



Kodiak Island Borough School District

NORTH STAR SCHOOL

EMERGENCY

PROCEDURES

HANDBOOK

2006-2007

Emergency Numbers

All Emergencies.....	911
Kodiak Police Department	486-8000
Kodiak Fire Department	486-8040
Alaska State Troopers	486-4121
Providence Kodiak Island Medical Center	481-3281
Providence Kodiak Island Mental Health Center	481-2400

Medical Facilities

Kodiak Area Native Association	486-9800
Kodiak Island Medical	486-6065
North Pacific Medical Group	486-4183
Kodiak Island Ambulatory Care Clinic	486-6188

United States Coast Guard

Clinic.....	487-5757
Security	487-5266
Critical Incidence Stress Management Team	487-5266
Poison Control	1-800-478-3193

North Star Phone Tree

Insert School Phone List

North Star Elementary School
“Command & Control” and Communications
 Flowchart

Person Reporting Emergency

_____, **Principal**
 _____, **Back-Up**

Call 911

Police
 Troopers
 Fire
 Ambulance

**Central Office
 Administration**

_____ **Superintendent**

**School Staff
 North Star
 Crisis Response Team**

_____, **School Psych.**
 _____, **Teacher**
 _____, **Secretary**
 _____, **Teacher**

**Supporting
 Administrators**

East Principal- 2215
 Main Principal 2103

**Maintenance
 Support**

Director Maintenance – 2238
 Director of Operations - 2283

**Duties for
 Supporting
 Administrators**
 Report to emergency site and
 assist Principal

**Duties for CO
 Administrator**
 Report to emergency site and
 assist Principal including
 media responsibilities

**Duties for Maintenance
 Administrator**
 Report to emergency site,
 bring building plans, and
 assist Building Administrator

In _____ absence, _____ will be the acting principal. The first arriving principal will relieve _____.

Ash Fall

Background

- ✓ The Superintendent's Office or Emergency Services Coordinator will officially notify administrators and schools of an Ash Fall Alert.
- ✓ The District will rely on information provided by the National Weather Service, the Kodiak Emergency Services Director, the Alaska State Troopers and/or other State/Federal offices prior to calling an Ash Fall Alert.
- ✓ The Superintendent's Office or the Emergency Services Coordinator will issue specific instructions to buildings when an Ash Fall Alert is announced. Ash Fall advisories issued by the National Weather Service do not constitute an Ash Fall Alert and automatic initiation of Emergency Procedures.
- ✓ North Star Staff will be notified of an impending Ash Fall by either an intercom announcement or by office messenger. Principals will issue specific instructions to staff.
- ✓ North Star is a community evacuation site. Students do not need to be removed from the building.

Teachers and Support Staff

- Make sure that children with a history of breathing related problems are monitored.
- Bring students inside immediately. Brush off clothing before entering school. Do not bring contaminated jackets into classrooms.
- Make sure all windows and exterior doors in your room are closed and sealed. In some buildings it may be necessary to tape around doorways to get a good seal.
- Do not operate non-essential equipment.
- Protect office equipment such as copiers, fax machines, computers and printers by shutting them off and allowing them to cool and then wrapping with plastic. Trash bags make an excellent cover for most small electronic devices.
- Store computer diskettes and CD's inside sealed bags or containers.
- If it is not possible to go indoors, such as on your way to school, stay in your car and go directly home.
- Do not allow children to leave your direct supervision unless accompanied by a school staff member.

Principals

1. If the school is closed during an Ash Fall Alert, be prepared to open the building as a shelter.
2. If ash is already falling heavily activate **School Emergency Team** and **Shelter In Place**.
3. Notify staff of an Ash Alert and expected arrival time.
4. Maintain contact with central office and emergency service providers.
5. Direct and support school operations.
6. Operate the shelter until a shelter manager arrives.
7. Provide accurate information to staff regarding the alert status.

