

# **ATLANTIC UNION CONFERENCE**

## **EMERGENCY MANUAL**

**2015**



**Adventist Education**

**GENERAL EMERGENCY PROCEDURE** (Date Revised \_\_/\_\_/\_\_)

The following are suggested emergency procedures.

(Planning guidelines are at the back.)

**RESPONSIBLE DESIGNEES**

The principal is responsible to maintain security, safety, and accountability of persons in the school.

The local team will appoint a contact person(s) available to assist the principal in the event of an emergency. Working with local public emergency officials is essential.

The education department of your local conference can provide a current listing of local professionals who would provide assistance, guidance and support in dealing with the aftermath of an emergency.

**IN THE FIRST 30 MINUTES OF THE CRISIS**

All staff should know that in a crisis situation, it is the school's policy that only the designated spokesperson will talk with the media and release information.

**PRINCIPAL OR DESIGNEE:**

1. Initiate the emergency plan as adopted by the School Board.
2. Identify the spokesperson for the school, in accordance with the emergency plan.
3. Prepare a statement for the media in accordance with the emergency plan, when appropriate.
4. Instruct students and staff to refer media and other questions to the spokesperson.
5. Decide what, when, and how information will be released to:  
 parents       staff       students       media       community
6. Determine:  
Yes  No  will reporters be allowed on school grounds?  
Yes  No  will reporters be allowed to speak with students?  
Yes  No  will school and property photographs be released?
7. Students and staff need to refer all questions to the spokesperson.
8. Parent release is necessary if/when reporters speak with students.

Depending upon the crisis, the school's office will provide appropriate information to share with callers: where to pick up students, etc. It is essential in a crisis that everyone gets accurate, factual information.

**Cell Phone Usage:** Students and teachers should be given specific instruction regarding cell phone usage in a crisis. This includes texting and social media. The phones may feed rumors, hinder, complicate, or extend the emergency (see note under Bomb Threat). Emergency personnel or administration will give direction on cell phone usage as available.

**INTRODUCTION**

All staff should know that in a crisis situation, it is the school's policy that only the designated spokesperson will talk with the media and release information.

The principal and staff are to maintain a safe environment "inside" the school. Emergency plans must be reviewed on a regular basis. (See planning tab # 17.)

Each principal should maintain a close working relationship with local fire and police departments as it is their responsibility to maintain a safe environment "outside" the school. Provide police and fire departments with floor plans indicating numbered doors.

Principal	
Spokesperson	
Vice Principal	
Guidance Counselor	
School Nurse	
School Board Chair	
Church pastor (Constituent)	
Conference Superintendent	
Union Director of Education	
Conference Media Representative	

Animal Control	
Electric Company	
Fire Department	
Gas Company	
Hospital	
Maintenance Director	
Poison Control	
Local Police	
State Police	
Water Bureau	

**CALL LIST**

**If a student has an allergic reaction or is stung** by an insect while in the supervision of the school the following steps should be taken:

**TEACHER:**

1. If student is having an allergic reaction; administer or assist per state regulations, the proper medication.
2. Alert administration and confirm the student's medical record for known allergies.
3. Call 911 if allergy is confirmed. Seek medical attention as appropriate.
4. Contact and maintain communication with parent/guardian.
4. If student is not known to be allergic check for the following symptoms.  
Call 911 immediately if these symptoms occur:
  - difficulty breathing
  - loss of consciousness
  - chest pain
  - swelling all over
5. Monitor and call 911 if multiple symptoms occur and are getting worse:
  - headache
  - dizziness
  - abdominal pain
  - vomiting
  - muscle cramps
  - rash
  - fever
  - severe swelling around the sting site

If symptoms occur, arrange for student to be transported to the emergency room immediately and then notify the parents/guardians. Fill out accident insurance form.

**PREVENTIVE MEASURES**

1. A bee sting medication kit should be provided to the school by the parents.
2. A minimum of one faculty should be trained in the proper application of approved medications.
3. Monitoring pest control for insect infestation.

**ALLERGIES/INSECT BITES/STINGS**

**If there is a Demonstrations or Disturbances:** In the event that a group should stage a demonstration or disturbance during school hours the following procedures should be followed:

Teacher:

1. Remain calm.
  2. Account for all students.
  3. Keep students in the classroom or designated area and wait for further instructions from the principal.
  4. Students should be kept fully informed to dispel rumors, and to calm their fears.
  5. Maintain normal classroom operations as far possible and if safe.
  6. Staff members should supervise dismissal.
1. Assess the situation to determine if police assistance is needed.
  2. Call 911 if necessary, the school board chairperson and superintendent.
  3. Inform the staff members of the situation.
  4. If advised as safe, meet with the protest leaders.
  5. Inform parents.
  6. The designated spokesperson should speak to the media as outlined in the emergency plan.
  7. Try to keep the cameras out of the building.
  8. Media must be in a controlled area and not free to roam the premises.

