

**Harvest Elementary Safety Procedures
2017-2018**

Fire (Evacuate) a “Continuous Loud Bell Ring”

- Get emergency backpack and updated class roster (always keep an updated class roster in your emergency backpack).
- Evacuate student following fire drill route.
- Follow alternate route if situation is dangerous.
- Assemble to the location directed to each particular classroom. (Follow Map)
- Take roll of student once you and your class has relocated to the back of the school.
- Hold up RED sign if a student(s) is/are missing or there is another problem/concern which needs immediate attention.
- Hold up GREEN sign if ALL student are present.
- Report missing/gained students to Area Leader.
- Enter into the building only when instructed by Area Leader/Administration

Severe Weather (Tornado/ Shelter)

- Get emergency backpack and updated roster (always keep an updated class roster in your emergency backpack).
- Move students to safe location according to weather drill route.
- Assemble at designated location. (Students are to kneel down, cover their head with a fist lock behind the back of their heads).
- Take roll of students.
- Hold up RED sign if a student(s) is/are missing or there is another problem/ concern which needs immediate attention.
- Hold up GREEN sign if ALL students are present.
- Report missing/gained students to Area Leader/Administration

Lockdown (“Run, Hide, Fight”) LOCKDOWN, LOCKDOWN, LOCKDOWN is followed by location if available and is the protocol, used to safeguard students and staff within the building.

- Pull any detached students into your classroom.
- Lock doors and secure windows.(Pull magnet away from the latch on the door)
- Close blinds/curtains
- Cover door window
- Get emergency backpack and updated class roster
- Email name of detached students from your room to Administration and Front Desk.
- Email name of detached students in your room to Administration and Front desk.
- Do not communicate with anyone by cell phone.
- Remain in the current location until administration or law enforcement meets with you face to face.
- They will have a key and unlock your door.

Lockout-Serious Incident On Campus (Ex: unconscious, not breathing, no signs of life (movement/breathing), persistent chest pain, seizure, chokes, severe bleeding, severe burn, or broken limb)

- ★ If you have an Emergency in your room, stay with the student. Please identify two students within the next few days and explain to them that when you ask them to get the red apple they are to take it to the nearest classroom or adult. This will be the sign that a MERT needs to be called. The person who receives the apple will then notify the front office to call a MERT to the location. Ex. Call from and say “MERT” TEAm needed in teacher's room and number for a child choking.” Front Desk will call from the intercom, followed by a urgent announcement “MERT” needed in teacher’s room and room number!!
- Remain with the individual (s) until help arrives
- Move all unaffected individuals to a separate location.
- Remain calm.
- You are responsible for your students until otherwise directed.

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Daily Preventive Procedures for Student Safety

- All exterior doors should remain locked.
- Key cards should be used to enter the main building.
- Request any visitor without a badge to go to the front office.
- Remember your duty responsibilities and be on time.
- Ensure your backpack is updated regularly (CHECK DURING EACH DRILL)

Backpack Needs List

- Red/Green Sign
- First Aid Kit/Bag with gloves, bandages and gauze pads
- Flashlight with extra batteries or Cell Phone APP
- Name tags for students
- Pen and paper for note taking
- Age appropriate activities for students
- Student roster including emergency contacts
- First Aid Guide with list of students with health concerns/medications

