



District of Columbia

School Emergency Procedures Flipchart

Emergency Telephone Numbers

Emergency Telephone Numbers Police, Fire,
and EMS Emergency & Non-Emergency **911**

DCPS Call School Security (202) 576-6950

Mayor's Citywide Call Center **311**

Public Charter School Board (202) 328-2660

SECURITY	
SAFETY UNIT	
MAINTENANCE	
CRISIS TEAM	
TRANSPORTATION	
COMMUNICATIONS	

For additional Resources Visit – <http://esa.dc.gov>

Emergency Telephone Numbers

Poison Control Center (800) 222-1222

Washington Gas (Emergency) (703) 750-1400

Potomac Electric Power Company (PEPCO)

Power Outages (877) 737-2662

Life Threatening Emergencies (202) 872-3432

WASA – Water Emergencies (202) 612-3400

DC Homeland Security & Emergency

Management Agency (202) 727-6161

DC Department of Health (202) 671-4222

DC Department of Mental Health 24-Hour

Access Helpline (888) 793-4357

Telephone Threats (tracing) *57

****To be used in conjunction with your School Emergency Response Plan.****



Medical Emergencies



NOTIFY ADMINISTRATOR IMMEDIATELY

- Call the school nurse. If the school nurse is unavailable, call the designated first aid back-up. The nurse and Administrator/designee will both report to the emergency scene.
- Assess the situation. Call 911 if needed. Remain on the line until the operator ends the call.
- Administer first aid until paramedics arrive. Notify parent or guardian.
- Send school staff to hospital with student(s) unless parent or guardian is there.
- Document and report utilizing established procedures.



Alert Status



For use in securing access to the building, usually during a community emergency.

- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of **ALERT STATUS**.

- Inform students of **ALERT STATUS** in an age-appropriate way.
- Post staff near the front entrance of the building to allow entrance and exit with identification.
- Conduct classes and activities within the building in a normal manner.

ALERT STATUS



Unidentified Person on School Site



- Identify the problem and the location.
- Approach the subject and determine the nature of his/her business.
- Ask for his/her identification.
- Request that he/she accompany you to the office. If the subject is looking for a specific student, check the student's file for court orders, e.g. personal protection orders, custody orders.

- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.

If they refuse to leave:

- Call 911.
- Report the incident and provide a description of the suspect to:
 - DCPS: Call School Security, (202) 576-6950
 - Charter Schools: The Public Charter School Board.
- Await a Police response.
- If appropriate, declare **LOCKDOWN**.

Mental Health Crisis Response-Recovery Phase

Staff Responsibilities

- Notify School Mental Health Team Chairperson.
- School Mental Health Team Chairperson mobilizes in-school team.
- School Mental Health Team meets with Central Crisis Team (if deployed.)
- School Mental Health Team Chairperson and Crisis Lead coordinate with Crisis Coordinator (202-520-2264, 202-276-3911) for crisis debriefing report, follow-up plan and data management.

Administrator Responsibilities

- Administrator contacts School Operations to report, and if necessary requests additional Mental Health Response crisis support.
- Administrator coordinates with the Mental Health Crisis Lead to assess needs for support.
- Administrator and staff support identified logistical needs for crisis team intervention (e.g. auditorium, confidential space, classroom schedules.)
- Administrator reviews crisis report and crisis follow-up with school mental health team chairperson.

Note: All crisis response protocols are under the direction of the School Principal.

MENTAL HEALTH CRISIS RESPONSE-RECOVERY PHASE



Utility Failure & Gas Leaks



UTILITY FAILURE (Electricity, gas, and water)

- Contact the Custodian about the utility failure.
- Call Maintenance for problem resolution.
- DCPS: Call the Chancellor's Office.
- Charter Schools: Call the Public Charter School Board.

NOTIFY THE APPROPRIATE UTILITY COMPANY:

Gas – Washington Gas	(703) 750-1400
Electric – PEPCO	(877) 737-2662
Water – WASA	(202) 612-3400

- Teachers and students should remain in their classrooms, unless an evacuation is required. Teachers should continue to teach and keep students calm.
- If school is dismissed early, refer to individual student emergency forms for contact information.

→ GAS LEAKS

(Can be identified by an odor similar to rotten eggs)

- ❶ Follow EVACUATION procedures.
- ❶ Do not operate any light switches, electrical outlets, or appliances.
- ❶ Do not reenter the building until Washington Gas or the fire department gives the “all clear.”

