

# **North Plainfield School District Safety & Security Emergency Plan**

## **Staff Reference Manual CT201707REV**

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**North Plainfield School District**  
**Safety & Security Emergency Plan**

**Staff Reference Manual**  
**CT201707REV**

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**Please see material provided by your school administration in the pocket of the flip chart, for your school specific plan for both on and off-site evacuations.**

**Locations, walking routes and van locations will be with your school's plan.**

Be sure to

- Gather your students and exit safely.
- Take attendance sheets and safety cards with you.
- Keep students calm and quiet.
- Be sure to assist any physically disabled students.
- Follow your school specific on-site evacuation plan.

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## **EVACUATIONS**

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### **Teacher/Staff**

- If a suspicious individual is observed on/around school grounds notify Main Office immediately.
- Provide a physical description and location of subject.
- Attempt to keep subject in sight, if can be done safely, until arrival of law enforcement, Security or school administrator.
- Do not attempt to confront subject.

### **Administration**

- Notify police (9-1-1), Safety & Security Specialist, and Superintendent.
- If staff member has the subject in sight have Safety & Security Team member respond to the staff member.
- If subject appears to pose a potential threat to the school a "**Lockout**" should be initiated.
- If a "**Lockout**" is initiated be sure to follow proper notification protocol.

**Police may also notify a school of a suspicious person(s) in the area. If this is the case the school administration may call a "Lockout" and await additional information. School administration should immediately notify the district's Safety & Security Specialist to liaison with police on the situation.**

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## **SUSPICIOUS PERSON(S) ON/NEAR SCHOOL GROUNDS**

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This procedure is used if you become aware that a student may have a weapon on his/her person, backpack, desk, locker, vehicle, etc.

### **Teacher/Staff**

- Notify the Main Office immediately. You may need to send a student to Main Office with sealed note advising of situation.
- If student is in your classroom and believed to be armed, **remain calm** and do not alert the student to the suspicion.
- Never attempt to remove a weapon from the student in the presence of others. The weapon represents power. Any attempt to remove it may trigger the need for the student to demonstrate that power, resulting in injury to others.

### **Administration**

- Administration will notify police, Safety & Security Specialist, and Superintendent.
- Administration, in conjunction with police, should attempt to initiate a course of action to isolate the suspected individual away from other students.
- Assist law enforcement with needed searches if weapon was believed to be in student locker, vehicle, etc.
- If situation escalates or it is deemed appropriate, follow the "**LOCKDOWN**" protocols

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**STUDENT WITH A WEAPON IN SCHOOL: NOT IN USE**

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If death occurs on school property:

**Teacher/Staff**

- Assess the situation as it relates to the individual (i.e., check for vitals).
- Clear the immediate area.
- Call 9-1-1.
- Keep students away.
- Notify the Main Office and request Nurse.

**Administration**

- Confirm 9-1-1 has been called.
- Notify Superintendent, Safety & Security Specialist and Safety & Security Team.
- Announce a **"Hold in your Classroom."**
- Assess and evacuate the area of event, avoiding coming in contact with the event area.
- Activate the district's Crisis Response Team
- Adjust scheduled activities.
- Keep school personnel updated on events and circumstances.
- Procure personal items of the deceased from lockers, desks, classrooms, etc. (If / when cleared to do so by law enforcement).
- Identify and communicate with other affected schools.

**If made aware of the death of a student or staff member not on school property and outside of school hours of operation, coordinate a meeting with Crisis Response Team to determine required actions.**

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## **STAFF / STUDENT DEATH**

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## Teacher/Staff

In the event that an individual(s) takes you/your classroom hostage, the following actions are recommended:

- Remain calm and try to calm students being held.
- Cooperate with suspect and attempt to reason with them in a non-threatening manner.
- Ask suspect to put weapon down and/or release hostages.
- Monitor suspect's emotions; avoid inciting suspect with sudden moves or aggressive behaviors.
- Wait for intervention of police.

## Administrators

- Assess situation and confirm location.
- Call police (9-1-1), notify Safety & Security Specialist and any police in building.
- Notify Superintendent and activate the district's Crisis Response Team
- Activate the "**Lockdown**" procedure.
- Set up command post and assemble Safety & Security Team.
- Be prepared to assist Police with evacuating sections of the school if requested.
- Prepare announcement for parents with Police.

