



EMERGENCY PROCEDURES

EMERGENCY NOTIFICATIONS

In the event it becomes necessary to quickly inform students, faculty and staff of any emergency situation, such notification will be issued by text, voice and email via the Campus Cast Emergency Notification System. Students are asked to always inform the school of all their email or cell phone number changes whenever they occur in order to assure they receive timely notifications from the Campus Cast System.

EVACUATION PROCEDURE

Evacuation routes and evacuation assembly areas may change depending on the nature and location of the emergency. Follow instructions of the school officials or building management when in doubt.

If the fire alarm sounds or you are instructed to evacuate:

- Evacuate your area
- Leave all personal belongings behind, unless otherwise instructed
- Walk without delay, but do not run
- **DO NOT USE ELEVATORS. THEY WILL NOT OPERATE IF THE FIRE ALARM SYSTEM IS ACTIVATED.**
- Assist those with temporary or permanent disabilities needing special assistance evacuating
- Evacuate using the primary evacuation route to your designated outside evacuation assembly area as posted
- Avoid dangerous areas
- Try to account for all students and staff when you reach the designated evacuation assembly area
- Notify school officials or building management if anyone is missing or injured
- Supervise all students; prevent them from leaving the evacuation assembly area until the emergency is declared to be over
- Remain at the evacuation assembly area
- Do not re-enter the building until told to do so by school officials, building management or the Fire Department

FIRE PROCEDURE

- Remain calm
- Pull the nearest fire alarm, if not already activated
- Only attempt to use a fire extinguisher if you have been formally trained
- Remove anyone from immediate danger
- Notify school officials or 911 from a safe location
- Close all doors to confine smoke and fire
- Unless otherwise directed, evacuate the building and proceed to your designated evacuation areas.
- Do not delay evacuation for the purpose of retrieving personal belongings
- Consider persons with disabilities who may need assistance evacuating
- Walk without delay, but do not run. Do NOT use elevators
- Feel exit doors for heat, stay low and close to wall while evacuating
- If smoke is present, stay low. The best quality of air is near the floor



EMERGENCY PROCEDURES

- Never allow the fire to come between you and an exit
- Try to account for everyone when you reach the evacuation assembly area
- Notify school officials or Fire Department personnel if anyone is missing or injured
- Everyone should remain at the evacuation assembly area until directed otherwise by school officials or the Fire Department

IF YOU ARE TRAPPED IN A ROOM/AREA

- Wedge towels or cloth along the bottom of the door to keep out smoke
- Close as many doors as possible between you and the fire
- Use the telephone to notify school officials or 911 of your problem and location
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window

POWER OUTGAGE OR UTILITY FAILURE

If the power goes out or even partial outage:

- Remain calm
- Notify school officials or building management
- School officials or building management will attempt to assess the school and expected duration of the outage
- School officials or building management will provide response directions to you once they complete their assessment
- Remain in your area/room and do not move around the building unnecessarily
- Do not attempt to use elevators
- If you are in a dark area, proceed cautiously to an area that has emergency lights
- Emergency lighting should come on automatically. If emergency lights do not come on in your area, notify school officials or building management
- Provide assistance to others in your immediate area who may be unfamiliar with the building
- If instructed to evacuate, proceed cautiously to your designated evaluation assembly area as posted at the campus

If there is loss of another utility:

- Notify school officials or building management
- School officials or building management will assess the scope and expected duration of the outage
- If there is an immediate problem or special needs, notify school officials or building management



EMERGENCY PROCEDURES

GAS LEAK SUSPECTED

Natural gas leaks may occur and may bring danger of an explosion. Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

- Notify school officials or building management
- Evacuate from the affected area
- Notify others who may be affected
- Do not turn on or off any electrical device including light switches as these may create a spark and ignite the gas
- If gas leak is inside building, ventilate by openings windows
- If gas leak is outside the building, close windows and ventilation air intakes
- Eliminate all ignition sources

- School officials or building management will assess and determine if there is a need to evacuate further
- If you are asked to evacuate: Leave lights on – Do not lock doors
- Follow normal evacuation route. Follow alternate route if normal route is too dangerous
- Everyone should evacuate upwind of gas odor to a safe distance outside of the building (preferably to a distance of 300 feet or greater)
- Try to determine if anyone is missing after you have evacuated and report those missing to school officials or building management
- No one may re-enter the building until the Fire Department, school officials or building management declare the building to be safe
- Notify students and staff of termination of emergency
- Resume normal operations

