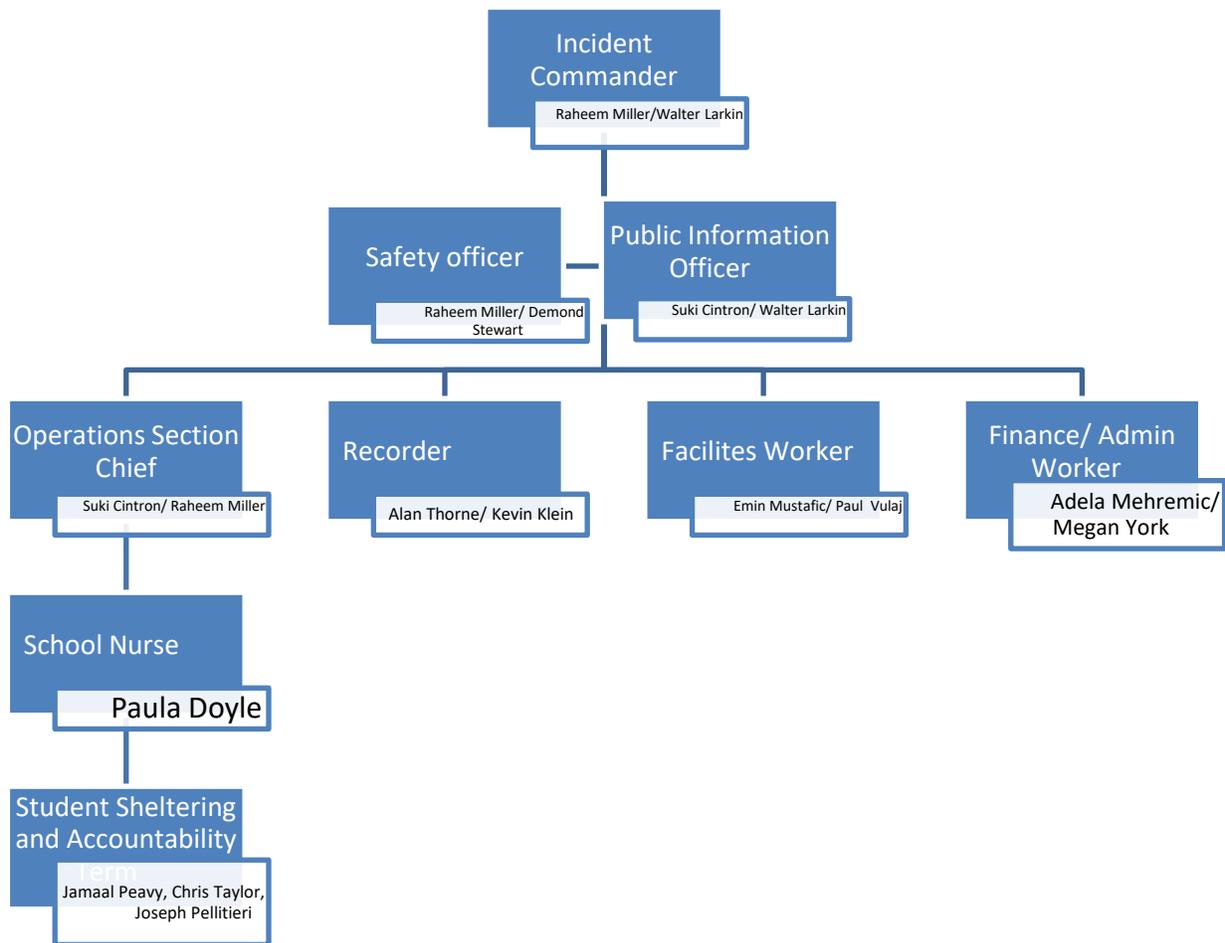




## UPREP INCIDENT COMMAND SYSTEM STRUCTURE





# UPrep Lockdown Procedures

**LOCKDOWN PROCEDURES:** used to secure the building during incidents that pose an imminent threat **inside** the building.

**1.** If you hear, “**The Building is being placed in LOCKDOWN**” over the intercom or an administrator announces the lockdown in person:

**A.** Classroom teachers are to:

1. Listen for instructions about the situation and your actions.
2. All exterior doors & windows are locked and badge access is disengaged.
3. Gather students from the hallway around your room (including nearby bathrooms).
4. Lock the door. All staff and student should sit on the floor, away from the line of sight of the door.
5. Leave lights and shades/blinds as they are.
6. Take attendance – include additions and missing students. Keep this record with you at all times. Document and attend to any injuries.
7. Do not allow anyone to enter or leave the secured area (i.e. classroom or office) under any circumstances.
8. Do not answer or communicate through the locked door.
9. Do not respond to the fire alarm unless imminent signs of fire or smoke are observed or you are advised to evacuate by firefighters.
10. Do not talk or limit conversation within your secured area.
11. Try not to make calls. If absolutely necessary, send short text messages.
12. Monitor email and text updates from trusted sources. Do not respond to public address updates.
13. Lockdown will end **ONLY** when you are key released from your room by UPREP staff or emergency responders.
14. During emergency procedures/fire drill, please hold communications on radio and wait for supervisor’s directive.

**2.** Stay in classrooms (safe areas) until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm; unless imminent signs of smoke or fire are observed or you are advised by firefighters. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.

**3.** An Administrator or Support Staff will signal all personnel if the lockdown has been lifted. Administrators/Support Staff will individually unlock doors when lockdown has been lifted.

**4.** If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account

for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

**Note:** All staff members should locate and hold on to their roll book during any emergency situation. This will aid in accounting for all students should an evacuation be necessary.

- A. Physical education classes being held in the gym should move into an area away from the door, lock all doors, and find a safe area.
- B. Any students in the cafeteria should move to the nearest classrooms.
- D. If students are in the bathrooms, they should move to the closest classroom immediately.
- E. Anyone in the hallway should move to the closest classroom immediately.
- F. Nurses/cafeteria workers/support staff should stay in the area they are in and secure the doors.
- G. Students and staff in the library should relocate to room 200 and follow the Lockdown procedures.

