Deer Valley Unified School District

DVUSD Safe Schools

Processes in an Emergency

EMERGENCY FUNCTIONS

FUNCTIONS: Critical operational functions and the actions, roles, and responsibilities of the schools rapid problem solving in a crisis situation.

Process checklists are on the following pages for these actions:

- Lockdown
- Lockout
- Reverse Evacuation
- Sheltering Procedures
- Evacuation
- Reunification

LOCKDOWN

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school campus.

- Incident Commander will issue a lockdown order by announcing a warning over PA system, sending a messenger to each classroom, or other alternate method: **"TEACHERS AND STAFF, WE ARE NOW INITIATING THE LOCK DOWN PROCEDURES. PLEASE LOCK YOUR DOOR. THE CAMPUS SHOULD LOCK DOWN, COVER DOWN AND QUIET DOWN."**
- Direct all students, staff and visitors to a classroom
- Lock classroom doors
- If possible block the door with classroom items.
- Take note of who had left the room prior to the code and write down those names with intended destination (Example – John Smith left the classroom at 1:15 p.m. to use the restroom)
- Lights should be turned off and all persons moved away from windows and doors
- Have all persons get down on the floor, away from doors and windows
- Teachers do not allow students into the room once the doors have been locked
- Students locked out of the classroom will be gathered by the staff canvassing the building and brought to a safe area
- Immediately take attendance in your classroom and communicate student status
- **Teachers must e-mail their designated office personnel** their class status
    - *If all students are inside the classroom*, the subject heading of the e-mail will read **classroom # and "all present"** and no message is necessary
    - *If students are out of the room* with a pass, the e-mail subject heading will read **classroom # and "students out"** and the message will list the students' first and last names, their destination, and when they left the room
    - *If students are missing and unaccounted for*, the subject heading will read the **classroom # and "students missing"** and the message will list the students missing and any suggestions as to their whereabouts
    - *If you have students or staff in your room that are not assigned to your room*, the subject heading will read **"extra students/staff"** and the message will list the student and staff names and assigned location
    - **If e-mail access is shut down**, teachers must call the office. All phone calls must be as brief as possible. Do not call another extension if you cannot get through; keep calling. Your verbal communication should be, "This is (name) in room (#). All students present *or* (#) students out-their names are (list names) *or* (#) students missing-their names are (list names) *or* extra students present-their names are (list names)."
- **Allow no one outside of classrooms** until the Incident Commander gives the all-clear signal. He/she will say, **"THANK YOU, WE ARE NO LONGER IN LOCK DOWN STATUS. YOU MAY NOW RESUME TO OUR REGULAR SCHEDULE. PLEASE UNLOCK YOUR DOOR."**
- Teachers may have students use their cell phones to text the following to parents:
    - My school is in lockdown. I'm safe. Please check the District website. My phone will now be turned off.
- Debrief drill or incident
- Lockdown drills must occur quarterly and be logged in safety log

LOCKOUT

Lockout procedures may be issued where there may be a threat outside of the school grounds in the nearby vicinity. In this situation, everyone is brought into the campus and the outside perimeters are locked; no one may enter or leave the campus.

- Secure all outside perimeter gates and doors that are exterior to the campus.
- Incident Commander will issue a lockout order by announcing a warning over the PA system, sending a messenger to each classroom, or other alternate method: **"TEACHERS AND STAFF, WE ARE NOW INITIATING THE LOCK OUT PROCEDURES.**
- Direct all students, staff, and visitors to a classroom or office area inside the campus.
- Do not lock classroom doors; check the immediate vicinity for students and ask them to return to the appropriate classroom.
- Take note of who had left the room prior to the code and write down those names with intended destination (Example – John Smith left the classroom at 1:15 p.m. to use the restrooms)
- Immediately take attendance in your classroom and communicate student and staff status.

Teachers must e-mail their designated office personnel their class status.

