Saguaro Hills Adventist Christian School

Emergency Procedures Manual

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**Updated on 7-15-2020**

**Preventative Actions and Policies**

**EARLY WARNING SYSTEM.** The most important item is to have an effective ‘early warning system,’ that is, a system that recognizes who is entering the school campus and blocks the entry of those without business on the campus. If it appears someone is suspicious or dangerous, all appropriate precautions must be taken. Elements of such a system could include things such as:

* Administration person in the temporary office must have line of sight for those entering the property from the parking lot.
* Always have closed and LOCKED GATE(S) entering the portico. Students will NOT open gates for visitors. Only teachers and/or office administrators will welcome visitors and have them sign in at the office.

**COMMUNICATION.** Along with an effective early warning system, a working communication system must be in place, so that key players can keep in touch during times of emergency. This might include:

* Special loud whistles (already purchased and distributed) for each of the teachers to notify all students and teachers of an emergent situation and to immediately return to the classrooms).
* A coordinated/synchronized use of cell phones to keep in touch with all personnel at the same time.

**MEDIA RELATIONS**

The primary communication goal should be to keep the public informed about the crisis while maintaining student privacy and as little interruption to the educational process as possible. Reporters monitor police, fire, and ambulance radio dispatch scanners and usually arrive at crisis scenes very quickly. Because most of the community finds out what has happened through the media and because the media can assist in dispelling rumors, it is essential that we give reporters accurate and prompt information.

**Step of Action: Notify the administrator/principal’s office. The administrator/principal will handle correspondence with the media at an off-campus site. If the principal is not available, the pastor or designated building-level spokesperson must respond. In dealing with the media during or after a crisis:**

1. Be accessible. Designate an area for the media preferably off-campus.
2. Be prepared. Know the answers to the basic questions: WHO, WHAT, WHEN, WHERE, and HOW.
3. Be open and concerned, not defensive. Be honest, brief, and factual; don’t speculate. Stress student safety.
4. If you don’t know the answer, say so. Offer to find out, and share the information when you can. Often confidentiality must be maintained to protect student’s or employee’s rights and the integrity of an investigation. If you are unable to give details or certain information, explain why rather than raising suspicions by saying “no comment”.
5. Remember that few things are ever “off the record”, and the interview is not over until the reporter leaves.
6. Do not disclose personal information about any staff member or student.

**MEDIA RELATIONS**

**STUDENT RUNAWAY / ABDUCTION**

When a student runs away or is abducted from school, the incident may not be witnessed. In either case, it is important that facts are gathered and assessed quickly to determine the best course of action.

**Recommended steps to follow:**

1. If abduction is witnessed, contact school principal. Gather facts about the abduction and a description of the abductor from the witnesses. If abduction is not witnessed, search buildings for student to verify that the student is missing and notify the school principal.
2. In a student runaway situation, follow the student, if appropriate, and/or contact the police.
3. Have a photo available, if possible, and a description of what the student was wearing to provide to police.
4. Provide follow-up counseling if needed.

**Personnel Roles:** Every teacher is responsible for monitoring all students within their sight all the time.

**Principal or Designee:** Notify parents to inform them about the situation.

**Administrative Staff:** Notify superintendent’s office.

**Dean/Chaplain:** Contact the crisis management team. Be available to parents or runaway student if student is located.

**Auxiliary Staff:** Report to the principal for assignments as needed.

**Site Crisis Management Team Members:**

1. Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Office Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Teacher of missing student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Board Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Pastor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT RUNAWAY / ABDUCTION**

**SUICIDE INTERVENTION**

Any school personnel with reason to believe, by direct or indirect knowledge that a student is at risk for suicide, must immediately refer the student to one of the school’s teachers for intervention and notify the principal. Assistance from other members of the building crisis intervention team may be requested to complete the suicide assessment.

1. After the lethality has been assessed, the principal or pastor must notify the parent or guardian.
2. The parent or guardian will be apprised of the seriousness of the situation and the pastor may make recommendations for the student.
3. Do not allow the student to go home unsupervised. A parent or guardian must assume direct responsibility for the student before allowing him/her to leave school.
4. If the student’s parent or guardian cannot be reached and the team has determined that the student’s condition is critical, the student can be hospitalized for up to 72 hours without parent or guardian consent. This can be arranged by police or youth services.
5. In serious cases, if the parent refuses to seek an evaluation, the teacher/principal should contact the police. The pastor will then contact the Arizona Department of Child Safety (DCS) to file a report of neglect.

