

## **5. EMERGENCY STAFF TRAINING MATERIAL**

The following material should be used by all sites for staff training. In doing so, the district has common approaches on how to deal with various scenarios. Those scenarios include:

1. Fire
2. Earthquake
3. Lockdown/Restrictive Movement
4. Violent Intruder
5. Shelter in Place

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## FIRE DRILL

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<u>FIRE</u>  ALARM WILL SOUND	<b>Total Time: 7 minutes</b>
<ol style="list-style-type: none"><li>1. Line-up class by exit door</li><li>2. Collect &amp; turn on walkie talkie</li><li>3. Take the Emergency release information, student yellow cards, &amp; red card from the wall basket next to the exit door.</li><li>4. Begin evacuation – Follow EVAC ROUTE MAP located next to exit</li><li>5. Check room for stragglers and close door.</li><li>6. Proceed to EVAC assembly area – site specific. <b>No running or talking.</b></li><li>7. Take roll by using the class roster. If you have a problem or are missing a student, <b>HOLD UP THE RED CARD.</b></li></ol>	<ul style="list-style-type: none"><li>• 3 minutes for complete evacuation and to begin building search</li><li>• 4 additional minutes to complete building search</li><li>• timed by Principal or Safety Officer</li><li>• logged by Administrative Assistant</li></ul>

## Training Points

- All persons on campus **MUST** participate

### Teachers:

1. Classroom management in an emergency (student compliance to directions)
2. Location of and removal of classroom emergency equipment (portable radio, student class roster, district emergency backpack, etc.)
3. Check rooms to insure everyone is out and close door
4. Monitor evacuation
  - a. Student's must walk in a quiet orderly manner
5. Location of evacuation
  - a. Assembly area
  - b. Classroom fence number
6. Accounting for all students by immediately taking roll at the assembly point
7. Use of the red problem card

### Students:

1. Immediately become quiet in the classroom
2. Follow the directions of the teacher without question(s)
3. Exit/walk to the evacuation point
4. Line-up, remain quiet, and wait for instructions from teacher and staff
5. Location of evacuation assemble area
6. Students outside are to evacuate to assemble area number at fence

**Additional Staff:**

## 1. Search and Rescue Team

- a. Open each classroom door and yell, "Anyone inside?" Visual scan the room for anyone left inside
- b. Check all restrooms and closed doors
- c. Check MPR, library, and music room, to make sure everyone, including staff/parents, are out
- d. Check office area, work rooms, flex room, and staff lounge to make sure all staff/parents are out
- e. Report cleared areas to the Incident Command office
- f. Reinforce location of all rooms and water, electricity, gas shut-off locations

**Principal or safety officer concludes drill**

1. Authorizes a recall bell to return to class

## EARTHQUAKE DRILL

<p><u>EARTHQUAKE</u></p> <p>DUCK/DROP TO THE FLOOR, TAKE COVER UNDER A STURDY DESK. HOLD ON TO IT UNTIL GROUND STOPS SHAKING. <b><u>DO NOT RUN OUTSIDE.</u></b></p> <ol style="list-style-type: none"> <li>1. Take roll/check for injuries.</li> <li>2. Turn on walkie/talkie</li> <li>3. Wait for instructions from the principal or emergency team. (Evacuation is not automatic)</li> <li>4. <b>If</b> you evacuate follow this procedure:             <ol style="list-style-type: none"> <li>a. Follow EVAC ROUTE MAP located next to exit</li> <li>b. Check room for stragglers and close door.</li> <li>c. Proceed to EVAC assembly area – site specific. <b>No running or talking.</b></li> <li>d. Take roll by using the class roster. If you have a problem or are missing a student <b><u>HOLD UP THE RED CARD.</u></b></li> </ol> </li> </ol>	<p style="text-align: center;"><b>Total Time: 10-12 minutes</b></p> <ul style="list-style-type: none"> <li>• Announce drill over PA and radio (see attached script)</li> <li>• 60-90 second duck and cover, drop and hold</li> <li>• 3 minutes for evacuation</li> <li>• remaining time for campus check and return to class</li> <li>• timed by Principal or Safety Officer</li> <li>• logged by Administrative Assistant</li> </ul>
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## Training Points

- All persons on campus **MUST** participate

### Teachers:

1. Emergency classroom management(student compliance to directions)
2. Reinforces duck, drop, hold, and cover and silence procedure
3. Take roll and check for injuries
4. Turn on portable radio
5. **Wait for instructions from Incident Command** – evacuation is NOT automatic
6. Report injuries and damage via radio to Incident Command
7. Evacuate on own **ONLY** if there is structural damage, fire, or gas leak in the room. Structural damage is NOT falling ceiling tiles, lights, broken glass, or falling objects from cabinets.
8. Evacuate to sports field assemble area.
  - a. Take emergency equipment (radio, backpack, student roster)
  - b. Check room for stragglers
  - c. All exit, close door
9. At evacuation location:
  - a. Take roll using roster (do not rely on a head count)
  - b. Use red problem card if you are missing a student
  - c. Maintain student discipline
  - d. Wait directions from Incident Command