**CTE Building:**

- A. Communication to CTE building could be via Intercom, Radio or telephone.
- B. Follow Emergency Management Plan for Campus
- C. CTE Director is responsible for all inter-building communication and notification.



# UPrep Medical Emergency/Mental Health Procedures

**MEDICAL EMERGENCY PROCEDURES:** to ensure that there are procedures in place to assist staff and students in the event of a medical emergency.

- A. If there is a medical emergency on the UPrep Campus, the following steps should be taken:
  1. Direct staff to call 911, if necessary, and provide appropriate information to emergency responders.
  2. Send nurse or school staff (if there are multiple emergencies, or the nurse is not available, or not close to the emergency) with first responder/First Aid/AED training to the scene if this has not already occurred.
  3. Decide if the school needs to go into a shelter-in-place. If so, refer to UPrep Lockdown Procedures.
  4. Assign a staff member/s to meet emergency medical service responders and lead them to the injured person.
  5. Consider assigning a staff member to remain with the injured person if they are transported to the hospital.
    - a) If injured person is a member of school personnel or a student, notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.
    - b) Ensure student or staff medical and personal information from administrative records is sent to the hospital.
    - c) Notify the Chief Executive Officer.
    - d) Notify the school counselor or Crisis Response Team and provide a brief description of the incident if the incident will require supporting staff and students who may need additional support following.
    - e) Advise faculty and staff of the situation, as appropriate.
  6. Give the "All clear" message to the staff if the school went into shelter-in-place.
  7. Follow up with appropriate persons and determine if other procedures should be activated such as mental health services or crisis interventions.
  8. Develop a reentry plan for the next school day and aftercare program.
  9. Debrief with the team at the conclusion of the event if needed.
- B. TEACHER/STAFF:
  1. Direct staff to call 911, if necessary, and provide appropriate information to emergency responders.

2. Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
3. Assess the seriousness of the injury or illness.
4. Call the school nurse or if a life-threatening emergency have someone call 911 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
5. Immediately notify the Chief Executive Officer or designee.
6. Protect yourself against contact with body fluids (blood borne pathogens).
7. Administer appropriate First Aid according to your level of training until help arrives.
8. Comfort and reassure the injured person. **Do not move** an injured person unless the scene is unsafe.
9. If the injured person is not breathing or there is no pulse, direct someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call staff trained in the use of the AED to respond to the scene and apply the device.
10. If the school is placed in a shelter-in-place refer to that section and follow steps listed.

**NURSE:**

11. Respond to the emergency and bring the medical emergency kit.
12. Update the principal or designee as needed.

**Chief Executive Officer:**

13. Notify the mayor/town manager and school committee if appropriate.
14. Coordinate the media effort with the appropriate city departments if necessary.
15. Notify the staff when appropriate.

**MENTAL HEALTH FIRST AID AND RECOVERY:** to provide an emotional catharsis to students and staff impacted by trauma at school or in the community. Following a traumatic event or incident, students, staff and their families may benefit from a healing process. As soon as the safety of all involved has been addressed, attention should be turned to the healing process.

**DESIGNEE:**

16. Staff will be trained to learn how to recognize signs of physical and/or mental stress due to trauma.
17. Members of a crisis response team will undergo in-depth training to learn how to assist in managing stress due to trauma.
18. Parents and guardians will be offered information on how to recognize signs of physical or mental stress due to trauma.
19. Mental health experts will review and provide input into the plan.
20. Ensure that a media or public information officer is available and trained to prepare announcements and media releases on the incident and actions taken.
21. Principal or designated staff should do the following immediately after a serious injury or death and/or major incident involving a staff member and/or student:
22. Make an initial announcement to the entire school and include minimum details and indicate that additional information will be provided.

23. Issue prepared statements for media, parents and other community inquiries.
24. Convene an Emergency Response Team meeting to discuss how the situation is being handled and what resources are available to staff, students and families.
25. Designate private rooms for private counseling and consider including outside mental health professionals.
26. Restore regular school functioning as efficiently and as quickly as possible.
27. In the first hours and days after a major incident, offers of help and goods will probably be plentiful; be mindful of what you actually need and accept. Develop a plan to manage the logistics of the donations.
28. Designate a place for staff, students, and community members to leave well-wishes, messages and items.
29. Debrief with the team at the conclusion of the event if needed.

TEACHER/STAFF:

30. Seek counseling services if experiencing difficulty coping with the incident.
31. If comfortable, provide stress reduction during class by allowing students to talk about what they experienced and felt during the incident and how they feel now.
32. Be prepared for outbursts and disruptive behaviors.
33. Refer students experiencing stress to counseling.
34. Allow for changes in normal routine activities and test schedules, within reasonable limits and with input from mental health professionals.

**REUNIFICATION PROCEDURES:** to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

PRINCIPAL OR DESIGNEE:

35. After consulting with an Emergency Incident Commander (police, fire or other emergency official), if applicable, determine the appropriate pre-designated relocation site(s).
36. Convene School Level Crisis Response Team.
37. Convene Crisis Response Team to establish a counseling plan to assist students, parents, and teachers.
38. Establish a note taker that documents who is present and when they are no longer part of the process (sign-in and out sheet), what decisions are made, who is responsible for implementing these decisions, timeline, and other documentation as determined by the principal.
39. Move students to the reunification site if separate from where they are presently located. Have local school nurse/social workers/guidance counselors and school psychologists.
40. Follow predetermined procedures for releasing students.
41. Notify a contact person at the relocation site(s) to prepare for arrival of students.
42. Designate a Reunification Site Commander.
43. Request the district office to send personnel to staff the reunification site(s).
44. Request support from local law enforcement.
45. Acquire the "Emergency Response Kit" from the main office if not already in possession and have it delivered to the reunification location. This will hold all of the signage, registration materials, class and staff list, writing utensils, emergency vests, bullhorns, and other equipment needed for a smooth transition of students and staff to their families.

46. Follow predetermined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc.
47. Debrief with the team at the conclusion of the event.

