SANTA FE SOUTH SCHOOLS

SAFE AND DRUG FREE SCHOOLS
EMERGENCY PROCEDURES GUIDE

Revised 8/2025

EMERGENCY PHONE NUMBERS

EMERGENCY	911
ADMINISTRATION	405-601-5440
SUPERINTENDENT	405-409-0407
RESOURCE OFFICERS	
SRO Angel Moreno (Supervisor)	405-209-6863
SRO Jordan Polski (SFS HS)	405-823-7665
SRO Justin Hall (SFS MS)	405-812-6869
SRO Sheridan Walker (El Camino)	405-999-8388
SRO Ivey Alexis (ECC)	405-215-0681
SRO Ashley Whitcher(Hills)	405-923-2730
SRO Mathew Haggerty (Penn)	405-702-2348
SRO Marcus Robinson (Shidler)	405-833-9609
SRO Jonathan Zollo (Spero Lower)	405-315-4474
SRO Anthony Manuel (Spero Upper)	405-209-4577
SRO Jason Heath (Trinity)	832-620-0939
SRO Ronnie Rayon (Alpha/Crossroads Perimeter)	337-356-7819
SRO Jamin Newsome (Night Patrol)	405-777-3870
MAINTENANCE	
James Lencioni	405-850-4410
Admin Assistant, Connie Parks	405-471-9195
OKC POLICE (NON-EMERGENCY)	405-297-1000
OKLAHOMA COUNTY SHERIFF	405-713-1000
HIGHWAY PATROL	405-425-2323
FIRE DEPT. (NON-EMERGENCY)	405-297-3439
POISON CONTROL CENTER	405-271-5062
DEPT. OF HUMAN SERVICES	405-522-3511
ONG	405-843-1255
OG&E	405-553-3000
NATIONAL WEATHER SERVICE	405-478-3377
OKLAHOMA COUNTY CRISIS CENTER	405-522-8100
ANIMAL CONTROL	405-297-2255
CITY HEALTH DEPARTMENT	405-427-8651

SFS ALPHA CREDIT RECOVERY	405-635-0405	SFS El CAMINO ELEMENTARY	405-731-9535
SFS HIGH SCHOOL	405-631-6100	SFS PATHWAYS MIDDLE COLLEGE HS	405-682-7840
SFS MIDDLE SCHOOL	405-635-1053	SFS WEST MS	405-682-7842
SFS EARLY CHILDHOOD CENTER	405-600-1986	SFS TRINITY ELEMENTARY	405-594-1561
SFS PENN ELEMENTARY	405-681-7480	SFS SHIDLER ELEMENTARY	405-768-3130
SFS SPERO LOWER ELEMENTARY	405-429-5291	SFS SPERO UPPER ELEMENTARY	405-600-7038
SFS HILLS ELEMENTARY	405-606-3916		

EMERGENCY PHONE NUMBERS

DRUG-RELATED SITUATION

Steps of Action:

1. Report the person under suspicion to administration/designee. A written report is required by administrator/designee and staff person reporting suspicion.
2. An **administrator/designee** should assist the student to office, if possible. Do not let student go to a locker or restroom.
3. **Administrator/designee** is to notify the parent or guardian in all cases.
4. Conduct an investigation, including check of bag, locker and search of student's outerwear, **by administrator/designee only with a witness present (at least one searcher of the two must be of the same gender as the student).**
5. Note any unusual behavior.
6. Notify law enforcement if applicable. **Only the administrator/designee makes this decision.**

DRUG-RELATED SITUATION

ACCIDENT/SERIOUS INJURY/ILLNESS

Steps of Action:

1. Seek first aid for the sick or injured immediately.
2. Notify administration front office. Administration will call 911 if necessary.
3. Stay with the sick or injured until help arrives.
4. First Aid kits should be located at designated places/rooms within the building.
5. Use the defibrillator if needed and available at your site.

If you have a student who has diabetes, seizures or a prescription for an Epipen, please keep emergency plan for that student in a private/secure yet easily accessible location. If the student is unresponsive, call 911 immediately then contact the administrator or his/her designee. If this student is responsive but experiencing any different behavior/symptoms, contact the administrator or his/her designee immediately. They will call 911 if necessary.

Remember:

1. Any individual responding will use the necessary personal protective equipment.
2. The person(s) responding shall indicate that Santa Fe South Schools will not be responsible for ambulance charges or any medical bills.
3. Names of site staff members with CPR/First Aid Training:

    a. Certified: _____

    b. Support: _____

4. Name of site staff member with Seizure Safe Training:

    a. _____

ACCIDENT/SERIOUS INJURY/ILLNESS

TORNADO/SEVERE WEATHER

Definitions:

1. Watch--Conditions are favorable for a tornado or severe weather.
2. Warning—Tornado may be imminent. Take shelter immediately. Monitor weather reports continuously.

