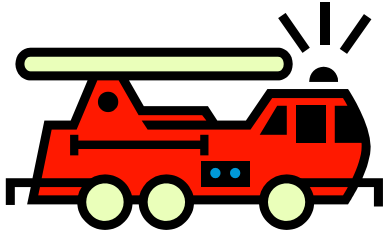


HUDSON ELEMENTARY SCHOOL



CRISIS/EMERGENCY PLANS

UPDATED JULY 2013

EMERGENCY SITUATIONS

All individuals react differently to emergency situations, but it is essential we stay calm and keep children safe and secure during any emergency situation. All staff should have the “Emergency Guide for Employees of Caldwell County Schools” flip guide (orange & white) easily accessible in their classroom or office to guide them in any emergency situation. This guide provides basic steps and procedures to take in a variety of emergency situations including: lockdown, chemical/hazardous materials incident, water/power outage, civil disturbance, bomb threat, medical emergency/serious injury, lost or missing student, kidnapping/hostage, death of student. Fire, severe weather/flood/hurricane/tornado, armed or threatening subject on campus. Each emergency situation will have unpredictable factors. In cases where the steps in the guide are unable to be followed, you must use your best professional judgment to ensure the safety of students and staff.



CRISIS BAGS



The school will maintain a crisis bag/box for use in the event of any school emergency. Each classroom will maintain a crisis bag/backpack that is to travel with the class at all times, including to lunch, special classes, field trips, etc. The school office will keep policies and procedures up to date and provided to staff. Individual student information should be kept up to date by the classroom teacher.

The bag should contain:

- An up-to-date class list
- Student information/emergency contact numbers
- Student early or emergency dismissal information
- Student Custody Papers/Situations List
- List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential
- School emergency plans and procedures
- Student medications such as asthma inhalers
- Basic first aid supplies – gloves, band aids, icepacks, etc.
- Notepad/pens/pencils
- Any other optional items up to the individual teacher



FIRE DRILLS/EVACUATIONS



In accordance with state law a fire drill evacuation will be held within the first five days of school and at least once each month thereafter. For those with students with extenuating medical circumstances such as seizures and physical disabilities, you will receive prior notice of drills. In the event of a real fire emergency, prior notice will not be a possibility. Evacuation procedures should be taught to students. Fire drill exit plans should be posted in each room. All classes should follow the prescribed exit plan to evacuate the building.

- When the alarm sounds, line class up, walk quickly and quietly in a straight line to your designated area.
- The classroom door should be closed behind you.
- Bring your class crisis bag with you.
- After exiting the building, classes need to be at least 100 ft. away from the building.
- Teachers should account for their students immediately and signal the class status with the red and green dots from the crisis bag.
- Red indicates you have more or less students than you are supposed to have. The administrators and supervising staff members will check with those showing red dots and use the walkie-talkies to determine student locations.
- If all students are accounted for, hold up the green dot to signify so.
- Everyone is required to leave the building during a drill.
- Teachers are reminded to be role models for our students during fire drills. Please do not talk.



LOCKDOWN



Be vigilant in watching for strangers or unregistered visitors in the school. All visitors should have signed in at the office and have a visitor sticker clearly displayed on their shirt. All doors at HES will be kept locked throughout the day except the main entrance door. When you enter and exit through an outside door always make sure it is locked behind you.

Each year, schools are required to conduct at least 2 lockdown drills in an effort to be prepared for an actual emergency. In preparation for the drills, procedures should be discussed with students and made the least frightening as possible. Students should be instructed that if they are not with their teacher/class in the event of a lockdown, they should go with the staff member in the nearest classroom or office. If unable to leave the bathroom, stay there and do not roam the hallways.

SOFT LOCKDOWN

From time to time there may be a called Soft Lockdown. A “soft lockdown” would be initiated if there is some sort of threat near the school, but not directly threatening the school. All interior and exterior doors would be locked and no one will be permitted to enter or exit the school. The school day will proceed as normally as possible inside the building. The office will notify teachers when this condition arises. We will most likely come to each classroom or notify you through email if time allows. If not, an announcement will be made over the intercom. Classes will continue in a regular routine with the following exceptions:

- If you are outside of the building with students, bring the students inside and to your classroom.
- All classroom doors will remain locked during the course of the soft lockdown.
- Lunch and special classes (PE, Music, Art, Media, Computer) will continue on a regular schedule unless otherwise specified.
- There are to be no staff or students outside the school building at any time – no recess, traveling to or from lunch or specials on outside pathways, etc.
- Students will not travel anywhere unsupervised by a staff member including to the bathroom, speech, resource, office, media center, etc. If you are unable to provide supervision, particularly for the bathroom, contact a classroom with an available TA or the office to assist if possible. Otherwise students should remain in the classroom.
- The office will notify all staff when the soft lockdown is concluded.

