



EMERGENCY PROCEDURES GUIDE

2023-2024

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A. EMERGENCY COMMUNICATIONS INFORMATION

SCPCSD Administration Offices:

District Office: 803- 734-8322

District Fax: 803-734-8325

<u>Administrators</u>	<u>Office</u>
Superintendent	803-734-8322
Chief Communications Officer	803-622-0824

EMERGENCY COMMUNITY SERVICES

North Charleston Police Dept. (843) 743-8200

ALL EMERGENCIES

Fire / Law Enforcement / EMS

911

Hospitals

[Charleston Area Medical Center](#) (843) 577-0600

[East Cooper Community Hospital](#) (843) 881-0100

[Trident Medical Center](#) (843) 797-7000

Other Agencies

NORTH CHARLESTON POLICE DEPT (843) 743-8200

Sergeant James Camp (843) 568-7733

American Red Cross North Charleston (Rivers Ave) (843) 764-2323

National Response Center (Toxic Chemical) 800-424-8802

DHEC 803-253-6488

Poison Control Center 800-222-1222

B. ASSESSING THE SCHOOL CRISIS

In order to effectively manage a school emergency, some determination must be made by the Principal or the School Crisis Response Team as to the magnitude and intensity of the situation so that appropriate resources can be mobilized. The school uses a three-level system for this purpose.

Considerations to be used in determining crisis level:

1. Degree of life threat and/or danger
2. Amount of loss (family, friends, classmates)
3. Immediacy of crisis
4. Duration of trauma
5. Amount of damage or destruction to possessions, homes, or community
6. Potential for further crisis
7. Exposure to death and destruction
8. Amount of moral conflict (e.g., controversial issues)
9. Individual(s) affected (victim, perpetrator, witness)
10. Number affected by trauma
11. Possible long-term effects
12. Degree of “rumor” potential in media coverage

Level I: Essentially a day-to-day crisis which will be handled by the school administration and/ or the School Crisis Response Team. Any doubt concerning the level of the crisis at any time during or after the onset of the crisis will be resolved in cooperation with the District Office. Where only notification is required, the school will use an appropriate communication format (telephones, fax, letter, etc).

Level I (In-house)

Notification to District Office

Student fight or disruptions	No
Heavy vandalism (property damage)	Yes
Accidents involving students and staff	Yes, if medical treatment
Disruptive intruders	Yes
Lost or runaway students	Yes
Bomb threat	Yes
Death of student	Yes
Death of faculty or staff member	Yes
Kidnapping by unauthorized parent	Yes
Weapons on campus	Yes
Sexual Assault	Yes

Level II: Essentially a school crisis which will include the involvement of at least the district office supervisor, the school crisis response team, and possibly the district crisis response team. Immediate notification of the District Office is necessary.

Level II

Serious accidents at school or off-campus

Disruptive intruders

Violence with weapons on campus where crime or personal injury results

Lost or runaway students

Death of student(s) or staff at school

School fires

Kidnapping

Extended utilities cutoff

Assault of faculty or staff member

Explosion

Catastrophic illness

Sexual assault

Weapons on campus

Level III: Essentially a full-blown crisis which will require the assistance of the District Office Crisis Response Team and the involvement of law enforcement, emergency preparedness, and other appropriate government and community agencies. Immediate notification to the district office is imperative!

Level III

Natural disaster (tornadoes, etc.)

Serious accident (multiple or serious injury)

Suicide or homicide of student or staff during school day on school property

Traumatic national disaster (e.g., death of President)

Poisoning or chemical spills

Bombs, explosions

Hostage situations

CRISIS PREPARATION:

For preparation to meet a crisis at any level, the following items should be assembled and be available prior to the onset of any disrupting event:

1. List of approved counselors or aftercare providers who can be called on for assistance.
2. Communication plan for faculty, students, and parents, including death notification procedures, etc., and the means to be used for communication.
3. This emergency document with emergency procedures and phone numbers.
4. An assessment process, (e.g. who is going to investigate the incident and a means to assess who may need help.)

ACTION STEPS:

1. Investigate the crisis fully.
2. Determine who is affected physically and psychologically.
3. Determine the type and level of the response needed

4. Activate resources and make a schedule to use resources to meet the identified need.
5. Keep the faculty informed of actions taken.
6. Evaluate the response to determine if the identified needs were met by the counseling, debriefing, or activities that were used.

C. FIRE PROCEDURES (LEVEL II OR III)

In the event of a fire within the school building:

- Sound the fire alarm immediately.
- Notify the fire department by calling 911.
- Provide important details including possible breaks in gas or electrical lines, or other special hazards.
- One staff person will be designated to meet the first responder.
- The designated person will provide a master key or keys to the first responder.
- Staff person will carry a portable radio, school floor plan, and will stay with the first responder.

