

SCHOOL EMERGENCY PLAN BASICS

CACC Standard 6N

Can you fill in the missing information?

INFORMING THE PUBLIC and/or PRESS:

In the event of a disaster or crisis in our institution, no one other than the person authorized to do so should speak with the public and/or press about the incident. (This is to ensure that only the correct information gets out.)

This is the person to contact:

How to contact:

If the primary contact above is not available, try:

Remember: It is important that no one speak to the media about any events in our institution unless we have been authorized to do so. If asked questions, direct inquiries to the authorized person.

MEDICAL EMERGENCIES

Specifics: This is the policy we follow in our institution:

Our First Aid Kit is located:

Telephone numbers:

General rules to remember in a medical emergency:

1. **Unless it is a life-threatening situation, do not attempt to render any first aid yourself before trained staff or paramedics arrive.**
2. Do not attempt to move a person who has fallen and who appears to be in pain.
3. Avoid unnecessary conversation with, or about, the ill or injured person. Some people may react adversely to what you say. Limit your communication to quiet reassurances. Keep bystanders as far away from the injured person as possible.
4. Do not discuss the possible causes of an accident or any condition that may have contributed to the cause. Do not apologize or accept any responsibility for the accident or condition.

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EXPLOSIONS & RANDOM ACTS OF VIOLENCE

Specifics: This is what to do in our institution:

Telephone numbers:

General rules to follow after an explosion:

1. Since one event can be followed by another, stay alert. There may be more danger yet to come.
2. For protection, consider crawling under a table or desk and remain there for at least 60 seconds.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If an evacuation is ordered, go to a designated place. Make sure all staff and patrons are accounted for. Do not forget handicapped people who may need your help in exiting. Do not move seriously injured persons unless they are in obvious, immediate danger (building collapse, fire, etc.). Avoid known problem areas (where there are gas lines, fire hazards, etc.). Once out, keep as far away from the building as possible.
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. Do not use matches or lighters. Sparks might trigger explosions.
8. Avoid using telephones and hand radios. Again, electrical sparks or signals could trigger other bombs.

FLOODING & WATER DAMAGE (Burst pipes, leaks, storm damage, clogged drains, etc.)

Specifics: This is what to do in our institution in case of water intrusion:

Telephone numbers:

Where needed materials are stored:

Water turn off:

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General rules to follow in a water emergency:

1. Notify the proper authorities/response personnel.
2. If there are electrical appliances or electrical outlets near the leak, use extreme caution until the power is turned off. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident in your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
4. Be prepared to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. You can cover large objects with plastic sheeting, and/or carefully move small or light objects out of the emergency area, if you are confident you can move them safely.

CHEMICAL ACCIDENTS

If a chemical *spill* occurs:

1. If toxic chemicals come in contact with your skin, remove affected clothing and immediately flush the affected area with clear water. The best way to wash off in our building is:
2. Notify appropriate authorities/personnel:
3. If there is any possible danger, evacuate the area. If the chemical is a potential hazard to the HVAC system, shut down the system this way:

If a chemical *fire* occurs:

1. Notify the appropriate authorities/personnel:
2. If the fire is small, attempt to put it out with the *appropriate* fire extinguisher. Do not jeopardize your personal safety. This is where the Extinguisher(s) is/are located:
3. Never allow the fire to come between you and an exit.
4. If possible, notify your supervisor of the location and extent of the fire.
5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you if possible, to confine the fire. Go to a designated area, as far away from danger as possible.
6. Do not break windows. Oxygen feeds a fire.

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7. Life is most important. Help those who need assistance. Do not attempt to save possessions at the risk of personal injury.
8. Do not return to the emergency area until instructed to do so.

PHONE & MAIL THREATS; SUSPICIOUS OBJECTS

Specifics:

Contact:

If you receive a telephone threat:

1. Listen carefully. Try to keep the caller talking, so you can gather more information.
2. Notify _____. If possible, signal a colleague to contact appropriate personnel for you. Otherwise, contact them yourself as quickly as possible.
3. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
4. Do not discuss the threat with anyone else.
5. If evacuation is ordered, go to a designated area, as far from danger as possible. Make sure staff and patrons come with you.

