

MEDICAL EMERGENCIES

- Notify Administrator immediately.
- Call the school nurse. If the school nurse is unavailable, call the designated first aid back-up. The nurse and Administrator/designee will both report to the emergency scene.
- Assess the situation. Call 911 if needed. Remain on the line until the operator ends the call.
- Administer first aid until paramedics arrive.
 - Notify parent or guardian.
 - Send school staff to hospital with student(s) unless parent or guardian is there.
- Document and report utilizing established procedures.

ALERT STATUS > > >

MEDICAL EMERGENCIES

ALERT STATUS ⇨

ALERT STATUS

For use in securing access to the building, usually during a community emergency.

- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of ALERT STATUS.
- Inform students of ALERT STATUS in an age-appropriate way.
- Post staff near the front entrance of the building to allow entrance and exit with identification.
- Conduct classes and activities within the building in a normal manner.

ALERT STATUS

UNIDENTIFIED PERSON ON SCHOOL SITE

- Identify the problem and the location.
- Approach the subject and determine the nature of his/her business.
- Ask for his/her identification.
- Request that he/she accompany you to the office. If the subject is looking for a specific student, check the student's file for court orders, *e.g.* personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
 - Call 911.
 - Report the incident and provide a description of the suspect to:
 - DCPS: the Chancellor's Office.
 - Charter Schools: the Public Charter School Board.
 - Await a Police response.
 - If appropriate, declare LOCKDOWN.

UNIDENTIFIED PERSON ON SCHOOL SITE

UTILITY FAILURE & GAS LEAKS

UTILITY FAILURE (Electricity, gas, and water)

- Contact the Custodian about the utility failure.
- Call Maintenance for problem resolution.
- DCPS: Call the Chancellor's Office.
- Charter Schools: Call the Public Charter School Board.

Notify the appropriate utility company:

- Gas – Washington Gas (703) 750-1400
- Electric – PEPCO (877) 737-2662
- Water – WASA (202) 612-3400

- Teachers and students should remain in their classrooms, unless an evacuation is required. Teachers should continue to teach and keep students calm.
- If school is dismissed early, refer to individual student emergency forms for contact information.

GAS LEAKS (Can be identified by an odor similar to rotten eggs)

- Follow EVACUATION procedures.
- Do not operate any light switches, electrical outlets, or appliances.
- Do not reenter the building until Washington Gas or the fire department gives the “all clear.”

UTILITY FAILURE & GAS LEAKS

WEAPONS

In or on school property — immediate response

- Declare LOCKDOWN if the situation appears to threaten life safety or property.
- Call 911 as appropriate.
- Notify Administrator.
- Call Security.
- Remove students and staff from area around weapon or area where weapon is thought to be stored.
- Refer to ARMED SUBJECT procedure if appropriate.

If weapon is visible or displayed

- Remain calm and avoid sudden moves or gestures.
- Do not attempt to take the weapon from individual.
- Use the individual's name while talking to him/her in a calm, clear voice.

If information is received that a weapon is on an individual

- Do not approach or confront suspect.
- Make every effort to watch the individual until Police arrive.
- If possible, remove individual from vicinity of other persons.
- Keep suspect under surveillance.

If weapon is in a backpack or locker

- Prevent access.
- Administrator together with Security, if applicable, will determine search procedures.
 - Police typically will not conduct a locker search.
- Alert staff and students on a need-to-know basis.

WEAPONS

SEVERE WEATHER SAFE AREA (DROP, COVER & HOLD INCLUDED)

For use in severe weather emergencies.

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).
- Occupants of portable classrooms shall move to designated safe areas in the main building.
- Take roll book for student accounting.
- Assist those needing special assistance.
- Do not stop for student/staff belongings.
- Close all doors.
- Take attendance.
- Remain in safe area until the “all clear” is given.
- Wait for further instructions.

DROP, COVER & HOLD

For use in earthquake or other imminent danger to building or immediate surroundings.

When the command DROP is given:

- **DROP** – to the floor, take cover under a nearby desk or table, and face away from the windows.
- **COVER** – your eyes by leaning your face against your arms.
- **HOLD** – on to the table or desk legs, and maintain present location/position.
- Assist those needing special assistance.
- Wait for further instructions.

SEVERE WEATHER SAFE AREA (DROP, COVER & HOLD INCLUDED)

EVACUATION PROCEDURES (FIRE & OTHER)

Administrator Responsibilities

- Signal an evacuation from the building by using the fire alarm or public address system when appropriate.
- Involve other staff as necessary.
- Call 911.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- If students/staff need to leave the premises, request transportation to the designated site. Coordinate your effort with emergency responders and the Chancellor's Office (DCPS) or Administration of your Charter School.