Evacuate the building according to the following procedures:

- Students will walk out of the designated exit in a quiet orderly manner. Each teacher should check the classroom and be the last individual to leave.
- Teachers will take their class lists of students as they exit the classroom.
- Teachers will close windows and doors.
- In each class, the student reaching the outside door first will hold it open for the others.
- Students must go to a designated area that is a safe distance from the building and must not stand in any driveway or other hard surfaced area close to the building. Evacuation may require students to leave school property.
- Students not in the classroom when the alarm sounds should report to their teacher's designated area outside of the building. No one should enter the building when the alarm sounds.
- Teachers are responsible for students and their supervision and should take attendance, accounting for each child. A child not accounted for is to be reported to the Principal/Assistant Principal immediately.
- The fire drill plan for evacuation is posted in each classroom. It is the teacher's responsibility to be thoroughly familiar with the plan and also be prepared to use an alternate route in the event the normal route is blocked.
- Access roads will be kept open for emergency vehicles. Principal WILL have designated an individual or group of individuals to ensure that all access roads are open.
- Students and staff members will be allowed to return to the building at the direction of the Principal only upon the recommendation of the Fire Department.

***Every school must determine evacuation sites with the fire department personnel. Each school must identify an alternate evacuation site.**

PRIMARY EVACUATION SITE: The far side of the Front Parking Area

SECONDARY EVACUATION SITE: The Food Lion Parking Lot

Emergency Personnel:

FIRE	Gregory A. Bulanow	(843) 740-2616
POLICE	Sergeant James Camp	(843) 568-7733

D. BOMB THREAT AND EXPLOSION PROCEDURES

Definition Bomb Threat:

Bomb Threat: S.C. State Law (16-23-750) a person who communicates a threat or conveys false information, knowing the information to be false, concerning an attempt or alleged attempt of an explosive device is guilty of a felony and upon conviction must be imprisoned for not less than one year nor more than ten.

Action Steps for Bomb Threats:

PORTABLE RADIOS AND CELLULAR PHONES SHOULD NOT BE USED IN THE IMMEDIATE VICINITY OF A SUSPECTED DEVICE DURING A BOMB THREAT INCIDENT.

We must be able to maintain communications during a bomb threat incident. **DO NOT** transmit in the immediate vicinity of a suspected device. Move away from the area before using cell phones or radios.

If a phone threat is made, obtain as many details as possible. Use the checklist that follows: **COMPLETE THE PHONE CHECKLIST. USE CALLER ID FUNCTION UPON COMPLETION OF CALL.**

Call 911 to notify police, fire department, and emergency preparedness. Follow the steps of the Annoyance Call Tracing System.

When the Principal decides to evacuate the building, the special code for a bomb threat must be announced on the intercom prior to activating the fire alarm system. At PSA, this special code is SCHOLAR. Normal fire alarm procedures should be followed after the fire alarm sounds.

The building should be left as is. Students are requested to take their backpacks/ book bags with them as they exit the building.

Notify the School District.

Staff should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building **do not touch anything that looks suspicious. Report suspicious items to the Principal.**

The school will be searched by school personnel with assistance from security personnel and law enforcement according to a plan developed by the school. The Principal, law enforcement and security personnel will consider the time indicated by the caller to determine when the building will be searched.

Stay in a safe designated area until the Principal indicates it is safe to return to the building. Students should be faced *away* from the building and be prepared to drop to the ground in the event of an explosion. Teachers should check the assembly area for the possibility of secondary devices. If an explosion occurs prior to evacuation, teachers should be prepared to move in a darkened, smoke filled and disruptive environment. Teachers should lead the *way* and students should physically grasp

the student in front of them.

Upon reaching the assembly area, Teachers should immediately account for all students and report any missing to staff and/or emergency personnel.

***Every school must determine evacuation sites with fire department personnel. Each school must identify an alternate evacuation site.**

PRIMARY EVACUATION SITE: The far side of the front parking area

SECONDARY EVACUATION SITE: The Food Lion Parking Lot

Emergency Personnel:

FIRE	Gregory A. Bulanow	(843) 740-2616
POLICE	Sergeant James Camp	(843) 568-7733

Bomb threat Call Checklist:

1. When is the bomb going to explode? _____
2. Where is the bomb going to explode? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you (the caller) place the bomb? _____
7. Why did you (the caller) place the bomb? _____
8. Did you (the caller) make the bomb? _____
9. What is your name? _____
10. Where do you live? _____

Caller information: Male / Female Age: _____ Race: _____ Length of call: _____

Caller's Voice:

Calm	Laughing	Lisp	Angry	Crying	Rasp	Excited
Normal	Deep	Slow	Distinct	Ragged	Rapid	Slurred
Soft	Clearing Throat	Nasal	Deep Breathing	Loud		
Stutter	Cracking Voice	Disguised	Accent	Familiar		

If familiar, who did it sound like? _____

Background Sounds:

Street Noise	House Noises	Factory Machinery	Crockery	Motor	Animal Noises
Voices	Office	Clear	PA System	Static	Local
Long Distance	Office Machinery		Booth	Other	

Threatening Language:

Well Spoken	Foul	Incoherent	Irrational	Taped
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Remarks:

Report call immediately. Fill form out completely. Note date and time.

