

**EMERGENCY**  
**RESPONSE ACTIONS**  
**REQUIRING**  
**MEDICAL**  
**LOCKDOWN**  
**PROCEDURES**

- **EVACUATION**
- **REVERSE EVACUATION**
- **SHELTER IN PLACE**

**INCLUDING:**  
**EMERGENCY GO BAG SUPPLY SAMPLE LIST**

## **Emergency Response Actions Requiring a Medical Lockdown:**

### **Treating an Injury in the Nurse's Office not needing a Lockdown:**

Nurse: Assess & treat the patient as dictated by Nursing Practice Act.

RRT: Go to nurse's computer and pull student's information

Call parent if directed by nurse, provide parent with information nurse is

Dictating, i.e., x is fine, may need stitches, come **safely** to PASC

Prepare Emergency Referral Form on desk in red folder/Nurse's direction,

i.e., Fill out name and B date of student; RN dictates Nsg DX: i.e.,

Scalp laceration needing suturing; R/O: (rule out): i.e., : Fx of Rt.

Wrist, Concussion.

RRT Assistance: if the RN needs direct assistance, Mr Kocak will handle the  
Call to the parent and the Emergency Referral Form. RRT will follow  
RN's direction.

**All Additional students seeking the nurse's assistance will return  
after the discharge of the injured student unless they require an  
Asthma inhaler or an Epipen. This is proper triage protocol.**

### **Amputation: digit:**

Call for Medical Lockdown

Nurse: pressure dressing, digit in ziplock with ice, monitor vital signs

RRT: assist nurse in care process.

Admin call parent to come to school.

Security call 911 for ER transport via Main Doorway.

Student Liason: get student's belongings.

Dispatch to ER.

PM: Review response .

### **Anaphylactic Reaction/Shock:**

Call for Medical Lockdown.

Nurse: administer Epipen and or Benadryl, Assess status, readminister if necessary.

RRT: assist nurse in care process.

Admin: Call parent to come to school.

Security: Call 911 for MANDATORY ER visit via from Main Doorway.

Student Liason: get student's belongings.

Dispatch to ER with parent.

PM: Review response.

**Choking:**

Call Medical Lockdown.

Nurse: use Heimlich maneuver until blocked airway is open & able to breath.

RRT: assist nurse in care process.

Admin: Call to parent to come to school.

Security: assist & stand by.

Student Liaison: gather student's belongings.

Dispatch home with parent.

PM: review process

**Unconscious:**

Nurse: heimlich maneuver abdominal thrusts on floor,

RRT: assist nurse in care process.

Security: **Call 911 advise choking incident elevated to unresponsive, send paramedics.**

Admin: call appropriate family member

Discharge to ER

PM: review response.

Page 2 of 4

**Compound Fracture:**

Call Medical Lockdown.

Nurse: apply appropriate arm or leg splint in appropriate position, sterile dsg to wound.

RRT: assist nurse in care process.

Admin: call parent to come to school.

Security: **Call 911, advise compound fracture, send ambulance.**

Student Liaison: Get student's belongings.

Dispatch to ER with parent.

PM: review response.

**Dislocation:**

Call Medical Lockdown.

Nurse: apply immobilizing splint as tolerated.

RRT: assist nurse in care process.

Admin: call parent to come to school.

Security: Call 911 for ambulance.

Dispatch to ER.

PM: review respons.

**Seizure Lasting more than 5 Minutes:**

Call Medical Lockdown.

Nurse: prevent head injury, turn to left side to prevent aspiration, administer rx if 5 min Seizure.

RRT: Time incident, assist nurse in care process.

Admin: call parent.

Security: Call 911 if longer than 5 min.

Student Liaison: retrieve student's belongings.

Dispatch to ER with parent.

PM: review response.

**Less than 5 Minutes:**


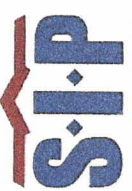
Nurse: follow above protocol.

Admin: call parent to come to school

Dispatch home with parent.



