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| Emergency Operations Plan - Staff |
| FIRE DRILL PROTOC0L #1Conducted once each month as a drill or during actual fire event. | FIRE/ARSON PROTOC0L #2Called with threat of fire/or fire in facility |
| Staff Responsibilities:* Direct students to quietly form single line.
* Ensure windows are closed, lights/equipment off.
* Unlock classroom door; close doors and windows.
* Guide students to follow evacuation route.

-Monitor disabled/non-English speakers* Take roll, report missing students from evacuation site.
* Guide students back following “All Clear” from office.
 | Staff Responsibilities:* Direct students to quietly form single file line.
* Ensure windows are closed, light off, equipment off.
* Unlock classroom door; close doors and windows.
* Guide students to follow evacuation route.

-Monitor disabled/non-English speakers* Take roll, report missing students from evacuation site.
* Guide students back following “All Clear”.
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| LOCKDOWN PROTOC0L, SCHOOL DAY #3Called with threat inside building/facility. | SCHOOL LOCKDOWN PROTOCOL, AFTER-SCHOOL ACTIVITIES #4Called with threat to individuals participating in after-school sports, clubs & activities. |
| Staff Responsibilities:* Bring students into secure classroom/location.
* Staff on duty direct students to nearest safe location.
* Lock doors/cover windows/turn out lights.
* Keep students/staff quiet/calm.

-Avoid attracting attention.-Direct all cell phones to be silenced.-Minimize conversations.* Take roll; notify office via email of missing students.
* Do not allow anyone to enter or exit room.
* Take attendance/notify office of those unaccounted for.
* Check email periodically for information from administrators.
* **DO NOT OPEN DOOR FOR ANYONE ONCE LOCKED**
 | Staff Responsibilities:* Have access to current student roster with names/phones numbers.
* Bring students into secure classroom/location.

-Staff direct students to nearest safe location.* Lock doors/cover windows/turn out lights.
* Keep students quiet/calm/away from windows.

-Direct all cell phones to be silenced.* On-Site lead:

-Notify on-site health office staff-Contact Director Extra-Curricular Activities (x2224)-Support on-site principal* **DO NOT OPEN/UNLOCK DOOR ONCE CLOSED/ LOCKED.**
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| SHELTER-IN-PLACE PROTOCOL #5Called to provide safe refuge within building when threat is within close proximity. | EVACUATION PROTOCOL #6ACalled when there is a need to relocate students and staff to a different location. |
| Staff Responsibilities:* Bring students into classroom/building.
* Staff on duty direct students to nearest safe room/building.
* Lock/secure exterior doors and windows.
* Take attendance and notify office of absences/missing students/ staff.
* Activities can resume within safe room/building.
* Remain in your designated/safe room or area until event is cleared by administrator/law enforcement.
 | Staff Responsibilities:* Evacuate building according to principal’s direction:

-lock doors and close windows-gather student roster/parent contact info* Bring students/class roster to evacuation location.
* Take roll (electronic or paper roster) once arrived at evacuation location.

-Notify office of missing students, if any.* Wait with students for further direction from principal.
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| ACTIVE SHOOTER PROTOCOL #7Called when armed assailant is on site OR in the vicinity. | BOMB THREAT PROTOCOL #8ACalled when threat of explosive is received/found. |
| Staff Responsibilities:* If shots are heard, bring students into classroom/building:

-Direct students/staff to drop to the ground if necessary;-Notify principal;-Advise of any injuries;* Staff direct students to nearest safe room/building.
* Lock exterior doors, cover and secure windows.
* Take roll and report any person who is missing.
* Keep students quiet and calm.

-Direct all cell phones to be silenced.* Call 911, as needed.
 | Staff Responsibilities:* Note exact words of the threat (see checklist).

-Ask for description and location of device/package* Notify principal immediately.
* Do not use cell phones or electronic equipment during the event, if possible.
* Do not touch or approach device/package if found.
* Move all individuals to safe location as soon as possible.
* Prepare for possible evacuation (see “Evacuation” protocol).
* Take roll and report missing individuals to office.
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Emergency Operations Plan - Staff

# MISSING STUDENT PROTOCOL #9

Called when a student is unaccounted for at school, attending a school activity, missing after traveling to and from school, or abducted.

## Staff Responsibilities:

* In the event a student is deemed **MISSING**:

-Notify principal/school office immediately

-Provide physical description/photo

-When/where last seen

* In the event a student is **ABDUCTED**:

-Notify principal/school office immediately

-Provide physical description/photo

-When/where last seen?

-Witnesses?

-Turn information over to principal/school office as soon as possible

-Keep classroom/other students calm

WEAPONS(S) ON SITE PROTOCOL #11

Called when a known or suspected weapon is discovered on site.

## Staff Responsibilities:

* + Immediately notify principal/office.
	+ Do not approach or confiscate the weapon.
	+ If a weapon is found, clear the area and do not move or touch the weapon.
	+ Bring students into secure classroom/location.
	+ Staff on duty direct students to nearest safe location.
	+ Lock doors/cover windows/turn out lights, if directed to do so.
	+ Keep students/staff quiet/calm.

-Direct all cell phones to be silenced.

-Minimize conversations.

* + Keep students calm and conversation to a minimum.

-Direct all cell phones to be silenced.

* + Remain calm around others; calm others as you are able.

HEAT EMERGENCY PROTOCOL #13

Called when outdoor heat presents a threat to health and/or safety.

## Staff Responsibilities:

* + Bring students into classroom/building.
	+ Staff on duty direct students to classrooms or nearest available room/building.
	+ Ensure room is ventilated and cooled.
	+ Take roll.
	+ Provide regular access to water.
	+ Activities can resume within room/building.
	+ Keep students indoors until otherwise notified.

# MEDICAL EMERGENCIES PROTOCOL #10

Called when a student, staff member or visitor becomes seriously ill or suffers a health emergency.

## Staff Responsibilities:

* + Quickly evaluate accident/illness.
	+ Immediately summon help from school/health offices.
	+ Describe the nature of the emergency:

-Location of injured

-Description of injury

-Current physical and emotional state of injured

-Injured person’s name and age

-Begin CPR (if appropriate and able)

-Provide emotional support for injured/witnesses

-Keep area free of “observers”

-Keep others calm

**-DO NOT MOVE INJURED PERSON WITHOUT MEDICAL PROFESSIONAL’S CONSENT**

* + Direct unaffected persons to another safe/secure area.

# TRANSPORTATION EMERGENCY PROTOCOL #12

Called when an emergency occurs involving transport of staff and/or student(s).

## Staff Responsibilities:

* + Immediately check for injuries on-board.
	+ Assist as needed:

-Call 911, as needed

-Begin CPR/first aid (if appropriate and able)

-Account for all students

-Record injuries, names, and ages

-Provide emotional support

-Assist with removal; if unsafe, remain on bus

-Keep others calm & area free of “observers”

**-DO NOT MOVE INJURED PERSON WITHOUT MEDICAL PROFESSIONAL’S CONSENT UNLESS BUS IS UNSAFE.**

# UTILITY EMERGENCY PROTOCOL #14

Called when there exists: water leak, gas leak, no electricity, no heat/cooling during extreme temperatures, power outage, hazardous materials threat, sewage issue, phone system outage.

## Staff Responsibilities:

* Notify principal/office/supervisor
* Monitor for possible evacuation of students/staff

-See Evacuation Protocol #5A