After An Ash Fall

- Ash is very abrasive and can be caustic.
- Ash conducts electricity and can damage electronic equipment.
- Avoid dust areas or creating dust unless wearing a protective mask and eye protection.
- Provide masks for any students or staff with respiratory problems. (>95)
- Clean up all ash before removing protective covers from office equipment. Use damp rags or wetting agents on dust areas to prevent spreading the ash.
- Assess school for any damage.
- Replace items used from the emergency kit.
- Be careful when moving outside as ash can be very heavy and cause damage to buildings, trees and power lines.
- Brush off ash from your car before using wipers.
- Report any damage or injuries to District.
- Coordinate with District for cleanup and ash removal.
- Conduct after incident review with staff

Earthquakes

Background

- ✓ Earthquakes strike without warning, so you must be prepared to begin appropriate protective action immediately.
- ✓ Since structural damage caused by the earthquake may mean that communications systems will stop working, be prepared to take actions (such as evacuating the building after the ground stops moving) without instructions from the principal or authorized personnel.
- ✓ If you are outdoors when the earthquake strikes, move away from the building. Move students to a clear, open space such as a playing field. Avoid utility poles, trees, and overhead wires.

Teacher or Support Staff

1. If the earthquake signal is sounded or if you feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves):
 - ✓ Take cover immediately under desks, tables or other heavy furniture.
 - ✓ Turn away from windows.
 - ✓ Assume a protective position (protect head with arms).
2. If furniture is not available, assume a protective position along a permanent interior wall.
3. Stay away from windows, light fixtures and suspended objects.
4. Remain calm; reassuring students by giving instructions in a firm, calm voice.
5. When the quake is over, stay where you are until further direction is given. If you are directed to evacuate, evacuate the building as quickly as possible, in a calm and orderly fashion.
6. Account for all students.
7. Remain outside the building until further instructions are provided.

The Principal

1. Activate the earthquake signal.
2. Call 911.
3. Determine whether to evacuate the building as soon as the quake stops.
4. Do not allow anyone to reenter the building until maintenance personnel have inspected it for safety.
5. Direct school personnel to meet immediate needs until community resources can be mobilized.

Extreme Weather Conditions

School Closure before School Starts

Extreme Weather Conditions present a different set of challenges. Almost always, the issue of transportation is paramount. Most prevalent in Alaska will be cold and or snowfall situations. The Superintendent or designee will check with Department of Highways Maintenance and/or the State Troopers to assess road conditions by 5:00 a.m.

Road conditions will be conveyed to the Superintendent or his/her designee. It will be the exception to close school. It has been determined to be in the best interest of the community to make every attempt at having school available as a safe haven for children if necessary.

The superintendent or designee will notify affected principals by 5:30 a.m. Should conditions be such that an earlier decision can be made such as the night before, the superintendent will notify principals as soon as possible.

Teachers and staff should monitor local radio and the District's School Closure Web Page to find out if their school has been closed. Principals will make every effort to notify teachers and staff prior to the start of the school day.

As always, a parent's decision regarding the welfare of his/her child is paramount. At any time it is felt in the child's best interest to remain home in adverse weather situations, the absence will be recorded as excused.

The district will make every effort to make the facility available and receive children arriving for school. We can not risk having a student arrive at a closed building during inclement weather. Principals should ask some teachers to report for duty to assist with any students arriving during the day.

Severe Weather during School Day

Occasionally severe weather such as winter storms, wind or major rainfall will occur. Have custodial and other staff monitor their rooms and immediate area for possible problems.

Only the superintendent or designee will make the decision to close a school early. This is only done after careful consideration of the potential impacts on getting students safely to their homes, road conditions and other factors.

Should the decision be made to close early the principal will advise the teachers of the time school will close. Teachers will make sure students have their jackets, boots etc. prior to leaving. Should a teacher have concerns about the safety of a student they will advise the principal.

Principals shall keep a close watch on conditions in and around their building for potential problems. School administrators should make regular reports to the Central Office regarding road conditions. Principals should be ready for stranded motorists or local residents to arrive and seek shelter.

Shelter In Place

Sheltering Place is to be used when it is not safe due to environmental conditions outside the school or for non-violent situations near the school. In the event of potential violence the school will be in a LOCKDOWN. Examples of such events are;

- Hazardous material spill
- Volcanic eruption
- Wildfire near the school
- Suspicious or dangers odor in and around school
- Severe weather event

Sheltering in Place is a method to seal the school from outside air or contamination and reduce the opportunity for students and staff to be exposed to a potential toxin or irritant.

