

Archdiocese of Washington Catholic Schools Office



Classroom Emergency Flipchart

READY REFERENCE RESPONSE GUIDE

EMERGENCY CONTACT NUMERS

Police, Fire, and EMS Emergency.....**911**

ADW Catholic Schools Office.....301-853-4518

Poison Control Center800-222-1222

Local Law Enforcement

Telephone Threats (tracing).....*57

Local Law Enforcement..... () - -

Local Fire Department..... () - -

Local Emergency Medical Services... () - -

Local Public Health..... () - -

Local Mental Health..... () - -

Gas Company (Emergency)..... () - -

Electric Company (Emergency)..... () - -

Main School Number..... () - -

Main Rectory/Parish..... () - -

EMERGENCY CONTACT NUMBERS

UNIDENTIFIED PERSON ON SCHOOL SITE

Signal

- LOCKDOWN

**If unidentified person...
poses a threat
refuses to leave
or is uncooperative at anytime,
then immediately call 911.**

Steps of Action

1. Identify the potential problem or threat
2. Approach the unidentified person
3. Determine the nature of his/her business
4. Ask for his/her identification
5. Request that he/she accompany you to the office
6. Principal or designee will assess the situation and determine whether to give the intruder alert signal to initiate LOCKDOWN
7. **Call 911**
8. Complete the School Incident Report and submit to the ADW Catholic Schools Office

UNIDENTIFIED PERSON ON SCHOOL SITE

ACCIDENT, SERIOUS INJURY OR ILLNESS

If the student/staff member seems seriously ill or becomes unconscious, then immediately call 911.

Roles

Teachers/Staff: Stay with the sick or injured person(s). Account for all students.

Principal/Designee: Coordinate the care of the sick or injured person(s) and communicate with parent/guardian and emergency personnel. Contact the pastor.

Secretary: Assist in communication with emergency services such as 911.

Steps of Action

1. In the event of a serious illness or injury, immediately contact **911**
2. Contact principal/designee and stay with the injured/sick student or staff member
3. Contact designated First Aid/CPR staff member.
4. Contact another staff member to disperse or relocate students, if necessary
5. Contact parent(s), guardian(s), if necessary
6. Inform students/staff members, as needed
7. Designate a staff member to accompany the victim to the hospital, when necessary
8. Complete the School Incident Report and submit to the ADW Catholic Schools Office and Catholic Mutual

ACCIDENT, SERIOUS INJURY OR ILLNESS

LOCKDOWN & SHELTER IN PLACE

RED Side Out—Need Assistance / Help!
GREEN Side Out—No Assistance / All Clear!

Signal

- LOCKDOWN
- SHELTER IN PLACE

Roles

Principal/Designee: Make LOCKDOWN or SHELTER IN PLACE announcement and communicate with staff and local emergency responders. Contact the Pastor. Complete the School Incident Report and submit to the ADW CSO.

Teachers/Staff: Protect students & remain in place. Account for all students

Secretary: **Call 911** and Catholic Schools Office.

LOCKDOWN

Steps of Action

1. When LOCKDOWN announcement is made, clear students from hallways and send them to nearest available classroom
2. Lock all classroom doors and wait for further instruction
3. All windows and doors should be closed and locked, and no one should leave for any reason
3. BE QUIET! Shut off lights and stay away from doors and windows
4. Document student attendance
5. **Display this flipchart** cover in the door window or under the door to the main hallway

SHELTER IN PLACE

When SHELTER IN PLACE is announced, then follow LOCKDOWN guidelines with the additions of close and tape all gaps in windows doors using blankets, coats, towel, or rugs. Turn off heat or a/c.

LOCKDOWN & SHELTER IN PLACE

SEVERE WEATHER SAFE AREA (DROP, COVER, HOLD)

Signal

- SEVERE WEATHER

Tornado Watch: Conditions are favorable and indicate possible tornado

Tornado Warning: Tornado has been sighted

Roles

Principal/Designee: Make SEVERE WEATHER announcement. Maintain contact with student body and staff. Sound the alarm or give the order for a drill, if necessary. Contact the pastor. Give the ALL CLEAR when conditions are safe.

Teachers/Staff: Secure a safe area for students. Account for all students.

Secretary: Monitors phones and weather radio.

