



**Marion High School  
Emergency Procedures**

### Important Contacts

Unit Office	993-2321
High School	993-8196
Williamson County Spec. Ed.	993-2138
IL Dept. of Child and Family Services	993-8639
Marion Police	993-2124
Marion Fire	997-5730
State Police	542-2400
CIPS	997-2385
Bus Company	993-9170
Emergency Management Agency	993-2323
Williamson County Sheriff	997-6541
Water Dept.	993-5610
Street Dept.	993-3487
Marion Wellness Center	519-9200

**FULL EVACUATION- APPLIES TO ANY EMERGENCY REQUIRING EVACUATION OF THE BUILDING. (FIRE, GAS LEAK, BOMB THREAT, etc)**

- If an alarm goes off please do NOT evacuate until Administration makes an announcement. We are going to delay at least 3 minutes before evacuation. The administration will investigate the alarm and make an announcement to either evacuate or remain in class.
- We will now evacuate to the Football/Soccer Field.
- Teachers will walk out with their classes, but ALL STUDENTS WILL REPORT TO THEIR 2ND HOUR TEACHER ONCE THEY GET TO THE FOOTBALL/SOCCER FIELD. THIS WILL BE CONSIDERED THEIR DEFAULT PERIOD.
- Take attendance of your 2nd hour class and report absences to your department chair. Chairs will then report absences to Tiffany, Melinda or Brandi at the 50 yard line.
- Mr. Addison and Jaleigh will be up in the announcer's booth for attendance/announcement purposes.

**Fire/Explosion Drill**

\*\*\* Remember, do NOT evacuate until the actual announcement is made by an administrator. Continue class unless you hear otherwise.

- A-101-A105 and Nurse-A115- Walk west down A-hall and take a right to walk past guidance. Exit the building underneath the catwalk and report to the football field. Students will report to their assigned location on the field
- A106-A110 and A111-A114- Walk east down the hallway and exit at the end of A-hall. Get away from the building and walk west down Wildcat Way to get to the field. Students will report to their assigned location on the field
- A201-A206 and A215-A219- Walk west down the hallway and go down the stairs. At the bottom of the stairs take a right and walk by the guidance office. Exit the building underneath the catwalk by the Life Skills Lab. Students will report to their assigned locations on the field.
- A207-A211 and A212-A214- Walk east down the hallway, and then exit the building at the end of A-hall. Get away from the building and head towards Wildcat Way where the students will report to their assigned location on the field.
- All World Language Classes- Walk east down the hallway and walk down the courtyard stairwell to the east lot. Once you reach the east lot, walk to Wildcat

Way and head west towards the field where the students will report to their assigned location on the field.

- Office Staff- Secretaries will grab a radio and attendance sheets and exit through the doors in the Wilson Gym lobby. All four Secretaries will meet at the 50-yard line where teachers will be reporting attendance. Only in the instance of a release from school, Brandi and Jaleigh will report to the Athletic Complex for parent pick up.
- Guidance/Social Worker- Exit the building underneath the catwalk and report to the field where you will meet the secretaries at the 50-yard line with the students that were in guidance at the time of evacuation.
- Library- Library staff and students will walk east out of the library and take a left to head toward Wilson Gym lobby. Exit the building through Wilson Gym lobby doors and report to the field. Students will stay with Mrs. Griffith until they get released to their 2nd-hour class.
- Health, Lecture Hall, and ROTC- Walk west down the hallway and exit the building through Wilson Gym lobby doors. Students report to their assigned locations on the field.
- C102- C104- Walk west down the hallway and exit the building under the catwalk. Report to your assigned area on the football/soccer field.
- All Strive, Classes, Both Krescas- Walk east down the hallway and exit the building at the end of C-hall. Report to your designated areas in the east lot.
- C105-C106 and all Science Classes- Walk east down the hallway to the stairwell and exit at the end of C-hall. Report to your assigned location on the field.
- CATS classes- Walk west and exit the building through Wilson Gym lobby doors. Report to your assigned location on the field.
- All PE Classes- Exit the building through the west locker room doors and report to your assigned location on the field.
- Band and Choir- Exit the building through the doors on the north end of your classrooms and report your assigned location on the field.
- Art- Exit through your west doors and enter the football/soccer complex through the west gate. If the gate is not unlocked please unlock the gate and leave it unlocked. Report to the assigned area on the field.

