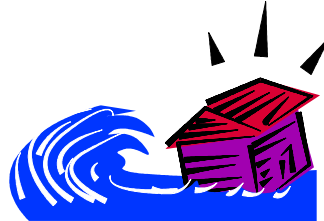


# CHAPTER SIX



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**HAZARDS AND NATURAL DISASTERS –  
RELEASE OF HAZARDOUS MATERIALS OUTSIDE THE BUILDING**

1. **PURPOSE:** To develop a crisis response to Release of Hazardous Materials Outside the Building
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?** Release of Hazardous Materials Outside the Building
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Evacuate or stay inside away from windows or doors (based on local emergency authority decision). See [Attachment E](#), Procedure for Evacuating a School Building.
    2. If local administrator has not been contacted and is aware of spill, contact County Management Agency for guidance. See [Attachment C](#), Emergency Response Numbers.
    3. If staying inside, determine if windows and doors need to be closed and ventilation systems turned off.
    4. Set ventilation to 100% re-circulation (inside air only).
    5. Seal gaps around windows, etc.
  - B. **Who does what?**
    1. \_\_\_\_\_ monitors radio reports for evacuation.
    2. \_\_\_\_\_ identifies a building, at a different safe-site, to be used for evacuation. Go at least a half-mile from danger area. Building site is \_\_\_\_\_.
    3. \_\_\_\_\_ calls County and local Emergency Management Agency: local phone number is \_\_\_\_\_.
    4. Emergency transportation needs to be provided by \_\_\_\_\_ (local school district). Phone Number \_\_\_\_\_.
    5. \_\_\_\_\_ Takes administrator's evacuation pack. (See [Attachment A](#))
  - C. **When do you respond?**

When release of materials occurs.
  - D. **In what order do you respond?**

See B. 1, 2, 3 above.
  - E. **How will the response be carried out?**

Evacuation to another area to be determined beforehand.
  - F. **What will the follow-up be?**
    1. \_\_\_\_\_ coordinates assistance for injured.
    2. \_\_\_\_\_ contacts parents through phone chain and/or media. List of parent home and work numbers should be available.
    3. \_\_\_\_\_ coordinates attendance for everyone after evacuation.
    4. \_\_\_\_\_ coordinates dismissal arrangements.
    5. \_\_\_\_\_ files report.
    6. \_\_\_\_\_ evaluates process.
    7. \_\_\_\_\_ follows local procedures to contact insurance carrier.

**4. ADDITIONAL RESOURCES:**

- ✓ Administrator's Evacuation Pack Materials ([Attachment A](#))
- ✓ Media telephone numbers ([Attachment B](#))
- ✓ Emergency Response Organization telephone numbers ([Attachment C](#))
- ✓ Parent Home and Work telephone numbers.
- ✓ Refer to Diocesan flip chart if applicable
- ✓ Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - FIRE

1. **PURPOSE:** To develop a crisis response to a fire.
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**
  - A. Smoke
  - B. Fire
  - C. Pulling the alarm.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Pull local alarm.
    2. Evacuate building ([see Attachment E](#)).
    3. Follow Primary or Secondary routes.
    4. Take administrator's evacuation pack (see [Attachment A](#))
    5. Call 911
  - B. **Who does what?**
    1. \_\_\_\_\_ dials 911 for the Fire Department
    2. \_\_\_\_\_ will take administrator's evacuation pack. ([Attachment A](#))
    3. \_\_\_\_\_ Teachers check attendance.
    4. \_\_\_\_\_ coordinates attendance check.
  - C. **When do you respond?**

Immediately.
  - D. **What will the follow-up be?**
    1. \_\_\_\_\_ coordinates arrangements to dismiss.
    2. \_\_\_\_\_ contacts parents by media/phone chain, etc.
    3. \_\_\_\_\_ coordinates assistance of injured.
    4. \_\_\_\_\_ designates nearby facility in case of inclement weather or long waits.
    5. \_\_\_\_\_ evaluates process.
    6. \_\_\_\_\_ files Incident Report.
    7. \_\_\_\_\_ follows local procedures to contact insurance carrier
4. **ADDITIONAL RESOURCES:**
  - a. Evacuation pack materials ([Attachment A](#))
  - b. Media Phone numbers ([Attachment B](#))
  - c. Emergency numbers ([Attachment C](#))
  - d. Parent Home and Work telephone numbers.
  - e. Refer to Diocesan flip chart if applicable.
  - f. Reference books and websites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - GAS LEAK (KNOWN OR SUSPECTED)

