

Classroom/Office Quick Reference Guides

The Quick Reference Guides enclosed herein are for teachers, staff, and visitors to facilitate response and recovery efforts during emergencies. The response and hazard specific guides provide procedures that should be followed during the listed emergency. All staff and visitors are asked to review the guides in advance so they are prepared when an emergency occurs. The guides offer a framework that can be applied to a variety of emergency situations. Each incident, however, is unique, and employees and visitors are urged to use common sense in applying guidelines.

Guides Include:

Responses:

- Lockdown
- Evacuation
- Shelter-in-Place
- Relocation
- Reunification

Hazards:

Violence/Threat Incidents:

- Active Violence
- Intruder/Trespassing
- Verbal/Written Threat
- Bomb Threat

Other Emergency Incidents:

- Medical Emergency
- Cardiac Emergency
- Severe Weather
- Fire/Explosion
- Flooding
- Utility Failure
- Chemical Incident
- Biological Incident
- Radiological/Nuclear Incident

LOCKDOWN

Purpose: This protocol is used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (e.g., intruder, active threat, hostage incident, gang violence, etc.).

Notification Procedures: Initiate **LOCKDOWN** procedures by making the following announcement:

“LOCKDOWN, LOCKDOWN, LOCKDOWN!”

“IMMEDIATELY FOLLOW EMERGENCY PROCEDURES AND AWAIT FURTHER INSTRUCTIONS”

“LOCKDOWN, LOCKDOWN, LOCKDOWN!”

Call 9-1-1

- Stay calm and assess the situation; any staff member should call 9-1-1 and identify the name and address of the school, describe the emergency, indicate that the school is going into **LOCKDOWN**, provide a description of suspect(s) and weapon(s), if known, and identify the location of the primary school staff, or command post.
- The staff member should remain on the phone to provide updates and additional information to the emergency dispatcher.
- Find and secure yourselves and any students in a safe location.
- Close and lock all doors; close shades/shutters on doors/windows.
- Move to least visible area of the room, remain silent, and students should turn cell phones **off**--staff should turn cell phones to **“vibrate.”**
- Notify the District Office.
- Await further instructions.

LOCKDOWN (CONT'D.)

If necessary and safe to do so:

- Notify students/staff outside to immediately move to the off-campus assembly area(s); account for the students/staff and be prepared to evacuate off-campus to a relocation site.
- Notify the transportation department to stop all in-bound buses and redirect them to designated sites.

**DO NOT LEAVE A SECURE LOCATION DURING A LOCKDOWN
EVEN IF THE FIRE ALARM ACTIVATES
AND
DO NOT OPEN THE DOOR FOR ANYONE BUT LAW
ENFORCEMENT.**

EVACUATION

Purpose: This protocol is used when it is determined that it is safer outside than inside the building (e.g., fire, explosion, hazardous material spill inside, structural failure, etc.).

Notification Procedures:

Call 9-1-1

- Identify the name of the school, describe the emergency, indicate that the school is evacuating, and identify the location of the primary school students/staff, and/or command post.
- If necessary, activate the fire alarm or designated audible warning device.
- If a non-alarm incident occurs, the building principal or designee should make the following announcement using the public address system, two-way radio, telephone, or megaphone (as applicable):

“YOUR ATTENTION, PLEASE. WE ARE EVACUATING THE BUILDING DUE TO <DESCRIBE EMERGENCY>. TEACHERS ARE TO MOVE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR GO-KITS, CLASS ROSTERS, AND OBTAIN ACCOUNTABILITY AT THE ASSEMBLY AREA.”

- Instruct students/staff to evacuate the building, using the safest and most expedient route, and report to their assigned assembly area.
- Take items such as class rosters, phone lists, student medications, visitor log, student sign-out sheet, and Go-Kit to the designated assembly area.
- Close your door and turn off the lights.
- If feasible and safe to do so, check the restrooms, hallways, and common areas for students/staff, and visitors while exiting.
- Take attendance in the assembly area and remain there until provided further instructions.