- F101-F103- Exit your classroom, walk north down E-hall and exit the building through the Auditorium lobby doors. Enter the field through the west entrance and report to your assigned area on the field.
- F104-F105- Walk down the hallway and exit the building by the trash compactor. Stay away from the building and walk down the sidewalk on the west side of Kiddie City. Enter the football/soccer complex on the west end and report to your assigned location on the field.
- F106-F111- Exit the building through your south shop exit and walk west to the west lot. Follow the sidewalk past Kiddie City and enter the football/soccer complex through the west entrance. Report to your assigned area on the field.
- Cooks- Exit the building through the west doors by the auditorium and report to your assigned area on the football/soccer field.
- Wellness-Exit the Wellness Center via south HEC doors and walk west to the football/soccer field. Report to your assigned area on the field.
- Kiddie City- Exit out of your security doors and walk across the street where you will enter the football/soccer complex through the west gate. Mrs. Gates will unlock the gate and the class will report to their assigned location on the field.

\*\*\* Teachers and their classes will stay with their departments as they enter the football/soccer field. Once the students get onto the field, they will report to their 2nd-hour teacher which is their default period.

- Parent pick-up will be located at the Athletic Complex on Carbon only if the school is dismissed.
- Evacuation does not mean that the school is dismissed.

**If a fire emergency occurs during lunch or a passing period, students will report to their default period teacher on the field. If the teacher is not present then the student still reports to the assigned location.**

## **Tornado/Severe Weather**

### **In the event of severe weather:**

**A101-A103:** Walk west past the office and start lining up at the top of the handicap ramp. The three classes will line up from the top of the ramp to the wall in front of the attendance office. Coach Gillespie will secure double doors by the office.

**A115-A118 (Nursing):** Stay in your classrooms and take cover.

**A100 hallway:** Students will exit the classroom and find the nearest row of lockers. They will kneel and cover their heads. We have to make enough space for all of the classes so be sure to take your classes as far west as you can.

- Anthony Stephens will secure east exit doors after all classes are present.
- Gene Mitchell will secure west double doors after all classes are present.

### **A200 hallway:**

- **A206-A215** East end of hallway- Walk east down the stairs and enter A100 hallway. These classes will be stacked behind the first row of students against the lockers. The west end of A200 hallway should meet this group somewhere in the middle of the hallway.
- **A201- A205 and A216-A219** West end of hallway- Walk west to the main stairs and head down to A100 hallway. Walk down the hall until you meet the other upstairs classes and stack behind the students that are already against the lockers.

### **C100 hallway: (Business and Special Ed.)**

Enter hallway and travel as far west as possible to make room for upper-level classrooms' students. However, we cannot line up against the lockers south of the entrance doors going to the HEC.

- Holly Eagelston will secure double doors on west end of hallway.
- Barger- stay in your room.

**C100 hallway (Health and ROTC)**

Classes will line up along the wall outside of their classrooms. Duck and cover!

**C200 hallway: (Science only)**

Exit the classroom and head to the east stairwell. Enter C100 hallway and travel as far west as possible. Students will duck and cover behind C100 students that will already be in place.

- Mrs. Dunderdale will secure the east double doors.

**CATS hallway:** Classes will exit the classroom and head west down the stairs by Wilson Gym lobby. Students will line up along the brick wall of Wilson Gym across from the health room.

- Mike Nguyen will secure Wilson Gym lobby double doors after his class is settled.

**Guidance:** Report to the storage room in your department.

- Toby Misner will secure double doors by Kiddie City.

