



Deer Park
SCHOOL DISTRICT

Emergency Response Plan

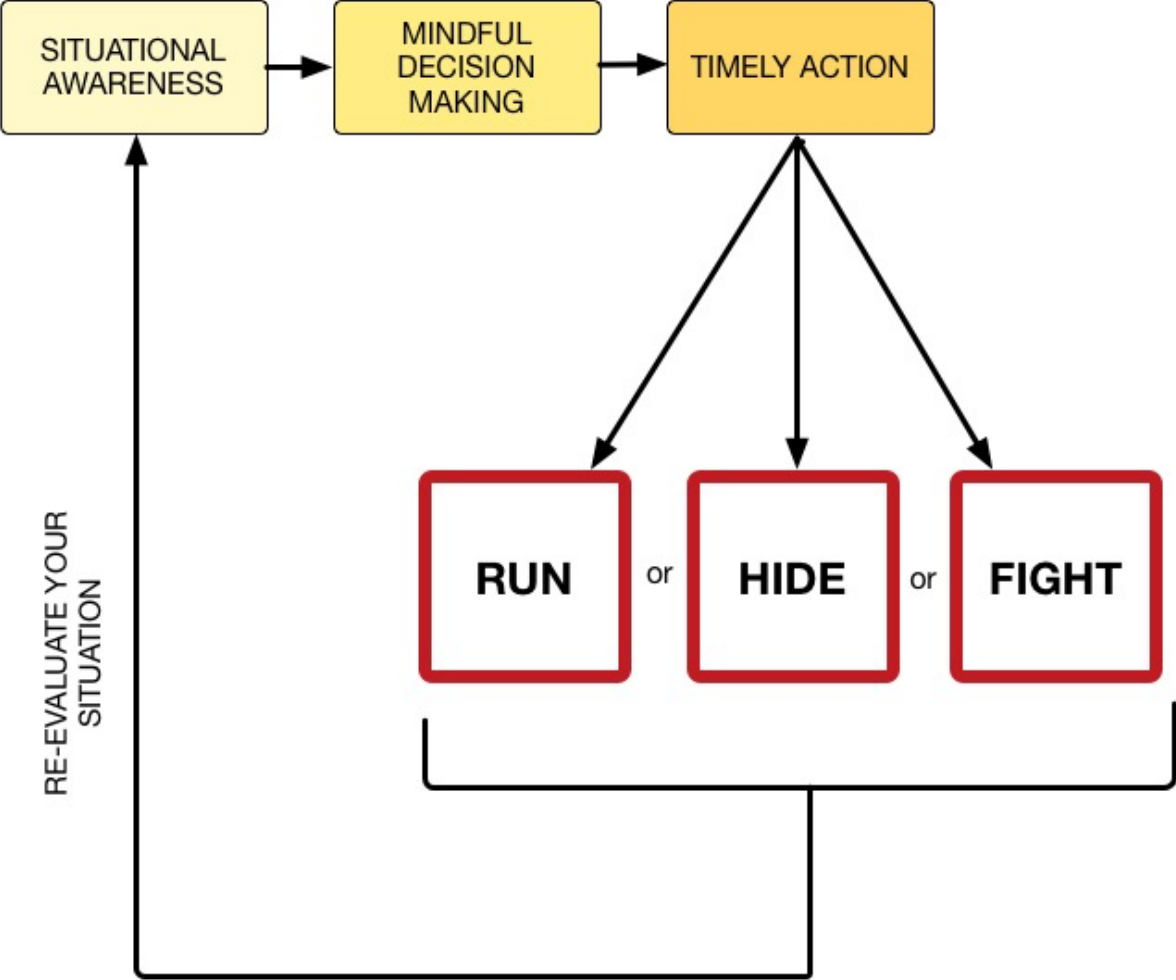
QUICK REFERENCE GUIDE **for Classrooms**

