

Emergency Procedures for Pueblo City Schools Substitutes

This document contains instructions for Shelter-In-Place, Lockdowns and Evacuations.

Shelter-In-Place Location for this room: _____

Outside Assembly Area for Building Evacuation: _____

Teacher Responsibilities

Teachers have the critically important responsibility of supervising the students in their care. Teachers have a positive rapport with their students, and students will look to their teacher for direction in an emergency. In an emergency it is extremely important that teachers follow the directions of the principal/site administrator. Teachers must carry out directives in a swift, organized and calm manner that conveys confidence to students.

Responsibilities during an Emergency:

- Carry out all directives from the principal/site administrator
- Direct students to Evacuate, Lockdown or Shelter-in-Place etc., as indicated
- Take attendance and account for all students; (utilize “Red Card - Green Card” system)
- Report missing or injured students to the principal/site administrator
- Assist disabled students
- Remain with students at all times
- Restore order and assist other teachers as necessary
- If appropriate, reassure students by occupying them with an activity
- If not on duty, report to the principal/site administrator
- Document all activities

Red Card - Green Card System

Green Card

Evacuation - Held up by teacher at Outside Assembly Area to indicate that all students are accounted for and no assistance is needed.

Lockdown - Tape on window inside classroom door or tape on floor immediately outside classroom door to indicate that classroom is safe and that no assistance is needed.

Shelter-in-Place - Held up by teacher in Area-of-Refuge to indicate that all students are accounted for and no assistance is needed.

Red Card

Evacuation- Held up by teacher at Outside Assembly Area to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, need to communicate information to Incident Commander, etc.). Consider designating a student to hold up card if teacher is providing care to injured student.

Lockdown - Tape on window inside door or tape on floor immediately outside the door to indicate that assistance is needed, (e.g., intruder is in classroom, injuries need immediate attention, etc.).

Shelter-in-Place - Held up by teacher in Area-of-Refuge to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, need to communicate information to Incident Commander, etc.). Consider designating a student to hold up card if teacher is providing care to injured student.

No Card

Evacuation - Not an appropriate signal. (Be sure that your classroom is equipped with a Red and Green Card.)

Lockdown - No card being taped to window or slid under the door will indicate that there are issues that prevented this action, (e.g., intruder is in classroom, injuries are severe and being attended to, etc.)

Shelter-in-Place - Not an appropriate signal. (Be sure that your classroom is equipped with a Red and Green Card.)

Lockdown/Secure Perimeter

Lockdown is used to protect students, staff, and visitors inside the building when conditions are too dangerous to allow entry into or exit from a school building or movement within the building (e.g., intruder, hostage incident, shooting in the area, gang fight, civil disturbance, etc.).

The Principal/Site Administrator or any staff member can order a Lockdown. Often this has to be an immediate decision.

The Principal/Site Administrator (Incident Commander) shall activate the emergency plan and will make the following announcement:

“Attention staff and students! Please listen closely. Please Lockdown the building immediately. (Identify location: “Situation Inside” or “Situation Outside”) Teachers lock your doors. Students and staff in the hallway go to the nearest classroom and let a teacher know who you are. No one is permitted to enter or leave the building.” (Repeat two (2) times.)

For teachers and students outside, if the building is safe, make an announcement to direct all students, staff and visitors inside:

“Attention staff and students! Please listen closely. Immediately come inside the building. Teachers and students return to your classrooms.” (Repeat two (2) times.)

- Teachers should lock their classroom doors and close the blinds
- The biggest item noted by district emergency evaluators during drills was substitutes not locking doors during a lockdown incident.
- Instruct students to keep out of sight and remain quiet
- Teachers should slide under their door or place in the window of the door the Red or Green Card to indicate the status of their classroom
- A Green Card indicates that all individuals are in the classroom and no help is needed
- A Red Card or No Card indicates that there is a problem in the classroom requiring immediate attention
- Sweep of hallways and bathrooms, and move all students into secure room
- Lock all interior doors
- Consider whether there is a need to lock exterior windows
- Take attendance and report missing students to the main office
- NO person is allowed to enter or leave the building

The Principal/Site Administrator should release from Lockdown in an orderly manner when the emergency has passed.

Important Details

Secure Perimeter: If the Principal/Site Administrator is certain the building is secure and no danger is present in the school, the Lockdown may be modified to a Secure Perimeter so that school activities may continue as normal with students securely moving within the school while there is no entry to or exit from the building. This may happen when danger is in the area but the school is secured. Principal/Site Administrator will announce the modification.

Evacuation

The Principal/Site Administrator or their designee is the only person who is authorized to issue the directive to evacuate the school building. Upon discovery of the emergency, the Principal/Site Administrator will staff:

“Attention staff and students! Please listen closely. Teachers and students, evacuate the school immediately. Teachers, take your class attendance roster with you. Proceed to your designated Outside Assembly Area. Please evacuate now.” (Repeat two (2) times.)

- Teachers shall be responsible for the evacuation of their classroom(s) to the predetermined Outside Assembly Area
- Teachers who have all their students at the evacuation site should hold up their Green Card
- Teachers who are missing students, have extra students or individuals, or need assistance should hold up their Red Card
- If Outside Assembly Areas are unsafe: Move students to the Off-Campus Evacuation Site indicated in the school’s Emergency Management Plan (Principal or Designee will direct teachers if this is necessary.)

Important Details

The fire alarm is not activated during a Directed Evacuation. This evacuation is ordered by announcement. Elevators remain functional.

Shelter-in-Place

Shelter-in-Place guidelines are needed in order to improve the chances of a positive outcome in a negative situation such as the approach of severe weather or a hazardous material incident in the neighborhood surrounding the school. The Principal/Site Administrator or their designee is the only person who is authorized to issue the directive for a Shelter-in-Place.

The Principal/Site Administrator will activate the Emergency Management Plan and will make the following announcement:

“Attention staff and students! Please listen closely. Teachers and students, return to your classrooms immediately. Please return to the building now.” (Repeat two (2) times.)

- Teachers shall be responsible for checking attendance with their class roster and reporting this information to the main office.
- Depending on the nature of the emergency: The school schedule and class changes may remain “normal”
- Direct students and staff to move out of rooms on the perimeter
- Move away from affected or potentially hazardous areas
- Teachers should indicate the status of their classroom utilizing the Red Card - Green Card system
- A Green Card indicates that all individuals are accounted for and no help is needed
- A Red Card or No Card indicates that there is a problem requiring immediate attention
- Direct students to take protective kneeling position if appropriate
- Announce that students should kneel or crouch, place their head between their knees, and clasp their hands on the back of their head
- The principal/site administrator will make the decision to return to normal operations.