



# EMERGENCY ACTION PLAN

AUGUST 2017 EDITION

**McCALLIE**  
— HONOR TRUTH DUTY —

# Introductory Statement

McCallie endeavors to plan for emergencies or risks that might cause harm to the members of our school community. This quick reference guide attempts to summarize and make our community aware of those plans. It also contains important telephone numbers that you might need during an emergency.

It is important to remember that most emergencies are not foreseeable or predictable, and even when we attempt to prepare for specific contingencies, the plan can at best serve only as a guide. In any emergency, when unforeseen circumstances arise, common sense and an adherence to the ultimate objectives (i.e. the physical and emotional safety of our community) should inform and direct our decisions and actions.

## Emergency Communication:

<b>Emergency First Responders</b>	<b>911</b> <b>9-911</b> (campus phone)
<b>Campus Security</b>	<b>667-6045</b>
<b>Infirmary</b>	<b>493-5555</b>
<b>Trainers</b>	<b>802-8093</b>
<b>Counseling Office</b>	<b>493-5681 or 432-3273</b>
<b>Physical Plant</b>	<b>493-5651</b>

McCallie may use the following methods to notify the community of an emergency: text message, email, the school's website, telephone, intercom systems, runners, and sirens.

**A STEADY SIREN** warns of a tornado and signals to seek immediate shelter.

**AN UNDULATING SIREN** will be followed by a public safety announcement.

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## Core Concepts:

**TAKE ACTION:** Act immediately to remove students, yourself, and others from harm’s way.

**CALL FOR HELP:** Dial 911 (or 9-911 from campus phone) and security (667-6045).

**FOLLOW THROUGH:** Attend to the emergency as best you can until help arrives.



### CRISIS MANAGER Application Icon Key:



**INJURY/  
ILLNESS**



**BOMB  
THREAT**



**FIRE**



**LOCKDOWN**



**TORNADO OR  
SEVERE WEATHER**



**SECURE BUILDINGS**

**ALERT:** This warns the community of a danger that is potential but not imminent.

**CLOSE CAMPUS:** This signals that the campus will be closed and its perimeter secured to the extent possible. No person will be allowed to enter or leave campus. All students should be accounted for and brought under immediate adult supervision.

**SECURE BUILDINGS:** This instructs the community to lock buildings and doors within buildings, and to close all windows and blinds. If you are in an insecure location, and it is reasonably safe to do so, you should move to a secure space. Once rooms are secured, classes and other activities may continue, but class changes and other outside movement should not occur without notification from the school.

**LOCKDOWN:** This is a command to lock buildings and rooms occupied within buildings. If you are outside or in an unsecure location (and if reasonably safe under the circumstances), you should move quickly to a more secure location. Lock office and classroom doors. Position students in protected areas. Close blinds or cover windows. Block or barricade doors and windows. Silence phones. Turn lights off.

**SHELTER:** This instructs the community to move immediately to the most secure and protected structure nearest to them. Persons already inside a building should move themselves and any students under their supervision to the most secure and protected area of that building. Persons outside a building should proceed into the nearest building and then to the most secure and protected area of the building. Use posted diagrams if needed.

**EVACUATE:** This instructs the community to leave immediately their current location and proceed to the nearest assembly area where they should await further communication. If the entire campus must be evacuated, proceed first to the nearest evacuation area and await further instruction for transportation off campus.

**FIGHT:** This command should only be used as a last resort and only when life is in imminent danger. Act as aggressively as possible to defend yourself or others. Use any available object as a weapon. Coordinate action with others if possible. When first responders arrive, keep your hands visible, obey their commands, and make no sudden movements.

**RE-ASSEMBLE:** All persons will be instructed to gather in specified locations to receive further instructions.

**ALL CLEAR:** This command can only be issued by a member of the school's emergency response team or a public first responder. It signals that there is no longer an active danger or threat or that the emergency has passed.

# INCIDENT SPECIFIC PROTOCOLS

This section provides general guidance for how to respond to specific incidents, should they occur. This section assumes familiarity with the overall Emergency Response Plan, including objectives, scope, core concepts, core commands, and methods of notification.

A color icon indicates the incident protocols are also available under the same icon of the Crisis Manager application.

