

# DEERFIELD ELEMENTARY CRISIS RESPONSE

## 2009-2010

### EVACUATION

- Close windows and doors
- Take emergency clipboard and emergency kit
- Exit classrooms safely, use alternate exit if needed
- Contingent on weather, have students take coat
- Move to designated area far from building
- Call roll
- Report to supervisor missing or injured students – Green card = all accounted for Red card = missing student(s) White card = injured student
- Keep students in designated area
- If relocation is necessary, wait for instruction from supervisor to go to secondary location
- All staff members not directly responsible for evacuating students should report to the supervisor or the command station (big toy) to assist

### LOCKDOWN

- Lock-down initiated over the intercom with the following statement: "This is a lockdown."
- Calmly ask student to move away from the door and windows
- Students should sit on the floor away from the windows and away from the door
- Stay calm, have children remain silent
- Check for students outside of the classroom
- Close and lock any doors – open window blinds
- Turn off light in your classroom
- Call the roll, carefully noting which students are absent, if all present, put OK sign in window
- A supervisor will call your room
- Do not let anyone in – wait for all clear signal

### EARTHQUAKE

- Teacher yells "EARTHQUAKE! DUCK AND COVER!"
- Duck and cover – under desks and tables holding onto chair or desk legs
- Remain until earthquake is over
- Check hall for exit
- Follow evacuation procedures

### BOMB THREAT

- Bomb Threat procedures initiated over the intercom: "There has been a bomb threat. Please check your rooms and lock down. There has been a bomb threat. Please check your rooms and lock down."
- Check your room or area
- Report any suspicious packages or signs of forced entry to the office; use the telephone or all-call button
- Do not handle suspicious items
- Only on authentic "all clear" - evacuate students
- Have students leave their bags or packs in the school and follow evacuation procedures

### EVACUATION DURING LUNCH OR RECESS

- Students and staff evacuate through the nearest exit
- As you exit, make sure building is clear of people
- Direct students to the assigned meeting area
- Take roll
- Report to supervisor missing or injured students
- Keep students in designated areas

### IN-SCHOOL SHELTERING

- The purpose of in-school sheltering is to protect students from external environmental hazards
- In-school sheltering initiated over the intercom with the following statement: "This is an in-school sheltering. Please respond appropriately. This is an in-school sheltering."
- Clear students from the halls or outside into the classroom
- Tape doors and windows to seal air in room
- Call roll
- A supervisor will call your room – Indicate any students that were in class, but are now missing – Indicate any students who were brought in from the hall
- Stay off the phone or intercom and wait for authentic "all clear" to be given

### ACCOUNTING FOR STUDENTS

Specialty teachers will act as runners. Classroom teachers will stay with students.

Resource, speech, aides, specialists, etc. will be available as needed.

#### *If children are outside:*

The location for parents to check out their students is by the east playground gate. The secretaries and media specialist will be there to assist in checking out students. The soccer field will be designated as the reunion site. Parents will verbally request students for whom they are authorized to pick up. The secretary will authorize which students and adult can check out. Then, a runner will write names of children on clipboard and retrieve children from appropriate classrooms or teachers. The runner will take those children to the soccer field to meet parents.

The runner goes with children to the reunion site and has parent or authorized adult sign for those children on the same paper on which names were listed. Runners keep all papers and give to office personnel at the end of the day. Teachers release students to runners on request; time of checkout is noted on rolls.

Teachers: Release students to runners on request; note on rolls the time of checkout.

### PARENT NOTIFICATION

If possible, parents will be notified through Parent Link of the emergency. Again, if possible, notification will be posted on the school website and updated every 15 minutes until the emergency is over.

### **INCIDENT COMMAND**

Incident command is composed of the administration and other designated helpers until fire, police, etc. arrive. Upon their arrival, school administration and designated helpers work together until the incident is over.

### **FIRST AID**

First responders should have their class taken care of first and then report to the supervisor or incident command to help.

### **CLASSIFIED INSTRUCTIONS**

The school emergency team consists of the principal, secretaries, custodian, first responders, specialty teachers, media specialist, support staff (psychologist, speech, resource, reading recovery), teacher aides, lunch workers.

At the onset of any emergency, all members of the school emergency team are asked to meet at the front office or the command center to see where help is needed. (Don't ask what you can do – wait until you are told... Avoid the fruit fly syndrome.)

### **CUSTODIAL INSTRUCTIONS**

The custodian will communicate with the administrator via 2-way radio or cell phone to receive instruction, report, and conference.

#### **Situation**

#### **Action**

All	Secure the building as instructed. Check for damage. Have radio and be prepared to meet emergency vehicles outside, at front of school.
Earthquake	Shut off appropriate utilities: gas, electrical, water, and air circulation.
Bomb Threat	Search the building only if instructed
Lockdown	Be watchful for intruder.
In-school sheltering	Shut down air controllers and help clean halls by getting students to nearby rooms.