Steps of Action

1. Take shelter in designated safe areas
2. Occupants of portable classrooms move to designated safe areas in the main building
3. Stay away from doors and windows
4. Close all doors
5. Remain in safe area until ALL CLEAR is announced by the principal or designee

DROP, COVER, & HOLD

(For use in tornados, earthquakes or other imminent danger to the school and surroundings)

If the DROP command is announced:

DROP—to the floor, take cover under a nearby desk or table, and face away from the windows

COVER—your eyes by leaning your face against your arms.

HOLD—on to the table or desk legs, and maintain location/position

SEVERE WEATHER SAFE AREA (DROP, COVER, HOLD)

FIRE EMERGENCY EVACUATIONS AND DRILLS

Emergency evacuation routes must be posted in all classrooms. Remember to follow the evacuation routes posted.

Signal

- FIRE

Roles

Principal/Designee: Supervise the evacuation, keep fire lanes open. Complete necessary reports or logs. Notify the pastor and ADW Catholic Schools Office immediately.

Teachers/Staff: Evacuate students, check restrooms, take attendance list, and bring this flipchart.

Secretary: Alert fire department by **calling 911**. Record on Drill Log.

RED Side Out—Need Help / Student Missing!

YELLOW Side Out—Have Additional Student!

GREEN Side Out—All Students Present!

Steps of Action

1. Report fire to the office, pull alarm, and use intercom or two-way radios, if available
2. **Call 911**
3. Close all windows and doors (but do not lock) to confine a fire
4. Take attendance list and **this flipchart**
5. Evacuate students and other occupants of the school to the assigned places at least 500 feet away from the building and check bathrooms
6. Report to designated area and take attendance
7. Hold up this flipchart indicating one of the colors
8. Report any missing student to the principal
9. Return to your classroom only after the principal or Fire Department announces ALL CLEAR
10. Take attendance of students once settled in the classroom

FIRE EMERGENCY EVACUATIONS AND DRILLS

ALICE RESPONSE TO VIOLENT CRITICAL INCIDENT

ALERT

Be aware of surroundings

- ⇒ Don't assume loud pops are fireworks
- ⇒ Don't assume others are contacting law enforcement. Inform 911 of an active shooter to allow for appropriate dispatch of emergency responders.
- ⇒ Instead of code words, give as clear and accurate information as possible.
- ⇒ Answer the vital questions of who, what, when, where and how.

LOCKDOWN ENHANCED

Make yourself and students a hard target

- ⇒ Lockdown is a semi-secure starting point in which to make survival decisions
- ⇒ If evacuation is not an option, lock/secure the door and barricade any entry points to your room using desks, chairs, file cabinets, etc. Prepare to counter if age appropriate, or evacuate if possible
- ⇒ Call 911, silence cell phones, be prepared to counter and evacuate if possible (consider window exit if necessary)

INFORM

Share lifesaving information

- ⇒ Provide constant and real time updates of the threat to include: shooters location, direction, description, weapon
- ⇒ Utilize your camera system, PA system, shared communications (walkie talkie, text, Zello, etc.), horns or bells. Continue to inform all the way to reunification.
- ⇒ This information will allow staff, students, and first responders to make important lifesaving decisions
- ⇒ Call 911 if you can safely do so

COUNTER

Move, make noise, and throw

- ⇒ Use as a last resort, when other options are not possible (i.e. a locked door does not exist or the active shooter breaches a secured room)
- ⇒ Move and create as much distraction as possible, throw objects at the shooter's face to provide opportunity for swarm and evacuation
- ⇒ Swarming is recommended for high school aged students only. When used, try and do so in a group and grab the shooters limbs and pull them to the ground. Hold the shooter down and ensure the weapon is out of their reach
- ⇒ Put weapon in a trash can, never display the weapon to first responders or police
- ⇒ Call 911, and carefully listen and comply with police when they arrive

EVACUATE

Put distance between you and the shooter

- ⇒ Decide if you can safely evacuate. Whenever you can safely do so, remove yourself from the danger zone
- ⇒ If the active shooter is known to be in an isolated section of the building, staff and students in other areas should safely evacuate while those in direct danger can perform enhanced lockdown or counter
- ⇒ Bring something to throw at the shooter should you encounter them. If fired upon, run in a zigzag pattern as fast as you can
- ⇒ Call 911 as soon as you can safely do so
- ⇒ All students and school personnel should mobilize to any designated rally points and ultimately to the reunification site

ALICE RESPONSE TO A VIOLENT CRITICAL INCIDENT

UNIVERSAL EMERGENCY RESPONSE GUIDELINES

EVACUATION

Use when conditions outside are safer than inside.

