



SAFE SCHOOL PLAN

PROCEDURE FLIP CHART

This Flip Chart was designed for a quick reference to the following potential emergencies.

NATIONAL/COMMUNITY AWARENESS

(ex. September 11th, 2001)

After being informed from the office via email, phone call or message:

Staff Response:

- Direct that all technology be turned off, including televisions, computers, cell phones, and radios.
- Maintain a calm atmosphere and continue the school routine. A **SOFT LOCKDOWN** may be called via ALL CALL.
- Listen for announcements from the office for information and further directions.

NATIONAL/COMMUNITY AWARENESS

FIRE OR SMOKE

Staff Response:

- If you identify a fire or smoke, use the nearest “Fire Alarm Pull Station”.
- Upon hearing the fire alarm, escort students using the evacuation route to your assigned outdoor location.
- Leave lights on. Leave all room doors **CLOSED** but **UNLOCKED**.
- Take attendance in your “outdoor safe area”. Report attendance and any missing students to the Principal or nearest Fire Marshal.
- Relay any relevant information such as rumors or observations to Fire Marshals or Principal as soon as possible.

OUTDOOR SAFE AREAS

North Driveway: MTF, FMT, CNT, THM

Rear Student Parking lot: DDE, EET, AUR, AUT

South Driveway: COS, STS, HEA, ECE, CUA, PMT

East Guest/Staff Parking lot: CMN, ADS, GRA, CMP

Skills Center Parking lot: TRC

FIRE OR SMOKE

MEDICAL EMERGENCY

In a medical emergency involving a student, a staff member, or any other person on campus:

Staff Response:

- Call for assistance – 911, the nurse, or the office. The office will notify the administrative team.
- Students should be directed away from the scene of the emergency.
- An ALL CALL for a **SOFT LOCKDOWN** may be made. Follow procedures.
- **DO NOT MOVE THE VICTIM!** And only approach the scene if safe.
- If safe, assess the victim – ABC – Airway, Breathing, Circulation
- Consult victim's emergency information on file.
- Notify parents/emergency contact person as soon as possible.

MEDICAL EMERGENCY

MISSING CHILD

Staff Response:

- If one of your students is missing, notify the office using the phone. Identify the name of the child and a description of the situation (walkout, abducted).
- Give the name of the person suspected of taking the student(s) (if possible), and a description of the suspect to the Principal or Designee.
- Identify the last location of student and any identifiable features.
- If believed to be taken from premises, try to supply additional information that would be of assistance such as a vehicle description/license plate to the Principal or designee.
- Follow the procedures from the ALL CALL for either a **SOFT LOCKDOWN** or **HARD LOCKDOWN**.
- Instructors should take attendance/roll call to ensure all students are accounted for and report any additional missing students to the office.
- Principal or designee will notify the building when the **LOCKDOWN** is off using the ALL CALL, “**Resume normal operations**”.

MISSING CHILD

THREAT

After receiving a message that there is or could be a threat against the school and/or attendees, notify the Principal immediately. The Administration will notify the State Police if applicable.

Staff Response:

- If you are receiving or seeing the threat, use the threat checklist found on the reverse side of this page.
- Quick things to remember: ASK-what is the threat, location of threat, time of threat, who is threat coming from.
- Listen/look closely to the threat to complete as much of the checklist as possible.
- If receiving a call, DO NOT HANG UP!
- If possible, send email or notification to office personnel while talking on the phone (Aiken, LaVerde, Yeane).
- If applicable, an ALL CALL will be made in the building to follow **LOCKDOWN** or **EVACUATION PROCEDURES**.

THREAT

SOFT LOCKDOWN

Situations may arise when it is advisable to allow no entrance to the building and to secure our students and staff in a “safe place.”

This could be for a number of reasons, including a missing student, medical emergency, or search for contraband on school property. This procedure should not be of concern.

Staff Response:

- Remove students and fellow staff members from hallway, if safely possible.
- **Close and lock all hallway doors. Close all overhead bay doors.**
- **Pull shades and blinds shut.**
- Stay away from windows.
- Resume class as normal, unless directed differently.
- Staff should report any students who may be out of the room to the office using the phone or email.
- Principal or designee will notify the building of when the **LOCKDOWN** is off using the ALL CALL, **“Resume normal operations”**.