## Emergency Response School Procedures

Evacuation	Reverse Evacuation	Shelter In Place
<p><b>When announcement is made:</b></p> <ul style="list-style-type: none"> <li>Take the closest and safest way out as planned</li> <li>Do not stop for student/ staff belongings unless there is time to grab a coat</li> <li>Grab red Emergency/Crisis Kit &amp; take with you</li> <li>Take cell phones, walkie talkie, Ipads with you</li> <li>Take EpiPens if you have any</li> <li>Go to the designated area and wait for further instructions and/or all clear signal</li> <li>Check for injuries</li> <li>Take attendance at designated evacuation location</li> <li>Complete Student Accountability Form</li> <li>Hold up green card if all are present and everything ok; Hold up red card if student missing/injured or if you have questions or problems</li> <li>Turn in Student Accountability Form</li> <li>Wait for "All Clear" announcement before re-entry to building</li> </ul>	<p><b>When announcement is made:</b></p>  <p>(For emergencies that typically occur during recess, PE or outside activities; safer on the inside than outside)</p> <ul style="list-style-type: none"> <li>Move students/staff inside as quickly and orderly as possible</li> <li>Report to homeroom</li> <li>Take attendance &amp; complete Student Accountability Form</li> <li>Use room intercom to report any missing students</li> <li>Wait for further instructions</li> <li>Recognize that other response procedures may be implemented such as Shelter In Place, Lockdown, etc ( <i>depends on emergency type</i> )</li> <li>Wait for announcement for additional procedures to implement and/or all clear signal</li> <li>If other response procedure announced, be prepared to implement protocol</li> </ul>	<p><b>When announcement is made:</b></p>  <p><b>Shelter-In-Place</b></p> <ul style="list-style-type: none"> <li>Clear students from halls immediately and report to assigned classroom</li> <li>Close &amp; tape all windows and doors; close any classroom vents</li> <li>Seal the gap between the bottom of the door and floor with duct tape</li> <li>Turn off all HVAC system (Paulette)</li> <li>Take attendance &amp; complete Student Accountability Form</li> <li>Avoid contact with any spilled liquid materials, airborne mist, or solid chemical materials</li> <li>Do not eat or drink any food or water that may be contaminated</li> <li>Use room intercom to report any missing students</li> <li>Use Red or Green Cards to indicate your room status</li> <li>Wait for "All Clear" announcement and/or additional instructions</li> <li>No one should enter the school once the building is secure</li> <li>Outside exterior doors should be locked except for one ( Main front door)</li> </ul>



Lockdown	Drop Cover Hold	Hit The Deck
<p><b>When announcement is made:</b></p> <ul style="list-style-type: none"> <li>Close and lock door; do not leave room</li> <li>Close all windows &amp; shades; cover all windows and doors</li> <li>If classes are outside building-do not re-enter building once lock down announced</li> <li>Stay away from all doors and windows</li> <li>Move students to interior/inside walls</li> <li>Instruct students to assume a seated position on the floor (drop position)</li> <li>Shut off lights</li> <li>BE QUIET!!</li> <li>Do not open door for any reason</li> <li>Do not buzz office on Intercom</li> <li>Remain in classroom until the "All Clear" is given</li> <li>Leave exterior doors unlocked</li> <li>Take attendance &amp; complete Student Accountability Form</li> </ul>	<p><b>When announcement is made:</b></p> <div data-bbox="194 1176 349 1407"> </div> <ul style="list-style-type: none"> <li>Drop-Take cover under a nearby desk or table and face away from windows</li> <li>Cover your eyes by leaning your face against your arms; Protect head and neck by covering with hands and arms</li> <li>Hold onto the table or desk legs</li> <li>Everyone stays under furniture until the "All Clear" signal is given</li> <li>Students in wheelchairs should remain in wheelchairs with brakes set</li> <li>Take attendance &amp; complete Student Accountability Form</li> </ul>	<p><b>When announcement is made:</b></p> <p>This is not listed in the District Office Emergency Plan, but included here just as information.</p> <ul style="list-style-type: none"> <li>Students and staff drop to the ground &amp; take cover if possible (response is used in the event of gunfire)</li> </ul> <div data-bbox="470 357 698 630"> </div>

