

# ***CRANE SCHOOLS***

## ***EMERGENCY RESPONSE PLAN***

### ***TEMPLATE***

Arizona Department of Education

Arizona Division of Emergency Management

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# **ARIZONA SCHOOL EMERGENCY RESPONSE PLAN**

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**This sample Arizona School Emergency Response plan is intended as a guide to help schools develop and strengthen an effective Emergency Response plan in cooperation with local emergency response agencies. Each school using this plan must conduct a review with their safety committee and determine any adjustments that must be made to fit the needs of their school. This document is intended as a guide. Each site must ensure that all components of the plan conform to school district policies and local, state and federal law.**

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## II. INTRODUCTION

### What is an Emergency?

- A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. School district facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.
- B. School district emergencies can be small and easily managed, or they can be large and difficult to manage. Every school district emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

### Purpose:

- A. To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs (Required by ARS 15-341, A 34). Our school's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- B. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel complete mandatory training.
- C. Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to parents.
- D. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.

- E. A council will be established consisting of local law enforcement, fire/EMS, emergency management, county health department and site personnel to develop the Emergency Operations Plan. The council should consist of site staff from the following disciplines at a minimum:

Administrator (Principal or Assistant)	Food Service staff
Office staff	Monitor/Safety personnel
Maintenance	Teacher

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- F. Procedures will be developed to provide for disabled and non-English speaking students and staff.
- G. This plan shall be reviewed annually by the above council and updated to maintain current procedures.
- H. Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.
- I. Each classroom will be supplied with a Crane Schools Emergency Response Guide that provides instructions on how to respond to specific events as determined by site emergency planning council.
- J. An NOAA capable radio with battery power back-up will be placed in the office where it can be monitored for emergency messages during school hours.
- K. Provisions for off campus emergencies will be addressed in this plan (e.g. bus accidents, field trips, off campus school activities...).
- L. A copy of this plan will be filed with the school district office.

### **During a Disaster: Step by Step is Right Here**

The greatest mistake principals, teachers and staff make in a crisis comes from not knowing what steps to take and in what order in a given situation. Planning, training and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These are guidelines to inform you of the most likely steps to take. It is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. Each site must conduct a hazard assessment to identify all hazards that pose a risk to the school.

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### ➤ FIRE/BOMB THREAT

1. Evacuate the building to the playground unless otherwise directed. Go to your designated area and sit down; remain **CALM AND QUIET**. If your students are with another teacher, they will find you.
2. If it is necessary to evacuate to an off-campus area, you will be so directed. Your class must stay with you.
3. Take this folder with you at any time during which it is necessary to evacuate the building because it contains the names and phone numbers of parents/designated pick-up persons.

### ➤ HOSTAGE/VIOLENT ACT - LOCK-DOWN

1. Immediately lock your doors, both into the hallway and on the outside. Close all blinds, and cover the windows in the doors with paper.
2. Move everyone to the back of the room as far away from the doors as possible. Everyone must remain **CALM AND QUIET**. Students will follow your lead.
3. Do not open any doors unless directed to do so by authorities.
4. Students who are in another classroom will be taken care of by that teacher. Do not leave your room.

### ➤ EARTHQUAKE

1. Do not leave the building until directed to do so.
2. Follow the "DROP, COVER AND HOLD" procedure in the classroom. Students who are in another classroom will be taken care of by that teacher. Everyone must remain **QUIET AND CALM**.
3. Upon leaving the building, all students must remain with the teacher until dismissed by him/her. Go to the designated area on the playground unless otherwise directed.

### ➤ MEDICAL EMERGENCIES

1. Immediately send for School Health Personnel. Do not move the injured person.
2. If you can determine the need, ask for the wheelchair or splints, at the same time you send for the School Health Personnel.
3. If you determine that a 911 call is necessary, send a responsible child to the office to ask that this be done.

### ➤ SHELTER-IN-PLACE: WHAT IT MEANS

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to SHELTER-IN-PLACE. This is a precaution aimed to keep you safe while remaining indoors. SHELTER-IN-PLACE means selecting a small interior room, with no or few windows, and taking refuge there. We will activate the school's emergency plan; follow reverse evacuation procedures to bring students, faculty and staff indoors. We will close the school. We are to provide directions to close and lock all windows, exterior doors and any other openings to the outside.

1. Follow the map, which shows where your room will evacuate to in case of this emergency.