



TEACHERS & STAFF

Emergency Procedures

Mat-Su Borough School District

FOR EMERGENCIES:

Contact front office

- Call Principal's office
- **Call 911**

For emergency situations, the building principal will identify a location for the Incident Command Center and serve as the Incident Commander until command is transferred during a new operational period.

The building principal or designee will pre-designate secondary and tertiary safe areas for students and staff to report to in the event relocation is necessary.



ACTIVE INTRUDER (ALICE Plan)

Immediately report situation to law enforcement by calling **911** and your school administration. Anyone in the building is empowered to put this alert out.

1. **Alert:** When you hear: "Armed intruder in building", listen carefully to announcement that conveys the type and location of the threat to help you make informed decisions.
2. **Lockdown:** Get to and/or remain in a secure area until it is safe to evacuate.
 - Lock the door.
 - Cover any windows in the door if possible.
 - Tie down the door, if possible, using belts, purse straps, shoelaces, etc.
 - Barricade the door with anything available (desks, chairs, etc.).
 - Look for alternate escape routes.
 - Move out of the doorway.
 - Silence or place cell phones on vibrate.
3. **Inform:** Continuation of ALERT. Communication keeps the shooter off balance and allows for good decision-making.

Who, What, When, Where, How Information
4. **Counter:** Apply skills to distract, confuse, and gain control. Counter techniques can buy you precious seconds to evacuate which is always the best option.
 - Anything can be used as a weapon.
 - Throw things at shooter to disrupt their aim.
 - Create as much noise as possible, run around the room, and create chaos.
 - Attack in a group (swarm).
 - Grab the shooters limbs and take him/her to the ground.

If you gain control of the weapon, place it in a garbage can and hold the can above your head to deliver to law enforcement.

5. **Evacuate:** Reduce the number of potential targets and reduce chances of victims by getting away from the danger. As soon as it is safe to do so, evacuate to the predetermined off-site location.

ALICE is not designed to be sequential but rather to be utilized dynamically in each unique situation.



BOMB THREAT

Upon receiving the following intercom message, **“Teachers please stay-put and sweep your rooms”**, do the following:

1. Visually check your rooms/areas.
2. Notify front office ONLY if any irregularities or unusual student behaviors are observed. If an unidentified package or a suspicious looking article is found, do not open or remove.
3. Do not alarm students. Do not panic. Wait for direction from the Incident Commander.
4. Evacuate the building ONLY when directed by the Incident Commander. Use common sense.
5. Follow remaining Stay-put procedures.

If you personally receive a malicious, prank, or threatening phone call:

- Gather as much information as possible using a “bomb threat checklist”.
- Notify building principal or administrator immediately.



BREAK-IN PROCEDURE

Follow these actions upon discovering vandalism or a break-in:

1. DO NOT enter building unless you are sure vandals or burglars are no longer on premises.
2. If you believe vandals or burglars are on premises, proceed to nearest phone to call:
 - Police – **911**
 - Notify building Principal.
3. If unauthorized individuals are discovered on the premises after you enter the building, proceed to a safe haven (which could be evacuation) and await the arrival of the authorities. Do not attempt to apprehend. If possible, call 911 to report that individuals may still be on the premises.
4. Do not disturb the scene. Allow the authorities to conduct the investigation.
5. If possible, videotape or photograph the scene for the School District's use in establishing the nature of the loss.
6. Notify the District Safety & Security Manager.



EARTHQUAKE

1. Remain calm.
2. Stay wherever you are whether indoors or outdoors, until tremors stop.
3. **Drop, cover, and hold on.**
 - Take cover under desks or tables, or against an inside wall away from doorways, windows, and heavy objects that can fall on you.
 - Cover your head with your arms.
 - Hold onto something solid, move with it if it moves.
4. Stay alert for possible aftershocks.
5. Remain in **Stay Put** until an announcement is made or further instructions are provided by the Incident Commander or other emergency team member.



EVACUATION PLAN

Use for all crisis requiring evacuation such as: fire, bomb threat, explosion, flood, earthquake, active intruder, etc. Only evacuate when instructed by the Incident Commander, administrative staff, or fire alarm sounds.

In the event of an **Active Intruder**: Refer to **ALICE** protocol.