1. **PURPOSE:** To develop a crisis response to a gas leak.
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**
  - Possible odor or fumes
  - Possible sound of leaking gas
  - Physical symptoms of people in the area
  - Mishap/damage to building and/or surrounding environment
3. **PROCEDURES**
  - A. **Identify appropriate procedures to protect the health, safety and welfare of students.**
    1. Call 911
    2. Notify administration or head custodian immediately DO NOT ACTIVATE FIRE ALARM
    3. Evacuate building, take roll books
    4. Evacuate building according to administrative call (standard fire drill evacuation routes should be used if appropriate)
    5. Take administrator's evacuation pack (See [Attachment A](#))
    6. Call roll at evacuation site, report any missing persons
    7. Coordinate dismissal to emergency evacuation site and home.
    8. Provide floor plans and internal system information to emergency responders.
    9. Coordinate all communication
  - B. **Who does what?**
    1. \_\_\_\_\_ will call 911
    2. Person noticing or suspecting gas leak will notify administration or head custodian immediately
    3. \_\_\_\_\_ will initiate building evacuation
    4. Teachers take roll books
    5. Evacuate to emergency off site location \_\_\_\_\_ and teachers call roll. Report missing persons to administration.
    6. \_\_\_\_\_ will take administrator's evacuation pack. (See [Attachment A](#))
    7. \_\_\_\_\_ will provide floor plans and internal system information.
    8. \_\_\_\_\_ will coordinate dismissal to home and emergency evacuation site.
    9. \_\_\_\_\_ will coordinate all communication, including parent, media and County Emergency Management.
  - C. **When do you respond?**

Immediately
  - D. **What will the follow-up be?**

\_\_\_\_\_ will complete a detailed incident report at the earliest opportunity.  
\_\_\_\_\_ follows local procedures to contact insurance company.
4. **ADDITIONAL RESOURCES**
  - A. Administrator's Evacuation Pack Materials ([Attachment A](#))
  - A. Media Phone numbers ([Attachment B](#))
  - B. Emergency numbers ([Attachment C](#))
  - C. Diocesan flip chart if applicable
  - D. Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - TORNADO

1. **PURPOSE:** To develop a crisis response to a tornado.

2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**

- A. *Tornado Watch:* tornado may develop. Continue normal operations.
- B. *Tornado Warning:* tornado has been detected. Put Plan into operation.
- C. Tornado is observed without prior warning. Put plan into operation.

3. **PROCEDURES:**

A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**

- 1. Take students to designated safety point. A basement is the first choice for safety, preferably under the stairway. The next best choice is interior hallways or a small interior room – on the lowest floor – away from windows, exterior doors, and other obstructions (such as trophy cases, lockers, etc.) and away from mirrors, and skylights. Our designated safety point is \_\_\_\_\_.
- 2. Rooms such as gymnasium should not be used.
- 3. Stay away from glass.
- 4. If inside, use arms to protect head or seek secure shelter under sturdy furniture.
- 5. If outdoors and cannot get inside:
  - a) \_\_\_\_\_ alerts students and staff to seek emergency shelter.
  - b) Lie in ditch and cover head.
- 6. \_\_\_\_\_ turns off gas, water, electricity if danger is imminent or instructed by local officials.
- 7. Near end of school day, hold students in safest area.

B. **Who does what?**

- 1. \_\_\_\_\_ monitors weather bulletins from NOAA Weather Radio and provides information to staff.
- 2. \_\_\_\_\_ sounds alert; (must be different from fire alarm).
- 3. \_\_\_\_\_ delays transportation home until safe.
- 4. Teachers take attendance.
- 5. \_\_\_\_\_ coordinates attendance check.
- 6. \_\_\_\_\_ brings administrator's evacuation pack ([Attachment A](#)) to designated safety point.

C. **When do you respond?**

When tornado has been detected (Tornado Warning).