Response to Suicide Threat

STAFF RESPONSIBILITIES

Take all threats seriously.

Do not leave student alone.

Call 911.

DCPS Call School Security, 202.576.6950

Contact School Mental Health Team.

Monitor student's behavior until emergency personnel arrive.

School Mental Health Team plans for follow-up and safety.

ADMINISTRATOR RESPONSIBILITIES

- Administrator contacts School Operations.
- Administrator consults with School Mental health Team. If no team members are present the Administrator contacts the Crisis Coordinator (202-520-2264) and ensures that 911 contacted and the student's parent or guardian have been contacted.
- Administrator manages the logistics by providing confidentiality and isolation of the location.
- Administrator reviews follow-up and safety plans.



Weapons



In or on school property – immediate response

- Declare **LOCKDOWN** if the situation appears to threaten life safety or property.
- **Call 911** as appropriate.
- DCPS Call School Security, (202) 576-6950
- Notify Administrator.
- **Call Security.**
- Remove students and staff from area around weapon or area where weapon is thought to be stored.
- Refer to **ARMED SUBJECT** procedure if appropriate. If weapon is visible or displayed
- Remain calm and avoid sudden moves or gestures.
- Do not attempt to take the weapon from individual.

- Use the individual's name while talking to him/her in a calm, clear voice. If information is received that a weapon is on an individual.
- Do not approach or confront suspect.
- Make every effort to watch the individual until Police arrive.

If possible, remove individual from vicinity of other persons.

- ① Keep suspect under surveillance.
- ① If weapon is in a backpack or locker
- ① Prevent access.
- ① Administrator together with Security, if applicable, will determine search procedures.
- ① Police typically will not conduct a locker search.
- ① Alert staff and students on a need-to-know basis.



Severe Weather Safe Area (Drop, Cover & Hold included)



FOR USE IN SEVERE WEATHER EMERGENCIES.

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).
- Occupants of portable classrooms shall move to designated safe areas in the main building.
- Take roll book for student accounting.
- Assist those needing special assistance.
- Do not stop for student/staff belongings.
- Close all doors.
- Take attendance.
- Remain in safe area until the “all clear” is given.
- Wait for further instructions.

→ DROP, COVER & HOLD

For use in earthquake or other imminent danger to building or immediate surroundings.

When the command DROP is given:

- ① **DROP** – to the floor, take cover under a nearby desk or table, and face away from the windows.
- ① **COVER** – your eyes by leaning your face against your arms.
- ① **HOLD** – on to the table or desk legs, and maintain present location/position.
- ① **ASSIST** those needing special assistance.
- ① **WAIT** for further instructions.

SEVERE WEATHER SAFE AREA (DROP, COVER & HOLD INCLUDED)



Evacuation Procedures (Fire & Other)



ADMINISTRATOR RESPONSIBILITIES

Signal an evacuation from the building by using the fire alarm or public address system when appropriate.

Involve other staff as necessary.

Call 911.

DCPS Call School Security, (202) 576-6950

DCPS → Call the Chancellor's Office.

Charter Schools → Call the Public Charter School Board.

If students/staff need to leave the premises, request transportation to the designated site.

Coordinate your effort with emergency responders and the Chancellor's Office (DCPS) or Administration of your Charter School.

TEACHER/STAFF RESPONSIBILITIES

When the announcement is made or alarm sounded:

- Close windows and doors; do not lock.
- Be alert to and assist any student with a disability if needed.
- Bring Emergency Procedures Guide and roll book.
- Evacuate students quietly and in an orderly fashion. Follow posted directions.
- Report to your designated area and take attendance.
- Check for injuries.

Hold up Emergency Procedures Guide to indicate:

- Red Side Out – Need assistance/student missing.
- Yellow Side Out – Have additional students.
- Green Side Out – All students accounted for.

- Report any missing students to the Administrator.
- Be alert for further instructions.
- Return to building only after the Administrator or Fire Department gives the "all clear" signal.
- Do not interfere with emergency operations.
- After "all clear" signal is given and students return to the classroom, take attendance.



Universal Emergency Response Procedures



A. EVACUATION

(For use when conditions outside are safer than inside.)

→ When the announcement is made or alarm is sounded:

- Close windows and doors; do not lock.
- Be alert to and assist any student with a disability if needed.
- Bring Emergency Procedures Guide and roll book.
- Evacuate students quietly and in an orderly fashion following posted directions.
- Report to your designated area and take attendance.
- Check for injuries.
- Report any missing students to the Administrator.
- Be alert for further instructions.
- Return to building only after the Administrator or fire department gives the “all clear” signal.
- Do not interfere with emergency operations.

