



DURHAM
PUBLIC SCHOOLS

CLASSROOM EMERGENCY PROCEDURES GUIDE

FOR ALL EMERGENCIES, CALL

MAIN OFFICE

PLEASE POST NEAR CLASSROOM DOOR

UTILITY OUTAGE/FAILURE

- Notify the Main Office immediately of the type of utility outage (electrical, heating, cooling, water, etc.).
- Stay calm. Reassure students.
- If necessary, implement the appropriate emergency procedures (e.g., evacuation) to ensure that students are not exposed to danger.
- If there is no immediate danger, remain in place unless directed by the principal/designee to go to another location.
- Open blinds to let outside light in or use flashlights if it is a power outage.
- Take attendance to ensure all students are accounted for.
- Immediately notify the team member in charge of accountability of any missing students.
- If you are moved to another area, take roll, and account for each student by name once you arrive at the new location.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

LOST, MISSING OR ABDUCTED STUDENT

- Remain calm.
- Report the lost, missing, or abducted child to the Main Office.
- Furnish a physical description and clothing information of the child (age, height, weight, hair color, eye color, color of shirt/pants/coat, etc.).
- Advise the principal/designee of any problems that are known to you regarding the child (e.g., medical issues, developmentally delayed).
- **If the student is lost or missing from the classroom:**
 - Immediately search the entire room for the child (closets, under desks, tables, etc.).
 - Ask other children if they know where the child may be.
- **If the student is lost or missing from the playground:**
 - Immediately search the playground, school grounds, and conduct a visual search of properties around the school.
 - Ask other children if they know where the child may be.
- **If the student is lost or missing during dismissal or from bus:**
 - If the child is missing at dismissal or from the bus, ensure the transportation dispatcher is contacted to put out a notice to all buses.
 - Ask the child's friends if they know who the student is with or where they may have gone.
- **If the student is abducted:**
 - If the abduction was witnessed, provide a description of the abductor and vehicle to the principal/designee (physical description, name, car make and model, and direction of travel, etc.).
 - Notify the principal/designee of any custody issues with the child, if known.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

MEDICAL EMERGENCY: ILL OR INJURED PERSON

- Notify the Main Office immediately.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- Unless certified to provide first aid, do not attempt to render any medical treatment before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (blood, vomit, etc.).
- Comfort the victim and reassure them that medical assistance is on the way.
- If necessary, implement appropriate emergency procedure (e.g., evacuation) to ensure that students are not exposed to trauma or danger.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been addressed, remain to assist emergency services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by school or law enforcement officials.
- Rejoin your students as soon as possible. Take your student roster with you and account for all students once you have reached the evacuation area.
- Immediately notify team member in charge of accountability of any missing students.

MEDICAL EMERGENCY: HEAT STRESS

- Notify the Main Office immediately.
- Move the individual to a cooler environment out of direct sunlight and accelerate the cooling with ice packs, if necessary.
- Provide water to the person if they are conscious. Avoid caffeinated beverages.
- Have individual lie down with feet slightly elevated and loosen clothing.
- Call 911 if they have a high fever, are having seizures, are unconscious or delirious.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

HAZARDOUS MATERIALS SPILL – INSIDE BUILDING

- Notify the Main Office immediately of the situation.
- If the chemical is known, check the Material Safety Data Sheet for relevant product safety information.
- Do not try to clean up the spill unless you are trained and have the proper equipment to perform the clean-up.
- Attempt to provide ventilation to the affected area by opening the windows, if safe to do so and time permits.
- Implement the appropriate emergency procedures (refer to Evacuation page) to ensure that students are not exposed to danger.
- Direct the students to go immediately, in a calm and orderly manner, to the evacuation assembly point.
- If possible, control access to the affected area by closing doors.
- Take your student roster with you and account for all students once you have reached the assembly point. Immediately notify the team member in charge of accountability of any missing students.
- Contact the medical assistance leader to check people involved for adverse medical symptoms (shortness of breath, fainting, etc.).
- Remain at the assembly point until directed by the principal/designee.

