

# SAUGANASH SCHOOL 2020-2021

## QUICK EMERGENCY GUIDE

Evacuation- Monthly      Lockdown- Yearly      Shelter-in-Place- Yearly

### EVACUATION

***Purpose:** Used whenever it is safer outside than inside the building such as in case of a fire, explosion, indoors hazardous material spill, structural failure, etc.*

#### **Teachers:**

1. Instruct students to evacuate the building, using designated routes, and to report to the assigned Exterior Safe Location. Designate a student leader to help move your class to the Exterior Safe Location.
2. Close your door, turn off your lights.
3. If the exit route is blocked, follow the closest alternate exit route.
4. Bring your Student Attendance Roster
5. Check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
6. Take attendance, noting any missing students who are in other activities such as MTSS, SPED, EL
7. All teachers should have their rosters and green/red card hung next to their door

#### **Once you have arrived to your evacuation location:**

- Take attendance
- If you have all of your students, hold the GREEN card HIGH
- If you are missing a student, hold the RED card HIGH
- If you have a student that is not yours, communicate via walkie talkie.

\*If your students are at lunch/recess during a drill or an emergency, homeroom teachers are to find their class ASAP at the described location (see evacuation location page), collaborate with lunch/recess coordinator and take attendance.

\*Teachers are responsible for updating their rosters that hang next to their classroom door.

8. At the Exterior Safe Location, stay in place until further instructions are given. Keep students calm and under control.

**\*\*\*In case of a severe emergency in which we need a staging location to reunify children and their parents, we will walk the children to Queen of All Saints**

#### **Support Staff:**

1. Bring all of your students that may have been out of class to their assigned classrooms' designated Exterior Safe Location (see evacuation location page).
2. If you have no immediate supervisory responsibility for students and do not have a pre-designated emergency team assignment, please assist with closest classroom or primary grades.

## LOCKDOWN

1. If you hear "We are in LOCKDOWN" over the intercom or an administrator announces the lockdown in person:

A. Everyone is to stay where they are.

B. Classroom teachers ONLY are to:

- Quickly glance outside the room to direct any student or staff member in the hallway into the room immediately
- Lock your door Lower all blinds
- Place students against the wall so that the intruder cannot see them through the door (look for a safe corner in your room)
- Turn off lights
- Keep students quiet
- All staff members should have a roster list of students that are in their classroom at the time of lockdown. This will aid in accounting for all students should an evacuation be necessary.

C. Physical education classes being held in the gym should move to the equipment room lock the door and find a safe area.

D. Any students in the cafeteria should be moved to the kitchen area where they will go into the storage room and lock the door.

E. If students and teachers are outside of the building, they should stop, drop and remain still until they are directed to relocate (depending on the situation). If possible, find the nearest cover (i.e. tree, playground equipment), drop and remain still.

F. If teachers and students are in the bathrooms, they are to move into a stall, lock the stall door and stand on the toilet.

G. Anyone in the hallway should move to the closest classroom immediately.

H. Cafeteria workers and support staff should go into the storage closet, secure the doors and turn off the lights.

I. Do not answer classroom phones! Under no circumstances is anyone allowed to leave the classroom.

J. Inform students that they are not allowed to use cell phones, send text messages or anything during the lockdown as this will interfere with the procedures in place. Parents coming to the school only increases the level of danger to everyone.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. **Never open doors during a lockdown, even in the event of a fire alarm.** Do not answer a knock on the door. For further directives, law enforcement officers and administrators will have the keys to open the doors or announcements will be made over the intercom.

3. An administrator/clerk will signal all personnel if the lockdown has been lifted using the intercom "We Are All Clear" only after being instructed by law enforcement to make the call.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all

students present. Administrators will divide and keep in communication with radios or cell phones.

### **SHELTER-IN-PLACE**

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather, a hazardous material release outdoors or threat of violence in the neighborhood. Interior safe locations are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Interior safe locations may change depending on the emergency.

#### **Teachers**

- Instruct students to report to the assigned Interior Safe Location. Designate a student leader to help move your class to the Interior Safe Location.
- Close your door; turn off your lights once the room is clear of students and staff.
- If the exit route is blocked, follow the closest alternate exit route to the Interior Safe Location.
- Bring your Student Attendance Roster
- Check the bathrooms, hallways and common areas for visitors, staff and students while proceeding to Interior Safe Location.
- Take attendance, noting any missing students who are in other activities such as MTSS, SPED, EL

#### **Once you have arrived to your evacuation location:**

- Take attendance
- If you have all of your students, hold the GREEN card HIGH
- If you are missing a student, hold the RED card HIGH

\*A safety response team members will be assigned to your classroom. They will watch for your color so that they can provide an “All clear” or so they can help search for missing students.

\*At the Interior Safe Location, stay in place until further instructions are given. Keep students calm and under control.

#### **Drop, Cover and Hold**

Drop, Cover, and Hold is used in a Shelter-in-Place when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, and severe weather such as tornadoes, or earthquakes.

If situation is so dire for a classroom or area of the building to move to an Interior Safe Location, teacher/staff should direct students to drop to the floor and seek cover under tables, desks, counters, etc. – staying away from exterior windows -- until the situation allows them to proceed to the Interior Safe Location.

### **WE ARE ALL CLEAR**

All Clear indicates that danger is over and normal classroom activity may resume. The Incident Commander returns school authority to the Principal or Administrator-in-Charge.

TEACHERS, YOU MAY RESUME NORMAL CLASSROOM OPERATIONS.  
ONCE AGAIN, SITUATION IS ALL CLEAR.”

**Emergency Management Team**

Mr. Kennedy	Planning & Operations Chief - Search Team Leader – All Clear
Mrs. Sopena	Search Team Leader – Security Team Leader -
Mrs. Munns	Incident Commander
Mr. Baez	Safety & Building Officer
Ms. Pecoraro	Finance & Transportation Coordinator
Mrs. Allegretti	Crisis Intervention Coordinator
Mr. Marin	Search Team Officer
Mr. Lopez	Search Team Officer
Mr. Zumbahlen	Search Team Officer
Mrs. Steele	Search Team Officer
School Nurse	CPR/FA- Can train First Aid, Asthma, and Allergies

**Mandated Trainings**

Asthma and Allergies- School Nurse & CPS Webinars

Epi Pen- School & CPS Webinars

CPR/AED/Heimlich Maneuver- Fire Department/CPS Training

Safe Schools Trainings