

Managing School Emergencies



LHUSD#1

Preparing for tomorrow . . . one student at a time.

In case of immediate danger call ...911

All other situations, notify the front office.

Draft 13-14

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Dear Staff:

The Lake Havasu Unified School District Managing School Emergencies Plan is a guide on how schools should deal with critical situations, both on and off campus. For more detailed information, please consult the Emergency Preparedness Plan and your campus administrators.

This flip chart is designed to be only a guide and does not address all situations or appropriate reactions. Common sense should always prevail in any emergency.

Every employee in the district has a responsibility to help maintain safe campuses where students feel secure. While planning for a crisis is one aspect of maintaining safe campuses, providing an environment where students feel secure and connected has proved to be the foundation of the safest schools in the nation. Please, as you review this guide, think about how you can help students feel connected to their campus and community.

This guide should be considered a working draft. As new information, strategies and procedures become available, we will update this document to provide all of our staff with the tools they need when addressing crisis situations.

LHUSD#1 works closely with community first responders to maintain a safe environment. It is recommended that staff maintain their ID and keys on them at all times for security. Please make sure that the windows in your classrooms are not covered for safety reasons.

Thank you for working to make our schools safe for all of our children.

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ASSAULT/FIGHTS

Principal or Incident Command Designee:

Teacher:

1. Ensure the safety of students and staff first.
2. Call 911 if necessary.
3. Notify school Health Office or site CPR/First Aid certified staff of medical emergencies.
4. Assemble the Site Crisis Team Members.
5. Seal off the area where the assault took place.
6. Defuse the situation if possible.
7. Incident Commander will notify police if a weapon was used, if the victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks, genitalia of another person in a sexual manner without consent. (This includes touching of those areas covered by clothing.)
8. Notify Superintendent, Emergency Response Coordinator, and parents of the students involved in the attack.
9. Document all activities. Ask victim(s), witness(es) for their account of the incident.
10. Assess counseling needs of victim(s), or witness(es). Implement post-crisis procedures.

1. Ensure the safety of students and staff first.
2. Notify school Health Office of medical emergencies.
3. Notify Principal/Designee. Call 911 if necessary.
4. Seal off area where the assault took place.
5. Defuse situation, if possible.
6. Document all activities.

CIVIL DISTURBANCE

Principal or Incident Commander Designee:

Teacher:

1. Call 911.
2. Notify Superintendent and Emergency Response Coordinator.
3. Determine threat of safety to students/staff and initiate Lockdown if necessary.
4. Refer to Emergency Preparedness Plan for Lockdown procedures.

1. Notify Principal/Designee.
2. Refer to Emergency Preparedness Plan for Lockdown procedures.

Assault/Fights/Civil Disturbances

BOMB THREAT

Principal/Incident Command Designee:

Teacher:

1. Call 911 law enforcement agency, Superintendent, and Emergency Response Coordinator
2. Activate members of the Site Emergency Management Team and implement plan; designate command center
3. Determine if other school staff should be alerted; if so use a calm voice to give school-wide announcement: **"A bomb Threat has been received. Please turn off all cell phones and radios and evacuate the building."**
4. Ensure that the use of two way radios and cell phones are discontinued throughout the campus.
5. Determine whether to evacuate and search, or search and assess if evacuation is warranted.
6. If evacuation is ordered, decide if alternative route is to be used.
7. Initiate search procedures.
8. Designate personnel to scout evacuation routes and sites and determine perimeter barrier placement in the event a suspicious object is located, take the following steps:
9. Notify local law enforcement agency or appropriate agency if not already present; have blueprints of building available for review.
10. If not previously ordered, evacuate according to standard fire drill procedure.
11. Leave the immediate environment as it is.
12. Secure the area.
13. Avoid altering any electrical items or systems (**DO NOT** turn on or off lights, **DO NOT** change thermostat, etc.)
14. **DO NOT TOUCH** or disturb the suspicious objects.
15. Evacuate personnel at least 1000 feet from the building; during inclement weather and a possible prolonged search, move students to an Alternate Building Location after determining or modifying evacuation plan based on location of suspicious object.
16. Follow standard student accounting and reporting protocols.
17. Issue an **"all clear"** by incident commander, return to class or issue evacuation as directed by first responders and follow procedures off campus.