Shelter in Place is not the same as a LOCKDOWN which is used for potential or actual violent intruders or persons in or around a school.

If a principal notices or is told of an unusual odor in or around the school, vapor cloud or smoke cloud near the school they shall take the following actions:

- Bring students inside immediately and consider bringing students in portables inside the main building
- Notify 911
- Activate school emergency team
- Initiate shelter in place actions
- Have classes call in roll and account for all students and staff
- Place "sheltering-in-place" sign on front door
- Notify District office.
- Consider shut down of HVAC and seal outside air intakes
- Coordinate with Emergency Services on cause of odor or other problem to determine if it is safe to remain in school or the need to evacuate to your alternate school
- If the situation requires evacuation to your alternate school follow evacuation procedures.
- Keep district updated
- When safe, return school to normal operations
- Confirm school has been cleaned and ventilated
- Coordinate with District Superintendent on media release and notice to parents

If it is determined that it is not safe to use hallways and bathrooms you may need to create an emergency toilet using trashcans or other container and plastic bags. If it is safe to use hallways and bathrooms keep doors closed when moving around the building

Tsunami

Background

- ✓ Tsunami warnings are sounded when there is a danger of a tsunami as the result of an earthquake.
- ✓ A tsunami warning will be followed by information on expected arrival time.
- ✓ North Star Staff will be notified of a tsunami alert by either an intercom announcement or by office messenger.
- ✓ If the tsunami signal is sounded, remain calm and wait for further instruction from building administration.
- ✓ North Star is a community evacuation site. Students are safe in this building.

Teachers and Support Staff

1. All staff not currently supervising students should report immediately to the office for assignment.
2. All specialists, including music and PE teachers, should escort their students back to home classrooms and then report to the office for assignment.
3. Students will not be allowed to leave the classroom unless a building staff member comes to get them.
4. Parents who come to pick up their child(ren) will wait at the office while a staff member picks up their child from your class. The office maintains Tsunami Release forms on all students that indicate who is authorized to pick them up during a tsunami alert. This procedure protects children and allows the office to maintain an accurate attendance roster.
5. Immediately notify the office if you are missing any students. Do not leave your children unattended to find a lost student.
6. Lock your classroom door.
7. If an alert occurs during recess, students will be gathered and sent immediately to their respective classes.
8. If a tsunami alert spans a lunch period, students will eat in their rooms. Lunch will be delivered to classes.
9. Aides and unattached teachers will be assigned to assist/relieve teachers, monitor the halls and assist where needed.
10. Staff members who must leave the building during an alert should notify the office ASAP so that someone can be assigned to supervise their class.
11. Staff should be aware that many people could be using North Star as an evacuation center. We will restrict them to the gym, and the commons. The library will be used as an area for seniors and mothers with infants.

Principal

1. Notify staff of tsunami warning and expected arrival time.
2. Maintain contact with central office and emergency service providers.
3. Direct and support school operations.
4. Operate the shelter until a shelter manager arrives.
5. Provide accurate information to staff regarding the alert status.

Suicide Threat or Attempt

Background

Teachers should make every effort to:

- ✓ Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the perpetrator.
- ✓ Protect students from witnessing a traumatic event.

Teachers and Support Staff

1. Remove students or turn them away from the situation as soon as you can.
2. Notify office immediately (Provide student name). If necessary, assign one student to notify office of emergency.
3. Remain calm and reassure students that everything possible is being done to return the situation to normal.
4. Remove students from the scene to a designated safe area.
 - ✓ The gym is the normal safe area for North Star staff to bring students.
 - ✓ An adjacent classroom may also be used when using the gym will expose children to the scene.
 - ✓ Care should be taken to block the windows of classrooms used as safe areas.
5. When the principal/police/medical personnel arrive, rejoin your students in the designated safe area.

The Principal

1. Call 911 and the District office at 2210.
2. Contact the school nurse.
3. Contact the school counselor.
4. Contact the child's parents.
5. Ensure that an adult who can supervise students is in the designated safe area.
6. Arrange for post-trauma assistance.