Situational
Awareness

Mindful
Decision Making

Timely
Action

Active Shooter Response



ACTIVE SHOOTER

IN AN ACTIVE SHOOTER (EMERGENCY) SITUATION, YOUR OBJECTIVE IS TO:

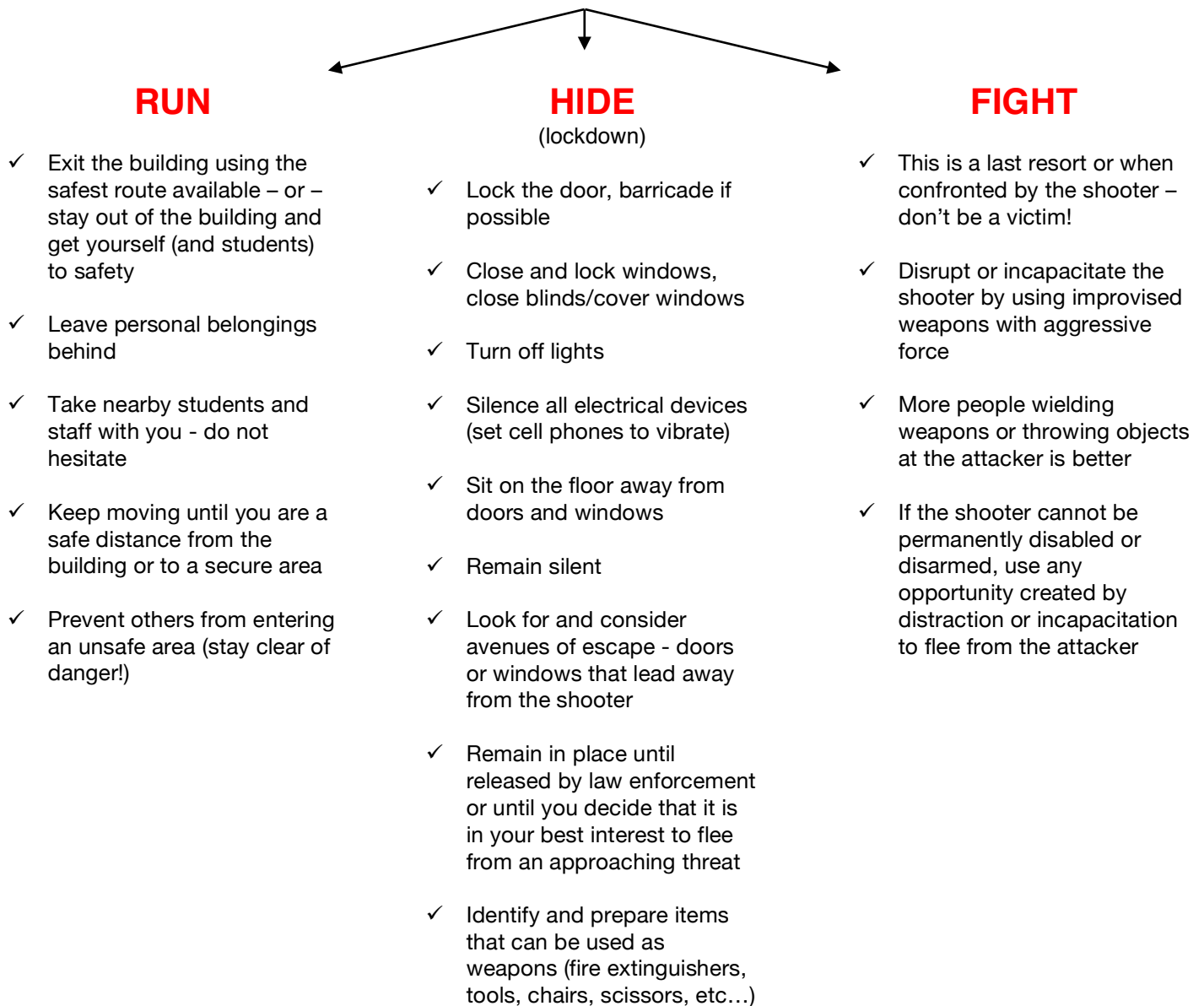
Find or create the safest condition possible for yourself and your students given the information and resources available to you.