Teacher/Staff Responsibilities

When the announcement is made or alarm sounded:

- Close windows and doors; do not lock.
- Be alert to and assist any student with a disability if needed.
- Bring Emergency Procedures Guide and roll book.
- Evacuate students quietly and in an orderly fashion. Follow posted directions.
- Report to your designated area and take attendance.
- Check for injuries.

Hold up Emergency Procedures Guide to indicate:

- **Red Side Out** – Need assistance/student missing.
 - **Yellow Side Out** – Have additional students.
 - **Green Side Out** – All students accounted for.
- Report any missing students to the Administrator.
 - Be alert for further instructions.
 - Return to building only after the Administrator or Fire Department gives the "all clear" signal.
 - Do not interfere with emergency operations.
 - After "all clear" signal is given and students return to the classroom, take attendance.

EVACUATION PROCEDURES (FIRE & OTHER)

UNIVERSAL EMERGENCY RESPONSE PROCEDURES

A. Evacuation

(For use when conditions outside are safer than inside.)

When the announcement is made or alarm is sounded:

- Close windows and doors; do not lock.
- Be alert to and assist any student with a disability if needed.
- Bring Emergency Procedures Guide and roll book.
- Evacuate students quietly and in an orderly fashion following posted directions.
- Report to your designated area and take attendance.
- Check for injuries.
- Hold up Emergency Procedures Guide to indicate:
 - **Red Side Out** – Need assistance/student missing.
 - **Yellow Side Out** – Have additional students.
 - **Green Side Out** – All students accounted for.
- Report any missing students to the Administrator.
- Be alert for further instructions.
- Return to building only after the Administrator or fire department gives the “all clear” signal.
- Do not interfere with emergency operations.

B. Alert Status

(For use in securing access to the building, usually in a community emergency event.)

When the announcement is made:

- Secure the facility by locking all doors from the inside. (Do not chain any doors.)
- Inform staff of ALERT STATUS.
- Inform students of ALERT STATUS in an age-appropriate way.
- Post staff near the front entrance of the building to allow individuals to enter and exit with identification.
- Conduct classes and activities within the building in a normal manner.

CONTINUED ON BACK >>>

UNIVERSAL EMERGENCY RESPONSE PROCEDURES

<p style="text-align: center;">C. Lockdown (For use to protect building occupants from potential dangers in the building or outside.)</p> <p style="text-align: center;">When the announcement is made:</p> <ul style="list-style-type: none"> • Students are to be cleared from the halls immediately and report to nearest available classroom. • Assist those needing special assistance. • All windows and doors should be closed and locked, and no one should leave for any reason. • Display Emergency Procedures Guide cover in door window to indicate the following: <ul style="list-style-type: none"> ◦ Red Side Out – Need Assistance/Help ◦ Green Side Out – No Assistance Needed/All Clear • Cover all room and door windows if possible. • Stay away from all doors and windows; move students to interior walls and sit on floor. • Shut off lights. • BE QUIET! • Wait for further instructions. • Document attendance. 	<p style="text-align: center;">D. Severe Weather Safe Area (For use in severe weather emergencies.)</p> <p style="text-align: center;">When the announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> • Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous). • Occupants of portable classrooms shall move to the main building to designated safe areas. • Take roll book for student accounting. • Assist those needing special assistance. • Do not stop for student/staff belongings. • Close all doors. • Take attendance. • Remain in safe area until the “all clear” is given. • Wait for further instructions.
<p style="text-align: center;">C1. Shelter-in-Place (For use in external gas or chemical release.)</p> <p style="text-align: center;">When the announcement is made follow the Lockdown Procedure with the additions below:</p> <ul style="list-style-type: none"> • Close and tape all windows and doors, and seal the gap between the bottom of the door and floor using coats, blankets, or rugs. • Turn off heating, ventilation, and air conditioning systems. 	<p style="text-align: center;">D1. Drop, Cover & Hold (For use in earthquake or other imminent danger to building or immediate surroundings.)</p> <p style="text-align: center;">When the command DROP is given:</p> <ul style="list-style-type: none"> • DROP – to the floor, take cover under a nearby desk or table, and face away from the windows. • COVER – your eyes by leaning your face against your arms. • HOLD – on to the table or desk legs, and maintain present location/position. • Assist those needing special assistance. • Wait for further instructions.