

Classroom Emergency Guidelines



*BUILDING BRIDGES
TO SUCCESS*

Monroe County School District

Please Post Near Classroom Door

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DEALING WITH THE MEDIA

- If you are approached by the media, direct them to the principal. The principal or designee is the key spokesperson for the school. If unable refer to Superintendent's office.
- The principal should put all information down in writing so each media receives the same information.
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade or other personal identifying information.
- The District legally cannot confirm a student's attendance at any specific school location.

News Media Personnel on School Grounds

- If any news media personnel are observed on school grounds notify principal immediately.

To refer Media to the Superintendent 's office:

305-293-1400 ext. 53323

DEALING WITH THE MEDIA

IF THERE IS A UTILITY FAILURE

- Notify the principal or office personnel immediately of the type of utility outage (electrical, heating, cooling, water, etc.)
- Stay calm. Reassure students.
- Remain in place unless directed by the principal or designee to go to an agreed upon designated area.
- If necessary, implement the appropriate emergency procedures (i.e. Evacuation - Classroom/Area) to ensure that students are not exposed to danger.
- Open blinds to let outside light in or use flashlights.
- Take attendance to ensure all students are accounted for. Immediately notify the attendance clerk or the principal of any missing students.
- If you are moved to another area, take a class roster and take attendance prior to evacuation and again once you arrive at the new location.

For all utility failures notify the principal or designee.

UTILITY OUTAGE / FAILURE

WHEN NOTIFIED OF SEVERE WEATHER WATCH

Weather Watch – Is issued by the National Weather Service when severe weather conditions are **possible** in the area.

- Be prepared to respond if weather conditions worsen.

WHEN NOTIFIED OF SEVERE WEATHER WARNING

Weather Warning – Is issued when severe weather has been sighted or indicated by weather radar. If a severe weather warning is issued for your area, bring all students/personnel inside permanent structures.

- Evacuate portable buildings/classroom if possible as conditions warrant.
- The news media will be informed of the procedures being followed by the office of the Superintendent.
- Staff and students are to remain in the building until released from assigned area by the principal or designee.
- Announcements will be made via Connect-Ed & on www.Keysschools.com and on local radio stations in the event of sudden emergency closings. The Superintendent or designee will order an evacuation if needed.

Hurricane Response – Hurricanes can be tracked and their courses predicted many days in advance of their arrival. MCSD will react to the directions of the Monroe County Emergency Management and shut down school operations well in advance of a hurricane striking our area. Staff will be given specific directions for securing the facility. Contact with School Personnel can be made at the Emergency Operation Center in case of school closure.

To contact school personnel at the EOC

305-517-2447

SEVERE WEATHER

IF SOMEONE BECOMES ILL OR IS INJURED

- **If life threatening call 911 first and notify the office.** Notify the office/clinic first if you do not believe it to be life threatening.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- If it is a seizure move items away from victim to minimize head trauma. Do not restrain (unless victim will fall over ledge etc.)
- Provide first aid within the scope your training and ability while waiting for medical assistance. Use personal protective equipment (gloves) when exposing yourself to bodily fluids (i.e., blood, vomit, etc).
- Comfort the victim and reassure them that medical attention is on the way.
- If necessary, seek assistance from another adult to supervise students and to implement appropriate emergency procedure (Evacuation - Classroom/Area) to ensure that students are not exposed to trauma or danger. Send your roster with your students, take attendance before they leave the area.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene of the medical emergency in the event the incident will require an investigation by school or police officials.
- Rejoin your students as soon as possible. Take attendance and immediately notify the principal of any missing students.

For medical emergencies notify the clinic or designee or if life threatening call 911

MEDICAL EMERGENCY

IF A STUDENT IS LOST OR MISSING

- Remain calm.
- Report the missing child to the office.
- Immediately search the entire room for the child (i.e., closets, under desks, tables, etc.).
- From your room/area check the outside perimeter (do not leave the room).
- Ask other children if they know where the child may be.
 - Furnish a physical description and clothing information (age, height, weight, hair color, eyes, color of shirt / pants / coat, medical status if appropriate, etc.).
 - Advise the principal or designee of any problems that are known to you regarding the child.

For student emergencies notify the principal or designee immediately

LOST / MISSING CHILD

HAZARDOUS MATERIAL SPILL/GAS LEAKS

HAZARDOUS SPILL

- Notify the office immediately of the situation. Do not try to clean up the spill.
- Implement the appropriate emergency procedures (i.e., Classroom Evacuation) to ensure that students are not exposed to danger. If possible, control access to the affected area by closing doors.
- Direct the students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.

GAS LEAK

- Close emergency gas shut off valve if located in room.
- Notify the office and tell them that you are evacuating your classroom. Person notified immediately call 911 and then call maintenance.
- The principal will evacuate the building and adjacent class spaces. DO NOT evacuate into areas adjacent to the suspect building.