**COVID-19 EMERGENCY RESPONSE PROCEDURES:** to ensure proper protocols are initiated in the event of an individual with Covid-19 symptoms on the UPrep campus.

Use the following set of guidelines when making initial preparations for if a student, teacher, or other school staff member gets sick with COVID-19.

#### **INDIVIDUAL W/COVID-19 LIKE SYMPTOMS**

Point Person(s): Emergency Management team

1. Immediately separate individuals with COVID-19 symptoms to room 104 the school isolation room.
2. If necessary, transport sick individual(s) home or to a healthcare facility, depending on how severe their symptoms are.
3. If calling an ambulance or bringing someone to a healthcare facility, alert them ahead that the person may have COVID-19.
4. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
5. Advise sick individuals that they should not return to school until they have met CDC's criteria to discontinue home isolation.
6. After report of infection/ exposure, emergency management team will make decision to close school for a minimum of 48 hours to disinfect entire building/(s).

#### **CONFIRMED COVID-19 CASE ON UPREP CAMPUS**

Point Person(s): Emergency Management team

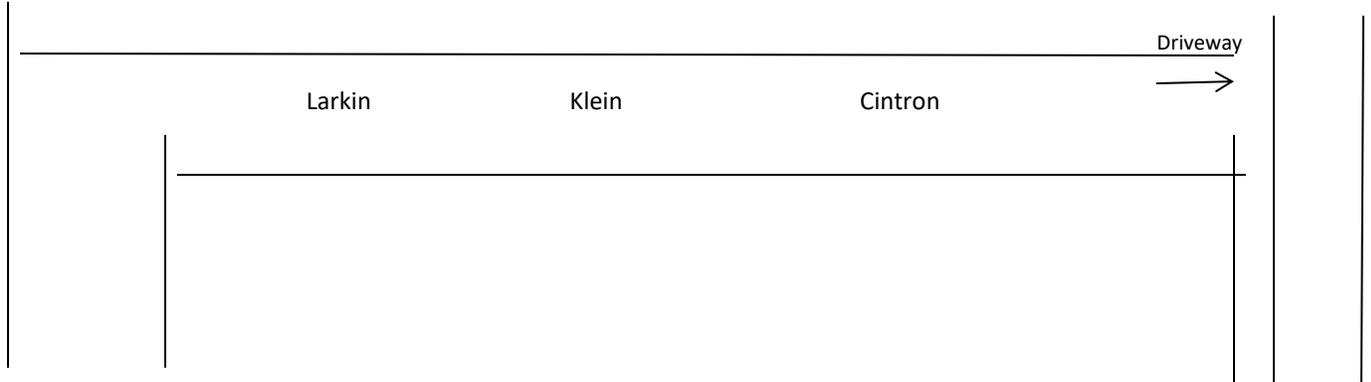
1. In accordance with state and local laws and regulations, notify Monroe county health officials and State, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
2. Notify staff, students and families of closures and restrictions put in place due to COVID-19 exposure.
3. Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
4. Sick individuals are mandated to not return to school until they have documentation from a health care provide following evaluation, negative COVID-19 diagnostic test results and symptom resolution.
5. Develop a plan to support staff, students, and families experiencing trauma or challenges related to COVID-19.



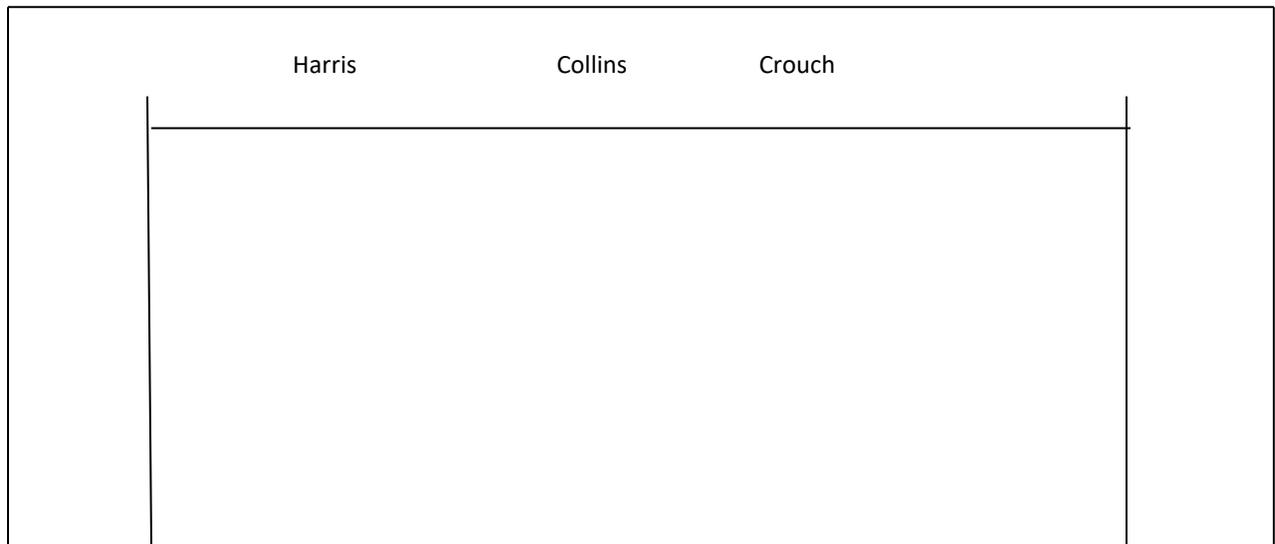
## **FIRE DRILL**

- Follow the directions posted on the Fire Alarm Card in your room. If you do not have a Fire Alarm Card in your room please email me.
- Teachers must take their Emergency folders with them.
- No one (student or staff) is to go to his/her locker during a fire drill.
- The evacuation should be in an orderly fashion with the teacher LEADING his/her class out of the appropriate exit. Proceed out to the sidewalk along the perimeter of the school campus.
- Each teacher must remain with the students and take attendance to determine that all have evacuated the building and are safe. The UPrep EMERGENCY STUDENT ATTENDANCE SLIP must be completed and submitted to the administrator supervising your area.
- Teachers must maintain control of students during a fire alarm. Students are to stand quietly in an orderly fashion during the entire process. Students must stay with their teacher and group. Those not complying should be reported to their administrator.
- If the fire alarm sounds during a lunch period, teachers who are on their lunch period should report outside to assist in the evacuation of the students.
- Teachers not on duty and not in the cafeteria should proceed to the nearest exit and assist in supervising students. All faculty and staff members should be assisting in the supervision of students during a fire alarm.
- Your Substitute Folder should indicate the location of the Emergency Folder/Information.
- If a Fire Alarm goes off in The CTE building, the main building on campus should and will evacuate. Vice-versa, if a fire alarm goes off in the main building on campus, CTE building should and will evacuate.

