

# **EMERGENCY PROCEDURES**

## **Emergency Procedures**

1. Staff members should be cognizant of the emergency procedures that relate to:
  - a. Prevention of Assaults
  - b. Holding and Dispersing Students in Individual School Emergencies
  - c. Tornado
  - d. Bomb Scare
  
2. Implementing the Procedures for Disruption
  - a. Lock doors
  - b. Keep all students in supervised rooms
  - c. Support teachers are to return all students to their homerooms
  - d. Keep noise level to a minimum for announcements
  - e. Report any unusual incidents to the office
  - f. Select personnel are to report to assigned locations

## **SCHOOL EMERGENCY**

If an emergency should occur, all personnel will be notified of the situation by an announcement over the public address system. Immediately upon notification, all site personnel will implement the following procedural guidelines:

Upon hearing the signal, all employees should assume their assigned posts and proceed to implement the activities stipulated in this protocol.

The principal will coordinate the efforts of all personnel including, but not limited to, police, school security, employees, and visiting teachers.

When the disturbance is over, the principal will meet with the press, parents, and community representative as necessary.

In the event the principal is absent or not on campus, the principal's authority is delegated to the assistant principal(s).

The principal will contact the Office of Public Relations, at 305-995-4638, to report information regarding major incidents, emergencies, and related events that could involve the media. All personnel from the news media will be escorted to the conference room located in the main office and the principal will be notified.

## PROTECTION FROM ELECTRICAL STORMS

This section provides information for protection from electrical storms. It is estimated that at any given moment, some 1,800 electrical storms are in progress over the earth's surface. The frequency with which these giant generators of local weather occur, the quantity of energy they release and the variety of forms this energy may take, make electrical storms great destroyers of life and property.

### A. PROTECTIVE ACTION

The following protective action shall be taken by faculty and students in the event of a storm in the vicinity, causing lightning that is associated with thunderstorm activity. (Weather-alert radios provided to all schools can be used to determine severe weather conditions approaching the schools area.)

#### 1. School Grounds

- a. Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
- b. DO NOT seek shelter under isolated trees or close wire fences, playground equipment, or shelters located in exposed locations.

#### 2. School Buildings

- a. Stay indoors and do not venture outside unless absolutely necessary.
- b. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- c. Keep telephone use to a minimum during storms.
- d. Do not handle flammable materials in open containers.
- e. TV sets and other electrical equipment and appliances should be unplugged to the extent possible.

#### 3. Swimming Areas

- a. Leave the water and go to the closest shelter, preferably an enclosed shelter.

#### 4. Athletic Events

- a. Seek shelter in buildings.
- b. Avoid open fields and high objects in the area when there is no shelter.

- c. Keep twice as far from isolated trees and objects, as the trees/objects are high and get into a crouching position when caught in the open.
- d. Avoid open spaces, wire fences, sheds or shelters not fully enclosed and any electrically conductive elevated objects, such as overhead wires.
- e. Leave the water during swimming events and go into the nearest shelter.
- f. Do not use metal objects like fishing rods and golf clubs. Golfers wearing cleats are particularly good lightning rods.

#### 5. In Transit

- a. Stay inside of vehicles. Vehicles offer excellent lightning protection. DO NOT TOUCH EXPOSED METAL PARTS.
- b. DO NOT park vehicles under electrical lines or isolated trees.
- c. Persons using scooters, motorcycles, bicycles and other open vehicles should seek immediate protected shelter.

#### 6. Field Trips or Hiking

- a. Move from high ground as quickly as possible and avoid trees and small sheds.
- b. Stay away from metal fences.
- c. Seek shelter in thick timber, a ravine, ditch or in an enclosed vehicle or building, if possible.

### B. PLANNING

Plan activities to consider lightning storm activity whenever possible. Desirable pre-planning should include first-aid procedures for electric shock and burns.

### C. POSTING

A copy of this procedure must be permanently posted in all physical education teachers' offices and on all school safety bulletin boards.

### PREVENTION OF ASSAULTS

The purpose of the "Prevention of Assaults" procedure is to generate guidance, which will assist in effective application techniques for students and staff - members at the time of an emergency.

## A. DEFINITION

Egress door, as used within the scope of this directive, means any door that is used or may be used by personnel in evacuating the building. Outside doors to service rooms, meter rooms, boiler rooms, storage closets and similar areas are not included.

## B. EGRESS DOORS

1. Latch all egress doors leading to and from the building exterior which are not lockable from the inside. Exceptions are entrance/exit doors designated to remain open for two-way traffic.
2. Prohibit the use of locks, padlocks, hasps, bars, chains and other devices or combinations thereof on these doors, at any time during building-occupancy, to comply with the Requirements for Educational facilities, Chapter 5 "Fire Standards".

## C. EXTERIOR EXITS AND HALLWAY GATES

To comply with State Board of Education fire safety standards do not chain, hook, or lock any exterior exit or hallway during occupancy.

## D. TEACHE/EMPLOYEE SAFETY WHEN ALONE IN CLASSROOM

1. Inform an office representative that a teacher/employee is alone in the classroom during a specified time.
2. Request for the public address communication system to be energized in the "monitor mode".
3. Upon arrival in a specified classroom, announce that a teacher/employee is in the classroom.
4. Upon leaving the classroom, employee should request that monitoring be discontinued.
5. Should an emergency arise, teacher/employee should announce loudly his/her room number and name

## E. SITE MANAGER RESPONSIBILITIES

1. Inform all employees this procedure is available for their safety and well being.
2. Honor all requests for classroom safety monitoring.

3. Make provisions for rapid response should an emergency situation arise.
4. CAUTION! Where a public address system is neither installed or working, do not permit teachers to use those rooms alone; either students or another adult staff/faculty member must accompany them.
5. Ensure the latching of doors and gates following use during student or employee activity. Circumstances may make it feasible to enlist responsible students for this purpose.
6. Designate entrance/exit doors to remain open for two-way traffic. Assign monitors to these doors when possible.
7. Maintain close supervision of persons entering the school during periods when the school is open, particularly early in the morning when students and staff arrive.
8. When possible, post responsible individuals at the main doors to monitor personnel entering the building during after-school activities.
9. Check with the supporting fire station personnel and review the section entitled, "Emergency Evacuations, Drills, Tests and Reporting" and the section entitled, "Emergency Evacuation of the Disable" for assistance in developing emergency exit plans.
10. Ensure that building security considerations are included in planning. Security assistance will be available by contacting the Miami-Dade Schools Police.