



# EMERGENCY RESPONSE PLAN CLASSROOM INFORMATION

*CAVIT School's emergency plan is designed for use as a school resource for prevention/mitigation, preparedness, response, and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under Senate Bill 1187, Education Code Section 35294, Statutes of 1998, and the National Incident Management System. It is designed to be a living document that is updated as necessary to meet District, and community needs, forms and/or requirements – therefore, it should be maintained in hard copy and electronic form.*

*This document is not intended to be a "grab and go" guide in an actual emergency.*

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## CONTACT INFORMATION

### EMERGENCY – 911

**Superintendent – Office (520) 423-2991 or Cell (520) 705-0719**

**Business Manager - Office (520) 423-2992**

**Front Office – (520) 423-1944**

**Coolidge Police Department – (520) 723-5311 Emergency -911**

**Coolidge Fire Department – (520) 723-5311 Emergency-911**

**ADT Alarm – (800) 238-2727**

## **OVERVIEW**

The School Site Emergency Plan provides an operational template for CAVIT to prepare for, respond to, and recover from disasters that may occur on its central campus.

## **PURPOSE**

The purpose of the School Site Emergency Plan is to provide a unified template for CAVIT to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations.

## **SCOPE**

The School Site Emergency Plan guides a coordinated school staff response to an emergency, disaster, or event and aids in directing emergency response activities toward reaching an agreed upon goal. School Site Emergency Plan procedures are scalable in order to address incidents that may develop over time and those that may occur without warning.

## **OBJECTIVES**

The objectives for the School Site Emergency Plan are as follows:

1. Protect the safety and welfare of students, school staff and visitors.
2. Provide for a safe and coordinated response to emergencies.
3. Protect the District's facilities and properties.
4. Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
5. Provide for the interface and coordination between CAVIT, city and county agencies.
6. Provide for the orderly conversion of CAVIT school to a mass care site, when necessary.

## **FIRE PROCEDURES**

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Take your emergency kit and class roster.
- Students line up and remain quiet waiting for directions.
- Turn classroom lights off and close the door (do not lock).
- Evacuate to designated area according to evacuation map.
- If normal route is dangerous, use the alternative.
- Take roll at designated location and hold up green card if all are accounted for or red card if student is missing.
- REMAIN with your class at all times during the evacuation.
- Wait for the all clear before returning to the building.

If students are out at other locations during an evacuation, they should stay in that area and NOT ATTEMPT to return to regular class. Regular class teacher should hold up red card indicating student is missing – office staff will confirm location.

## **LOCKDOWN PROCEDURES**

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

Incident Commander (IC) will issue lock-down order by sending a messenger to each classroom or other alternate method.

- **“Teaching Lockdown – This is a drill”** – Teaches continue teaching but do not let students leave the classroom.
- **“Lockdown – This is a drill”** – Follow the below guidelines.
- **“Lockdown”** – The real thing – Follow the below guidelines.
  
- Direct all students, staff and visitors into classrooms to secure rooms.
- Lock classroom doors.
- Covers windows of classrooms.
- Move all persons away from windows and doors.
- DO NOT OPEN the door for ANYONE – if they need in they will have a key.
- Place you red/green card in window or under door. Red indicates there is a problem, green indicates everything is OK.
- Allow no one outside of classrooms until the Incident Commander announces “All clear – lockdown complete” followed by “code alpha” as the authentication for lockdown complete.

## **EVACUATION PROCEDURES**

- Incident Commander (IC) initiates evacuation. Follow their instructions carefully!
- Close all windows. Turn off lights. Close and lock classroom door.
- Take classroom roster and emergency kit.
- Follow evacuation route to bus loading area. Follow alternate route if normal route is too dangerous.
- Take roll at designated location and hold up green card if all are accounted for or red card if student is missing.
- Special transportation will be provided for those in need.
- Stay with class unless relieved by buddy teacher.
- Take roll again when you arrive to the relocation center. Continue to stay with class unless relieved by buddy teacher. Keep all students until either released to parent/emergency contact or relocated back to campus and Incident Commander notifies that evacuation is complete.

## **REVERSE EVACUATION/SHELTER IN PLACE PROCEDURES**

Reverse Evacuation/Shelter-in-Place provides refuge for students, staff and public within school building 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.

- Safe area will be indicated in announcement.
- Take emergency kit and class roster.
- Cover up food not in containers or put in the refrigerator.
- If advised, cover mouth and nose with cloth, paper towels or tissues.
- Account for all students after arriving in the safe area. Use red/green card for identification.
- Office personnel will contact/visit each teacher/classroom for a headcount.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

# STUDENT UNREST PROCEDURES

- Call the office and 911, if necessary.
- Ensure the safety of students and staff first. Keep those not involved away from the area.
- Contain unrest. Seal off area of disturbance.
- Incident Commander may issue lock-down (See Lock-Down Procedures section).
- Move students involved in disturbance to an isolated area.
- Document incidents with detailed notes.

## Teachers

- Keep students calm.
- Lock classroom doors. Take roll and use red/green card to indicate attendance.
- Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander.
- Document all incidents or information given by students.