

Campus Emergency Response Procedures



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SECURITY SERVICES**

Course objectives



- Participant will be able to identify a multi-hazard Emergency Operations Plan (EOP).
- Participant will be able to identify the components of an EOP.
- Participant will be able to identify the 5 emergency procedures currently used at BISD.
- Participant will be able to state the required number of drills per year.
- Participant will be able to write at least one purpose for drills training.
- Participant will be able to articulate the steps taken by campus personnel during the emergency procedures.
- Participants will identify when to initiate a response.

Multi-hazard Emergency Operations Plan (EOP)



- A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies and other resources available for use in the disaster.

Components of an EOP



- **Must be multi-hazard in nature; must contain emergency procedures for incidents such as Bomb Threats, Hostage Takings, Intrusions, Kidnappings, Acts of violence etc.**
- **Must use the ICS and be NIMS compliant**
- **Must be reviewed and updated on an annual basis**
- **Developed by a school safety planning team representative of all school staff**

Components Continued



- Must contain updated maps (floor plans & site plans) of the campus which identify utility shut-offs, evacuation routes, location of emergency equipment, roof & underground access, room numbers, adjoining classrooms, IC Post etc.
- Must contain documentation of drills training
- Must have an evacuation plan that includes procedures for persons with limited mobility, special health needs, and an alternate evacuation site.
- Must take measures to ensure coordination with local emergency management agencies, law enforcement, fire departments and hospitals in the event of an emergency

Emergency Response Procedures



- Lockdown-3 drills per school year
- Reverse Evacuation-1 drill per school year
- Shelter in Place-1 drill per school year
- Evacuation-Monthly Fire Drill
- Severe Weather Drop Cover and Hold-1 drill per school year

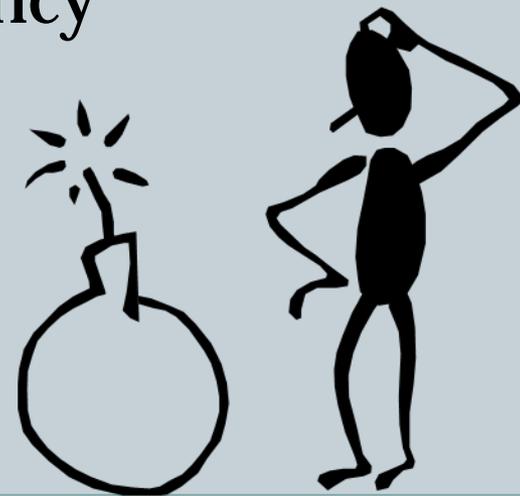
If in doubt ask the campus administrator about the campuses emergency response procedures at check in

**ANNOUNCE USING
PLAIN ENGLISH!**

Why train???



- Assure predictable response in an actual emergency
- Identify problems/weaknesses in plans and procedures
- Staff and students practice and experience what is expected of them during an emergency
- Avoids confusion



Lockdown-Armed intruder



- Everyone reports to the assigned classroom, or lockdown location as quickly as possible.
- Teachers should quickly check the hallway to locate any students in the hallway before locking the door. Window blinds or drapes should be closed or paper can be used to cover windows.
- **If you can not lock classroom door take students to the neighboring classroom that can be locked. Join that class and follow the teacher's instructions.**
- Once door is locked, the door should not be opened for knocks or other reasons. The door or window should only be opened by the prearranged “all clear” signal.
- Turn off lights
- Hide students away from doors and windows
- Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
- Teacher or responsible adult will display a red or green status card by the door and/or window.

Police Response



- **Primary officer is Incident Commander(IC) until relieved by Supervisor or senior officer**
- **Ensure that the threat is not in the area, clear the campus**
- **Establish perimeter-remain on campus until the incident is cleared by IC.**
- **Secure the parking lot area and redirect parents to comeback later. No one enters, no one leaves.**
- **Coordinate with campus administration.**
- **Communicate with outside agencies.**

Reverse Evacuation-Intruder, Medical Emergency, Criminal Incident in the area



- Students all get inside a classroom quickly
- Teachers should quickly check the hallway to locate any students in the hallway before locking the door.
- **If you can not lock classroom door take students to the neighboring classroom that can be locked. Join that class and follow the teacher's instructions.**
- Students stay calm and quiet so they can hear the teacher's instructions.
- Remain calm and quiet until the all clear is given.
- Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
- Display red or green status card
- Classroom instruction may continue

Shelter in Place-Chemical (HazMat) Spill, Leak



- **Announcement will be made to initiate Shelter in Place procedures.**
- **Close doors and shut off air intake system for classroom if possible.**
- **Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom.**
- **Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.**
- **Display red or green status cards**
- **Do not let any student leave without proper authorization.**
- **Follow instructions given by campus administrator.**
- **Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.**

Evacuation (fire drill)-Fires, Bomb threats, HazMat Spills, Leaks



- Students, faculty, and others in the building should evacuate the building immediately upon hearing the fire alarm or evacuation command
- Students should not be permitted to stop for coats, books, or other belongings. Evacuation drills should be orderly, and students should walk quietly, with faculty supervision at all times.
- Teachers should stand at their classroom doors until pupils have filed out. They should check to see that windows and doors are closed but not locked, and follow pupils out of the building. They should take their class roll books with them.
- When students reach assembly areas, implement some form of student accountability (*head count or buddy system should be implemented*). Any discrepancy should be reported immediately to the principal.
- When students reach designated assembly areas, they should remain there until further instructions are given.
- Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
- Display red or green status cards

Severe Weather(Drop, cover and hold)- Tornadoes, hail storms



- All second floor students must move to the first floor
- Take students to the innermost part of the building at least 30 feet away from exterior glass doors and windows
- Students and staff should drop and cover their heads with their arms



Visitor Procedures



- All faculty must obtain and display an Identification Card while on school grounds
- All students must obtain and display an Identification Card while on school grounds
- Visitors must present an Identification at Sign-In
Office staff must conduct a sex offender search on all visitors.



The end....