B. ALERT STATUS

(For use in securing access to the building, usually in a community emergency event.)

→ When the announcement is made:

- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of ALERT STATUS.
- Inform students of ALERT STATUS in an age-appropriate way.
- Post staff near the front entrance of the building to allow individuals to enter and exit with identification.
- Conduct classes and activities within the building in a normal manner.

Hold up Emergency Procedures Guide to indicate:

- Red Side Out – Need assistance/student missing.
- Yellow Side Out – Have additional students.
- Green Side Out – All students accounted for.

Universal Emergency Response Procedures (continued)

C. LOCKDOWN

(For use to protect building occupants from potential dangers in the building or outside.)

→ When the announcement is made:

- Students are to be cleared from the halls immediately and report to nearest available classroom.
- Assist those needing special assistance.
- All windows and doors should be closed and locked, and no one should leave for any reason.
- Display Emergency Procedures Guide cover in door window to indicate the following:
 - Red Side Out – Need Assistance/Help
 - Green Side Out – No Assistance Needed/All Clear
- Cover all room and door windows if possible.
- Stay away from all doors and windows; move students to interior walls and sit on floor.
- Shut off lights.
- BE QUIET!
- Wait for further instructions.
- Document attendance.

C1. SHELTER-IN-PLACE

(For use in external gas or chemical release.)

→ When the announcement is made follow the Lockdown Procedure with the additions below:

- Close and tape all windows and doors, and seal the gap between the bottom of the door and floor using coats, blankets, or rugs.
- Turn off heating, ventilation, and air conditioning systems.

D. SEVERE WEATHER SAFE AREA

(For use in severe weather emergencies.)

→ When the announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).
- Occupants of portable classrooms shall move to the main building to designated safe areas.
- Take roll book for student accounting.
- Assist those needing special assistance.
- Do not stop for student/staff belongings.
- Close all doors.
- Take attendance.
- Remain in safe area until the “all clear” is given.
- Wait for further instructions.

D1. DROP, COVER & HOLD

(For use in earthquake or other imminent danger to building or immediate surroundings.)

→ When the command DROP is given:

DROP to the floor, take cover under a nearby desk or table, and face away from the windows.

COVER your eyes by leaning your face against your arms.

HOLD on to the table or desk legs, and maintain present location/position.

ASSIST those needing special assistance.

WAIT for further instructions.



Aircraft Emergencies



Warning of a falling or fallen aircraft is usually by sight, sound, or fire.

If an aircraft falls near the school, take the following actions:

- Keep students and staff at a safe distance from the aircraft due to the possibility of explosives. If outside, take students as far from the crash scene as possible.

- Call 911.
- DCPS Call School Security, (202) 576-6950
- Follow **EVACUATION** procedures if building is involved.
- DCPS: Call the Chancellor's Office.
- Charter Schools: Call the Public Charter School Board.



Workplace Violence



TELEPHONE THREATS

- Dial *57 so that Police may later trace the call.
- Call 911.
- DCPS Call School Security, (202) 576-6950
- DCPS: Call the Chancellor's Office.
- Charter Schools: Call the Public Charter School Board.
- Call Security.
- Cooperate with Police investigation.

PHYSICAL THREATS

- Call 911 or Call Security.
- Activate appropriate UNIVERSAL EMERGENCY RESPONSE PROCEDURES.
- Cooperate with Police investigation and protect crime scene evidence.
- Provide notification to parents and/or guardians in cooperation with the appropriate offices.
- Debrief staff and provide access to support—contact Crisis Team.
- Arrange for site security.



Child Missing/Abducted



Call 911 → be prepared to provide a description of the child/abductor including a description of the child's/abductor's clothing.

DCPS → Call School Security, (202) 576-6950

Charter Schools → Call the Public Charter School Board.

Call → Security

Initiate → LOCKDOWN procedures.

Notify → teachers and direct them to take attendance and sweep school grounds as appropriate.

- Cooperate with Police investigation.
- Administrator notifies:
 - Child's parent(s) and/or guardian(s);
 - Communications; and
 - Crisis Team.
- Consult with Crisis Team for follow-up plan.
 - Develop plan for working with parents and/or guardians concerned about the welfare of their children.
- Send a letter to parents at the end of the school day informing them of the incident (consult appropriate agencies and offices for wording).

Death on School Site or In School Community

STAFF RESPONSIBILITIES

Call 911.