**Disaster/Emergency Forms: Teacher Specific**

- Student Accountability Report  
(For all emergency response procedures)
- Parental Notice of First Aid
- Shelter in Place Signage
- Red & Green Cards
- PEP (Current School Term)
- Student Emergency Information Sheet
- Student Emergency Card (For Runner)
- Blank Emergency/Crisis Kit Supply List
- \*All forms in Emergency/Crisis Kit*

**Staging Areas/Location**

- Incident Command/Emergency**  
Front Office Extending into Main Front Lobby  
Communications  
Front A
- Student Reunification/Release Area**  
Cafeteria Hall (Point of Exit Doors) (Alternate)
- Triage/First Aid**  
Cafeteria  
Note: Triage location will depend on number of injured and location of casualty. May take place at the scene in most situations
- Student Assembly**
- Emergency Vehicles-** Front of school building & back parking lot



## Emergency "Go Bag" Sample Supply List

(Customizable for School/School District needs)

The Guidelines for Managing Emergency Health Care and Communicable Disease in Schools from NYSED is a detailed document to assist schools with emergency health care and communicable disease planning.

There is value in instituting a school district-wide plan to support emergency care. A uniform system of emergency response and supplies for each school Health Office and Go Bag provides efficient, consistent, and ease of care by school health professionals in an emergency at any site within the district. The district school nurses should always follow guidance as directed by their School Medical Director and District Legal Counsel.

<b>Sample Supplies for Emergency Go Bag</b> (All applicable items should be latex-free)		
<b><u>Universal Precaution Kit:</u></b> <input type="checkbox"/> Disposable Gloves <input type="checkbox"/> Mask <input type="checkbox"/> Safety Sheild/Goggles <input type="checkbox"/> Gown <input type="checkbox"/> Biohazardous Waste Bag <input type="checkbox"/> Hand Sanitizer  <b><u>/itals/CPR:</u></b> <input type="checkbox"/> Blood Pressure Cuff – adult & pediatric <input type="checkbox"/> Stethoscope <input type="checkbox"/> Thermometer <input type="checkbox"/> CPR Mask w/ One-Way Valve <input type="checkbox"/> Manual Resuscitation Bag  <b><u>Emergency Medications*</u></b> (district-specific): <input type="checkbox"/> Emergency Medication Non-Patient Specific Orders <input type="checkbox"/> Epinephrine Auto-Injectors <input type="checkbox"/> Naloxone <input type="checkbox"/> Potassium Iodide	<b><u>First Aid:</u></b> <input type="checkbox"/> Bandages – various sizes <input type="checkbox"/> Gauze Pads – various sizes <input type="checkbox"/> Gauze Rolls <input type="checkbox"/> Eye Pads <input type="checkbox"/> Adhesive Tape <input type="checkbox"/> Splint <input type="checkbox"/> Adherent Cohesive Wrap <input type="checkbox"/> Ace Bandage <input type="checkbox"/> Cotton Balls <input type="checkbox"/> Cotton Tip Applicators <input type="checkbox"/> Bandage Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Glucose Tablets <input type="checkbox"/> Honey Sticks <input type="checkbox"/> Juice Boxes <input type="checkbox"/> Cold Pack <input type="checkbox"/> Normal Saline <input type="checkbox"/> Moistened Towelettes	<b><u>Tools:</u></b> <input type="checkbox"/> Pen <input type="checkbox"/> Paper <input type="checkbox"/> Kleenex <input type="checkbox"/> Water Bottles <input type="checkbox"/> Cups <input type="checkbox"/> Ziploc Bags <input type="checkbox"/> Garbage Bag <input type="checkbox"/> Flashlight/Pen Light <input type="checkbox"/> Batteries <input type="checkbox"/> Cotton Blanket <input type="checkbox"/> District Phone Numbers <input type="checkbox"/> Two-Way Radio/Cell Phone

\*Include a district plan for student-specific emergency medications for instances of fire drills etc.

