

EMERGENCY RESPONSE MANUAL

2018 – 2019

GEORGE T. EGLING MIDDLE SCHOOL



FIRE ALARM (SCHEDULED or UNSCHEDULED)

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: EVACUATE (WAIT FOR SIGNAL FROM OFFICE)

ADMIN/DESIGNEE

- initial signal
- call 911
- supervise evacuation
- handle any follow-up emergency needs
- signals all clear

TEACHER

- bring roll book and keys
- do not lock doors, post all clear sign on door
- lead students to designated area
- take attendance
- runner notifies admin. assist. at middle goal post of unaccounted students

OFFICE STAFF

- admin. assist.
- records attendance
- brings:**
- emergency cards
- crisis resp. box
- office two-way radios
- other office staff assists

CUSTODIANS

- report to admin. for further direction

OTHER CLASSIFIED

- report other to admin. for further directions

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: EVACUATE (WAIT FROM SIGNAL FROM OFFICE)

The signal for a fire drill will consist of a series of **short horns** lasting for several minutes and continuing until system is shut off. Fire drills will be conducted monthly.

Exit Routines:

Please follow the exit routes shown on the attached map of the campus. (Make sure map is posted by exit door).

Procedure:

- A. All pupils shall stop work immediately and prepare to evacuate the room.
- B. All pupils should not take any wraps, books, flags or personal belongings with them during fire drill.
- C. All school personal and visitors must leave the building, regardless of their activities.
- D. There shall be no talking during the drill.
- E. There shall be no running or pushing allowed during the drill, but move quickly.

During Lunch: Teachers go to football field with roll books to assemble their class (7th-8th Homeroom). All students are led to the football field to meet with their teachers.

Passing Period and Recess: During 7th-8th passing period and recess students assemble on the football field to meet with Homeroom teachers.

FIRE ALARM (SCHEDULED OR UNSCHEDULED)

EARTHQUAKE

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: SHELTER - EVACUATE

ADMIN/DESIGNEE

- initial signal
- call 911
- supervise evacuation
- handle any follow-up
- emergency needs
- signals all clear
- office Nextel

TEACHER

- bring roll books and keys
- do not lock doors; post all
- clear sign on door
- lead students to designated area
- take attendance
- runner notifies admin. assist. at
- goal post of unaccounted students

OFFICE STAFF

- admin. assist
- records attendance
- brings:**
 - emergency cards
 - crisis resp. box
 - office Nextel
 - other office staff assists.

CUSTODIANS

- report to admin. for further direction

OTHER CLASSIFIED

- report to admin. for further directions

EARTHQUAKE PROCEDURES

STANDARD RESPONSE PROTOCOL (SRP)



INITIAL SHOCK: SHELTER

Order students to drop, hold, and cover at the first sign of a quake. Do not wait for a bell.

EVACUATE:

- A. After the initial shock, evacuate the building according to Fire Drill Procedure.
- B. There will be no bell.
- C. If an after shock should occur during the evacuation process, order students to drop and cover.
- D. Teachers make sure to take roll and keys.
- E. Head Custodian turns off power and gas.

Take your class directly to the assembly area, using the safest path available. Avoid overhangs, power lines, and anything that may fall on your students during transit.

ASSEMBLY FIELD:

Assemble your class as a unit (refer to the map). Do not release any students. Take roll immediately. Send a list of any missing or injured students to the Goal Posts; include possible locations of missing or injured students.

ASSEMBLY:

If an earthquake should occur during an assembly, order your students to drop and cover. After the initial shock, escort students outside using the nearest functional exit. Direct them to assemble on the field. Remind students not to leave school. All teachers should proceed to their assigned locations. Follow steps under "Assembly Field" and "Release of Students."

LUNCH:

If an earthquake should occur during lunch, the duty teachers must order the students to duck and cover. The duty teachers must instruct the student body to report to their teachers (4-6) or Homeroom (7-8) on the assembly field (Football Field). All teachers must report to the assembly field. All teachers must report to the assembly field and follow steps under "Assembly Field" and "Release of Students."