Spilled Body Fluids

Background

- ✓ All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses.
- ✓ Your school custodian is familiar with safe cleanup and disposal procedures. If possible, ask him/her for assistance.
- ✓ If an employee is exposed to blood or other infectious materials, it must be reported to the administrator within 24 hours. Administrator will advise on proper procedures to follow.
- ✓ If a student is exposed to blood or other infectious materials, send him or her to the nurse for recommendations for follow-up care.
- ✓ Hand washing is the most important factor in preventing the spread of infection between individuals and to self.
- ✓ There is a "Blood Borne Pathogen Guide" available in the lounge.

Teachers and Support Staff

1. All teachers should receive a packet from the nurse that includes rubber gloves, band-aids and some kind of cloth.
2. Wear disposable latex gloves at all times when dealing with another person's body fluids.
3. Emergency Medical Kits are available at each playground entrance.
4. Avoid getting another person's body fluids in your eyes, mouth, open sores, or wounds.
5. If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the principal or nurse immediately.
6. Call the custodian or day custodian if body fluids are spilled. They are trained to safely disinfect the area.
7. If the day custodian is not available, clean up spilled fluids with an EPA registered germicide or with a solution of one part bleach to ten parts water (1:10). Disinfectant is available from the day custodian or custodian.
8. Teachers should not store dangerous cleaning supplies in their rooms. Bleach solutions of 1:10 can be stored in locked cabinets.
9. Place contaminated fluids and cleanup materials in a red plastic bag, or bag with biohazard label on it, and contact custodian for disposal. These bags can be picked up in the office.
10. Spitting is not allowed. Staff members who observe spitting should intervene.
11. See the "Blood borne Pathogen Guide" (available from your school office or the building principal) for more information about related exposure and clean-up issues.

Principal

Make certain that exposed student(s) and/or staff members(s) receive appropriate medical/infection control assessment.

Hazardous Materials Spills

Background

- ✓ Location, quantity, concentration and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific cleanup procedures, do not try to clean up the spill.
- ✓ First priority is student and staff safety, then the environment and then property.

Teacher and Support Staff

1. Notify office immediately. Use extension 2000.
2. Remove students to designated safe area or follow principal's instructions for appropriate emergency procedure. The designated safe areas for North Star have been pre- assigned to teachers.
Each teacher has a "buddy" to ensure that substitutes will know where to go in the event of an evacuation to a safe area.
3. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention from the school nurse or office.
4. Attempt to contain the material if possible when leaving the area by shutting doors, windows, etc.
5. Account for all students and remain in designated area until contacted.

Principal

1. Call the Maintenance Department at 2222 or 2238 to assess situation and provide MSDS (Materials Safety Data Sheet) information.
2. Contact school nurse if medical assistance is needed.
3. Rely on information provided from the maintenance department regarding necessary action to be taken.
4. Sound the Fire Alarm or use the Intercom to alert staff of a building-wide evacuation.
5. Send staff to areas where the intercom or phone system cannot be heard to notify students and staff of potential danger.
6. Rely on the maintenance department for appropriate containment or clean up.

Death, Serious Injury or Medical Condition

Background

- ✓ The cause of a possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behavior during the event and during post-trauma procedures.
- ✓ If the death or injury is the result of aggressive behavior, protection of students and staff becomes a key issue in how the event is handled.
- ✓ Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.
- ✓ The principal or designee will release all information regarding the condition of the student or staff member.
- ✓ Do not repeat unsubstantiated information. All information regarding the condition or circumstances of an injury is confidential. Reporters are never allowed to interview students or to wander the building or grounds interviewing staff.
- ✓ A list of First Aid and CPR qualified staff is available in the office.

Teachers and Support Staff

1. Notify office immediately.
2. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
3. Remove students from the scene to designated safe area if necessary or if asked to do so by the principal.
 - ✓ If only a room needs be evacuated, staff should take their class to the gym.
 - ✓ The designated safe areas used when students must leave the building have been preassigned to teachers.
 - ✓ Each teacher has a "buddy" to ensure that guest teachers will know where to go in the event of an evacuation to a safe area.
4. When the school nurse or first-aid certified staff member has arrived, rejoin your students as soon as possible.
5. Account for all students and remain with them until contacted.

Principal

1. Call 911 and the District Office.
2. Send school nurse or first-aid certified staff person to problem location immediately.
3. Call family members of the ill/injured person.
4. Ensure that students have adult supervision.
5. Arrange for post-trauma assistance if necessary.