# FLOW SHEET FOR ALLERGIC REACTION EPISODE

- Properly identify the student for whom you are caring for
- Have another call for the school nurse and/or security
- If the student is aware, ask if he/she has been stung or ingested food he/she is allergic to
- Assess symptoms, such as, hives itching, blueness around the mouth, anxiety, complaints of shortness of breath or swelling of the lips, tongue and/or throat.
- Check Epi-pen for discoloration and verify expiration date
- Give Epi-pen in lateral thigh, hold for a minimum of 10 seconds -- note time given
- Activate EMS system by calling 911
- Have someone notify parent(s) or legal guardian(s)
- Stay with student and observe airway breathing and pulse
- Initiate CPR if necessary
- Send Epi-pen with EMS to the hospital
- Notify administration
- School nurse to document episode



## PROTOCOL FOR ANAPHYLACTIC ALLERGIC REACTIONS

**WHAT IS ANAPHYLAXIS?** It's a life threatening (severe and potentially fatal) allergic response. The symptoms can occur within seconds and may last for up to two hours after exposure.

**WHAT CAUSES ANAPHYLAXIS?** Insect stings, food (most commonly nuts, shellfish and eggs), medications, such as antibiotics, or dyes used in X-ray studies, latex, and exercise. In some cases the cause is not known.

**WHAT ARE THE SYMPTOMS?** The victim can exhibit any of the following: itching, rash, hives, sweating, flushing, apprehension, dizziness, nausea, vomiting, rapid pulse, wheezing, difficulty breathing, seizures, respiratory arrest, and/or cardiac arrest.

**WHAT IS THE TREATMENT?** An immediate injection of epinephrine, or an Epi-pen, administered through clothing, if necessary. Remove any insect stinger, if possible, avoiding squeezing or pinching, and apply ice. The Epi-pen is obtained by a physician's order only.

**ARE THERE ANY CONTRA-INDICATIONS TO GIVING THE EPI-PEN?** No. the injection should always be given in the case of a suspected allergic reaction.

**WHAT ELSE SHOULD I DO?** Call 911. Keep the victim calm and quiet while awaiting the ambulance. The victim should always be sent to an emergency room for follow up treatment with the use of an Epi-pen.

## 2.0 Emergency procedures and drills

I. Codes are NOT to be used. In the event of an emergency, notification will be announced over the intercom system by the Director or designee using PLAIN LANGUAGE. "Lockdown, lockdown, lockdown." Or "Shelter in Place, Shelter in Place, Shelter in Place". We will not use the word DRILL in any announcement. All events will be treated as real.

II. The Director of the school is responsible to assure two drills are held monthly. One drill must be a fire drill and the second drill is a security drill that can be a lockdown, shelter in place, or evacuation.

### 2.1 Active shooter/Intruder/Lockdown Procedure

I. All staff are responsible for identifying the potential threat of an intruder or active shooter announcing, "LOCKDOWN, LOCKDOWN, LOCKDOWN" via the telephone activated PA system, by bullhorn, or two sharp blasts of a whistle, if necessary. All staff hearing such an alternate announcement will immediately repeat it so that others may recognize the emergency and announce it on PA

II. The Command Center will be the Director's office during drills

III. Active Shooter/Intruder/Lockdown may be activated for various reasons. It is essential for staff members to assess the situation and decide the best course of action to pursue to ensure the safety of the students and other faculty members

IV. When an Active Shooter/Intruder/Lockdown is initiated the following steps are to be taken or referenced, as the situation may require judgment:

1. All exterior doors are to be secured and no one is permitted to enter the building
2. Seek closest lockable shelter or Exit if that is nearest and more practicable
3. If in the bathroom, stay there and lock in, go into a stall and hide from view
4. For an intruder alert, look left and right in hall for any students in your immediate vicinity, usher them in without delay
5. Lock door, cover door window if applicable.