Attend to **SITUATIONAL AWARENESS** – be aware of your surroundings

Engage in **MINDFUL DECISION MAKING** – be thoughtful but decisive

Take **TIMELY ACTION** – don't hesitate...**ACT NOW!**

AS YOU QUICKLY WORK THROUGH THIS PROGRESSION, CONSIDER YOUR BEST OPTION:



THESE SITUATIONS ARE DYNAMIC AND FLUID – CONSTANTLY RE-EVALUATE YOUR SITUATION!

BOMB or SUSPICIOUS DEVICE

If you see a suspicious device or package:

- Notify the building administrator of the nature and location of the device
- Do not move the device
- Keep students and staff from the device
- Follow Lockdown or Evacuation instructions as directed by the building administrator

If instructed to **Lockdown**:

- Go to a room away from the device and follow lockdown procedures as directed

If instructed to **Evacuate**:

- Exit the building quickly and quietly using a route that avoids the device (if possible)
- Go to the designated assembly area
- Account for students and staff
- Await further instructions

See reverse side for Bomb Threat response

BOMB THREAT

If you receive a bomb threat:

- Note the time of the call
 - Keep the caller on the line as long as possible
 - Identify background noises or distinguishing voice characteristics
 - If possible, question the caller:
 - What do you want?
 - What kind of device is it?
 - Where is the device located?
 - When will it go off?
 - Try to determine the caller's knowledge of the facility
-

After the call ends:

- Inform the building administrator of the threat
- If the threat is imminent, call 911
- Inform the school resource officer
- Inform the district office

EARTHQUAKE

INDOORS - if you are inside, stay inside

Instruct Students and Staff to:

- DROP down onto your hands and knees before the earthquake knocks you down
- COVER your head and neck (and your entire body if possible) under a sturdy table or desk
- If there is no shelter nearby, get down near an interior wall or next to low furniture that won't fall on you (table).
- HOLD onto your shelter until the shaking stops. Be prepared to move with your shelter if it moves
- DO NOT STAND IN A DOORWAY. You are safer under a table because of the likelihood of falling or flying objects.

OUTDOORS – If you are outside, stay outside

Instruct Students and Staff to:

- STOP, KNEEL DOWN, AND LISTEN
- Stay away from the building's outer walls and windows, utility wires, playground equipment, and trees

See reverse side for After Earthquake instructions

After the Earthquake has ended

- If notified by administration, evacuate the building using the shortest unobstructed route out of the building
- Avoid walking near exterior walls or other structures
- Escort students and staff to the designated assembly area away from buildings, power lines, trees and other hazards
- Account for all students and staff
- Assess injury status and notify administration
- Provide First Aid
- Do not re-enter the building until all clear has been provided by administration

FIRE / EVACUATION

Classroom Instructions

If you see a fire or smell smoke:

- Call the School Office and inform them of the fire
- If the fire alarm has not been activated, pull a pull station

To Evacuate:

- Gather emergency packet and First Aid Kit
- Instruct students and staff to quickly and quietly exit the building following an unobstructed exit route (see designated exit routes on reverse side of this sheet) away from the fire or other hazard
- Close the classroom door after everyone is out
- Escort students and staff to the designated assembly area
- Account for all students and staff – report missing people to administration
- Provide First Aid as needed
- Follow instructions provided by administration or emergency responders

If you are already outside when the fire alarm or evacuation notice is initiated:

- Escort your students and staff directly to the assembly area using the safest route possible
- Follow evacuation procedures as outlined above