1. Staff : Upon receiving notice that an Emergency Preparedness Bomb Threat Drill has been ordered, announce the following to students:
"Students, a bomb threat has just been received. If you have a cell phone on you, I need it. I will not turn your name in to administration but I must take it. Turn it off and then give it to me. I will carry them with me and will return them to you later today."
2. Pick up cell phones. Be sure they are turned off. Carry them with you to evacuation point.
3. Make sure your own cell phone is turned off. Turn off 2-way radios.
4. Look around the room to see if anything doesn't belong or seems suspicious. Report anything suspicious immediately to administration or law authority. **DO NOT TOUCH** or disturb any suspicious objects.
5. Have students gather up backpacks and personal belongings. Leave the immediate environment as it is. **DO NOT LOCK YOUR DOOR. LEAVE DOORS OPEN AND LIGHTS ON.**
6. Avoid altering any electrical items or systems (**DO NOT** turn on or off lights, **DO NOT** change thermostat, etc.)
7. Unless directed otherwise, evacuate students to the field and sit in the bleachers with your department according to the evacuation map.
8. Look for suspicious backpacks, etc. on your route as you evacuate from your room. If going to the field is not feasible, evacuate at least 1000 feet from the building; during inclement weather and a possible prolonged search, administration may move students to an alternate building location after modifying evacuation plan based on location of suspicious object
9. Follow standard student accounting and reporting protocols. It is imperative that we account for all students/staff.
11. After an **"all clear"** by incident commander, return to class or follow evacuation procedures to offsite location as directed.

Bomb Threat

Person receiving a message that a bomb has been planted in school:

1. Use Intake Form- Bomb Threat
2. Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
3. Listen closely to caller's voice and speech patterns and to noises in background.
4. After hanging up the phone, immediately dial 57 to trace call. Note number and name.
5. Notify Incident Commander or designee.
6. Incident Commander will call 911 and report incident to police.
7. Upon receiving a bomb threat, the Incident Commander or Principal will determine whether to evacuate and search, or search and assess if evacuation is warranted

BUS ACCIDENT

Principal or Incident Command Designee:

Bus Driver:

1. Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
2. Assess counseling needs of victim(s) or witness (es). Implement post-crisis procedures.
3. Incident Commander notifies Superintendent, Emergency Response Coordinator and parents of students involved.
4. Identify location(s) where injured are taken.
5. Obtain signed Parent Releases if students are released directly to parents.

1. Ensure the safety of students and staff first.
2. Call 911, if necessary
3. Notify the District Transportation Office.
4. Notify Principal. Incident Commander assembles Crisis Team Members.

Bus Accident

CHEMICAL SPILL/ HAZARDOUS MATERIALS

Incident Occurred in School

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none">1. Principal/designee calls 911, if necessary2. Principal/designee contacts Superintendent's Office Determine location of spill. Seal off area of leak/spill3. Take charge of area until fire personnel contains incident.4. Determine need to shelter or evacuate building; if you evacuate, follow these steps: Verify that building is evacuated; ensuring students and staff are upwind from spill.5. Principal/designee notifies District Facility Maintenance Department6. Notify parents if students are evacuated7. Resume normal operations after consulting with fire officials	<ol style="list-style-type: none">1. Notify Principal/designee2. Determine location of spill. Seal off area of leak/spill.3. Teachers take attendance, report any missing students to Principal/designee4. Follow Shelter or Evacuation Procedures if instructed by Incident Command
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Incident Occurred Near School Property

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none">1. Principal/designee calls 911, if necessary2. Principal/designee contacts Superintendent's Office and3. Emergency Response Coordinator.4. Determine location of spill. Seal off area of leak/spill5. Take charge of area until fire personnel contains incident.6. Determine need to shelter or evacuate building; if you evacuate, follow these steps: Verify that building is evacuated; ensuring students and staff is upwind from spill.7. Principal/designee notifies district Facility Maintenance Department8. Notify parents if students are evacuated9. Resume normal operations after consulting with fire officials	<ol style="list-style-type: none">1. Notify Principal/designee2. Determine location of spill. Seal off area of leak/spill.3. Teachers take attendance, report any missing students to Principal/designee4. Follow Shelter or Evacuation Procedures if instructed by Incident Command
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Chemical Spill / Hazardous Materials