Safety & Security Manual 2022-2023 Page 15 of 47

6. Silence cellphone and await instructions

7. Turn off all lights, electronics, monitors, TV's, projectors if possible
8. Ensure students are in the safest part of the classroom, away from windows and doors
9. Reassure students and keep them quiet
10. Do not allow students to leave, take attendance
11. Do not open the door under any circumstances
12. Disregard all bells, including fire alarms
13. The Lockdown ends with law enforcement opening the door and announcing an all clear and will be escorted out of the building. Security will do this during drills

V. Security responsibility during a Lockdown:

1. In a drill, Security will place a sign on the Main door advising visitors to wait until drill is over
2. In the event of an actual emergency, Security will also lockdown
3. Security will cooperate with local law enforcement, while maintaining the safety of the students and staff within the school.
4. Nobody will be permitted to enter/exit the building, unless directed by the Incident Commander

VI. Staff responsibility during a Lockdown:

1. Staff should gather as many students as possible from the hallways outside their classroom and usher them into the room- DO NOT DELAY!
2. Close/lock door. Cover door window, turn off lights and remain QUIET. Silence cellphones, turn off computer monitors. Classroom doors will not be opened until the lockdown has ended. Open the door for no one!
3. Staff on duty in the halls will collect students who are in the halls at the time the announcement is made and accompany them to the closest classroom, shelter, or exit
4. In the event of an active shooter threat, barricade all doors, hide from view and remain QUIET
5. Students who are already outside the building should proceed to the evacuation site
6. In the event of a power loss, bullhorns/ megaphones are available in the administrative offices and cafeteria

VII. Ending Lockdown



1. The Lockdown ends with law enforcement opening the door and announcing an all clear. Security MAY do this during drills. Evacuate via established routes with hands in the air if instructed to do so.

2. Drills: The drill is NOT complete until the Two-tier All Clear announcement by

a. Administrator or other Drill Staff, "This is (Admin's name), this was a Lockdown Drill and the drill is complete.

b. "This is (Name), School Nurse, (or Security) this was a Lockdown Drill that is now over, the date is Month Day, Year and the time is xx:xx PM.

VIII. The shelters that have been identified at the school are:

1. Classrooms

2. School director's office

3. Nurse's room

\* These areas have been chosen because they can be locked

Safety & Security Manual 2022-2023 Page 16 of 47

## 2.2 Shelter in Place procedure

I. When Shelter in Place is initiated, the announcement "Shelter in Place, Shelter in Place, Shelter in Place" is announced via the PA System. A Shelter in place may be called for two reasons. An exterior threat of some type outside the school, i.e., police activity in the area or hazardous material spill. For an interior issue, such as a medical emergency in the building where we need to reduce movement in the building. Change of classes MAY be authorized depending on the severity of the incident. The following steps are to be referenced, as the situation may dictate improvising:

1. All exterior doors are to be secured and no one is permitted to enter or exit the building.

2. Windows are to be closed and blinds drawn.

3. Turn off all electronics, place cell phone on vibrate.

4. Seek shelter in classroom, reassure students, and keep them quiet.

5. Do not allow students near exterior doors and windows.

6. Take attendance and do not let any students leave unless specifically authorized

7. Evaluate the situation and wait for further instructions

## II. All Clear

1. "All Clear" will be announced via the intercom system.

2. The Shelter in Place is NOT complete until the Two-tier All Clear announcement by:

a. Administrator or other Drill Staff, "This is (Admin's name), this was a Lockdown

Drill and the drill is complete.

b. "This is (Name), School Nurse, (or Security) this was a Lockdown Drill that is now over, the date is Month, Day, Year and the time is xx:xx PM.

## III. Level two of Shelter in Place in a more contained area.

- All exterior doors are to be secured and no one is permitted to enter the building.

- Windows are to be closed and blinds drawn.

- Staff and students will follow the fire drill protocol, and calmly proceed to the gymnasium or cafeteria to await further instructions.

- Students are to remain quiet and away from all doors and windows if feasible.

### 2.3 Fire Alarm Procedures

I. Each room has a designated evacuation route to follow. A security officer will be stationed on either end of the school to assist classes safely across streets while on route to the assembly point

II. When the fire alarm sounds:

1. Windows will be closed

2. Emergency Packets (Go Bags) will be with Teacher or Staff Member

3. Close the classroom or office door

4. Students will be kept quiet while exiting building in order to be aware of further communications and directions being provided

5. Be advised that attendance information may be requested at any time during the drill therefore Attendance/ Guidance Secretary should exit the building with daily attendance information

