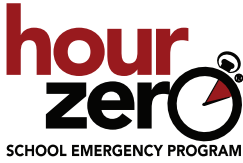


INCIDENT SPECIFIC PROTOCOL FIRST STEPS

If danger imminent ☎9-1-1 directly, then contact school office;
otherwise, just contact school office. If unable to reach school office call District Emergency Hotline.
Every circumstance is different; use judgment before executing steps - NEVER PUT YOURSELF AT RISK.

	STEP 1	STEP 2	STEP 3	STEP 4
Active Aggressor (Shooter/Knife)	Do NOT confront assailant	Call - LOCK-DOWN	☎9-1-1	Contact Office
Abduction • Witnessed • Not Witnessed	☎9-1-1 &/or contact Office Contact Office	Call - LOCK-DOWN Move students to classrooms	Track abductor, if safe Do attendance check	Fill out Missing Child Form
Armed Intruder	Do NOT confront intruder	Move everyone away	Call - LOCK-DOWN	
Assault/Fighting	Call out for people to stop - use names, if known	Ask for assistance from other staff on scene	Contact Office	Attempt to separate by SPEAKING to them
Bomb Threat – Phone Bomb Threat – Mail	Keep caller on phone Avoid touching package	Retrieve caller’s number Clear and secure area	Contact Office –Fill out Bomb Threat Form	Do not use anything electrical
Disturbance	Contact Office	Students to classrooms. Clear and secure area.	If safe, stay on scene until authorities arrive	Return to room and conduct attendance check
Earthquake	DROP-COVER-HOLD (Don’t run outside or to other rooms during shaking)		After quake, when safe - EVACUATE	If aftershocks, DROP-COVER-HOLD (again)
Explosion	DROP-COVER-HOLD, if required	Clear and secure area	☎9-1-1 &/or contact Office	Prepare for other protocol
Fire	Pull fire alarm	Clear area	Close doors to area	EVACUATE
Gas Leak	Clear and secure area	Do not use anything electrical	Contact Office	Watch for ignition sources, e.g., cigarettes, vehicles
Hazardous Spill	Clear and secure area	SHELTER-IN-PLACE or EVACUATE, as needed	Contact Office	Prepare to execute protocol orders
Hostage Taking • Involved • Witnessed	Be calm and passive Do not confront hostage taker	Obey hostage taker - avoid heroics Move self and others away, secure area	Ask permission before doing anything ☎9-1-1 &/or contact Office	Use first names, yours and theirs, when talking Conduct LOCK-DOWN, if appropriate
Inclement Weather	Move indoors	Contact/notify Office	Follow instructions given	
Medical Emergency / Serious Illness/Injury	☎9-1-1 &/or contact Office	Direct students to move away from area	Administer first aid, as qualified - stay with victim	Complete First Aid - Medical Treatment Form
Missing Child	Contact Office	Move students to classroom	Do attendance check	Fill out Missing Child Form
Physical/Sexual Assault	Clear and secure area - isolate victim	☎9-1-1 &/or contact Office	Administer first aid, as qualified - stay with victim	Protect evidence - do not talk about incident with victim
Power Failure	If supervising, remain with students	If not, report to Office	If power failure appears localized, contact Office	
Severe Weather (Tornado, High Winds, Electrical Storm)	SHELTER-IN-PLACE Get into building - if unable, take cover in low lying area	Close all windows, window shades and doors	Move away from windows/doors	Stay away from wide-span roof areas, e.g., gym
Severe Vandalism	Clear and secure area	Contact Office	Protect evidence	
Suicide – On Premise	☎9-1-1 &/or contact Office	Do not assume dead - follow Injury protocol		Take witnesses to Office
Suspicion of Weapon	Do NOT confront intruder	Move away	Maintain visual	Contact Office
Train Derailment	Assume Hazardous Spill	Move away	☎9-1-1 &/or contact Office	SHELTER-IN-PLACE
Trespassing/ Unauthorized Visitor	Ask if you can help them	Escort them to Office	If they don’t follow, maintain visual	Contact Office
Utterance of Threat	Be calm and passive	Obtain name, if able to	Contact Office	Fill out Threat Form