EVACUATING FOR A SPILL OR LEAK

- Take your student roster with you and account for all students before you evacuate and again once you have reached the designated area. Immediately notify the principal or designee in charge of any missing students.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by the principal/

If either toxic situation occurs contact the principal or designee immediately and evacuate.

HAZARDOUS MATERIAL SPILLS

TELEPHONE THREAT

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call and if possible the incoming number.

Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Are you a student?

- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.

- Notify the office immediately.

WRITTEN THREAT OR PACKAGE

- Remain calm.
- Do not touch or approach a bomb or suspicious device.
- Do not use your portable radio or cell phone within 100 ft. of the package.
- Notify the office immediately.
- Do not attempt to move or open the package.
- Keep anyone from handling it or going near it.
- Evacuate the students out of the immediate area.
- Write down everything you remember about the letter or parcel.
- Save all packing materials.

NOTIFICATION OF A BOMB THREAT

- Remain calm.
- Conduct a search of your area for any suspicious packages or unidentified backpacks. Never touch any package that is suspicious! If you see something suspicious notify the office.
- Follow evacuation directions from the office.
- Avoid running since this can detonate certain devices.
- Take your student roster with you and account for all students before you evacuate and again once you have reached the designated area. Immediately notify the principal or designee in charge of any missing students.

All threats and suspicious packages should be reported to the principal or designee immediately

BOMB THREATS/ SUSPICIOUS PACKAGE

IF AN ASSAULT OCCURS

- Do not leave the victim alone.
- Report the assault to the office immediately.
- Call for assistance.
- Keep the victim in a safe place, and assist in making them comfortable.
- Be prepared to give as much of the following information as possible to the principal or designee, and law enforcement:
 - Your name
 - Your location
 - What happened
 - Victim's name
 - Victim's age
 - Location of victim
 - Description of the assailant
 - Location of the assailant or direction of their escape
- If the victim requires medical attention, see the information tab regarding Medical Emergency in this guide.
- Remain calm and reassure students that all possible actions are being taken to care for the injured person and to protect others.

All assaults/threats must be reported to the principal or designee immediately

ASSAULT

REPORTED WEAPON ON SCHOOL GROUNDS

- Remain calm.
- Should someone observe a gun or other weapon, instruct them **NOT TO TOUCH IT**.
- Notify the office immediately.
- Keep the weapon under observation until the appropriate personnel arrive to retrieve the weapon.
- Move everyone away from the area.
- If necessary, implement the appropriate emergency procedure (i.e. Building Lockdown, Room Lockdown, etc.), to ensure that students are not exposed to danger.

POSSIBLE WEAPON ON AN INDIVIDUAL

- Seek assistance from another staff member or supervising adult in reporting the incident. Discreetly contact the office by note, e-mail or phone and include the following information:
 - Your name and location
 - The name/description of the suspect
 - Any information regarding the weapon's location and type.
- **USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.**

**Weapons on school ground
should be reported
to the principal or designee immediately**

WEAPON ON SCHOOL GROUNDS

IF YOU DISCOVER FIRE OR SMOKE

REMEMBER: R.A.C.E.

- **Rescue:** Remove anyone from immediate danger.
- **Alarm:** Activate the nearest emergency pull station. Call 911 and notify the front office.
- **Contain:** Close all doors to confine smoke and fire.
- **Evacuate:** Unless otherwise directed, follow your Evacuation-Building Plan and proceed to the designated safe area outside the building.

RESPONSE TO AUDIBLE FIRE ALARMS

- Remain calm.
- Evacuate and stay with your students.
- Remember to take your class roster with you to the designated evacuation area.
- Once you have reached the designated area, count all students and report any missing students to the principal or designee.
- Only return to the building when directed by the principal or designee.

WHEN YOU CATCH ON FIRE

DO NOT RUN!!!

- **STOP** where you are,
- **DROP** to the ground, and
- **ROLL** over and over to smother flames.
- If someone else's clothes or person is on fire – cover them with a blanket and tell them to roll on the ground.

EVACUATION REMINDERS

- If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider individuals with disabilities that may need assistance evacuating.

IF YOU ARE TRAPPED IN YOUR OFFICE/ROOM

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use the telephone to notify 911 of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

CALL 911 in case of FIRE

FIRE / EXPLOSION

TORNADO WATCH

Tornado Watch – Is issued by the National Weather Service when severe weather conditions and possible tornadoes could occur in the area.

- Be prepared to respond if weather conditions worsen.