D. **What will the follow-up be?**

- 1. \_\_\_\_\_ will call Emergency personnel.
- 2. \_\_\_\_\_ arranges transportation, if warranted.
- 3. \_\_\_\_\_ contacts parents through phone chain, media, etc.
- 4. \_\_\_\_\_ listens to Emergency Radio for "All Clear" signal.
- 5. \_\_\_\_\_ delays dismissal until determined safe.
- 6. \_\_\_\_\_ coordinates release of students to parents.
- 7. \_\_\_\_\_ evaluates process.
- 8. \_\_\_\_\_ files Incident Report.
- 9. \_\_\_\_\_ follows local procedures to contact insurance carrier

5. **ADDITIONAL RESOURCES**

- A. Evacuation Pack Materials ([Attachment A](#))

- E. Media Phone numbers ([Attachment B](#))
- F. Emergency numbers ([Attachment C](#))
- G. Diocesan flip chart if applicable
- H. Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - HURRICANE

1. **PURPOSE:** To develop a crisis response to a hurricane.

2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**

- A. *Hurricane Watch:* hurricane possible within 24-36 hours.
- B. *Hurricane Warning:* hurricane will hit land within 24 hours.

3. **PROCEDURES:**

A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**

- 1. Monitor NOAA Weather Radio for information on Hurricane Watches and Warnings. The Weather Channel and local television and radio stations will also broadcast watch and warning information.
- 2. Evacuate if told to do so by authorities. (See [Attachment E.](#))
- 3. Bring administrator's evacuation pack if told to evacuate. (See [Attachment A](#))
- 4. Follow safety rules for thunderstorms with lightning and floods.
- 5. If advised to remain, stay indoors, away from windows.

B. **Who does what?**

- 1. \_\_\_\_\_ monitors local weather bulletins from NOAA Weather Radio and provides information to staff.
- 2. \_\_\_\_\_ gets information and initiates evacuation
- 3. \_\_\_\_\_ brings administrator's evacuation pack.
- 4. \_\_\_\_\_ contacts parents and media.
- 5. \_\_\_\_\_ coordinates dismissal arrangements.

C. **When do you respond?**

Be prepared to respond when warnings/watches are issued. Evacuate only after speaking to authorities.

D. **What will the follow-up be?**

- 1. \_\_\_\_\_ evaluates process.
- 2. \_\_\_\_\_ files report.
- 3. \_\_\_\_\_ follows local procedures to contact insurance carrier

4. **ADDITIONAL RESOURCES:**

- A. Administrator's evacuation pack materials (see [Attachment A](#))
- B. Refer to Diocesan flip chart if applicable
- C. Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - EARTHQUAKE

1. **PURPOSE:** To develop a crisis response to an earthquake.
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?** An earthquake.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Stay in building.
    2. Take shelter under desks, tables, or furniture, positioning as much of the body as possible under the desk or table.
    3. Cover eyes by leaning the face against the arm.
    4. Hold onto leg of furniture.
    5. If there is no furniture or not enough furniture take cover by dropping to the floor, against an interior wall, if possible. The “drop position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.
    6. Stay away from windows and electrical equipment.
    7. Outdoors: stay clear of building, trees, masonry walls and power lines. Stay in the open. Take the “drop position”
    8. Shut off utilities if instructed to do so by local authorities or if there is imminent danger from something obvious like a gas leak.
  - B. **Who does what?**
    1. \_\_\_\_\_ shuts off utilities if instructed to do so by local authorities (unless you are in imminent danger from something like an obvious gas leak).
    2. Teachers check attendance.
    3. \_\_\_\_\_ coordinates attendance.
  - C. **When do you respond?**

Immediately.
  - D. **What will the follow-up be?**
    1. Prepare for aftershocks.
    2. \_\_\_\_\_ calls emergency personnel and coordinates assistance for injured.
    3. \_\_\_\_\_ shuts off utilities, if needed.
    4. \_\_\_\_\_ contacts parents and/or media.
    5. \_\_\_\_\_ coordinates dismissal arrangements.
    6. \_\_\_\_\_ files report.
    7. \_\_\_\_\_ evaluates process.
    8. \_\_\_\_\_ follows local procedures to contact insurance carrier.