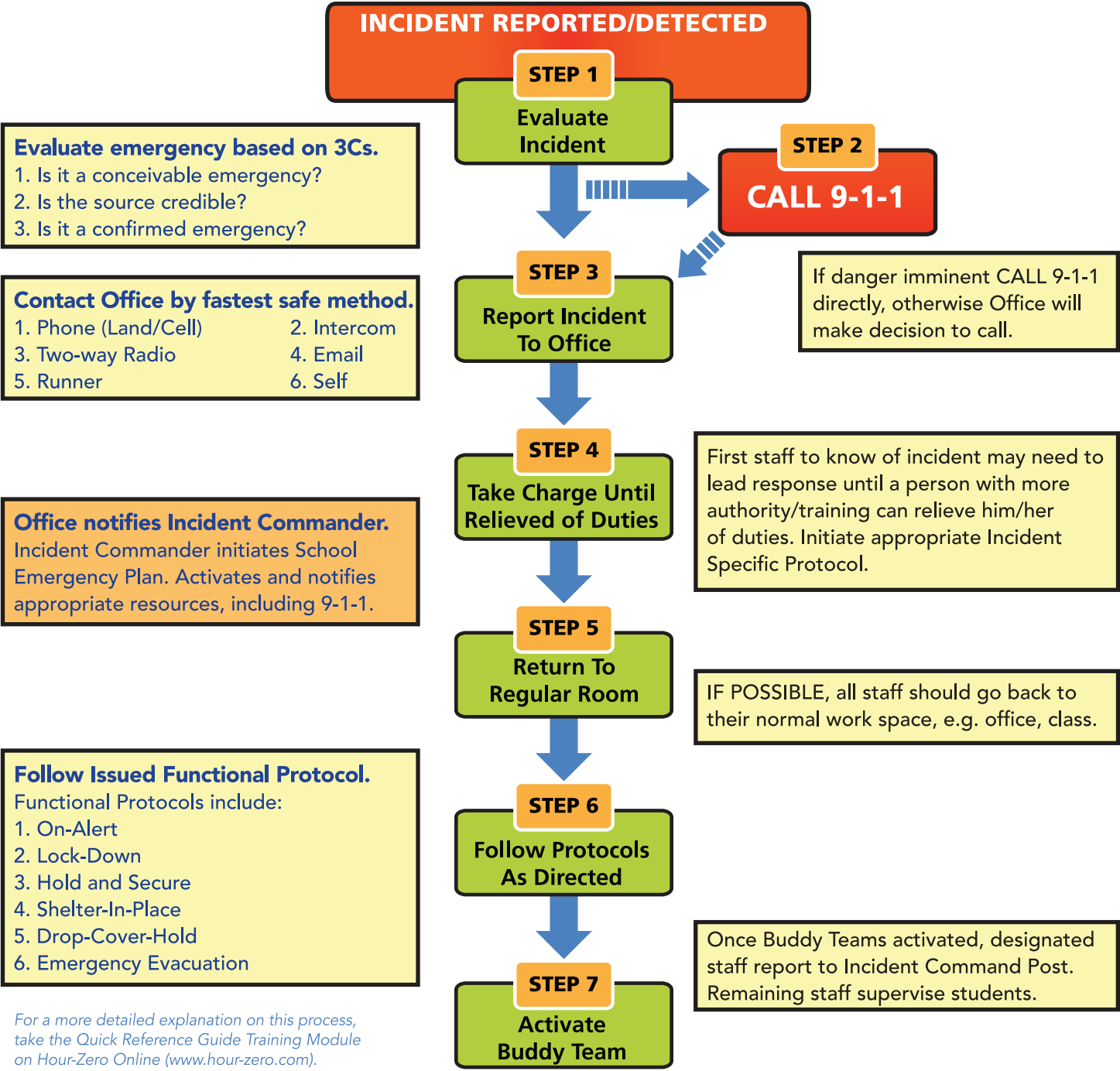
Protocol remains in effect until ALL-CLEAR notification or new protocol issued.



Emergency Response Plan
Quick Reference Guide *for School Staff*

Issued: Sept. 2013

EMERGENCY NUMBERS	
To report an emergency	For latest information pertaining to emergency
If danger is imminentCALL 9-1-1	Community Hotline (external)..... 780-555-1313
District Emergency Hotline 1-780-439-0999	hour-zero District website..... www.hour-zero.com
District EOC Email AdviseEOC@hour-zero.com	Twitter..... twitter.com/hourzero



For a more detailed explanation on this process, take the Quick Reference Guide Training Module on Hour-Zero Online (www.hour-zero.com).

FUNCTIONAL PROTOCOLS

GENERAL PREPARATIONS

- Incident Commander will typically issue protocol order; however, all staff are empowered to do so if needed.
- Pre-assign staff to assist disabled students or staff. Pre-assign staff to transport easily moved school pets.
- Protocols may require moving to specific locations. Consult your emergency maps for designated locations at your school.
- Login to HZ Online - Training (www.hour-zero.com - CLIENT LOGIN) - for further explanations and training on the protocols.
- If you are in doubt about how to use or execute any component of these protocols, speak to your supervisor.

