

Emergency Procedures

Penn Manor School District

Building: _____

Room Number: _____

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Universal Guidelines:

Classroom Doors:

- Should be locked and propped at all times.

CPR Certification:

- School Nurse will inform staff of who is certified.

Drills:

- **Fire Drills** – completed once per month.
- **Intruder on Campus** – completed at least twice per year.
- **Restricted Traffic** – completed once per year.
- **Severe Weather** – completed once per year.

Traffic control:

- In the event of an emergency, custodial staff will help to manage traffic in parking lot and meet EMT.

After an emergency:

- Administration will debrief with staff immediately before or after school.
- The Crisis Team will meet to evaluate the response to the crisis.

Substitutes:

- Grade level partners/departments should be cognizant of substitutes during a drill or emergency.

Phone Chains:

- In addition to a snow chain, each school should have a building chain to notify all staff of a crisis.

ID Badges:

- Staff ID badges should be worn at all times during the work day.

Emergency Procedures should be hung by the primary exit door of each room.

Bus Accident

1st Responder or Bus Driver will . . .

- Call 911.
- Assess the scene.
- Call contractor.
- Keep students safe and take attendance.
- Cooperate with emergency response personnel.
- Keep track of students.

Transportation Coordinator will . . .

- If needed, call 911.
- Contact contractor.
- Respond to situation as appropriate.
- Report to scene as needed; assist driver duties.
- Notify affected buildings.
- Notify Superintendent.
- Coordinate media relations.

Principal will . . .

- Make a decision about release of students to their parents.
- If students are taken to the hospital, appoint staff member to accompany and act as a liaison between hospital and school officials.
- Inform the school nurse.
- Notify parents.
- Assess situation and coordinate additional personnel as needed.
- Send explanatory letter.

Superintendent will . . .

- Notify School Board.
- Notify Public Relations Coordinator.

Campus Accident/Illness/Attempted Suicide/Drug Overdose

1st Responder will . . .

- Keep injured/ill person as stable as possible.
- Remove and isolate students from scene. Do not allow them to talk to anyone or each other.
- Contact the office.

Principal will . . .

- Make decision about “restricted traffic.”
- Contact parent/guardian.
- If victim is taken to hospital, appoint staff member to accompany and act as liaison between hospital and principal’s office.
- Contact Superintendent as situation progresses.
- Contact law enforcement if necessary.

Superintendent will . . .

- Notify School Board.
- Notify Public Relations Coordinator.

School Nurse will . . .

- Respond and treat emergency (call 911 if needed).
- Notify principal of situation details.
- Complete reporting forms as needed.
- If transported, provide student health records.

Death/Suicide on Campus

1st Responder will . . .

- Relocate students to supervised and isolated location.
- Call the office.
- Secure the scene - do not touch or remove anything at the scene.

Counselor will . . .

- Follow-up with witnesses.

Principal will . . .

- Make decision about “restricted traffic.”
- Assess the scene.
- Call 911.
- Call Superintendent.
- Contact counselor.
- Send explanatory letter at the discretion of Superintendent.

Superintendent will . . .

- Make decision about school dismissal.
- Notify School Board.
- Notify Public Relations Coordinator.
- Prepare explanatory letter.

School Nurse will . . .

- Assist at the scene.
- Complete forms.

Tornado/Severe Weather

Principal will . . .

- Inform all staff and students that a tornado/severe weather warning is in effect.
- Make decision about “restricted traffic.”
- Designate staff to check bathrooms and hallways for missing students.

Superintendent will . . .

- Monitor Accuweather reports.
- Contact all effected buildings.

Teachers will . . .

- Take attendance.
- Close windows and blinds.
- Define the sheltered area they may need to move to.
- Have students crouch face down, with head covered along the wall of an interior hallway on lowest floor available.

Custodians will . . .

- Be ready to shut-down utilities.

Missing Student/Runaway

1st Responder will . . .

- Report missing student to office.
- Obtain information about missing student from classmates or staff.

Principal will . . .

- Check dismissal records.
- Contact nurse and counselor.
- Search campus for student.
- When it's determined the student is not in school, contact student's parent or guardian.
- Determine if contacting the police is necessary.
- Contact the Superintendent.

Superintendent will . . .

- Contact Transportation Coordinator.
- Contact Public Relations Coordinator.
- Notify school board.

Transportation Coordinator will . . .

- Contact bus driver to determine if student was on bus or at bus stop.

Sexual Assault/Violent Assault

1st Responder will . . .

- Contact office.
- Stay with victim.
- Secure scene --Do not touch or move anything.
- Separate and isolate witnesses to a supervised location.
Do not let them talk to anyone or each other.

Nurse will . . .

- Go to scene and assist victim.
- Provide medical records to EMT.
- In event of **sexual assault**, do not wash any part of victim's body so as not to disturb evidence.

Principal will . . .

- Make determination about "lock down."
- Contact the nurse.
- Call 911 if necessary.
- Contact counselor.
- If attacker is known and still in building, attempt to locate and isolate him/her.
- Contact Superintendent.
- Contact parents/guardians/spouse of victim.

Superintendent will . . .

- Notify Public Relations Coordinator.
- Notify School Board.
- Make a decision if dismissal is required.

Counselor will . . .

- Consider if it is CAY/Childline referral.
- Follow-up with witnesses.