## **HAZARDS AND NATURAL DISASTER - THUNDERSTORM WITH LIGHTNING**

1. **PURPOSE:** To develop a crisis response to severe thunderstorm with lightning.
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**
  - A. *Severe Thunderstorm Watch:* thunderstorm may develop.
  - B. *Severe Thunderstorm Warning:* thunderstorm is imminent.
  - C. Thunderstorm occurs without warning received; lightning is seen; thunder is heard.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Remain indoors, or come inside.
    2. If outdoors: crouch in a low spot, put hands on knees, bend forward. Don't lie flat. Avoid tall structures.
    3. Do not let children wait outside for buses.
    4. Avoid talking on the telephone; stay away from the television and electrical appliances.
  - B. **Who does what?**
    1. \_\_\_\_\_ monitors weather conditions and provides information to faculty and staff.
  - C. **When do you respond?**

When storm is first observed.

## HAZARDS AND NATURAL DISASTERS - EXPLOSION

1. **PURPOSE:** To develop a crisis response to an explosion.

2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**

An explosion.

3. **PROCEDURES:**

A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**

1. Evacuate building (see [Attachment E](#).) If necessary proceed to alternate location \_\_\_\_\_.
2. Take administrator's evacuation pack. (See [Attachment A](#))
3. Adjust evacuation routes, if necessary.
4. Notify parents/guardians including information regarding dismissal procedures.
5. If there are injuries follow medical emergency procedures.

B. **Who does what?**

1. \_\_\_\_\_ notifies emergency response organization (see [Attachment C](#)).
2. \_\_\_\_\_ coordinates evacuation and arranges for transportation to alternate site if necessary.
2. \_\_\_\_\_ takes administrator's evacuation pack.
3. Teachers check attendance.
4. \_\_\_\_\_ coordinates attendance check.
5. \_\_\_\_\_ contacts parents through phone chain, media, etc.
6. \_\_\_\_\_ coordinates releasing students to family

C. **When do you respond?**

Immediately.

D. **What will the follow-up be?**

1. \_\_\_\_\_ evaluates process.
2. \_\_\_\_\_ files Incident Report.
3. \_\_\_\_\_ follows local procedures to contact insurance carrier.

4. **Additional Resources:**

- A. Administrator's evacuation pack materials ([see Attachment A](#))
- B. Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - FLOOD

1. **PURPOSE:** To develop a crisis response to a flood.

2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**

Flash Flood or Flood Warning.

3. **PROCEDURES:**

A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**

1. Be prepared to evacuate if necessary (see [Attachment E](#)).
2. Have alternate site if evacuation is necessary. Alternate site is \_\_\_\_\_
3. Bring administrator's evacuation pack. (See [Attachment A](#))
4. If staying at building or until evacuation move to highest level in building.
5. If outdoors, climb to highest ground.
6. If flash flood occurs at school turn off the gas and power at the main switches.
7. Coordinate with county emergency management as appropriate especially regarding road conditions for transportation to evacuation site and/or transportation home for students.
8. Coordinate with county emergency management and/or Red Cross for possible shelter needs for students/staff who are unable to be transported home due to flooding.

B. **Who does what?**

1. \_\_\_\_\_ listens to local weather bulletins and/or NOAA weather radio for conditions and provides information to staff.
2. \_\_\_\_\_ coordinates evacuation and transportation to alternate site.
3. \_\_\_\_\_ brings administrator's evacuation pack (See [Attachment A](#))
4. \_\_\_\_\_ turns off gas and power at main switches.
5. Teachers check attendance.
6. \_\_\_\_\_ coordinates attendance check
7. \_\_\_\_\_ contacts parents (phone chain, media, etc)
8. \_\_\_\_\_ coordinates dismissal and release of students
9. \_\_\_\_\_ coordinates with county emergency management and/or red cross.

C. **When do you respond?**

When flooding occurs or you are instructed to evacuate due to the imminent threat of flooding.

D. **What will the follow-up be?**

1. \_\_\_\_\_ evaluates procedures.
2. \_\_\_\_\_ files Incident Report.
3. \_\_\_\_\_ follows local procedures to contact insurance carrier.