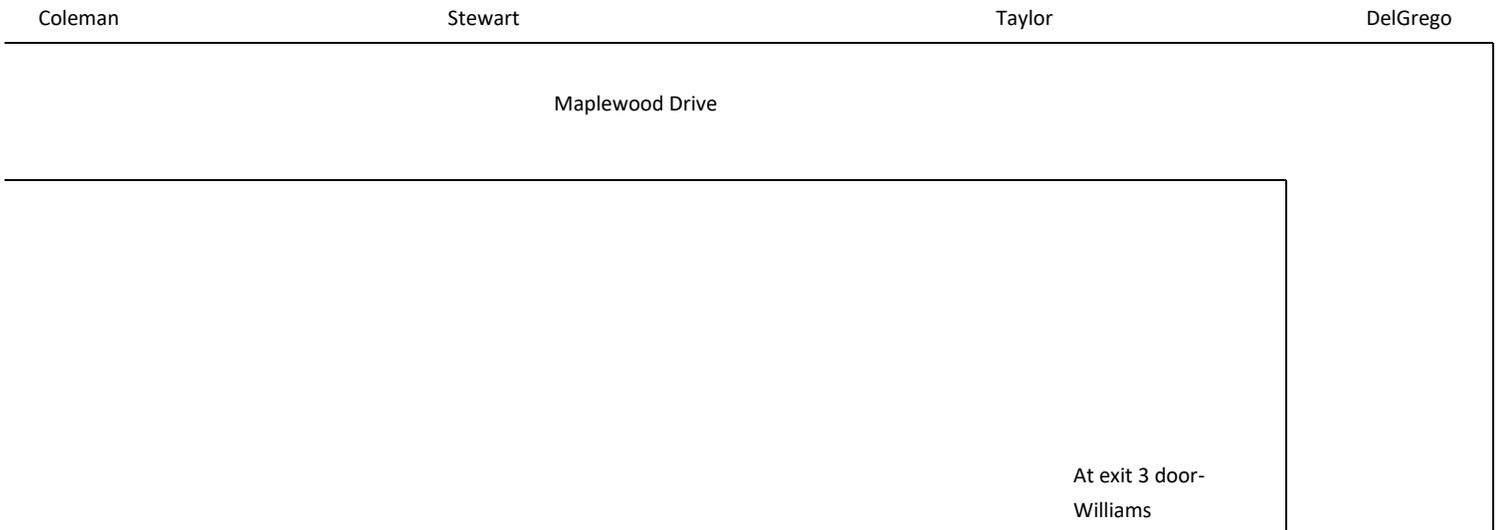
1. All Students and Staff exiting the building from Exit 1, will line up from the driveway to the corner of Seneca Parkway and there is to be no talking. **Mr. Klein in Charge**



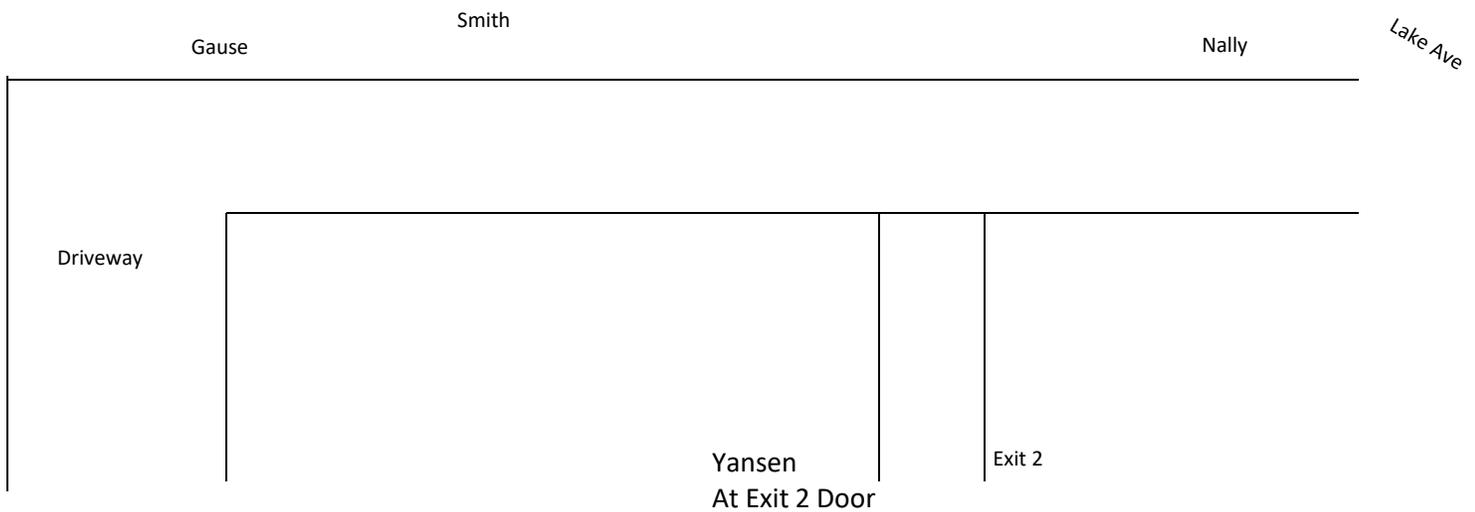
2. All Students Exiting the CTE Building will line up from the driveway heading north toward Ridge Road, to the next driveway and there is to be no talking. **Ms. Harris in Charge**



3. All students exiting the building from Exit 3, will line up along Maplewood Dr. from the corner down the street as far as designated by **Ms.DelGrego**. All students are to be on the sidewalk and there is to be no talking.