Do not re-enter the building until instructed to do so by administration

LOCKDOWN

Procedures for Classrooms and Offices

☐ CONTACT MAIN OFFICE TO REPORT ANY PERCEIVED DANGER OR THREAT

☐ ADMINISTRATORS OR LAW ENFORCEMENT WILL DECIDE WHEN A LOCKDOWN IS NEEDED

☐ **RESPOND TO LOCKDOWN ALERT: “OUR SCHOOL IS IN FULL LOCKDOWN”**

- Teachers with students in outdoor areas should move indoors if safe to do so
- Look in hallway, grab any student you see and pull them into your classroom
- Lock all doors
- Close windows and blinds, cover windows in or near doors
- Turn off lights
- Silence all cell phones
- Instruct students to stay calm, quiet, away from doors and windows, low and out of sight
- Do not open your door for any reason until an “all clear” is received in person
- Do not evacuate or leave your lockdown position even if the Fire Alarm or other alarm is activated
- Do not use the telephone system to request information
- Communicate known threats to the office by e-mail or radio if possible

☐ **ASSESS THE SITUATION**

- Inventory any injuries or other emergency conditions
- Take a written roll of the students in your supervision

☐ **CARE FOR THE STUDENTS IN YOUR SUPERVISION**

- Provide first aid
- Calm and reassure upset students
- Use supplies in your emergency kit as needed

☐ **WAIT FOR THE “ALL CLEAR” TO BE COMMUNICATED**

- Do not open the door, windows or window coverings until “all Clear” has been communicated in person
(an administrator or designate will open your door and communicate the “all clear”)

For Recovery Procedures AFTER the Lockdown has ended, see reverse side

LOCKDOWN

RECOVERY FOLLOWING A LOCKDOWN EVENT

- Report roll to main office
- Assess the need for aftercare or counseling for students in your care
- Resume normal operations as soon as possible
- Allow students time for physical activity and / or verbal stress relief
- Communicate only confirmed information to the students (e-mail from office)
- Provide feedback to administration / participate in debriefings

MODIFIED LOCKDOWN

Procedures for Classrooms and Offices

CONTACT MAIN OFFICE TO REPORT EMERGENCY CONDITION

ADMINISTRATORS WILL DECIDE WHEN A MODIFIED LOCKDOWN IS NEEDED

RESPOND TO MODIFIED LOCKDOWN ALERT: “MODIFIED LOCKDOWN”

- Follow instructions provided by Administration

Instructions may include:

- *Closing windows and blinds
- *Locking doors
- *Gathering students and adults from the hallways
- *Other

CARE FOR THE STUDENTS IN YOUR SUPERVISION

- Provide instructions to students per the directive
- Keep calm and reassure your students
- Communicate any special needs to the front office

WAIT FOR THE “ALL CLEAR” TO BE COMMUNICATED

- Follow instructions for Modified Lockdown until released by Administration

For Shelter-In-Place response - see reverse side

SHELTER-IN-PLACE

Response Plan – Classrooms

- **RESPOND TO ALERT “Shelter-in-place.”**
 - Follow the instructions provided by Administration
 - Move to your assigned shelter location with your students
 - Gather any students and visitors in the hall into your room
 - Lock all exterior doors (if directed to do so)
 - Close and lock windows.
 - Seal doors with clothing or plastic as necessary
 - Instruct students to stay calm. Share information as appropriate.
 - Limit use of phone system to official school business

- **ASSESS THE SITUATION**
 - Inventory any injuries or other problems (panic, medical, etc...)
 - Communicate problems to main office
 - Take a complete written role of all students in your room

- **CARE FOR THE STUDENTS IN YOUR SUPERVISION**
 - Provide first aid if needed.
 - Calm and reassure upset students
 - Use supplies in your emergency kits as needed
 - Allow students to use cell phones to contact parents
 - Use caution if allowing students to watch or listen to news
 - Try to keep students occupied to reduce anxiety

- **WAIT FOR FURTHER INSTRUCTION**
 - Monitor e-mail (if available) for updates from administration
 - Follow instructions on exiting or releasing from Shelter-in-place