4. **ADDITIONAL RESOURCES:**

- a. Administrator's Evacuation Pack materials ([Attachment A](#)).
- b. Reference books and web sites ([Attachment D](#))

## HAZARDS AND NATURAL DISASTERS - ELECTRICAL MALFUNCTION

1. **PURPOSE:** To develop a crisis response to Electrical Malfunction
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**  
Any interruption or loss of a utility service or power source.
3. **PROCEDURES:**
- A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
  1. Contact building custodian who will locate the problem and report findings to administration.
  2. Notify teachers to hold classes until further notice.
  3. Call local electric company with concerns/inquiries
  4. Call 911 if concerned about a fire or safety hazard
  5. Contact superintendent's office and advise of situation and any assistance needed.
  6. Evaluate whether school should be closed or remain open, assess cafeteria food preparation capabilities, consider moving students to alternate site, adjust transportation as necessary, notify parents and media if alteration to schedule.
  7. If evacuation occurs, bring administrator's evacuation pack. (See [Attachment A](#))

### **General Power Outage – Cold/Moderate Weather**

1. Conserve building heat, close all windows.
2. Do not run exhaust fans.
3. Follow administrative directives.

### **During a Brownout**

1. Follow directions of administration
2. Administrator will notify city authorities.

### **During a Blackout**

1. Follow directions of administration
2. Open classroom doors to permit the light from skylights and windows to illuminate the hallway. (No exterior doors should be open that would compromise school security)
3. Move classes outdoors, if appropriate
4. If students are in gym or auditorium have them stay where they are until exit doors are open, then move them outdoors.
5. Unplug all computers, power equipment, movie projectors, television sets, audio-visual equipment, and turn off all light switches unless needed. When the power returns, it may be in a surge and will blow out computers, light bulbs, florescent tubes, electric motors and other equipment.

### **B. Who does what?**

1. \_\_\_\_\_ determines impact of disruption.
2. \_\_\_\_\_ calls local authority to determine possible length of disruption.
3. \_\_\_\_\_ instructs teachers to hold classes in place
4. \_\_\_\_\_ calls 911 if necessary
5. \_\_\_\_\_ contacts superintendent's office
6. \_\_\_\_\_ evaluates whether school should stay open or close and proceeds accordingly
7. \_\_\_\_\_ may dismiss early based on information received.
8. \_\_\_\_\_ notifies bus company(ies).
9. \_\_\_\_\_ notifies parents.
10. \_\_\_\_\_ notifies media.

**C. When do you respond?**

At a loss of service.

**D. What will the follow-up be?**

\_\_\_\_\_ evaluates procedures.

\_\_\_\_\_ follows local procedures to contact insurance carrier.

**4. ADDITIONAL RESOURCES**

See [Attachment C](#) for telephone numbers

See [Attachment D](#) for reference books and web sites

## HAZARDS AND NATURAL DISASTERS - BUS ACCIDENT

1. **PURPOSE:** To develop a crisis response for Bus Accident (School Grounds)
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**  
Bus Accident.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Evacuate bus, if necessary
    2. Provide emergency treatment and evaluate situation. If there are injuries follow procedures under medical emergencies chapter
    3. Call 911 if appropriate
    4. Notify local administrator
  - B. **Who does what?**
    1. \_\_\_\_\_ evacuates bus, if necessary.
    2. \_\_\_\_\_ provides emergency treatment. Don't move victims unless absolutely necessary.
    3. \_\_\_\_\_ calls 911.
    4. \_\_\_\_\_ notifies Local administrator.
  - C. **When do you respond?**  
Immediately.
  - D. **What will the follow-up be?**
    1. \_\_\_\_\_ contacts parents.
    2. \_\_\_\_\_ speaks with students involved.
    3. \_\_\_\_\_ files report.
    4. \_\_\_\_\_ evaluates procedures.
    5. \_\_\_\_\_ follows local procedures to contact insurance carrier.
  - E. **Additional Resources:**  
See [Attachment C](#) for telephone numbers  
See Medical emergencies for list of trained personnel  
See [Attachment D](#) for reference books and web sites