Fire or Explosion

Background

- ✓ If there is a fire, or a suspicion of fire through the sudden appearance or smell of smoke, the school alarm should be rung immediately and the building evacuated. Most casualties in fires are due to asphyxiation by smoke and toxic gases; time is of the essence.
- ✓ If a person's clothing catches on fire, do not allow him/her to run. Running will fan the fire. Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.

Teacher or Support Staff

1. If you discover the fire or hear an explosion, activate the fire alarm. Notify the office to provide information.
2. Take your grade book or class roster and immediately begin an orderly building evacuation. A fire evacuation diagram is posted by each classroom exit.
3. Students may take their coats with them during Fire Drills.
4. When evacuating, remind students to walk rapidly (do not run). Close the doors to your classroom. Close the windows and turn off the lights. Note: It is more important to evacuate children than to close windows.
5. Go to your designated evacuation zone and remain at least 300 feet from the building.
6. Account for all students and remain in the designated area until contacted.
7. If any student is unaccounted for, contact the designated clearance person. West Entrance - Ellie * North Entrance - Val * East Entrance - Deb.
8. Students who are with specialists will be returned by supervising staff to their teacher's evacuation zone.
9. Students in PE or Music will evacuate to the designated music or PE evacuation zone.
10. Remain calm and stay with students.
11. Do not enter building until the all-clear signal is given.

Principal

1. Call 911 and the District Office.
2. Send staff to areas where the intercom or phone system cannot be heard to notify students and staff of potential danger.
3. Principal or designee assists fire/safety officer in opening doors and provides assistance relating to building plans and equipment.
4. Close doors to fire or explosion area as soon as all students and staff are safely out of the area.
5. Fire/safety official informs principal or designee when it is safe to reenter the building. The Principal or designee issues all-clear signal upon notification.

Media Procedures

Background

Remember that the goals of the media do not necessarily compliment those of the school. While the media's primary responsibility is to get the news, the school's responsibility is to protect the students and staff.

Principal

1. Call the District Office. Request assistance from the Central Office Administrator or designee (486-9220) or Ext. 2220 to handle all media inquiries.
2. Meet with the Central Office Administrator at your site to provide him or her with accurate and pertinent information.
3. Continue to solve or defuse the crisis, referring all media inquiries to the Central Office Administrator or designee.
4. Throughout the crisis, continue to meet regularly with the Central Office Administrator, so that he or she can continue to provide accurate information to the media. The Central Office Administrator can also assist with preparing and sharing accurate information with staff, students and parents.

Guidelines for Dealing with the Media

1. As a general rule, there should only be one media spokes person. This will be the Central Office Administrator. All questions and communication should be funneled to this spokesperson that will speak for the entire school or district during the crisis. This can avoid people making contradictory statements that cause confusion and make it appear that the school has no clear plan of response.
2. Staff and students should be given a prepared script that will direct them back to the spokesperson. This could be, "You will need to speak to our media spokesperson," or "We have a lot of pain right now and we need some time and privacy to deal with it. If there is any information you need, please talk to the principal."
3. Media personnel should not be allowed to roam freely about the school building. Decide where the media should be directed.

Notifying the School Community of a Crisis

Background

- ✓ A crisis is defined as, "Any situation that causes, or has the potential to cause, a disruption of normal functioning in the school community." This includes any situation with potential risk to the physical or emotional safety and well being of the students.
- ✓ As with all crisis situations it is important that school staff guard the confidentiality of information. More harm can sometimes be caused by misinformation than by the actual event.

Teacher or Support Staff

1. Notify Principal
2. The person receiving the initial information of a crisis, or potential crisis, has the responsibility of getting that information to the principal.