BOMB / EXPLOSION**STEPS OF ACTION FOR EXPLOSIONS:**

- Determine location and extent of explosion.
- Call 911 and provide important details regarding possible breaks in gas and electrical lines or other special hazards.
- Evacuate building using normal evacuation procedures when all flying debris ceases. Special conditions may warrant special instructions to use alternative exits.
- Maintenance will shut off gas.
- Assist with injured or wounded.
- Notify the School District.
- Secure the area until authorities arrive.
- Send one person to meet emergency first responder to explain the situation. This person should carry master keys, floor plan, and walkie-talkie.
- If an explosion occurs prior to evacuation, students should seek cover under their desks, if possible. At all times they should cover their heads with their hands and take a kneeling face down position on the floor. They should stay in this position until flying debris ceases.

*** All persons should be alert to the potential for secondary explosions.**

E. TORNADO, SEVERE THUNDERSTORM, HURRICANE PROCEDURES

(Level I - Warning, Level III - Strike)

Tornadoes and severe thunderstorms can occur suddenly, therefore the following precautions and procedures shall be used.

Definitions:

Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

Tornado Warning: Tornado has been sighted - take shelter immediately.

Severe thunderstorms, tornado watches and tornado warnings will be indicated to school buildings over the tone alert radios in school offices. Radios must be left on at all times.

The warning signal (or tornado drill) will be by the public address system.

If the electricity is off, teachers will be notified by a runner or by a portable bullhorn announcement in the hallways.

Action Steps

- To signal a tornado warning or severe thunderstorm, an announcement on the school intercom will be made that the following steps should be taken.
- Students should proceed to their designated positions against the wall and assume a kneeling position, head down, with hands covering their heads.
- Students in unsafe locations at the time of the drill will go to assigned locations at the direction of the Teacher.
- Teachers are to close classroom doors after students exit into the tornado safe area.
- Quiet is extremely important so that any necessary directions may be heard in the tornado safe area
- Teachers should keep their class rosters with them during the drill to verify student classroom count. They should kneel behind their classes to be sure students are following the drill or emergency procedure.
- The all-clear signal will be a verbal command or P.A. announcement by the Principal or designee.

***During a tornado warning, all portable buildings will be evacuated to a permanent structure.**

Other Procedures

- In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from glass windows/areas.
- During a tornado watch, a weather spotter (designated person) is to be posted in a southwest area and should notify the office if a tornado is sighted.
- The alert monitor should be located within hearing distance of office personnel.
- In the event of a tornado sighting, the school office will contact 911.

Action Steps for Severe Thunderstorms:

- Upon notification of a violent storm, a spotter should be posted.
- The Principal should notify all teachers and students to be in the school building and not outside of the building during a severe thunderstorm.
- Teachers and office personnel should close all windows and blinds.
- Students and teachers should move away from glass/window areas during a violent storm.
- If a severe thunderstorm strikes the school, all students and teachers should move to the tornado safe area for protection from electrical hazards and flying debris. Assume the face down, kneeling position for safety.
- Contact 911.
- Stay in the face down position until the all clear signal is given by the Principal or emergency personnel.

F. CHEMICAL / BIOLOGICAL / RADIOLOGICAL (CBR)

With regard to concerns about a CBR attack, we would follow the procedures listed below in the event of an attack in our area:

- Go to lock down. Secure all doors and windows.
- If interior rooms are available, move to them.
- Air handling systems should be shut down on site or remotely by Support Services.
- Stand by for announcements from the DO, SSC and civil authorities. There are variables in these types of attacks and it will be best to shelter in place until we have better information. Parents should be advised not to come to the school to pick up their students until an all clear is given

HAZARDOUS MATERIALS INCIDENT (Level II or Level III)

Hazardous materials near the school could pose a serious threat to the safety of students and staff. Immediate communication with local emergency preparedness, fire, and police is necessary.

Signals:

- A) Tell students/staff what is occurring and why; or
- B) Notify all staff outlining and explaining the emergency and whether school is to continue as usual or people are to evacuate to another location if necessary.

Hazardous Materials Threats Action Steps:

- Identify threat to school.
- Contact 911 Emergency Services to notify them about the incident. Provide appropriate details of the incident and chemical code number, if visible. Chemical codes are listed in the Emergency Response Guidebook available through the Emergency Preparedness Office.
- Determine whether to maintain school or evacuate building.

