

# **SAFETY AND EMERGENCY PROCEDURES**

## ***C.P. SMITH ELEMENTARY SCHOOL***

### **BOMB THREAT**

If a bomb threat is received or suspicious item seen, notify office.

If a phone call, the school employee receiving the call should obtain as much information as possible from the caller, using the Bomb Threat Checklist as a basis for data inquiry. Upon termination of the call, use \*57 to trace. Notify building administrator immediately.

If the call is received by other than telephone, the building administrator is notified immediately.

Written threat or objects: Do not disturb. Secure area.

Staff & Students will remain in place, calm & quiet until threat assessment is completed by Incident Command.

All staff/students that are outdoors must remain outside and report to outside assembly.

Teachers conduct visual inspection of classroom for suspicious items. Do not touch.

Take attendance. Report unusual findings to Incident Command.

There is no movement from classrooms at this time until directed by Incident Command.

### **CLEAR THE HALLS**

If the Clear-the-Halls is announced between class periods, students will return to their previous class to await instructions.

If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to class and await instructions.

Remain in position, continue teaching as usual until further instruction is given, unless remaining in place compromises safety.

### **EVACUATION ALARM**

The Fire Alarm is the Evacuation Signal.

All staff and students must evacuate the building promptly.

Remain Calm

Exit building quickly and quietly, close all doors. Turn off lights. Be alert for blocked exits and redirect students as necessary. Assemble in designated area.

Staff without students must report to Incident Command Post.

Take student attendance roster when exiting the building. Once outside, record attendance and note extra, missing, or injured students on form. Use your Red or Green card to help with accountability. Use Red if you are missing, have someone extra or injured persons. Use Green if everyone is accounted for.

All students will remain under direction & control of staff member. Remain with class. Be prepared to wait. Remain calm and reassuring. Do not speculate about the cause of the evacuation.

Incident Command will advise staff of any change in locations. If given the order to relocate, follow the directive calmly and as a group. After any movement of students, staff must take attendance again and report any discrepancies to Incident Command.

## **FIRE or SMOKE**

Once fire or smoke is discovered, no matter how small it seems to be:

- Activate fire alarm (pull station).
- Evacuate building promptly (without stopping for personal belongings).

Remain Calm

Exit building quickly and quietly, close all doors. Be alert for blocked exits and redirect students as necessary. Assemble in designated area.

Staff without students must report to Incident Command Post.

Take student attendance roster when exiting the building. Once outside, record attendance and note extra, missing, or injured students on form. Use your Red or Green card to help with accountability. Use Red if you are missing, have someone extra or injured persons. Use Green if everyone is accounted for.

Remain clear of all roadways. Await further instructions from Incident Command.

## **HOLD and SECURE**

If a potential threat is suspected outside of school building, notify office.

Lock all exterior doors and windows (pull shades down).

Terminate all outside activities. All staff and students that are outdoors must return to the building immediately.

Teachers must take attendance. Report discrepancies to Main Office.

Hold all persons, continue teaching as usual and wait for more specific instructions from the Main Office.

Students in hallways, bathrooms or other common areas will return to their classroom.

# **LOCKDOWN - Imminent Violent Threat in School**

Person observing any imminent threat in school can initiate a lockdown. Lockdown Signal is to call out "**Lockdown**" Anyone who hears the lockdown call echoes the call. The lockdown signal may come across the intercom.

Immediately gather students from hallways into classrooms or offices. This includes common areas and restrooms immediately adjacent to classrooms. Classes outside are to remain outside in a safe area.

Lock classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight. Avoid windows, doors, and outer walls.

Call 911 and report lockdown at the school.

Take attendance of students in your room. Note any extra or missing students. Note last known location of missing students. Keep this record for when you are released from the lockdown.

Be prepared to wait. Remain calm and reassuring. Do not speculate about the cause of the lockdown. Stay alert and ready to move if directed to do so, unless remaining in place compromises safety.

Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.

Lock down will end **ONLY** when you are physically released from your room by emergency responders or other authority.

## **MEDICAL EMERGENCIES**

Identify the affected Individual.

Do not leave victim unattended.

Call 911 -- Notify office of an emergency.

Assist in First Aid/CPR **only IF** trained to do so.

Do not move the victim if possible.

Control bleeding by applying direct pressure.

Help prevent shock by keeping victim dry, calm, and warm, if possible.

Check for medical alert tags