1. Only pull down alarm for FIRE emergency.
2. Take teacher emergency backpacks and administrative packets when evacuating for any reason, *with the exception of an Active Intruder*.
3. Take coats, keys, cell phone, and critical personal meds with you (if it is safe to do so).
4. Exit building using posted evacuation routes or alternate safe exit.
5. Avoid downed power lines and open gas lines.
6. Keep out of the fire lanes.
7. Stay clear of emergency vehicles.
8. Proceed to pre-designated assembly points.
9. Stay with students and ensure they are quiet and orderly.
10. Take roll & report missing students to school administration.
11. Report injuries and damage.

If notified of a **"Relocation:"**

1. Proceed to predetermined off-site location when weather prevents prolonged exposure to unsafe elements or environment.
2. Wait for further instructions by the Administrator or Incident Commander.



EXPOSURE CONTROL PLAN for BLOODBORNE PATHOGENS BODY FLUIDS

1. Clear all students from the area.
2. Immediately report incident to the Principal or Administrator.
3. Notify custodial staff to clean up biohazards when discovered to ensure proper disinfectants are used. In the event that custodial staff is not available, the staff that discovered the biohazard is responsible for clean up using appropriate personal protective equipment (PPE) and procedures.
4. Know the location of personal protective equipment such as: gloves, eyewear, masks, and other protective clothing.
5. Follow Universal Precautions when administering first-aid.
6. Wear gloves and avoid physical contact with blood or other body fluids.
7. Always wash contaminated areas immediately with soap and water.
8. Dispose of contaminated materials in biohazard containers.
9. Obtain assistance from nurse to follow Exposure Control Reporting procedures.
10. Refer to the Exposure Control Plan if necessary. It is available in Team Dynamix Knowledge Base under Risk Management.



FIRE/EXPLOSION

1. Pull down fire alarm (triggers a call to Guardian who notifies **911**).
2. Take teacher emergency backpacks and administrative packets with you.
3. Take coats, keys, cell phone, and critical personal meds with you (if it is safe to do so).
4. Follow the evacuation plan.
5. If you initiated the evacuation/incident, provide a full report to Principal/Incident Commander once students are outside in a safe location.



HAZARDOUS MATERIALS OR ENVIRONMENTAL CRISIS

1. Report hazardous material/leaks to Principal or Administrator.
2. Avoid contact with hazardous materials.
3. Remove students from area.
4. Stay upwind from area.
5. Follow announced emergency procedure.

CAMPUS CLOSURE

Crises such as natural disasters, medical emergencies, weapons, hostage situations, and hazardous material spills sometimes necessitate Campus Closure. Follow announced emergency procedure.



LOCKDOWN PROCEDURE

“LOCKDOWN” is a term used at schools to refer to a situation necessitating faculty and student’s safe isolation. Lockdown is called when there is a threat or hazard inside the school building.

In the event of an **Active Intruder**: Refer to **ALICE** protocol.

1. Immediately lock interior doors.
2. Turn out the lights.
3. Move away from sight.
4. Do not open the door.
5. Maintain silence.
6. Take attendance.



LOCKOUT PROCEDURE

“LOCKOUT” is a term used at schools to refer to a situation that requires the exterior doors to be locked to keep students and staff safe from an exterior exposure.

In the event of an **Active Intruder**: Refer to **ALICE** protocol.

1. Bring everyone indoors.
2. Lock outside doors and windows.
3. Business as usual with increased situational awareness.



MISSING STUDENT

These protocols are for use when a student is reported missing. If at any point the student is found, inform all parties notified of the incident.

1. Staff members who report missing students should fill out as much information as they can on the Missing Student Information Sheet, located on the next page.
2. School Administration will follow this Missing Student Procedure:
 - Divide available staff into two groups:
 - i. Group one will check the bathrooms, hallways, and all rooms.
 - ii. Group two will check school grounds, working from the outer grounds in towards the building. Note any suspicious vehicles or other unfamiliar elements.
3. If the student is not located:
 - Do an all-call over the intercom.
 - Contact the parents or guardian to make sure the student has not been picked up and inform them of the situation.
 - Notify the Office of Instruction.
 - If possible, contact siblings, friends, and staff that might have seen the missing student, and gather as much information on the potential whereabouts as possible.
4. If the report is before or after school, determine how the student gets to or from school:
 - Contact bus drivers about whether the student got on, where they got off, or if they are still on the bus.
 - If the student walks to or from school, the route should be checked, and crossing guards questioned.
5. Call 911 if the student cannot be located. Staff should log the time and the person they reported to. Provide the Missing Student Information Sheet to law enforcement upon their arrival.
 - Continue to search grounds while awaiting arrival of law enforcement.