Follow the directions of the Fire Department and emergency personnel as to appropriate steps in terms of evacuating the building.

In-Building Chemical Hazards:

When hazardous chemical accidents occur in the school building, personnel must follow the accident control procedures established in the plan for their school. These plans should be housed in each school's office and be readily available.

PRIMARY EVACUATION SITE: The far side of the front parking area
SECONDARY EVACUATION SITE: The Food Lion parking lot

Emergency Personnel:

FIRE	Gregory A. Bulanow	(843) 740-2616
POLICE	Sergeant James Camp	(843) 568-7733

G. EARTHQUAKE PROCEDURE

Signals: Announcement on school intercom system to assume duck, cover and hold position.

Action Steps:

- Protect face and head from flying debris with arms, books, coats, etc. Duck, cover, and hold procedures should be used.
- Stay in this position until building tremors and/or flying debris ceases.
- If directed to evacuate the building, you should move to an area on the school campus that is not located near gas and electrical lines that could pose a hazard if broken.
- Contact 911 and provide details of building damage and emergency needs.

***Plan for alternate routes to evacuate building during earthquake drills. *Do not light any matches or candles if an earthquake occurs.**

UTILITY EMERGENCY PROCEDURES (Level II or Level III) Signals:

If the building needs to be evacuated, follow fire drill procedures with a verbal announcement on the school P.A. followed by manually tripping the fire alarm. If there is an emergency due to an electrical failure, a verbal announcement will be made with a bull horn. A visual check of all school areas will be conducted by Principal, Maintenance, and other designated staff.

Action Steps:

Gas Line Break - Call 911 - Inform of break and important details.

- Clear the area (evacuate the building, if necessary).
- Teachers should account for all students on their attendance rolls. Report missing students to the principal.

Electrical Power Failure - Call 911

Clear the immediate area of obvious hazards (evacuate building, if necessary)

Teachers should account for all students on their attendance rolls. Report missing students to the principal.

Water Main Break or Sewer Break - Call 911. Provide details of the type break.

Clear the immediate area of obvious hazards (evacuate the building, if necessary).

Call appropriate water company and provide details.

H. CRIME REPORTING PROCEDURES

AGAINST PERSONS/PROPERTY (Level I, II, or III)

These are enforcement procedures which are required by law, to be followed in the instance of suspected criminal conduct.

When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and if appropriate, meet with the student. If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/guardian as soon as possible.

When appropriate, school officials should contact law enforcement authorities.

If law enforcement is notified, the School District.

Staff will follow established due process procedures when applicable.

The administrator will keep a complete record of the procedures.

South Carolina State Law (SC Code Sec. 59-24-60, as amended March 1994) requires as follows:

“In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school-sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy. Specifically, the actions which will result in the immediate contact of law enforcement include, but are not limited to the following:

- assault and battery
- extortion
- bomb threat
- possession and/or use of and/or transfer of a weapon, including a pistol, knife, blackjack, brass knuckles (to include multi-finger rings);
- possession of incendiary or explosive devices, including ammunition for a weapon, such as bullets, shotgun shells, etc.
- In addition, any item used to inflict physical harm on another person will be considered a weapon.
- sexual offenses
- vandalism (major property damage)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by Board Policy.
- distribution, sale, purchase, manufacture, use or unlawful possession of a controlled substance (a drug, substance, or an immediate precursor as defined in South Carolina Code of Laws Section 44- 53-190 through 44-53-270)
- threatening to take the life of or inflict bodily harm upon school personnel, school volunteers, or members of their immediate family
- possession, use, or transfer of “look-alike” weapons.
- disturbing the schools

I. STUDENT DISTURBANCE PROCEDURES

Student Disturbances:

If the misbehavior is not serious, attempt to have students return to their normal school routine.

Call for law enforcement if the disruption continues or if injury occurs.

If law enforcement is notified, notify the School District.

If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body.

Determine what disciplinary action to take, if any.

Notify parents at an appropriate time.

School Crisis Response Team members discern the basis for the problem and take action to address those concerns.

Student Walkout Procedures

- Assign administrative security.
- Advise Law Enforcement
- Activate the School Crisis Response team to discuss the problem and take action to address the situation.

J. CAMPUS INTRUDER (Level I)

Definition: Individuals who do not receive permission from the school office to be on the school premises

General procedures - Staff should stop strangers and inquire as to their business in the building. Contact office to be sure they have registered. All strangers should be provided identification badges when they sign in at the office. Use PA to notify teachers of unwanted intruder in the building. Teachers should lock their classroom doors immediately.

