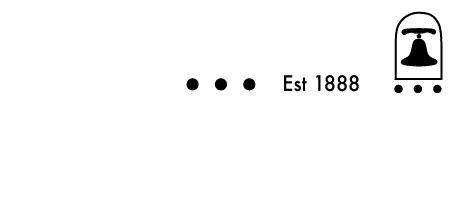
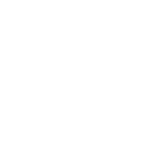
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| Emergency Operations Plan - Staff | |
| FIRE DRILL PROTOC0L #1  Conducted once each month as a drill or during actual fire event. | FIRE/ARSON PROTOC0L #2  Called with threat of fire/or fire in facility |
| Staff Responsibilities:   * Direct students 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”. |
| LOCKDOWN PROTOC0L, SCHOOL DAY #3  Called with threat inside building/facility. | SCHOOL LOCKDOWN PROTOCOL, AFTER-SCHOOL ACTIVITIES #4  Called 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.** |
| SHELTER-IN-PLACE PROTOCOL #5  Called to provide safe refuge within building when threat is within close proximity. | EVACUATION PROTOCOL #6A  Called 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. |
| ACTIVE SHOOTER PROTOCOL #7  Called when armed assailant is on site OR in the vicinity. | BOMB THREAT PROTOCOL #8A  Called 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. |

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