

# EMERGENCY PROCEDURES

## EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops
- Stay calm. After the shaking stops, check yourself and others for injuries
- Listen for instructions. Evacuate the building if safe to do so.
- Report to assembly area with your class and begin attendance process

## EVACUATION

- Evacuation maps are posted in all classrooms and throughout the building.
- Follow designated evacuation plan, unless hazards exist – use alternate route with nearest exit
- Take emergency backpack/bucket to assembly location
- Assist anyone that has injuries or special needs
- Ensure all building occupants have exited and are safe
- Account for all occupants

## FIRE

- Activate the nearest fire alarm pull station and call 9-1-1
- Evacuate building following evacuation procedures
- Do not re-enter building until authorized by emergency response personnel

## FULL LOCKDOWN

- Implement ALICE as needed at any time
- Lock all doors
- Close lockdown shades and exterior blinds
- Spread out away from doors and windows, don't huddle
- Locate Go Kit and have ready
- Listen for communication of next steps

## LOCKOUT

- Ensure all outside doors are locked
- Close exterior blinds
- Continue with regular indoor activities
- Listen for communication of next steps

## SUSPICIOUS PERSON

- Do not let any suspicious person into a locked building or room
- Do not physically confront the person
- Begin positioning yourself to the nearest exit
- Call 9-1-1
- Notify building administrator and provide information about the person and their direction of travel

## SUSPICIOUS OBJECT

- Do not touch or disturb material/object
- Move away from the site of the hazard/object to a safe location
- Call 9-1-1
- Notify administrator
- Be prepared to evacuate
- Follow instructions provided over intercom or other appropriate district communication method.

## SUICIDE PREVENTION

- L: Look for warning signs/ways the person is inviting help
- E: Empathize with them
- A: Ask the person clearly, directly, and compassionately about suicide
- R: Remove the danger
- N: Next level of care  
Notify administrator and/or school counselor

## POWER OUTAGE

- Remain calm; assist others if needed
- If in darkness, move safely to a lighted area. Emergency power may be operating so Exit lighting will be working
- If phones work, call InfoCentre at x62811 to report outage  
Call direct supervisor to report outage