

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

J

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

This is a test

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

☆ This is a test

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

Continued on Back

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

STUDENT RUNAWAY/MISSIN/ABDUCTION

DEATH ON SCHOOL SITE OR IN THE SCHOOL COMMUNITY

HAZARDOUS MATERIAL SPILLS OR RELEASE

WEAPON OR ARMED SUBJECT

BOMB THREAT OR BOMB