When the announcement is made or alarm is sounded:

- ☐ Close windows and doors; do not lock
- ☐ Be alert to and assist any student with a disability, if needed
- ☐ Bring student roll book and this flipchart
- ☐ Evacuate students quietly and in an orderly fashion following posted directions
- ☐ Report to your designated area and take attendance
- ☐ Check for injuries
- ☐ Hold up flipchart to indicate the following:

RED Side Out—Need Help / Student Missing!

YELLOW Side Out—Have Additional Student!

GREEN Side Out—All Students Present!

- ☐ Report any missing students to the principal or designee
- ☐ Be alert for further instructions
- ☐ Return to the school building only after the principal or fire department give the ALL CLEAR signal
- ☐ Do not interfere with emergency operations

ALERT STATUS

Use when securing access to the school, usually during a community emergency event.

When the announcement is made or alarm is sounded:

- ☐ Secure the facility by locking all doors from the inside (Do not chain any doors).
- ☐ Inform staff of ALERT STATUS
- ☐ Inform students of ALERT STATUS in an age-appropriate way
- ☐ Post staff near the front entrance of the building to allow individuals to enter and exit with identification
- ☐ Conduct classes and activities within the building

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UNIVERSAL EMERGENCY RESPONSE GUIDELINES

UNIVERSAL EMERGENCY RESPONSE GUIDELINES

LOCKDOWN

Use to protect students/staff from potential dangers inside or outside the school building.

When the announcement **LOCKDOWN** is made:

- ☐ Students are to be cleared from the halls immediately and report to the nearest classroom
- ☐ All windows and doors should be closed and locked, and no one should leave for any reason
- ☐ Display this flipchart in door window or under the door to indicate the following:

RED Side Out—Need Assistance / Help!
GREEN Side Out—No Assistance Needed!

- ☐ Cover all room and door windows if possible
- ☐ Shut off lights and stay away from doors/windows
- ☐ BE QUIET!
- ☐ Wait for further instructions/document attendance

Shelter In Place

When the **SHELTER IN PLACE** announcement is made:

- ☐ Follow LOCKDOWN procedures
- ☐ Close and tape all windows/doors and seal gaps
- ☐ Turn off heating/air-conditioning systems

SEVERE WEATHER SAFE AREA

Use during severe weather emergencies.

When the **SEVERE WEATHER** announcement is made or alarm is sounded:

- ☐ Take the closest, safest route to shelter in designated safe areas
- ☐ Occupants of portable classrooms shall move to the main school building to designated safe areas
- ☐ Take student roll book for attendance
- ☐ Assist those needing special assistance
- ☐ Close all doors
- ☐ Take attendance once at the safe area
- ☐ Remain in safe area until ALL CLEAR is given

DROP, COVER, & HOLD

Use during tornados, earthquakes, or other imminent danger to the school and surroundings.

When the command **DROP** is given:

- ☐ **DROP** to the floor under a desk/table
- ☐ **COVER** your eyes by leaning into your arms
- ☐ **HOLD** on to the desk/table legs and maintain pose
- ☐ Assist those needing special assistance

SCHOOL THREATS & VIOLENCE

TELEPHONE THREATS

Signal

- If a threatening phone call is received, immediately **call 911**.

Roles

Principal/Designee: Assess the threat, give appropriate emergency response signals on PA. Contact the pastor. Complete the School Incident Report form.

Steps of Action

1. Dial *57 so that Police may later trace the call
2. **Call 911**
3. Call the Catholic Schools Office
4. Cooperate with police investigation

PHYSICAL THREATS

Signals

- If an individual physically assaults or threatens another person with physical force.

Steps of Action

1. **Call 911**
2. Call the Catholic Schools Office
3. Cooperate with police investigation
4. Follow LOCKDOWN or EVACUATION procedures as appropriate
5. Notify parents/guardians

STUDENT RUNAWAY / MISSING / ABDUCTION

If student is abducted, call 911 immediately.