SHELTER-IN-PLACE

Purpose: This protocol is used to provide a refuge for students/staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Notification Procedures: In the event that a shelter-in-place incident becomes apparent in any school location—the building principal or designee should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

“ YOUR ATTENTION, PLEASE. WE ARE IMMEDIATELY IMPLEMENTING SHELTER-IN-PLACE PROCEDURES DUE TO <DESCRIBE EMERGENCY>. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THEIR DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”

- Order students/staff outside or in portable classrooms to move inside the building. Note: Ensure persons entering the building from a potentially contaminated environment **DO NOT** integrate with those already inside to avoid cross-contamination concerns.
- If necessary, move students/staff into designated safe areas, such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors. Direct staff to close all windows and doors:
 - If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas up-wind or cross-wind from the spill.
 - For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
- If warranted, order the shut-off of utilities and HVAC systems to stop the inflow of outside air into the building.
- If a severe weather event, monitor the NOAA radio.
- Maintain and report student attendance.
- All persons must remain in shelter until notified that normal activity may continue.

RELOCATION

Purpose: This protocol is used when circumstances require the relocation of students/staff to a remote site where students will be accounted for and released to their parents/guardians, etc.

Notification Procedures: In the event that relocation becomes apparent--in any school location—the building principal or designee should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. FOR SAFETY REASONS, WE ARE RELOCATING ALL STUDENTS AND STAFF TO <DESCRIBE RELOCATION SITE>. WE WILL CONDUCT REUNIFICATION FROM THAT LOCATION.”

- Take class roster, phone lists, and emergency Go-Kit as you exit to the designated assembly area.
- After evacuating, take attendance and account for all students. Report any missing students to school administration. Hold up a **RED** status card to indicate you have missing, injured, or extra students. Use a **GREEN** status card if everything is ok.
- Maintain control of your class. After receiving the alert for relocation, if necessary, guide students to the designated evacuation staging area for movement to the relocation site.
- Provide assistance to functional needs students/staff, as well as deaf, deaf/blind and hard-of-hearing students/staff. Request help, if needed.
- While en route to the relocation site, the teachers will prepare a list of all students on the bus, which will be delivered to the reunification Site Incident Commander, upon arrival.
- Follow the instructions of the reunification site staff when you arrive. You may be asked to assist in staffing the site.

REUNIFICATION

Purpose: This protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians, etc., with their children whenever the school building or grounds is rendered unsafe and a remote site is needed.

- Keep students on buses or in a holding area separate from waiting parents/guardians, etc., until they can be signed out.
- Provide a list of students to the reunification site staff, upon arrival.
- Provide proper assistance to functional needs students/staff, as well as deaf, deaf/blind and hard-of-hearing students/staff. Request help, if needed.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Once they have signed out their student, instruct parents/guardians, etc., to quickly depart the site in order to make room for others.

ACTIVE VIOLENCE INCIDENT

Purpose: This protocol is used when a threat or act of violence could jeopardize the safety of students/staff.

Notification Procedures: In the event that an active violence incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- Stay calm and assess the situation; if possible, determine the location of the threat.
- If possible, evacuate the area by a safe route. If not, seek an area of safe refuge, quickly secure all doors and windows, and barricade as many items between students/staff and the threat.
- Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so.
- Do not attempt to make contact with the individual responsible for the threat.
- If students/staff must have contact with the individual posing the threat, attempt to find some cover (e.g., solid objects) to place between them and the individual.
- Be prepared to combat the subject individually to neutralize the threat, if lives are in imminent danger. Active resistance may increase the chance of survival, but this is strictly a personal decision.
- If students/staff are barricaded in a room, identify objects that could be used as weapons to deter the threat from pursuing them at that location.
- If students/staff are fortunate to be in a group, develop a plan for how they will combat the subject posing the threat should he/she gain access to the area of refuge.
- Once in a secure location, **DO NOT** open the door for anyone but law enforcement.
- DO NOT** approach police officers as they attempt to locate and neutralize the threat.