Follow up steps:

1. The administrative team will meet to evaluate the situation and define the appropriate role for the school in the future assistance to the student.
2. A teacher/pastor will be appointed to remain in close contact with the student and will serve as the liaison between student, parent or guardian, school and any involved community agencies.
3. Confidentiality will be maintained throughout these procedures unless the safety of the student is at stake.

**Suicide Hot Line……………………………………….1-800-784-2433**

**Arizona Department of Child Safety (DCS)……….602-255-2500**

**NurseWise Crisis Line (via Cenpatico): 1-866-495-6735**

**National Suicide Prevention Lifeline Phone Number: 1-800-273-8255**

**Crisis Text Line:  741741**

**SUICIDE INTERVENTION**

**DEATH OF A STUDENT OR STAFF MEMBER**

In the event of a death of a student or staff member, the principal shall notify the pastor and superintendent’s office, then set up a time and place of a faculty meeting to inform his/her faculty.

* To be sure all faculty are aware of the incident.
* To share the facts surrounding the incident so faculty can dispel rumors.
* To announce special schedule and events of the day.

**Death of a Student or Staff member Away From School Steps of Action:**

1. Whenever possible, the principal shall meet with the school crisis team (refer to p. 2) prior to meeting with the faculty in order to agree on a plan and the need for additional counselors/pastors, etc.
2. The pastor will procure the services of additional counselors/pastors and help coordinate activities as needed.
3. A crisis room shall be made available and shall be staffed with counselors/pastors as long as needed.
4. Students/staff who appear extremely upset should be escorted to the crisis room.
5. The staff shall meet at the end of the day to discuss events of the day and share any new or additional information.
6. The principal shall determine when a home visit should be made and who will go.

**Death of a Student or Staff Member at School Steps of Action:**

1. In the event of a sudden death of an individual on the school premises, the principal, office staff, pastor and superintendent are notified immediately.
2. The area immediately surrounding the individual is secured and closed off; making sure that nothing is touched, moved, or removed until the authorities have arrived.
3. If in a classroom, other students are directed to another room.
4. The principal or a designee makes contact with emergency personnel and maintains a line of communication with them.
5. All media contacts should be referred to the pastor or superintendent’s office.
6. The principal shall schedule a faculty meeting to inform staff of the situation.
7. Counseling/pastoral services shall be provided to students and staff.

**DEATH OF STUDENT OR STAFF MEMBER**

**CHILD ABUSE REPORTING**

Any employee who believes that a student has been physically or sexually abused or neglected shall notify the principal. The reporting employee is legally responsible for reporting directly or confirming that a report was made to the Arizona Department of Child Safety (DCS).

**Steps of Action:**

1. An adult who becomes aware of an abusive situation will notify the school principal.
2. The principal should confer with the student, document all information as requested on child abuse report forms, telephone DCS office, and file all written reports in a confidential file.
3. The principal shall permit DCS or the District Attorney’s office access to the student involved.
4. The school principal will NOT contact the parent/guardian or any other person responsible for the child’s welfare prior to the interview.
5. A school district employee may be present during the interview.
6. It is the responsibility of DCS to notify the parent of any action taken.
7. Confirmed reports shall be recorded in a confidential file or be added to an existing confidential file and maintained by the principal until the student reaches 18 years of age.

**MAINTAIN THE CHILD AND FAMILY’S CONFIDENTIALITY.**

**Arizona Department of Child Safety (DCS)……….602-255-2500**

**Child Abuse Hotline……………………..1-888-767-2445**

**CHILD ABUSE REPORTING**

**VIOLENT BEHAVIOR OF A STUDENT**

1. Notify principal or office administrator.
2. Remove the student from class or affected area if possible. If not possible, remove all other students from the classroom or affected area.
3. If possible, place student in a secure, secluded room with supervision.
4. Attempt to calm the student by listening and reassuring him/her.
5. Attain account of what happened from witnesses. Document this information in writing.
6. Notify parents and solicit their assistance.
7. Decide on appropriate steps to be taken before return of student to classroom, if return is recommended.

**Personnel Roles:**

* **Principal or Designee:** Gather all available information and determine what steps are to be taken.
* **Teachers:** Remain with students, keeping students away from affected area.
* **Pastor:** Be available to help with calming students.
* **Auxiliary Staff:** Be available for assignments from principal as necessary.
* **Notes:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tucson Police Department: (520) 791-6813**

**VIOLENT BEHAVIOR OF STUDENT**

**STUDENT ENDANGERMENT / VIOLENCE**

**Weapon in Classroom:**

1. Call office/principal for assistance or send student.
2. Take measures to protect self and students as necessary.
3. Do not struggle to obtain weapon.
4. Principal will call police if necessary.
5. Principal or designee will report incident to the superintendent’s office.
6. Document the event in writing for principal’s files.