## HAZARDS AND NATURAL DISASTERS - RELEASE OF HAZARDOUS MATERIALS WITHIN THE BUILDING

1. **PURPOSE:** To develop a Crisis Response to Release of Hazardous Materials (Inside Building)
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**
  - a. Odor of released chemicals.
  - b. Knowledge of released chemicals.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Evacuate building (see [Attachment E](#)).
    2. Follow primary or secondary routes.
    3. Take administrator's evacuation pack (See [Attachment A](#))
    4. Call 911 and contact County Emergency Management
  - B. **Who does what?** (see [Attachment C](#) for telephone numbers)
    1. \_\_\_\_\_ calls County Emergency Management.
    2. \_\_\_\_\_ calls 911.
    3. \_\_\_\_\_ takes administrator's evacuation pack
    4. Teachers check attendance.
    5. \_\_\_\_\_ coordinates attendance check.
  - C. **When do you respond?**

Immediately.
  - D. **What will the follow-up be?**
    1. \_\_\_\_\_ identifies another building at a safe site.
    2. \_\_\_\_\_ coordinates assistance for injured.
    3. \_\_\_\_\_ contacts parents through media and/or phone chain.
    4. \_\_\_\_\_ coordinates dismissal arrangements.
    5. \_\_\_\_\_ files report.
    6. \_\_\_\_\_ evaluates procedures..
    7. \_\_\_\_\_ follows local procedures to contact insurance company.
4. **Additional Resources:**
  - A. Evacuation Pack Materials (See [Attachment A](#))
  - B. Reference books and web sites (See [Attachment D](#))

**HAZARDS AND NATURAL DISASTERS -  
TRAFFIC ACCIDENT, OTHER EMERGENCY**

1. **PURPOSE:** To develop a Crisis Response to Traffic Accident/Other Emergencies
2. **WHAT TRIGGERS THE INTERVENTION PROCESS?**  
Accident, other emergency.
3. **PROCEDURES:**
  - A. **Identify appropriate procedures to protect the health, safety, and welfare of students.**
    1. Call 911
    2. Assign available personnel to isolate emergency and delay dismissal if necessary
    3. Keep students away from emergency
    4. If students involved in accident/emergency notify their parents/guardians
    5. Activate crisis team if traffic accident/emergency involves students, staff or other members of the school community if accident/emergency is serious.
  - B. **Who does what?**
    1. \_\_\_\_\_ calls 911.
    2. \_\_\_\_\_ assigns available personnel to isolate emergency delay dismissal, if necessary.
    3. \_\_\_\_\_ delays dismissal if necessary and takes care of transportation and parental notification of dismissal delay
    4. \_\_\_\_\_ keeps students away from emergency.
    5. \_\_\_\_\_ notifies parents/guardians of any students involved in accident/emergency
    6. \_\_\_\_\_ activates crisis team if necessary
  - C. **When do you respond?**  
  
Immediately.
  - D. **What will the follow-up be?**
    1. Crisis team to determine follow-up support as necessary.
    2. \_\_\_\_\_ files report.
    3. \_\_\_\_\_ evaluates procedures.
    4. \_\_\_\_\_ follows local procedures to contact insurance carrier.

## **ATTACHMENT A**

### Recommended Administrator's Evacuation Pack Materials

Bull Horn (for general communication in outside environment)

Cell phone/ 2 way radios

Teacher's schedules (what rooms are occupied and at what periods)

All phone numbers for transportation busses, local radio and television stations, and district administration contacts

Name and address directory of all students and staff of the school

Colored printed copy of student/staff picture sheets

Confidential Medical Needs List

Daily absentee sheet

Visitor log from main office

Quick reference Crisis Response Flip Chart

Crisis Manual

Emergency Exit Floor Plan (laminated) for fire, police and other emergency responders use

Full set of building keys for police/fire (If complete orderly vs. hasty building search is required)

Disposable Camera

Stop Watch (timing fire drills)

Battery operated radio

Clock with time and date

Medical bag

Mask, gloves, duct tape, whistle

Bright yellow jackets with black lettering identifying administration -position

Hand towel and hand sanitizer

Hard candy (for Diabetics)

Lighter (no matches – could get wet or destroyed)

Rope (to guide someone to safety)