DO NOT LEAVE A SECURE LOCATION DURING AN ACTIVE THREAT, EVEN IF THE FIRE ALARM ACTIVATES, AND DO NOT OPEN THE DOOR FOR ANYONE BUT LAW ENFORCEMENT.

INTRUDER/TRESPASSING

Purpose: This protocol is used when there is an intruder or trespassing-related incident that could jeopardize the safety of students/staff.

Notification Procedures:

- Identify the problem and the location; stay calm and assess the situation.
- Approach the subject and determine the nature of their business within the building.
- Ask the subject for their identification. Take note of their identification information, in case further follow-up is required by public safety personnel.
- Request that the subject accompany a staff member to the office. If the suspect is looking for a specific student, check the student's file for court orders (e.g., personal protection orders, custody orders).
- If there is no acceptable reason for the subject to be in the building, ask the subject to leave the building site.
- If the subject refuses to leave:

Call 9-1-1

- Provide the suspect's description and information gathered.
- Await police response.
- If appropriate, initiate emergency **LOCKDOWN** procedures.

VERBAL/WRITTEN THREAT

Purpose: This protocol is used as a guide for responses to verbal or written threats by students toward self, other students/staff, or the school. Often, students make threats of harm in moments of anger, frustration, or when challenged. Administrators, with the help of student support services personnel--particularly school psychologists--must assess threats, which are classified low-, medium-, or high-level. Each level has specific indicators and responses. Safety of students/staff is always paramount.

Notification Procedures: In the event that a verbal or written threat incident occurs in any school location--report the threat immediately (or as soon as it is safe to do so).

- Stay calm and assess the situation.
- Call security, if available.
- Immediately determine level of threat with input from the school counselor, psychologist, social worker, and school resource officer, where appropriate.

LOW LEVEL THREAT:

- Notify student's parents/guardians, etc.
- Refer student to the Crisis Team, as needed.
- Consult school staff regarding strategies for managing low-level threat.

MEDIUM LEVEL THREAT:

- Principal/administrator identifies employee to notify parents/guardians, etc., of student making threat.
- Notify parents/guardians, etc., of intended victims, as appropriate.
- School counselor, school psychologist and/or school social worker are involved, as needed.
- Disciplinary actions are determined by the principal/administrator.
- Identify and offer appropriate referral resources to parents/guardians, etc.
- Refer student to the Crisis Team, as needed.

VERBAL/WRITTEN THREAT (CONT'D.)

- Principal/administrator may consult with police at 9-1-1. Patrol officer may investigate and refer.

HIGH LEVEL THREAT:

Call 9-1-1

- Student remains under principal/administrative supervision.
- Notify parents/guardians, etc., of student making threat and request their immediate response to the school.
- Notify parents/guardians, etc., of intended victims, as appropriate.
- Principal/administrator contacts school counselor, school psychologist, and/or school social worker to conduct emergency assessment of threat of harm to self, others, or property.
- Identify and offer appropriate referral resources to parents/guardians, etc.
- Refer student to the Crisis Team, as needed.

BOMB THREAT

Purpose: This protocol is used when there is a bomb threat-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a bomb threat becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

If bomb threat is made by phone:

- Stay calm and assess the situation; complete the Bomb Threat Response Report (below), as much as possible.
- Start recording device, if available.
- Signal another staff member to listen in, if possible.

If bomb threat is written/e-mail:

- Save the document.
- Handle the document as little as possible.
- Re-write the threat exactly as it reads on a separate piece of paper. Record the who, what, where, when, why, and how details surrounding the document.
- Secure the original document. If small, place in a bag or envelope. **DO NOT** fold, crumple, tear, delete, or mark the item in any way. If on a large object, secure the location.