Principal

1. The Principal will make the decision to notify the Crisis Response Team.
2. Be sure to notify ALL staff, including bus drivers, custodians, and other support staff.
3. During school hours the most appropriate form of communication will be used to alert staff. An Emergency Staff Meeting may be held depending on the type of crisis.
4. Outside school hours a telephone tree will be established which the Administrator will be responsible to activate. The last person on the telephone tree should call the first person to confirm that everyone has been notified.
5. Notifying Students. Information is best shared in small, familiar, contained groups. Large groups are easily influenced by mass emotion or hysteria, and the situation may become more difficult to control. In most situations it is best to have a person (principal, counselor, teacher) go to each classroom to give details and to answer questions, or to have teachers read details of what has happened from a prepared script. This insures that all students will be given the same information at the same time. This will cut down on secrets and rumors. Special consideration needs to be made for close friends who may be intimately affected by the particular trauma.
6. Notifying Parents: The principal will prepare handouts for children to take home. In some cases, staff will be asked to call parents.
7. The Central Office will work with the building administrator to determine a notification plan for the community.

Safety Drill

Background

This situation can happen at North Star! A dangerous person could be someone with legitimate purpose on campus (student, staff, authorized visitor) or an unauthorized visitor. A dangerous person may or may not be armed, and may or may not be threatening or committing violence. To reduce the possibility of dangerous person on campus:

- ✓ Staff members should direct all strangers or visitors who are not wearing the required Visitor's Badge to the office for a visitors pass. All guest teachers, maintenance personnel, volunteers, parents and visitors will wear a nametag.
- ✓ Notify the office immediately of suspicious persons or behavior.
- ✓ Report suspected or actual weapons or altercations to the office immediately. If you cannot contact the office, you have the option of announcing a Lock Down from your phone. This is not available at the moment.

Intruders:

If you are confronted by or confront a person that you feel is dangerous, please remember:

- ✓ Stay calm.
- ✓ Take another staff member with you to initiate contact with the guest/intruder. Remember the plus one equation).
- ✓ Ask another staff member to contact the main office for you and advise them of where you will be and what you will be doing.
- ✓ Make contact with the guest/intruder with the Triangle Contact Approach. Make sure you have designated which staff member will be the contact person and which one will be the cover person.
- ✓ Attempt to direct the intruder to the main office and explain the related safety reasons as to why it is important that you are keeping track of who is on your campus. For example:
 - "Hello, my name is Jane Nuttall and I am a staff member at North Star. I notice that you are not wearing a Visitor Pass. We have a policy at North Star that asks all visitors to check-in at the office. Let me show you the way to the office so that you can pick up a pass."
- ✓ If the intruder refuses to cooperate, do not escalate the situation. Break off the contact and call the office.
- ✓ If the intruder produces a weapon, assure them that it is not necessary for them to consider using the weapon as you are now leaving. Both of your hands should be with your palms facing the intruder while slowly backing away. If the intruder tells you to stop, then, do as instructed but continue to assure them that there is no need for the weapon to be used. There is not perfect plan for the right or wrong thing to do in this situation. Each person must decide what he or she must do to SURVIVE!

Teachers and Support Staff

- ✓ Staff should remember that there is no difference between a drill and the real event!
- ✓ "This is a Lock Down" is the announcement for the "Real McCoy".
- ✓ Staff will know where their keys are at all times. Staff members who forget their keys at home will pick up a temporary key at the start of the day. It is preferable that staff carry their keys.
- ✓ If a dangerous person is in or near the building, it may be necessary to initiate a Lock Down. ANY staff member can initiate a Lock Down. Because of the unanticipated nature of the circumstances that may occur any of the following may be used to initiate a Lock Down.
 - Announcement-- "This is a Lock Down... Please secure your classroom. There is an unauthorized person in the hall. She is wearing....."
 - NOTE: The intercom cannot be heard in all areas of the building. Areas that cannot always hear the intercom: Gym, Cafeteria, Library, Playground
 - A teacher/aide/principal may walk/run down a hall announcing a lock down.
 - A phone call from the office or another teacher advising you of a lock down. Teachers who have children answer their class phone should be trained to notify the teacher immediately if they receive a call alerting for a Lock Down.
 - The principal or designee may move quietly down the hall notifying teachers of a Lock Down.
 - The sound of screaming, gunfire or fighting in the halls or a nearby classroom. If this occurs, gather students walking in halls and call office immediately.
- ✓ During a Lock Down, **IGNORE ALL FIRE ALARMS!**
- ✓ As much information as possible will be provided to staff. Important information can include:
 - The cause for the lock down.
 - A description of the intruder.
 - Possible dangers.
- ✓ When a lock down is announced, the teacher/aide should look outside their door and gather up any unsupervised children. If aides are in rooms alone with children, they should follow the same procedures as teachers. Specialists should follow the same procedures as classroom teachers. Do not go looking for children that were previously sent from your classroom. Trust that everyone is doing his or her job. Do not leave children unsupervised in your room.
- ✓ Teachers or staff members who do not have children should move to the nearest classroom, taking any unsupervised children in the halls with them. Once inside, they should follow the directions of the classroom teacher. Never leave children behind you or let them pass you. Doors should be locked at all times so that they are already locked when closed. During the day, staff can use a soft door block. i.e., a piece of line.