Signals

- LOCKDOWN

Roles

Principal/Designee: Contact the parent/guardian, the pastor, and the Catholic Schools Office.

Teachers/Staff: Keep other students in classrooms. Notify principal/designee. Provide a description of the missing student (including clothes he/she was wearing, when last seen, distinguishing features, etc.) If the student was abducted, provide description of the abductor and vehicle.

Secretary: **Call 911**

Steps of Action

1. Staff member will notify the principal/designee
2. **Call 911**
3. Contact a parent/guardian of the student
4. If the student is running away, attempt to stop them (Do NOT chase them)
5. Give a description of child and abductor to Police
6. Contact the ADW Executive Support Team if necessary for recovery of school community
7. Notify other parents/Guardians
8. Complete the School Incident Report and submit to the ADW Catholic Schools Office

STUDENT RUNAWAY/MISSING/ABDUCTION

DEATH ON SCHOOL SITE OR IN THE SCHOOL COMMUNITY

If there is a death in the school, then immediately call 911

Signal

- If a student or staff member dies, then activate the ADW Crisis Intervention Team.

Roles

Principal/Designee: Call the Catholic Schools Office and notify the pastor and the school community.

Teachers/Staff: Provide age-appropriate support to students and other staff members.

Secretary: Assist in communication.

Steps of Action

1. If necessary, **call 911**
2. Contact the Catholic Schools Office
3. Remain calm and identify anyone in need of immediate support

Announcing/Addressing a Death

1. Begin with factual discussion of the crisis situation. Keep it simple and dispel any rumors
2. Lead a classroom discussion on how students are feeling. Various reactions are normal responses to difficult situations
3. Reassure students and help them to identify their supports
4. Once available, inform students that counselors may be available for individual counseling
5. Call for pastoral assistance, when appropriate

DEATH ON SCHOOL SITE OR IN THE SCHOOL COMMUNITY

HAZARDOUS MATERIAL SPILLS OR RELEASE

Roles

Principal/Designee: **Call 911** and follow the direction of the Police or Fire Department. Make the announcement EVACUATION or SHELTER IN PLACE. Communicate with staff and local emergency responders. Contact the pastor. Complete the School Incident Report and submit to the ADW Catholic Schools Office.

Teachers/Staff: Protect students & follow directives.

Secretary: Answer phone calls.

SPILLS OUTSIDE

Steps of Action

1. Follow appropriate LOCKDOWN guidelines found in this flipchart
2. Record the names and personal information of any persons/students exposed to the spill
3. Refer to school nurse, if available

SPILLS INSIDE

Steps of Action

1. Isolate the immediate area of the spill or release
2. Contact the principal or designee
3. Follow the EVACUATION guidelines
4. Record the names and personal information of any persons/students exposed to the spill
5. Refer to the school nurse, if available
6. Do not operate electrical equipment
7. Do not attempt to clean up the spill unless trained to do so
8. If necessary, **call 911**

BLOOD & BODILY FLUIDS

1. Always use gloves or personal protective equipment
2. Stay with the injured student/staff member
3. If necessary, **call 911**
4. Contact parent or guardian
5. Contact the Catholic Schools Office immediately

WEAPONS OR ARMED SUBJECT

In or On School Property

(IMMEDIATE RESPONSE)

Steps of Action

1. Announce LOCKDOWN if the situation appears to threaten life, safety, or property
2. **Call 911**
3. Notify the Catholic Schools Office immediately
4. Remove student and staff members from area around the weapon
5. If necessary, refer to ARMED SUBJECT

Weapon is Visible/Displayed

1. Remain calm and avoid sudden moves/gestures
2. Do not attempt to take the weapon from the individual
3. If known, use the individual's name while talking to him/her in a calm, clear voice.

Weapon is in locker/backpack

1. Do not approach or confront the suspect
2. Make every effort to watch the individual until Police arrive to the school
3. Keep suspect under surveillance and remove everyone from the vicinity of the suspect.
4. Alert staff and students on a need-to-know basis

ARMED SUBJECT

(Use these guidelines if a person has a weapon, is firing a weapon, indicates they have a weapon or is holding another person against their will)

1. Announce LOCKDOWN immediately
2. **Call 911**
3. Relay accurate information to Police
4. Escort any students in hallways to a safe location

Always complete a School Incident Report form and contact the Catholic Schools Office

WEAPONS OR ARMED SUBJECT

BOMB THREAT OR BOMB

BOMB THREAT

Signals

- EVACUATION

Roles

Principal/Designee: Gathers information from staff and assigns qualified staff to first aid if needed.