When police arrive, be prepared to provide the following information if available:

- Exact location of event and map of area.
- Any information on hostage taker(s) (i.e., number of suspects, description, weapons involved and demands).
- Number of hostages and names of same.
- Safety & Security Team should be prepared to assist with possible evacuation and re-unification of students.

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# HOSTAGE SITUATION

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## **ANNOUNCEMENTS (Say it twice)**

"**Lockdown**" - **LOCKS, LIGHTS, OUT of SIGHT** - threat or hazard inside the school

"**Lockout**" - **SECURE THE PERIMETER** - threat or hazard outside of the school

"**Hold in your Classroom**" - situation requiring all students to remain in their classrooms

"**Evacuation (on/off site)** - exit the school to a designated location

"**Shelter**" - for a hazard utilizing safety strategy

## **SAFETY CARDS**

Red, Green, Medical cards - these cards will be brought with you during all evacuations. You are to display appropriate card during the evacuation for Crisis Team members to see.

RED - non-medical concern, assistance needed (e.g., missing student, extra student, important info, etc.)

GREEN - all good, all students accounted for.

MEDICAL CROSS - medical assistance needed

## **SAFETY & SECURITY TEAMS**

A card listing your school specific team members and phone numbers is provided.

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# **DISTRICT COMMANDS/SAFETY CARDS/SAFETY & SECURITY TEAM**

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This procedure can be implemented for various hazardous situations both inside and outside the school building such as;

- Hazmat situations
- Extreme weather incidents

Certain incidences requiring a "**Shelter**" will require that students and staff outside of the building be brought back in for their safety.

#### **Teachers / Staff**

- Scan hallways and bring people inside your room.
- Secure doors and windows.
- Once secure do not allow anyone to exit your room.
- Ignore class dismissal bells.
- Listen for additional information, evacuation or moving to a safer interior location may be required.

#### **Administration**

- If notified or become aware a situation requiring this procedure, announce twice, "**Shelter**" and **give a brief reason for the announcement.**
- Notify Security, police, and fire if needed.
- Disable class bell schedule or make announcement to ignore them until further notice.
- Notify Safety & Security Team for assistance in securing area and clearing hallways.
- Notify Superintendent and Director of Operations.
- Exterior doors should be secured.
- If incident involves a hazardous exterior spill or environmental event, notify custodians to shut down ventilation systems.
- Be prepared to initiate a safe evacuation if one becomes required.
- Keep staff notified of the situation to ensure everyone remains calm.

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**"SHELTER"**

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## **GRAFFITI, WRITTEN, OR E-MAIL**

### **Teachers/Staff**

- Secure the area affected and notify Administration.
- If threat is in note form, avoid handling (this can be of evidential value).
- If in e-mail form, do not delete. If able, print and leave e-mail open on screen.
- If full or partial evacuation is initiated, have students bring their personal belongings with them. As you exit your classroom, with your class roster and three safety cards, scan your classroom. Notify Administration of anything suspicious.
- Assist physically disabled students during an evacuation.
- Evacuate to designated area. Leave classroom doors unlocked and open.

### **Administration**

- If not already done, notify local police, Security, and Superintendent
- Advise and gather Safety & Security Team
- If threat seems imminent evacuate, otherwise announce "**Hold in your Classrooms**" and assess situation.

## **PHONED-IN THREAT**

### **Office Staff**

- Keep caller on line and remain calm.
- Listen carefully; show interest in order to gain more information.
- If possible, signal a colleague to notify authorities and school administration.
- If caller ID is available, copy all displayed information.
- Utilize Bomb threat checklist (see information card).

### **Administration**

- If not already done, notify local police (911), Safety & Security Specialist, and Superintendent.
- Advise and gather Safety & Security Team.
- If threat seems imminent, evacuate; otherwise, "**Hold in your Classroom**" and assess situation.

**\*Bomb Threat Checklists will be provided to all schools.**

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## **BOMB THREAT**

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## **WITHIN SCHOOL BUILDING**

### **Teachers/Staff**

- Activate the fire alarm nearest your room, if you discover a fire or explosion.
- Call 9-1-1 to report the incident and location within the school.
- Respond to either on / off evacuation notification or a fire alarm.
- Do not stop to take personal items.
- Close, but do not lock, classroom doors.
- Assist physically disabled students during the evacuation. \* **Be familiar with your schools Safety Chair locations, listed on school diagrams.**
- Take attendance sheet to account for all students after arriving at the designated location.
- Have safety cards with you.
- Wait for further instruction from the Safety & Security Team.

### **Administration**

- Take sign-in book from Main Office.
- Coordinate with Safety & Security Team.
- Call 9-1-1 if an alarm problem is suspected.
- Safety & Security Team Leader will meet with Fire Department personnel.

**\*ALL STAIRWELLS ARE ONE HOUR FIRE RATED AND CAN BE UTILIZED AS AREAS OF REFUGE WHILE AWAITING THE FIRE DEPARTMENT**

## **OUTSIDE OF SCHOOL BUILDING**

### **Teachers/Staff**

- Respond to announcements from Main Office.
- If evacuation required, follow directions given by administration.
- Assist physically disabled students during the evacuation.
- Have safety cards and attendance sheet with you.
- This may differ from standard evacuation protocols.

### **Administration**

- If notified of an exterior fire or explosion, determine if action should be taken.
- **"Hold in your Classroom"** announcement may be required as the situation is assessed.
- Communicate with police and fire departments.
- Notify Safety & Security Specialist

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## **EXPLOSIONS/FIRES**

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This procedure is used in the event of a non-imminent threat outside of the school.  
Announcement of "**LOCKOUT, Secure the Perimeter**" (**say it twice**)

### **Teachers / Staff**

- Check hallways and advise all students to return to their classrooms.
- Account for all your students. Notify office of missing students
- Everyone remains in classroom.
- Increase situational awareness.
- Continue classroom business as usual, with exception of class changes.
- Ignore all bells, unless told otherwise.
- Await updates from Administration.

**\*Exception: if there is an indication that there is an active fire or smoke condition creating an imminent threat to your lives an evacuation may be necessary. Utilize your cell to notify administration or law enforcement of your situation; they may be able to provide immediate assistance. If unable to make contact, use common sense and select the safest possible escape route.**

### **Administration**

- If notified of an exterior threat by law enforcement, announce ***twice*** "**Lockout, Secure the Perimeter**" and communicate with staff.
- If notified of an exterior threat from a source inside of the school, assess and announce ***twice*** "**Lockout, Secure the Perimeter**", if deemed appropriate.
- Ensure perimeter has been secured by communicating with custodial staff and Safety & Security Team.
- Attempt to have Main Entrances covered by Safety & Security Team member to advise visitors, delivery people, etc. of the situation.
- Make all required notifications (Superintendent, Police and Safety & Security Specialist).
- Disable bell system and audible alarms if possible.
- Keep staff updated, classroom business will be continuing as usual.

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**"LOCKOUT, SECURE THE PERIMETER"**

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An intruder is an individual in the building who has not followed standard visitor procedures and who may or may not be a safety threat to the school. Any school personnel who observe in the school building an individual who appears suspicious should use the following guidelines.

### **Teachers/Staff**

In the event that a visitor is found in the building and who did not follow visitor procedure and poses no safety threat to the school, the following procedures should be used:

- Identify the person and determine their purpose for being in the school.
- Escort the person to the Main Office and have him/her sign in as a visitor. Ensure that the person is aware of the school's visitor policy for future reference.

In the event that an intruder is found in the building that is an unknown safety threat to the school and has no legitimate business in the school, the following procedures should be used:

- Notify Main Office of subject's location and provide a physical and clothing description.
- If subject leaves the school, do not interfere; allow them to leave and notify the Main Office of last location and direction.
- Do not attempt to stop or interact with subject

### **Administration**

- Notify, police (9-1-1), and have as much of the following information as possible:
  - Location of the intruder.
  - Description of the intruder (clothing, sex, race, age, etc.).
  - Names of staff members who have had contact with the intruder.
  - Any statements made by the intruder.
  - Maps of the school building.
- Notify Safety & Security Specialist.
- Call the Superintendent's office and report the incident.
- Initiate "**Lockdown**" procedures if it is believed intruder **may** pose an imminent threat.
- If the intruder leaves or attempts to leave before the police arrive, do not attempt to stop him or her. If possible, **safely** keep subject in sight to see which direction he/she travels. If not still on the phone, re-contact police to inform them that the intruder has left the building, in which direction, and the means of travel.
- Verify, through the police, the intruder's identity and address so that he/she can be issued a letter, via registered mail, barring them from returning to the school building, and determine with police if an arrest for trespassing is warranted.

**In the event that an intruder is found in the building who is known or believed to be armed, or is otherwise believed to be an imminent safety threat, follow "Lockdown" protocols.**

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## **INTRUDER IN BUILDING**

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This procedure is used in the event of an active shooter(s) or person(s) in or near school causing potential imminent threat to life. **"LOCKDOWN, LOCKS, LIGHTS, OUT- OF- SIGHT" (say it twice)**

### Teachers/Staff

- If you observe or are made aware of an active or potential imminent threat, notify Main Office immediately.
  - Provide as much factual information as possible concerning the threat and location. Main Office will call 9-1-1, and make "**Lockdown**" announcement.
  - If threat is active call 9-1-1 immediately and give as much information as possible. Attempt to have a second party alert Main Office if you are on phone with 9-1-1.
  - If safe, glance in hall and bring in students.
  - If outdoors, respond to a safe off-site location and notify police of your location.
  - Lock doors, turn off lights, and move everyone to a location out of sight. Once doors are locked, no one in or out.
  - If blinds are open, leave them that way.
  - If blinds are closed and can be **safely** opened, do so.
  - Teachers and staff should put cell phone on silent and only utilize them if it is an emergency. Take attendance.
  - Have students remain quiet, silence or shut off cell phones.
  - Ignore all bells, including fire alarms\*.
- Exception: if there is an indication that there is an active fire or smoke condition creating an imminent threat to your lives an evacuation may be necessary. Utilize your cell to notify administration or law enforcement of your situation; they may be able to provide immediate assistance. If unable to make contact, use common sense and select the safest possible escape route. )**
- Await an "**all clear**" or evacuation order from **law enforcement**.

### Administration

- If notified of an Active Shooter or imminent threat situation announce twice "**Lockdown, Locks, Lights, Out- of - Sight**" and establish your on-site command post.
- Immediately call 9-1-1 and have someone stay on line with them.
- Any students/teachers outside should be told to respond to a safe off-site evacuation location.
- Gather as much information as possible for responding emergency personnel.
- Make all required notifications, if possible (Superintendent, Safety & Security Specialist, Safety Team, etc.).
- Disable bell system and audible alarms, if possible.
- Have floor plans and keys available for police.
- Once on scene, law enforcement will establish command. Have Safety & Security Team available to assist.

**The school may be a crime scene and will require a thorough search and processing. Do not touch, move, or remove anything.**

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**"LOCKDOWN, LOCKS, LIGHTS, OUT- OF- SIGHT"**

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A severe weather warning will be issued by the National Weather Service. If the warning is issued near dismissal time, students will not be released.

### **IF A SEVERE WEATHER WARNING IS ANNOUNCED**

- "Shelter" procedures may be activated
- Stay away from windows.
- Keep all students in the classroom and have them get beneath heavy furniture, if possible. If not, tell them to crouch facedown, heads covered, along the wall of an interior hallway or classroom.
- Avoid auditoriums, gyms, or structures with high roofs.
- Wait for further instructions from the Safety & Security Team.

### **AFTER SEVERE WEATHER**

- Account for all students and communicate with Safety & Security Team.
- Be ready to give injury updates to emergency personnel when they arrive.
- Follow school procedures for evacuating to an alternative site if necessary.
- Beware of contaminated food, water, ruptured gas lines, and electrical equipment.
- Assess need to activate the district's **Crisis Response Team**

### **SEVERE WEATHER EVENT DURING ATHLETIC EVENTS**

#### **Indoor**

- Keep athletes and spectators inside.
- If exterior weather event is not an interior threat, the event will continue.
- In the event of extreme high winds, everyone should stay away from windows and avoid structures with high roofs.
- When weather passes occupants can exit.

#### **Outdoor**

- If lightning is within 10 miles, event will be postponed until weather event passes.
- It is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder heard. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** reset the clock and another count **must** begin
- Athletes can be brought into the school or field house.
- Visiting athletes can utilize school, field house, or team bus.
- Spectators will be advised to exit the field and return to their vehicles.
- If an extreme weather event is imminent, utilize the safest measures available for athletes and spectators. This may include evacuating everyone from the field area into the nearest school.

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## **SEVERE WEATHER**

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### **Teachers/ Support Staff**

- Secure classrooms and ensure the safety of all students
- Respond to and be familiar with all given signals
- Account for all students after an evacuation
- Identify all students in need of further services
- Squelch all rumors among students
- Take direction from the Safety & Security Team Leader
- Refer questions to the Safety & Security Team Leader and assistant Team Leader
- Refer media and community to the appropriate Safety & Security Team member

### **Custodians**

- Assist in securing the building and school grounds as directed by the administration
- Shut off bells as directed
- Notify the Director of Operations/Supervisor of Buildings and Grounds
- Notify the office and building principal of any problem
- Implement precautions for exposure to bodily fluids

### **Nurses**

- Provide medical care to injured students or staff
- Help in notifying parents/guardians
- Notify the Director of Athletics and the building principal or his/her designee
- Complete accident/ incident reports
- Meet and assist emergency personnel when they arrive

### **Secretaries**

- Assist in the operation of the command post
- Make announcements as directed
- Relay information from the classrooms to the Safety & Security Team
- Confirm procedures for substitutes
- Supervise office phone lines as directed by the Safety & Security Team Leader
- Refer media to the appropriate Safety & Security Team member
- Provide the daily attendance report of students and staff

### **Administrators**

- Communicate with the Superintendent / central administration
- Cooperate with law enforcement and/or emergency response personnel
- Anticipate potential needs
- Stay calm

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## **STAFF ROLES**

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## **ON-CAMPUS MINOR INJURIES**

- Have injured party respond to school nurse if able; otherwise advise school nurse of situation.
- Administer initial first aid procedures if required.
- Staff witnessing incident and/or providing first aid care will file an accident investigation report for student injuries.
- Staff members will file their own accident reports. (Long Form/ Accident Investigation Report)
- School nurse will make appropriate guardian notifications and complete accident report to be forwarded to School Principal, who will then forward to Safety & Security Specialist.

## **ON-CAMPUS MAJOR INJURIES\***

- Notify school nurse and administration of situation.
- Notify 9-1-1 and have someone remain in contact with 9-1-1 operator.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, Heimlich maneuver, etc.)
- If CPR or rescue breathing is required have someone retrieve nearest AED (see AED location section)
- School nurse, principal, or designee will notify guardian immediately.
- Staff witnessing incident and/or providing first aid care will complete a student accident report for student injuries.
- Staff members will file their own accident investigation reports. (Long Form)
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist

**"HOLD IN YOUR CLASSROOM" can be utilized if halls should be kept clear to handle incident.**

Off Campus injuries are injuries that occur during a school approved event held off school property (School nurse may attend some of these trips).

## **OFF-CAMPUS MINOR INJURIES**

- The majority of locations visited will have a first aid station. School Nurse should also be on most trips.
- If available bring student to first aid station; if not available, contact school nurse for best course of action.
- If treated at a first aid station, obtain documentation of treatment.
- Notify school nurse and complete a student accident report.
- School nurse will make appropriate notification to guardian.
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist

## **OFF-CAMPUS MAJOR INJURIES\***

- Immediately notify 9-1-1, remain online with them for assistance.
- Provide basic first aid or other Basic Life Support (CPR, rescue breathing, EpiPen, etc.)
- 9-1-1 operators will assist you until emergency personnel arrive.
- Once injured party is stabilized, immediately notify school nurse/administration.
- School will make notification to guardian.
- Upon returning to school complete a student accident investigation report.
- Staff members will file their own accident investigation reports. (Long Form)
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist.

**\*A major injury is defined as an injury deemed to need immediate physician care, EMS, or transport to a medical facility. A major injury may require the involvement of the district's Crisis Response Team.**

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# **MEDICAL EMERGENCIES**

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This procedure will be utilized when it becomes necessary to have all students and staff return and remain in their assigned rooms / locations allowing the hallways to remain clear. Students in nurse's office, guidance or main office can remain in those areas. If the nurse is required to assist with the situation assign a Safety & Security Team stay with students in nurse's office.

**Potential situations requiring this announcement can be;**

- Medical emergencies.
- Altercation in hallways.
- Any other situation deemed appropriate to keep hallways clear.

**Teachers / Staff**

- If "**Hold in your Classroom**" announcement is made, bring all your students into classroom. Advise any students observed in hallways to return to their assigned classroom.
- Continue classroom business as usual.
- Notify office of any missing students from your classroom.
- Ignore bells for changing of periods.
- Administration will announce an all clear announcement when situation is cleared.

**Administration**

- When necessary announce twice "**Hold in your Classroom**".
- Notify the Safety & Security Team if assistance is needed.
- Monitor Main Entrance for police, fire, medical personnel, visitors, deliveries etc.
- Keep staff aware of situation if it becomes prolonged.
- Make notification to Security and Superintendent.

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**"HOLD IN YOUR CLASSROOM"**

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An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing normally, and showing no signs of circulation such as normal breathing, coughing, and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected the AED will charge to the appropriate energy level and deliver a shock.

<b>School</b>	<b>AED Location</b>	<b>EpiPen Location</b>
West End	1. Outside of Nurse's Office 2. Community Room (cafeteria)	1. Outside of Nurse's Office 2. Community Room (cafeteria)
East End	1. Outside front office/ Gymnasium 2. Community Room (cafeteria)	1. Outside front office/ Gymnasium 2. Community Room (cafeteria)
Stony Brook	Outside Gymnasium	Outside Gymnasium
Somerset	1. Outside front office 2. Gymnasium	1. Outside front office 2. Community Room (cafeteria)
High School	1. Main entrance hallway 2. HS gym foyer (by snack stand)	1. Main entrance hallway 2. Cafeteria (HS/MS)
Middle School	1. Outside of Nurse's Office 2. MS gym	1. Outside of Nurse's Office 2. Cafeteria (HS/MS)
Harrison	Front entrance hallway	Front entrance hallway
Watchung/BOE	Front entrance hallway	Front entrance hallway

Note: An AED is located in the Field House and one is mobile, along with an EpiPen, for the Athletic Trainer during athletic contests. Four (4) additional mobile AED are assigned to the athletic fields (Lower Krausche, East End, West End, and Fromm).

Wall-mounted AEDs are also located in the Operations Office on Greenbrook Road and in the Maintenance Garage on Walnut Street.

### **Emergency Administration of Epinephrine**

Only the school nurses or trained designees can administer epinephrine via EpiPen or other pre-filled auto-injector mechanism in emergency situations.

The designees must be properly trained by the school nurse in the administration of the EpiPen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education.

Designees should become familiar with the students in their school who may require the emergency administration of epinephrine via an EpiPen.

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## **AED/EPIPEN LOCATIONS**

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## **GAS LEAKS**

### **Teachers/Staff**

- Any odor of gas should immediately be reported to the Main Office.
- Provide the location of odor.
- If odor is overwhelming leave the immediate area and advise administration.
- Be prepared to respond to evacuation notice.
- Assist physically disabled students during an evacuation
- Have attendance sheet and safety cards with you if evacuated.
- Wait for further instructions from Administration or Safety & Security Team

### **Administration**

- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team
- Call 9-1-1 if necessary
- If believed to be an immediate danger, institute an "**Evacuation**" or "**Shelter**" (can be limited to affected area of school).
- Be sure to take Main Office sign-in log if school is evacuated.

## **HAZARDOUS MATERIAL SPILLS**

### **Teachers/Staff**

#### **Interior Spill**

- Notify Main Office of spill and location.
- If fumes/spills are believed to be hazardous, safely evacuate the immediate area/ or building and notify administration that you are evacuating.
- Assist physically disabled students during an evacuation.
- Do not step in spilled materials.
- Respond to an appropriate evacuation signal, depending upon the source of the spill.
- Have attendance sheet and safety cards with you if evacuated.
- Account for all students and wait for further instructions from the Safety & Security Team Leader.

#### **Exterior Spill**

- If notified of exterior spill keep windows closed to avoid fumes.
- Be prepared to respond to appropriate signals given by administration or emergency personnel.

### **Administration**

#### **Interior Spill**

- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team
- If believed to be an immediate danger, institute an "**Evacuation**" or "**Shelter**",
- Initial evacuation may be limited to affected area of school. (Be prepared to have evacuation routes avoid the contaminated area).

#### **Exterior Spill**

- If notified of a hazardous exterior spill, announce a "**Shelter**" and have all windows closed to avoid fumes.
- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team.
- Speak with Operations Department about shutting down HVAC
- Await further information from emergency personnel.

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## **GAS LEAK/HAZARDOUS MATERIAL SPILL**

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3" Pocket

**EMERGENCY CARDS / INFORMATION**