PASSING PERIOD:

If an earthquake should occur during a passing period, students and faculty should duck and cover. After the initial shock, students and faculty must proceed to the assembly field. Students must locate and report to their teacher (4-6) or Homeroom.

RELEASE OF STUDENTS:

Students will be released to parents at student check-out area.

DROP DRILL:

Each teacher is responsible for the safety of their students. Drop drills should be conducted in each class. Instruct the students to duck under their desk, assume a position on their knees using one arm and hand to protect the neck/spinal area and the other arm and hand to secure the desk's position.

*Roll books should be taken to the assembly.

EARTHQUAKE PROCEDURES

CHEMICAL SPILL

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: LOCKDOWN OR EVACUATE

ADMIN/DESIGNEE

- Determines course of action and notifies teachers
- call emergency services for direction

TEACHER

- keep student inside
- close doors/windows
- continue class activities
- wait for all clear sound

OFFICE STAFF

- shut doors/windows
- check with admin. for phone statement

CUSTODIANS

- shut off power as directed by admin.
- report to admin. for further direction

OTHER CLASSIFIED

- report to admin. for further direction

A. Should a spill occur within a classroom: EVACUATE



1. Evacuate according to Fire Drill Procedure.
2. Notify office via a runner or phone.
3. Classroom teacher will be instructed by the administration as to what procedures to follow.

B. Should a spill occur within the vicinity of Egling Middle School: LOCKDOWN OR EVACUATE

1. 911 will be called.
2. Remain in your classroom unless ordered by the administration to evacuate.
3. Close all windows and doors (Custodians turn off all outside air intake vents or fans).
4. The custodian will shut down the main power system for the entire school after directed by Admin/Desig.
5. Leave your building **only when told to do so**, as directed by the principal or designee.

CHEMICAL SPILL

BOMB THREAT



STANDARD RESPONSE PROTOCOL (SRP)

SIGNAL: EVACUATE

ADMIN/DESIGNEE

- initiate signal to evacuate
- call 911
- supervise evacuation
- establish command to determine next steps

TEACHER

- evacuate class
- bring:**
 - roll book
 - keys
 - personal belongings
 - post all clear sign
 - lead students to designated area
 - take attendance
 - runner notifies admin. assist. at middle goal post of unaccounted students
 - remain with class pending further direction

OFFICE STAFF

- same as fire drill

CUSTODIANS

- Report to admin/designee for further directions

OTHER CLASSIFIED

- report to admin. for further directions

BOMB THREAT GUIDELINES

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: EVACUATE

(Administrator-in-charge may need to make changes in these procedures according to circumstances)

- A. Procedure followed:
 - 1. Administrator or designee rings fire alarm (secretaries take out Rolodex & emergency cards).
 - 2. Administrators and secretaries meet at designated evacuation site (Community Theater).
 - 3. Teachers bring out materials to occupy students.
- B. Administrator or designee calls 911 to notify authorities, and superintendent.
- C. After teachers have students out of building and lined up at their evacuation sites, the administrator designates a staff member to notify classes to move to:
 - 1. 4th-6th grade classes to go to auditorium (Community Theatre).
 - 2. 7th-8th grade classes go to Will S. Green Park (District Office hallway if raining).
- D. If parents pick up a student without following proper procedure, it is an unexcused absence (unless school is officially closed). Parents must check students out at check-out area.
- E. Administrator determines if parents are to be called to pick up their children. If so, refer to School Closure Procedures.
- F. If parents must be called:
 - 1. Secretaries and any other volunteers go to District Office to call parents.
 - 2. Parents notified on phone where to pick up students.