Chemical Inventory List with MSDS sheets

Glow Sticks

Smelling salts

Spare backpack in car

Complete/Detailed local map

Number of people in building at any one time

**ATTACHMENT B**

MEDIA TELEPHONE NUMBERS

Local Radio Stations:

|    | <b>Name</b> | <b>Telephone #</b> | <b>Code</b> |
|----|-------------|--------------------|-------------|
| 1. |             |                    |             |
| 2. |             |                    |             |
| 3. |             |                    |             |
| 4. |             |                    |             |
| 5. |             |                    |             |
| 6. |             |                    |             |

Local Television Stations:

|    | <b>Name</b> | <b>Telephone #</b> | <b>Code</b> |
|----|-------------|--------------------|-------------|
| 1. |             |                    |             |
| 2. |             |                    |             |
| 3. |             |                    |             |
| 4. |             |                    |             |
| 5. |             |                    |             |
| 6. |             |                    |             |

**ATTACHMENT C**

**EMERGENCY TELEPHONE NUMBERS**

|   |  |
|---|--|
| 1. County Emergency Management Agency 911 |  |
| 2. Intermediate Unit #                    |  |
| 3. Local Emergency Management Agency      |  |
| 4. School Bus Services                    |  |
| 5. Alternate Evacuation Site              |  |
| 6. Pastors/headmaster/other               |  |
| 7. Central Office                         |  |
| 8. Electric Company                       |  |
| 9. Gas Company                            |  |
| 10. Other                                 |  |
|   |  |
|   |  |

## Reference Books

Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement

Published by National Association of State Directors of Pupil Transportation Services

Emergency Management Guide for Business and Industry

Published by American Red Cross

School Emergency Planning Guide available through:

- Dept. of Education, Commonwealth of Pennsylvania, and
- Emergency Management Agency, Commonwealth of Pennsylvania, 1990

Are You Ready?

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## Recommended Websites

- ✓ <http://www.tornadoproject.com/past/pastts.htm> Tornado History
- ✓ <http://www.usatoday.com/weather/wsafe0.htm> Natural Disaster Information & Tips
- ✓ <http://www.pema.state.pa.us> Pennsylvania Emergency Management Agency
- ✓ <http://www.fema.gov/> Federal Emergency Management Agency
- ✓ <http://www.ag.uiuc.edu/~disaster/teacher/teacher.html> Children, Stress, & Natural Disasters
- ✓ <http://www.redcross.org/prepare/makeaplan.html> American Red Cross

## ATTACHMENT E

### Procedure for Evacuating a School Building

1. Local administrator assesses the need to evacuate and determines if injury has occurred.
2. Crisis Team activated if appropriate.
3. After the evacuation call has been issued, evacuation process begins.
4. Everyone should exit to designated areas according to posted evacuation routes.
5. Available Crisis Team members will survey their area and ensure that all have evacuated and that the rest rooms are clear. Defer to police when mandated.
6. Absolute silence is to be observed during evacuation.
7. Close doors and windows for fire and keep them open for a bomb threat. Do not lock them in case Emergency personnel need to enter the room. Leave the lights on.
8. Escort students and have them walk quietly, in single file. If the exit is blocked, use an alternate exit.
9. Call roll once in designated area. Report any missing or added student to administrator in charge. Stay in your assigned area.
10. Keep students calm and in your area. Students should not be allowed to roam or talk. Teachers are responsible for the welfare and safety of their students; therefore, staff must remain with them at all times.
11. If evacuation is needed during lunch, changes of classes, or during an activity period, clear the area immediately. Keep students in groups. Teachers make a roster of who they have. Administrator in charge will retrieve the roster from you.
12. Teachers will be notified when they may return to the building by the All Clear signal. The All Clear signal is \_\_\_\_\_. Under no circumstances are you or the students to reenter the building until then.
13. In the case of long waiting periods for evacuations or inclement weather, designate other nearby facilities to be utilized.
14. A remote-site evacuation plan needs to be developed as well as a phone chain and lists with home and work phone numbers.

**DO NOT, UNDER ANY CIRCUMSTANCES, RETURN TO THE BUILDING UNTIL THE ALL-CLEAR SIGNAL IS GIVEN.**