Action Steps:

- If the intruder is in the hall, staff should use phone to report to office, if possible.
- If use of phone is not possible, ask intruder if you may be of assistance and communicate in a non-threatening manner until help can be sent.
- Ask unwanted intruder to report to the school office. If the intruder refuses to report to the office the teacher should contact the office and advise of the situation and give a description of the intruder.
- Staff should escort stranger to office if determined to be non-threatening.
- If in classroom, Teacher should seek assistance from the office.
- If the intruder is hostile or threatening, call the school office for assistance. The school office should contact law enforcement for assistance.
- If the intruder becomes violent, the Teacher should notify the school office by using the code blue for intruder in the building. The school office should use the intercom to notify all classrooms. The school's special code blue should be used when notifying all teachers and staff.
- If shots are fired, the intercom or bullhorn will be used to evacuate students to the safest position away from intruder. Otherwise, students should be in the classroom and the classroom door should be locked, to prevent entry by an intruder.
- Notify the School District.

Reminders:

- Schools have the right to search all individuals on a school campus or on school buses and should have posted signs at the entrances to advise visitors of this law.
- All visitors on the school campus must report to the office to sign in.
- All visitors must be provided a visitor's badge before being allowed to leave the school office.

K. DRILLS FOR EMERGENCY PROCEDURES

Authority to call drills: The sounding of an alarm for the purpose of a drill or a lock down is an authority possessed solely by the principal or his or her designee.

Purpose: These drills are conducted to familiarize the occupants of a building with the signals and lockdown procedures so that in case of emergency there shall be no hesitation or confusion in directed student action. These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

- All persons in the building must take part in the drill.
- Every alarm should be considered as a warning of an actual emergency.

Frequency of Drills: There shall be a minimum of two (2) drills per school year. The first drill shall be conducted within fifteen (15) days of the first day of school. The second drill shall be conducted at the principal's discretion.

Warning Signal: The warning signal shall be "Intruder on campus." There should also be a plan for signaling in the event of power failure.

Responsibilities of Principals: Principals shall:

- Be responsible for all matters pertaining to organizing and conducting drills on the campus and for the efficiency of the drill and corrective actions taken for violation of the rules and problems identified during the drill;
- Appoint a subordinate staff person to supervise particular areas of need and instruct him/her in the general plan for lock downs and details of his/her specific duties, such as instruction regarding:
- Know how to send an alarm to the Sheriff's Department, including how the alarm system operates, both electrical and emergency;
- Know the importance of quick action in sending an alarm;
- Know how to secure all building exits;
- Know which building location shall be the command center when a lockdown is in progress; and
- Know what method of communication shall be used if an intruder is in the building before lock down can be established;
- Be prepared to direct first responders to incident location and give them any necessary information;
- Ensure that teachers and students perform all activities assigned to them during the event;
- Notify the District Office.
- Designate an administrator or staff person to coordinate with public safety personnel at their command post ; and make sure a site map and keys are available.
- Be prepared to deal with parents and media who respond to the school.

Responsibilities of Teachers: Teachers shall:

- be in charge of their respective classes;
- issue all commands relative to participation in the drill;
- ensure proper lock down procedure;
- keep students in a safe area until advised personally by administration or public safety personnel to move or that the all clear has been given;
- be prepared to lead their class to designated secure areas.

- students shall walk briskly (do not run) without talking or breaking from the line.
- teachers shall check roll when the assigned area is reached.
- teachers shall notify the principal immediately of any missing student
- teachers shall not leave the students unless they are relieved by an administrator.

During Emergency Drills: Building staff shall follow the directions laid out in each individual scenario.

Type of Emergencies (from the “I Love U Guys” Foundation <https://iloveuguy.org/>)

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls. STUDENTS Clear the hallways and remain in room or area until the “All Clear” is announced Do business as usual ADULTS Close and lock the door Account for students and adults Do business as usual										
	SECURE! Get inside. Lock outside doors. STUDENTS Return to inside of building Do business as usual ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual										
	LOCKDOWN! Locks, lights, out of sight. STUDENTS Move away from sight Maintain silence Do not open the door ADULTS Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend										
	EVACUATE! (A location may be specified) STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults										
	SHELTER! Hazard and safety strategy. STUDENTS Use appropriate safety strategy for the hazard <table border="0"> <tr> <td>Hazard</td> <td>Safety Strategy</td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table> ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
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After an Emergency Drill: Principal and staff shall meet to evaluate effectiveness of the drill and make possible changes.

L. STUDENT RUNAWAY OR ABDUCTION (Level I or Level II)

Definition: Student runs away from the school building during school hours, or student is abducted by a stranger or family member.

Action Steps:

- 1) The teacher or staff member should notify the school office and provide a description of the student(s) and abductor(s) and as much information as possible about the incident.
- 2) The school office personnel should call 911 for an abduction or for a runaway. Provide a description of the persons involved and as much information as possible about the incident.
- 3) For a runaway, follow the student if it seems appropriate.
- 4) School office personnel should contact the parent or guardian.
- 5) Have a description of student's clothing worn that day and a picture of the student available for law enforcement personnel. Check with teachers to obtain clothing description and surveillance systems. Pictures may be available from files or yearbooks, but a picture of every student must be available!
- 6) Notify the School District.