**B200 hallway:** Exit the classrooms and walk north to the stairwell leading to Wilson Gym lobby. Walk through the lobby and straight to the long hallway where the locker rooms are located.

- Christy Haynes will secure north double doors.
- Scott Gimmy will secure south double doors.

**F-Hall:**

- Pulley- Take cover in your classroom along the north wall.
- Fowler and Plott- Take cover in the hallway in between your classrooms.
- Stuck- cover in your classroom along the west wall.
- James- Take cover in the small hallway by the F-hall bathrooms along the east wall.
- Parks- Stay in your room

**Art-** Take cover along the wall north of F103 (Pulley). Please avoid the cafeteria garage doors. Secure double doors at the end of the hallway.

**Band and Choir:** Take cover in your classrooms along exterior of the room away from any glass.

**Kiddie City:** Take cover in your safe room.

**Library and Office Personnel:** Report to the office conference room to take cover away from the glass in the door.

**PE:** Report to locker rooms to take cover.

**Wellness:** Report to an interior room without windows (patient rooms, restrooms, etc).

\*\*\*In the event that severe weather occurs during lunch, the students will exit the cafeteria and take cover in the auditorium. An administrator will be there to unlock the doors.

### **Earthquake**

When trembling occurs, drop under desks or tables and cover your face. Always face away from windows to avoid injuries from glass flying. Remain in the drop position for at least one minute after the apparent quake or until the all-clear announcement. The announcement will give instructions to either evacuate to the sports complex or the parking lots depending on the severity of the quake. **Refer to evacuation procedures.** Keep all students together and be able to account for all of your students.

### **Bomb Threat Evacuation**

Once the announcement is made check your room for strange objects and exit the room with your 2nd-hour roster and Evacuation packet. (Please report any strange objects to Administration.)

- Please refer to full evacuation procedures at the top of the page.

### **Active Shooter/Intruder/Suspicious Person- Hard Lockdown**

- Notify the administration immediately. The administration will call the police and fire department.
- An announcement will be made that there is a shooter in the building. If at all possible we will announce the location of the intruder.
- **If you are near an exit, flee the building and run away from the scene!**
- Initiate the hard lockdown procedures if you are in the building.
  - Step into the hallway to immediately clear the hallways and restrooms by directing students into the nearest classroom.
  - Lock your classroom door and turn off your lights. Pull-down shades if possible.
  - Move students to an area least visible from doors and windows.
  - Account for all students and keep all students inside your classroom until further notice.



- When advised by administration or emergency personnel move to a safe area.
- Stay in a safe location until an “All Clear” is given by the administration.
- If the intruder breaches the classroom **“FIGHT, FIGHT, FIGHT!”**

### **Hard Lockdown**

- Students in the hallway and bathrooms should be brought into the classroom or office.
- **Keep the classroom door locked**. Open door only when instructed to do so by authorized personnel.
- Move students to an area of the room that is least visible from the door. Put something over the glass if possible.
- Lie on the floor as flat and as quiet as possible.
- Stay as quiet and calm as possible. Attract as little attention to the room as possible.
- When informed of a safe area, report to the area, keep your students together, and be able to account for all of your students.
- All faculty should record events that occur in their vicinity with names, time, place of event, and action taken.
- Students and faculty should remain in their location until an **ALL-CLEAR** announcement is made.
- Do not evacuate building if a fire alarm sounds – Wait for confirmation from administration or emergency personnel.
- Ignore fire alarms and all bells unless instructed by the School Incident Commander or emergency personnel.
- If outside during a lockdown do not enter the building. Take cover at the nearest business or house.