Evacuation

<ol style="list-style-type: none"> 1. Initiate evacuation procedures. 2. Determine if students and staff should be evacuated outside of building or to alternative relocation center. 3. Contacts Transportation Coordinator and inform them that the evacuation is taking place. 4. Notify relocation center. 5. Notify Superintendent and Emergency Response Coordinator. 6. Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous. 7. Close all windows. 8. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system. 9. Address the needs of disabled students and staff and non-English speakers. 11. Use buddy system and guidelines provided in Appendix 12. Lock doors. 	<ol style="list-style-type: none"> 1. Direct students to follow normal evacuation drill procedures unless principal alters route. 2. Take classroom roster and emergency kit. 3. Close classroom doors and turn out lights. 4. When outside building, account for all students. Inform principal or Incident Commander immediately of missing student(s). 5. If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center. <p><i>*In any kind of emergency we need to remember that there are almost always students or visitors in our buildings. We need to remember to check common areas and bathrooms.</i></p>
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Relocation Centers

List Primary and Secondary Student Relocation Centers:

Primary Relocation Center	Secondary Relocation Center
Address	Address
Telephone Number	Telephone Number

My Specific Building Assignments are:

Evacuation and Specific Building Assignments

FIRE

Principal or Incident Command Designee:

Teachers:

In the event a fire or smoke from a fire has been detected: <ol style="list-style-type: none">1. Activate fire alarm.2. Call 911.3. Evacuate students and staff to a safe distance outside of building.4. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.5. Assure the buildings are completely evacuated. Report any unaccounted staff and students to Fire Department.6. Notify Superintendent and Emergency Response Coordinator.7. After consulting with Superintendent, Incident Commander may move students to off campus relocation if weather is inclement or building is damaged8. No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.9. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.10. Notify parents of the situation	In the event a fire or smoke from a fire has been detected: <ol style="list-style-type: none">1. Activate fire alarm.2. Notify Principal /Designee.3. Take class roster and evacuate building following normal fire drill route. Follow alternate route if normal route is too dangerous.4. Take attendance, reporting any missing students to Principal/Designee.5. Follow evacuation procedures to off-campus site, if necessary.6. Resume normal operations after Incident Commander issues all clear.
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GAS LEAK

Principal or Incident Command Designee:

Teachers:

If gas odor has been detected in the building: <ol style="list-style-type: none">1. Evacuate students and staff to a safe distance outside of the building.2. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.3. Incident Commander calls 911 and notifies Superintendent and Emergency Response Coordinator.4. After consulting with Superintendent, Incident Commander may move students to primary/alternate location site if weather is inclement or building is damaged.5. No one may re-enter building (s) until fire or police personnel declare entire building (s) safe.6. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.7. Notify parents of the situation	If gas odor has been detected in the building: <ol style="list-style-type: none">1. Notify Principal/Designee.2. Take class roster and evacuate students to a safe distance outside of the building.3. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.4. Take roll after being evacuated and report any missing or unaccounted students/staff to principal/designee.5. Evacuate to offsite location if ordered by Incident Commander.6. Resume normal operations once principal has issued all clear.
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If gas odor has been detected outside of the building: <ol style="list-style-type: none">1. Call 9112. Notify Superintendent and Emergency Response Coordinator.3. Incident Commander determines whether to shelter in place or evacuate. Fire personnel will assist with that decision.4. After consulting with Superintendent, Incident Commander may move students to primary/alternate location site if weather is inclement or building is damaged.5. No one may re-enter building (s) until after fire or police personnel declare the entire build (s) safe.6. Incident Commander notifies students and staff of termination of emergency.7. Resume normal operations.8. Notify parents of the situation	If gas odor has been detected outside of the building: <ol style="list-style-type: none">1. Follow Shelter in Place or Evacuation procedures.2. Take roll and report and missing or unaccounted students or staff to the Principal/designee.3. Resume normal operations once the principal has issued an all clear.
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Fire/Gas Leak

INTRUDER / DANGEROUS PERSON ON CAMPUS/ HOSTAGE

Principal/Incident Command Designee:

Teacher:

<p>Intruder- An unauthorized person who enters school property:</p> <ol style="list-style-type: none"> 1. Call 911 if intruder refuses to leave 2. Incident Commander notifies Superintendent and Emergency response Coordinator 3. Issue Lockdown procedures if situation warrants (See Lockdown Procedures) 4. Incident Commander notifies students and staff of termination of emergency and announces "All Clear". 5. Resume normal operations. <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p>Dangerous Person on Campus:</p> <ol style="list-style-type: none"> 1. Call 911 if person has a weapon or is posing immediate danger (threatening or hurting another individual) 2. Initiate Lockdown (see Lockdown Procedures section). 3. Contact Superintendent and Emergency Response Coordinator. 4. Once Building has been cleared of threat, Incident Commander notifies students and staff of termination of emergency and announces "<i>All clear</i>". Resume normal operations 5. Notify parents 	<p>Intruder- An unauthorized person who enters school property:</p> <ol style="list-style-type: none"> 1. Notify Incident Commander. 2. Ask another staff person to accompany you before approaching guest/ intruder. 3. Politely greet guest/intruder and identify yourself. 4. Ask guest/intruder the purpose of his/her visit. 5. Inform guest/intruder that all visitors must register at the main office. Escort to the main office. 6. If intruder's purpose is not legitimate, ask him/her to leave. 7. Accompany intruder to exit. 8. If intruder refuses to leave: 9. Warn intruder of consequences for staying on school property. 10. Notify security or police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible) 11. Walk away from intruder if he/she indicates a potential for violence. 12. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc). 13. Maintain visual contact with intruder from a safe distance.. 14. Follow Lockdown Procedures if Issued by Incident Commander. 15. Resume normal operations after Incident Commander issued all clear. <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p>Dangerous Person on Campus:</p> <ol style="list-style-type: none"> 1. Call 911 if person has a weapon or is posing immediate danger (threatening or hurting another individual) 2. Notify Incident Commander. 3. Note the description of the Dangerous Person, direction of travel, and what makes them seem dangerous. 4. Follow Lockdown Procedures if issued by Incident Commander 5. Resume normal operations after Incident Commander Issues
<p>Intruder/Hostage:</p> <ol style="list-style-type: none"> 1. Incident Commander ensures 911 has been called and notifies Superintendent and Emergency Response Coordinator 2. Consider lockdown or evacuation 3. Seal off area near hostage scene 4. Give control of scene to police and hostage negotiation team. 5. Keep detailed notes of events. 6. Notify parents <li style="padding-left: 20px;">If taken hostage: 7. Follow instructions of hostage taker. 8. Try not to panic. Calm students if they are present. 9. Treat the hostage taker as normally as possible. 10. Be respectful to hostage taker. 11. Ask permission to speak and do not argue or make suggestions. 	<p>Intruder/Hostage:</p> <ol style="list-style-type: none"> 1. If hostage taker is unaware of your presence, do not intervene. 2. Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. 3. Seal off area near hostage scene. 4. Notify Incident Commander. <li style="padding-left: 20px;">If taken hostage: 5. Follow instructions of hostage taker. 6. Try not to panic. Calm students if they are present. 7. Treat the hostage taker as normally as possible. 8. Be respectful to hostage taker. 9. Ask permission to speak and do not argue or make suggestions.

INTRUDER / DANGEROUS PERSON ON CAMPUS/HOSTAGE

LOCKDOWN/REVERSE LOCKDOWN/SHELTER IN PLACE CODE WORDS SHALL NOT BE USED!

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Call 911 2. Issue lockdown order by announcing a warning over PA system: "WE ARE IN A HARD LOCKDOWN." 3. Notify Superintendent and Emergency Response Coordinator. 4. Direct all students, staff and visitors into classrooms or secure rooms. 5. Ensure all doors and windows are locked. 6. Move all persons away from windows and doors. 7. Have all persons get down on the floor. 8. Notify students and staff of termination of emergency by issuing PA announcement: 9. "THANK YOU. WE ARE NO LONGER IN A HARD LOCKDOWN." Repeat message. 10. Consult with Superintendent and Crisis Response Coordinator to determine what notification to send home parents. 	<ol style="list-style-type: none"> 1. If the danger is in your room call 911 and notify office immediately. 2. Direct all students, staff and visitors into classrooms or secure rooms. 3. Ensure all classroom doors and windows are locked. 4. Announce to students: "I need to take your cell phones. I will not report you to administration. Turn them off and hand them to me. If I find that you have a cell phone and did not hand it to me, it will be considered insubordination." 5. Remove all persons away from windows and doors. 6. Have all persons get down on the floor. 7. Allow no one outside of classrooms and do not allow anyone in until the Incident Commander gives the all-clear signal. 8. Take Attendance and report any missing or unaccounted staff/ students using email. 9. Allow no one outside of classrooms until the Incident Commander gives the all-clear signal. 10. Resume normal routine after Incident commander has announced Lockdown is no longer in place.
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REVERSE EVACUATION / SHELTER IN PLACE

Reverse Evacuation/Shelter-In-Place provides refuge for students, staff, and public within School buildings during an emergency. Shelters are located in areas that maximize the Safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into Lockdown/Shelter-In- Place once inside.