M. POSSESSION OF WEAPON ON CAMPUS

Whenever a student is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administrators and/or staff:

- 1) Any person found to be in possession of a weapon should be reported to the school office. Identify the person and his/her location in the building.
- 2) Communicate with the appropriate staff of the weapon.
- 3) Contact law enforcement for possession of a weapon. If there is a threat to life or property, call 911. Notify the School Resource Officer (SRO), if available. Person calling 911 should clearly identify the nature of the threat.
- 4) Notify the School District.

INTRUDER/ACTIVE SHOOTER

An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on school grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the loudest, most wide-ranging form of communication available. At PSA, we will use the PA system, with telephones and walkie talkies as alternatives. Do not use the fire alarm.

-Speak in plain language, using the words **ACTIVE SHOOTER**.

-Location of the incident.

-Physical description of the shooter(s).

-Type of weapon (if known).

2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.

3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:

- a. Description of shooter(s) and possible location.
- b. Number and types of weapons.
- c. Shooter's direction of travel.
- d. Location and condition of any victims.

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of students, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.

6. Keep your hands visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site.

PRIMARY EVACUATION SITE: The far side of the Front Parking Area

SECONDARY EVACUATION SITE: The Food Lion Parking Lot

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

1. Act as aggressively as possible against the shooter.

2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

1. **Comply with all police instructions.** The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-on emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards, inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.

4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

1. Medical Assistance:

- a. Ensure first aid is applied as soon as possible, when in a safe area.
- b. Treat severe bleeding and life-threatening wounds first.
- c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
- d. Report all injuries to medical authorities on site as soon as possible.
- e. For non-emergency employee injuries, contact the SIA Early Intervention Nurse at 1-877-742-3467 for treatment instructions. In emergency medical situations, call the number as soon as you can following treatment to ensure your Workers Compensation Benefits are engaged.

2. Accountability:

- a. If in charge of students, attempt to gain accountability as soon as possible.
- b. Communicate your status and the accountability of your students by using the assembly area color codes.

HOLD GREEN CARD: TO INDICATE ALL STUDENTS ARE ACCOUNTED FOR.

HOLD RED CARD FOR: EMERGENCY - I NEED IMMEDIATE ASSISTANCE.

- c. Students will be returned to parents in the following manner: Teachers will use the Emergency Student Demographics print out to dismiss students by class. Students will be dismissed by last name alphabetically. Parents will sign the roster confirming their student has been picked up.

3. Counseling:

- a. Following an active shooter event, counseling and support will be provided.
- b. Employees and family members can contact the Employee Assistance Plan for additional resources. Members of Shasta-Trinity Schools Insurance group can go online to anthemeap.com, and enter SISC to log in to arrange free counseling sessions

and other help.

4. **OSHA.** In the event there is a fatality or an employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within 8 hours. In the event of a hospitalization, OSHA must be notified within 24 hours. Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.

5. **Media.** The district will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

N. DEATH OR SERIOUS INJURY ON CAMPUS (Level III)

Whenever a student, staff member, or visitor on campus is seriously injured, the following procedures should be followed:

- 1) Notify 911 and provide details of the incident. Request law enforcement and emergency services. Provide 911 with all details of the incident
- 2) Determine injuries and provide first aid.
- 3) Restore calm and move students away from the scene. Students should not be allowed to leave class to go to the scene.
- 4) Send medical emergency information to hospital on victims.
- 5) Assess extent of situation by determining who was involved or committed the act. Identify witnesses and remove them to a secure area. Keep witnesses separated. Keep the scene a secure area. Do not disturb possible evidence or remove the victim if determined to be dead.
- 6) Notify the School District.
- 7) Follow emergency procedures for communication of information to staff and students, evacuate (if necessary).
- 8) Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.

O. HOSTAGE SITUATION PROCEDURES (Level III)

If a situation should arise where one or more persons hold students or staff hostage on the campus, the following precautions and procedures should be considered:

- 1) Call 911
- 2) Move all people away from the hostage situation as rapidly and quietly as possible. Check any common areas to be sure they have been evacuated.
- 3) Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
- 4) Designated first responder should meet law enforcement and emergency personnel as they arrive on campus.
- 5) Work with the district office and law enforcement to determine next steps. Law enforcement has total control of hostage scene

6) Notify the School District.

* Note: No one, other than law enforcement, should initiate communication with the subject. If communication is initiated by the subject, only one person should communicate with the subject.

P. COMMUNICABLE DISEASES (Level I or Level II) Guidelines for Handling Body Fluids in Schools

Does contact with body fluids present a risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term body fluids includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is *very* low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

What should be done to avoid contact with body fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available for custodians, nurses, and others who come in contact with body fluids. Gloves are recommended when direct hand contact with body fluids is anticipated. Hands should be washed after gloves are removed and gloves discarded in a plastic bag.

