

SECTION 2

EMERGENCY ACTIONS

ACTION	CONTENTS	PAGE
1	ALL CLEAR.....	11
2	CONVERT SCHOOL	11A
3	DIRECTED TRANSPORTATION/EVACUATION	12
4	DUCK, COVER AND HOLD ON	13
5	LEAVE BUILDING.....	14
6	SECURE BUILDING	15
7	STAND-BY.....	16
8	TAKE COVER	17

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 1, ALL CLEAR.** (Pause) **ALL CLEAR.** (Pause) **ALL CLEAR.** (Pause) Thank you."

2. Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers: _____

Routing: _____

DESCRIPTION

1. This **ACTION** signifies the end of the **ACTION** that had been initiated.
2. Teachers should immediately begin discussions, activities, etc., to assist students in addressing fear, anxiety, etc.
3. Use Parent Telephone Alert System if appropriate.

WHEN USED

1. This **ACTION** is used as the final **ACTION** to conclude:
 - Duck, Cover and Hold On
 - Leave Building
 - Secure Building
 - Stand-By
 - Take Cover

ANNOUNCEMENT

1. During School Hours

- An announcement in person directly or over the public address system.

Example: “Your attention please. (Pause) **ACTION 2, CONVERT SCHOOL.** (Pause) **CONVERT SCHOOL** (Pause) **CONVERT SCHOOL.**”

2. Other than School Hours

- Use the School Personnel Telephone Alert System to notify all school employees. (Section 5, page 45).

DESCRIPTION

1. During School Hours

- Dismissal for all classes, followed by **ACTION GO HOME**, or if the situation dictates, hold students at school for temporary care.
- Conversion of the school into an Emergency Hospital, First Aid Station or Congregate Care Center. (Congregate Care Center is operated by officials of the Department of Health and Human Services or the American Red Cross.)
- This action will normally be preceded by one or more of the other Emergency Actions.

2. Other than School Hours

- Alerting school employees through the use of the School Personnel Alerting System.
- Suspension of scheduled classes. Use Telephone Alert System. Notify District Office for assistance by other means.
- Conversion of the school into an Emergency Hospital, First Aid

3. When converting the school to an Emergency Hospital or First Aid Station, follow the guidance and directions of the medical personnel upon their arrival.

WHEN USED

1. This **ACTION** will be initiated only by action of the Superintendent and/or upon the direction of officials from the Department of Health and Human Services or upon the request of the American Red Cross.
2. It is deemed appropriate for use during any disaster in which a requirement exists for additional medical facilities or Congregate Care Centers.

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 3, DIRECTED TRANSPORTATION** when dismissal bell rings. (Pause) **DIRECTED TRANSPORTATION** (Pause) **DIRECTED TRANSPORTATION** (Pause) When the dismissal bell rings."

2. Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers: _____

Routing: _____

DESCRIPTION

1. Students and staff will be loaded into school buses, cars and any other available means of transportation, and moved from an area of greater danger to an area of lesser danger.

Who is assigned to each loading area? _____

Where are loading areas? _____

What, if any, change in vehicle traffic patterns are necessary? _____

What staff supervises this **ACTION**, and where? _____

2. Use Parent Telephone alert system if time permits.
3. This **ACTION** will normally be preceded by **ACTION STAND-BY** or another Action.

WHEN USED

1. This **ACTION** is considered appropriate for, but is not limited to, the following:

- Flood
- Fire
- Chemical accident

ANNOUNCEMENT

An oral command to "**DUCK, COVER AND HOLD ON**" (repeat as needed) given by the teacher or other staff member who realizes that an earthquake is occurring.

DESCRIPTION

1. When inside
 - Upon the command "**DUCK, COVER AND HOLD ON**", students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged so that they do not face windows.
2. When outside
 - Upon the command "**DUCK, COVER AND HOLD ON**", students and staff should immediately move away from buildings and other objects which might topple over.
3. Use Parent Telephone Alert System if appropriate.

WHEN USED

1. This **ACTION** is appropriate for:
 - Earthquake
 - Explosion
 - Surprise Attack

ANNOUNCEMENT

1. Fire alarm (bell or horn signal).
2. Provided time is available, make an announcement in person directly or over the public address system which will indicate the nature of the emergency event.

Example: "Your attention please. (Pause) **ACTION 5, LEAVE BUILDING.** (Pause) **LEAVE BUILDING.** (Pause) **LEAVE BUILDING.** "

3. Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

Names of messengers: _____

Routing: _____

DESCRIPTION

1. The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety. (Section 5, page 55)
2. This **ACTION** should be followed by another action or a return to school buildings and normal class routine.

All clear signal: _____

3. Use Parent Telephone Alert System when appropriate.

WHEN USED

1. This **ACTION** is considered appropriate for, but is not limited to, the following:
 - Fire
 - Bomb threat
 - Chemical accident
 - Explosion or threat of explosion
 - Post earthquake
 - Other similar occurrences which might make the school buildings unsafe

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 6, SECURE BUILDING.** (Pause) **SECURE BUILDING.**
(Pause) **SECURE BUILDING.**"

2. Teachers should initiate this **ACTION** anytime they hear extremely violent behavior, i.e., shots, etc., outside their classroom.
3. Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers: _____

Routing: _____

DESCRIPTION

1. Teachers and other staff members are to immediately lock doors and have students lie on the floor.
2. While students are getting on floor, close any shades and/or blinds if it appears safe to do so.
3. Teachers and students are to remain on the floor until a staff member they recognize assures them that it is safe to unlock doors.
4. This **ACTION** will not normally be proceeded with any warning.
5. Use Parent Telephone System as soon as possible.

WHEN USED

1. This **ACTION** is considered appropriate for, but not limited to, the following:
 - Extreme Violence
 - Gunfire

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 7, STANDBY.** (Pause) **STAND BY.** (Pause) **STAND BY.** (Pause) Additional information to follow."

2. Use messengers with oral or written word as an alternate means of faculty notification.

Names of messengers: _____

Routing: _____

4. Use Parent Telephone Alert System if appropriate.

DESCRIPTION

1. If outside, teachers are to return students to their classrooms.
2. If inside, teachers will hold students in classrooms pending receipt of further instructions.
3. It must be followed by another **ACTION** or return to normal school activities.

All clear signal: _____

WHEN USED

1. This **ACTION** is appropriate for all disasters or emergencies, except those that occur without warning.

ANNOUNCEMENT

1. Enemy Attack

- A three (3) minute undulating siren tone for schools near an Attack Warning Siren.
- An announcement in person directly or over the school public address system for schools not near an Attack Warning Siren.

Example: "Your attention please. (Pause) **ACTION 8, TAKE COVER** (Pause) **TAKE COVER.** (Pause) **TAKE COVER** (Pause) Enemy attack imminent."

- Continuing short buzzer or bell signals.
- Use messengers with oral or written word as an alternate means of faculty notification.

Names of messengers: _____

2. Natural Disasters

- An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 8, TAKE COVER** (Pause) **TAKE COVER.** (Pause) **TAKE COVER** (Pause) Severe Windstorm imminent."

- Continuing short buzzer or bell signals.
- Use messengers with oral or written word as an alternate means of faculty notification.

Names of messengers: _____

DESCRIPTION

1. Move to and take refuge in the best shielded areas within the school buildings.
2. Use Parent Telephone Alert System as soon as possible.

WHEN USED

1. This **ACTION** is appropriate for, but is not limited to, the following:
 - Actual enemy attack or imminent threat of attack
 - Severe windstorm with little or no warning