

Daegu International School



Standard Emergency Procedures

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Introduction of Standard Emergency Procedures for DIS

DIS established emergency procedures to protect the safety of all students, faculty, and staff. These procedures outline actions to deal with on-campus crisis situations such as, but not limited to, acts of violence, bomb threats, fires, loss of utilities, and natural disasters. DIS cannot anticipate all emergencies; however we are prepared to do everything possible to protect the safety of all DIS stakeholders. Periodic practice drills will be conducted to help us prepare for possible emergency situations. Each classroom is equipped with an emergency kit that includes gloves, band-aids, ointment, cotton balls, a pen, sticky notes and 2 cards (1 red and 1 green). The green card indicates an all clear/good signal and the red card indicates that there is some type of problem, at which point communication will occur to resolve it. A student roster for each class should also be added by the teacher to the kit and updated as needed.

Determine the type of emergency

Acts of Violence/Disorderly Behavior

Bomb Threat

Early Dismissal (with and without external communication)

Emergency (fire or other) in Surrounding Area

Fire on School Grounds

Loss of Utilities

National Safety Check

Natural Disaster

Determine the level of the emergency

School emergencies can be categorized in terms of magnitude ranging from a minor injury to a major natural disaster. Identifying the magnitude of an emergency will determine the allocation of resources. Three levels of emergency are described below:

Level 1 Emergency (announcement may not be necessary):

An emergency handled by school personnel without assistance from outside agencies. Examples include: temporary power outages, first aid cases (handled by nurse), unruly student (handled by administration).

Level 2 Emergency:

A moderate to severe emergency, which can be handled by school personnel with the assistance of outside agencies (fire department, police, or other emergency services). Examples include: a fire, disorderly intruder or a moderate earthquake with injuries and/or structural damage.

Level 3 Emergency:

A major disaster that school personnel cannot handle without the assistance of outside agencies. For level 3 emergencies the response time of outside agencies

may be delayed. Examples include: violent school intruder, major earthquakes, regional civil disturbances.

Determine immediate response actions

Most emergencies will require one or more immediate response actions listed below.

Hold in Place	Evacuate Building
Drop, Cover, and Hold	Reverse Evacuation of Building
Lockdown Building	Off-Site Evacuation
Early Dismissal	All Clear

Immediate Response Action

Hold in Place

This action is used to alert the staff and students to hold in place until further instructions.

Announcement

If time permits, an administrator will make the following announcement on the Public Address (PA) system. If the PA system is not available, an administrator will use other means of communication, i.e., send “all” email or send messengers to deliver the instructions. “Your attention please. Hold in place. Hold in place. Hold in place until further instruction.”

Description of Action

- If inside, teachers will hold students in classrooms until further instructions.
- If outside, teachers will assemble students into a single location (field, cafeteria, gym, whatever is closest and most logical). For all situations, remain in place until further instructions or an all-clear signal is given.

Drop, Cover, and Hold

This action is used to protect students and staff from flying or falling debris.

Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send “all” email or send messengers to deliver the instructions. “Your attention please. Drop, cover, and hold. Drop, cover, and hold. Drop, cover, and hold until further instruction.”

Description of Action

1. If inside:

- DROP to the floor,
- Find COVER under a desk or table, face away from windows,

- HOLD onto the desk or table leg to keep cover above your head until further instructions are given. (See images below)
- *If there is no table or desk available, cover the top of your head with your hands (as seen in the second image below)



Image used from: <http://www.civildefence.govt.nz/get-ready/at-home-get-ready-get-thru/drop-cover-and-hold-is-still-the-right-action-to-take/>

2. If outside:

- Move away from buildings and other collapsible objects,
- DROP to your knees on the ground, bend over at the waist bringing your head between your knees,
- COVER your head with arms and hands and HOLD that position until further instructions are given. (See second image above)

Lockdown Building

This action is used when a threat of violence is present, and it is necessary to prevent the intruder from entering occupied areas.

Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send “all” email or send messengers to deliver the instructions. “Your attention please. We are in a lockdown. Lockdown in your classroom. Lockdown in your classroom.”

Description of Action

1. If inside, teachers and other staff members are to:

- LOCK doors
- TELL students to move and sit in the corner away from the door window
- CLOSE all shades and/or blinds
- REMAIN on the floor until a recognized staff member assures it is safe to unlock the doors (via “All Clear” PA announcement ONLY).

2. If outside,

- GO to the closest indoor location and follow the procedures above (Gym- Take all students into one locker room; Cafeteria- Take students behind the snack counter or into the kitchen area).

***Once students are safely in the buildings (gym, main building, cafeteria), the DIS Security will lock all external doors until instructed otherwise from emergency personnel.**

Early Dismissal

This action is used after the decision is made it is safer to leave campus and go home (i.e. government warning, loss of utility, act of violence outside of the immediate area).

Announcement (Loss of utility)

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send “all” email or send messengers to deliver the instructions. “Your attention please. We will have an early dismissal due to loss of (water, power). All students remain in your classroom until I announce it is time to be dismissed. We will have an early dismissal due to loss of (water, power). All students remain in your classroom until I announce it is time to be dismissed.”

Description of Action (Loss of utility)

1. Teachers and students are to remain in their current classroom.
2. Teachers are to notify an administrator if a student is missing.
3. Buses and parents will be notified of the early dismissal.

Announcement (Outside emergency/act of violence)

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send “all” email or send messengers to deliver the instructions. “Your attention please. We will have an early dismissal due to an emergency outside of the school. All students remain in your classroom until I announce it is time to be dismissed. We will have an early dismissal due to an emergency outside of the school. All students remain in your classroom until I announce it is time to be dismissed.”

Description of Action (Outside emergency/act of war/terror)

1. Teachers and students are to remain in their current classroom.
2. Teachers are to notify an administrator if a student is missing.
3. Parents will be notified of the early dismissal and need to come pick up their child(ren).
 - No buses will be used in this situation.
 - **Elementary parents will pick up their child in their homeroom class.**
 - **Middle/high school parents will pick up their child in the gymnasium where students will be seated by grade level.**

- Once all day students are safely picked up by parents, dorm students (and remaining day students) will move to dorm.

Evacuate Building

This action is used after the decision is made that it is unsafe to remain in the building.

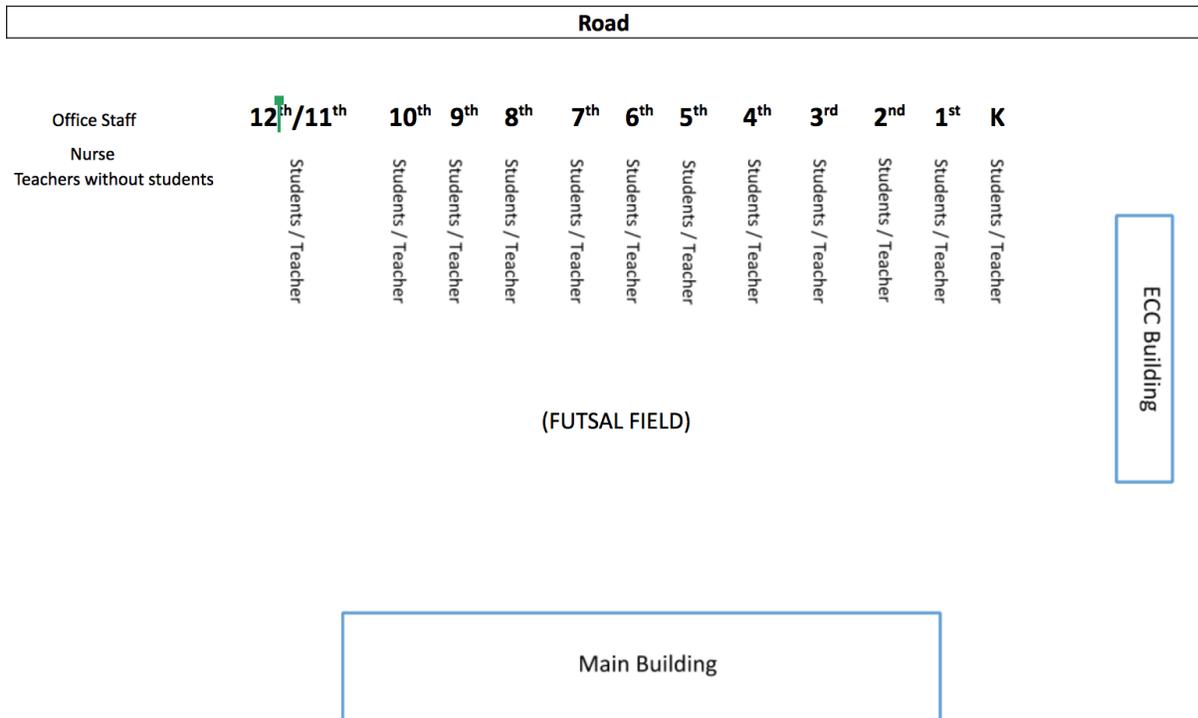
Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send messengers to deliver the instructions. “Your attention please. Everyone must leave the building immediately. Everyone must leave the building immediately. Everyone must leave the building immediately.”