What should be done if direct skin contact occurs?

Hands and other and other affected skin areas should be washed with soap and water. Clothing non-disposable items that are soaked with body fluids should be placed in plastic bags. Disposable items should be handled as with disposable gloves.

How should spilled body fluids be removed from the environment?

Schools should stock absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweeping should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant.

Hand washing procedures

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water from ten seconds to a minute. Use paper towels to thoroughly dry hands. An intermediate level detergent, disinfectant of Clorox 1:10 solution should be used to clean surfaces contaminated with body fluids.

Disinfection of hard surfaces and care of equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed of down a drain pipe.

Disinfection of rugs

Apply sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant.

Q. ACCIDENT/SERIOUS INJURY/ILLNESS PROCEDURES (Level I, II, or III)

Definition: Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick student.

Signals: Use Public Address system.

Action Steps:

- 1) Teacher should contact school office and stay with injured/sick person.
- 2) School office should contact 911 if individual's injury or sickness is determined to be of a nature that should be treated immediately by a medical doctor. First priority is the safety and well-being of the individual.
- 3) Fax or send medical emergency information to the hospital with victim.
- 4) If a qualified individual is available to administer first aid, use him/her as appropriate until emergency personnel arrive on the scene.
- 5) Contact the individual's parent/guardian to notify him/her of the emergency, to advise of the decision to transport for emergency care and request the parent/guardian to go to the child's location.
- 6) Notify the School District.

Note: Use universal precautions when handling body fluids.

R. OFF CAMPUS EMERGENCY - PRE-PLANNING

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity.

Pre-Trip Planning for all off-campus activities:

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to the off campus trip:

- 1) Field Trip Request Form completed and approved.
- 2) A roster containing the names of all personnel (students and others) who will be participating in the field trip will be completed in duplicate. One copy of the roster will be maintained at the school and the other given to the driver prior to departure. The school copy will be kept for one year.
- 3) Emergency medical information for each student shall be carried on each field trip.
- 4) All personnel (students and others) riding buses on field trips must have proper identification with them. Note: It is recommended that all students wear armbands on field trips.
- 5) Chaperones are responsible for notifying the school of any delays or changes in the itinerary.
- 6) The school's emergency procedure guide must be carried on all field trips by the chaperones.

Note: These rules apply to all facets of transportation of students. These rules must be part of

any contract with any common carrier for the transportation of students. School chaperones are requested to carry cellular phones on all out of district trips.

OFF-CAMPUS EMERGENCY - ACTION STEPS (Levels I, II, or III) Includes personal injury or illness, automobile or bus accident.

Definition: Emergencies that take place off school grounds while students are on a school sponsored activity.

Action Steps:

In the event of an off-campus emergency, school personnel will take the following steps:

- 1) Assist in identifying students who require first aid.
- 2) Contact Emergency Services by calling 911.
- 3) Notify the School District.

S. MEDIA PLAN

PHILOSOPHY

The District and School provides access to all public information through cooperative efforts among representatives of the media and district personnel while considering the responsibilities of both parties. The primary objective is to inform the public of all relevant information during a district/school emergency.

REGULATIONS

- 1) The School's Public Information Officer will be the designated person to work with the media. All media requests will be directed through him/her. The School's Public Information Officer will serve as the spokesperson for the School.
- 2) The school office and law enforcement will assign a location for the media which is convenient for them and which will meet the requirements of both the media and school personnel.
- 3) The School's Public Information Officer will provide the media guidelines established by the school.
- 4) The School's Public Information Officer will prepare notes for speakers involved in news conferences and will prepare written statements for the press.
- 5) At no time will students be interviewed without parental approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instructional time, minimum interruption in the learning environment, and approval from the School Leader.
- 6) School personnel will refer all media questions to the School's Public Information Officer.

MEDIA CONTACTS

The School will maintain a list of all local newspapers, radio stations, and television stations. This list will contain the names of contact persons, telephone numbers, and (where available) FAX numbers. When an emergency occurs, these contacts will be notified and plans will begin to accommodate their need to gather information about the emergency.

Post and Courier

134 Columbus St, Charleston, SC
(843) 577-1046

Hanahan News

(843) 554-4221
1255 Yeamans Hall Rd, Hanahan, SC

Daniel Island News

225 Seven Farms Drive, Unit 108, Daniel Island, SC 29492
(843) 856-1999

WCSD TV (Live 5)

2126 Charlie Hall Boulevard, Charleston, SC 29414
(843) 402-5555

NewsRadio 94.3 WSC

950 Houston Northcutt Blvd. Suite 201, Mount Pleasant, SC 29464
(843) 884-2534

MEDIA EMERGENCY KIT

- A) Copy of School Emergency Plan
- B) Lists of all media contacts
- C) Name tags for media personnel
- D) Copy of Freedom of Information regulations
- E) Portable computer
- F) Local phone book

T. FIRE DRILL

When FIRE ALARM sound:

Get your class ROSTER and your RED BAG and proceed with your students out the door nearest to your exit route.

