Emergency Procedures

GENERAL SAFETY PRECAUTIONS

>ALL classroom doors will be locked at all times during the day.

>Windows: 2 blinds or shades left open.

>When and if a weapon is visible a lockdown shall be called immediately.

>All unused lockers will be secured.

>Any visitor on campus will sign in at front office and wear a visitor ID.

>ALL school personnel must wear ID tags.

GENERAL SAFETY REQUIREMENTS

>DRILLS: Within the 1st two weeks of school it will be mandatory to perform the

following drills: FIRE, TORNADO, & CLASSROOM LOCKDOWN.

MANDATORY DRILL SCHEDULE

1. Fire Drills……………..1 per month

2. Tornado Drills………... 1 per 9 week period

3. Lockdown Drills……… 4 per year

One classroom lockdown is to be done during the 1st two weeks of

school and the second classroom lockdown are to be done in Jan.

Please note the lockdowns are 2 in classroom/2 in lunchroom.

4. Metal Detector Drills….Done at random.

>SIGNS AT MAIN ENTRANCE OF SCHOOLS/OFFICES

\*Drug/Alcohol Free Zone

\*No Smoking

\*Weapon Free Zone

\*Metal Detectors on Campus

\*Surveillance Cameras on Site

\*ALL visitors must sign in at main office.

>SAFETY VIDEOS: One video every two months.

>SCHOOL CRISIS TEAMS must meet at least quarterly to discuss their school’s

safety needs.

**LOCKDOWN PROCEDURES**

**General procedures**:

* Principal announces “lockdown” over PA system and directs all students, staff, and visitors to follow lockdown procedures.
* **IF POSSIBLE**: Designated Crisis Team members check bathrooms and halls for each building.

**Teachers in classrooms:**

* Have students turn chairs on side and get into tucked position head against chair seat.
* Lock classroom door and turn off lights, make sure you have at least 2 window blinds open.
* Check roll of students
* Remain quiet and **DO NOT ALLOW ANYONE IN OR OUT OF THE CLASSROOM UNTIL THE “ALL CLEAR” IS GIVEN BY PRINCIPAL OR SECURITY/COMMUNITY PERSONNEL.**

**Cafeteria**:

* If students are at the tables, have them get underneath the tables facing each other in the tucked position.
* If students are at the serving line, have them get down and go under the first table near the serving line. If that is not possible, have them get down where they are in crouched position, facing the server and hand over their heads in the tucked position.
* If only cafeteria staff in the cafeteria, they will lock down in manager’s office.

**Recess**:

* If it is a hall recess, students gather in designated areas: \_Students will report to their classrooms. Faculty will immediately open doors.
* If it is an outside recess, students will gather at the back tree line in the backyard.

**Auditorium/Gym**:

* Have students gather in designated areas: We have no auditorium/gym.

**\*Lockdown mandates all personnel lockdown immediately. Crisis team will not assemble until told to do so.**

**Evacuation Procedures/Crisis**

School:

**During a Crisis Situation**

* PRINCIPAL AND OTHER DESIGNEE **calls 911 & Seth Holloway 985-438-2037 OR 985-435-4618. Seth Holloway will contact the school’s immediate supervisor and the Central Office**
* Crisis Team called to office IF POSSIBLE.
* Principal issues evacuation to site:

1) Golden Meadow Lower (Off-Site)

2) Back Yard of GMUES

3) La Salette Center (Off-Site)

* Principal determines whether evacuation is by bus or walking
* Students and staff follow fire procedures and routes to evacuate buildings.
* Maps should be posted in all classrooms indicating primary and secondary routes and holding areas.
* Custodian/designee turns off all lights, electricity, gas, water faucets, and heating systems. IF NECESSARY.
* Crisis Team ensures all students out of building including bathrooms/halls.
* Secretary places evacuation sign in office window.
* Principal locks all entrances to building after runners report all safe (students and staff)
* Crisis member takes evacuation supplies to relocation site.

**Bus Evacuation**

Follow same procedure as walking evacuation, but add these steps:

* If situation demands bus evacuation from school to sites 1, 2 or 3, principal/secretary will coordinate transportation of students by calling Bus supervisor/designated Central Office Staff.
* Principal and School Board Designee will coordinate bus evacuation with site being determined by emergency situation.
* Buses pick up children at \_GMUES to transport the students home or to the off campus site.

**Teacher Duties for Evacuation**

* Follow fire drill procedures unless principal alters procedures.
* Take class roster and buddy roster to relocation center.
* Check buddy classroom for students.
* When outside building, account for all students. Inform principal/runner immediately if students are missing.
* When evacuating by walking, students follow in a line down sidewalks or streets. Teachers are flanking outsides of line and watching for anyone or anything suspicious.

**At Evacuation Site**

* Sit students in designated area
* Roll call and count
* When directed move students according to bus numbers or parent pick-up
* Site may be used for parents if situation merits – AFTER student dismissal.

**Relocation Centers**

Site 1: Golden Meadow Lower Elementary

Site 2: Back Yard of GMUE

Site 3: To be determined by principal/superintendent/law enforcement/HAZ-MAT or

other officials.

PLEASE NOTE AT THE OFFSITE ONLY THE PERSON(S) LISTED ON THE STUDENT’S EMERGENCY CARD MAY SIGN OUT THAT STUDENT. Proper ID will be required.

**Shelter-in-place**

* Principal announces – Shelter-in-place- type of warning (Tornado, Chemical Spill, Hazardous materials, Biological) Go to safe area
* Teachers close doors, windows and turn off air condition
* Secure outer perimeter doors
* Everyone away from doors and windows

**Tornado Warning**

* Teachers move children to halls or other safe area
* Take roll once in safe area
* Ensure students are in tuck position and remain calm

**Safe Areas**

* All classes use library if able
* Use hallway if unable to get to library
* Cafeteria students move to back area of kitchen
* P.E. students go to teacher’s lounge or other designated area (by school site)
* Recess bell will ring, go back into class

**Chemical Spills, Hazardous Materials/Biological**

* Principal announces Crisis Alert – type of alert – “Shelter-in-Place”
* If advised cover mouth and nose with handkerchief, cloth, paper towels or tissues
* Cafeteria manager covers up food not in containers or put in refrigerator
* When HAZ-MAT calls or DEQ about fumes: Ask: How long before fumes are at the school? Do we have time to move students to main building? How long will we be sheltered? Will we need to bus evacuate and where?
* Move Pre-K and Kindergarten to main building if there is time.
* If there is no time to move students to the main building and we will shelter more than 2 hours, someone will bring food quickly to other building.
* Cafeteria will assign who will bring food to other building
* In case of bodily fluids clean up in an emergency please contact PSC Environmental Service. (See Hazardous Materials #)

All persons must remain in safe areas until notified by Principal or emergency responders, Law Enforcement issues and “All clear”