**Angry or Potentially Violent Visitor:**

1. Ask visitor to return to the office.
2. Call office/principal for assistance. Use “Lockdown” code if visitor is violent or threatening.
3. Office Administrator or Principal will determine if lockdown is required.
4. Office Administrator or Principal will call police if necessary.
5. Principal should report incident to the superintendent’s office.
6. Principal should document event in writing for principal’s files.

**Neighborhood Crisis:**

1. Principal may delay school dismissal until safety of students is ensured.
2. Principal or designee will inform superintendent’s office.
3. Site crisis team will help respond to parent calls.

**STUDENT ENDANGERMENT / VIOLENCE**

**FIRE / EVACUATION**

**Signal:** Strobe lights and alarm. In case of a loss of electrical power, the building administration will notify each classroom.

**Steps of Action:**

1. Office staff calls 911 – then assists with verbal notification in building if needed.
2. Evacuate building to assigned locations. Move at least 300 feet from building and stay clear of emergency vehicles.
3. In case of blocked exit, move to next closest exit.
4. Take class lists of students. Keep students together. Check roll when you get students away from building.
5. Restrooms, hallways, and unoccupied rooms will be checked by teacher/office staff closest to area.

**Personnel Roles:**

* **Principal or Designee:** Supervise evacuation and assign roles to other personnel as needed. Go to designated location.
* **Administrative Staff:** Notify the fire department **911**, and then notify the superintendent’s office and other buildings on site.
* **Teacher:** Evacuate students, remain with them and take roll. Report any missing students to building administration.
* **Auxiliary Staff:** Assist with evacuation. Check restrooms and hallways. Report to principal for assignments as needed.

**Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recommended number of drills per year: 12**

**Emergency……….911 Superintendent’s Office……….480-991-6777**

**Police……………….(520) 791-6813 Fire Station 7…………………………(520) 791-4160**

**FIRE / EVACUATION**

**EXTREME WEATHER**

***Weather conditions will be monitored in the school office.***

**Steps of action:**

1. School administrative staff will assess the level of threat.
2. If need be, administration will tell all staff members to continue with the normal duties keeping all students inside.
3. If the level of threat increases, where student and staff safety become jeopardized, administration will call “**Shelter in Place.”** Staff members will keep students where they are until the threat passes or school closure is announced.

**Personnel Roles:**

* **Principal or Designee:** Supervise emergency operations. Delegate duties to auxiliary staff as appropriate.
* **Teacher:** Stay with and supervise class. See that classroom door is closed.
* **Auxiliary Staff:** Report to principal for assignments as needed.

**Notes:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommended number of drills per year – one in the spring and one in the fall.**

**EXTREME WEATHER**

INTRUDER / LOCKDOWN PROCEDURES

When a person on the school campus is recognized as a potential security threat, the staff member making the sighting should initiate the Lockdown Code: 5 long blows on emergency whistle.

 **General Procedures:**

1. All authorized visitors must sign in at office.
2. School personnel should stop any stranger and inquire about his/her business in the building or on school grounds. If the visitor’s reason is appropriate he/she should be escorted to the office to sign in and receive a badge. If it is not possible to escort the visitor personally, staff should contact the office.

**Steps of Action:**

1. The principal or other designated personnel in his/her absence will sound the Lockdown Code**.** This will alert all classroom teachers to lock their doors or take designated action.
2. Designated person will call police giving as much information as possible about the intruder (clothing, gender, race, etc.).
3. Designated teachers located near restrooms will check for students and direct them to their class or if deemed necessary to the nearest classroom.
4. Students in open, unsecured areas: center campus, fields, etc. will be taken to the nearest secured room. All teachers need to secure roll books to facilitate attendance.
5. Everyone will stay in a secured area with rooms locked until further notice. Teachers will ensure blinds are closed, lights are off, door window is covered and children are quiet. All locks will be activated from the inside.
6. In the event that some students are outside when an active shooter appears inside the building, teachers and students MUST NOT RE-ENTER THE BUILDING. Instead:
	1. Exit the playground area, through gates, over the wall, etc. (All playground gate keys must be distributed to the teachers and support staff and locks must be in operating condition.)
	2. Get acquainted with neighbors (to be done) and let them know that in an emergency we might need to use their property and/or house as a place to hide.
7. OUTDOORS. In the event that an active shooter appears outside the building, and children are on the playground:
	1. Try to get all children back inside the school into a place of safety inside the classrooms. 5 loud blasts on the teachers and support staff whistles will notify all students and teachers to immediately return to the classrooms).
	2. If this is not possible or increases danger, try to escape through the playground gates, over the wall and to a neighbor’s property and/or house.

