

# EMERGENCY PROCEDURES

**During Emergency Drills, teachers are responsible for keeping their class together and for taking attendance to ensure that all students are accounted for.**

Students should be instructed that, if they are between classes or not in their scheduled classroom during an Emergency Drill, they are to report to their scheduled teacher at the designated safety area as instructed by the teacher. Students are to maintain silence throughout the duration of the Emergency Drill so that information and/or instructions may be heard over the public address system.

An **Emergency Panic Button**, which notifies the front office, is located in each classroom beneath the chalkboard.

## **I. TORNADO DRILL:**

- a. **SIGNAL:** The "All Call" buzz over the P.A. system followed with details and instructions.
- b. **SAFETY AREA:** "Duck and Tuck" position in designated area as instructed by the teacher.
- c. **PROCEDURE:** Move quickly and quietly toward the shelter area. Once there, move single file up as close to the wall as possible, and away from all glass, windows, exits, and doorways. If there is not room left for single file against the wall, start a second single file.
- d. **CONCLUSION:** Stay together as a class until the "All Clear" signal sounds.

## **II. FIRE DRILL:**

- a. **SIGNAL:** Continuous ring/buzz of fire alarm or "All Call" on the P.A.
- b. **SAFETY AREA:** Each classroom will exit through its designated exit. Use alternative exit if designated exit is not accessible.
- c. **PROCEDURE:** Move quickly, quietly, and as a class to the exit and outside to designated area as instructed by the teacher.
- d. **CONCLUSION:** Stay together as a class until the "All Clear" signal sounds.

### III. EARTHQUAKE DRILL:

- a. **SIGNAL:** The "All Call" with details and instructions.
- b. **SAFETY AREA:** Away from windows, shelves, and heavy objects.
- c. **PROCEDURE:** If in a classroom, take shelter under desk or table. If in a hallway, "duck and tuck" near an interior wall.
- d. **CONCLUSION:** Stay in position until instructed by a teacher/administrator.

### IV. BOMB or GAS LEAK EVACUATION:

- a. **SIGNAL:** A four-tone signal over P.A. with details and instructions.
- b. **SAFETY AREA:** Each class will exit through its designated exit and meet in the designated area (a minimum of 500 feet from all campus buildings) as instructed by the teacher.
- c. **PROCEDURE:** Turn off all electronic devices (pagers, cellular phones, etc.) and move quickly, quietly, and as a group to the designated exit and area outside.
- d. **CONCLUSION:** Stay together as a class until the "All Clear" signal sounds.

## RULES for EMERGENCY DRILLS

In the event an emergency situation occurs, such as a tornado and/or severe storm alert, the following routing is in effect:

1. The student body, faculty and other personnel in the building will be warned by an ALL CALL over the P.A. system or by a portable P.A. system.
2. The following areas are designated as shelter areas:

a) In the Academic Building:

**The Ground Floor Corridor** and corridor to the Art Wing. *Do not go beyond the Mechanical Room in the Art corridor.*

**The Main Floor Corridor**, from the Guidance area to the Foreign Language corridor, up to the Greyhound Room. If there is overcrowding, move to the ground floor by way of the NORTHEAST stairs.

a) Learning Annexes:

Evacuate the buildings and move quickly into the main building building by the math office. Continue down the corridor and stay in the inside hallway.

b) Gym:

**Boys Shower Room** away from windows;  
**Girls Shower Room** away from windows.

c) Music Department (Little Theater, Band and Orchestra Rooms):

**Lower Floor Corridor** of Music Building/Construction/  
make-up areas.

d) Auditorium:

Freshmen & Juniors: **Academic Building, Ground Floor Corridor.**

Sophomores & Seniors: **Academic Building, Main Floor Corridor.**

e) Mathematics Center: **Ground Floor Corridor - Art Wing**

f) If you are outside and unable to reach a protected area, lie flat in a ditch  
or ravine with your hands shielding your head.

g) Commons Occupants: **Ground Floor Corridor**

3. On moving into a shelter area, students are to stay in a single file, in classroom groups, and as close to the wall as possible. If there is not room for a single file, start a second row in front of another group. Stay away from all glass areas, staircases, doors, exits, etc. In an actual emergency, teachers should be prepared to report names of missing students to the corridor supervisor.
4. Stay away from the front of, or across from, doorways. All doors including exit doors and hall doors are to be kept closed.
5. In the event of a disaster, lie down on the floor, face down, with knees up under you, covering head and neck with arms.
6. In the event of fire during an alert, evacuate building via nearest exit.
7. The "ALL CLEAR" announcement will be made through the building P.A. system or a portable P.A. system.
8. In the event an alert occurs near the end of the school day, NO ONE is permitted to leave the shelter area until dismissed by the ALL CLEAR SIGNAL, regardless of the time of day.
9. No one is permitted to use the telephone during an alert. All lights are to be turned off except emergency lighting.
10. SILENCE IS TO BE MAINTAINED WHILE IN THE SHELTER AREA. This is necessary so that roll may be taken and instructions may be heard by all.

