

Emergency Procedures for Subs

In the event of a school emergency please remain calm, the students will sense your panic and react accordingly. Keep all students with you, do not allow cell phone use, and follow the appropriate procedures.



There is an emergency call button on the wall above the teacher's desk. The RED button is used if there is an emergency situation in or around your classroom. The BLUE button is used to call the office for non-emergency support or questions.

Evacuation

When ALARM sounds....WAIT until office makes announcement to verify evacuation

- Get the backpack from the holder by the door (clipboard is in backpack)
- Ensure all students are out of the classroom, shut off light & close/lock door
- If you have a student w/mobility impairments (walker/wheelchair) see evacuation plan for students with disabilities. (you will stay with that student until another adult is with him/her)
- Exit the building at nearest location, walk around the school to the football field
- Have students line up on the assigned yard line: See list on Emergency Clipboard: *** South(scoreboard end) East(school side)
- Write names of any missing students (who were present in class today, but gone now).
- Hold up RED sign and give the list to Teacher Lead when he/she comes to check.
- If no missing students, hold up GREEN.
- Have students sit after role is taken.

Shelter In Place (Secure)

This is necessary when we have a dangerous or unhealthy situation outside of the school.

- Immediately close all doors and windows leading to the outside environment
- Close doors leading to a hallway
- Accountability is sent via email (when requested) to kristy.murphy@washk12.org or PRESS BLUE BUTTON
- All students and staff must remain in the classrooms—no exceptions or excuses—the school team will deliver shelter-in-place supplies (blankets, buckets, water, etc.)
- Teaching & work may continue in the classroom
- DO NOT DISMISS AT THE BELL...wait for verbal instruction

Hold

This is necessary when we have a situation in a hallway of the school and we need to keep others from observing or obstructing the area. (may be a medical emergency or major spill)

- Close doors leading to a hallway
- All students and staff must remain in the classrooms—no exceptions or excuses
- Teaching & work may continue in the classroom
- DO NOT DISMISS AT THE BELL...wait for verbal instruction

School Violence (Lockdown)

- Immediately secure room doors, barricade if necessary—do not unlock the doors for any reason until administration or law enforcement indicates to do so (they have a key)
- Get students to a location that provides maximum physical protection (cover)
- Limit visibility to anyone who may peer into the room
- Stay QUIET: Students and staff should limit talking and other sounds that may announce their location.
- Be ready to fight/flee if necessary
- Do not allow students to use cell phones or leave
- Do not open the door for ANYONE....police will have a key to enter the room and let you know you can leave.
- Remain calm at all times

Earthquake

At first sign of an earthquake, have all room occupants “**drop, cover, and hold**” remaining in the sheltered position for 60 seconds or until shaking subsides.

Do not automatically rush your class into the corridor or outside the building

- Stay where you are
- Wait for instructions from the administration or Group Leader
- If you have waited an extended period: see structural insecurity, smell gas, or see smoke move the class to safety by leaving the building. If gas or fire is not a threat, a safe location may be inside another room. ***Exit the building only after it is safe to do so.***

If necessary to evacuate...follow evacuation procedures above.