

# **PAGE UNIFIED SCHOOL DISTRICT EMERGENCY ACTION PLAN**

## **Faculty / Staff Lock Down Procedures for Hard Lock Down**

- 1) Tell your students to exit their seat and sit on the floor against a wall(s) at the designated site in your classroom.
- 2) As you are having your students move to the designated site in your classroom, lock your classroom door(s) / window(s) and turn off the classroom lights. This also includes turning off your computer or closing your laptop computer (if applicable). If you have shades or blinds in your room, close them.
  - a. As you secure your door, make a quick visual sweep of the hallway (**IF SAFE**) for students that you know and have them come into your classroom. This is only if you are certain that they are not a threat to the safety of you and your students.
  - b. If your classroom is next to a restroom, if at all possible, make a quick visual sweep (**IF SAFE**) of the restroom to ensure that no students have been left behind.
- 3) Sit with your class and quietly take attendance to ensure that all of your students are present. Once the Lock Down is over, if you are missing a student(s), report this to the Main Office.
- 4) Do not allow students to use their cell phones.
- 5) During the lock down, you will be expected to maintain control of your classroom and keep your students quiet. Under no circumstances should your classroom door be opened for any reason (excluding being evacuated by law enforcement). Do not leave your classroom or allow students to leave.
- 6) While in a lock down situation, if a fire alarm is pulled, do not exit your room unless you actually see fire or smoke.
- 7) Once the threat has been taken care of, you will be advised that you can return to your regular duties. This notification will be followed by a "Password." If no password is given or if the wrong password is given, remain in the Lock Down Mode.

## **Faculty / Staff Lock Down Procedures for a Soft Lock Down**

- 1) Proceed to lock your classroom door. If it is already locked, make sure the door is secured.
- 2) Advise your students that the class is going into a Soft Lock Down and no one is to leave the room. If you have any students that are presently out of your class at this time, keep a look out for them and allow them back into your room when they arrive.
- 3) As to how long your classroom will be in a soft lock down, that is unknown. Please be patient and maintain control of your classroom.
- 4) As in a Hard Lock Down, if a fire alarm is pulled, do not exit your room unless you actually see fire or smoke.
- 5) Remain in the Soft Lock Down until you are advised by your Building Administrator or his/her designee that the Soft Lock Down is over. This notification will be followed by the "Password."

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## Fire Drill

- 1.) If smoke or fire is detected, activate fire alarm and call 9-1-1.
  - a. If smoke, fire or other hazards are visible evacuate the immediate area and contact a school administrator as soon as possible with details on the situation.
- 2.) In the event that the fire alarm is activated and no fire, smoke or other hazards are detected please remain in your classroom pending further instruction.
  - a. You will only evacuate the building if you can visually see and immediate threat or an announcement is made over the intercom to evacuate the building.
- 3.) School administration and selected staff will complete a visual sweep of the campus.
- 4.) Once the all clear has been given by that school's emergency response team the fire panel will be reset and an announcement will be made.

## Evacuation Protocols

- 1.) In the event that an evacuation is called by administration over the intercom due to a fire, smoke or other hazard please escort your students out of the building to your predetermined location and bring supplies listed below.
  - a. Class roster
  - b. Green and red card
- 2.) Once the class has reached the predetermined location, account for all students who are present in class that day (NOTE: If a student is absent DO NOT raise a red card).
- 3.) If all students are account for raise a green card for administration to see. If a student is missing raise a red card and notify that administrator of the student/students name.
- 4.) Once the school site has been deemed safe by The Page Fire Department and announcement will be made to re-enter the building.

## Serious Illness/Injury

- 1) Call 9-1-1. Notify CPR/first aid certified persons in school building of medical emergencies.
- 2) If possible, isolate affected student/staff member.
- 3) Notify Incident Commander. Incident Commander notifies Superintendent. Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- 4) Incident Commander notifies parent(s) or guardian(s) of affected student.
- 5) Identify and separate witnesses for law enforcement statements and potential counseling needs.
- 6) Determine method of notifying students, staff and parents. Refer media to the Superintendent.

**Note: If a staff member is not trained in CPR/AED or Basic First Aid you will not administer either. Notify CPR/First Aid certified persons of the situation if needed.**

**With any serious illness/injury, assault, or major incident an incident report form will need to be completed and emailed to your school sites administrator.**