Description of Action

1. An administrator will initiate the fire alarm.
2. Evacuate the building(s) using designated routes to the assigned Assembly Area (futsal field). Once assembled, stay in place until further instructions.
3. Teacher will secure the student roster when leaving the building and take attendance once the class is assembled in a safe location.
4. Teacher will hold up Green/Red card for verification of student presence.
5. If any Red cards are held up, administration will investigate.

EVACUATION MAP



Reverse Evacuation of Building

This action is used after the decision is made that it is unsafe to remain outside the building.

Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send messengers to deliver the instructions. “Your attention please. Everyone must return to your blue day homeroom classroom immediately. Everyone must return to your blue day homeroom classroom immediately. Everyone must return to your blue day homeroom classroom immediately.”

Description of Action

1. An administrator will initiate the announcement.
2. Enter the building(s) and immediately proceed to your classrooms and stay in place for further instructions.
3. Teacher will take attendance once the class is assembled in the classroom.

Off-Site Evacuation

This action is used after a decision is made that it is safer to leave the campus than to remain on site.

Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send messengers to deliver the instructions. “Your attention please. We need to evacuate the campus. Off-site evacuation when the bell rings. Off-site evacuation when the bell rings.”

Description of Action

1. An administrator will direct the best means to evacuate the campus and proceed to a pre-designated safe location (the announcement will state to move either to the Korea Polytechnics, Textile & Fashion Campus (parking lot in good weather and badminton courts in poor weather) or to Haeseo Elementary School (field in good weather and inside the school building in poor weather). The whole school will move to **one** location together.
2. Secure the student roster when leaving the building and take attendance once the class is assembled in at the Korea Polytechnics, Textile & Fashion Campus or Haeseo Elementary School.

All Clear

This action is used after the decision is made that normal school operations can resume.

Announcement

An administrator will make the following announcement on the PA system. If the PA system is not available, an administrator will use other means of communication, i.e., send "all" email or send messengers to deliver the instructions. "Your attention please. All clear. We are all clear. All clear. You may resume normal school activities. Thank you."

Description of Action

1. This action signifies the emergency is over and normal school activities may resume. *If appropriate, teachers can immediately begin discussions to address students' experience(s) with the emergency. Counselors and administrators will be made available, when necessary.

Emergency Procedures

Act of Violence/Disorderly Behavior

In the event of a hostile or potentially threatening event, staff should take reasonable steps to keep calm and in control of the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or attempt to disarm the threat. Immediately isolate all non-involved students and staff from the person and notify an administrator or 1-1-9. The school should immediately be locked down, controlling all student and staff movement.

