EMERGENCY RESPONSE PROTOCOLS

QUICK REFERENCE GUIDE

Halifax County Schools

CHARTING A NEW COURSE TO STUDENT ACHIEVEMENT.

HALIFAX COUNTY SCHOOLS
9525 HIGHWAY 301 SOUTH
HALIFAX, NC 27839

EMERGENCY NUMBERS

SCHOOL NAME:	CLASSROOM #:
TEACHER:	GRADE:
EMERGENCY NUMBERS	
SCHOOL MAIN OFFICE:	DISTRICT OFFICE:
FIRE DEPARTMENT:	HALIFAX REGIONAL MEDICAL:
LAW ENFORCEMENT:	PUBLIC WORKS:
POISON CONTROL: 1-800-222-1222	SOCIAL SERVICES:
JUVENILE COURT CONTACT:	MENTAL HEALTH:
OTHER:	OTHER:

CODE BLUE
SUDDEN ILLNESS
heart attack, severe fall, seizuure

CODE YELLOW
HOSTAGE TAKING OR KIDNAPPING

ALARM CODES FOR SCHOOL

CODE ORANGE
SOCIAL DISTURBANCE

CODE PURPLE
SUICIDE THREAT

CODE RED
FIRE

CODE BROWN
PHYSICAL ATTACK OR ABUSE

CODE GREEN
EVACUATION NEEDED

CODE BLACK
ACCIDENT

CODE WHITE
HOSTILE INTRUDER

EMERGENCY NUMBERS

INTRODUCTION

The information contained in this guide comes directly from the Halifax County Schools' Emergency Response Plans and serves as a "Quick Reference Guide". This flipchart has been developed to assist you in finding information very quickly during an emergency. Use it as a reminder about recommended actions and as a tool during drills and exercises. Make sure to take the time to customize this guide with the specific information for your classroom or office.

The Quick Reference Guide is a supplement to each school's comprehensive Emergency Response Plan that contains much more detailed information on proper procedures and protocols for performing your emergency role for the school during a disaster.

INCIDENT COMMAND SYSTEM SCHOOL BASED ROLE
NAME OF TEAM:
PERSON I REPORT TO:
PERSON'S CONTACT NUMBER:
MY ROLE:
WHERE TO MEET:

INTRODUCTION

HOW TO USE THIS GUIDE

Be prepared to use your best judgment in addition to outlined protocols in any situation as every incident can include situations that may not be anticipated.



LOCKDOWN

ACTION:
LOCKDOWN
FOLLOW THE RUN, HIDE, FIGHT TRAINING

- Clear the hallway and bathrooms by your room, moving everyone into the classroom (if safe to do so.)
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Turn off lights
- Turn off cell phone notifications and ringers.
- Remain silent
- Take attendance and be prepared to notify the Incident Commander of missing students or additional students, staff, or guests sheltered in your classroom.

LOCKDOWN

- Remain calm and allow no one outside of the classroom inside until the Law Enforcement or the Incident Commander gives the 'All Clear' signal.
- If an imminent threat is present and it is safer to escape, do so.
- If outside, teachers will move students to a secure location and wait for further instructions.

You and your students
have the right to survive and to make the
safest decisions should a threat be imminent.

LOCKDOWN

LOCKDOWN

ACTIVE SHOOTER



ACTION:
LOCKDOWN

If you see an armed intruder or hear gunshots; immediately go into lockdown, call 911, and notify the Main office if safe to do so. In every instance, all staff should think and react first with the safety and well-being of students, faculty, and others in mind.

- Secure room
- Turn off lights
- Silence all cell phones
- Keep the students quiet and calm.
- Avoid confrontation with the intruder.
- In the event an intruder enters the area and begins shooting, the teacher/staff should instruct students to leave the area.
- Further instruct the students to leave the building or run to another location that can be locked.
- Report any missing students/staff to the principal/site administrator/designee.
- The neighboring teacher should alert the principal.

TERRORISM



ACTION:
LOCKDOWN, EVACUATE
OR SHELTER-IN-PLACE

Acts of terrorism can include chemical release, bio-hazards, explosives, kidnapping, and shooting causing widespread fear and panic. There may be victims who are contaminated, seriously

- Injured, or killed, and property damage.
- Keep students calm.
- Move students away from the threat to the closest suitable shelter

You will have to act based on the circumstances of the attack.
Chemical or bio-hazard attacks will require **SHELTER-IN-PLACE** or **REVERSE EVACUATION**.

Incidents involving weapons or attempted kidnapping will require **LOCKDOWN**

Explosives will require actions based on the threat.