Signals:

1. Warning signals for a Tornado will be given over the intercom if available. The signal is one long tone on the bell.

Steps of Action:

1. Signal shall be sounded by school office.
2. Students shall proceed to their designated position against the wall and assume a kneeling position, head down, with hands covering their heads. If space does not allow all students and employees to fit into the safest area, then everyone should stand upright. Designated locations for students will be posted in each classroom or commons area.
3. Teachers shall close classroom doors. Blinds on windows shall be closed.
4. Teachers shall keep their class rosters with them and kneel or stand behind their classes to be sure students are following the procedure and to verify student count. A plastic pocket or other device will be located in each room and contain this Emergency Procedures document and a hard copy of each class roster.
5. Wait for all clear signal before returning to classroom.
6. A battery-powered radio and/or TV shall be located within hearing distance of office personnel if possible.
7. The **Principal/designee** will determine when the all clear signal will be announced.

TORNADO/SEVERE WEATHER

HOSTAGE SITUATION/SHOOTING/GUNFIRE

Steps of Action:

1. Administrator/designee authorized calls 911
2. Contact Superintendent
3. Initiate lockdown procedures according to building crisis plan.
4. Teachers shall remain with students until situation is resolved.

Personnel Roles:

Principal: Initiate emergency procedures including lock down.
Ascertain location of situation.
Have school floor plans available for law enforcement.
At law enforcement's direction, evacuate parts of building not involved in situation.
Coordinate relocation of evacuated students.

Secretary: Call 911
Initiate office emergency procedures. Move to safe location with phone.
Call Superintendent if he has not been notified.
Have emergency student list ready for law enforcement.
Do not worry about answering the phones until situation is resolved.

Teacher: Notify office of situation.
Upon alert, initiate emergency procedures.
Lock classroom door, turn off lights, and move students to the least visible corner of the room away from the door.
Take roll. List all students in your room, including those not on your roll. List all students who are absent.
Do not leave room until released or evacuated by an administrator/designee or law enforcement.
TEAM teachers are to explain this procedure to their teams.

Other Staff: Notify the office of the situation.
Initiate emergency procedures.
Upon evacuation, report to the administrator/designee for assignment.

HOSTAGE SITUATION/SHOOTING/GUNFIRE

FIRE/EXPLOSION

Steps of Action:

1. Report fire immediately to the office.
2. Fire signal will be sounded immediately. In the case of loss of power, a series of blasts on a bullhorn in the hallway will occur.
3. Close all doors/windows to confine fire if possible.
4. Turn off lights if possible. MAINTENANCE will turn off electrical and gas equipment.
5. Evacuate building as determined by diagrams and drills. Diagrams must be posted in each classroom and area.
6. Teachers ensure total evacuation of classroom. In case of blocked exit, find closest exit.
7. Take class list/roll book. Report status of students to command post.
8. Building administration and designated staff check restrooms, hallways, unoccupied rooms.
9. Only administration/designee may determine that all is clear and return students and personnel back to building.

Personnel Roles:

Principal: Warning signals for fire will be given over the intercom if available. The signal is three short tones over the bell system.
Supervise evacuation and check for injuries.
Assign roles to personnel other than classroom teachers.

Secretary: Call 911.
Call Superintendent.
Notify other buildings located on site.
Take emergency student list with home phone numbers, as well as other crisis materials, to command post.

Teacher: Evacuate and remain with students.
Take roll and report student status to command post.

Other Staff: Assist with evacuation.
Check restrooms and other areas for people.
Report to principal/designee at central command post.

Extraordinary Circumstances: If the fire alarm sounds during any time other than class time, students are to exit the buildings at the nearest exit. Students are then to make their way to their **TEAM** Teacher's location. Students are not to go back into the building; they will go around the outside of the fence if necessary to find their teacher. The **TEAM** Teacher will check roll and report to the Principal the status of their team. **TEAM teachers are to explain this procedure to their teams.**

FIRE/EXPLOSION

DEATH OF A STUDENT/EMPLOYEE

In the event of a death of a student or employee outside the school day, the principal shall implement the phone tree or designated means of communication to inform faculty of the situation or of the time and place of a faculty meeting:

To be sure all faculty are aware of the incident;
To share the facts surrounding the incident so that faculty can dispel rumors; and,
To announce any special schedule and events

Steps of Action:

Death of a Student or Employee at School:

1. In the event of a sudden death of an individual on school premises, call 911, then immediately notify the school office.
2. The area immediately surrounding the individual shall be secured and closed off, making sure that nothing is touched, moved, or removed until authorities and/or emergency personnel have arrived.
    - If in a classroom, other students shall be directed to another room.
    - If in a hallway, lobby, commons area, or outside the building, the area immediately surrounding shall be blocked off and students directed away and around the area.
3. Building crisis team members shall be contacted, and if available, assist with directions of onlookers and emergency personnel. Team members can also assist with any other individuals who may be immediately affected by the situation.
4. The faculty shall meet as soon as possible to discuss events and share any new or additional information.