**Students:**

1. Follow duck, cover, & hold procedure – remain silent
2. Immediately follow directions of teacher without question
3. If evacuation occurs, remain quiet, follow the evacuation route and walk to destination
4. Once at assemble area:
  - a. Stand quietly
  - b. Follow directions
5. Students that are outside
  - a. Report to evacuation assembly area, number on fence

**Additional Staff:**

1. Search & Rescue Team:
  - a. Check each classroom
    - i. Open door
    - ii. Yell, “Anyone inside!”
    - iii. Visually scan room
  - b. Check all restrooms
  - c. Check gas shut off, electrical, and boiler room
  - d. Check MPR, library, & music room for students, staff, and parents
  - e. Report cleared areas to the Incident Command office

**Principal or Safety Office will conclude drill.**

1. Authorizes the recall bell to return to class

## LOCKDOWN/RESTRICTED MOVEMENT DRILL

<p style="text-align: center;"><u>LOCKDOWN/RESTRICTED MOVEMENT</u></p> <p style="text-align: center;">AN ANNOUNCEMENT WILL BE MADE:  <b>“THIS IS A LOCKDOWN”</b> REMAIN CALM</p> <ol style="list-style-type: none"> <li>1. Immediately glance out the door for any students in the hallway – have them come in.</li> <li>2. <b>Close and lock the door.</b> Cover door window and close the window blinds.</li> <li>3. Take roll to include any additional students or visitors.</li> <li>4. Turn on walkie talkie and wait for instructions. <b>DO NOT CALL THE OFFICE</b> unless you have an emergency (i.e., medical emergency, location of intruder, etc.)</li> <li>5. <u>A classroom roll call will be done via the radio.</u> Be prepared with your information to include any additional students, staff, visitors, or anyone who is missing or on a pull-out.</li> <li>6. Each room has a lockdown bucket that can be used as a toilet. Additional food, water, and AM radio are inside (suggested).</li> <li>7. P.E. classes <b>must</b> return to their classrooms and lockdown.</li> <li>8. No one can enter or leave the classroom once locked down.</li> <li>9. Wait for updates from Incident Command via radio.</li> </ol>	<p style="text-align: center;"><b>Total Time: 20 minutes</b></p> <ul style="list-style-type: none"> <li>• Announce drill over PA and radio (see attached script)</li> <li>• 60-90 seconds for compliance once drill is announced</li> <li>• timed by Principal or Safety Officer</li> <li>• logged by Administrative Assistant</li> </ul> <p>Physical inspection of all rooms to insure doors are locked, window blinds closed, lights off, and silence by selected staff.</p> <p>Roll call of all rooms to confirm all are accounted for (including visitors) and location of students out of class or added to class.</p> <p>Also to confirm location of classes that have left the campus. P.E. classes should immediately return to their classrooms.</p> <p>Timed by Principal or Safety Officer          Logged in by Administrative Assistant</p> <p>Electronically submit drill completion to DO.</p>
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## Training Points

### Teachers:

1. Emergency classroom management (students immediately comply to directions and remain silent)
2. Reinforce lock down procedures listed above within a set time of 60 seconds
3. Use of portable radio; listen for specific instructions from Incident Command/Administrative Assistant (roll call and attendance of everyone in the room)

**Students:**

1. Immediately follow the directions of the teacher without question
2. Remain silent
3. Students caught outside:
  - a. Teacher will glance out their door before securing it to accept any student as long as it is safe to do so.
  - b. Classes on the yard will exit the campus (i.e., P.E.).
  - c. Students not able to enter a room or exit will hide. Return to class after the all clear.

**Selected Staff:**

1. Physical inspection of campus to ensure compliance
  2. Administrative Assistant use of radio and roll call roster
  3. Principal/Safety Officer addresses non-compliance or procedural errors (i.e., doors not locked, not responding to radio call, etc.)
- ◆ All staff are trained to know that their keys will open any locked gate to exit campus
  - ◆ All staff are trained to accept any student into their class if safe to do so. Individual teacher call.
  - ◆ NOTE: Teachers are instructed that “shelter in place” is NOT a lockdown. This means that everyone is to remain inside and that regular instruction continues. “Shelter in place” is used mainly for environmental issues, not for possible intruder.