Implement the following procedures to control and contain the situation:

1. An administrator will initiate the appropriate Immediate Response Actions, which may include a Lockdown.
2. Staff should attempt to isolate perpetrator from students, if it is safe to do so.
3. An administrator will call 1-1-9 and provide the exact location on campus and the nature of the emergency.
4. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a soft, non-threatening manner. Request the perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff.
5. If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.
6. DIS Security will control all points of entry.
7. Each teacher will conduct a headcount and notify an administrator of missing students.

Bomb Threat

In the event a bomb threat is received directly to school staff, the following procedures should be implemented:

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 1-1-9 – telling the operator, **“This is (name of caller) from Daegu International School. We are receiving a bomb threat on another line. The number of that line is _____.”**

2. An administrator will initiate the appropriate Immediate Response Actions, which may include Drop, Cover and Hold, Lockdown, Evacuate Building or Off-site Evacuation.

3. If an administrator issues the Evacuate Building action, students and staff will follow the prescribed routes and proceed directly to the Assembly Area (futsal field). The teacher shall bring the student roster and take attendance to account for students at the Assembly Area (futsal field). Teachers will notify an administrator of missing students.

4. An administrator will notify 1-1-9 to provide the exact location (e.g., building, room, area) of the potential bomb, if known.

5. Do not resume school activities until the building(s) have been inspected by the proper authorities and deemed safe. An administrator will give the “All Clear” signal when appropriate.

Early Dismissal (with and without external communication)

When an early dismissal is required, the following procedures should be implemented:

1.) An administrator will immediately issue the EARLY DISMISSAL action.

Description of Action (Loss of utility)

1. Teachers and students are to remain in their current classroom.

2. Teachers are to notify an administrator if a student is missing.

3. Buses and parents will be notified of the early dismissal.

Description of Action (Outside emergency/act of war/terror)

1. Teachers and students are to remain in their current classroom.

2. Teachers are to notify an administrator if a student is missing.

3. Parents will be notified of the early dismissal and need to come pick up their child(ren).

- No buses will be used in this situation.
- **Elementary parents will pick up their child in their homeroom class.**
- **Middle/high school parents will pick up their child in the gymnasium where students will be seated by grade level.**
- Once all day students are safely picked up by parents, dorm students (and remaining day students) will move to dorm.

Emergency (fire or other) in Surrounding Area

In the event of an emergency in the surrounding area, the following procedures should be implemented:

1. An administrator will initiate the appropriate Immediate Response Actions, which may include Hold in Place, Lockdown, Evacuate Building, Reverse Evacuation or Off-site Evacuation.
2. An administrator will notify 1-1-9 and the School Security to provide the location and nature of emergency (fire, theft in the area, intruder on loose outside of campus, etc.).
3. School Security will keep access routes open for emergency vehicles.
4. An administrator will work with the necessary emergency department(s) (fire, police, etc.) to determine if a fire, hazardous atmosphere, intruders, or other dangers threaten school grounds. An administrator will maintain open communication with the necessary emergency department(s).

Fire on School Grounds

In the event of a fire on school grounds, the following procedures should be implemented:

1. Upon discovery of a fire, direct all occupants out of the building, initiate the fire alarm, and report the fire to an administrator.
2. An administrator will immediately issue the Evacuate Building action. Students and staff will evacuate buildings using the prescribed routes or other safe routes and proceed directly to the Assembly Area (futsal field). Teachers will take the emergency kit which includes the student roster and take attendance to account for students. Teachers will notify the administrator of all accounted students by holding up the green card or missing students by holding up the red card.
3. An administrator will call 1-1-9 and the School Security to provide the exact location (e.g., building, room, area) of the fire.
4. The fire department will suppress fires and initiate rescue procedures.
5. The School Security will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
6. An administrator will direct the fire department to the fire and brief the fire department official on the situation.
7. The Facility Manager will notify the appropriate utility company of damages.
8. For fires during non-school hours, the administrative team will determine whether the school will open the following day.

