



Room \_\_\_\_\_

Emergency Number \_\_\_\_\_

# Emergency Instructions

We value the safety and security of our children, students, staff and visitors.

This document contains immediate emergency actions and instructions and should not be removed from this room.

A “**watch**” means severe weather may develop. Monitor the situation closely.

A “**warning**” means severe weather has actually been observed and is imminent.

If a tornado or violent weather  
warning is issued:

1. **Take immediate cover** away from exterior walls, windows and doors.
2. Do not use elevators.
3. Do not leave location until an “all clear” is issued by an authorized staff member.

# WEATHER

1. Pull the fire alarm.
2. Call 9-1-1.
3. Feel doors – do not open a warm door.
4. If possible, **EVACUATE IMMEDIATELY**.
5. Move quickly to the nearest outside exit and proceed to the evacuation assembly point. **(SEE EVACUATION MAP)**
6. If smoke is present, stay low to the floor.
7. If you are trapped, use the red placard to attract attention by sliding it under the door.

**DO NOT:**

- Use elevators.
- Move toward smoke or obvious fire.
- Attempt to fight the fire unless you are properly trained and can do so safely.

**Evacuation of Persons with Disabilities**

- Individuals with mobility impairments who may be on an upper floor should be directed to a stairwell exit closest to an elevator to wait for emergency personnel. **(SEE EVACUATION MAP)**
- Staff are not required to lift or carry a person with mobility impairment.

# FIRE

**IF YOU ARE EXPERIENCING A  
MEDICAL PROBLEM, NOTIFY A STAFF  
MEMBER IMMEDIATELY. AND, IF AN  
EMERGENCY CALL 9-1-1.**

If you discover a victim of an accident or  
medical emergency:

1. Call 9-1-1 immediately.
2. Call \_\_\_\_\_ to notify on-site staff members of the emergency.
3. Provide comfort and support to the individual.
4. Avoid contact with blood or other body fluids.
5. Do not attempt to move the individual unless he/she is in danger.
6. If needed, assist staff members until emergency medical support has arrived.

**MEDICAL**

1. If possible, calm or defuse the situation without getting physically involved.
2. Call \_\_\_\_\_ to notify on-site staff members of the disturbance.
3. Send another person for help, if possible (adjacent classroom, faculty office, red phone, etc.).
4. Document incident as soon as possible.
5. Note names, time, date and location.
6. Send documentation to an authorized staff member.

## STUDENT DISTURBANCE

**DO NOT ATTEMPT TO INTERVENE.  
AVOID CONFRONTATION WITH THE  
HOSTAGE TAKER(S).**

Be prepared to provide a description of the hostage taker(s).

1. Stay in the room **OUT OF SIGHT**.
2. **LOCK THE DOOR.**
3. If not in a room, take cover in any nearby room with a lockable door.
4. **BE QUIET.** If possible, turn out lights, close blinds, and sit on the floor next to an interior wall, away from windows and doors.
5. Instructors must account for their students.
6. If the perpetrator leaves your room, immediately lock or otherwise barricade the door.
7. Remain in locked room until an “all clear” is issued or you are evacuated by staff personnel.

**HOSTAGE**

**TAKE ALL THREATS SERIOUSLY  
AND TAKE PRECAUTIONS TO  
ENSURE SAFETY OF YOURSELF  
AND OTHERS.**

If eminent danger is perceived:

1. Take cover.
2. Call 9-1-1.
3. Call \_\_\_\_\_ to notify a staff member.
4. Provide nature and location of incident and description of person(s) involved.

If you observe violent behavior:

1. Take cover.
2. Call 9-1-1.
3. Call \_\_\_\_\_ to notify an on-site staff member.
4. If in room, lock door, stay away from windows and hide from outside observation.
5. Remain in locked room until an “all clear” is issued by an authorized staff member.

## VIOLENT BEHAVIOR

Direct Contact Chemical Spill:

1. If you come in contact with a toxic chemical, immediately flush the affected area with clean water.
2. Remove contaminated clothing.
3. Call 9-1-1.
4. Immediately call \_\_\_\_\_ to notify security.
5. Move to a safe area.

General Area Chemical Spill:

1. Immediately evacuate the spill area.
2. If building evacuation is required, pull the fire alarm.
3. Call 9-1-1.
4. Immediately call \_\_\_\_\_ to notify security.
5. If exposed to chemical avoid contact with others, wash off contamination.
6. Do not attempt to contain or clean the spill.
7. Do not leave premises until you have been evaluated by emergency personnel.
8. DO NOT RE-ENTER THE AREA.

**HAZMAT**



**REPORT ANY SUSPICIOUS ITEMS  
IMMEDIATELY TO A STAFF MEMBER.**

1. Follow instructions announced or given over the public address system.
2. Take cover or evacuate immediately.
3. If asked to evacuate, please take all personal belongings and close, but do not lock, doors behind you.

Do not:

1. Use cell phones or other electronic devices. Radio frequencies have the potential to detonate a bomb.
2. Turn lights on or off, as this may also detonate a bomb.
3. Activate the alarm system in any building.
4. Use the elevator.
5. Touch or move a suspicious package, but do make a mental note of the location, size and other information so this can be shared with a staff member.

If a bomb threat is received by phone:

1. Remain calm and stay on the line.
2. Take as much information as possible from the caller.
3. When the caller hangs up, call \_\_\_\_\_ to notify security.

If a call is received in writing (note, email, written message on walls or windows):

1. Immediately call \_\_\_\_\_ to notify security.
2. Do not handle/touch the communication.
3. Do not disturb the scene or any potential evidence.

**BOMB THREAT**

## **IN THE EVENT OF A WEATHER-RELATED EMERGENCY**

### Take cover:

1. Go to the nearest building.
2. Follow directions of a staff member or the Security Officer.
3. Move to lowest level of building and take immediate cover away from any windows and doors, under furniture, or in interior rooms.
4. Stay away from windows and remain in locked room until an “all clear” is issued or you are evacuated by a staff member.

## **IN THE EVENT OF A VIOLENT SITUATION**

### Take cover/Barricade:

1. Stay in the room OUT OF SIGHT.
2. **LOCK THE DOOR.**
3. If not in a room, take cover in any nearby room with a lockable door.
4. **BE QUIET.** If possible, turn out lights, close blinds, and sit on the floor next to an interior wall, away from windows and doors.
5. Teachers must account for their students.
6. Remain in locked room until an “all clear” is issued or you are evacuated by a staff member.

# **TAKE COVER**

1. If a general evacuation is announced, follow instructions given over the public address system or by a staff member.
2. If practical, shut down all electronic or non-essential equipment and take all personal items.
3. Close doors behind you.
4. Move quickly but carefully to the nearest safe exit or as otherwise directed by a staff member. **(SEE EVACUATION MAP)**
5. Staff members should make sure an occupied space is clear of students and patrons prior to exiting.
6. Go to the specified assembly point and remain for further instructions. **(SEE**

## **7. EVACUATION MAP)**

### Do not:

- Use elevators.
- Reenter building until an “all clear” is issued by a staff member.

### Evacuation of Persons with Disabilities:

- Individuals with mobility impairments who may be on an upper floor should be directed to a stairwell exit closest to an elevator to wait for emergency personnel.  
**(SEE EVACUATION MAP)**
- Staff members are not required to lift or carry a person with mobility impairment.

# EVACUATION

SAFE

NEED HELP