- 4 . All students exiting the building from Exit 2, will line up from Lake Ave to the driveway in the back. All students are to be on the sidewalk and there is to be no talking. **Mr. Nally in charge**





**UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN**  
**There are two types of go bags...one for the classrooms and one for the main office:**

**The idea is to immediately have the information essential for effective management of a critical incident.**

**It is suggested that UPREP staff equip their classrooms with a**

**Emergency Crisis Bag**

**It should contain the following items:**

- |  |   |
|--|---|
| 1) Flash light w/ batteries                            | 2) Latex gloves   |
| 3) Duct tape   | 4) First aid supplies                                   |
| 5) Garbage bags  | 6) Toilet paper/Paper towels                            |
| 7) Water   | 8) Dry snacks/Can goods                                 |
| 9) Face Shields  | 10) N95 Masks   |
| 11) Respirator   | 12) Glucose Tabs/high sugar items for Diabetic students |
| 13) Baby Shampoo (to wash caustic materials from eyes) |   |

**Note:** *These things should be purchased when you go to purchase your supplies for the start of the year. In a real emergency an In-School Lock Down could last for hours or days depending upon the situation. It is better to have it and not need it than to need it and not have it.*

# EMERGENCY Response Procedures

## UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN

<b>Shelter-In-Place</b>	<b>Hold-In-Place</b>	<b>Evacuation</b>	<b>Lockout</b>	<b>Lockdown</b>
<p><i>Used for weather emergencies, chemical or other disasters occurring outside the building that effect HVAC with the building or ability to safely evacuate the building due to health or safety of life.</i></p> <p>May be announced via the public address system, in person, via email or telephone. UPREP uses no codes. Use plain language, for example, “The building will be sheltering in place...”</p>	<p><i>Used to limit movement of staff and students while dealing with a short term potential or actual emergency situation.</i></p> <p>May be announced via the public address system, in person, via email or telephone. UPREP uses no codes. Use plain language, for example, “The building will be holding in place...”</p>	<p><i>Used when the building needs to be evacuated quickly</i></p> <p>Will be announced via the fire alarm system. On very rare instances other methods will be used, such as the public address system, email, telephone messaging or in person evacuation announcements (i.e. internal gas leak). UPREP uses no codes. Use plain language, for example, “The building is being evacuated...”</p>	<p><i>Used to secure the building during incidents that pose a potential imminent threat <u>outside</u> of the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. UPREP uses no codes. Use plain language, for example, “The building is being placed in Lockout...”</p>	<p><i>Used to secure the building during incidents that pose an imminent threat <u>inside</u> the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Personnel may also choose to lockdown without official notification if they hear gunfire, screaming, etc. UPREP uses no codes. Use plain language, for example, “The building is being placed in Lockdown...”</p>
<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions</li> <li>Be prepared to move to the interior of the building (cafeteria or gym)</li> <li>Custodian: HVAC may need to be turned off and windows/doors secured/sealed</li> <li>Students report to assigned or nearest classroom as quickly and safely as possible</li> <li>Stay away from windows-if situation warrants</li> <li>Teachers in classrooms take attendance and report missing and added students to the office</li> <li>All outdoor activities are terminated</li> <li>Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief</li> <li>Classes should continue unless instructed otherwise</li> <li>Students should not leave classrooms unless escorted (unless otherwise instructed)</li> <li>Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions</li> <li>Students report to assigned or nearest classroom as quickly and safely as possible</li> <li>Teachers in classrooms take attendance and report missing and added students to the office</li> <li>All outdoor activities are terminated</li> <li>Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief</li> <li>Classes should continue unless instructed otherwise</li> <li>Students should not leave classrooms unless escorted (unless otherwise instructed)</li> <li>Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions</li> <li>All staff and students are required to leave the building quickly &amp; SAFELY when the fire alarm activates, using the route posted by the door in the classrooms or a secondary route if the primary is blocked. Close all doors and windows as you leave</li> <li>Teachers will take attendance and report missing/extra/injured students to the runners</li> <li>Students and staff members with functional needs will follow their pre-determined evacuation plans</li> <li>Emergency Response Team members will assist with evacuating visitors, assist with injuries and check safe rooms/areas of refuge and report status to the Incident Commander</li> <li>Students in specials will leave with their teacher using their designated or alternate route. Specials teachers will report attendance to runners</li> <li>Students not in classrooms at the time of the alarm will exit the building immediately and safely. Once outside, they will join the nearest class and be put on an attendance sheet</li> <li>Remain outside the building until the signal to re-enter the building is given</li> <li>Listen for public address</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions</li> <li>All exterior doors &amp; windows are locked. One security officer or staff member will monitor the front door</li> <li>Anyone who enters the building must show identification per administration.</li> <li>All outdoor activities are terminated</li> <li>Classes should continue unless instructed otherwise</li> <li>Listen for public address announcements and monitor email for updates.</li> </ul>	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> <li>Listen for instructions about the situation and your actions</li> <li>All exterior doors &amp; windows are locked and badge access is disengaged</li> <li>Gather students from the hallway around your room (including nearby bathrooms)</li> <li>Lock the door. All staff and students should sit on the floor, away from the line of sight of the door and windows</li> <li>Leave lights and shades/blinds as they are</li> <li>Take attendance – include additions and missing students. Keep this record with you at all times. Document and attend to any injuries</li> <li>Do not allow anyone to enter or leave the secured area (i.e. classroom or office) under any circumstances</li> <li>Do not answer or communicate through the locked door</li> <li>Do not respond to the fire alarm unless imminent signs of fire or smoke are observed or you are advised to evacuate by firefighters</li> <li>Do not talk within your secured area. Try not to make calls, but if absolutely necessary, send short text messages</li> <li>Monitor email and text updates from trusted sources. Do not respond to public address updates</li> <li>Lockdown will end <u>ONLY</u> when you</li> </ul>