### **Soft Lockdown**

- Close classroom doors and windows.
- Remain in the classroom or offices until further notice.
- Leave blinds open unless otherwise advised.
- Take attendance and report absences to the School Incident Commander.
- If outside the building, immediately return to your classroom (unless threat is imminent).
- All exterior doors should be closed, locked, and monitored by designated staff members.
- No one is allowed to enter the building without approval of the School Incident Commander or until All Clear signal is given.
- No students, staff, or visitors are allowed out of the building until All Clear signal is given.
- Regular instruction continues.
- Students are not allowed to be in the hallway for ANY reason at all unless administration says otherwise.
- During soft lockdown there no immediate threat to the school, so everyone should remain very calm and continue their normal routines.

### **Shelter-In-Place**

- Move students and visitors into the designated shelter areas.
- Close doors and windows.
- Have everyone kneel down and be ready to cover their heads with their arms and hands to protect them from debris.
- Take attendance at the shelter areas and report absences to the School Incident Commander.
- If outside, move inside the building to designated shelter areas.
- Stay at the designated shelter areas until receiving further instruction.
- Remain in the shelter area until All Clear signal is given by the School Incident Commander.

### **Hazardous Spills**

#### **Hazardous Materials Spills - Outdoors**

- Immediately advise the office of the situation.
- If the main threat is toxic fumes outside, keep all students inside unless told to evacuate.
- IF YOU ARE ADVISED TO EVACUATE:
  - Leave the room quickly and orderly. The teacher leaves last and closes the door leaving it unlocked.
  - An announcement will be made for students to evacuate to the east, south, or west parking lots - whichever lot is upwind and/or perpendicular to the direction of the wind.
  - Follow either your primary or secondary exit to the announced location taking the quicker route.
  - Remain with your class unless instructed to do otherwise.
  - If necessary, students will be moved to an alternative location using busses.

#### **Hazardous Materials Spills - Indoors**

- Immediately advise the office of the situation.
- Leave your room quickly and orderly.
- If possible, exit in a direction away from the spilled materials. Do not step in spilled materials.
- Leave the room last and close your door. Leave the door unlocked.
- Upon reaching a safety point, account for all students, and remain with your class unless instructed to do otherwise.
- Students will return to the classroom only after an "All-Clear" signal is given under the direction of an administrator.

## **Emergency Teams (Only used when instructed by Admin)**

<b><i>School Incident Commander</i></b>	<b><i>Assistant to Incident Commander</i></b>	<b><i>Medical Team Leader</i></b>	<b><i>Damage Assessment Team Leader</i></b>	<b><i>Communications Team Leader</i></b>	<b><i>Security Command Team Leader</i></b>
N. Addison	R. Goodisky, S. Oldham, M. Salerno	K. Miller, N.Travelstead, D. Hestand, A.Lopez, K. Meyer,	L. James, B. Parks, James Davis, Glen Needham	B. Sinks, M Tate, L. Sanders, B. Willis	D. Schulmeister,C. Pauls, J. Tarlton, J. Dunning, T. Hill, C. Rose
<b><i>Assembly Command Shelter Team Leader</i></b>	<b><i>Buddy System Command</i></b>	<b><i>Search and Rescue Command Team Leader</i></b>	<b><i>Release Team Leader</i></b>	<b><i>Transport Team Leader</i></b>	<b><i>Supply Command Team Leader</i></b>
M. Horn, J. Neal, K. Wofford, A. Patterson, E. Corley	TBD	J. Teal, G. Mitchell, S. Gimmy, J. Griffith	J. Taylor, M. Cameron, L. Tonazzi, H. Dunderdale	S. Stout, D. Fowler, A. Akes, T. Misner, L.Launius	A. Stephens, J. Turner, K. Stuck, M. Pritchard, S. Walker

### **Meeting Locations**

1. Medical Team- West lot, East side
2. Damage Assessment- West lot, East side
3. Communications- Corner of Wildcat and Carbon
4. Security Command- West lot, West end
5. Assembly Command- Middle of West lot
6. Buddy System- Lot east of tennis courts
7. Search and Rescue- Landing outside of auditorium doors
8. Release Team- Flagpoles at northeast corner of complex
9. Transport Team- West lot, North end
10. Supply Command-West lot, South end