

TEACHER EMERGENCY RESPONSE PROTOCOL SHEET

Building Evacuation

Audible alarm sounds, clear strobes on wall will flash.

Other than fire, announcement over PA system is made with specific instructions.

- 1) Pick up attendance book & handbag/briefcase to take with you.
- 2) Begin an orderly evacuation as quickly and quietly as possible.
- 3) Once outside the building, proceed to pre-planned staging area and conduct a head count to account for all students. Report any missing or sick persons to the command post.
- 4) Remain in place until instructed to move.
- 5) If outside conditions change, be prepared to relocate to a safer area on the campus property or a nearby school. Notify the command post of the need to move to a safer area.

Reverse Evacuation

Outside conditions are deteriorating.

- 1) Assemble all outside students.
- 2) Conduct quick head count.
- 3) Proceed to nearest accessible main building door.
- 4) Move to your classroom or other area as advised after entering the building.
- 5) Conduct final headcount to ensure all students are safe.

Severe Weather/Tornado

High winds with blowing debris or large hail in progress

- 1) Move students away from exterior windows/glass.
- 2) Be prepared to move to tornado cover area if notified to do so by campus administration. (If tornado is sighted through a classroom window or you feel the safety of your students is compromised, quickly move to tornado cover area.

Tornado cover procedures may be initiated by main office.

ANNOUNCE ALERT FOR TORNADO VIA PA SYSTEM.

DO NOT USE BELLS!

- 1) Pick up attendance/grade book & handbag/briefcase to take with you.
- 2) Quickly and quietly move to designated shelter area.
- 3) Assume cover position.
- 4) Remain in this position until advised to do otherwise. If building is now unsafe, evacuation may commence if possible. Follow building evacuation procedures and move to a safe area outside and away from the building.

Campus Evacuation (building is not safe)

Announcement is made over PA system.

- 1) Pick up attendance/grade book, handbag/briefcase and prepare to evacuate the building.
- 2) When instructed to do so, begin orderly evacuation as quickly and quietly as possible and proceed to the bus pick-up point.
- 3) Have a copy of class roster ready to give to the bus loading officer that accounts for all students you are in charge of. Prior to bus loading, conduct head count.
- 4) Stay in close proximity of your students while on the bus.
- 5) Upon arrival at relocation site, offload students to assigned area. Conduct another head count to ensure all students are accounted for.
- 6) Be prepared to assist with student/parent reunification.

Medical Emergency

Life threatening medical conditions

- 1) Instruct all students to remain in their seats. Ask students closest to the sick person to move away.
- 2) Do rapid assessment of person to see if he/she is breathing.
- 3) Assign a student to go to main office for help.
- 4) Stay with person until help arrives.

Lockout

Upon notification of a violent situation outside the building

- 1) All exterior doors have been locked and no one should exit the building until the situation is resolved.
- 2) Stay clear and away from exterior plate glass windows and doors. Continue teaching.

Lockdown

Upon notification of a violent situation in the building

- 1) Close and secure classroom door and barricade the door with anything available.
- 2) Turn off all lights.
- 3) Move all classroom occupants to an area in the room away from door and out of sight
- 4) Send email to pre-designated person in main office (command post) for accountability or assistance.
- 5) Remain quiet and await further instructions.
- 6) Notify command post of any urgent needs via email.
- 7) Should fire alarm activate, **DO NOT** evacuate unless advised by the command post.

Shelter-In-Place

Outside conditions are harmful to your health

- 1) Following an announcement to "shelter in place," make sure all exterior windows are closed as tight as possible and all outside doors are locked to disallow entry or exit.
- 2) If located in portable building, move into main building.
- 3) Some or all classrooms with exterior windows may be moved to a more central location for safety.
- 4) Movement inside the building is allowed.
- 5) Be prepared to remain this way for an extended period of time, depending on the situation. Emergency officials will make "stay" or "relocate" decisions and relay to staff.
- 6) Notify campus command post regarding any urgent needs.

Bomb or Terroristic Threat

Announcement/instructions are made over PA system.

- 1) Conduct a quick scan of classroom, looking for any unusual or unaccountable packages.
- 2) Be alert/aware of any student acting overly nervous or appearing anxious.
- 3) If suspicious package or container is observed, instruct students to evacuate the room(s) quickly, to a safer location within the school.
- 4) Stop cell phone use. Do not use a radio in the area.
- 5) Advise teachers in adjoining classrooms to vacate with you.
- 6) Notify main office of suspicious package and ask office staff to alert classrooms on upper or lower floors if applicable.

Important Numbers for you to have

Main Office	_____
Principal's Office	_____
School Nurse's Office	_____
Safety & Security:	817-814-2680