MEDICAL EMERGENCY PROCEDURES

- Notify school officials or building management to report the medical emergency. Provide the following information:
 1. Nature of the incident
 2. Location and number of victim(s)
 3. Nature of illness or injury
 4. Hazards in the area (e.g., electrical shock, hazardous vapor, etc.)
 5. Ambulance needed
- If the illness or injury appears life threatening, you should call 911 directly and then notify school officials or building management
- Keep all non-essential personnel away from the scene
- Do not attempt to move the victim(s) unless they are in immediate danger
- Do not attempt to treat victim(s) if you are not formally trained and/or certified (i.e. first aid, CPR, AED)
- Keep the victim(s) calm and reassure them that help is on the way



EMERGENCY PROCEDURES

- Take “universal precautions” to prevent contact with bodily fluids
 1. “Universal precautions” is a method of infection control in which all human blood and certain body fluids are treated as is known to be infectious for HIV, HBV, and other blood-borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose and mouth) or broken (cut or abraded) skin with contaminated blood.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation)
- Preserve the scene of the medical emergency in the even the incident will require an investigation by school officials, building management or police
- Do not clean up any bodily fluids, unless trained and properly equipped
- Keep all patient information confidential

LOCKDOWN DEFINITION/ALERT SIGNAL

Lockdown is a protective action employed to safeguard students and staff when there is an armed perpetrator approaching the campus or in a campus building. Lockdown is used to keep people away from a violent perpetrator while law enforcement engages the subject.

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the campus building.

Alert Signal: School officials or building management will issue a lock-down order to all students, faculty and staff by text, voice and email via the Campus Cast Emergency Notification System.

LOCKDOWN PROCEDURES

- Direct all students, staff and visitors into classrooms or secure rooms
- Lock doors to rooms, if possible
- Close blinds or cover windows and turn out lights
- Move all persons away from windows and doors
- Have all persons get down on the floor, preferably along a wall out of view
- Everyone should remain quiet
- All visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building
- No one will be permitted to enter or leave the building
- If the fire alarm goes off, do not evacuate unless you see fire or smoke
- If possible, an emergency e-mail or phone call will be sent out explaining the circumstance
- Allow no one to leave the classrooms until the school officials or Police gives the “all-clear” signal



EMERGENCY PROCEDURES

SHELTER IN-PLACE PROCEDURES

Shelter-in-place is a temporary strategy designed to be used when it is safer to remain inside the building rather than evacuate to the outside. For example, this can be required in a chemical release outside.

If instructed to Shelter-in-place

- Follow instructions of school officials or building management
- Close all doors and windows to seal off the building from the exterior
- If there is an outside hazardous material or terrorism threat, shut down ventilation systems
- Leave all personal belongings behinds, unless instructed otherwise
- Relocate everyone to pre-determined shelter areas (inside room or hallway)
- Stay away from windows
- Supervise everyone in shelter area; prevent them from leaving the shelter area
- Notify school officials or building management if there are any injuries
- Remain in the shelter until advised by school officials, building management or the Fire Department

TORNADO

Tornado Watch

- If a tornado watch is reported, all staff members should review this procedure and take steps to be able to react to a Tornado Watch
- Upon notification of a Tornado Watch, all doors and windows should be closed. Move everybody indoors

Tornado Warning

- Move into tornado shelter area. If outside, return to the building and shelter in predetermined shelter areas of the building – interior hallways on the lowest floor. Do not shelter in rooms with long roof spans (e.g. auditorium or cafeteria)
- Assist any individuals with special needs
- Close classroom doors
- Move all staff and office visitors to shelter areas
- Instruct all students, staff and visitors to remain in the “drop and tuck” position until the “all clear” signal is announced
- Try to determine if anyone is missing
- Remain in the shelter area until warning expires or emergency personnel have issued an “all-clear” signal

IN THE EVENT OF AN EARTHQUAKE

If you are indoors:

- Do not run outside immediately
- Get under a desk, table or supported doorway
- Stay away from glass windows and mirrors
- Watch for falling plaster, bricks, light fixtures, and other objects
- Watch for high bookcases, cabinets, shelves, and other furniture or heavy equipment that might slide or topple



EMERGENCY PROCEDURES

- Do not use candles, matches, or other open flames during the tremor
- Extinguish all fires if you are trained to use a fire extinguisher
- Do not rush for stairways or elevators. Exits are likely to be jammed and elevators often stop operating. Seek safety where you are
- Don't be surprised if the electricity goes out, if fire alarm starts ringing, or fire sprinkler systems go on. Expect to hear noise from breaking glass, cracks in wall, and falling objects
- Avoid electrical lines, as they may be live
- Remain under cover for a few minutes, and prepare for the possibility of aftershocks. Aftershocks often cause more damage to buildings which are already weakened by the initial shock.

If you are outdoors:

- Do not run inside immediately
- Stay in the open
- Beware of fires, downed utility lines, and aftershocks
- Assist with evacuation of the building(s)

BEFORE YOU EVACUATE FOR A HURRICANE

- Backup all computer data and store off-site at a protected location
- Secure all hardcopy records as much as possible
- Move all electronic equipment (e.g., computers, printers, calculators) to a higher elevation and cover with large plastic garbage bags
- Unplug all remain electrical equipment. Turn off circuit breakers
- Leave relocation/contact information with school officials
- Evacuate the campus well in advance of hurricane threat

CRIMINAL BEHAVIOR

- Be alert to what is going on around you
- Do not approach or attempt to apprehend the person(s) involved
- Notify school officials, building management or 911 immediately if you witness a crime in progress or observe a suspicious person or activity, and be prepared to provide the following:
 1. Your name
 2. What is happening
 3. Where it is happening
 4. How many people are involved / Anyone injured
 5. Description of the assailant – clothing, physical characteristics, etc.
 6. Any weapons
 7. Location of the assailant or direction of their escape
- School officials, building management or Police will be dispatched to assess the situation
- Stay on the phone until school officials, building management personnel or Police arrive and provide additional information as it becomes available or the situation changes



EMERGENCY PROCEDURES

- If possible, remain out of sight. Be concerned with your personal safety and act cautiously
- If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender
- In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so
- Always err on the side of caution and contact school officials, building management or 911, and follow lockdown procedures if required

CIVIL UNREST

- Notify school officials, building management or 911 and provide the following:
 1. Your name
 2. What is happening
 3. Where it is happening
 4. How many people are involved
 5. Any injuries, violence, property damage, etc.
- School officials, building management or Police will assess the situation
- Follow instructions of campus officials, building management or Police to ensure the safety of everyone

RESCUE

- Do not attempt rescue of anyone overcome by chemical vapors or gases in an enclosed room or area – only trained rescuers should enter the area protected with self-contained breathing apparatus
- Notify school officials or building management immediately
- If exposed to a hazardous material, on clothing, skin or by inhalation, remove clothing, rinse area with water and seek medical treatment immediately

HAZARDOUS MATERIAL SPILL PROCEDURES

Inside spills:

- Call school officials or building management and provide the following information:
 1. Location of the spill
 2. Type of chemical spilled
 3. Known hazards of the spilled chemical
 4. Quantity spilled
 5. Number and extent of injuries/illnesses
 6. Has spill or vapors reached a floor drain or ventilation system?
- Attempt to provide ventilation to the affected area by opening the windows
- Turn on local or building exhaust ventilation if available and safe to do so
- If possible, control access to the affected area by closing doors
- Obtain Material Safety Data Sheet (MSDS) on hazardous material involved
- If hazardous materials come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes
- If the threat warrants, implement evacuation procedures to ensure that no one is exposed to danger



EMERGENCY PROCEDURES

- Direct everyone to evacuate immediately, in a calm and orderly manner, to the designated evacuation assembly area for the building. Do NOT use elevators
- Try to account for all personnel. Report anyone missing to school officials or building management
- Check people involved for adverse medical symptoms (shortness or breath, fainting, etc.) and request immediate medical attention, if necessary
- Remain in the evacuation assembly area until directed by school officials, building management or the Fire Department
- Do not try to clean up the spill unless you are familiar with the hazardous material and are trained and have the proper equipment to perform the clean up

Outside Spills:

- Close all exterior windows and doors
- Shut down room ventilation systems if possible
- Shelter-in-place inside the building and remain there until directed by school officials, building management or the Fire Department

SUSPICIOUS PACKAGE INDICATORS

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|---|--|
| • Powder in or on the envelope | Protruding wires of aluminum foil |
| • Excessive postage | Excessive security material such as masking tape, string, etc. |
| • Handwritten or poorly type addresses | Visual distractions |
| • Incorrect titles | Ticking sound |
| • Title, but no name | Misspellings or common words |
| • Marked with restrictive endorsements such as “personal” or “confidential” | Shows a city or state in the postmark that does not match the return address |
| • No return address | Oily stains, discoloration or odor |
| • Excessive weight | |