HAZARDOUS MATERIALS SPILL – OUTSIDE BUILDING

- Notify the Main Office of the situation.
- Stay in place. Do not leave the school building.
- Secure all exterior windows and doors to prevent the vapors from entering.
- Implement the appropriate emergency procedures (e.g., reverse evacuation, shelter-in-place) to ensure that students are not exposed to danger.
- Use your student roster and account for all students. Immediately notify the team member in charge of accountability of any missing students.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the sheltering area until directed by the principal/designee.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

WEAPON OBSERVED ON SCHOOL GROUNDS

- Secure the scene until the appropriate personnel arrive to retrieve the weapon.
- Should someone observe a gun or other weapon, instruct them **NOT TO TOUCH IT.**
- Remain calm.
- Notify the Main Office immediately.
- Ensure student and staff safety by moving everyone away from the weapon to a safe location.
- If necessary, implement the appropriate emergency procedures (refer to Lockdown or Evacuation) to ensure that students are not exposed to danger.

WEAPON OBSERVED ON AN INDIVIDUAL

- **IN ALL CASES – USE EXTREME CAUTION AND DO NOT CONFRONT THE INDIVIDUAL.**
- If the individual is not in your immediate vicinity, discretely call the Main Office.
- If the individual is nearby, seek assistance from another staff member or supervising adult in reporting the incident.
- If it is safe to do so and there is no other option, send a discrete message to the Main Office that includes:
 - Your name and location
 - The name/description of the suspect
 - Any information regarding the weapon's location and type
- If possible and without making a scene, move everyone away from the person with the weapon to a safe location.
- Implement the appropriate emergency procedures (refer to Lockdown or Evacuation).

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

SUICIDE THREAT

If a student expresses suicidal thoughts, via verbal or written means:

For the person who first intervenes in a potential suicide, active listening is much more important than talking.

- **Call the Main Office to notify the principal/designee and/or counselor.**
- **If safe, escort student from the area.**
- **Stay with the suicidal person until help arrives.**
- **Do not try to handle the situation alone.** Seek immediate assistance from another teacher or staff member.
- **Listen and observe.** Of vital importance to a person in an emotional crisis is to have someone available who will listen and hear what he or she is saying. Avoid false reassurance that “everything will be okay” and never demean suicidal expressions. Do not be judgmental.
- **Be supportive.** Communicate your concern for the person. Keep your own emotional response under control.
- **Be sensitive to the relative seriousness of the person’s thoughts and feelings.** Inquire directly about thoughts of suicide. If we do not respond to the person’s suicidal thoughts, they may interpret our reaction as not caring. When a person speaks of clear-cut, self-destructive plans, the situation is usually much more serious. Take any suicidal complaint seriously, even if it is expressed in a calm voice.
- Trust your own judgment. If you believe someone is in danger of suicide, act on your own beliefs.

SUICIDE ATTEMPT

- Call the Main Office to notify the principal/designee, 911, medical assistance leader, and counselor.
- Stay with person until help arrives.
- If a weapon was used, DO NOT ATTEMPT TO DISARM the individual.
- If a weapon was used, initiate lockdown or evacuation procedures in the area.
- Clear witnesses out of the area and provide counseling support as soon as possible.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

TORNADO WATCH

Tornado watch – Issued by the National Weather Service when conditions are favorable for a tornado and tornadoes are possible.

- Be prepared to respond if weather conditions worsen. Be familiar with tornado shelter locations and have an attendance roster available.

TORNADO WARNING

Tornado warning – A tornado has been sighted or has been indicated by National Weather Service Doppler radar and might be headed your way.

- Immediately move to your sheltering areas and take cover.
- Close blinds or drapes and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Have students sit on the floor along interior walls of designated sheltering areas, as far away from any windows as possible.
- Calmly demonstrate the "***Duck and Cover***" procedure to students, especially those of elementary school age. Tell students they are to remain in the "***Duck and Cover***" position (see Duck and Cover below) until they hear the message, "***All Clear***."
- If high winds or tornados strike the building, shout "***Duck and Cover***" and assume the position yourself. Remain in the "***Duck and Cover***" position until you hear the "***All Clear***" announced.
- Once the "***All Clear***" is announced, assess the situation with respect to injuries or building damage and, if conditions are safe, send a staff member or student to the principal/designee to report the situation. If trained to do so, render first aid to those who are injured until medical help arrives.
- Take attendance and account for all students in your class.
- Unless there is an imminent hazard in the area, no one should leave the area until emergency crews arrive. If the building is significantly damaged, there can be potential hazards such as exposed electrical wires, sharp or falling debris, etc., which may be present that can cause harm.
- Do not dismiss students. Await further instruction from principal/designee.