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**RULES FOR FIRE DRILLS**

In the event of a fire drill, the following instructions are to be followed:

1. The alarm will be a continuous ring/buzz of the fire alarm and/or the ALL CALL on the P.A. system.
2. ALL persons in the building are to leave the building according to designated routes. Walk briskly \_ DO NOT RUN. Exiting the building should be done in a quiet and orderly manner. There must be silence so that emergency instructions can be heard. Unless otherwise directed, move to the nearest exit. In cases of high volume or blockage at a particular exit, know an alternative route and inform your students of this route.
3. The teacher or person in charge of the class will see that all students have left the room and the door is closed.
4. Move far enough away from the exits so that the last person out is at least 50 feet from the entrance.
5. In the event of a blocked exit, ABOUT FACE and use the first available exit.
6. The ALL CLEAR signal will be a continuous ringing of the class change bell.
7. Return to your rooms by retracing the path of your evacuation.

**PRIMARY ASSIGNMENTS - FOR HALL MONITORS**

HALL MONITORS are those staff members not assigned to a classroom at the time of the emergency:

1. Check restrooms for stragglers.
2. Make certain classroom doors are closed.
3. Direct students to the nearest exit. If the exit is crowded, direct them to another exit.
4. Arrive at your location a few minutes prior to the start of the drill.
5. Tell students/teachers the drill has concluded.

## EARTHQUAKE PROCEDURES

### GENERAL CHARACTERISTICS:

An earthquake is a trembling or shaking of the earth's crust caused by underground volcanic forces or the breaking and shifting of rock beneath the surface. The actual movement of the ground during an earthquake is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because the shocks can shake, damage, or demolish buildings and cause fires.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause emotional stress, especially if you're not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening but a little less so if it is anticipated.

The greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables or counters.

### TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING.

**If Indoors:** Stay inside, away from windows, shelves, and heavy objects. Take cover under a table or desk or assume the "Duck and Tuck" position.

**In Classrooms:** Stay away from windows; take cover under desks or tables. Note: In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

**In Halls, Stairways, or Other Areas where no cover is available:** Move to an interior wall. Turn away from windows; assume the "Duck and Tuck" position. Stay out of the middle of the hallway.

### DO NOT USE THE ELEVATOR.

**In the Gymnasium:** Move away from the center of the gym to the walls and assume the "Duck and Tuck" position. If the seats are extended, they can be used for cover.

**In the pool:** Get out of the water and assume the "Duck and Tuck" position along the interior walls.

**In the Cafeteria:** Take cover under the tables. Note: when evacuating from the cafeteria, do not go out the doors next to the parking area. Go to the quadrangle area.

**In the Office Areas:** Take cover under tables, desks, and counters.

**In the Library:** Move away from book shelves and windows and take cover under desks and tables.

**In the Auditorium and Little Theater:** Get as low in the seat as possible, below the back of the seat. Bend your head close to your knees, cover sides of head with elbows, and clasp hands firmly behind neck.

**If Outdoors:** Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of dangers that may demand movement. Do not re\_enter the building if damage is evident. **STAY AWAY FROM COVERED WALKWAYS.**

**If on School Bus:** The driver will stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats and hold on.

## **EVACUATION**

Building evacuation following an earthquake is imperative due to the possibility of secondary hazards of fire or explosions. Sections of the building may have structural damage and could become hazardous during an "after\_shock."

**EVACUATION SHOULD TAKE PLACE ONLY AFTER GROUND SHAKING CEASES.**

The post-quake evacuation routes coincide with the routes used for fire drills. Should an "after-shock" occur during evacuation, look for a safe place and assume the "Duck and Tuck" position.

The command to evacuate the building will be given by a member of the Team Leader Group. If power has not been lost, the command will be given over the public address system. If power has been lost, the command will be given by the portable P.A. system. (Note: Do not evacuate on the sound of the Fire Alarm.)

**DURING THE EVACUATION;**

1. Maintain orderly lines.
2. Move quietly - no talking.
3. Teachers will carry class record books and check students to see that all are present at assembly points. Report to the principal immediately after the check with a list of injured and/or missing students.
4. Check for injuries. Do not attempt to move seriously injured persons unless they are in danger of further injury.
5. All staff not assigned to students should assist where needed.
6. Be prepared to change evacuation routes depending on potential hazards.
7. Permission to re-enter the building will be given by a member of the Team Leader Group only after inspection indicates it is safe.
8. Be prepared to follow additional directives as need dictates.

