

Dear Lopez School Families,

The following information outlines the school emergency procedures. This basic outline is intended to provide basic information to families. One drill is practiced every month in accordance with Engrossed Senate Bill 5620. These procedures are used to reference and practice, in the case of a real emergency the procedure may be adjusted to more appropriately support the safety of students and staff.

❖ **EVACUATION (ex. Fire Drill)**

1. **At the sound of the fire alarm**, all persons stand and move quickly, orderly, and quietly to the nearest exit per the evacuation map (see appendix).
 - a. **Teachers:**
 - Check to see that all students are out of the room.
 - Take attendance roster and red/green cards
 - Close doors and windows
 - b. **Administrative Staff, Office Staff, Nurse and Specialists will:**
 - Nurse: gather critical medications, first aid kit and student disaster supplies
 - Office Coordinators: gather Health Alert/504's, student contact information and student /guest sign in/out sheets for the day.
 - Specialists: return student s to class assigned teacher.
 - Administration: Check bathrooms and halls.
 - Kitchen Staff: Assist with student evacuations
 - Superintendent and/or Maintenance: meet emergency response team
2. **Teachers should immediately direct/guide students** to the predetermined gathering area outside of the school. Everyone should be in line and facing away from the building for the safety.
 - a. High School/Middle School
 - **Soccer Practice Field** or Tennis Courts if necessary
 - b. Elementary School
 - **Covered Play Area** or Soccer Field, Tennis Courts if necessary
3. Teachers should keep their **students quiet in the evacuation area until cleared** to return by Administrator or designee.
4. **Attendance** – the name of any absent student should be reported to the administrator or designee as soon as it is safe and practical.
5. **No students will be allowed to leave** unless picked up by a parent (parent must sign their child out) or permission to use regular dismissal procedures is granted by law enforcement/ fire/medical personnel.

6. **In the case of an explosion on campus**, offsite evacuation procedures are to be followed. If the explosion is off campus, an administrator or designee will instruct all staff and students as to the appropriate response.

❖ **EARTHQUAKE PROCEDURE**

The immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremors subside; please use common sense.

When tremors are felt:

1. **DROP** and turn away from windows.
2. Take **COVER** under tables or desks, or sit up against a wall with head tucked.
3. **HOLD:** Stay under cover until shaking stops. If outside, stay clear of falling objects, wires and other overhead dangers.
4. **Assess.** Exit the building when safe to do so.
5. All **doors should be left open** to minimize jamming if building shifts.
6. General **evacuation** procedures will be followed:
 - a. All teachers will bring attendance, red/green cards, first aid kits, and classes to the designated evacuation area (Soccer Practice Field, NOT the covered area).
 - b. Roll will immediately be taken by each individual teacher.
 - c. An incident command post will be established by the CRT (Crisis Response Team). A complete student list and schedules will be brought to the field by assigned office staff.
 - d. Staff without classes will immediately report to the command post or assigned station.
 - e. No students will be allowed to leave unless picked up by parents (who must sign their student out) or permission to use regular dismissal procedures is granted by law/fire/medical personnel.

❖ **LOCK-DOWN PROCEDURES**

The purpose of a LOCK-DOWN is to quickly secure all students and staff in a safe location inside the school building. During a lock-down staff:

- lock all doors and cover door window
- close blinds and/or curtains
- keep students quiet and away from windows

STEPS TO BE FOLLOWED DURING A LOCK-DOWN:

1. Administrative staff member initiating the lock-down will secure self and announce the Lock-Down to the schools, then announcement is made.
2. The administrator or designee will call 911.
3. The District Office will contact the satellite building and the art room informing them of the Lock-Down.
4. If another staff member needs to report a possible Lock-Down, they can call ext. 2525 (which notifies Admin Team, District Office, and Staff phones).
5. If it is clear that a shooter is on campus, then an ALL CALL can be made from any phone by dialing 1011, then 00.
6. Once the message is given, lock classroom doors, close windows and blinds.
7. Pull nearby students into closest classroom.
8. If students are outside, they should run away from the building to the designated relocation sites.
9. If there is any obvious danger present, use good judgment to move students away from danger. (e.g. away from window and doors if there is a safety concern.)
10. Account for all students and staff.
11. Answer phone if it rings, otherwise stay off the phone. Limit calls to necessary safety information. Try to reduce or eliminate any cell phone calling from students. Staff, volunteers, etc., should refrain from cell phone use except for emergencies.
12. Teachers will remain with students in designated area until the "all clear" signal is given three times or until the door is unlocked by an administrator or police officer.