## LOCKDOWN



### OBJECTIVES:

- To prevent or minimize loss of life

### CRITICAL ACTION STEPS:

- Dial “911” and notify security (667-6045)
- Depending on location of the threat:
  - Communicate and commence LOCKDOWN
  - Move students quickly to secure location
  - (Note: if outside, move students to secure location and away from location of the threat if known)*
- Lock exterior doors and move students to most protected location in the room, away from exterior lines of sight
- Close blinds or cover windows
- If possible, obstruct and barricade doors and windows
- Silence all cell phones
- Turn lights off
- Remain quiet

### ALTERNATIVE ACTION STEPS:

- EVACUATE followed by clear communication of a DIRECTION and secure LOCATION (This action is appropriate if instructed by first responders or a member of the ERT: otherwise only if location of the threat is known and you can reasonably move to a safer location.)

### SECONDARY ACTION STEPS:

- Identify and account for all students under your supervision
- Notify security or emergency personnel of any missing persons
- Do not use cell phone or other devices during emergency except to receive communications from ERT or first responders

\* ERT = Emergency Response Team

# INCIDENT SPECIFIC PROTOCOLS

## BOMB THREAT



### OBJECTIVES:

- To obtain as much detailed information about the threat as possible
- To evacuate all persons to safe area

### CRITICAL ACTION STEPS:

- If you are the person receiving a verbal threat (e.g. by phone):
  - (1) Listen carefully to obtain as much information as possible about the content and context of the call, as well as the caller's manner
  - (2) Attempt to keep caller on the phone (while simultaneously notifying security if possible)
  - (3) Ask the caller questions about motive or about the device (e.g. location, type, detonation time, etc.)
  - (4) Record information
- Dial "911" and notify Security (667-6045)
- Communicate danger (EVACUATE + DIRECTION/LOCATION)
- Evacuate building or area with all students under your supervision by following posted evacuation diagrams to designated assembly area
- Identify and account for all students under your supervision after reaching designated assembly area
- Notify security or emergency personnel of any missing persons

### SECONDARY ACTION STEPS:

- Fill out "Incident Report"

## EARTHQUAKE

### OBJECTIVES:

- To shelter all persons safely

### CRITICAL ACTION STEPS:

- Communicate danger: SHELTER + DROP & COVER
- If indoors, move yourself and all students under your supervision to interior walls away from windows; attempt to move under a desk or other structure and away from shelves or other loose items; cover head with hands
- If outside, move away from buildings, powerlines, signs, trees, or other structures; drop to ground and cover head with hands
- Notify Security (667-6045)
- Identify and account for all students under your supervision
- Notify security or emergency personnel of any missing persons

# INCIDENT SPECIFIC PROTOCOLS

## SECONDARY ACTION STEPS:

- Assess yourself and all students under your supervision for injuries
- After shaking stops, if inside, evacuate to assembly area away from buildings, power lines, signs, trees or other structures

## FIRE



### OBJECTIVES:

- To evacuate all persons safely
- To minimize property damage

### CRITICAL ACTION STEPS:

- Communicate danger: EVACUATE + FIRE
- Pull or activate fire alarm
- Evacuate building with all students under your supervision by following posted evacuation diagrams to designated assembly area
- Close classroom or office doors as you evacuate
- Notify security (667-6045) or Dial “911” then notify security
- Identify and account for all students under your supervision after reaching designated assembly area
- Notify security or emergency personnel of any missing persons

### SECONDARY ACTION STEPS:

- Consider use of fire extinguisher for small fires

## FLOODING

### OBJECTIVES:

- To evacuate all persons to higher ground away from flood zones

### CRITICAL ACTION STEPS:

- Communicate danger: EVACUATE + DIRECTION + FLOOD
- Evacuate the flooded area to higher ground
- Avoid flooded areas; do not attempt to cross standing water or flowing water
- Notify Security (667-6045)
- Identify and account for all students under your supervision after reaching designated assembly area
- Notify security or emergency personnel of any missing persons

# INCIDENT SPECIFIC PROTOCOLS

## HAZARDOUS MATERIALS

### GAS LEAK

- Do not operate any electrical switches or machinery in the detected area (i.e. light switches, phones, receptacles, two-way radios, automobiles, lawn mower, etc.)
- Extinguish all open flames; do not use matches, candles, cigarettes, or other possible sources of ignition
- Do not open doors and windows (except to leave the premises)
- Leave premises immediately and contact Security (667-6045)

### CHEMICAL SPILL (INDOORS)

- EVACUATE affected area at once; seal it off as much as possible
- Contact Security (667-6045)

### CHEMICAL SPILL (OUTDOORS)

- SHELTER everyone away from affected area into building and close all windows and doors
- Call Security (667-6045)
- Seal doors and windows with available material
- Turn off HVAC
- Await ALL CLEAR signal before unsealing premises or exiting

### BIOLOGICAL ATTACK

- SHELTER everyone into building (if possible one without windows)
- Close all windows and doors
- Call Security (667-6045)
- Seal doors and windows with available material
- Turn off HVAC
- Await ALL CLEAR signal before unsealing premises or exiting

### RADIOLOGICAL ATTACK/ACCIDENT

- Determine whether threat is internal or external and EVACUATE or SHELTER as appropriate; if internal, take action to seal off room.