Death of a Student or Employee Away From School:

1. The principal/designee shall inform faculty of the situation or of the time and place of a faculty meeting.
2. The principal/designee shall contact the Superintendent's Office prior to meeting with the faculty.
3. A crisis room shall be made available and shall be staffed with trained counselors for as long as needed.
4. Students who are extremely upset shall be escorted to the crisis room and/or counselor's office.
5. The faculty shall meet as soon as possible to discuss events and share any new or additional information.
6. The principal shall determine when a home visit should be made and who will go.

TEAM teachers are to explain this procedure to their teams.

DEATH OF A STUDENT/EMPLOYEE

BOMB THREAT

Steps of Action:

1. Consider and treat all threats as real.
2. Notify administration/front office immediately.
3. Principal/designee determines whether evacuation is necessary and calls 911 if necessary.
4. Principal will report the bomb threat call to the Superintendent. Complete Bomb Threat Form.
5. While evacuation and/or notification is taking place, personnel should conduct a quiet, visual search of their immediate area for any unidentified object. Everything must be left as it is. (If lights are on, leave them on, if doors are open, don't close them, etc.) **DO NOT TOUCH OR CHANGE ANYTHING!**
6. The principal should be made aware of any device or object that is not familiar to an area.
7. After an inspection and the decision is made for an all-clear, only the Principal or designee can return students and personnel to their classroom/work areas. Maintenance personnel will help w/inspection if available.
8. Do not report to news media. Refer any media calls/visits to the Office of the Superintendent.

Personnel Roles:

Principal: Assess the threat with the cooperation of the Resource Officer.
Determine need for evacuation and notify staff accordingly.
Gather information from staff on anything suspicious.
To assist in search, have school floor plans ready. These should be located in the School Emergency Kit.

Secretary: Call Superintendent's Office
Dial Call Tracer if applicable
Take Emergency Student List with home phone numbers, along with other crisis materials, to evacuation site.

Teacher: Upon notification, evacuate and remain with students.
Take roll.
Report any missing students.
Keep your class together.

TEAM teachers are to explain this procedure to their teams.

Other Staff: Assist with evacuation.
Report to principal/designee for other assignments.
Maintenance personnel should assist with looking for a bomb w/police.

BOMB THREAT

BOMB THREAT CHECKLIST

While the caller is on the line, gain as much of the information from the Bomb Threat Checklist as possible.

Time and Date Reported:_____

How Reported:_____

_____

_____

Exact Words of Caller:_____

_____

_____

_____

_____

_____

_____

Questions to Ask:

1. When is bomb going to explode?
2. Where is bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Where are you calling from?

Description of Caller's Voice:

Male_____ Female_____ Young_____ Middle Age_____ Old_____
Accent_____ Tone of Voice_____ Background Noise_____

Time caller hung up:_____

Name, address, telephone of recipient:

Checklist cards are kept at designated phone stations.

BOMB THREAT CHECKLIST

COMMAND POST LOCATIONS

In the event of a catastrophic disaster, fire, bomb, or tornado, there is a need for a command post. This will be a place where the Superintendent/designee will be located and where all communications can be made. Teachers will need to take their students to this location; it will be from there that parents may pick up their children. Students must be released only to parents or a responsible adult if at all possible. Teachers should have a hard copy of their roster and check off each name as he/she is picked up.

The High School Command Post will be the lower floor of the Hills/Admin Bldg.
The Pathways Middle College HS Command Post will be Parking Lot D at OCCC.
The Alpha Command Post will be the parking lot located South of ALPHA Building.
The Middle School Command Post will be the lower floor of the Hills/Admin Bldg.
The West MS Command Post will be John Glenn Elementary.
The Penn Elementary Command Post will be the church to the north.
The Early Childhood Center Command Post will be Youngs' Park.
The Hills Elementary Command Post will be the SFS High School first floor.
The Spero Upper Elementary Command Post will be the Santa Fe South Baseball Field.
The Spero Lower Elementary Command Post will be the Santa Fe South Baseball Field.
The El Camino Elementary Command Post will be the Tornado Shelter.
The Shidler Elementary Command Post will be Faithworks of the Inner City.
The Trinity Elementary Command Post will be David Stanley Mitsubishi.
Central Office Administration Building Command Post will be the SFS HS first floor.

In the event of a minor incident in which no catastrophic disaster has occurred, the building principal/designee may be found:

The High School Command Post will be in the parking lot in front of the courtyard area.
The Pathways Middle College HS Command Post will be Parking Lot D at OCCC.
The Alpha Command Post will be the parking lot south of the building.
The Middle School Command Post will be the parking lot.
The West MS Command Post will be the Front Office of West Middle School.
The Penn Elementary Command Post will be the playground.
The Early Childhood Center Command Post will be Youngs' Park.
The Hills Elementary Command Post will be the parking lot west of the building.
The Spero Upper Elementary Command Post will be the Fieldhouse.
The Spero Lower Elementary Command Post will be the Fieldhouse.
The El Camino Elementary Command Post will be the Front Office of El Camino Elem.
The Shidler Elementary Command Post will be the Front Office of Shidler Elementary.
The Trinity Elementary Command Post will be the Front Office of Trinity Elementary.
Central Office Administration Building Command Post will be the north parking lot.

COMMAND POST LOCATIONS