

## Emergency Response Procedures for SMMS

Locate your emergency folder in the classroom. Inside the folder you will find detailed instructions for the five basic emergency procedures. In an emergency, take the folder with you. The chart below is a quick reference for keeping a cool head during a possible emergency. Use the red Emergency Attendance Sheet (EAS) in the emergency folder for student/adult accounting.

<p><b>A. Fire Drill – (for use when conditions outside are safer than inside)</b></p> <p>When the alarm is sounded...</p> <ul style="list-style-type: none"><li>✓ Close all windows, turn out the lights, and close all doors.</li><li>✓ Have students file out of the room in a silent, single-file line.</li><li>✓ Travel on the classroom side of the hallway to the exit door.</li><li>✓ File out the predetermined exit to the nearest safe location.</li><li>✓ Take attendance; call out student names, and record information on EAS.</li><li>✓ Wait for instructions</li></ul>
<p><b>B. 500 Foot Evacuation – (for use with chemical spill or bomb threat)</b></p> <p>When the announcement is made: “There is a need to immediately evacuate the building 500 feet.”</p> <ul style="list-style-type: none"><li>✓ Leave the building immediately.</li><li>✓ Have students file out of the room in a silent, single-file line.</li><li>✓ Travel on the classroom side of the hallway to the exit door.</li><li>✓ File out the predetermined exit route to the designated assembly area.</li><li>✓ Take attendance; call out student names, and record information on EAS.</li><li>✓ Wait for instructions.</li></ul>
<p><b>C. Lockdown – (for protection from potential dangers in the building or outside)</b></p> <p>When the announcement is made: “This is a lockdown.”</p> <ul style="list-style-type: none"><li>✓ Clear all students from the halls and report to the nearest available classroom.</li><li>✓ Close and lock all windows and doors, cover all room and door windows, close the blinds.</li><li>✓ Turn out the lights.</li><li>✓ Move students to the interior walls and ask them to sit on the floor. Make certain no one can be seen from the windows and doors. Stay away from all windows and doors.</li><li>✓ Instruct students to remain SILENT and take a silent attendance.</li><li>✓ Do not leave the room or answer your door for any reason until the “ALL CLEAR” is given from the office.</li></ul>
<p><b>D. Severe Weather – (for use in severe weather emergencies)</b></p> <p>When the announcement is made that severe weather is expected...</p> <ul style="list-style-type: none"><li>✓ Do not close windows, but lower all blinds.</li><li>✓ Have students file out of the room in a quiet, single-file line and close all doors.</li><li>✓ Ask students to position themselves on the floor facing the lockers or hallway walls.</li><li>✓ Students should be in a sitting position that is away from glass and possible flying debris.</li><li>✓ All outside classes need to come into the building and find a safe location.</li><li>✓ Record information on EAS. Administrators will collect your EAS.</li><li>✓ Wait silently for further instructions.</li></ul>
<p><b>E. Earthquake – (for use during an earthquake or other imminent danger to building or immediate surroundings)</b></p> <p>When the announcement is made. “Drop and cover”...</p> <ul style="list-style-type: none"><li>✓ DROP – to the floor, take cover under a nearby desk or table and face away from the windows.</li><li>✓ COVER – your eyes by leaning your face against your arms</li><li>✓ HOLD – on to the table or desk legs, and maintain present location/position.</li><li>✓ Assist those needing special assistance.</li><li>✓ Wait for further instructions</li></ul>