

MONROE SCHOOL DISTRICT #1J

CODE: EBCB-AR-3

APPROVED: 06/14/99

REVISED: 01/09/17

REVIEWED: 01/08/07

# **EMERGENCY ACTION CHART**

**Monroe School District #1J**

**Classroom Copy**

**Police, Ambulance, Fire Department - DIAL: 911**

**DISTRICT OFFICE NOTIFICATION - DIAL: 541-847-6292**

**POISON CONTROL - DIAL: 1-800-452-7165**

**FIRE OR EVACUATION OF BUILDING: CONTINUOUS RINGING OF BELL**

**BUILDING LOCK DOWN: PREARRANGED VERBAL CODE BY INTERCOM**

**RETURN TO CLASS: 3 SHORT BELLS**

## **Accident, Illness or Assault**

### *MAJOR ACCIDENT, ILLNESS or ASSAULT:*

- ◆ Notify the office immediately
- ◆ Administer first aid by a trained employee
- ◆ Follow emergency procedures as indicated by the nature of the incident
- ◆ Remove the uninjured students from the scene; sending them to a predesignated location
- ◆ When help arrives, rejoin your students in the evacuation area
- ◆ Prepare an accident report with accurate information (who, what, when, where)

## **➤ ACCIDENT, ILLNESS OR ASSAULT**

## **Animal Control**

In the event of a dangerous animal being spotted on campus:

1. Move all students and employees away IMMEDIATELY in a CALM and ORDERLY fashion to a safe area.
2. Notify the office.
3. Secure doors and windows to prevent animals from entering (or exiting) room or building.
4. Account for all students and remain in designated safe area until the area is clear.

## **➤ ANIMAL CONTROL**

## **Body Fluid Spills**

### *Teacher or Supervising Adult:*

- ◆ Wear disposable latex gloves when dealing with another person's body fluids.
- ◆ Clean up the spilled fluids with the disinfectant provided in the blood spill kit or with a freshly made solution of one part bleach to nine parts water.
- ◆ Place the contaminated fluids and the cleanup materials in a red plastic bag, seal the bag and place it in a plastic lined garbage can.
- ◆ Avoid getting another person's body fluids in your mouth, eyes, or wounds.
  1. If you are exposed, wash the affected area immediately with soap and water.  
See your physician for follow up care.
  2. Report the accident to your principal.

## **➤ BODY FLUID SPILLS**

## **Bomb, Bomb Threat, Suspicious Device**

*Do not hang up. Do not put the call on hold.*

### **IN CASE OF A BOMB THREAT: RECIPIENT OF THE THREAT–**

- ◆ **DO NOT HANG UP THE PHONE!!** If tape is available, tape the phone to the desk so that others won't hang it up either.
- ◆ Questions to ask:
  1. When will it go off?
  2. What kind of explosive?
  3. What does it look like?
  4. Where is it?
  5. Did you put it there?
  6. What is your name?
- ◆ Listen for the following:
  1. \_\_\_ Man \_\_\_ Woman \_\_\_ Child
  2. Is the caller's voice familiar to you?
  3. Any distinct characteristic to voice?(nasal, stuttering, accent, slow, deep etc.)
  4. Any background noise? (street sound, music, office, animal, factory etc.)
- ◆ Immediately after the call:
  1. Notify the office immediately.
  2. A written record of the call should be made as quickly as possible to preserve the facts.

### **IF A BOMB OR SUSPICIOUS DEVICE IS FOUND**

#### **PERSON FINDING THE DEVICE:**

- ◆ Notify the office immediately.
- ◆ Isolate the area with some kind of barrier.
- ◆ Leave the area immediately. Do not touch anything.
- ◆ Leave the lights as you found them.

## **➤ BOMB, BOMB THREAT, SUSPICIOUS DEVICE**

## **Chemical Spills**

- ▶ Do not attempt to clean up a spill unless qualified to do so.
- ▶ Notify building office immediately.
- ▶ Evacuate facility in an orderly manner to the waiting area designated on the building floor plan map. Stay upwind of the spill, if applicable.
- ▶ Account for all students and remain in designated area until further notice.
- ▶ Check for adverse medical symptoms (loss of breath, fainting, burns, etc.)
- ▶ Request immediate medical attention, if needed.
- ▶ Be prepared to cooperate with the Fire Department or other emergency agency.

## **▶ CHEMICAL SPILLS**

## Earthquake

### DURING THE SHAKING:

- ✓ *Remain calm! Don't rush outside!*
- ✓ Remember to DUCK, COVER, AND HOLD!

#### *If indoors...*

Take COVER under a table or desk and HOLD on.

Stay away from windows, tall objects, and overhead lights.

If no COVER is available, DUCK and HOLD near an interior wall.

Turn away from windows. Shield your head and face from falling debris.

#### *If outdoors...*

Move away from building, utility wires, trees, and all other overhead obstructions.