# Procedimientos de Respuesta a EMERGENCIAS

## UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN

<p><b>Refugio en el Lugar</b></p> <p><i>Se utiliza para emergencias climáticas, químicas u otros desastres que ocurren fuera del edificio que afectan los sistemas del edificio o la capacidad para evacuar de manera segura el edificio por razones de salud o seguridad.</i></p> <p>Puede ser anunciado a través de sistema amplificado, en persona, por correo electrónico o por teléfono. UPREP no utiliza códigos. Use un lenguaje sencillo, por ejemplo, "El edificio estará de Refugio en el Lugar ..."</p>	<p><b>Mantenerse en su Lugar</b></p> <p><i>Se utiliza para limitar el movimiento del personal y los estudiantes abordando una situación potencial a corto plazo o situación de emergencia real.</i></p> <p>Puede ser anunciado a través del sistema amplificado, en persona, por correo electrónico o por teléfono. UPREP no utiliza códigos. Use un lenguaje sencillo, por ejemplo, "El edificio estará llevando a cabo un Mantenerse en su Lugar ..."</p>	<p><b>Evacuación</b></p> <p><i>Se utiliza cuando el edificio tiene que ser evacuado rápidamente</i></p> <p>Se darán a conocer a través del sistema de alarma contra incendios. En muy raras ocasiones se utilizan otros métodos, tales como el sistema de amplificación, correo electrónico, mensajería telefónica o en avisos en vivo de evacuación (es decir, fugas de gas interna). UPREP no utiliza códigos. Use un lenguaje sencillo, por ejemplo, " el edificio está siendo evacuado.."</p>	<p><b>Cierre</b></p> <p><i>Se utiliza para asegurar el edificio durante los incidentes que representan una amenaza potencial inminente exterior del edificio.</i></p> <p>Puede ser anunciado a través del sistema de amplificación, en persona, por correo electrónico o por teléfono. UPREP no utiliza códigos. Use un lenguaje sencillo, por ejemplo, "El edificio se encuentra en Bloqueo ..."</p>	<p><b>Cierre de Seguridad</b></p> <p><i>Se utiliza para asegurar el edificio durante los incidentes que suponen una amenaza inminente en el interior del edificio.</i></p> <p>Puede ser anunciado a través del sistema de amplificación, en persona, por correo electrónico o por teléfono. El personal también puede optar por cierre sin notificación oficial si oyen disparos, gritos, etc. UPREP no utiliza códigos. Use un lenguaje sencillo, por ejemplo, "El edificio se encuentra en cierre de seguridad..."</p>
<p><b>Procedimientos:</b></p> <ul style="list-style-type: none"> <li>Escuchar para obtener instrucciones acerca de la situación y acciones</li> <li>Estar preparado para pasar al interior del edificio (cafetería o en el gimnasio)</li> <li>Conserjes: HVAC puede necesitar ser desactivado y ventanas / puertas aseguradas / selladas</li> <li>Los estudiantes se reportan al salón asignado o más cercano lo más rápido y seguro posible</li> <li>Manténgase alejado de ventanas, si la situación lo justifica</li> <li>Los maestros en los salones toman asistencia y reportan a la oficina ausencias y estudiantes agregados</li> <li>Todas las actividades al aire libre se terminan</li> <li>Los miembros del personal que no están en las aulas ayudarán con el desalojamiento de pasillos y completarán otras tareas asignadas por el comandante del incidente y / o Jefe de Operaciones</li> <li>Las clases deben continuar a menos que se indique lo contrario</li> <li>Los estudiantes no deben salir de los salones sin acompañantes (a menos que se indique lo contrario)</li> <li>Escuche los anuncios del sistema de amplificación y supervisar las actualizaciones de correo electrónico.</li> </ul>	<p><b>Procedimientos:</b></p> <ul style="list-style-type: none"> <li>Escuchar para obtener instrucciones acerca de la situación y acciones</li> <li>Los estudiantes reportan al salón asignado o cercano lo más rápido y seguro posible</li> <li>Los maestros en los salones toman asistencia y reportan a la oficina ausencias y estudiantes agregados</li> <li>Todas las actividades al aire libre se terminan</li> <li>Los miembros del personal que no están en las aulas ayudarán con el desalojamiento de pasillos y completarán otras tareas asignadas por el comandante del incidente y / o Jefe de Operaciones</li> <li>Las clases deben continuar a menos que se indique lo contrario</li> <li>Los estudiantes no deben salir de los salones sin acompañantes (a menos que se indique lo contrario)</li> <li>Escuche los anuncios del sistema de amplificación y supervisar las actualizaciones de correo electrónico.</li> </ul>	<p><b>Procedimientos:</b></p> <ul style="list-style-type: none"> <li>Escuchar para obtener instrucciones acerca de la situación y acciones</li> <li>Todo el personal y los estudiantes están obligados a salir del edificio rápidamente y con SEGURIDAD cuando se activa la alarma de incendios, utilizando la ruta publicada en la puerta del salón o la ruta secundaria si la primaria se bloquea. Cierre todas las puertas y ventanas al salir</li> <li>Los maestros tomarán la asistencia e informaran quien faltan / estudiantes adicionales / lesionados a los corredores de información</li> <li>Los estudiantes y miembros del personal con necesidades funcionales seguirán sus planes de evacuación predeterminados</li> <li>Los miembros del equipo de Respuesta a Emergencias asistirán con la evacuación de los visitantes, ayudar con los heridos e inspeccionar las habitaciones / zonas seguras de refugio e informarán al comandante del incidente</li> <li>Clases de materias especiales utilizaran su ruta designada o suplente. Maestros de materias especiales darán el informe de asistencia a los corredores de información</li> <li>Los estudiantes que no están en las aulas en el momento de la alarma se salga del edificio inmediatamente y de forma segura. Una vez fuera, se unirán a la clase más cercana y ser puesto en una hoja de asistencia</li> <li>Permanezca fuera del edificio hasta que la señal para volver a entrar en el</li> </ul>	<p><b>Procedimientos:</b></p> <ul style="list-style-type: none"> <li>Escuchar para obtener instrucciones acerca de la situación y acciones</li> <li>Todas las puertas y ventanas exteriores serán cerradas. Un agente de seguridad o miembro del personal supervisará la puerta principal</li> <li>Cualquier persona que entra en el edificio debe mostrar una identificación</li> <li>Los estudiantes deben tener permiso de los padres / tutores para salir del edificio durante el cierre</li> <li>Todas las actividades al aire libre se terminan</li> <li>Las clases deben continuar a menos que se indique lo contrario</li> <li>Escuchar los anuncios del sistema de amplificación y supervisar las actualizaciones del correo electrónico.</li> </ul>	<p><b>Procedimientos:</b></p> <ul style="list-style-type: none"> <li>Escuchar para obtener instrucciones acerca de la situación y acciones</li> <li>Todas las puertas y ventanas exteriores serán cerradas con llave y tarjetas de acceso se desactivan</li> <li>Reunir a los estudiantes desde el pasillo alrededor de su habitación (incluyendo baños cercanos)</li> <li>Cerrar la puerta. Todo el personal y los estudiantes deben sentarse en el suelo, lejos de la línea de visión de la puerta</li> <li>No tocar las luces y cortinas / persianas</li> <li>Tomar asistencia - incluir adiciones y estudiantes que faltan. Mantenga este registro con usted en todo momento. Documentar y asistir a cualquier lesión</li> <li>No permitir a nadie entrar o salir de la zona de seguridad (es decir, el salón o en la oficina) bajo ninguna circunstancia</li> <li>No responder o comunicarse a través de la puerta cerrada</li> <li>No responder a la alarma de incendios si no se observan signos inminentes de fuego o humo o se le aconseja evacuar por los bomberos</li> <li>No hablar dentro de su área asegurada. Trate de no hacer llamadas, pero si es absolutamente necesario, enviar mensajes cortos de texto</li> <li>Monitorear el correo electrónico y actualizaciones de texto de fuentes de confianza. No responda a las actualizaciones del sistema de amplificación</li> <li>Cierre de Seguridad sólo terminará cuando se abre el salón con la llave por los respondedores de emergencia</li> </ul>