- *If all students are inside the classroom*, the subject heading of the e-mail will read **classroom # and "all present"** and no message is necessary
- *If students are out of the room* with a pass, the e-mail subject heading will read **classroom # and "students out"** and the message will list the students' first and last names, their destination, and when they left the room
- *If students are missing and unaccounted for*, the subject heading will read the **classroom # and "students missing"** and the message will list the students missing and any suggestions as to their whereabouts
- *If you have students or staff in your room that are not assigned to your room*, the subject heading will read **"extra students/staff"** and the message will list the student and staff names and assigned location
- **If e-mail access is shut down**, teachers must call the office. All phone calls must be as brief as possible. Do not call another extension if you cannot get through; keep calling. Your verbal communication should be, "This is (name) in room (#). All students present *or* (#) students out-their names are (list names) *or* (#) students missing-their names are (list names) *or* extra students present-their names are (list names)."
- Teachers may have student use their cell phones to text the following to parents:
  - My school is in a lockout. I'm safe. Please check the District website. My phone will now be turned off.
- While in lock out, classroom activities will go on as normal. Students may change classes and move about the inside area of the campus as normal. However, access to playgrounds and outside areas will be limited until the all-clear signal is given: **"THANK YOU, WE ARE NO LONGER IN LOCK OUT STATUS. YOU MAY NOW RESUME OUR REGULAR ACTIVITIES."**
- Debrief drill or incident

REVERSE EVACUATION

When the threat outside the school buildings are great, such as sudden inclement weather, or neighborhood incident, such as hazardous chemical, civil unrest, etc., the term Reverse Evacuation may be used indicating the movement of students, staff and public back into the school buildings. (Reverse Evacuation is a nationally used term used in the FEMA curriculum, Multi-Hazard Emergency Planning for Schools course.)

A Reverse Evacuation order should include specific sheltering directions to be followed, once inside the school building, and may include one or more of the following actions, depending on the type of outdoor threat:

- Staff and students may be asked to return to their classrooms and resume class activities.
- You may also be directed to go into lockdown or shelter-in-place once inside.
- Some situations may call for more extensive sheltering; therefore, specific sheltering areas may be used to maximize the safety of inhabitants.
- Safe areas may change depending on the type of emergency.

ACTION ITEMS may include, but are not limited to the following:

- Incident Commander or designee gives command to bring all persons inside building(s), and warns students and staff to assemble in safe areas. (safe areas may be classrooms or other designated areas of the building)
- Close all exterior doors and windows.
- Teachers should use class roster and account for all students after arriving in the safe area, and stand by for further direction.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

When applicable, the following actions may also occur:
- Office personnel must contact each teacher/classroom for a headcount.
- Turn off any ventilation leading outdoors.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Etc.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff, and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each school building.
- Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.

All persons must remain in safe areas until notified by Incident Commander or emergency responders.

EVACUATION

Incident Commander determines if students and staff should be evacuated <u>outside</u> of building or to <u>relocation center</u> and initiates evacuation procedures.

- Incident Commander determines level of personnel need and delegates to Command Team
- The Public Information Officer initiates call to Safe Schools Director (623-445-4951 or 623-445-5000) and emails The A-Team to initiate evacuation to relocation center
- District Communications and Community Engagement Director takes over school website
- Lockdown procedure is initiated for attendance purposes prior to evacuation and the first attendance is taken
- Teachers take evacuation folder as they exit the room which contains classroom attendance sheets for teachers to take attendance at each checkpoint (one sheet for each attendance check), the "Need Assistance" card, and a school roster
  - ***Recommendation= backpack of activities for each classroom to keep students occupied at the evacuation relocation site***
- Provide extra help to the nurse
  - Bring Emergency Cards (printed from PowerSchools)
  - Bring student medications
  - Prepare medically fragile students to be ready to travel
- Load Buses
  - Classroom teachers take attendance for the second time
  - Inform Incident Commander immediately of missing students
  - Account for entire staff
  - Make sure any students leaving prior to loading bus are checked out
  - Call students by classroom to load busses to ensure quick and safe evacuation
  - Ensure all staff is cleared from campus
  - Get on the last bus
- Close all windows, turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system
- Place evacuation sign in a visible window (this is done to notify the public)
- Lock doors

Transfer of Command at Reunification Site:

- School Site Incident Commander transfers command to Site Incident Commander
- School Site Incident Commander then becomes Reunification Site Operations Chief

- Debrief with Relocation Site Incident Commander
- Provide student information (printed from PowerSchools) and teacher rosters to Site Incident Commander
- Account for all staff and provide any necessary information to Site Incident Commander
- Place students who are medically fragile in designated area
- Get emergency vests and radio from Site Incident Commander
- Coordinate staff members where needed
- Provide a front office person to the reunification team
- Alert Site Incident Commander of needs
  - First Aid or medical needs
  - Students or staff needing quiet place
  - Students or staff needing Flight Team
- Set up bathroom procedures
- Begin to consolidate classes and release staff
- Release staff members with children in evacuation site first
- Release classified staff and certified staff as needed
- Maintain contact with Site Incident Commander

