

Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that can be implemented across a variety of emergency situations. When the emergency begins, the Principal or his designee, as the Incident Commander (IC) will decide upon the Universal Emergency Procedures to implement.

There are six Universal Procedures to respond to various emergency situations:

1. Evacuation 2. Severe Weather 3. Bus Evacuation 4. Lock Down 5. Off-Site Evacuation & Reunification 6. Shelter in Place

1. Evacuation (Fire) – An orderly and preplanned exit from a building when conditions are safer outside than inside.

Signal – loud continuous blast from alarm horn and pulsating strobe lights

- * Take closest & safest planned route out of building
- * Be familiar with 2nd route as needed
- * Teachers take attendance – take classroom kits
- * Office staff ensures evacuation destination is safe
- * Office staff take building crisis kit & megaphone
- * Office staff account for itinerant staff & visitors
- * Assist those with special needs

Drill to be held monthly – Record Results

3. School Bus Evacuation – An orderly removal of bus occupants due to an emergency situation

Signal – Verbal directions given by the bus driver, adult aid, sponsor or designated student helper

- * Assess the need to evacuate & recognize the hazard
- * Safe exit of students (passengers) is first priority
- * Indicate type of evacuation (i.e. – front door, rear floor emergency, side door or combination, etc.)
- * Assist younger students or those with special needs
- * Use radio or other communication systems to obtain help and notify dispatch of situation and precise location
- * Direct passengers to a safe area 100' from bus
- * Take fire extinguishers, first aid kits & other safety items
- * Take attendance & stay together

Drill to be held once each semester – Record Results

5. Off-Site Evacuation & Reunification – An orderly removal of students and staff to a pre-determined host location (or a safe area in building) due to conditions inside the school building.

Signal – Clear speech announcement using the intercom. If the intercom is unavailable a pre-determined method will be used

- * Find and use pre-determined evacuation & reunification procedures
- * Staff will escort students to safe area
- * Method of transporting to safe area may be either by walking or by bus transportation
- * Teachers take attendance and account for all their students before leaving school
- * Teachers take their classroom crisis kits
- * Office staff take the building crisis kit and account for itinerant staff and visitors
- * Upon arrival at host site, teachers retake attendance
- * Upon arrival at host site, additional instructions will be given for reunification
- * Assist those with special needs

Drill to be held annually – Record Results

2. Tornado or Severe Weather Shelter – Placement of students and staff in a pre-determined interior part of the building where damaged due to weather will be less

Signal – Clear speech announcement via intercom

- * Students take duck and cover positions
- * Remain quiet for further instructions
- * Teachers take attendance – close all doors & windows
- * Teachers take classroom crisis kit (if have one)
- * Pre-determine communication methods between office staff and shelter areas
- * Remain until all clear is given
- * Assist those with special needs

Drill to be held 3 times annually – Record Results

4. Lock Down – A situation where there is an imminent threat inside or outside of the building. Students and staff are to immediately go to a protective place/position in their room

Lock In/Out – Schools practice a lock in/out as part of this drill. A lock in/out is where normal activities continue in the classroom, but students & staff remain in their assigned room

Signal – intercom announcement (if possible) pre-determine a secondary communication method for each building

- * Clear all hallways – report to nearest available classroom
- * Close, cover and lock all windows and doors – shut off lights
- * Move away from doors and windows drop to floor in designated place – usually with backs against interior walls
- * BE QUIET! – Wait for further instructions
- * Take attendance – use red/green card system if part of plan
- * Assist those with special needs

Drill to be held once each semester – Record Results

6. Shelter in Place (SIP) – Placement of students and staff in a pre-determined area of the building's interior due to an external gas or chemical release.

Signal – Clear speech announcement via the intercom

- * Move students and staff to designated area(s)
- * Open and use items from SIP kit to seal off area
- * Shut down HVAC - close, lock & seal doors & windows
- * Take attendance
- * Do not allow anyone to leave area
- * Wait for further instructions
- * Assist those with special needs
- * Teachers take classroom kits to SIP area

Drill to be held annually – Record Results

**Evacuation, Tornado and Bus Drills are required.
Lock Down, Off-site Evacuation & SIP Drills are encouraged.**