6. Main Office secretaries should assist visitors in exiting the building and bring the sign in

book

Safety & Security Manual 2022-2023 Page 17 of 47

7. All rooms including bathrooms will be checked prior to clearing and exiting the building
8. All non-teaching staff and support staff should exit the building as per the exit instructions
9. Security Officers are to keep all roadways CLEAR
10. Keep students under control at all times and visibly determine that all students are present and accounted for by viewing the teachers' placards. Show the GREEN placard to represent that all students are accounted for, a RED placard identifies a student is missing/unaccounted for.
11. School Director Administrator on site will make the announcement to return students/staff to the building

\* All unassigned staff must exit the building, clearing all roadways and assist in crowd control

#### 2.4 Bomb Threat Procedures

- I. Contact School Director and Security immediately. The School may evacuate based on the available information after the Director and Security confer with the local police department.
- II. Recipient of Bomb Threat by Phone Call
  1. Engage the caller in the conversation if at all possible. Extend the conversation by utilizing the delaying tactics or conversation and fill out the Bomb Threat Checklist (Appendix A)
  2. Make note of exact words, type of voice, sex of caller, or other identifying characteristics, background noises
  3. Report the call to the School Director or Security, who will also determine the appropriate course of action and call police
  4. Discontinue use of cell phones
- III. Recipient of Bomb Threat by E-Mail
  1. Save the email and print a hard copy
  2. Contact an administrator only
  3. An administrator will then make the appropriate judgment to evacuate or not after conferring



with local police

#### IV. Procedures for Administration

1. Gather all possible information and specifics of the threat
2. Initiate Shelter-in-Place
3. Activate search protocol using pre-identified staff/security for any suspicious packages including teachers within their classrooms
4. Liaise with local Police to determine if evacuation is necessary
5. Activate Communication plan to iLearn CEO and Security Director and advise parents of situation if necessary

#### V. Search Protocol-Visual Only

a. NOTE: Look for any objects that do not belong with the environment. A bomb can look like an ordinary object, i.e. knapsacks, briefcases or bag. Be aware of objects that do not belong or objects that are unclaimed such as an unattended backpack. If a suspicious looking object is found, DO NOT INSPECT, MOVE OR HANDLE THE OBJECT. IMMEDIATELY REPORT THE OBJECT DESCRIPTION AND LOCATION TO THE SCHOOL DIRECTOR AND SECURITY COORDINATOR.

b. Occasionally, Campus Personnel and Staff members may be asked to assist law enforcement with a search of the school. If a search is conducted, the below protocol shall be followed:

Safety & Security Manual 2022-2023 Page 18 of 47

c. The school building will be divided into sections and each section will be assigned to SEARCH TEAMS, the school director shall assign a TEAM LEADER for each search team who will be responsible for carrying out the search locations, and to ensure that multiple search personnel are used effectively.

d. Instructors/Teachers: Search your immediate classrooms.

e. Physical Education Teachers: Complete a search of the gym, locker rooms and hallways near these areas.

f. Cafeteria Personnel: Search kitchen, cafeteria and storage areas.

g. Custodial Personnel: Search custodial areas, storage rooms, stairwells, bathrooms, auditorium,

building perimeter including trash cans and equipment rooms.

h. Any rooms or locations that have been searched by the SEARCH TEAM, the TEAM LEADERS will put a plain sheet of paper on the exterior of the door or on the doorknob with a highly visible "X" marking that the rooms in question were searched and are clear.