TORNADO WARNING

- **Tornado Warning** – Is issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued move to your previously designated sheltering area.
- When you have reached your designated area, have students sit on the floor along interior walls, as far away from any windows as possible. Calmly demonstrate the “**Duck and Cover**” procedure to students, especially those of elementary school age. Tell students they are to remain in the “**Duck and Cover**” position until they hear the message, “**All Clear**”. Have students ready to assume the “**Duck and Cover**” position following your command.
- Close blinds, drapes, and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- If high winds or tornadoes strike the building, shout “**Duck and Cover**” and assume the position yourself. Remain in the “**Duck and Cover**” position until you hear the “**All Clear**” announced.
- Assess the situation with respect to injuries or building damage and if conditions are safe, send a staff member or student to the main office to report the situation. Render first aid to those who are injured until medical help arrives.
- Take attendance and account for all children in your classroom.
- Keep children from leaving the area until emergency crews arrive unless there is an imminent hazard in the area. If the building is significantly damaged, stay away from hazards such as exposed electrical wires, sharp or falling debris, etc.
- Do not dismiss students unless directed by the school administrator/principal.

Report to designated area and
“**Duck and Cover**”

TORNADO / SEVERE WEATHER

LOCK DOWN

A lockdown consists of moving all students off playgrounds and exterior portables on the site and into the school, securing all entrances, and denying access to any unauthorized persons.

- Remain calm and stay with your students.
- Lock all exterior doors.
- Commence the lockdown immediately following notification of the Building Lockdown.
- Report any missing students to the office and inform of any students, volunteers in your room not on the roster.
- Cancel all outside activities until notified by the principal or designee.
- Close and lock all windows.
- Keep students quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.
- Do not allow students to be unattended at any time.
- Conduct frequent counts of all students.
- No unauthorized persons will be allowed in the building.
- Building Lockdown is to remain in effect until cancelled by the principal or designee.

**Report any missing students to the office
immediately**

LOCKDOWN

ACTIVE SHOOTER/PERSON THREATENING WITH A GUN

These actions can be performed simultaneously by multiple persons

- Contact 911
- Contact Principal or designee
- Initiate Lockdown if possible

Upon notification, administration will issue a campus-wide ALERT and LOCKDOWN

- Information will be given to and from the office in plain language.
- Information shall include the Who, What, Where, When and How.
- Information will be provided by all means possible, Public Address, Phone System and email etc.
- Persons outside will evacuate school grounds if possible.
- Persons inside the building, but outside of locked rooms, should go to the nearest exit in the opposite direction of activity and proceed to the **Community Rally Point**. If not possible they should go to the main office.
- Administration will continue to Inform through constant real-time updates of the activity.

Upon notification, decide to either remain in LOCKDOWN or EVACUATE

- If the ALERT yields information that indicates the ability to EVACUATE, staff will direct students to exit building and go to the COMMUNITY Rally Point.
- Staff and students should not escape by entering a long hallway if at all possible.
- If evacuation is not possible either due to location of activity or infrastructure design, staff and students shall remain in LOCKDOWN.
- Conduct the following:
 - Ensure door is locked.
 - Make room as dark as possible and cover window if possible.
 - Barricade door with any large and heavy items.
 - Door should not be opened for anyone except for identifiable Law Enforcement Personnel.
 - Staff and students should take items that can be used as distraction devices, in order to proactively defend the occupants should the area be breached.
 - Move to an area out of the field of fire should shooting through the door occur.

If the LOCKDOWN IS BREACHED

If the Active Shooter is among staff and students, then the following COUNTER measures could be attempted as is age appropriate:

- Cause Distractions
 - Create as much noise and movement as possible.
 - Keep as much distance as possible between you and the shooter.
 - Throw items at the face of the shooter.
- Take Control of the Shooter
 - While distractions are conducted several person should grab one limb each of the shooter.
 - Each person uses their body weight on each one limb to hold shooter motionless until Law Enforcement arrives.

LOCKDOWN - BUILDING

EVACUATION - CLASSROOM / BUILDING

Evacuation of a Classroom or Area may be issued by the teacher, supervising adult, or principal. The purpose is to move students away from potentially threatening situations that do not require full building evacuation.

An evacuation of a building is used to move students and staff out of the building by a pre-designated route (if usable) to avoid a potentially threatening situations that involves the entire building. Consider individuals with disabilities that may need assistance evacuating.

Evacuation of the building may be issued by the principal/designee or local public safety agencies.

EVACUATION PROCEDURES

- Remain calm and stay with your students.
- If the situation permits, notify the office of the situation and confer with the office to determine an appropriate evacuation area.
- Tell students to go immediately, in a calm and orderly manner, to the agreed-upon designated area.
- Remember to take your class roster with you.
- Evacuate immediately, in a calm orderly manner, using only the exit and directions provided.
- If your primary route is blocked or unusable, use your secondary exit route.
- **Do not** take personal items with you.
- Close and lock doors behind you while exiting.
- Walk, do not run.
- **Do not** go into the restrooms.
- **Do not** use the elevators.
- Once you have reached the designated area, count all students and immediately report any missing students and inform of any additional students (not on your roster) and or volunteers in your charge to the principal or designee.
- Stay with students, keeping them in a group.
- Remain at the designated evacuation assembly area until directed by the principal or designee.

Report any missing children to the principal or designee immediately

EVACUATION