

EMERGENCY RESPONSE PROTOCOL

Terrorism

Depending on Assistance Needed, Call:	
Police, Fire and EMS Emergency	911
Security	
Crisis Team	
EST Manager	
Other	

General Terrorism Incidents

Situation Description

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof to further a political or social objective. Terrorism targets often include government and military facilities, infrastructures, businesses with symbolic value, religious institutions, and public assemblies. Common terrorist attacks include, but are not limited to:

- Bombs/explosives;
- Malicious destruction of property;
- Sabotage;
- Arson;
- Shootings; and
- Use or threatened use of chemical, biological, or radiological agents.

Acts of terrorism can occur with or without warning. The immediate dangers related to an act of terrorism are:

- A terrorist incident can occur anywhere and cause injury and death.
- Hostages may be taken.
- Threats and further violence may occur.

If there is a general warning of a possible terrorist act occurring in the District of Columbia, having a direct or indirect impact on schools, the EST and security will heighten security policies throughout the school system, to include but not limited to:

- Report suspicious personnel, vehicles, or packages;
- Secure unused buildings or portions thereof;
- Ensure positive identification and accountability for visitors;
- Increase liaison with MPD;

- Advise and update staff and students;
- Increase security patrols;
- Control and limit access to buildings;
- Cancel or suspend extra-curricular activities; and
- Inspect all buses used to transport students.

Procedures

Immediate Response—If an act of terrorism occurs in your school, on school grounds, or in close proximity of your school, the administrator in charge, or any person acting in good faith, must immediately:

- Notify police, fire and EMS at 911.
- Activate the School Emergency Response Plan and SERT.
- Notify EST.
- Notify security.
- Direct immediate emergency action to protect students and staff following the appropriate Universal Emergency Response Procedure (i.e., Evacuate or Lockdown) and related protocols within this Guide.
- Wait for arrival of police personnel, who will assume command and make additional support notifications.
- The EST will coordinate efforts with the Office of the Assistant Chief of Police—Special Service Command and the onsite MPD Field Commander.
- Complete appropriate reporting forms.

Chemical, Biological, and/or Radiological Incidents

Situation Description

For incidents involving chemical, biological or radiological agents, the two emergency response procedures followed are Shelter-in-Place (conditions inside are safer than outside) or Evacuation (conditions outside are safer than inside). Determining the appropriate Universal Emergency Response Procedure used will depend on the nature and location of the incident.

- A chemical incident is the release of toxic industrial chemicals and/or other agents capable of causing bodily harm or death.
 - A biological incident is the release of bacteria, viruses, and/or toxins capable of causing bodily harm or death.
- A radiological incident is the release, exposure to, and/or dispersal of radioactive materials capable of causing bodily harm or death.

Procedures

Immediate response—In response to a suspected incident, the following actions are to be followed:

- Determine which Universal Emergency Response to activate and follow your school's Emergency Response Plan.
- Call 911.
- Contact the EST.

- Take steps to shut down the HVAC system.
- Bring any students/staff outside of building immediately into the building if sheltering-in-place. They are to be kept in an isolated part of the building to avoid further contamination of building occupants.
- Direct students/staff who are in relocatables (i.e., temporary portable trailer-type classrooms) to remain there. Take steps to shut down outside air ventilation.
- Follow directions from EST and Emergency Responders.
- Keep accurate documentation through the school nurse regarding any students/staff with medical complaints.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.

Homeland Security Advisory System

In March 2002, the Homeland Security Advisory System (HSAS) was implemented using color-coded *Threat Conditions* that increase or decrease based on reports from the Intelligence Community. These Threat Conditions, or Threat Levels, are:

- Red—*Severe* risk of terrorist attack;
- Orange—*High* risk of terrorist attack;
- Yellow—*Elevated* or *Significant* risk of terrorist attack;
- Blue—*Guarded* or *General* risk of terrorist attack; and
- Green—*Low* risk of terrorist attack.

Alerts and threat conditions can be declared for the entire Nation or for a specific geographic area or industry. The public should stay current with news and alerts issued by officials—and be aware, be prepared, and have a plan at all threat levels.

Homeland Security Advisory Recommendations	
(Red)	<p>Complete all recommended actions at lower levels. Listen to radio and TV for current information and instructions. Be alert and immediately report suspicious activity to police at 911. Close school if recommended by appropriate authorities. 100% identification check (i.e., driver's license retained at front office) and escort anyone entering school other than students, staff, and faculty. Offer lessons for <i>Masters of Disaster Facing Fear: Helping Young People Deal with Terrorism and Tragic Events</i>* curriculum. Ensure School Emergency Response Team members are available for students, staff, and faculty.</p>
HIGH (Orange)	<p>Complete all recommended actions at lower levels. Be alert and immediately report suspicious activity to Police at 911. Review emergency procedures and supplies. SEVERE</p> <p>Offer lessons for <i>Masters of Disaster Facing Fear: Helping Young People Deal with Terrorism and Tragic Events</i>* curriculum. Discuss children's fears concerning possible terrorist attacks in consultation with School Emergency Response team. Prepare to handle inquires from anxious parents and media.</p>
ELEVATED (Yellow)	<p>Complete all recommended actions at lower levels. Be alert and immediately report suspicious activity to Police at 911. Ensure all emergency supplies are stocked and ready. Distribute copies of <i>Terrorism: Preparing for the Unexpected</i> to students, staff, and parents.</p>
GUARDED (Blue)	<p>Complete all recommended actions at lower levels. Be alert and immediately report suspicious activity to Police at 911. Provide safety training to staff and practice emergency drills. Review emergency supplies and supplement as necessary.</p>
LOW (Green)	<p>Ensure School Emergency Response Plan is current with team members and emergency telephone numbers. Offer American Red Cross <i>Masters of Disaster</i>* curriculum on emergency preparedness for natural disasters. Ensure selected staff members are trained on first aid and CPR.</p>

*Based on *American Red Cross Homeland Security advisory*, American Red Cross. *Master of Disaster* Lesson Plans can be found at <http://redcross.org/disaster/masters>.