

Universal Emergency Response Chart

<p>A. Evacuation (For use when conditions outside are safer than inside) When the announcement is made or alarm is sounded:</p> <ul style="list-style-type: none"> • Close windows and doors; do not lock. • Be alert to and assist any student with a disability if needed. • Bring Emergency Procedures Guide and student roster. • 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: <ul style="list-style-type: none"> ➤ 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 principal. • Be alert for further instructions. • Return to building only after the building principal or fire department gives the “all clear” signal. • Avoid emergency vehicles. 	
<p>B. Alert Status (For use in securing access to the building, usually in a community emergency event) When the announcement is made:</p> <ul style="list-style-type: none"> • Secure the facility by locking all doors from the inside. (<i>Do not chain any doors.</i>) • 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. 	
<p>C. Lockdown (For use to protect building occupants from potential dangers in the building or outside.) When the announcement is made:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ➤ 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. 	<p>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:</p> <ul style="list-style-type: none"> • 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.
<p>D. Severe Weather Safe Area (For use in severe weather emergencies) When the announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • 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 student roster for student accounting. • Assist those needing special assistance. • Do not stop for student/staff belongs. • Close all doors. • Take attendance. • Remain in safe area until the “all clear” is given. • Wait for further instructions. 	<p>D1. Drop, Cover & Hold (For use in earthquake or other imminent danger to building or immediate surroundings) When the command DROP is given:</p> <ul style="list-style-type: none"> • 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.