Teachers:

- Direct students to follow normal evacuation drill procedures unless Incident Commander alters route
- Take attendance prior to leaving the classroom, when loading the bus, when unloading bus at relocation center, and at specified area of relocation center and inform Incident Commander immediately if there is a missing student
- Remain with class at all times at the relocation center
- Raise "Need Assistance" card if you need any assistance
- **DO NOT** send student to the restroom unattended (raise "need assistance" card)

REUNIFICATION PROTOCOL

This information provides the communication protocol, steps and responsibilities in case of a school evacuation. As outlined in your Emergency Preparedness Plan there are staging areas and site assignments, you will be working with additional district office personnel at the reunification site. This information should be used during school-wide evacuation.

You will need to inform your staff to bring the following items to the reunification site:
- Student Health and Release Information Card
- Student Medical Information for high risk students
- First Aid Kit
- Student Attendance Sheets by classroom
- Classroom Buckets
- ERP and reunification protocol
- Reunification Location Map

It is important to follow the steps prescribed in order to have a safe and successful evacuation and reunification process.
- Principal is notified of a pending issue and must make a judgment concerning calling in appropriate agency – police or fire.
- School contacts A-team
- Agency and Principal make joint decision to evacuate
- Principal contacts Command Center Team:
  - School Operations (623-445-4951)
  - Front Reception (623-445-5000)
- Principal and team ready school for evaluation.
  - Collecting essential information and supplies
  - Moves students to bus loading area (if loading area listed in ERP cannot be used contact Command Center Team)
  - Use provided Reunification Location Map to move students to correct staging area and review where responsible school personnel are located at the correct staging area.

SCHOOL PROTOCOL

- Contact appropriate authorities for the situation. Follow the School's Emergency Response Plan.(ERP)
- Contact School Operations (623-445-4951) or District Front Desk. (623-445-5000).
- Use information from appropriate authorities to make evacuation decision.
- Follow evacuation procedures outlined in Emergency Response Plan.
- Ensure that critical student information materials are evacuated.
- Ensure teachers staying with students by classroom or have adult supervision
- Make sure each staging area coordinator has reunification map with staging area and duties.
- Principal calls DO Command Center when busses are leaving to site.
- Principal calls DO Command Center upon arrival of students. Each staging area coordinator should survey each area and report to the principal. The principal will report any needs from DO Command Center.
- Periodic calls from the Site Command Center to the DO Command Center should occur.
- When all students have been reunified DO Command Center will be notified.
- A debrief session will occur immediately following incident.

SCHOOL CRITICAL REMINDERS

- Your primary task is your student and staff safety!
- Make sure you inform students of evacuation procedures
- You make one call to District Office
- We have a plan that we want to follow but we need to use common sense
  - Use your incident command protocol
  - Make sure you have the right reunification in your ERP
- Provide your nurse with extra assistance
  - Bring all student medicines
  - Organize medically fragile students for travel
- Bring Pink Cards – give Pink Card to Reunification Lead
- Remind teachers they must have the appropriate class roster with their name on it
  - It would be helpful to identify any students that have pick up issues on the roster
  - Take roll in the classroom
  - Take roll on the bus
  - If any parent takes the student prior to getting to reunification site, try to get them to initial the roster or make note that student was released to parent
  - Provide Reunification Team member with roster immediately
- Everyone enters the evacuation site through the same doors
- Immediately you transfer command to the reunification Center Commander
  - Update with numbers of students and staff
  - Any student or staff needs you have concerns about
  - Last DO Command Center Update
- You will want to have a plan for what students will do during evacuation
  - You may have work ready
  - You may have appropriate special areas work with groups – singing, appropriate physical movement
  - Remember you want things to relieve stress
- Teachers must stay with students at **all** times
  - Check with each teacher to make sure they are okay
  - Consolidate teachers with students needing to be evacuated from other sites first
  - Teachers may contact someone to pick them up at the site
  - A bus will be available for those without a ride
- Reallocate classified staff where most needed
- Limit cell phone use
- Follow chain of command –
  - Your teachers need to go through you
  - You make decisions about your students and staff
  - You contact me if you need to make facility changes or need assistance
- Our job is clear the building as soon as possible with as much calm and reassurance as we can
- High Schools and Middle Schools: If evacuation happens during lunch instruct student from 1st lunch to go to next period teacher and students in 2nd lunch previous period teacher.