Identify the problem and the location.
Secure and isolate area.

Notify the Administrator.

If possible, calmly remove the
students from the area.

Discourage discussion.

Wait for the Police and/or EMS to arrive.

Identify students in need of immediate support.

ADMINISTRATOR RESPONSIBILITIES

- Call 911, if this has not been done.
- Identify the problem and the location. Secure and isolate area.
- DCPS: Call School Security, (202) 576-6950.
- Charter Schools: Call the Public Charter School Board.
- Assist the Police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s) and victim(s), if possible.
- Provide the Police and/or EMS with emergency information.
- Contact Crisis Team.

INDIVIDUAL STUDENT CRISIS RESPONSE

– DO –

- IMMEDIATELY notify the Principal or Principal's designee, and a member of the School Mental Health Team.
- Make a safe space by moving furniture, computers, sharp objects, etc. out of the area, or, if possible, transition the student to a de-escalation room.
- Keep a calm voice—raising your voice may further escalate the student.
- Identify and/or confirm his/her wants, needs and feelings by reflecting back what they are saying.
- Give the student choices of how they may release their anger. This will likely decrease the time required to de-escalate.
- Limit the number of adults in the room.

– DO NOT –

- Do not leave student alone.
- Do not try to discipline a student while they are in crisis.
- Do not approach or touch the child without asking their permission or letting them know what you are about to do.
- Do not ignore what the student is trying to communicate
- Do not call MPD.
- Provide the Police and/or EMS with emergency information.
- Contact Crisis Team.

If the student crisis is unable to be managed, the School Mental Health Team member, under the direction of the Administrator, contacts CHAMPS (202-481-1450) or the DBH Access Helpline (1-888-793-4357).



Hazardous Material Spills or Releases



IF SPILL IS OUTSIDE:

- Building Administrator calls 911, if necessary.
- Follow direction of Police or Fire Department to either evacuate or shelter in place depending on the circumstances.
- DCPS: Call School Security, (202) 576-6950
- Charter Schools: Call the Public Charter School Board.
- Follow appropriate UNIVERSAL EMERGENCY RESPONSE PROCEDURES.
- Record the names and personal information of any persons exposed to the spill.
- Refer to school nurse for immediate first aid if needed.

IF SPILL IS INSIDE:

- Isolate the immediate area of the spill or release.
- Contact Administrator.
- Record the names and personal information of any persons exposed to the spill.
- Refer to school nurse for immediate first aid if needed.
- Do not operate any electrical equipment.
- Do not attempt to clean up spill unless trained to do so.
- Building Administrator calls 911 and evacuates, if necessary.
- DCPS: Call the Chancellor's Office.
- Charter Schools: Call the Public Charter School Board.
- Building Administrator calls Safety Unit.
- Use Material Safety Data Sheets (MSDS).

If notification of a Hazardous Material Incident is received from Local Emergency Personnel, follow procedures outlined by that Agency.



Lockdown & Shelter in Place



For use to protect building occupants from potential dangers in the building or outside.

LOCKDOWN

When the announcement is made:

- Students are to be cleared from the hall immediately and report to nearest available classroom.
- Assist those needing special assistance.
- All windows and doors should be closed and locked, and no one should leave for any reason.

Display Emergency Procedures Guide cover in door window to indicate the following:

- **Red Side Out** – Need Assistance/Help.
- **Green Side Out** – No Assistance Needed/All Clear.

- Cover all room and door windows, if possible.
- Stay away from all doors and windows; move students to interior walls and sit on floor.
- Shut off lights.
- BE QUIET!
- Wait for further instructions.
- Document attendance.

Shelter in Place (For use in external gas or chemical release)

When the announcement is made follow the LOCKDOWN Procedure with the additions below:

- Close and tape all windows and doors, and seal the gap between the bottom of the door and floor using coats, blankets, or rugs.
- Turn off heating, ventilation, and air conditioning systems.



Armed Subject



Follow these procedures within building whenever a person:

- Has a weapon;
- Is firing a weapon;
- Says they have a weapon; or
- Is holding another person against their will.

Only First Responders have the authority to declare “all clear”.

Initiate **LOCKDOWN** procedure immediately.

- Call 911.
- Relay accurate information.
 - Where in the building is the event occurring?
 - How many are involved (perpetrators and hostages)?
 - What demands, if any, have been made?
 - Is anyone injured?
- Escort any students in hallways to a safe location.
- Provide the appropriate assistance.
- DCPS: Call School Security, (202) 576-6950
- Charter Schools: Call the Public Charter School Board.
- Call Security.
- Coordinate with the Police and EMS personnel.