ACTIVE SHOOTER

TERRORISM

WEAPON ON CAMPUS



ACTION:
LOCKDOWN/EVACUATE ROOM

- If a teacher suspects that a weapon is present in the classroom, but no action has been taken by the person in possession of the weapon, a neighboring teacher should be calmly and quietly notified
- The neighboring teacher should alert the principal.
- The teacher that suspects that a weapon is present should not leave the classroom and should not confront the student or search for the weapon alone unless the student initiates action, and an immediate response is warranted.
- If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away from the student with your hands up and visible: try to remain calm and keep the student calm until law enforcement officers arrive.
- Avoid threatening or saying anything that may cause the student to panic. This may lead the suspect to take immediate action/use the weapon in an attempt to flee the situation or to demonstrate their control over the situation.
- It is critical that law enforcement officers have time to arrive and implement a response to the situation.

BOMB THREAT



ACTION:
EVACUATE

- Check classrooms, offices, and work areas for suspicious items and report any findings to the Site Administrator.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Account for all students and be prepared to evacuate if ordered.
- Evacuate using standard procedures and exit routes to the assembly area.
- Teachers will take roll after evacuation and report the names of any missing persons to the Site Administrator.
- Teachers will keep classes together at the assembly area until given further instructions and be prepared for Off-Site Evacuation if ordered.

WEAPON ON CAMPUS

BOMB THREAT

TORNADO WATCH

ACTION:
BE ALERT AND PREPARED

A tornado watch means that tornadoes are possible in or near the watch area.

- Review tornado warning procedures and be ready to act quickly.
- Have Emergency Bags and class rosters easily available.
- Review with students what the plan is should a warning be issued.

Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.

TORNADO WARNING

ACTION:
MOVE CLASS TO ASSIGNED SHELTER AREA

A tornado warning means a tornado is occurring in the local area.

- If remaining in the classroom, close the classroom door to minimize injury.
- Take class roster, and Emergency First Aid Bag and proceed to a designated location in accordance with the tornado plan.
- Have students sit quietly against a wall on the floor using the 'head tuck' position, when appropriate, for protection from flying objects and debris.
- In the event of an actual occurrence, account for all students/colleagues and report any missing/injured students/colleagues to emergency personnel and the principal or designee.
- In the event of building damage, if directed, follow the school evacuation/reunification plan, and assist with the reunification process as planned.

TORNADO WATCH

TORNADO WARNING

GAS LEAK



ACTION:
EVACUATION OR REVERSE EVACUATION OR SHELTER-IN-PLACE

The action taken will depend upon the circumstances of the incident. If the gas leak is on school grounds or directly adjacent to the school, **EVACUATION or REVERSE EVACUATION** will be necessary.

If the gas leak is in the school's surrounding neighborhood and the campus is not in immediate danger, it may be better to **SHELTER-IN-PLACE**.

Wait for instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and ACT IMMEDIATELY – do not wait for permission.

HAZARDOUS MATERIALS



ACTION:
EVACUATION OR REVERSE EVACUATION OR SHELTER-IN-PLACE

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GAS LEAK

HAZARDOUS MATERIALS

EARTHQUAKE

1ST ACTION
DROP, COVER, HOLD ON

TAKE THIS ACTION IMMEDIATELY WHEN SHAKING BEGINS.

INSIDE THE BUILDING:

- Make sure all students and visitors move away from windows and quickly drop down to the floor.
- Find the closest sturdy table, desk, or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris, or being crushed by unsecured items.
- Don't come out from under protection until the shaking has completely stopped or until instructed.

PREPARE FOR POSSIBLE EVACUATION ……

OUTSIDE THE BUILDING:

- Move away from buildings, trees, and wires.
- Drop down to the ground and wait for the shaking to stop.

PROCEED TO EVACUATION AREA IF DIRECTED



2ND ACTION
EVACUATE

THE SIGNAL FOR EVACUATION WILL BE GIVEN BY THE MAIN OFFICE

- Depending upon the earthquake's severity and the damage's extent, the Incident Commander will determine whether or not EVACUATION of the building is necessary.
- Take note of any injuries and provide information to the Principal/Site Administrator.
- Remember to take "Go Kit" and emergency supplies.
- Take students to a designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, ensure your students are supervised, then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!

EXPLOSION



ACTION: EVACUATION OR SHELTER-IN-PLACE

EVACUATION: If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.

SHELTER-IN-PLACE: If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.

NOTE: Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the main office or first responders unless there is an immediate danger of fire or collapse.