# **QUICK REFERENCE GUIDE**

## **EMERGENCY RESPONSE PROCEDURES**

### **SHELTER IN PLACE/ HOLD IN PLACE**

No Imminent danger Inside the Building  
Clear Halls  
Classroom Instruction Should Continue  
Students/ Staff Remain In Place  
(NO MOVEMENT)

### **EVACUATION**

Follow Evacuation Directions and Maps posted  
PLEASE CARRY YOUR EVACUATION PACKET WITH YOU WHEN YOU EVACUATE

### **LOCKOUT**

No one is allowed to leave or enter the building  
Admin/Support Staff monitor Entrances & Exits  
Classroom Instruction Should Continue  
Listen for Updates

### **LOCKDOWN**

Doors locked/ Do not Open your Doors or communicate with anyone  
Gather away from Doors and Windows  
Remain Absolutely Silent  
Admin will unlock doors to lift lockdown

# Guia de Referencia

## Procedimientos de Respuesta a Emergencias

### Refugio en el Lugar/ Mantenerse en su Lugar

No hay peligro inminente dentro del edificio  
Despejar Los Pasillos  
La instrucción en el aula debe continuar  
Los Estudiantes/ Los Maestros se queda en lugar  
(No Mueven)

### Evacuacion

Siga las instrucciones de evacuación y los mapas publicados  
LLEVAR POR FAVOR SU PAQUETE DE EVACUACIÓN CON USTED CUANDO EVACÚE

### Cierre

Nadie puede salir o entrar al edificio  
Admin / Personal de Apoyo monitorear Entradas y Salidas  
La instrucción en el aula debe continuar  
Escuche las actualizaciones

### Cierre de Seguridad

Puertas bloqueadas / No abra sus puertas ni se comunique con nadie  
Reunirse lejos de puertas y ventanas  
Permanecer absolutamente en silencio  
El administrador abrirá las puertas para levantar el bloqueo.