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Identify safe areas in each school building. 2. Instruct students and staff to assemble in safe areas. Bring all persons inside building(s). 3. Close all exterior doors and windows. 4. Turn off any ventilation leading outdoors. 5. Cover up food not in containers or put it in the refrigerator. 6. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues. 7. Office personnel must contact each teacher/classroom for a headcount. 8. All persons must remain in safe areas until notified by emergency responders. 9. Issue all clear to staff. 	<ol style="list-style-type: none"> 1. Bring all persons inside building (s) and assemble in safe areas. 2. Close all exterior doors and windows. 3. Take class roster and take attendance once located 4. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues. 5. All persons must remain in safe areas until notified by Incident Commander or Emergency Responders.
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Lockdown/Reverse Lockdown/Shelter in Place

Medical Emergency

Principal/ Incident Commander:

1. Call 911 if needed.
2. Notify Parents, superintendent, and Emergency Response Coordinator if first responders are called.
3. Assess situation and provide support for classroom teacher including relocating classroom if needed.
4. Assess counseling needs of victim(s), or witness(es). Implement post-crisis procedures
5. Notify parents as appropriate.

Teacher:

1. In case of a medical emergency in your class room call the front office, ext. _____
2. Be prepared to provide the following information:
Who you are.
Where you are.
Name and grade of the student needing help.
A brief explanation of what is going on.

The office will notify the nurse and, if necessary, make the 911 call.

Dealing with Asthma, Diabetes and Epilepsy/Seizures in School

Asthma

- Avoid drawing extra attention to the student.
- Stay calm and reassure the student.
- If the student carries an inhaler, allow the student to use it.
- Don't leave the student unattended to get medication. **Never send the student to get help alone.**

Call for emergency help if:

- The student can't talk.
- The inhaler doesn't provide relief.
- The student's lips or fingernails look gray or blue.

Diabetes

- When a diabetic student says he feels low (shaky, hungry, headache, dizzy, etc...) send him or her to the health office. **Never send the student alone.**
- Refer to the students' individual plan. You will have been notified if there is a plan.

Call for emergency help if:

- If the student is drowsy or confused, or loses consciousness.

Seizures/Epilepsy

If you observe a student having a seizure:

- Stay calm.
- Tell others to not crowd around and explain that it will be over shortly.
- Approach the student gently so you don't frighten him or her.
- Protect the student from hitting hard or sharp objects.
- Put something soft under the student's head if possible.
- Do not move the student unless he or she is in danger.
- Do not place anything in the student's mouth.
- Allow the seizure to take its course, but observe how long it lasts.
- Don't leave the student alone until he or she is fully recovered.
- If the student loses bladder or bowel control, try to protect him or her from embarrassment.
- Call the office for assistance, using the medical emergency procedure.

. Call for emergency help if:

- The seizure lasts more than five minutes.
- The student is pregnant.
- The seizure follows a head injury.
- The student has no previous history of seizures.

Medical Emergency

POWER / WATER OUTAGE

Principal or Incident Command Designee:

1. Go in to soft lockdown mode until nature of emergency can be determined.
2. Contact District Maintenance Supervisor.
Try backup generator if available.
3. Activate Site Crisis Team
4. Principal/designee calls Power/ Water Company.
5. Notify Superintendent and Emergency Response Coordinator.
6. If and when appropriate, call on PA or bullhorn for all students to return to class if they are out of class.
7. Make sure no one is trapped in elevator if applicable to campus.
8. Attend to the needs of disabled and non-English speaking students / adults and medically fragile.
9. Turn off lights, electrical equipment, and appliances to prevent damage when the power returns.
10. Prepare for emergency dismissal as situation warrants as instructed by Superintendent.
11. Alert Transportation Department if school is cancelled or released early or if students are to be transported to alternate site

Power Failure in a Laboratory – Located on Back

Teacher:

Classroom or Office:

1. Notify Principal/Designee
2. Blackout – Loss of Power: go into soft lockdown mode immediately and until further notice. *In a blackout the intercom and computers will be inaccessible.
3. Attend to the needs of disabled and non-English speaking students / adults.
4. Be aware of medical needs of students who might be sensitive to heat.
5. If walkie talkies are available, locate them and turn to designated school channel. Have your personal cell phone available and be alert for staff runners who will be communicating status of emergency.
6. Turn off lights, electrical equipment, and appliances to prevent damage when the power returns.