SOFT LOCKDOWN

HARD LOCKDOWN

Situations may arise when there is no entrance to the building other than by emergency personnel and to secure our students and faculty in a “safe place.”

Situations of such include a potential threat, trespasser, weapons in class or on school property, intruder with a weapon, shooting, stabbing, hostage situation, or any other incidents that may cause serious bodily injury or emotional trauma.

Staff Response:

- Attempt to **STAY CALM!**
- Notify office of the emergency, if applicable.
- Remove students and fellow staff members from danger (including the hallways), if applicable.
- **Close and lock all hallway doors. Close all overhead bay doors. Drop Rhinoware.**
- **Pull shades and blinds shut.**
- Stay away from windows.
- Students should be directed to align on the “Safe Wall” and request silence.
- Report any students who may be out of the room to the office using the phone or email.
- Principal or designee will notify the building of when the **LOCKDOWN** is off using the ALL CALL, “**Resume normal operations**”.

IF you have seen the Intruder:

- Report identifiable features. Ex: approx. height/weight, hair color, clothing-style, colors, etc.
- Identify last seen location and motive if possible.

HARD LOCKDOWN

EVACUATION

The evacuation of the school building may arise because of such situations as a threat, or possible building structure problems.

General Guidelines for Staff:

- Upon notification of an evacuation situation via the ALL CALL or Fire alarms – **Remain CALM.**
- In an orderly manner, follow the established (or safest) evacuation routes posted in labs (to the Skill Center) unless directed otherwise from the office or administrative personnel.
- Listen closely for announcements and any changes in the evacuation protocol.
- Take roll immediately upon arriving at the Skill Center garage and keep your students together and organized.
- Report attendance and any missing students to the Principal or designee.
- Listen closely for directions.

EVACUATION

SEVERE WEATHER EMERGENCY

There are different protocols for the various types of weather emergencies that ECTS could experience, such as tornado & winter storms.

Staff Response:

Tornado

- The Principal or Designee will sound the tornado alarm to notify ECTS community to take appropriate “shelter”.
- Shutdown equipment as necessary.
- Stay away from windows.
- Move the students to the designated “safe” shelter within the lab or nearby area.
- If in an unfamiliar area, utilize the interior most block wall free of glass and potential falling objects. The gang restrooms and Brown and Orange Hallways are approved locations.
- Take attendance in the shelter area to account for all students. Report any missing students to the Fire Marshals if possible.
- Listen closely for announcements for any additional information and the ALL CALL to “resume normal operation”.

Winter Storms

The Director and Principal will monitor winter weather and make decisions on canceling, delaying or dismissing school.

Delay Schedule – If ECTS requires a delayed schedule, **ALL** personnel are expected to make every effort to attend work, as close to being on time as safely possible. If not able to attend, the employee would be required to use personal time.

Early Dismissal Conditions- Early dismissals could affect some or all students. Instructors should attend to their students until all students have been dismissed. The Principal or designee will use the ALL CALL to dismiss students when the sending school buses have arrived.

Retention at School- Instructors should attend to their students. Listen closely for announcements and changes in the weather conditions, possible movement of students, or calls for students.

SEVERE WEATHER EMERGENCY

THREAT DOCUMENTATION FORM

Information Received by: _____

Phone call: _____ Text Message: _____ Email: _____ Social Media posting: _____

Time of receipt: _____ Date: _____

Person making threat: _____

QUESTIONS TO ASK: (Remember to act calm and listen carefully)

1. What is the threat?
2. Who is in danger?
3. When will the threat occur?
4. What is the location of the threat?

THE CALLER'S VOICE:

☐ Young	☐ Old	☐ Male	☐ Female	☐ Black	☐ Deep Breathing
☐ Calm	☐ Excited	☐ Loud	☐ Soft	☐ Happy	☐ Angry
☐ Slow	☐ Fast	☐ Clear	☐ Slurred	☐ Deep	☐ High Pitched
☐ Nasal	☐ Lisp	☐ Stutter	☐ Accent	☐ Raspiness	☐ Crying

CALLER SOUNDED FAMILIAR ☐ WHO? _____

CALLER SOUNDED:

☐ Intelligent ☐ Incoherent ☐ Foul-mouthed ☐ Irrational ☐ Taped

BACKGROUND NOISE:

☐ People Talking ☐ Television ☐ Street Noise ☐ Machines
☐ Music (What kind?) _____ ☐ Other (explain): _____