## VIOLENT INTRUDER DRILL

In the event of hearing gun shots on or directly in the area of the campus/or upon seeing an armed person, you will do the following:

### If you are inside a room:

1. Stay inside or run away. Have a plan.
2. If you stay: immediately lock down the room (lock doors, close drapes, turn off lights, move away from door/windows and be quiet).
3. If you have any concerns about the door, barricade it.
4. Notify staff & school via phone P.A. intercom. "Violent intruder on campus at location" or "shots heard at location". Anyone can activate this system by following the procedures above. **DO NOT WAIT** for the office staff to announce the incident.
5. Call 911. Be calm, clear, and specific.
6. Turn on class radio, low volume.
7. If possible, give updates on the location and movements of the shooter via P.A. intercom to school campus and 911. However, do not identify yourself or room number over intercom. Be specific. Do not guess.
8. Stay locked down inside until you are directed by a uniformed police officer to leave. When in doubt, stay locked in your room.

### If you are outside or have run from your classroom:

1. If you can, take your radio and turn it on.
2. You may also want to take the fire extinguisher to spray at the suspect if confronted.
3. Immediately, and as quickly as possible, exit the campus, taking children away from the incident. Your classroom key will unlock campus gates.
4. If you encounter the intruder, keep running, fast, by him. Do not stop running. If grabbed, resist.
5. If possible and when safe, call 911, identify yourself and your location. Note: Keep moving away from the campus until you and the children are at a "safe" distance.
6. Do not waste time by seeking shelter on campus. **LEAVE.**
7. Once you are a safe distance away: regroup, take roll, and notify 911 (and if possible the office via radio) of your location.
8. Suggested regroup areas are: \_\_\_\_\_  
\_\_\_\_\_
9. Do not return to campus until directed by law enforcement, 911 dispatchers, or district personnel.
10. Do not stop or engage responding officers. They have one specific mission to locate and neutralize the suspect as quickly as possible.
11. Be calm, cooperative and immediately follow their directions without question. Your safety and the children's safety depend on a quick response to a command.
12. If you have specific and current suspect information, continue to provide it to 911 dispatchers and via P.A. intercom.
13. **Do not put yourself or students at risk by talking if it is not "safe" to do so.**



# Training Points

***All persons on campus MUST participate***

## **Teachers:**

1. Make a decision to leave campus or stay and lock down
2. Emergency classroom management (students immediately comply to directions and remain silent)
3. Use of radio, classroom roster, district packet, fire extinguisher (to confuse attacker), classroom key to unlock gates and cell phone to call 911 with valid information
4. Ability to move a large number of students, quickly, and safely off campus
5. Use of roster to account for all students. Listing those added to the student roster (i.e., visitors or students from another class – same as lock down).

## **Students:**

1. Immediately follow the directions of the teacher without question
2. Remain quiet
3. If exiting campus, move quickly and quietly off site
4. Remain quiet until the drill is finished

## **Additional Staff:**

1. Check all rooms for compliance of lockdown or exit procedures (same as lock down)
2. If a room is found open or unattended, note the room number or teacher
3. Administrative assistant will do a roll call of all classes to determine attendance and location (same as lockdown)
4. NOTE: The drill and procedures have been and will continue to be discussed at staff meetings.
5. Electronically submit drill completion to DO

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## SHELTER IN PLACE DRILL

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Shelter in Place is generally used for environmental incidents that could effect air quality (most common are chemical/biological release, smoke, and severe weather).

1. Shelter in place means to immediately seek shelter inside a building or return to **YOUR** classroom. **It is not a lockdown.**
2. Classroom instruction can continue.
3. **All** outside activities are cancelled.
4. Limited movement within the enclosed building and room is permitted.

1. Shelter in place will be announced via the intercom and radio
2. Make sure your radio is on
3. Shut and lock all windows
4. Shut exterior and interior doors (use tape to seal around doors if necessary or if you are directed)
5. Close any ventilation vents if you are able to do so
6. Take roll – a room roll call will be done by the office to check on class location and attendance
7. Limit movement between buildings
8. Exterior restroom use is permitted depending on the type of incident
9. Do not use the elevators
10. The school air conditioning or heating may be turned off (expect room temperatures to change up or down depending on the season)
11. Do not contact the office unless you have an emergency that requires immediate assistance
12. Make yourself and students comfortable
13. Follow instructions of the principal or site emergency administrator
14. Status updates and emergency information will be made via the P.A. and/or radios as needed
15. **All Clear** will be announced via the intercom and radios
16. Site returns to normal operation
17. Open doors and windows
18. Ventilation systems will return to normal and room temperatures will adjust (could take some time)
19. Outside activity is now permitted