AFTER IT IS DETERMINED THAT A BLACK OUT IS DUE TO SOMETHING NON-THREATENING CHANGE TO THE FOLLOWING:

7. Stay put
8. Remain in rooms if light is adequate and continue with as normal a routine as possible. Limit activity if warm.
9. If in your own classroom – open door(s) to allow for any available light to enter.
 - PE activity should cease and gather class together.
 - If in hallways – stop – assess if adequate light to proceed. If not – stay put – someone will be there shortly with flashlights.
 - Staff will be sent to check all bathrooms and use flashlights to get kids out
 - Stay put and all rooms will be checked shortly
10. Remove to alternate designated site if directed by principal or incident commander
11. Remain alert for announcements by runners
12. Have class roster and parent emergency contact available.
13. What we do next depends on what time of day it is and how long problem persists. In some cases, we would use cell phones to have students picked up or evacuate to another site.

Power / Water Outage

POWER / WATER OUTAGE

Power Failure in a Laboratory:

1. Stop all activities immediately.
2. Extinguish all controlled flames, and turn off the gas and water.
3. Secure and stabilize experiments that involve hazardous materials.
4. When fume hoods stop operating, stop experiments that are emitting hazardous vapors, cap all chemical containers that are safe to cap, and close the fume hoods.
5. Turn off or disconnect all the other equipment safely.
6. Check equipment running on emergency power to ensure its working properly.
7. Don't connect additional items to the power outlets.
8. Check refrigerated items and transfer anything vulnerable or critical to areas served by emergency power.
9. Check with your supervisor to see if you need to follow special procedures based on your activities.
10. Directly notify the person in authority for your building: don't simply leave a message.
11. If it is safe to do so, stay in the lab for 10 minutes before calmly evacuating.
12. Follow the instructions provided by incident commander.

When power returns:

1. Reset and restart the equipment
2. Confirm the fume hoods and refrigerators are operating. A manual startup may be required by FSP.

Power / Water Outage

RESPONSE TO ANY EMERGENCY

<ol style="list-style-type: none"> 1. Remain Calm. 2. Notify Principal/Incident Command Designee who will put crisis plan into action. 3. Principal/Incident Command Designee will call 911. 4. Principal/Incident Command Designee will contact: <ol style="list-style-type: none"> A. Superintendent's Office: 505-6925 B. District Emergency Response Coordinator 505-6938 5. Gather facts while maintaining confidentiality as appropriate. 6. Principal/Designee notifies the families/siblings of the people involved. 	<ol style="list-style-type: none"> 7. Preserve evidence: Keep detailed notes of incident. 8. Take charge of area until incident is contained or relieved by emergency personnel. 9. Assemble the Crisis Team and plan procedures to follow. 10. Do not speak with the media unless authorized. Refer media to District Public Information Officer. 11. Send information letters home to parents if directed to do so by Superintendent's Office or Public Information Officer.
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Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Verify information and identify command post. Call 911. 2. Seal off high-risk area. 3. Convene Crisis Team and implement crisis procedures. 4. Contact Superintendent's Office at 505-6925 5. Notify students and staff (depending on emergency; students may be notified by teachers). 6. Evacuate students and staff if necessary. 7. Refer media to district spokesperson (or designee). 8. Notify community agencies (if necessary). Implement post-crisis procedures. 9. Keep detailed notes of crisis event 	<ol style="list-style-type: none"> 1. Verify information. 2. Ensure classroom doors and windows are locked, unless evacuation orders are issued. 3. Warn students, if advised. 4. Account for all students. 5. Stay with students during an evacuation. Take class roster. 6. Refer media to District Public Information Officer. 7. Keep detailed notes of crisis event
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7.

