

# **Parkside Elementary Emergency Plan 2010**



**PLEASE KEEP NEXT TO DOOR WITH CLASS ROSTER**

## Emergency Procedures

Staff and student safety is a priority at Parkside Elementary School. The following procedures have been developed to comply with state laws and district policy.

All staff are responsible for:

1. Knowing your evacuation route and location for class safety area on blacktop after you exit the building.
2. Knowing where the nearest fire extinguisher is and how to use it.
3. Posting evacuation maps on the classroom wall near the door.
4. Understanding "Code One". ( School Lockdown)
5. Knowing procedures for all emergencies. (They are listed in this hand book and in the school safety book that should be mounted next to your door.)
6. In cases of extreme emergencies as a government employee you are required by law to stay with your students until they are picked up by parents or guardians.

**Shelter in Place**

- **Overwhelming smell contact the office immediately.**
- **Listen for sirens ( First Wednesday of every month at 11:00 is a drill)**
- **Listen for announcements.**
- **Bring all students inside the building.**
- **Close and lock all windows and doors.**
- **Custodial staff and principal will shut down ventilation systems**
- **Cover gaps in doors with some kind of cloth**
- **Listen to the PA system for directions**
- **Keep looking at your email for updates**

## Code One or Lockdown

This incident could occur if unauthorized individuals or armed individuals are on campus.

1. The office will announce "Code One" on the intercom system.
2. The office will lock the front doors and office.
3. The office will notify the authorities.
4. The office will notify the superintendent.
5. The teachers will lock their doors.
6. The teachers will close drapes.
7. The teachers will cover door window.
8. The custodian will lock and check classrooms locks for lower part of school. This includes the first and second grade halls, library, cafeteria, kindergarten, and portable rooms 23, 24, 25 and 26.
9. The principal will notify the district office via the district radio emergency channel.
10. The Principal will lock and check the doors in the long hallway, third/four grade halls, fifth grade hall and rooms 27, 28 and 29.
11. The principal will monitor halls and rooms for the duration of the lockdown.
12. When the event concludes the office will signal the classrooms via the intercom system.
13. Updates on the event will be sent via email system from the office.
14. Students are not to be released to use the restroom unless given permission by the principal.
15. DO NOT CALL THE OFFICE UNLESS IN AN EXTREME EMERGENCY. Read your email for updates.

## **Earthquake Procedures**

Earthquakes usually strike without warning.

### **Inside School Building**

1. Implement Drop and Cover. Students will get at least their heads under their desks.
2. Move away from windows.
3. Be aware that the light and fan fixtures may fall.
4. After the shaking stops leave the building in exactly the same route as a fire drill even if the alarm does not sound. (The power may be off.)
5. Do not run.
6. Do not return to the building for any reason until it has been declared safe by the principal.
7. Avoid touching electrical wires that are exposed.
8. Render first aid if necessary.
9. Take roll
10. Public employees must remain at the site until all students are home with their families.

### **On School Grounds**

1. Supervision blows whistle and has students move away from building and tells the students to drop.
2. After shaking students are to line up at their fire drill evacuation area.
3. Teachers join their classrooms at their fire drill evacuation area.
4. Emergency copies of roll sheets will be kept in the PE Trailer.

## Fire Drill or Bomb Threats

Fire drills will be held at least once a month. When alarm sounds:

1. Teacher makes has students line up.
2. Teacher has instructed the students if they are in the restroom during a fire drill they are to join their class at the evacuation point. (Evacuation map is posted next to classroom door and attached to this handbook.
3. Teacher grabs the “Help OK” signs and classroom roster. (Emergency kits when available.)
4. Students walk out in an orderly fashion. The last person out closes the classroom door.
5. If the alarm turns off continue outside.
6. Line up your students. It is suggested that the students sit down in a line in the evacuation area.
7. Take roll.
8. If all students are present hold up green “OK” sign for the principal.
9. If some students are missing hold up the red “HELP” sign for the principal.
10. Wait for the alarm to turn off and two long bells before returning to the classroom. **DO NOT RETURN TO THE CLASSROOM UNTIL YOU HEAR TWO LONG BELLS.**



## **Response to Gunfire or Explosion**

1. Civil Defense Protective Position: Drop to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close eyes and cover ears with forearms.
2. If inside, students and staff immediately take Civil Defense Protective Position under desks or furniture. Students and staffs backs are toward the windows.
3. If outside try to get behind solid object. Lie prone with head away from gunfire or blast, cover head, face and as much skin surface as possible. Close your eyes and cover your ears with your forearms.
4. Teachers will train students in these procedures so that they will know what to do in this situation if the teacher is not present.