**RUN, HIDE, FIGHT**. The principles of the ‘Run, Hide, Fight’ approach are not enumerated here as something that is always followed in rote order. Instead, they should be integrated into the plan **as appropriate**. For example, some occasions call for ‘Hide,’ others call for ‘Run,’ and yet others (when neither of the first two are appropriate and life is threatened) call for ‘Fight.’

**Personnel Roles:**

* **Principal or Designee:** Sound Lockdown Code. Ensure all other steps are being taken.
* **Office Staff:** Call police -**911**. Notify superintendent’s office.
* **Teacher:** Stay with students, lock classroom doors, and turn off lights.
* **Auxiliary Staff:** Ensure outside doors and gates are closed and locked.

*Care should be taken during lockdown procedures to move quickly and orderly, and in a way not to cause unnecessary alarm to students. Students should not be given any information unless the situation warrants, except that we are having a security drill.*

 **Conduct a drill two times per year, one in first semester and one in second semester.**

**INTRUDER / LOCKDOWN PROCEDURES**

**HOSTAGE, SNIPER GUNFIRE, OR DRIVE BY SHOOTING**

**Steps of Action:**

1. Call **911** for emergency police and medical assistance.
2. Secure building by using the emergency lockdown procedure described under “intruder” section of the guide.
3. Inform staff to keep all students in the classroom and away from windows.
4. Inform pastor and superintendent’s office.
5. Have multiple copies of school floor plan available for police.

**Personnel Rules:**

* Principal or Designee: Gather known information and determine what action is warranted. Prepare a fact sheet for phone calls from parents, the media, and the community.
* Principal or designee: Call police (911). Help coordinate with the police when they arrive.
* Secretary: Notify the Pastor and Superintendent’s office.
* Teacher: Remain with students. Keep students down and away from windows. Have attendance roster available to use as a checklist when cleared to release students.
* Auxiliary Staff: Be available to assist with lockdown procedure and other assignments as needed.

**Staff members with CPR / First Aid Training: All staff are required to have current CPR and First Aid Training.**

CPR Location/Room # First Aid Location/Room #

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**Location of Building First Aid Kits:** \_Classrooms and Office has a first aid kit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency….911 Police……………520-791-6813**

**HOSTAGE, GUNFIRE, OR DRIVE BY SHOOTING**

**BOMB / BOMB THREAT / EXPLOSIVE**

Pre-incident planning is very important. Each staff member should be made aware of the building’s predetermined code and procedure for handling a bomb threat. That procedure should include a staff search plan because police officers are unable to determine what does or does not belong in a classroom or building. Only employees familiar with their surroundings can spot an item out of place.

Consideration must be given regarding the most secure location for students and staff when deciding to evacuate or remain in the building. The classroom may be the most secure location for students to remain in the event a bomb explodes. Students exiting the building may be in more imminent danger in the hallways or just outside the building.

**The Bomb Threat**

1. If a threat is received by telephone, the person taking the call should try to keep the caller on the line as long as possible to obtain as many details as possible. Complete the check list.
2. Alert the principal
3. Notify the superintendent’s office: 480-991-6777
4. After evaluating the information from the call, the principal will decide whether to evacuate. (If the caller appears to have been a student, or during a testing time, etc., the principal may want to delay the evacuation and have the teachers search their areas. If, however, the caller describes the bomb in detail and is willing to talk about it, the building should be evacuated.)
5. Notify the building staff by using the predetermined code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The Search**

1. When hearing the code, employees immediately inspect the area in which they work.

a. Teachers inspect their classrooms.

b. Office Administrator inspects closets, restrooms, and mechanical rooms.

c. Designated staff members inspect halls and common areas.

1. After each area is searched, the office should be notified.
2. If anything unusual is found, do not touch or attempt to open or move it. Immediately notify the principal or office administrator. The principal or designated person will then notify the bomb squad (**911**). Evacuate the building.

**Evacuation**

1. Office Administrator evacuates the building by standard fire drill, avoiding the suspected area if possible. Teachers should take class lists with them and check restrooms, hallways, and unoccupied rooms to make sure all students are evacuated.
2. The building is not to be reoccupied until public safety officials on the scene declare it safe to re-enter.