If bomb threat is verbal:

- Detain the person making the threat, if possible, and practical.
- If the person who made the threat leaves, note in which direction they are going. If possible and safe, follow them at a discreet distance. Have another staff member notify the principal/administrator.

BOMB THREAT (CONT'D.)

- Note the description of the person who made the threat:
 - Name (if you know it)
 - Race
 - Sex
 - Distinguishing features
 - Type and color of clothing
 - Body size
 - Hair color
 - Scars/tattoos

- Write down the threat exactly as it was communicated to you:
 - Exact wording
 - Where the person who made the threat is now
 - Who made the threat
 - The date and time of the threat

If a suspicious item is found or location of bomb is determined:

- DO NOT TOUCH THE ITEM.**
- Report location and description.
- Secure area where item is located, but do not guard it (stay away from the item).
- Notify the principal/administrator.
- DO NOT** use any type of radio or cellular communication when in close proximity to the item.
- Notify police, fire, EMS, bomb squad.
- Select and clear evacuation routes and assembly areas that are away from the suspicious item.
- When evacuation routes and assembly areas are cleared, conduct evacuation by the safest route possible.
- Meet arriving EMS and brief them on the situation. Let them speak with the person who found the item, and inform them where the item is located.
- Law enforcement will assume command of the scene. The School Crisis Response Team should remain at the scene to inform and manage evacuees, media, parents/guardians, etc., and others, as appropriate.

BOMB THREAT (CONT'D.)

BOMB THREAT RESPONSE REPORT

Bomb Threat Questions to Ask

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____
10. What time was call received? _____

Exact wording of the threat: _____

Describe the Caller	Caller's Voice	Background Sounds
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unsure <input type="checkbox"/> Approximate Age	<input type="checkbox"/> Accent (Describe): _____ <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Familiar (Who?): _____ <input type="checkbox"/> Laughing <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Soft <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Stutter <input type="checkbox"/> Other: _____	<input type="checkbox"/> Animal Noises <input type="checkbox"/> Children <input type="checkbox"/> Clear <input type="checkbox"/> Factory/Machinery <input type="checkbox"/> House Noises <input type="checkbox"/> Motor <input type="checkbox"/> Office <input type="checkbox"/> PA System <input type="checkbox"/> Street Noises <input type="checkbox"/> Voices <input type="checkbox"/> Other: _____
Emotions of Threat		
<input type="checkbox"/> Agitated <input type="checkbox"/> Angry <input type="checkbox"/> Boastful <input type="checkbox"/> Crazy <input type="checkbox"/> Distant <input type="checkbox"/> Excited <input type="checkbox"/> Happy <input type="checkbox"/> Matter-of-fact <input type="checkbox"/> Sad <input type="checkbox"/> Sincere		
Type of Phone		
<input type="checkbox"/> Cellular <input type="checkbox"/> Phone Booth <input type="checkbox"/> Land Line		
	Threat of Language	
	<input type="checkbox"/> Foul <input type="checkbox"/> Incoherent <input type="checkbox"/> Irrational <input type="checkbox"/> Reading <input type="checkbox"/> Taped <input type="checkbox"/> Well Spoken <input type="checkbox"/> Other: _____	

BOMB THREAT (CONT'D.)

BOMB THREAT RESPONSE REPORT (CONT'D.)

Written Threat

Describe the threat: _____

Where was it found? _____

Verbal Threat

Who made the threat? _____

Exact words: _____

Who is the threat directed at? _____

Suspicious Package

Describe package location: _____

Description of package: _____

Has package been moved/disturbed? _____

Person who received threat: _____

Time/date: _____

MEDICAL EMERGENCY

Purpose: This protocol is used when there is a medical emergency-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event of a medical emergency at any school location--report the medical emergency immediately.