DUCK AND COVER

Students and staff will sit cross-legged or on their knees and cover their neck and the back of their heads with their hands.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

EARTHQUAKE

- Instruct students to take cover under their desk or a heavy piece of furniture, hold on to the leg of the furniture, and turn away from any glass.

Once the shaking stops:

- If structural damage, window breakage, etc., has been sustained, notify the principal/designee.
- If there is no immediate danger, remain in position until the principal/designee determines whether to remain in the building or evacuate.
- If there is an immediate threat, evacuate to a safe location outside of the building (e.g., away from trees, buildings, power lines).
- Take attendance of students and report missing students to the team member in charge of accountability.
- If outside, do not go inside until the building has been cleared by appropriate personnel.
- Be prepared for aftershocks.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

THREAT OF FIGHT OR PHYSICAL ALTERCATION

- Stay calm.
- Assess the level of threat. **DO NOT PUT YOURSELF AT RISK** if you think an altercation could occur.
 - Try to de-escalate the situation
 - Listen to the person
 - Empathize with the person and be respectful – don't shame, blame, or judge
 - Use a clear, calm, strong voice
 - Keep body language non-threatening
 - Do not use words that threaten or intimidate
- If you are unable to de-escalate the situation, call for assistance immediately.
- Evacuate students from the area if necessary and possible.

IF AN ALTERCATION OCCURS

- If an altercation is taking place, **DO NOT PUT YOURSELF AT RISK**.
- Report the altercation to the Main Office immediately.
- Try to call for assistance of a nearby Student Resource Officer (SRO) or staff member.
- After the altercation has occurred, if safe to do so, move the victim to a private office/area or other safe place.
- Do not leave the victim alone.
- Be prepared to give as much of the following information as possible to the principal/designee, SRO, and/or law enforcement:
 - Your name and location
 - What happened
 - Victim's name and age
 - Location of victim
 - Description of the assailant
 - Location of the assailant or direction of their escape
- If the victim requires medical attention, contact the medical assistance leader.
- Remain calm and reassure students that all possible actions are being taken to care for the injured person and to protect others.

DEALING WITH A DIFFICULT INDIVIDUAL

- Be aware of your surroundings.
- Try to get the person to calm down and remember that "cooler heads prevail."
- Call for assistance if needed.
- Do not aggravate the individual by threatening or demeaning them.
- Time and distance are important– the more distance you have, the more time you will be able to prepare yourself.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

BOMB THREAT BY PHONE

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call.
- Use the Bomb Threat Checklist (see Appendix A). Ask the caller the following questions:
 - Where is the bomb?
 - When will it explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What is the caller's name and motive for placing the bomb?
 - Are you an employee?
 - Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Notify the Main Office immediately.
- Do not evacuate unless instructed by principal/designee.

WRITTEN OR EMAIL THREAT

- Save email or letter.
- If graffiti, secure the area.
- Report to the Main Office immediately.

SUSPICIOUS PACKAGE

- Remain calm.
- Do not touch or approach a bomb or suspicious device.
- Do not attempt to move or open the package.
- Keep anyone from handling it or going near it.
- Do not use your portable radio or cell phone within 100 yards of the suspicious package.
- Notify the Main Office immediately.
- Evacuate the students out of the immediate area.
- Write down everything you remember about the package.
- Save all packing materials.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

IF YOU DISCOVER SMOKE OR FIRE

REMEMBER: R – A – C – E

Rescue: Remove anyone from immediate danger.

Alarm: Activate the nearest emergency pull station and notify the Main Office of the fire situation.

Contain: Close all doors to confine smoke and fire.

Evacuate: Unless otherwise directed, follow the evacuation plan, taking your classroom emergency kits along, and proceed to the evacuation assembly point outside the building.

FIRE EXTINGUISHER USE: P – A – S – S

P - Pull the pin. This allows the extinguisher to be discharged.

A - Aim at the base of the fire. This allows you to hit the fuel.

S - Squeeze the top of the handle. This depresses the button that releases the extinguishing agent.

S - Sweep from side to side until the fire is completely out.