HARD LOCKDOWN

A “hard lockdown” would be initiated in a situation where there is a direct and imminent threat to the safety and well-being of the school building and its occupants either on campus or inside the building.

- If at all possible, an announcement will be made over the intercom stating “Teachers secure your area.” Or simply “Lockdown”. In the event the office is unable to make an announcement and you hear or see indications of a dangerous situation within the school, you are to use professional judgment and secure the students and area under your control and then contact the office. If no office staff are available, call 911.
- Check for students in the hallway immediately outside your classroom and usher them inside. Do not search up and down halls or go looking for your students in the building. We must act quickly and trust all staff to secure students where they are at the time of the lockdown.
- Teachers closest to the bathrooms will check for students, if safe to do so, and bring them into their classroom. (K/EC Hall – 305, 1st/2nd Hall – 407, 4th Hall – 514, 5th Hall – 529, Lobby – PE).
- Make sure the classroom door is locked and secure. If you do not have a key to the room you are in at the time or are a substitute, barricade the door to the best of your ability.
- Do not open the door to knocking or verbal requests from anyone. You will be notified of the “all clear” by an administrator or office staff member coming to your room or law enforcement will arrive to evacuate you from the building.
- Move students to the most secure/hidden section of your room, away and out of site from doors and if possible, windows. Closets are ideal locations in this situation. Keep all students quiet and calm.
- Close the blinds and cover the window in the door.
- Place your red or green dot card under the door or in the window as follows: Red – signifies to rescue personnel that someone in the room needs medical attention. Green – signifies all individuals in the room are unharmed.
- Take record of all students present with you.
- Classes in the gym, media center, computer labs, cafeteria should stay where they are and seek the safest possible location in those areas.
- If you are outside when a lockdown is called, get down on the ground or hide behind any objects you can. Do not return to the school building.



TORNADO/SEVERE WEATHER



Severe Weather Awareness Week, along with the statewide Tornado Drill, usually occurs the first week in March. Teachers should prepare their classes for this drill.

The following storm warnings are used by the Weather Bureau to define the order of severity of a storm:

- **Severe Thunderstorm Watch** - weather conditions are such that severe thunderstorms may develop.
- **Severe Thunderstorm Warning** - a severe thunderstorm has developed.
- **Tornado Watch** - weather conditions are such that a tornado may develop.
- **Tornado Warning** - a tornado has formed and been sighted.

Severe Weather: In the event of severe weather with rain, wind, hail and/or lightning, teachers should keep students inside the building. An announcement will be made from the office if there are conditions you need to be aware of.

Tornado Watch Procedures:

- An announcement will be made that there is a “Tornado Watch” and to take no action at this time.
- Listen for further announcements or instruction via the intercom system.
- No classes should go outdoors and classes that are outside should return to the building.

Tornado Warning Procedures:

- An announcement will be made that there is a “Tornado Warning” and you need to report to your assigned area (See Tornado Map/Assignments). Students should assume the protective posture on their knees and elbows with head facing the wall and hands covering the back of the head. In the event of an actual tornado, staff should assume the protective posture once students are secure.
- In the event, multiple classes are in the cafeteria or an assembly, we will use best judgment to locate everyone in a safe a place within the building as quickly as possible utilizing the inner portions of the bus and cafeteria hallways and the hallway off the secondary office door.
- Buses do not operate during a tornado warning.
- If you are in a classroom or office with no windows, you may locate yourself and students on an inside wall or use a closet. If your room has windows, but an interior closet, this is also an option.
- Classrooms with windows should move quickly & quietly to hallways. If your classroom is at the end of a wing with windows, you must move inward down the hallway. It may be necessary to put students in a double row at times. Leave enough room for a walkway.