Hostage Situation/Active Shooter/Weapons

1st Responder will . . .

- Contact office.

Principal will . . .

- Place school in “Lock down.”
- Call 911.
- Contact Superintendent.
- Consult with authorities/emergency personnel as to evacuation of building.

Superintendent will . . .

- Contact Transportation Coordinator.
- Report to affected school.
- Notify School Board.
- Notify Public Relations Coordinator.
- Prepare explanatory letter

Teacher will . . .

- Check adjacent bathrooms or hallways for any students.
- Lock classroom door.
- Have students move to location out of sight from hallway and windows.
- Take attendance.
- Report missing students to office.
- Keep blinds open.

Fire/Explosion

1st Responder will . . .

- Immediately evacuate students from vicinity.
- If serious, pull fire alarm.
- If accessible, use a fire extinguisher.
- Contact office.

Principal will . . .

- Report to scene and assist and assess situation.
- Facilitate evacuation process.
- Designate staff member to sweep the building.
- Contact Superintendent.
- Send explanatory letter at discretion of Superintendent.

Superintendent will . . .

- Contact maintenance personnel.
- Determine whether to dismiss students.
- Contact Public Relations Coordinator.
- Notify School Board.

Teacher will . . .

- Evacuate students to designated locations.
- Take attendance.
- Report missing students to office staff.

Nurse will . . .

- Report to scene and administer first aid if required.
- Follow evacuation plans if needed.

Hazardous Materials Spill/Leak

1st Responder will . . .

- Immediately evacuate students from vicinity.
- Contact office.

Nurse will . . .

- Report to scene and assess medical needs.

Principal will . . .

- Report to site to evaluate situation.
- Consider calling 911.
- If necessary, enact evacuation plan.
- Contact Superintendent.
- Send letter home at the discretion of Superintendent.

Superintendent will . . .

- Contact maintenance personnel.
- Determine whether to dismiss students.
- Notify Transportation Coordinator.
- Contact Public Relations Coordinator.
- Notify School Board.

Maintenance Supervisor will . . .

- Report to site to assess situation and assist in clean-up.
- If necessary, contact appropriate utility company or HAZMAT.
- Keep superintendent informed as situation progresses.
- Notify EMA & PA Dept. of Env. Protection if spill enters ground/storm drain.

Bomb Threat

Phone, verbal, written, and emailed threats or suspicious items

1st Responder will . . .

- Note time of contact.
- Signal someone near you to alert office.
- Document information.
- If a phone threat, isolate phone.

Teacher will . . .

- Follow directives of administration/police.
- Do not touch or attempt to move any notes, backpacks, open desks, lockers or packages.

Principal will . . .

- Call police and Superintendent immediately.
- Follow police and firemen's directions.
- Await "all clear" from police before allowing students back in school.
- Send explanatory letter home at discretion of Superintendent.

Superintendent will . . .

- Report to site.
- Determine whether to dismiss students.
- Contact Public Relations Coordinator.
- Contact Transportation Coordinator.
- Notify School Board.

Lock Down

Principal will . . .

- On PA system will announce; *“Teachers please activate lock-down procedures.”*
- Call 911.
- Contact Superintendent.
- Provide “All clear” signal when appropriate.

Superintendent will . . .

- Communicate with authorities to determine future actions.
- Contact Public Relations Coordinator.
- Contact Transportation Coordinator.
- Notify School Board.

Teacher will . . .

- Check adjacent bathrooms or hallways for any students.
- Lock classroom door.
- Have students move to location out of sight from hallway and windows.
- Take attendance.
- Report missing students to office after receiving “All clear” signal.
- Keep blinds open.
- Remain silent.
- Await “All clear” signal.

- If outside with students during “lock-down,” report to evacuation area (**contact 911 with location and # of students.**)
- Take attendance.
- Await “All clear” signal.

Student will . . .

- Immediately report to nearest classroom.
- Follow teacher’s instructions.

Building Evacuation

Principal will . . .

- Activate fire alarm.
- Inform staff once it safe to return to building.
- Contact Superintendent.

Superintendent will . . .

- Determine whether to dismiss the students.
- Communicate with authorities to determine future actions.
- Contact Public Relations Coordinator.
- Contact Transportation Coordinator.
- Notify School Board.

Teacher will . . .

- Take student roster.
- Line students up.
- Check hallway for safe exit.
- Exit from nearest, safest exit.
- Close classroom door and turn off lights. Leave the blinds open.
- Check class list for attendance.
- Notify office staff of any missing children.
- Listen for further directions and keep the children safe.

Student will . . .

- Immediately report to nearest classroom.
- Follow teacher's instructions.

Restricted Traffic

No hallway travel. Staff/students remain in classroom

Principal will . . .

- On PA system will announce; *“Teachers please restrict all traffic from hallways.”*
- Contact Superintendent.
- Provide “All clear” signal when appropriate.

Superintendent will . . .

- Contact Public Relations Coordinator.
- Notify School Board.

Teacher will . . .

- Check adjacent bathrooms or hallways for any students.
- Report missing students to office.
- Await “All clear” signal.
- If outside with students during “restricted traffic,” report to classroom.
- Await “All clear” signal.

Student will . . .

- Immediately report to scheduled classroom.
- Follow teacher’s instructions.