FIRE



ACTION: EVACUATION

Any staff discovering fire or smoke will signal the fire alarm and report the fire immediately to the office describing the location and extent of the fire.

- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take the class roster, the Red First Aid Bag and lead students out of the building to the designated rally points(s).
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Take attendance at the assembly area after being evacuated.
- Notify the Site Administrator or designee of any missing or injured students/staff
- Be prepared to move students if an OFF CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instructions.

Do not re-enter the building until notified to re-enter by Site Administrator

FLOOD



ACTION: EVACUATION OR SHELTER-IN-PLACE

Flooding can happen during severe storms when rivers and creeks swell beyond their banks and overflow roadways. During storms, river levels are monitored closely, and emergency response agencies can normally provide adequate warning to schools so they can notify parents and make arrangements to move students to safety. However, sometimes the rivers can rise unexpectedly and evacuation to higher ground needs to occur.

- If warranted, evacuate students to a designated evacuation site, out of harm's way.
- Take attendance before leaving campus.
- Remember to take "Go Kit" and emergency supplies.
- Upon arrival at the safe site, take attendance and follow student and staff accounting procedures.
- Remain with students until it has been determined safe to return to the school.

EXPLOSION FIRE FLOOD

MISSING STUDENT

ACTION: NOTIFY ADMINISTRATION

Gather the following information:

- Last time seen, where, and with whom.
- Physical description and clothing.
- Known friends: addresses and phone numbers
- Class Schedule
- Recent Social Media posts

SUICIDE ATTEMPT OR INTENTION

ACTION: NOTIFY ADMINISTRATION

The student should never be left alone or to leave where they are without an adult escort.

- Remain calm and do not confront the student.
- Do not attempt to disarm the student if armed. Remain at a protective distance.
- If safe to do so, remove all uninvolved students from the immediate area and seek assistance in supervising students.

In the event of an attempted or completed suicide, treat the area as a crime scene and do not touch, alter, or remove any items

SUICIDE IDEATION/ POTENTIAL EXPRESSED AT SCHOOL

ACTION: NOTIFY SCHOOL COUNSELOR AND ADMINISTRATION

- Remain calm and do not confront the student with any information discovered.
- Listen to the student if he/she is talking to you about how he/she feels and/or what he/she is thinking.
- However, do not attempt to assess the extent to which the student may be suicidal.
- Immediately notify Building Administration if any weapons or obvious materials have been mentioned or drawn.
- As soon as possible, ensure that the student is escorted to the school Counselor and/or Building Administrator's office.
- If the student will not cooperate,- seek the immediate assistance of the Building Administrator and Counselor.

MISSING STUDENT
SUICIDE ATTEMPT OR INTENTION
SUICIDE IDEATION/POTENTIAL EXPRESSED AT SCHOOL

DROP/COVER/HOLD ON

WHEN TO USE:
EARTHQUAKE or EXPLOSION
The incident itself initiates this ACTION

INSIDE:

- Drop down to the floor and get under the closest desk, table, or sturdy furniture, with back to windows.
- Cover the back of your head and neck and hold on to the furniture.
- Remain in place until shaking stops or for at least 20 seconds. Watch for fallen objects and broken glass
- Take note of any injuries. Wait for the signal to evacuate.

OUTSIDE:

- Move away from power lines, trees, buildings, and objects that might topple.
- Drop to the ground and cover the back of your head and neck with your hands.

EVACUATION

WHEN TO USE:
FIRE, FLOOD, GAS LEAK, CHEMICAL ACCIDENT* HAZARDOUS MATERIALS INCIDENT*

- Listen for an announcement from the office to initiate evacuation procedures Grab "Go-Bag" and emergency supplies.
- Escort students to the evacuation site. Take attendance and account for all students. Hold up a green card if all are accounted for. Use a red card to indicate missing or injured students.
- Notify the Principal/Site Administrator of any missing students or staff. If assigned to a Strike Team, report to your designated area after ensuring that someone has been assigned to care for your students.

Sometimes it is safer to stay inside – wait for instructions from the office before evacuating.

REVERSE EVACUATION

WHEN TO USE:
AIR POLLUTION ALERT, CHEMICAL ACCIDENT, EXPLOSION, SEVERE WEATHER, LAW ENFORCEMENT ACTIONS, HAZARDOUS MATERIALS INCIDENT, GAS LEAK, WILDFIRE

- When it has been determined that returning to the classroom is safer than remaining outside
- Listen for notification of REVERSE EVACUATION from the office.
- Take attendance when students are reassembled in the classroom.

Remain in the classroom until further instructions or ALL CLEAR is announced