

Emergency Preparedness and Response

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Risk Management and Safety

Objectives

- Identify different types of emergency situations.
- Explain importance of written Crisis Plans.
- Discuss how to react to different emergencies.

Emergency Preparedness

- Recognize various types of emergencies.
- Understand your building's Crisis Plan.
- Actively participate in training and drills.

Natural Disasters

- These are naturally occurring events that may cause serious destruction, injuries, and/or fatalities.
- These are a force of nature such as an earthquake, flood, or tornado.

Flash Flooding

- Flash flooding is the most common natural hazard in Colorado Springs.
- A *flash flood watch* means that flash flooding is possible. Be alert and prepared to move to higher ground. Watch for rising water levels or unusual street flooding.
- A *flash flood warning* means that a flash flood is or is about to occur. Evacuate the flood hazard area immediately. Do not attempt to cross moving water either on foot or by vehicle.
- In the event of flooding at one of our schools, move students and staff to high ground. Follow those procedures at your high ground site that are done in an off-site evacuation.
- Arrangements will be made to transport students and staff by the Security Department.

Severe Weather

- This refers to any dangerous changes in the weather that may cause social disruption or damage to property.
- Examples: severe thunderstorm, tornado, extreme heat, or extreme cold.

Tornado Watch

- A **tornado watch** means that tornados are possible in and around the watch issued area. District buildings should monitor either a weather radio or local news media for updates. No activities should be allowed outside during a tornado watch.

Tornado Warning

- A **tornado warning** means that a tornado has either been visibly observed or has been indicated by weather radar. District buildings should:
 - Initiate steps to move all building occupants to places of shelter.
 - All occupants in portable classrooms should be brought into permanent structures.
 - Students should remain in building unless called for by an authorized adult.
 - Persons in places of shelter should lay face down, draw knees up under body, cover back of head with hands, and face the wall.
 - Persons in places of shelter should remain there until the “all clear” is given.
 - Elevators shall not be used until the “all clear” is given.

Hazardous Materials Release

- Immediate reaction: Shelter in Place! Seal rooms and remain in place until “all clear” is given.
- After sheltering in place, if told to do so, evacuate the building. Follow standard evacuation procedures.

Human Caused Emergencies

- Several types of emergency situations are human-caused.
- Each requires their own specific emergency response procedures.

Accidents/Injuries

- Not all accidents/injuries are major emergency situations. But each does need some form of immediate response.
- For minor injuries, first assess the person for their level of injury. If not badly injured, there is no need to call 9-1-1.
- Fill out the “Green Form” and contact Risk Management if medical attention is needed. If minor immediate medical care is needed, contact your building’s Health Technician.
- Contact your supervisor and notify them.

Accidents/Injuries

- If the employee needs immediate medical care, contact 9-1-1.
- If First Aid trained, give assistance to the injured employee until medical help arrives. If you are not trained, call help immediately.
- Contact the Main Office to let them know about the injury, the location of the injured employee, and that 9-1-1 has been contacted.
- Once the injured employee has been taken care of, proceed with scene cleanup following appropriate protocols.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Active Threats

- Depending on the situation, there are three different levels of response:
 - Secure!
 - Hold!
 - Lockdown!

Active Threats – Secure!

- Threat is located on the outside of the building.
- Anyone on the outside of the building shall immediately be moved inside.
- All exterior doors shall be secured.
- Ensure all building occupants are accounted for.
- Continue “business as usual”.

Active Threats – Hold!

- Threat is located somewhere in the building but does not pose an immediate danger to building occupants.
- Examples of this would be:
 - Irate parent in the hallway
 - Student fight in hallway
- Clear the hallways and remain in room until “all clear” is given.
- Close and lock room doors.
- Account for all building occupants.
- Continue “business as usual” until the “all clear” is given.

Active Threats – Lockdown!

- Threat is in the building and is an immediate danger to building occupants.
- All occupants should get into a secured area.
- Doors will be locked, occupants will move out of sight, kept silent, and lights turned off.
- Adults should be prepared to evade or defend as necessary.

Bomb Threat

- All bomb threats shall be treated as real and appropriate response taken.
- If the threat is received in writing:
 - Do not handle the note after you first find out what it is. If possible, protect it for the police, using a paper bag or envelope.
 - Copy the contents of the message for use by the principal or building supervisor, but do not photocopy it.
 - The principal and/or building supervisor should be notified immediately.
 - Notify the Security Department immediately.

Bomb Threat

- If the bomb threat is received by phone call:
 - Immediately access the “Bomb Threat Checklist”.
 - Listen carefully to the threat and the background noises in the call. Do not hang up immediately after the call. Once the threat hangs up, immediately dial “*57”.
 - Immediately complete the bomb threat information sheet.
 - Call 9-1-1 to report the threat.
 - Notify the principal/building supervisor.
 - Notify the Security Department.

Fire

- When the fire alarm sounds unexpectedly (not a drill), the building shall immediately be evacuated. The entire building must be evacuated.
- If the regular exit pathway is blocked, utilize an alternative exit route.
- Principal or designee should report outside of the main entrance to the building to meet first responders.
- All building occupants must be accounted for.

Emergency Drills

- Each of the various emergencies have practice drills associated with them.
- These drills are required to be conducted.
- All building occupants shall participate in any drill that occurs while you are in the building.
- Drills help mentally prepare you to respond appropriately when an emergency situation arises.

Emergency Drills

- Building Managers should be working in coordination with your administration team to administer emergency drills.
- Timekeeping for fire drills is vitally important!
- Communicate all information with administration team following the completion of any emergency drill.

Emergency Response

- Emergencies happen without warning and can happen at any time. Be prepared!
- Don't panic and remain calm.
- Determine the nature of the emergency and react accordingly.

Know Before An Emergency

Things to know before an emergency occurs:

- How to report fires, chemical releases, and other emergencies covered during this training.
- Which routes to potentially take for an evacuation.
- Who to ask for more information.

Questions?