RESPONSE TO AUDIBLE FIRE ALARMS

- Remain calm.
- Before leaving a room, feel the closed door with the back of your hand before opening it. Do not open any door that feels hot.
- If smoke is present, stay low. The best quality air is near the floor.
- Do not use elevators.
- Take your class roster and evacuate with students to the assembly point.
- Once you have reached the assembly point, take attendance of all students and report any missing students to the team member in charge of accountability.
- Only return to the building when directed by the principal/designee.

IF YOU ARE TRAPPED IN YOUR OFFICE/CLASSROOM

- If possible, wedge wet towels or cloth materials along the bottom of the door to keep out the smoke.
- Try to close as many doors as possible between you and the fire.
- Notify 911 of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

IF YOU CATCH ON FIRE

DO NOT RUN!!!

- **STOP** where you are,
- **DROP** to the ground, and
- **ROLL** over and over to smother flames.

AREAS OF RESCUE

- If unable to easily evacuate the person, direct that person and their assistant to the designated area of rescue.
- Notify the principal/designee of the person's location once you have evacuated.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

EVACUATION

Evacuation of a classroom or area may be issued by the teacher, supervising adult, principal/designee, or first responders. The purpose is to move students away from potentially threatening situations that do not require full building evacuation.

Evacuation of a building is used to move students and staff out of the building by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.

Evacuation of the building may be issued by the principal/designee or first responders.

EVACUATION PROCEDURES

- Remain calm and stay with your students.
- Tell students to go immediately, in a calm and orderly manner, to the designated evacuation assembly point.
- Remember to take your class roster, cell phone and keys with you.
- Consider special needs occupants that may need assistance evacuating.
- If your primary route is blocked or unusable, use your secondary exit route.
- **Do not** take personal items with you.
- Close doors behind you while exiting.
- Walk, do not run.
- **Do not** go into the restrooms.
- **Do not** use the elevators.
- Once you have reached the evacuation assembly point, take attendance of all students and immediately report any missing student to the team member in charge of accountability.
- Stay with students, keeping them in a group.
- Remain at the designated evacuation assembly point until directed by the principal/designee or an "All Clear" has been announced.

REVERSE EVACUATION

Reverse Evacuation is used when a threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat.

REVERSE EVACUATION

- School occupants located outside should re-enter the school and return to their classrooms, gym, cafeteria, or other area identified by the principal/designee.
- Secure all exterior doors.
- Take attendance and notify the team member in charge of accountability of any missing/injured students.
- Do not leave the designated area unless directed by the principal/designee.
- Stay away from all doors and windows.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

LOCKOUT – EXTERNAL THREAT

A **lockout** should be used for an exterior human threat (e.g., suspect on the loose, criminal situation occurring near the school).

LOCKOUT PROCEDURES

- Remain calm and stay with your students.
- Commence the lockout by moving students who are outdoors into the building and locking all interior and exterior doors and windows.
- Cancel all outside activities until notified by the principal/designee.
- Close all doors, windows, blinds, and curtains.
- Class can be conducted as normal.
- If a gunshot or an explosion is heard, get everyone on the floor and commence LOCKDOWN.
- Do not allow students to be unattended at any time.
- Conduct roll call of all students and report any missing student to the Main Office.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to the Main Office to sign in.
- Lockout is to remain in effect until cancelled by the principal/designee and an “All Clear” is announced.

LOCKDOWN – INTERNAL THREAT

A **lockdown** should be used if there is a human threat inside the building (e.g., intruder, irate person, hostage situation).

LOCKDOWN PROCEDURES

- Remain calm and get to a secure area.
- Commence the lockdown immediately by locking all interior and exterior doors.
- Close all doors, windows, blinds and curtains and turn off lights.
- If there are life threatening injuries in the room, place RED cards (with classroom numbers on them) under the door and in the exterior window.
- Have students sit on the ground and remain quiet.
- Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
- Lockdown is to remain in effect until cancelled by the principal/designee or law enforcement and an “All Clear” is announced.

INTRUDER IN THE SCHOOL

- If an intruder enters the building, notify the Main Office immediately.
- Lockdown your area.
- Listen for instructions from the Main Office.
- Do not unlock your doors until you hear the “All Clear” announced.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

SHELTER-IN-PLACE

Shelter-in-place should be used to protect school occupants from natural and/or man-made environmental hazards (e.g., tornado, chemical/biological release).