Follow the instructions on your map for the path to follow as you walk to the front parking lot. Take roll and line up as a classroom in the field with the teacher at the back of the line and a responsible student at the front of the line holding up the appropriate card (RED, GREEN).

Remind students to stay silent during the entire drill.
Return to class when directed.

CARDS: RED – someone is missing and I do NOT know where he or she is
GREEN – All students present and all are OK

U. EMERGENCY EVACUATION



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students
or adults

Upon hearing blast from the bullhorn, check your phone and/ or email instructions. Leave your classroom with your RED BAG.

WEAR your orange emergency hat and proceed with students to the DESIGNATED AREA. Line up by classrooms. Take roll. Hold up appropriate RED or GREEN card. Wait for help. Wait for further instructions and release.

V. SECURE



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

SECURE indicates there is a problem within or near the school and that students, faculty, and staff shall remain alert to the possibility that injury could occur if procedures are not followed. Incidents that may lead to a **SECURE** include, but not limited to:

- Persons threatening to come on or near campus and cause a disturbance
- Upset visitors that may have the propensity to get violent
- General disturbance with students
- Fights or violent activity between two or more persons
- Disturbance within the community or near school that may increase
- Problems at other schools that may upset or cause students and faculty concern
- Any other situation the principal or administrator deems appropriate for remaining indoors

In the event of a **SECURE**, the following procedures shall be followed:

- **SIGNAL:** Intercom & email
- Quickly gather all students in and around your classroom and bring them inside
- Lock the doors
- Do not allow students to enter or leave classroom until they are dismissed by Principal – be sure you receive an ALL CLEAR from the office.

- Conduct classes as normally possible and remain calm
- Have class roster available
- Report attendance information to the front office when requested

W. EMERGENCY LOCKDOWN



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

This is the most serious alert school officials can initiate. **LOCKDOWN** means there is a high probability of serious injury or death to students and faculty if immediate action is not taken to secure students safely. This should be accomplished quickly while stopping all student, staff, and faculty movement. Several incidents may cause a **LOCKDOWN** to be activated; these include but are not limited to:

- An active shooter scenario on or near campus
- An unwanted, potentially violent intruder on or near the school campus
- Threats received by school indicating danger may be imminent

The following procedures should be followed to ensure safety of all students, faculty and staff in the event of a **LOCKDOWN** activation:

- Quickly gather all students in or around your classroom and bring them inside
- REMAIN CALM
- LOCK the DOORS
- Do NOT allow anyone inside the classroom
- Turn off the lights
- Close all the shades
- Move students to any area AWAY from the doors and windows
- Remain silent

**REMAIN IN THIS ENVIRONMENT UNTIL SOMEONE PHYSICALLY OPENS YOUR
DOOR AND GIVES YOU THE ALL CLEAR
IGNORE ALL ANNOUNCEMENTS AND THE FIRE ALARM**

X. EMERGENCY PROCEDURES QUICK GUIDE

FIRE DRILL:

Upon hearing the siren, leave your classroom with your RED BAG.
WEAR your hat and proceed with students to the front parking lot. Line up by classrooms.
Take roll. Hold up appropriate RED or GREEN card. Wait for help. Wait for further instructions and release.

EVACUATION DRILL:

Upon hearing blast from the bullhorn, check your phone and/ or email instructions. Leave your classroom with your RED BAG.
WEAR your orange emergency hat and proceed with students to the DESIGNATED AREA.
Line up by classrooms. Take roll. Hold up appropriate RED or GREEN card. Wait for help.
Wait for further instructions and release.

LOCKDOWN:

Upon hearing a lockdown announcement, check to make sure classroom doors are LOCKED.
Shut the blinds and lower the curtain on your door. Move students to an area of the classroom that is not visible from windows, if possible. Take roll. Keep students quiet. Wait for further instructions or All Clear. Verify all individual authority and check visible credentials before unlocking doors.

TORNADO DRILL:

Upon hearing blast from the bullhorn, check your phone and/ or email instructions. Move to designated area of the main building where your class is assigned. Have students sit facing the wall, crouched on knees, with heads in lap and arms folded over their heads. Keep students quiet. Wait for further instructions or All Clear.

ASSEMBLY AREA COLOR CODES

HOLD GREEN CARD: TO INDICATE ALL STUDENTS ARE ACCOUNTED FOR.

HOLD RED CARD FOR: EMERGENCY - I NEED IMMEDIATE ASSISTANCE.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults