

# Emergency Management Guide for Schools

**EMERGENCY  
NUMBERS**

**EMERGENCY  
RESPONSE TEAMS**

**MEDICAL EMERGENCY  
FIRST AID**

**CHILD CPR**

**AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED)**

**BOMB THREAT**

**FIRE**

**EVACUATION/FIRE DRILL**

**EARTHQUAKE**

**ANIMAL DISTURBANCE**

**LOCKDOWN**

**MAP:  
AED LOCATIONS**

**MAP:  
EVACUATION ROUTES**

**SIGNS:  
NEED HELP/ALL CLEAR**

# EMERGENCY NUMBERS

TOPICS

EMERGENCY: 911

POLICE DEPT: ( ) -

FIRE DEPT: ( ) -

SAMPLE

### **ADMINISTRATION WILL:**

- Assume overall direction of school disaster procedure.
- Account for the presence of all students and staff.
- Control internal and external communications.
- Direct evacuation of building, if necessary. Conditions warranting evacuation could include fires, indoor chemical spills, explosions, threatened explosions, collapsing buildings, etc.
- Transfer students to a safe location when their safety is threatened.
- Issue instructions to staff if students are to assemble in pre-selected safer areas within the school.

### **CUSTODIANS WILL:**

- Shut off utilities as may be necessary. Utilities should not be turned off unless absolutely necessary (i.e. broken gas lines, broken water mains, down electrical wires).
- Conduct rescue operations as required and to the extent of capabilities, according to the site emergency plan.
- Survey and report damage to the school principal/site administrator.
- Safeguard all potable water within building (water heater, cooking kettles, etc.).

### **TEACHERS WILL:**

- Respond to the specific emergency as prescribed and direct students in appropriate safety procedures.
- Remain with students until relieved by authority of school principal or site administrator.
- Take roll call if class relocates, as soon as conditions permit such action.
- Report missing or injured students to the principal/site administrator.
- Send students in need of first aid to campus first aid station after evacuation is ordered by administration.
- Help restore order and assist other teachers and students, if necessary.
- Use planned activities during periods of confinement to lessen possible tension and hysteria if a disaster situation occurs.
- If not on classroom duty with students, report at once to the office and receive assignment from the principal/site administrator.

### **CAFETERIA WORKERS WILL:**

- Secure utility outlets.
- Cover and preserve all usable food and water.
- Direct the rationing, use, and preparation of stock and water supply, whenever the feeding of students becomes necessary.

### **SERIOUS INJURY OR ILLNESS:**

1. In case serious injury or illness occurs on campus, immediately dial 9-1-1.
2. Give your name and injured person's name if possible.
3. Describe the nature of the medical problem.
4. Provide specific campus location of the injured person.

### **QUICKLY PERFORM THESE STEPS:**

1. Notify emergency personnel.
2. Ask victim, "Are you okay?" and "What is wrong?" Determine extent of injury or probable cause of illness.
3. Check breathing and give artificial respiration if necessary.
4. Control serious bleeding by putting direct pressure on the wound.
5. Keep victim still and comfortable. Have victim lie down if necessary.
6. Protect from disturbance, reassure victim, and do not move victim unless absolutely necessary.
7. Continue to assist victim until help arrives

### **FIRST AID:**

1. Stay calm and assess injury. Do NOT move victim unless he/she is in danger or there is a need to get to other injured students.
2. Stop bleeding by applying pressure to wound area. Use protective gloves.
  - Tilt head up by lifting chin in order to open airway.
  - To prevent shock, cover victim and elevate legs
3. Protect victim from further injury.
4. If possible, send one person to the Health Center or Administration Office for help.
5. Dismiss bystanders.
6. Stay with victim until help arrives.

## Heartsaver® Child CPR AED



*Tap and shout*

*Yell for help. Send someone to phone 911 and get an AED*



*Look for no breathing or only gasping*

*Push hard and fast.  
Give 30 compressions*



*Open the airway and give 2 breaths*

*Repeat sets of 30 compressions and 2 breaths*



*If you are alone after 5 sets of 30 compressions and 2 breaths, phone 911, and then resume sets of 30:2*

*When the AED arrives, turn it ON and follow the prompts*

1. Check victim for signs of breath for no longer than 10 seconds.
2. If there are no signs of breath call or have someone else call 911 immediately.
3. If there are signs of breath stay with victim and observe vital signs (skin color, breathing and levels of consciousness).
4. Get, or have someone else get, the AED so that it can be used if the victim shows no signs of breath and is unconscious.
5. Remove **ALL** clothing from upper half of victim's body.
6. Make sure the victim is not lying in water prior to initiating use of an AED.
7. If the victim is a man and he has a lot of chest hair, quickly use the razor to remove hair in the area where the AED electrode pads will be placed (see pad diagram on pad packaging - with some AEDs, pads are located on the inside requiring the AED cover be opened).
8. Open the AED and listen to the voice command instructions that are given related to the electrode pads placement (pictures shown on pad packaging).
9. After the AED gives its "Voice Command" initial analysis it will indicate whether a shock is needed. If the AED indicates a shock will be given, make sure no one is touching the victim.
10. If the "Voice Command" states "No Shock" it will indicate that you give CPR or chest compressions to the victim. Initiate CPR (rate of 30 compressions to two breaths) or just do chest compressions.
11. Leave electrode pads on the victim's chest while giving CPR/chest compressions until paramedics arrive. The electrode pads will continue to monitor the victim and the AED will give you voice commands as they are warranted.

### **All threats must be taken seriously.**

1. Notify Principal/Administrator. The Principal will make the decision whether to contact emergency personnel.
2. Notify the District Office.
3. DO NOT EVACUATE until the situation is assessed by law enforcement authorities.
4. Be aware of any suspicious items in the classroom and, when practical, notify law enforcement and/or administration.

### **Activities that may set off a bomb:**

1. Use of two-way radios.
2. Cell phone transmissions.
3. Turning on or off electricity (e.g., lights, computers).
4. Sounding the fire alarm.

### **You will be notified of possible responses depending on the location of the threat:**

Possible Response #1:

EVACUATION - REFER TO EVACUATION/FIRE DRILL PAGE

Possible Response #2:

SAFE SCHOOLS MODE/LOCKDOWN - REFER TO LOCKDOWN PAGE

*Students are not to leave campus unless checked out by a parent/guardian or a responsible adult listed on student information screen.*

*Be sure to make a note of this on the class emergency roster.*

## IMMEDIATELY:

- Sound the local and/or auxiliary fire alarms.
- Evacuate the building.
- Contain the blaze, if possible, with a fire extinguisher.

## THEN:

- Notify the school administration (and fire department if a major fire).
- School Office: ( ) - -
- Fire Department: 911
- Maintain Control of staff and students at a safe distance from the fire, away from the fire-fighting equipment. Assemble students according to the evacuation map, which is posted near each door.

## TAKE ROLL.

TEACHERS ARE TO REMAIN WITH THEIR CLASSES.

- Keep students away from interior and exterior access roads to allow for emergency vehicles to respond.
- Send a reliable student to report to site administration if all students are accounted for.
- Do not return to classroom(s) until the all clear has been given by the fire department and/or site administration.

### HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**

**1 Pull**  
the pin



**2 Aim**  
at the base  
of the fire



**3 Squeeze**  
the handle



**4 Sweep**  
from side  
to side





1. Evacuate the classroom/building when the alarm sounds using your primary or secondary exits. Walk, Don't Run.
  - **For ON-campus evacuation:**  
**“YOUR ATTENTION PLEASE...PLEASE EVACUATE ALL BUILDINGS. EVACUATE ALL BUILDINGS. TEACHERS AND STUDENTS ARE TO EVACUATE TO THEIR DESIGNATED ASSEMBLY AREA. LOCK ALL DOORS AS YOU EXIT. EVACUATE ALL BUILDINGS.”**
  - **For OFF-campus evacuation:**  
**“YOUR ATTENTION PLEASE... OFF-SITE EVACUTION. OFF-SITE EVACUTION. TEACHERS AND STUDENTS REPORT TO OFF-SITE ASSEMBLY AREA. LOCK ALL DOORS AS YOU EXIT. OFF-SITE EVACUATION.”**
2. Take the appropriate record-keeping information (evacuation roster and flipchart) with you.
3. Students working in rooms other than their regular classroom will exit with that class to the Emergency Assembly Area. If practical, students should return to their classroom teacher.
4. After arriving at the assembly area, take attendance. If all students are accounted for, display the “All Clear” sign located in this guide. If you need assistance or all students are not accounted for, display the “Need Help” sign in this guide.
5. After a drill: an “All Clear” announcement will be made when it is safe to return to the classroom.

**“YOUR ATTENTION PLEASE ... IT IS CLEAR TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS.**

**THANK YOU FOR YOUR COOPERATION.”**

### **IMMEDIATELY:**

1. Instruct the students to TAKE COVER/DROP/HOLD.
2. Wait for the shaking to stop before giving further instructions.

### **AFTER SHAKING HAS STOPPED:**

1. CHECK FOR INJURIES. Do not move seriously injured persons unless they are in immediate danger of injury. Cover injured with blankets or coats. Give or get first aid help.
2. EVACUATE THE BUILDING. Do this when the earthquake is over. An emergency evacuation route is posted near the door. Special consideration should be given to exit routes.
  - DO NOT RUN, particularly on stairways. Students and staff should wear shoes at all times.
  - DO NOT RETURN TO BUILDINGS FOR ANY REASON UNTIL THEY HAVE BEEN DECLARED SAFE.
  - Campus security will be posted at a safe distance, and will be responsible for locking all entrances to ensure that no one re-enters the buildings.
  - TAKE ROLL. Report missing and/or injured students, along with their location, to the evacuation coordinator (administration).
3. CHECK FOR HAZARDS and notify site administrator.
4. AVOID TOUCHING ELECTRICAL WIRES which may have fallen.

### **IF YOU ARE OUTDOORS DURING AN EARTHQUAKE:**

1. Move to an open area away from buildings, trees, fallen wires, etc. Stay low to the ground and assume the Duck and Cover position.
2. Do not enter any building until it has been determined to be safe.

1. School Administrator initiates appropriate Immediate Response Actions, which may include Lock Down or Evacuate Building.
2. Staff members attempt to isolate animal from students and staff, if it is safe to do so. If animal is inside, students remain outside away from animal.
3. For outside assistance, School Administrator is to call 911. If the situation is not life threatening, you can call the following appropriate number:
  - ( )\_\_-\_\_
  - ( )\_\_-\_\_
  - ( )\_\_-\_\_
  - ( )\_\_-\_\_
4. If a staff member or student is injured, School/District Nurse, District Office and parent is notified, and an incident report will be filled out.
5. School Administrator initiates Off-Site Evacuation if warranted.
6. Students are not to leave campus unless checked out by a parent/guardian or a responsible adult listed on student information screen. Be sure to make a note of this on the class emergency roster.

### 1. RECEIVE NOTIFICATION BY INTERCOM

- “This is a lockdown. All classrooms should be locked. Do not open the doors or leave the classroom unless directed to do so by an administrator, police officer, or campus security. If you are outside, students and staff are to proceed inside to the nearest building or classroom immediately. This is a lockdown.”

### 2. GET STUDENTS TO A SAFE PLACE

- In a classroom or building.
- Away from windows.
- Maintain order in the classroom.

### 3. LOCK THE DOORS AND WINDOWS

- Once a lockdown is ordered, do not allow students to leave the classroom, even if the regular bell sounds to dismiss class.

### 4. KEEP THE DOORS LOCKED

- If an ALL CLEAR has not been given, you should never open the doors.
- Those responsible for opening the doors will have keys (administration, security or police).

### 5. KEEP PHONE LINES OPEN

- During a real lockdown the office will be in communication with law enforcement.
- Make every effort to keep school phone lines clear and radio traffic clear.

### 6. LISTEN FOR THE ALL CLEAR

- This announcement will be made BY RADIO.
- IGNORE BELLS.
- When the all clear is given, instructions will also be given if an evacuation is necessary.

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