**INDOOR COMMAND POST:** Under normal circumstances, the Indoor Command Post will be set up in the main office. All in\_school communications should originate there. Student release will also operate out of this area.

**OUTDOOR COMMAND POST:** Should the building sustain serious damage, the Outdoor Command Post will be set up at the 1<sup>st</sup> base dugout on Field 7 south of the building between the high school and the Administration Center. All communications and student release will operate out of this area until a safe covered area can be established.

**STORAGE of MATERIALS and EQUIPMENT:**

1. Food and Water - in the Cafeteria.
2. First Aid Kits, Flashlights, Fire Extinguishers - locations are identified on the room exit/evacuation drawing posted in each classroom of all buildings.
3. Gas Shut-off - in the Boiler Room
4. Electrical Power Shut-off - in the Storage Room adjacent to the Prop Room below the auditorium.
5. Water Shut-off - Outside, Topton Way and entrance to P.E., near the Little Theater.
6. Bullhorns, etc. - Main Office, Room 210, and Athletic Office.

**ADDITIONAL EMERGENCIES:**

1. Under normal circumstances our procedures for Fire, Earthquake, and Emergency Drills should be followed as need dictates.
2. However, from time to time, there may be a more immediate need where a student or staff member is seriously hurt. This can be caused by the emergencies as listed above, or by another individual student or intruder into our building which results in a stabbing or gun shot wound.
3. When this happens in our building, the first priority is to protect our students and staff from further harm, while at the same time acting in a timely manner to protect the life of the victim.
4. When such an incident occurs, there will be an announcement over the P.A. system instructing response team members of location. At this time those staff members identified as Response Team Members will assemble with their gear at the designated location.
5. All other available staff members are to assist with crowd control and, when necessary, assist in taking the class of anyone on the Response Team.
6. At the same time that the announcement is made, the switchboard operator, under the direction of the nurse and/or other Response Team Members will call the Clayton Police and/or 911 and direct them to the location. The switchboard operator will also call the Superintendent's Office and the Director of Community Relations to alert them to the situation.

**Clayton High School  
EMERGENCY CRISIS INFORMATION**

**Team Leaders & Evacuation Commanders**

**Dan Gutchewsky                      Stacy Felps  
Ryan Luhning**

**Response Team Members**

**Dena Bashati  
Rachel Werner**

**Carolyn Blair  
Joyce Bell  
Bob Bone  
Barry Ford  
Barb Dobbert  
Craig Sucher**

**\*Debra Dornfeld  
\*Terri Halsey  
Darby Hogan  
Pat Martin  
James Gladstone  
John Zlatic/SRO**

(\*These Team Members Have Emergency Information Tubs/Another Tub is located in the Administration Business Office)

**Emergency Medical Forms**

**Andrea Exler - Personnel Emergency Information  
Dena Bashati - Student Emergency Information**

**Student Attendance**

**Roz McCoy**

**Emergency Evacuation Supplemental Information**

**Debra Dornfeld – Chris Tennill**

**Emergency Supplies**

**Dena Bashati**

**Utility Shut off (Gas, Water, Electric)**

**Rod Guerrero**

**Emergency Phone Calls**

**Andrea Exler - Terri Halsey – Jackie Moyne**

**Special Needs Student(s)**

**Kate Pavlison**

**ALL-CALL PA ANNOUNCEMENTS**

**“Response Team”                      - Emergency Team Report To (Location Given)**  
**“Intruder in Building”                - LOCKDOWN PROCEDURES (Location Given)**  
**“Weapon in Building”                - LOCKDOWN PROCEDURES (Location Given)**



When an incident occurs resulting in injury, there may be an announcement made over the P.A. system which calls for the “**Response Team**” to respond to a specific location. If this happens, those available staff members identified as Response Team Members will assemble with their gear at the designated location.

All other available staff members (Hall Monitors) are to assist with crowd control and, when necessary, assist in taking the class of any staff member on the Response Team.

At the same time that the announcement is made, the switchboard operator, under the direction of the nurse and/or other Response Team Members will call the Clayton Police and/or 911 and direct them to the location. The switchboard operator will also call the Superintendent’s Office and the Director of Community Relations to alert them to the situation

**Emergency Drill Schedule:**

At the beginning of each school year, the assistant principal in charge of the building will assemble the Response Team for an indoctrination meeting and develop a schedule of emergency drills for the school year.

At the time of the Response Team meeting, Emergency Drill/Situation and Evaluation Assignments will be given. In an Emergency Crisis Situation, a team member must be directed to any classroom where a student requiring special assistance may be located.