOWN PROCEDURES

- Remain calm and stay with your students.
- Commence the lockdown immediately by locking all interior and exterior doors.
- Slide the green card under the door so it is visible on the outside if everything is ok in the room.
- Cancel all outside activities until notified by the school administrator.
- Close all doors and windows and keep all blinds and curtains open.
- Keep students quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the Main Office immediately if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- No student should be allowed to leave the building unless attended by an adult / parent / guardian, or staff member.
- Conduct frequent roll call of all students and immediately report any missing student to the school administrator in charge.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to the Main Office to sign in.
- Lockdown is to remain in effect until cancelled by the Principal/School Administrator in charge and an all clear is announced.

## INTRUDER IN THE SCHOOL

- If an intruder enters the building, notify the Main Office immediately.
- Prepare to lockdown or start to lockdown your area.
- Listen for instructions from the Main Office.
- Call the Main Office if you have any missing/injured students.
- Do not unlock your doors until you hear the "All Clear" announced.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**INTRUDER/LOCKDOWN**

## EVACUATION – CLASSROOM/BUILDING

**Evacuation of a classroom or area** may be issued by the teacher, supervising adult, School Administrator, or local public safety agencies. The purpose is to move students away from potentially threatening situations that do not require full building evacuation.

**Evacuation of a building** is used to move students and staff out of the building by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.

Evacuation of the building may be issued by the school administrator or local public safety agencies.

## EVACUATION PROCEDURES

- Remain calm and stay with your students.
- If the situation permits, notify the office of the situation and confer with the office to determine an appropriate evacuation area.
- Tell students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.
- Remember to take your class roster with you.
- Consider special-needs occupants that may need assistance evacuating.
- When leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- If smoke is present, stay low. The best quality of air is near the floor.
- If your primary route is blocked or unusable, use your secondary exit route.
- **Do not** take personal items with you.
- Close doors behind you while exiting.
- Walk, do not run.
- **Do not** go into the restrooms.
- **Do not** use the elevators.
- Once you have reached the designated area, account for all students and immediately report any missing student to the school administrator in charge.
- Stay with students, keeping them in a group.
- Remain at the designated evacuation assembly area until directed by the school administrator in charge and an "All Clear" has been announced.

**FOR ALL EMERGENCIES, CONTACT:**

**PRINCIPAL'S OFFICE**

**EVACUATION**

ADDITIONAL INFORMATION