**Recommended number of drills per year- one in the fall; one in the spring**

**Emergency……….911 Superintendent’s Office……….480-991-6777**

**Police……………….520-791-6813 Fire Station 7………………………(520) 791-4160**

**BOMB /BOMB THREAT /EXPLOSIVE**

**ACCIDENT / SERIOUS INJURY / ILLNESS**

**Steps of Action:**

1. In case of injury/illness call the office administration: (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact emergency services (911) and parent/guardian, if necessary.
3. The situation should be assessed for personal risk factors prior to assistance/intervention.
4. Gloves MUST be worn if blood is present. Gloves are available in the front office and the classrooms.
5. Do not move or allow movement of injured person.
6. If emergency services are called, notify the superintendent’s office,

**Superintendent’s Office……….480-991-6777**

 **Personnel Rules:**

* **Principal or Designee:** Help evaluate what services are needed and coordinate the activation of those services.
* **Administrative Staff:** Contact emergency services needed, as well as parents/guardians.
* **Teacher:** Remain with and supervise class.
* **Auxiliary Staff:** Be available for any assignments given by principal or his designee.

**Staff members with CPR / First Aid Training: All staff are required to have current CPR and First Aid Training.**

CPR Location/Room # First Aid Location/Room #

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**Location of Building First Aid Kits:** Each classroom and Office has a first aid kit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Care:**

**Bleeding:**

1. Apply pressure over wound.

2. Elevate bleeding part, if feasible, until help arrives.

**Seizure:**

1. Keep calm. You cannot stop a seizure once it has started.

2. Do NOT restrain movements.

3. Do NOT try to place anything between the teeth.

4. Protect from injury and remove objects nearby.

**Choking:** Heimlich maneuver – requires training

**Heart Attack:** CPR – requires training

**No Breathing:** Rescue Breathing – Requires training

**Asthma:**

1. Asthmatic children should be identified as having a special medical condition.

2. Reassure – make comfortable sitting or reclining.

3. Give warm water to drink.

4. Remove known allergen, i.e., smoke, plants.

5. Notify parents / guardian and arrange for medical care.

**Severe allergic reaction**

1. If an epinephrine pen is available, use it.

2. Call 911.

3. Notify parents/guardians.

**Diabetes**

1. The child in diabetic distress may drink juice.

2. If necessary, contact 911 and parents/guardians.

**Emergency…………..911**

ACCIDENT / SERIOUS INJURY / ILLNESS

**EARTHQUAKE**

**Indoors:**

When you feel an earthquake or an administrator announces an earthquake drill, order the **Drop, Cover,** and **Hold** position to the students. The students and teacher perform this in the following manner:

1. Face away from the windows.
2. **Drop** to your knees and seek shelter under a desk or table.
3. If a chair is nearby, attempt to pull it in behind you, providing shelter for our legs.
4. **Cover** your head with one arm.
5. **Hold** onto a leg of the desk, table or chair with the other hand.

**\*Note:** If possible, the teacher or pre-designated person should open the door and place a doorstop, of any kind, in between the door and the door jam. This will keep the door from becoming jammed, trapping everyone inside.

**Outdoors:**

If you are outside when an earthquake occurs and students are present, order the “Drop and Cover” position. This is where the students will:

1. Stop whatever they are doing.
2. Move away from windows or other items that are likely to break or fall.
3. Drop to a squatting position with one knee on the ground.
4. Duck their head and cover it with one or both arms.

**Personnel Rules:**

* When the shaking has stopped and it is deemed safe, assess situation and ensure all students are okay.
* If evacuation is necessary, evacuate all students who are able to walk to the earthquake evacuation area (away from fences and power lines, as well as anything that could fall on them).

**\*Note:** If you have injured/immobile students or staff, leave them inside the room. Do not attempt to move or evacuate them unless their lives are in immediate danger.

EARTHQUAKE

HAZARDOUS MATERIAL INCIDENT

If a hazardous material is spilled or released on or near the school, the following procedures will be followed:

* Take action to evacuate those in immediate danger to a safe place. If outside, move crosswind, never upwind or downwind depending on one’s location.
* Notify the office so the emergency action plan can be carried out.
* Turn off A/C units as they could pull contaminated air in to the system.
* Call 911 and report the incident.
* Call the school superintendent and notify them of the incident. Their office should notify the County Health Department.
* Convene school site crisis team and implement crisis response procedures as needed.
* If total site evacuation is instructed by the Fire Department, do not return until deemed safe by that agency.

HAZARDOUS MATERIAL INCIDENT

Updated 7-15-2020