SUSPICIOUS PACKAGE PROCEDURES

- Do not touch or handle any suspicious items
- Isolate the suspicious item
- Notify school officials or building management that a suspicious package has been detected
- Alert everyone in the area that a suspicious letter or package has been found and to clear the area
- Close the door, prevent others from entering
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for bomb threats
- Write down any reasons for identifying the package as suspicious (e.g., excessive postage; no return address; rigid envelope; feel, etc.)
- Contact the addressee to determine if package was expected
- Any person who had direct contact with the package should wash their exposed skin with soap and water and seek medical surveillance



EMERGENCY PROCEDURES

THREATENING TELEPHONE CALLS

- Remain calm
- Do not hang up. Keep the caller on the line as long as possible and listen carefully
- Signal someone to call school officials or building management
- Note the time of the call and try to get caller's number if you have caller ID
- Ask the caller the following questions:
 1. Where is the bomb?
 2. When will it explode?
 3. What does the bomb look like?
 4. What kind of bomb is it?
 5. What is the caller's name and motive for placing the bomb?
 6. Are you an employee?
 7. Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns
- When caller hangs up, DO NOT HANG UP. Dial *57 to trace call (this may not work on all phone systems). Leave the line open
- Make sure school officials, building management or 911 has been notified

ELECTRONIC MAIL THREATS

- Remain calm
- Leave the e-mail message open on the computer, do not erase it
- Notify school officials, building management or 911 immediately
- Print the message. Include the properties of the message
- Save the e-mail

WRITTEN THREATS

- Remain calm
- Notify school officials, building management or 911 immediately
- Do not handle written threat. Keep everyone from handling it or going near it
- Save all packing materials
- Write down everything you remember about the written threat

VERBAL THREATS

- Note the description of the person who made the threat (e.g., name, race, sex, type and color of clothing, body size, hair color, and any distinguishing features)
- Write down the threat exactly as it was communicated to you
- Notify school officials, building management or 911 immediately



EMERGENCY PROCEDURES

BOMB THREAT EVACUATION

- Direct everyone to gather personal belongings
- Direct everyone not to use cellular phones and pagers
- Visually sweep room for suspicious items
- Leave door and windows open
- Do not touch the light switch
- Proceed to the designated evacuation assembly area and follow further instructions from school officials, building management or Police

SUICIDE THREAT

- Consider any students, faculty or staff reference to suicide as serious
- **DO NOT LEAVE THE INDIVIDUAL ALONE**
- Do not allow the individual to leave until help arrives, if possible
- Notify school officials or 911 immediately if you become aware of a suicide threat
- Talk calmly to the person until appropriate personnel arrive at the scene
- Remember:
 1. Be positive
 2. Engage the person in conversation
 3. Do not become confrontational
 4. Do not make fast movements toward the individual
- When trained personnel arrive, defer to their judgment on the course of action to be taken

SUICIDE ATTEMPT

- Notify school officials or 911 immediately of any suicide attempt. Provide person's name if known
- **DO NOT LEAVE THE INDIVIDUAL ALONE**
- Try to calm the suicidal person
- Try to remove the individual from any immediate means of hurting himself/herself
- Take "Universal Precautions" to prevent contact with bodily fluids. Universal Precautions is a method of infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation)
- Stay with suicidal person until school officials or other help arrives
- Clear the area to allow emergency personnel to work and provide privacy for the victim
- Keep everyone away from the scene
- Remain with the situation as directed by school officials or local authorities, working to defuse the crisis by remaining calm
- Reassure everyone involved that everything possible is being done to return the situation to normal
- Do not release any information beyond school officials or suicide intervention personnel



EMERGENCY PROCEDURES

EXPLOSION PROCEDURES

Report any of the following to school officials or 911:

- Is there structural damage or collapse?
- Any injuries?
- Is natural gas or any hazardous material leaking?
- Did the explosion disperse any liquids, mists, vapors or gas?
- Did the explosion only destroy a package or the bomb device?
- Are there unexplained odors?

If the explosion is inside:

- Evacuate along established routes to your designated evacuation assembly area
- Redirect to exits away from site of explosion
- Do NOT use elevators
- Discontinue use of all radios, cell phones (any communication transmitting device)
- Try to account for everyone when you reach the evacuation assembly area
- Notify school officials or Fire Department personnel if anyone is missing or injured
- Everyone should remain at the evacuation assembly area until directed otherwise by school officials or the Fire Department

If the explosion is outside:

- If you are in danger due to fire, smoke, danger of collapse, broken glass, or other hazards, evacuate away from the scene of the explosion; follow shelter-in-place procedures
- Keep away from windows
- If your room is safe, await instructions from school officials or the Fire Department