Teachers/Staff: Silently evacuate students, checks bathrooms, take class list for attendance.

Secretary: **Calls 911** and take student emergency information forms.


Steps of Action

1. Upon receipt of threat over telephone, use the Bomb Threat Checklist on the reverse side of this page
2. Listen: **DO NOT INTERRUPT!**
3. Keep the caller talking and dial *57 (call trace)
4. Signal to another staff member to **Call 911**
5. Immediately activate a silent EVACUATION
6. OR, If the building is in lockdown, evaluate the situation and hold off on evacuation, if conditions dictate, until Police arrive and secure the school building

DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES. THESE COULD SET OFF A POTENTIAL BOMB.

Bomb or Suspicious Object Found

1. **Call 911**
2. Do not touch or remove any suspicious object
3. Warn others to stay away from the suspicious object and maintain at least 500 feet clearance area
4. Contact the Catholic Schools Office immediately
5. Follow Police directives after their arrival
6. Restrict personnel from the school until Police approve access
7. If necessary, follow emergency plan for student dismissal or evacuation to another site
8. Decisions on school closings will be made by the school administrators in consultation with the Archdiocese and the Police

Bomb Threat Checklist 

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call that threatens the safety or security of the school.

Checklist: Complete all possible items during or immediately following the call.

1. Time Call Received: _____

2. Time Call Terminated: _____

3. Caller's Name, Address, & Phone Number
(Check Caller ID)

4. Sex: ☐ Male ☐ Female

5. Age: ☐ Adult ☐ Child

6. Bomb Facts (Questions to ask)

- A. When will it explode?
- B. Where is the bomb right now?
- C. What kind of bomb is it?
- D. What does it look like?
- E. Why did you place the bomb?

7. Voice Characteristics

Tone

Speech

Language

☐ Loud

☐ Fast

☐ Good

☐ Soft

☐ Slow

☐ Fair

☐ High Pitch

☐ Distorted

☐ Raspy

☐ Low Pitch

☐ Cursing

☐ Nasal

☐ Slurred

☐ Lisp

☐ Accent

8. Background Noise

☐ Music

☐ Traffic

☐ Voices

☐ Machines

☐ Cellular Phone

☐ Quiet

☐ Other: _____

9. Person Receiving Call: _____

10. Phone Number Receiving Call: _____

11. Date: _____

STUDENT DISRUPTIONS / CIVIL DISTURBANCES

Level 1—Disruption is confined to one area, but no threat to students or staff.

Level 2—Disruptive forces are mobile or pose a direct threat to students and/or staff.

Level 3—Disruption is widespread with large-scale participation and is a serious threat to students and staff.

Signals

- Use intercom or PA to signal level and location of disruption (e.g. Level 3—third hall). Specific instructions should follow. If a staff person is reporting the disruption to the main office, then send a messenger to the office indicating the description and location of the disruption.

Roles

Principal/Designee: Assess the level of the disruption and supervise the response. Give the intercom or PA signals and use a bullhorn if necessary. Contact the pastor and Catholic Schools Office and complete the School Incident Report form.

Teachers/Staff: Stay with students and remain calm. Those not supervising students should

move to the area of the disruption, unless otherwise instructed. Account for all students.

Secretary: Contact crisis management team and Police if necessary. Keep visitors and outsiders from entering the school building.

Steps of Action

1. Isolate the disruption. Keep students in classrooms. Initiate code for LOCKDOWN, if necessary.
2. Clear the immediate area, including restrooms and hallways. Use the PA or intercom system for controlling observers.
3. Use the intercom or PA to signal level, location, and specific instructions.
4. If the disruption is a Level 2 or 3, **call 911**. Available staff members who are trained in CPR and first aid should go to the area unless otherwise instructed and not supervising students.
5. Teachers should not leave their students unsupervised.
6. Wait until the signal for ALL CLEAR is given.