Call 9-1-1

- Stay calm and evaluate the scene.
- Isolate the area.
- If the scene is not safe (e.g., electrocution, downed wires, etc.), wait for EMS.
- If the scene is safe, proceed to the victim and assess the severity of the situation/injury.
- Instruct a staff member trained in first aid/CPR to respond to the area to assist.
- Stabilize the victim and administer first aid.
- Assign an individual to meet/escort the emergency medical responders.
- Notify the parents/guardians, etc.
- Provide the police/fire/EMS with emergency information.
- Accompany the student/staff member to the hospital if the parents/guardians, etc., cannot be there.

CARDIAC EMERGENCY

Purpose: This protocol is used when there is suspected sudden cardiac arrest.

Notification Procedures: In the event of a suspected cardiac emergency at any school location--report the emergency immediately.

- Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

Call 9-1-1

- Assign an individual to meet/escort the police/fire/EMS.

Activate school's cardiac emergency response plan. If cardiac emergency response team is delayed or not available, proceed with following:

- If automated external defibrillator (AED) is available, assign an individual to bring it to the scene; have a staff member trained in the use of the AED respond to the area to assist.
- Assign an individual to assist with crowd control, documentation, and clearing all rescuers and bystanders.
- Assess patient (e.g., airway, breathing, and circulation).
- Prepare victim by removing his/her shirt; dry his/her chest, if wet.
- If AED available, have trained staff member operate AED.
- If no AED or trained staff member is available/present, have a staff member trained in first aid/CPR respond to the area to assist.
- EMS will take charge of the situation upon arrival.
- Notify the parents/guardians, etc.

SEVERE WEATHER INCIDENT

Purpose: This protocol is used when a severe weather-related incident could jeopardize the safety of students/staff.

Watch: A precautionary alert issued when conditions are favorable for the development of severe weather in a specific area.

Warning: Issued when severe weather has actually been sighted or indicated by radar in a specific area.

Note: At the first sign of severe weather, all students/staff outside should return to the building.

- Monitor developing weather conditions.
- Contact the administrator-in-charge for direction.
- If conditions warrant protective measures to be taken, initiate shelter-in-place procedures and assist students/staff to proceed to the shelter area.
- If there is a medical emergency, **CALL 9-1-1.**
- If damage has occurred to the building, evacuate the affected areas/campus.
- Discourage the release of students/staff until the severe weather passes.
- Account for all students/staff and visitors.
- Keep students quiet and calm.

FIRE/EXPLOSION

Purpose: This protocol is used when there is a fire-related incident that could jeopardize the safety of students/staff.

Notification Procedures: Evacuate the building by using the fire alarm while simultaneously shouting “**FIRE, FIRE, FIRE!**”.

Call 9-1-1

- Any witness to or anyone witnessing the fire will **CALL 9-1-1**.
- Stay calm and assess the situation.
- Identify the name and address of the school, describe the emergency, and indicate that the school is being evacuated.
- Remain on the phone to provide the location of the fire within the building, updates, and any additional information.
- Conduct evacuation procedures, account for all students/staff, and be prepared to evacuate off-campus to a relocation site.
- Ensure the building is evacuated.
- Render first aid to injured students/staff that may be in or near the area, as long as it is safe to do so.
- Assist police/fire/EMS, as needed.

FLOODING

Purpose: This protocol is used when there is a flood-related incident that could jeopardize the safety of students/staff.

If a flood is likely in the area, persons should:

- Listen to the radio or television for information.
- Know that if there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly.
- Make sure the staff member in charge of the NOAA radio shares information, so personnel are prepared.

If students/staff must prepare to evacuate, they should do the following:

- Secure the classroom or office. If time permits, bring in outdoor furniture or equipment. Move essential items to a higher floor.
- Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.
- Turn off utilities at the main switches or valves, if instructed to do so.

UTILITY FAILURE

Purpose: This protocol is used when there is a utility failure on school property.