If you receive a written threat or suspicious parcel, or if you find a suspicious object on the premises:

1. Keep anyone from handling it or going near it.
2. Notify the appropriate personnel:
3. Do _____ or Do Not _____ call police yourself. If you do not call police, do this instead:
4. Promptly write down everything you can remember about finding or receiving the letter or parcel. This will be needed by security and police interviewers.
5. Do as directed. If evacuation is ordered, go to a designated area, as far from danger as possible.

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POWER LOSS

In our institution, this will happen when the power goes out:

Flashlights are kept

In General:

1. Remain calm. Announce yourself to other staff and patrons.
2. Provide assistance to visitors, volunteers, and staff in your immediate area by directing them to a pre-designated area, or by doing this:
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. Do not bring along personal belongings. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
4. If you are in an elevator, stay calm. Use the intercom or emergency button to let someone know where you are.
5. If instructed to evacuate, go to a designated area.

EARTHQUAKE

1. If you are inside when an earthquake starts, stay inside.
2. Watch for falling objects.
3. Crawl under a sturdy table or desk, or stand in a non-glass doorway. Get a solid wall between you and walls with windows or glass doors.
4. Stay clear of windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be alert for gas leaks, live wires, flooding, etc.
6. Remain in the protected area until it is safe to leave, or until you are directed to do so. Remember that aftershocks may follow.

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THUNDERSTORMS AND TORNADOES

Specifics:

This is what we do in our building:

Flashlights are located:

Battery-powered radio is located:

General rules to follow:

1. Stay away from exterior walls and glass. If possible, back up computer files.
2. In a tornado, crouch along interior walls and cover your head. Interior rooms with no windows are safest.
3. Stay off elevators. Use the telephone only for emergency purposes.
4. Do not leave secure areas until instructed to do so. In helping others move to designated areas before or after the storm, be polite but firm. Warn them of danger. *If they refuse to comply, leave them.*
5. See sections on power loss and water damage.

Winter Storms

1. Winter storms generally come with broadcast warnings. Stay tuned via radio, television, or Internet weather sites.
2. Back up computer files before leaving.
3. Mark the least dangerous access and exit routes from your building. Beware of icy staircases, walkways, etc.
4. If frozen pipes are a possibility, take precautions by draining water, leaving water dripping, or by doing the following:
5. See sections on power loss and water damage.

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FIRE

In case of fire, contact the following personnel:

Fire extinguishers are located:

We have this type of fire-detection and suppression system in our building:

How to contact those responsible for system(s):

General rules to follow in case of fire:

1. Call the appropriate personnel:
2. Provide your name, location, the type and/or cause of the fire, and whether emergency medical help is needed.
3. If the fire is small, you can attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Disconnect electrical equipment that is on fire if it is safe to do so (throw circuit breaker). The circuit breakers are located:
6. Evacuate the area if you are unable to put the fire out. Close doors and windows behind you if possible, to confine the fire. Go to a designated area, as far from danger as possible.
7. Do not break windows. Oxygen feeds a fire.
8. Do not open hot doors. Before opening any door, touch it near the top. If it is hot, or if smoke is visible, do not open it.
9. Do not use elevators.
10. Do not attempt to save possessions or collections at the risk of personal injury.
11. Do not return to the affected area until instructed to do so.
12. All fires, no matter how small, must be reported to local authorities.

EMERGENCY EVACUATION PROCEDURES

Our emergency signal sounds like this:

When you hear the evacuation alarm or are told to leave the building, do this:

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Evacuation diagrams are posted:

General rules to follow in an evacuation:

1. If possible, immediately shut down all hazardous operations (equipment in use, etc.).
2. Do not use elevators.
3. As you exit, quickly check nearby restrooms, copier rooms, and other areas for patrons and staff.
4. Accompany and help handicapped personnel, visitors, and any co-worker who appears to need calm direction or assistance.
5. Take the following items with you: car keys, purse, briefcase, etc. Do not take large or heavy objects.
6. Close all doors as you leave. Closed doors can slow the spread of fire, smoke, and water.
7. Proceed as quickly as possible, but in an orderly manner. Hold handrails when using stairs.
8. Once out of the building, go to the staff assembly area. *Keep roadways clear for emergency vehicles.*