Loss of Utilities

For loss of utilities at the school site, the following procedures should be implemented:

1. Upon notice of loss of utilities an administrator will initiate appropriate Immediate Response Actions, which may include Hold in Place or Evacuate Building.
2. The Facility Manager will work with the utility company to determine the potential length of time service will be interrupted.
3. If an administrator issues the Evacuate Building command, everyone must evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area (futsal field). Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify an administrator of missing students.

4. An administrator and Facility Manager will give the “All Clear” signal when it is safe to re-enter the building(s).

National Safety Check

During the sounding of the alarm outside, DIS students will proceed as normal inside the building. The administration will make an announcement verifying that this is a safety check so that all faculty, staff, and students can be assured of the nature of the alarm.

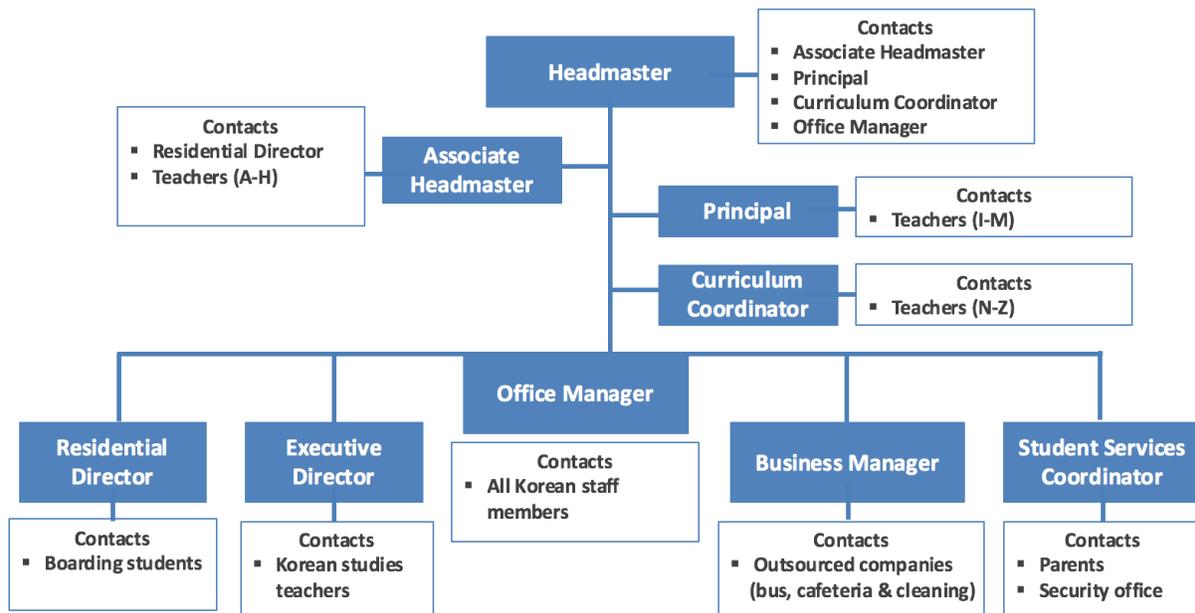
Natural Disaster

Upon the first indication of a natural disaster, the school will follow the decision of the local officials in determining the need to close the school. If students are at school, arrangements will be made for them to be safely returned home at an appropriate time. If students are not at school and the school will be closed following the decision of the local officials, communications will be sent by all means possible (text, calling, email, Kakao, phone chain) to the families to make sure they understand that the school will be closed.

If it is necessary for DIS to close for an extended period of time, the DIS administration and Board of Directors will determine how to proceed with the school year.

Last updated: August 8, 2018

Emergency Contact Procedures



Emergency Numbers

53-980-2100: DIS Main Office

1-1-9: Fire and ambulance services

1-1-2: Police

010-8759-3838: Chris Murphy's cell phone (In case of emergency at any time)

010-4163-2101: Scott Jolly's cell phone (In case of emergency at any time)