#### VI. Bomb Threat Evacuation Procedure

- a. When a bomb evacuation is initiated by the School Director and Police, an in-person verbal notification that a bomb threat has been received and the bomb evacuation instruction will be given. No message will be given over the intercom or radios. No fire alarm will sound!
- b. Stop any and all classroom instruction, lessons, and activities.
- c. The precise evacuation route will be communicated after the area has been swept to ensure no devices are present. The staging area must also be searched prior to assembly.
- d. Have everyone in the room take their personal belongings with them. Teachers will take student lists and "GO BAGS" to account for ALL STUDENTS. UNDER NO CIRCUMSTANCES WILL STUDENTS USE ANY CELL PHONES OR ELECTRONIC DEVICES.
- e. Prepare your students to exit the building.
- f. TURN OFF your cell phone, and instruct students to TURN OFF their cell phones.
- g. OPEN your windows.
- h. Secure your emergency go bags.
- i. DO NOT touch any light switches (if the lights are off, leave them off).
- j. DO NOT attempt to turn off classroom computers or monitors (leave them alone)
- k. LEAVE YOUR DOOR OPEN, follow instructions as to which exit route to follow as the suspicious package may be along a primary evacuation route.
- l. Proceed to your designated evacuation site.
- m. Take attendance and encourage the students to remain quiet and maintain eye contact
- n. Use your red/green card to indicate your classroom attendance has been taken.
- o. Remain at least 300 feet away from the building until an "ALL CLEAR" announcement is given.  
In the event of an extended evacuation, police and administration may move staff/students to the alternative staging areas.
- p. Students will not be allowed to leave the campus unless instructed by School Director. All staff

members and teachers will be responsible for maintaining calm and reassuring students.

## 2.5 On Campus/Off Campus Evacuation Procedures

I. During evacuation drills and real scenarios, one officer is to be stationed on either end of the school to assist the classes safely across any street to the assembly point.

Safety & Security Manual 2022-2023 Page 19 of 47

II. At the conclusion of the drill, information will be recorded on designated forms. Point of contact for such information is the designated security officers for the school.

## 2.6 Gas Leaks/Hazardous Material Accidents Protocol

I. Gas leaks are identified by an unpleasant odor. If a gas leak is suspected, do the following:

1. Notify an administrator or security as soon as possible
2. Electrical switches, light switches, and electrical outlets will not be operated
3. The police and fire departments will be contacted by the administrator or security
4. The Maintenance Operations supervisor will be contacted by the administrator
5. If necessary, the building will be evacuated by advising staff via PA System to evacuate. Use established evacuation plan and open windows in immediate area to diffuse gas
6. iLearn office will be alerted
7. Do not reenter the building until officials say it is safe to do so

## II. Hazardous Material Accidents

1. Move away from spilled material
2. Contact School Director or Security
3. Police and Fire Departments will be contacted by School Director or Security
4. Evacuation may be ordered

## 2.7 Medical Emergency Response

### I. Medical Emergency

The School Director and Nurse shall:

1. Ensure an adequate number of personnel are trained in AED/CPR according to Janet's Law to respond to medical emergencies in and around the school building.



2. Assign CPR/AED trained personnel as the "Response Team".

3. Assign personnel as the "Relief Team".

4. Conduct a Medical Emergency Drill annually and as necessary to ensure appropriate response.

This drill can take the place of certain mandated security drills as long as state required security drills are also fulfilled, i.e., lock-down, evacuation, etc.

#### II. Immediate Action Plan (IAP)

1. Upon finding the person lying on the floor or other medical emergency, immediately call for help. Picking up any phone, dial the all page, announce "Medical Emergency in the Teacher's

lounge, (or other location), Shelter in Place". This will be repeated three times. Security will

immediately call 9-1-1.

2. Response team- Upon hearing the call for a medical emergency, the following shall respond to the location given:

a. Security; Nurse; All medically trained staff

3. Response team will be relieved by Relief team. (Team will be comprised of all ancillary staff assigned to cover the responding team's class.)

4. Response team will assess patient, and apply CPR/AED if necessary. The School Nurse will take charge of the scene and medical treatment until emergency responders arrive.

#### III. Determining response

Safety & Security Manual 2022-2023 Page 20 of 47

After calling for a medical emergency, the original reporting employee will respond back to the person having the emergency to provide information to responding emergency medical personnel. Director and Security (if not involved with medical intervention) will be at the Security desk to relay all info and direct all incoming emergency responders. Depending on the incident, members of the Response Team may be relieved to normal operations by the Director or Nurse.

#### IV. Debriefing

After drill, or any real emergency, all personnel involved will gather in order to discuss anything that could be improved upon, what went well, and if anyone might be in need of any after care, or counseling (traumatic response)

#### V. Drill

The Medical Emergency Response drill can be altered to involve any medical emergency or coupled with any other drill in order to make it more realistic. As always, a medical emergency