*When necessary, teachers have the authority for the safety of students without waiting for directions from the principal or designee. **Common sense should always prevail!** After consulting this page, flip to the page for the appropriate crisis.*

Response To Any Emergency Introduction

Soft Lockdown

Soft lockdown may be used by administration to ensure the safety and well-being of all students and staff. It will be issued in response to a possible threat or danger that may be perceived outside the school. Safety precautions are put in place, but the education process is encouraged to continue without disruption or minimal disruption.

Reasons for a softlockdown might include:

- 1. Neighborhood disturbance*
- 2. Killer Bees*
- 3. Police or Courthouse warning regarding parent/ family dispute*

Principal or Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Principal/designee announces over intercom: “Teachers, we are in a soft lockdown.” 2. Activate Site Crisis Team: Members of Crisis Response Team to check that all doors and windows are locked, sweep hallways and bathrooms, common areas 3. Call Superintendent and Emergency Response Coordinator to inform of soft lockdown. 4. May need to wait on bus services or mail delivery 5. Confirm, cancel, or move forward to lockdown. 	<ol style="list-style-type: none"> 1. Ensure classroom doors and windows are locked and continue teaching remaining alert for possible Lockdown.. Allow students/staff to enter room as needed. 2. Sweep classroom for anything suspicious, take attendance and report any students/ staff unaccounted. 3. Make preparations in event Lock/down is called or evacuation. 4. Have class roster, Cell phones & keys ready to lock down, exit building or return to regular procedures. 5. If school walkie talkies are available for staff, get them and turn to your school channel as instructed. 6. Wait for further instructions via walkie talkie, Novell, cell phone, or intercom. 7. Resume regular routine once principal or incident commander announces Soft lock down is over and to resume as normal.
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Soft Lockdown

Student / Unrest

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Principal/designee calls 911 2. Ensure the safety of students and staff. 3. Activate Site Crisis Team if necessary 4. Principal/designee contacts Superintendent's Office and Emergency Response Coordinator. 5. Contain unrest. Seal off area of disturbance. 6. Warn staff. Issue Lockdown if necessary (see Lockdown procedures section.) 7. Shut off bells if necessary. 8. Move students involved in disturbance to an isolated area. 9. Meet with student representatives to address issues. 10. Document incidents take detailed notes. 	<ol style="list-style-type: none"> 1. Notify Principal/incident commander. 2. Ensure classroom doors and windows are locked. 3. Keep students calm. 4. Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander. 5. Make a list of students that are absent from classroom. 6. Document all incidents.
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MISSING STUDENT FROM CAMPUS

Principal/Incident Command Designee:

Teacher:

<ol style="list-style-type: none"> 1. Principal/designee check restrooms and special areas to make sure the student is not on campus. 2. Check sign-out sheets, and then do an all-call. 3. Check school records to determine who has legal custody of the missing student. 4. Principal/designee notifies parents. 5. Activate Site Crisis Team. 6. Principal/designee calls the local law enforcement, if necessary (not 911, use non-emergency telephone number) 7. When student is determined to be missing, get the following information, if possible, and provide to police and parents/guardians: <ol style="list-style-type: none"> a. When and where the student was last seen; what the student was wearing; who the student was with. b. The names of any other people who might be able to provide significant information (i.e., bus drivers, babysitters and neighbors). c. The names of the student's close friends and whether those friends are at school. d. The student's route and means of transportation to and from school. e. Any people or vehicles around school that's suspicious. 8. Contact Superintendent and Emergency Response Coordinator. 	<ol style="list-style-type: none"> 1. Notify Principal/designee. 2. If student is determined to be missing provide the following information to principal: 3. <ol style="list-style-type: none"> a. When and where the student was last seen; what the student was wearing; who the student was with. b. The names of any other people who might be able to provide significant information (i.e., bus drivers, babysitters and neighbors) c. The names of the student's close friends and whether those friends are at school. d. The student's route and means of transportation to and from school. e. Any people or vehicles around school that are suspicious.
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Student Unrest/Missing Student

WEATHER ALERT/AIR QUALITY/ BUILDING DESTRUCTION

Principal or Incident Command Designee:

Teacher:

<p>Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school</p> <ol style="list-style-type: none"> 1. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel). 2. Notify staff of any weather advisors, and bring students and staff inside building. 3. Close windows and blinds. 4. Shut off gas if needed. 5. Move students and staff to safe areas as needed. 6. Remind teachers to take class rosters. 7. Ensure that students are in “drop, cover and hold” positions. 8. Account for all students. 9. Monitor at risk students and staff and remain in safe area until warning expires or until emergency personnel have issued an all-clear signal. 	<p>Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school</p> <ol style="list-style-type: none"> 1. Notify Principal/Incident Command Designee. 2. Bring students and staff inside of building. 3. Close windows and blinds. 4. Review severe weather drills with students and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms. 5. Review “Drop, Cover and Hold” procedures with students. 6. Relocate to safe places as instructed. 7. Take attendance and report any missing students. 8. Monitor at risk students and staff.
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Air Quality / Heat Advisory Warning

<p>Air Quality / Heat Advisory Warning</p> <ol style="list-style-type: none"> 1. Notify staff of any advisors. 2. Take appropriate actions: <ol style="list-style-type: none"> a. Limit amount of exposure to direct sun and heat. b. Monitor at risk students. c. Provide alternative activities if necessary. 	<p>Air Quality / Heat Advisory Warning</p> <ol style="list-style-type: none"> 1. Notify Principal/Designee 2. Take appropriate actions: <ol style="list-style-type: none"> a. Limit amount of exposure to direct sun and heat. b. Monitor at risk students. c. Provide alternative activities if necessary.
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Building Destruction

Principal/Incident Command Designee:

Teacher:

<p>Building Destruction</p> <ol style="list-style-type: none"> 1. Principal/designee calls 911. 2. Activate Site Crisis Team 3. Principal/designee contacts Superintendent's Office and Emergency Response Coordinator. 4. Principal/designee notifies district Maintenance Supervisor 5. In case of explosions or severe weather, have students crawl under desks, close eyes, and cover heads with arms, coats or books. Evacuate only after explosions and debris has stopped, and then secure building. 6. In case of weather threat, assigned staff will listen to radio and monitor approaching systems. 	<p>Building Destruction</p> <ol style="list-style-type: none"> 1. Notify Principal/designee and follow evacuation procedures as advised. 2. Keep students calm. 3. Take Attendance and report any missing or unaccounted staff.
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EMERGENCY TELEPHONE DIRECTORY

EMERGENCY: DIAL 911

LHUSD District Office	505-6900	
Superintendent's Office	505-6925	
Maintenance Supervisor	505-6918	Alternate 505-6919
		Cell 208-6457
Transportation Supervisor	855-8279	
Cell	486-7584	
Lake Havasu Fire Department Dispatch (Non-Emergency)	855-4111	
Lake Havasu Fire Department Chief on Duty	855-1141	
Lake Havasu Police Department (Non-Emergency)	855-4111	
Lake Havasu Police Department	855-1171	
Mohave County Sheriff's LHC Substation Office	764-7373	
Mohave County Sheriff's Administration Office	(928)753-0753	Kingman
Blue River Fire and Security (Dave Weimer)	(800)877-3624	
Mohave County Health Department	(928)753-0743	

COMMUNITY SUPPORT SERVICES /UTILITIES

Animal Control	855-7479	
Poison Control	(800)222-1222	
Child Protective Services	680-6001	
Adult Protective Services	680-6002	
Mohave Mental Health	855-3432	
Interagency	453-5800	
Unisource Gas and Electric	453-0595	855-2138
Lake Havasu City Water/Sewer Department	855-2618	
Lake Havasu City Water Department (Emergency leaks after 5 PM)	855-4111	
Lake Havasu City Street Maintenance	855-3377	
Lake Havasu City Parks and Recreation	453-8686	
Havasu Area Transit	453-7600	
Havasu Regional Hospital	855-8185	
Frontier Telephone	(928)921-8101	
Aramark Food Services	854-5411	

MEDIA CONTACTS / RADIO/TV STATIONS/NEWSPAPER /WEBSITE

KBBC 96.7 FM--KZUL 104.5 FM	855-1051
Fax	855-7996
KJ 93 FM	855-9336
Fax	855-9333
KNLB -91 FM	855-9110
Fax	453-2588
KVEZ FM	855-9000
TV 25	453-8825
TV 45	453-8888
Fax	453-8845
Today's News Herald	453-4237
Fax	855-2637
LHUSD Website- Gary Pankow (Work)	505-6944