ALL-CLEAR

Used to advise when incident is brought to closure.
Only the Incident Commander can issue an ALL-CLEAR.

- Always continue protocol until ALL-CLEAR has been issued by Incident Commander.
- If uncertain about an incident being over, continue protocol until reassured it is actually over.

ON-ALERT

Used to advise of a possible emergency, communicates pertinent instructions and provides opportunity to account for students.

When you hear - ON-ALERT, followed by extra information, e.g., ON-ALERT, go to your classroom - incident being investigated.

- If outside, return to building.
- Direct students to rooms for attendance check.
- Take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Wait for further instructions from Incident Commander before allowing movement.
- Be ready to execute other protocols.
- Continue protocol until ALL-CLEAR.

LOCK-DOWN

Used for threat of violence incidents.

During LOCK-DOWN retreat to lockable rooms and lock doors. Any staff may issue LOCK-DOWN if danger is imminent.

When you hear - LOCK-DOWN.

- Direct people to closest lock-down zone.
- Lock and secure ALL doors and windows.
- If possible, cover ALL windows. Turn off lights.
- Keep away from windows and doors, and out of sight lines.
- Take attendance of students. Do not use Status Cards unless instructed by Incident Commander.
- Stay quiet.
- Barricade door(s) and take cover, as appropriate.
- Office accounts for visitors/contractors.
- Do not allow anyone in or out of room, under any circumstance, until Incident Commander issues ALL-CLEAR AND doors are unlocked by Incident Commander and/or police.**
- Be ready to execute other protocols.
- If fire alarm goes off during LOCK-DOWN assess situation, then decide best course of action.
- Maintain situational awareness and be prepared to execute further action (e.g. run-hide-fight) as good judgement dictates.

HOLD AND SECURE

Used when security threat or criminal activity is outside and/or unrelated to school.

All exterior doors locked; interior doors remain in normal state. Movement is permitted within building, inside activities can continue. No one is allowed in or out of the building.

When you hear - HOLD AND SECURE.

- Lock exterior doors and windows.
 - Class in session - continue activities.
 - Class outside - return to building, continue activities indoors.
 - Class not in session - direct students to designated rooms.
- Take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Security Team check and lock all exterior doors/windows.
- Keep away from exterior doors/windows. If possible, cover exterior windows.
- Wait for instructions from Incident Commander before allowing movement.
- Do not allow anyone in or out of building until ALL-CLEAR.
- Be ready to execute other protocols.
- If fire alarm goes off during Hold and Secure, prepare for evacuation and follow Incident Commander instructions.

SHELTER-IN-PLACE

Used to direct and control movement inside the school building when it is safer to remain inside and there is no threat of violence (i.e. door locking is not required). The reason for protocol will dictate where to shelter.

When you hear - SHELTER-IN-PLACE, followed by where to take shelter. Incident Commander may also want to give reason, e.g., SHELTER-IN-PLACE severe weather locations for high winds.

- Direct all persons into designated areas, take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Close and keep away from windows and doors.
- Be ready to execute other protocols.
- Do not allow anyone to leave designated areas until ALL-CLEAR or with permission from Incident Commander.

Air quality incidents may require sealing rooms.
If instructed to or fumes seeping into room:

- Place plastic sheeting over windows; tape in place.
- Close air vents. Turn off cooling, heating or ventilating systems. Cover cracks under doors with damp towels or clothing.
- Tape cracks/openings, e.g., outlets.

STATUS CARDS - Do not use Status Cards during a Lock-Down unless requested by Incident Commander.

RED CARD

Immediate Assistance Required.
Immediate assistance needed due to life-threatening situation, severe injury or escalating situation.

GREEN CARD

Okay.
Attendance has been taken, all students have been accounted for and class has no injuries.

YELLOW CARD

Requires Attention.
Assistance needed to treat minor injury or stressed individual.

BLUE CARD

Missing or Extra Student.
Cannot account for all students. Use with Red or Yellow card, or alone. Use with Student Accountability Form.