*If the student has special needs, (particularly those that require extra supervision) or staff members have any indicators the child ran off or was abducted, contact law enforcement immediately while the school is searched.



MISSING STUDENT INFORMATION SHEET

When a missing student is reported:

1. Gather as much information on this page as possible.
2. Note a contact number for the parent/guardian.
3. Ask the parent/guardian to notify the school immediately if they locate their student first.
4. Call **911** if the student has not been located.

Regardless of how anxious the parent/guardian acts, please **remain calm throughout the situation**. Your composure will ensure others are able to do their part in locating the student.

Student Information

1. Student's Full Name:
2. Student's School:
3. Student's Grade:
4. What color is the student's clothing?
 - Hat:
 - Top:
 - Bottom:
 - Shoes:
 - Backpack:
5. How student gets to and from school:
6. Parent/Guardian's Full Name:
7. Parent/Guardian's Contact Number:
8. Anything unusual about the student's plans or behavior:



SHELTER-IN-PLACE

Crises such as an environmental threat, volcanic ash, or chemical spill outside the school may necessitate a “SHELTER-IN-PLACE” procedure.

The public address for shelter should include the hazard and the safety strategy.

Most often, shelter directive is utilized for severe weather, in which case the directive would include where students and staff should shelter and be ready to take a protective posture. In the case of a hazmat situation, students and staff would be directed to close their windows and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. All students outside need to be brought inside.



STAY-PUT

“STAY-PUT” is a term used at schools to refer to a situation where a person’s current location is the safest; therefore, staying-put is warranted. This may occur when there is an unknown threat outside the building such as an intruder, a moose or a bear is on campus (and staying indoors is safest), OR there is a medical emergency that requires that the halls be cleared of traffic.

In the event of an **Active Intruder**: Refer to **ALICE** protocol.

Staff is notified via intercom:

“BUILDING IS IN STAY PUT, PLEASE KEEP ALL STUDENTS IN CLASS.”

Students and staff stay in class.

1. Students and teachers are to remain in their classroom, even if there is a scheduled class change.
2. Follow additional announced emergency procedures.
3. Remain in the classroom until “All Clear” is announced.



SUSPECTED DRUGS / ALCOHOL / WEAPONS

1. Immediately report all related rumors to Principal or Administrator.
2. If teaching, communicate immediately to Administrative Staff via phone call, text, or email addressed, "**Immediate attention of Principal.**"
3. Within the note, inform the Principal or Administrator of the situation and indicate need for assistance.
4. Continue to observe student until assistance arrives. Do not allow student to leave classroom.
5. After student is removed from classroom, return to classroom instruction, if possible. Request next door teacher to supervise your class if you must leave.
6. Report any observations but DO NOT conduct an investigation yourself.
7. Follow additional announced emergency procedures.



VIOLENT / OUT-OF-CONTROL PERSON(S)

DO:

1. Assure safety of students, staff, visitors, and self.
2. Immediately notify Principal or Administrator and/or police by dialing **911**.
3. Move other students out of the room if needed.
4. Keep desk or chair between you and out-of-control person.
5. Remain calm and speak in slow, calm voice.
6. Seek to de-escalate the situation.
7. Try to get the person to exit premises.
8. Request additional staff or law enforcement (by dialing **911**) as needed if de-escalation is not working and a blowout is imminent.
9. Only use enough force to prevent harm to self or students.

DO NOT:

1. Do not threaten the out-of-control person if you are threatened.
2. Do not threaten the out-of-control person with police or legal action.
3. Do not laugh or joke with out-of-control person.
4. Do not use force unless there is a threat to self or others.

AFTER THE INCIDENT:

1. Submit incident report to Principal.



VISITORS IN BUILDING

Though not considered an immediate crisis, the potential for violence necessitates procedures for managing visitors in the building.

1. Politely greet all strangers in hallways and inquire where they are supposed to be:
 - If they are wearing a visitor badge, escort them to their destination, and ensure they connect with their intended party.
 - If they are not wearing a visitor badge, escort them to the front office to sign-in and receive a visitor badge.
2. Report to the Principal or Administrator all strangers encountered in the hallway who refuse to cooperate.
3. Follow additional announced emergency procedures.