SHELTER-IN-PLACE PROCEDURES

- Immediately move to your designated shelter-in-place area or other area as identified by the principal/designee.
- Close all windows. Turn off heating and air systems, if necessary and possible.
- Cancel all outside activities. Reverse evacuate, if necessary and appropriate.
- Take attendance and notify the team member in charge of accountability of any missing/injured students.
- Stay away from all doors and windows.
- Do not leave the shelter area unless directed by the principal/designee or first responder.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

REUNIFICATION

Reunification is the process of reuniting students with their parents/guardians or another emergency contact. Teachers should stay with their class until the principal/designee requests assistance somewhere else or your class is completely reunited.

SHELTER-IN-PLACE PROCEDURES

- Have parents check in to the parent relocation area.
- Parent requests student(s) to be released and shows identification.
- Staff checks ID and marks class roster.
- Parent proceeds to reunification area.
- Runner brings student(s) to reunification area.
- Staff at reunification area checks ID again.
- Student is released and class roster is marked.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

DEALING WITH THE MEDIA

- If you are approached by the media, direct them to the principal/designee. The principal/designee is the key spokesperson for the school as authorized by the district's Public Information & Community Engagement Office.
- The Family Education Rights and Privacy Act preclude school staff from disclosing a student's name, grade, or other personal identifying information.

News Media Personnel on School Grounds:

- If any news media personnel are observed on school grounds, notify the Principal immediately.
- In the event of an campus emergency, all media personnel should be directed to the designated Media Staging area.

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

Appendix A: BOMB THREAT CHECKLIST

❖ **Remain Calm** ❖❖ **Keep the Person Talking** ❖❖ **Note the Conversation** ❖

Date: _____ Day: _____ Time received: _____

Telephone number at which call is received: _____

Type of call: _____

Exact wording of bomb threat: _____

Ask the following questions:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? (plastic, TNT, nitro, etc.) _____

What will cause the bomb to explode? _____

Additional information received from caller: _____

Caller Information (check the appropriate answer)

Sex of caller: Male Female

Approximate age: _____ Race: _____ Length of Call: _____

Voice: Calm Soft Stutter Excited
 Laughter Rasp Rapid Normal
 Slurred Ragged Deep Breathing Disguised
 Accent Nasal Angry Loud
 Lisp Slow Crying Deep
 Distinct Whispered Clearing Throat Cracking Voice
 Familiar (If voice is familiar, who did it sound like?)

Background Sounds: Street Noise Factory Machinery Voices
 Crockery Animal Noises Clear
 PA System Static Music
 House Noises Long Distance Local
 Motor Office Machinery Booth
 Other (please specify)

Bomb Threat Language: Well Spoken (education) Incoherent
 Foul Message read by threat maker
 Taped Irrational

Remarks: _____

Your Name: _____ Department: _____ Phone: _____

Additional Notes: _____

NOTIFY MAIN OFFICE OF ALL EMERGENCIES

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- **Stop. Don't handle.**
- **Isolate it immediately.**
- **Don't open, smell, or taste.**
- **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- **Isolate area immediately**
- **Call 911**
- **Wash your hands with soap and water**



ADDITIONAL INFORMATION

EMERGENCY CALLS

For *life threatening or in progress emergencies*, dial **9-911** from DPS landline phones.

- Remain on the line, report location, emergency type, time of incident and number of individuals/victims involved.
-

ACCIDENTAL EMERGENCY CALLS

If 911 is dialed accidentally, **REMAIN ON THE LINE** and advise the operator of the accidental call.

NON-EMERGENCY NUMBERS

Police/Fire (919) 560-4600

Sheriff (919) 560-0900

Risk Management Services – (919) 560-3829

Emergency Management & Crisis Response (CERT Planning, Drills & Exercises)

Environmental, Safety and Health Programs & Training

Insurance Services

Security Services – (919) 560-3607

Video Surveillance and Alarms

Law Enforcement/Student Resource Officers

Student Services – (919) 560-2032

School Crisis Incident Response & Recovery Team

Child Nutrition Services – (919) 560-2370

Maintenance Services – (919) 560-3827

Transportation Services – (919) 560-3822