BOMBTHREAT GUIDELINES

DANGEROUS STRANGER

STANDARD RESPONSE PROTOCOL (SRP)

SIGNAL: LOCKDOWN

ADMIN/DESIG

- initiate signal
- call 911 and share all known info.
- prepare phone statement with Superintendent
- get direction and give to office

TEACHER

- stay in room
- turn off lights
- pull curtains
- students sit on floor
- keep students quiet
- lock doors if it can be done safely
- report unaccounted students to office (intercom)

OFFICE STAFF

- secure office
- prepare to answer calls with statement

CUSTODIANS

- report to admin/
- designee for further directions

OTHER CLASSIFIED

- remain in your location



DANGEROUS STRANGER ON CAMPUS/CRIME IN PROGRESS IN VICINITY OF SCHOOL

STANDARD RESPONSE PROTOCOL (SRP)



SIGNAL: LOCKDOWN

- A. THE **SIGNAL** is a Lockdown! Locks, Lights, Out of Sight over intercom.
- B. **PLAYGROUND**- when the dangerous stranger alarm sounds, students on the playground need to sit down immediately on the ground and wait for further instructions.
- C. **LUNCHROOM**- (Computer lab/library or other room besides their classroom)
Students are to sit on floor.

FLOOD

- A. Immediate Danger to (District Office)
 - 1. Students evacuate to District Office 2nd floor using Bomb Threat Procedure
 - 2. Flood Threat (Close School Procedure)

DANGEROUS STRANGER/CRIME/FLOOD



MISSING STUDENT

- A. When a child is reported missing, the person receiving the call must notify the principal or assistant principal.
- B. Note the time of the report and get a description of what the child was wearing.
- C. Call all of the pull-out program instructors (Special Ed, ELD, Labs, Music, Peer Counseling, P.E., Early Dismissal, etc.) to be sure the student is not with them.
- D. Check the playground and restrooms to be sure the student is not on campus.
- E. The principal or assistant principal may drive around the school area and check local businesses.
- F. The secretary will call the parents and the police will be notified.

MISSING STUDENT DURING A DRILL

- A. Runner notifies secretary.
- B. Secretary notifies Administrator or Designee.
- C. Administrator/Designee assigns staff member to confirm absence and report back.
- D. If student not found, authorities and parents notified.

MISSING STUDENT

SCHOOL CLOSURE/STUDENT CHECK-OUT OFF CAMPUS

ADMIN/DESIGNEE

- with Superintendent's direction initiates procedure
- initiates sign-out process
- coordinates bus pick-up
- monitors holding areas

TEACHER

- take students to designated areas:
 - 4th-6th Community Theatre
 - 7th-8th Park or District Office hallway if raining
- supervise class until released by Admin./Designee
- release student to parent or person with authorization form.

OFFICE STAFF

- assist checking out students, bring check out materials and set up station:
 - 4th-6th (Auditorium Steps)
 - 7th-8th (Will S. Green Park by Scout Cabin or back entrance to District Office)
- (See staffing and procedures below for on-campus checkout)



CUSTODIAN/CLASSIFIED:

- report to Admin./Designee

SCHOOL CLOSURE/STUDENT CHECK-OUT ON CAMPUS



- A. All students remain in classrooms (during recess or lunch recess, 4th-6th to their classroom, 7th-8th homeroom classroom).
Parents notified by office staff to pick up students.
- B. Parents pick up students at check-out area designated (in front of office or cafeteria/gym). Office personnel will have parents sign out their children (Parents or persons with name on emergency card or parent authorization).
- C. Runners will notify teachers to release students or teachers will be notified over intercom.

Needed at Check-out Station

- I. Table – chairs
- II. Student list

I. Check-out

Andrea, Elia, Sally and Cuca

II. Calling

Stephanie (a.m.) (desk)
Barbara (desk)
Allison (p.m.) (counseling office)
Paige (a.m.) (nurse's office)