Attendance Slip for Missing Students

Room Number \_\_\_\_\_

Phone Extension \_\_\_\_\_

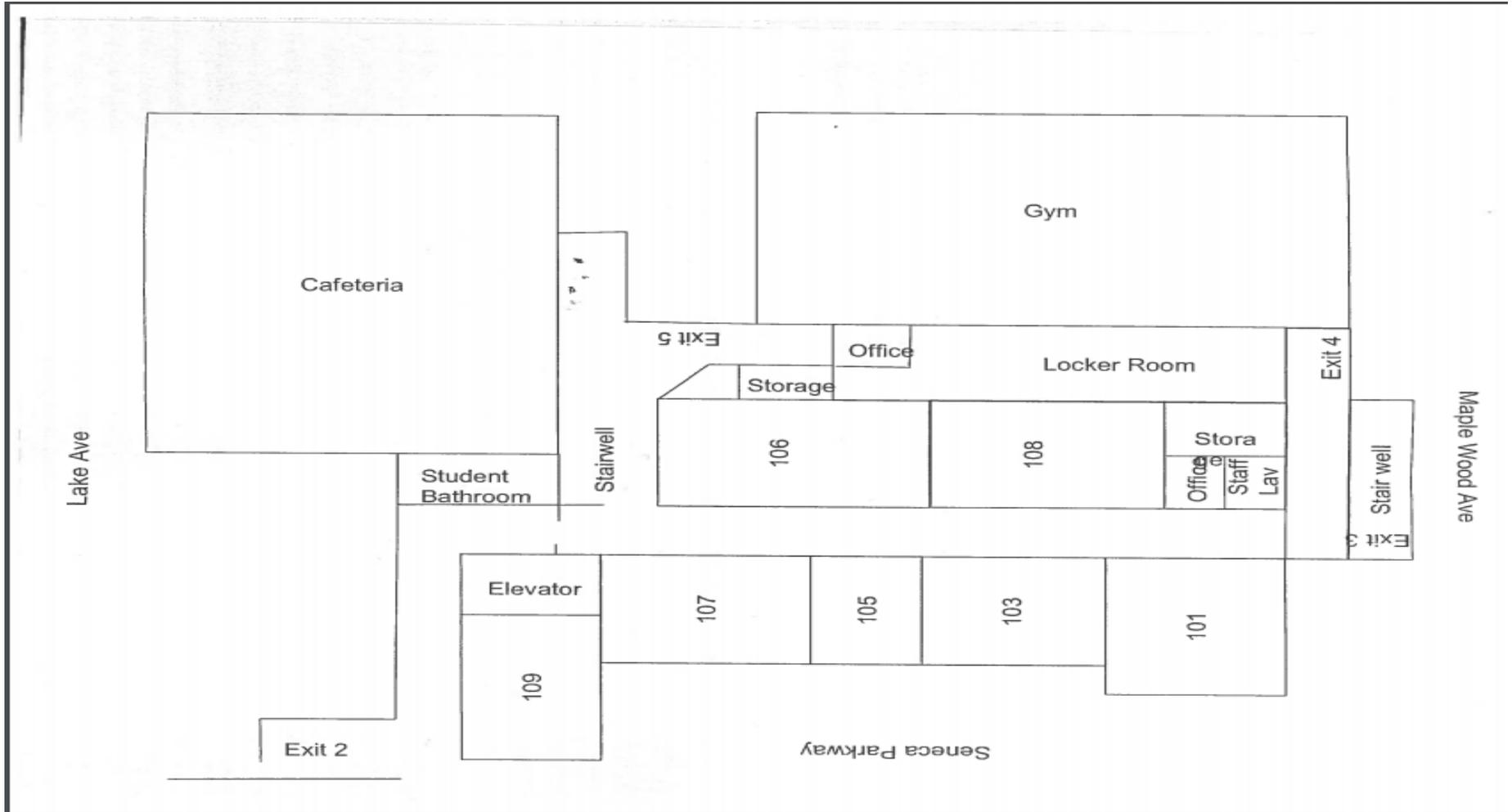
Staff Name: \_\_\_\_\_

1	16
2	17
3	18
4	19
5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15	30

**Please write down any important information you would like to communicate with the Command Center.**

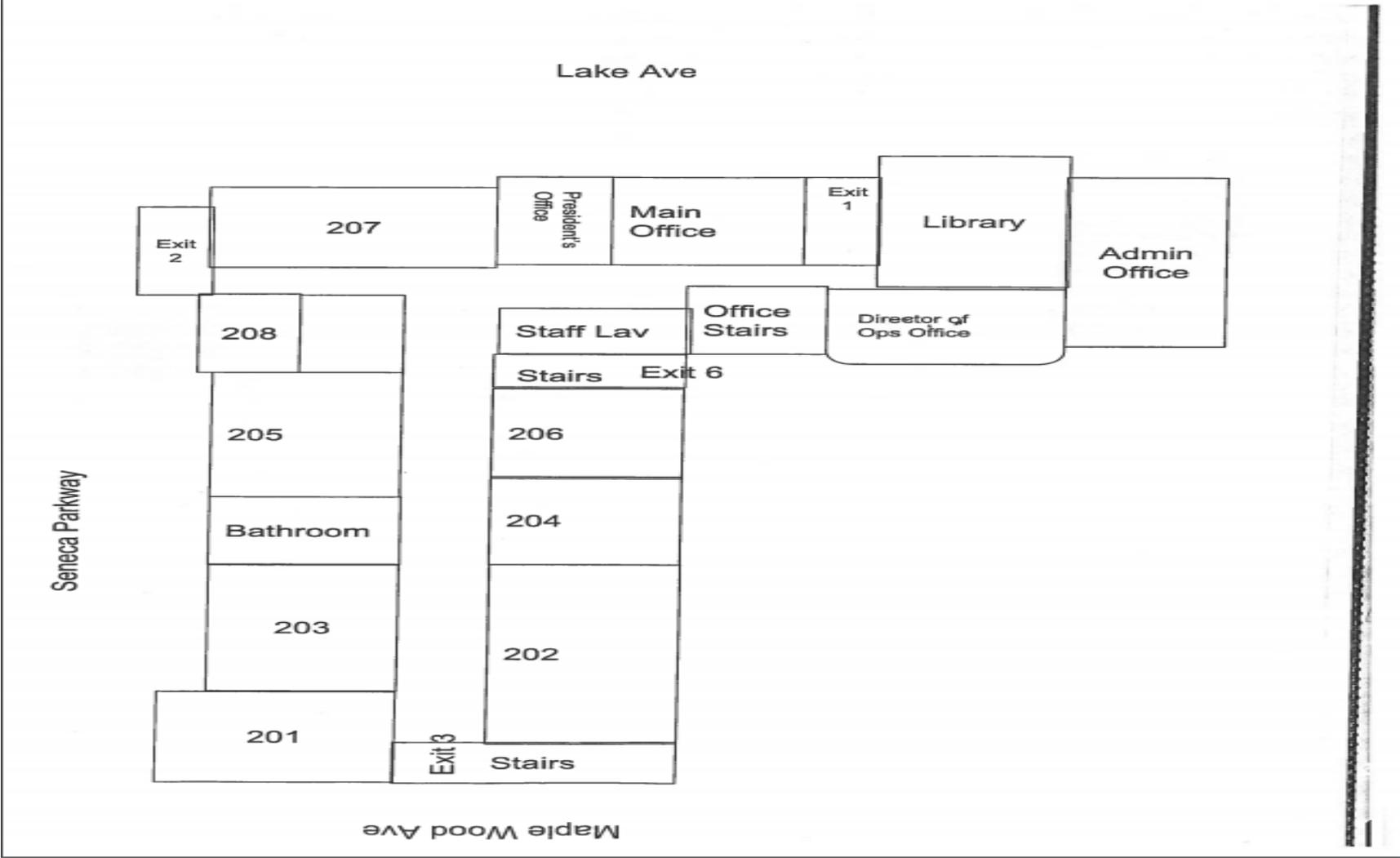


# BUILDING MAP PG 1





# BUILDING MAP PG 2





# BUILDING MAP PG 3