### AFTER THE SHAKING:

- ✓ Be prepared for after shocks. Move cautiously.
- ✓ Check injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- ✓ Do not use phones except in an emergency situation
- ✓ Evacuate the building to the area designated on the building floor plan. Close all doors and turn off electrical equipment.
- ✓ Take a head count. Make note of missing individuals.
- ✓ Provide requested information to district personnel.

## ➤ EARTHQUAKE

## Emergency School Closure

When severe weather conditions are declared prior to the end of a school day, one of two things will happen:

1. Remain at school:
  - Students should be kept away from windows and away from windward force of the storm.
  - Interior hallways and lower floors, are generally the safest areas in a severe windstorm. Gymnasiums, in most cases, are considered to be the least safe.
  
2. Evacuate the school buildings:
  - Students taking a bus: Teachers are to remain with the students at the pick up site to ensure the bus is available as planned.
  - Students who are to be picked up by parents: Keep the students with you until the parent arrives.
  - Pupils residing near the school will walk home if warning time allows.
  - Account for all children, keeping a record of how and when they left school.

## ➤ EMERGENCY SCHOOL CLOSURE



## **Explosion**

*If a bomb is found or an explosion is heard anywhere on or about the campus:*

- \* Call 911
- \* Notify the building office.
- \* All alarms should be taken seriously. If you hear an alarm, evacuate the building.
- \* Leave the area and evacuate to the designated area provided on the building floor plan. If possible, close doors and windows. Do not attempt to save valuables.
- \* Take attendance.

If you are aware that someone is trapped or injured, inform the office immediately. Do not re-enter the building.

**► EXPLOSION**

## **Fire**

*If fire or smoke is discovered anywhere on or about the campus:*

- Notify the building office.
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.
- Leave the area and evacuate to the designated area provided on the building floor plan. If possible, close doors and windows. Do not attempt to save valuables.
- Take attendance.

Never attempt to fight a fire if larger than a wastebasket. Even a small fire can generate enough smoke to cause serious injury.

Never attempt to fight a fire by yourself. Always stay between the fire and the exit.

### *FIRE EXTINGUISHER INSTRUCTIONS*

P = PULL safety pin from the handle

A = AIM at the base of the fire.

S = SQUEEZE the trigger handle

S = SWEEP from side to side

If you are aware that someone is trapped, inform the office immediately. Do not re-enter the building.

If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.

If your clothes catch fire, STOP, DROP, AND ROLL!!!!

➤ **FIRE**

## **Kidnapping**

1. Report Kidnapping/attempted Kidnapping to office immediately (treat custody disputes as a possible Kidnapping)
2. Note all information about person that might be helpful in identifying them (clothing, voice, license plate, etc.)
3. Remain calm, reassure students.

## **Lock Down**

When notified to “lock down” or “secure”:

- 1) Lock the door with students inside the room. Cover windows. Portable classrooms are to close their shades.
- 5) Keep students away from doors and windows.
- 6) Turn off the lights.
- 7) Reassure students. Try to keep the room quiet.
- 8) If gunfire or an explosion is heard, keep everyone on the floor.
- 9) Contact the office immediately if you have an emergency in the room. Use the telephone if possible.
- 10) Remain in the secure area until notified by the office or emergency personnel to release class.

## **Media**

*The Principal will handle all media inquiries.* No student or employee is required to speak to the media. If the media approaches students or employees during regular hours, notify the office.

**➤ MEDIA**

## **Suicide Attempt**

### **TEACHER OR SUPERVISING ADULT:**

- ◆ Notify the office immediately.
- ◆ Administer first aid by a trained employee.
- ◆ Stay calm, reassure students that everything possible is being done.
- ◆ Remove students from the scene, sending them to a predesignated location per evacuation procedure.
- ◆ When help arrives, rejoin your students in the evacuation area

## **➤ SUICIDE ATTEMPT**

## **Utility Emergency**

### **GAS LEAK/ODOR:**

#### **Person finding the leak or odor:**

1. Evacuate the area
2. Close interior door to the hall if possible to isolate area from the rest of the building.
3. Notify the office immediately.
4. Only personnel specifically trained in emergency shutoff procedures should attempt to shut off the building gas.
5. DO NOT light matches or turn the lights on or off.
6. Leave windows and doors open to allow ventilation. (Close the interior door to isolate the area where the leak is located from the rest of the building.)

### **WATER LEAK:**

#### **Person finding the leak:**

1. Turn off water supply if possible.
2. Notify the office immediately.
3. Remove students from the area.
4. Do not touch any electrical switches or appliances.

### **ELECTRICAL OUTAGE:**

#### **Teacher or Supervising Adult:**

1. Notify the office.
2. Remain in (or return to) your assigned area and wait to be contacted.
3. Use the flashlight in your classroom if you have no windows. If you do not have a flashlight, stay where you are until light is brought to your room.

## **➤ UTILITY EMERGENCY**

## **Weapons, Shooting Incidents**

Teacher or Supervising Adult: If you see a weapon, call the office immediately.

**➤ WEAPONS, SHOOTING INCIDENTS**