# INCIDENT SPECIFIC PROTOCOLS

## HOSTAGE or KIDNAPPING SITUATION

### OBJECTIVES:

- Do not attempt to intervene
- Dial “911” and notify Security (667--6045)
- Commence LOCKDOWN in your area

## ILLNESS



### OBJECTIVES:

- To administer first aid and to summon medical care

### CRITICAL ACTION STEPS:

- If illness appears life threatening (e.g. apparent stroke or heart attack), dial “911” then notify security
- If non-life threatening, notify the infirmary (493-5555) or training staff (802-8093)
- Administer first aid
- Assess need for AED; obtain & use if necessary; follow device instructions

### SECONDARY ACTION STEPS:

- Notify physical plant (493-5651) if there are bodily fluids requiring clean up

## SECURE BUILDINGS



### OBJECTIVES:

- To prevent or minimize loss of life

### CRITICAL ACTION STEPS:

- Call 911 and notify security (667-6045) of any threats.
- Communicate and commence SECURE BUILDINGS
- Move students quickly to secure location
- Lock exterior building doors and internal doors
- Close blinds and cover windows
- Continue classes or other school operations
- Students may move quickly and purposefully between classes/buildings with supervision and permission

### SECONDARY ACTION STEPS:

- Identify and account for all students under your supervision
- Notify security or emergency personnel of any missing students
- Do not use cell phones or other devices except to communicate with emergency personnel or first responders

# INCIDENT SPECIFIC PROTOCOLS

## INJURY



### OBJECTIVES:

- To administer first aid and to summon medical care

### CRITICAL ACTION STEPS:

- Dial “911” and notify security (667-6045)
- Notify the infirmary (493-5555) or training staff (802-8093)
- Assess to determine cause of injury and whether ongoing threat exists; take appropriate measures to protect yourself and others
- Administer first aid
- Assess need for AED; obtain & use if necessary; follow device information

### SECONDARY ACTION STEPS:

- Notify physical plant (493-5651) if there are bodily fluids requiring clean up

## SUSPICIOUS (NON-THREATENING) PERSON

### OBJECTIVES:

- Identify person and gain information

### CRITICAL ACTION STEPS:

- Cautiously approach the person in a friendly/non-threatening manner and try to determine the nature or purpose of visit
- If presence seems reasonable, direct and escort person to proper place
- If presence seems suspicious, notify security (667-6045) and remain with or keep visual contact with person until security arrives
- If situation escalates, dial “911”

## THREATENING PERSON

### CRITICAL ACTION STEPS:

- Dial “911” and then notify security (667-6045)
- Communicate and commence LOCKDOWN in your area

### SECONDARY ACTION STEPS:

- Provide additional information to security as situation develops

# INCIDENT SPECIFIC PROTOCOLS

## TORNADO OR SEVERE WEATHER



### OBJECTIVES:

- To shelter all persons safely in the most structurally secure area

### CRITICAL ACTION STEPS:

- Communicate danger SHELTER + DESCRIPTOR (E.G. TORNADO, LIGHTNING, STORM, ETC.)
- Proceed inside nearest building with all students under your supervision
- Proceed to most secure area of building with students under your supervision by following the posted shelter diagrams inside building
- Notify Security (667-6045)
- Identify and account for all students under your supervision after reaching designated shelter area
- Notify security or emergency personnel of any missing persons

### SECONDARY ACTION STEPS:

- Position yourself and students away from windows, exterior doors, and unstable objects (e.g. shelving)
- Pull shades and close blinds
- Stay seated on the floor with your back to the wall
- Use coats and jackets to cover head, arms, and legs

## OFF CAMPUS EMERGENCIES

In the event of an off-campus emergency involving students or school employees (e.g. the wreck of a campus vehicle or an accident during a school outing), the same procedures for on-campus emergencies outlined in this document should be followed.

Once emergency personnel have been summoned and security has been notified (667-6045), the Administrator in Charge will determine which member of the ERT will be dispatched, if any, and whether to implement the Emergency Response Plan.

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