Notification Procedures:

- Contact the custodial/maintenance personnel regarding the utility outage.
- Ensure the local utility company has been contacted.
- Determine the full extent of the utility failure for the principal/administrator.
- Keep students in the classroom and continue to teach unless there is an immediate hazard associated with the outage.
- If school is dismissed early, refer to individual student emergency forms to confirm student destinations. Make phone calls, as necessary, for alternate plans and document the change on the student's emergency form.

CHEMICAL INCIDENT

Purpose: This protocol is used when there is a chemical-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a chemical incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- Identify the threat based on foreign or out-of-place substances present within or near the surroundings of the school.
- Identify and react to the threat based on emergency warning systems in place for the city or county notification procedures.
- Identify the threat based on unusual or sizable amounts of sickness-related symptoms being experienced with students/staff.
- Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
- Turn off HVAC system.
- If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside; ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.
- If a threat is determined outside the building, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students/staff, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel or similar means of obstruction.
- Have students cover nose and mouth with any fabric material.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.

CHEMICAL INCIDENT (CONT'D.)

- Ensure the segregation of potentially contaminated persons or those showing symptoms, to avoid cross contamination.
- Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- Conduct attendance audit of staff/students and visitors.
- Monitor public announcements through the local emergency manager or broadcast media and await further instructions.

Symptoms may not be present immediately and are dependent on exposure time and toxicity. Chemical agents often do not produce a visible cloud. Symptoms may include:

- **Fever, headache, chills, sweating, weakness and fatigue.**
- **Blisters or rashes.**
- **Unexplained coughing, fatigue, tearing in eyes, and dizziness.**
- **Unusual liquid droplets or oily film.**
- **Unexplained animal sickness or death.**
- **Unexplained odors.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**

BIOLOGICAL INCIDENT

Purpose: This protocol is used when there is a biological-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a biological incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- Stay calm and assess the situation; if possible, determine if the source of the biological threat originates within or outside of the building.
- If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside; ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.
- If a threat is determined outside the building, shelter-in-place as far from the source of the contamination as possible, closing all doors and windows and covering any gaps between doorways with a wet towel or similar means of obstruction.
- Notify students/staff to immediately move to the designated assembly area(s), account for the students, and be prepared to evacuate off-campus to a relocation site, if necessary.
- Conduct attendance audit of students/staff and visitors; ensure the building is evacuated.

BIOLOGICAL INCIDENT (CONT'D.)

- Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- Re-occupy the building when "All Clear" is announced.

Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:

- **Fever, headache, chills, sweating, weakness, and fatigue.**
- **Joint and muscle pain.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**

RADIOLOGICAL/NUCLEAR INCIDENT

Purpose: This protocol is used when there is a radiological or nuclear-related incident that could jeopardize the safety of students/staff.

Notification Procedures: In the event that a radiological or nuclear incident becomes apparent in any school location--report the threat immediately (or as soon as it is safe to do so).

Call 9-1-1

- Identify the threat based on foreign or out of place substances present within or near the surroundings of the school.
- Identify and react to the threat based on emergency warning systems in place for the city or county notification procedures.
- Identify the threat based on unusual or sizable amounts of sickness-related symptoms being experienced with students/staff.
- Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
- Turn off HVAC system.
- If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside. Ensure it is done with controlled routes, guiding students/staff as far from the contaminated area as possible, accounting for wind direction and distance.

RADIOLOGICAL/NUCLEAR INCIDENT (CONT'D.)

- If a threat is determined outside the school, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students and faculty, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel or similar means of obstruction.
- Have students cover nose and mouth with any fabric material.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.
- Ensure the segregation of potentially contaminated persons or those showing symptoms, to avoid cross contamination.
- Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
- Conduct attendance audit of staff/students and visitors.
- Monitor public announcements through local emergency manager or broadcast media and await further instructions.

Symptoms may not present themselves for 2-6 hours even with high doses dependent on exposure time, distance and rate.

Symptoms may include:

- **Fever, headache, chills, sweating, weakness, and fatigue.**
- **Joint and muscle pain.**
- **Respiratory distress, difficulty talking, or eating.**
- **Nausea.**