- ✓ Once secured in a classroom, the teacher/aide will:
 - Close the window shade adjacent to the door.
 - Turn off the lights.
 - Gather students in an area not visible from the hall window.
 - Close window blinds.
 - Maintain quiet.
 - Listen for announcements.
 - Remain, unless notified by the principal or other district official.
 - Ignore any fire alarms.
 - Prepare a roster of students who are in the classroom.
 - Call 911
- ✓ If students are outside during a Lock Down, supervising staff members will sound an air horn three times and immediately move students to the Bayside Fire Hall. All playground gates will be unlocked as part of the daily opening procedure. Air Horns will be made available to all staff members. If possible, staff members who are in the staff room go to the playground and help move children to the Fire Station.
- ✓ If students are in the cafeteria during a lock down, they will immediately be directed to the hallway connecting the music and P.E. rooms. Staff will secure the doors and move students into the music room. All staff keys can unlock the music room door.
- ✓ Children in the gym will line up by the far door. The PE teacher will turn off the lights and ensure that the gym doors are locked.
- ✓ If you are directed to relocate, account for all students and go to a designated safe area or follow administrative/law enforcement instructions for appropriate emergency evacuation procedures.
- ✓ Each teacher will have a "buddy" to help in a crisis situation. Attempts will be made to pair buddies from facing rooms. Basic lock down information will be included with each teacher's guest teacher lesson plan.
- ✓ In the event of a sniper on the playground, supervising staff should blow the whistle and move children immediately into the building. Do not lie down or direct students to lie down in open areas. Move to nearest cover. Cover will stop a bullet. Concealment will hide you.

Principal/Acting Principal

1. Call 911 and the District Office.
2. Notify staff of a Lock Down Drill.
3. Lock the front door.
4. Ensure that office staff is in a secure area.
5. If deemed safe by the lead administrator or designee, send support staff to areas where the intercom or phone system cannot be heard to notify staff of a Lock Down.
6. Provide police with a floor plan.

Emergency Evacuation

Background

It may be necessary to evacuate the building in an emergency. Bomb Threats or the discovery of a suspicious and potentially explosive device are causes to initiate an emergency evacuation.

- ✓ Do NOT USE cell phones or two-way radios.
- ✓ Open doors and windows if possible.
- ✓ Do NOT set off the fire alarm!

If you receive a bomb threat:

- ✓ Get as much information as you can.
- ✓ Try to remember any identifying characteristics as possible; i.e., gender, age, accent, special words, etc.
- ✓ Notify the office immediately. Give as much information as possible.
- ✓ If Larry is out of the building, Dale Nelson will act in his stead. Janel will act as Fire Hall supervisor until a back-up administrator arrives.
- ✓ The office will make a determination to use the alarm or to use the intercom.

Announcement

- ✓ An announcement of an Emergency Evacuation will be made.

"Please Evacuate The School"

- ✓ If it is not possible to make an intercom announcement, the Fire Alarm will be used. Staff will be notified on the playground if an evacuation to the Fire Hall is necessary.
- ✓ Keep vibrations from movement through the halls and classrooms to a minimum.
- ✓ During an Emergency Evacuation staff will take students to their designated area on the playground. If directed by the principal or designee, they will begin to evacuate to the fire hall. The ramp from the playground will be used to exit the playground.
- ✓ Teachers should carry their attendance books during all drills.
- ✓ Children in transition need to exit the building and then move to their designated areas.
- ✓ The Fire Hall will be used to house students until buses arrive. If a prolonged evacuation is necessary, students will travel by bus to East.