III. Runner

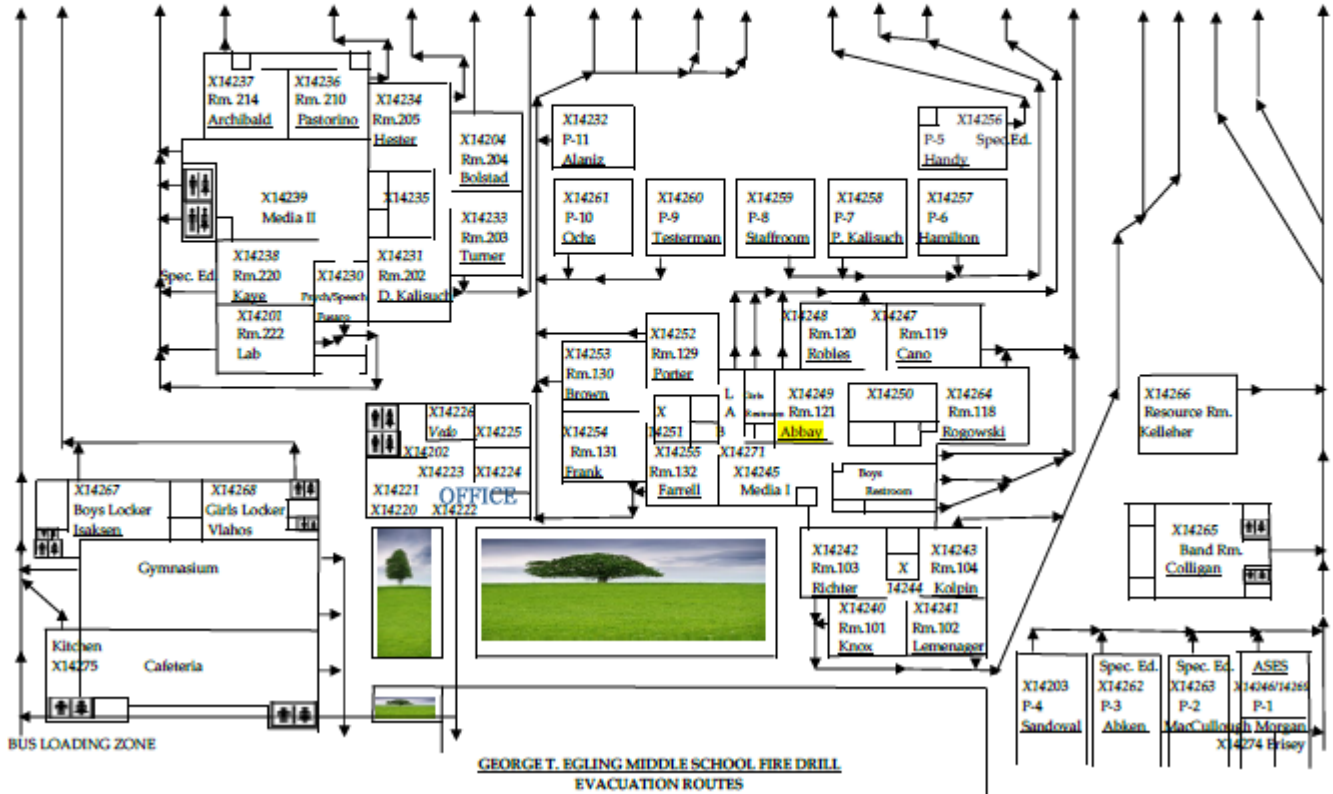
Emily, Blanca
Ricky (11:00 – 2:00)
Sue (9:30 – 1:45)

SCHOOL CLOSURE/ STUDENT CHECKOUT PROCEDURE

CLASS ASSEMBLY AREA
Command & First Aid Area

SCHOOL YEAR 2018-2019
Student Release Area

Gym.	P. E.	Media II										P-6	Lab	Media I		P-1				
Cafe.	Boys	220				202	P-10	P-8	131	129	Choir	P-7	120	118	101	102	P-2			
Band	Girls	222	214	210	205	204	203	P-11	P-9	132	130	P-5	P-6	P-8	121	119	103	104	P-4	P-3
Off. Resource																				



08.2018

FIRE DRILL MAP 2018-2019