Terrorism

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, in furtherance of political or social objectives.

Terrorists may use Weapons of Mass Destruction (WMD) to achieve their objectives. WMD fall into four categories:

1. Conventional weapons include bombs and other explosive devices.
2. Chemical agents are poisonous gases, liquids or solids that have toxic effects. Most chemical agents cause serious injuries or death.
3. Biological agents are organisms or toxins that have illness producing effects. They can be dispersed as aerosols or air borne particles.
4. Nuclear weapons present a threat of not only blast effect but also exposure to radiation.

In the event of a TERRORIST attack within the United States: Principals/School Emergency Response Team (SERT)

- Monitor the situation.
- Implement directive(s) provided by the School Division DCP Leadership/Operations Crisis Management Team.
- Keep teachers and staff informed.
- Notify parents or legal guardians of actions taken by (DCPS)
- Re-evaluate action plan as new information develops.
- consult with appropriate assistant superintendent as needed.

Teachers/Staff

- Inform students of incident in an age-appropriate manner.
- Stay calm and address student concerns.
- Limit access to media outlet, e.g., television, radio, Internet
- Answer student questions honestly
- Do not allow students to speculate or exaggerate graphic details
- Decide whether or not to temporarily suspend regular learning programming.
- Alter lesson plans to include discussion and activities that address the event
- Monitor student behaviors and reactions and make referrals to the appropriate student services staff.

In the event of a TERRORIST attack that directly impacts your school:

- Implement appropriate UNIVERSAL RESPONSE PROCEDURES.
- Shelter-in-place is used when students and staff must remain indoors during a period of time for events such as chemical, biological, and radiological incidents or terrorist attack:
- Close all windows and turn off all heating and air conditioning systems to keep dangerous air out of school.
- Create a schedule for learning, recreational activities, eating, and sleeping.
- Ensure that the necessary supplies are available for students and staff throughout the shelter-in-place period.



Bomb Threat



DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES.

Upon receipt of a bomb threat by phone:

- Use BOMB THREAT CHECKLIST and obtain as much information as possible from and about the caller.
- Listen carefully – DO NOT INTERRUPT!
- Try to take down the entire message.
- Try to keep the caller talking.
- After completing the call, hang up and immediately lift the receiver.
- Notify the Administrator.

By e-mail or other form of communication:

- Preserve evidence (make a hard copy immediately, or if hand written, preserve in a plastic bag).
- Notify the Administrator.

If the building is in lockdown, evaluate the situation and hold evacuation, if conditions dictate, until emergency response personnel arrive and secure the outside of the building.

Administrator actions:

- Call 911.
- Evacuate the building immediately following EVACUATION procedures by calmly announcing over the intercom: “There is a need to immediately evacuate the building.”
- Call Security.
- DCPS: Call School Security, (202) 576-6950
Charter Schools: Call the Public Charter School Board.

Do not touch or remove any suspicious object:

- Warn others to stay away from the suspicious object and maintain at least 500 ft. clearance area.
- DCPS: Call the Chancellor’s Office.
- Charter Schools: Call the Public Charter School Board.
- Follow all Police directions after their arrival.
- Restrict personnel from the building until Police approve access.
- If necessary, follow emergency plan for student dismissal or evacuation to another site.
- Decisions on school closings will be made by the Chancellor’s Office for DCPS and administration for Charter Schools in consultation with the Police.



Bomb Threat Checklist



The following is a checklist to be utilized by an operator or person receiving a call that threatens the safety or security of the school.

Checklist: Complete all possible items during or immediately following the call.

1. Time Call Received: _____

2. Time Call Terminated: _____

3. Caller's Name & Address (if known)

4. Sex: Male Female

5. Age: Adult Child

6. Bomb Facts

- a. When will it explode?
- b. Where is the bomb right now?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

7. Voice Characteristics

TONE

- Loud
- Soft
- High Pitch
- Low Pitch
- Stutter

SPEECH

- Fast
- Slow
- Distorted
- Cursing
- Slurred

LANGUAGE

- Excellent
- Good
- Fair
- Raspy
- Nasal
- Lisp
- Disguised
- Accent

8. Background Noise

- Music
- Voices
- Cellular Phone
- Children
- Traffic
- Machines
- Quiet
- Typing

Other: _____

9. Person Receiving Call: _____

Phone Number Receiving Call: _____

Date: _____