❖ TRANSPORTATION FOR EVACUATION OF SITE

A. HEAD BUS DRIVER

1. Get information and instructions directly from administrator or CRT leader, including:
 - i. Time frame for evacuation
 - ii. Number of students and staff to be transported.
 - iii. Emergency Shelter Location
 1. OPALCO
 2. Community Center
 3. Grange
 4. Woodmen Hall
 - iv. Contact and give information to drivers
 1. Use any available bus and employee possessing a CDL
 2. At administrator or CRT Leader approval assign an available adult to drive van(s), as needed.
 - v. Insure an accurate log is kept of students exiting or entering bus.

❖ **HAZARDOUS MATERIAL**

Call 911 for immediate assistance.

If outside:

1. Move upwind.
2. Guide students away from spilled material
3. If off campus, administrator or designee will initiate lock down, if appropriate.

(Maintenance department will monitor fresh air intake to insure fumes are not being drawn into building.)

If inside and evacuation becomes necessary:

1. Evacuate the building using fire drill plan.
2. Move upwind.
3. If necessary, administrator or designee will contact transportation for possible off-site evacuation.

❖ **ACCIDENT/INJURY**

The first adult on the scene should take responsibility for seeing that these procedures are followed until an administrator/school nurse arrives.

For an injured person(s):

First person on the scene:

1. Immediately call for assistance from an administrator, school nurse, staff member with current first aid card, or on-staff EMT/s person.
2. Keep injured person quiet, calm and covered.
3. Check breathing and bleeding (Direct someone to call 911 immediately for serious injury).

Administrator/School Nurse:

1. Phone parent/guardian of student, supervisor, and spouse/relative of employee or visitor.
2. Ensure all necessary forms and documentation are complete.

Forms:

For STUDENT – Accident Report Form

For EMPLOYEE – Complete Supervisor' Report of Accident Form, L & I State Fund

Report

For Visitor – Risk Management Pool Incident Report

Other forms as requested by school official.

❖ **MISCELLANEOUS EMERGENCIES**

Discovery of Arson:

1. Notify administrator/designee.
2. Do not clean up the arson area.
3. Reroute all personnel around the arson area.
4. Write down the names of anyone having information.

Arson in Progress:

1. Assess the situation – if action is required, sound fire alarm (for smoke or fire) and call 9-1-1 as appropriate.
2. Notify administrator/designee.
3. Write down all available information:
 - a) Physical description of perpetrator
 - b) Vehicle description
 - c) License number of vehicle

Burglary in Progress

1. Do not attempt to apprehend the burglar.
2. Call 911.
3. Notify administrator.
4. Write down all available information

Vandalism – In Progress

1. If students are involved, attempt to stop or prevent vandalism as personal safety will allow. Call 9-1-1. Get help if necessary.
2. If adults are involved, do not attempt to apprehend. Call 9-1-1.
3. Do not clean up the area or make repairs until authorized by administrator or law enforcement.
4. Reroute personnel around the vandalized area and, if possible, remain at site to preserve integrity of evidence, etc.
5. Write down the name of anyone having information, as well as personal observations of the incident.

Lost or Stolen Equipment or Keys

1. Notify the superintendent/principal immediately of item(s) missing.
2. Maintenance Department will be notified if applicable.
3. Prepare a list with the following information:
 - a) What is missing? Include model#, serial#, etc.
 - b) Who discovered the loss item, date and time discovered.
4. If **keys** are stolen or lost, list the following information:
 - a) To whom were the keys issued?
 - b) What rooms or areas did the keys control?
 - c) What, if anything, identifies the key ring and/or keys?