

# Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.

**There are six basic procedures which can be utilized in responding to various emergencies:**

- A. Evacuation**
- B. Reverse Evacuation**
- C. Severe Weather Safe Area**
- D. Shelter in Place**
- E. Lockdown**
- F. Drop, Cover and Hold**

## **A. Evacuation (For use when conditions outside are safer than inside)**

- ▶ When announcement is made or alarm sounded:
- ▶ Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- ▶ Take roll book for student accounting
- ▶ Assist those needing special assistance
- ▶ Do not stop for student/staff belongings
- ▶ Go to designated Assembly Area
- ▶ Check for injuries
- ▶ Take attendance; report according to Student Accounting and Release procedures
- ▶ Wait for further instructions

## **B. Reverse Evacuation (For use when conditions inside are safer than outside)**

- ▶ When the announcement is made:
- ▶ Move students and staff inside as quickly as possible
- ▶ Assist those needing special assistance
- ▶ Report to classroom
- ▶ Check for injuries
- ▶ Take attendance; report according to Student Accounting and Release procedures
- ▶ Wait for further instructions.

**C. Severe Weather Safe Area (For use in severe weather emergencies)**

- ▶ When announcement is made or alarm sounded:
- ▶ Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- ▶ Occupants of portable classrooms shall move to the main building to designated safe areas
- ▶ Take roll book for student accounting
- ▶ Take attendance; report according to Student Accounting and Release procedures
- ▶ Assist those needing special assistance
- ▶ Do not stop for student/staff belongings
- ▶ Close all doors
- ▶ Remain in safe area until the “all clear” is given
- ▶ Wait for further instructions

**D. Shelter in Place (For use in external gas or chemical release scenarios)**

- ▶ When the announcement is made:
- ▶ Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- ▶ Assist those needing special assistance
- ▶ Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)
- ▶ Take attendance; report according to Student Accounting and Release procedures
- ▶ Do not allow anyone to leave the classroom
- ▶ Stay away from all doors and windows
- ▶ Wait for further instructions

**E. Lockdown (For use to protect building occupants from potential dangers in the building)**

- ▶ When the announcement is made:
- ▶ Students are to be cleared from the halls immediately and to report to nearest available classroom
- ▶ Assist those needing special assistance
- ▶ Close and lock all windows and doors and do not leave for any reason
- ▶ Stay away from all doors and windows and move students to interior walls and drop
- ▶ BE QUIET!
- ▶ *Additional Response Options* if situation warrants (active shooter or use of weapons): **Evacuation** (to avoid potentially threatening situations that involve the entire building), **Barricade** entrance to room, and age appropriate **Counter Measures** (if barricade is breached) examples: make noise, throw items, grab limbs of attacker.

**F. Drop, Cover and Hold (For use in earthquake or other imminent danger to building or immediate surroundings)**

- ▶ When the command “Drop” is made:
- ▶ DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- ▶ COVER - your eyes by leaning your face against your arms
- ▶ HOLD - on to the table or desk legs, and maintain present location/position
- ▶ Assist those needing special assistance
- ▶ Wait for further instructions
- ▶ Wait for an official to open the door