School Emergency Response Plan

Quick Reference Guide for School Staff

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FUNCTIONAL PROTOCOLS	
<div><div><div></div><div>DROP-COVER-HOLD</div></div><div>Used during incidents related to potential structural damage or falling/flying debris, e.g. earthquakes, tornadoes, explosions. Any staff member may issue DROP-COVER-HOLD as needed. When you hear - DROP-COVER-HOLD.<ol style="list-style-type: none">Drop under desk/sturdy table.Get down onto knees.Curl chest-to-knees, clasp one hand behind neck, and put head down with face between knees.Stay under cover.Hold onto desk. If it moves, move with it. For people confined to wheelchairs:<ul style="list-style-type: none">Remain in chair, set brake, and hold onto chair. If possible, lean forward so head is lower than back of chair.</div></div>	<div><div><div></div><div>OFF-SITE EMERGENCY</div></div><div>During an OFF-SITE EMERGENCY supervising staff/chaperone:<ul style="list-style-type: none">Ensure all persons are accounted for and safely secure.Follow Incident Specific protocol, as best as possible.Contact school. If unable to reach school, call District Emergency Hotline.Continue emergency response activities.</div></div>
	<div><div><div></div><div>STAFF BUDDY TEAM</div></div><div>All personnel are assigned to Staff Buddy teams. Buddy Teams provide:<ul style="list-style-type: none">Accountability checks to ensure staff accounted for and okay.Student supervision coverage for staff assigned designated School Emergency Response Team (SERT) roles.Assistance for buddy team, substitutes or temporary staff.</div></div>
<div><div><div></div><div>EMERGENCY EVACUATION</div></div><div>Used when it is safer to be outside the building than inside. EMERGENCY EVACUATION normally follows prearranged routes and exits but requires assessing safety while exiting. When you hear - EMERGENCY EVACUATION or fire alarm. Staff guide students to a pre-designated Student Assembly Area or Muster Point:<ol style="list-style-type: none">Scan egress paths for hazards; then select suitable route.Instruct students:<ul style="list-style-type: none">Exit room in single file.If needed, form chain by holding hands.If heavy smoke, get low and go.Watch for hazards and lightly touch doors before opening – if door is hot do not open and call for staff.First person to reach a door, holds door open until entire class is through, then falls in line.Count students as they exit room.Ensure everyone is out. Leave room last.Leave lights as is, take Classroom Folder and Kit, close door.Place Status Card(s) on floor at doorway exit.Proceed to Student Assembly Area/Muster Point.<ul style="list-style-type: none">Keep classes in clearly separate lines.Take student attendance. Report status using Status Cards, use Student Accountability Form for missing/extra students.Remain with students.Do not return to building until ALL-CLEAR. If person unable to move:<ul style="list-style-type: none">Designate someone (e.g., student) to guide class out of building and send for help.If able, inform a Staff Buddy of situation.Place Status Cards in window / doorway.If not hazardous, keep door open.Administer first aid as needed.Remain with person until assistance arrives.If risk escalates, e.g., smoke spreading, EVACUATE, leaving injured behind. DO NOT RISK YOUR OWN SAFETY.After evacuating, report status/location of person left behind.</div></div>	<div><div><div></div><div>STUDENT RELEASE</div></div><div>Controlled method of releasing students during or following an emergency. An authorized adult, as per Student Emergency Information, must sign for each child once system is activated.<ul style="list-style-type: none">See HZ Online - Student Release Procedures for instructions.Do not release any students without authorization.</div></div>
	<div><div><div></div><div>NON-CLASS TIME EMERGENCY</div></div><div>When dealing with an emergency during non-class time established protocols should be followed as closely as possible.<ul style="list-style-type: none">Staff direct students to safe location, as dictated by protocol.Account for students.Follow Incident Commander's instructions.</div></div>
	<div><div><div></div><div>PRIOR TO SCHOOL START</div></div><div>If unsafe to approach or enter school:<ul style="list-style-type: none">Redirect en route students to Student Assembly Area or Evacuation Center, as instructed by Incident Commander.Redirect en route buses to a Bus Staging Area. Do not drop off students until instructed to do so.Students are not to be left unattended.Student Supervision Leader is to account for students at Student Assembly/Staging Areas/Evacuation Center.</div></div>
	<div><div><div></div><div>BUS UNLOADING/BOARDING</div></div><div>Buses only permitted to pick-up or drop-off students if area is safe.<ul style="list-style-type: none">If buses are forced to evacuate bus loading area, buses shall report to an off-site Bus Staging Area and remain on standby.</div></div>
	<div><div><div></div><div>FIRST AID TREATMENT</div></div><div><ul style="list-style-type: none">Assess site safety before starting.Call for help ASAP.If multiple victims conduct quick triage. Treat life threatening first.Treat in priority order – ABCD:<ul style="list-style-type: none">A. Airways – check and clear airwayB. Breathing – artificial respirationC. Circulation – CPRD. Deadly bleeding – pressure /elevateAvoid contact with bodily fluids.Avoid moving if possible spinal injury.Watch for shock – Reassure victim and keep warm.</div></div>