**PRINCIPAL:**

**If there are Bio-Hazardous Materials** If hazardous material has become airborne or spilled the following procedures should be followed: (examples: chloride, anthrax, and pesticide.)

Principal

1. Determine if evacuation is necessary. Sometimes it is safer to “shelter in place” –that is to leave students in the school with all windows and doors closed, and all ventilation systems closed down.
  2. All staff should be trained to turn off the ventilation system in their area.
  3. If evacuation is necessary move to a pre-planned clear area, cross-wind or up-wind to avoid toxic fumes.
  4. Call 911.
  5. Administer first aid as needed.
  6. Notify school board chair and superintendent.
  7. Do not return to the school until the area has been declared safe by emergency personnel.
  8. Inform parents of the incident, any emergency procedures taken and symptoms to watch for, or further precautions that should be taken at home.
- Asphyxiation (examples: gas leaks, carbon monoxide)
1. Open all doors and windows.
  2. Evacuate the building as necessary.
  3. Call the fire department and medical emergency personnel for help.
  4. Administer first aid as needed.
  5. Notify school board chair, district nurse and superintendent.
  6. Inform parents as soon as possible.
  7. Do not re-enter the building until the source of the problem has been identified and rectified.
- Communicable Disease (examples: SARS, influenza)
1. Notify school nurse and follow the district’s policy on communicable diseases.
  2. Contact local health department for advice and assistance.

## DEMONSTRATIONS/ BIO HAZARDS

**If there is a fire** the following procedures should be followed:

**PRINCIPAL:**

1. Immediately initiate the regular drill signal immediately.
2. Alert the Fire Department (911.)
3. Follow site or offsite evacuation plan.
4. Confirm student and staff roll count with teachers and support staff.
5. Attend to student safety with a building check if possible.
6. If safe, initiate or organize the use of fire extinguisher.

**TEACHER:**

1. Follow the map of exit from each room.
2. Close all doors.
3. Turn off lights and other electronic technology.
4. Take attendance sheet to account for all students.
5. Remain with your class.
6. Move away from buildings.
7. Report missing (not absent) students to the office.
8. Follow additional administrative instructions.

**If there is an explosion:**

1. Take cover and shelter against/under a desk or table.
2. When possible, evacuate.
3. If trapped by debris, cover nose and mouth.
4. Tap on pipe or wall. Use whistle for communication.
5. Shout only as last resort.

**FIRST RESPONDER:**

1. Activate fire alarm.
2. Close windows and doors, turn off lights.
3. Render first aid, as necessary.
4. Follow evacuation plan.
5. Take attendance and report names of missing, (not absent) to the principal.
6. Maintain control of students at a safe distance from the fire and firefighting equipment.

**Reminder:** monthly emergency drills must be conducted and recorded in the school register.

**FIRE**

**If a hostage situation** occurs while students are in school custody the following procedures should be followed:

**TEACHER OR SUPERVISING ADULT:**

1. Remain calm.
2. Do not argue with the intruder.
3. Follow instructions when they are given to you if legally possible.
4. Try to find a way to notify the principal's office as soon as possible. Send a note. Try not to use the phone because this may agitate the individual.
5. Speak only when spoken to.
6. If a weapon is visible or if the individual is threatening, calmly ask permission to let the students go.
7. If granted permission, leave quickly, quietly, and calmly.
8. Any release of information to the media should come from the spokesperson.

**PRINCIPAL:**

1. Gather information that will help the police.
2. Call 911, the school board chair and superintendent.
3. Do not confront the individual unless the individual wants to talk to you.
4. Evacuate all of the students and staff.

**PREVENTIVE MEASURES:**

1. Do not allow anyone to roam around the building with or without a pass from the office.
2. Report any suspicious persons to the principal's office immediately.
3. Approach the intruder/intruders and determine the nature of their presence. (May I help you?)
5. Refer or accompany them to the office.

**If a student is missing**, notify the principal of the student's unexplained absence.

**PRINCIPAL:**

1. Check school records for attendance, sign in/out, pickup authorization, and legal custody.
2. Notify parents/guardian and/or police immediately. Parents or school officials should contact police to file a runaway report (if runaway is suspected.)
3. Document any information or facts surrounding the incident. (When and where student was last seen, description of clothing, participation in after school activities, names of friends, etc.)
4. Identify close friends to see if they are at school. If they are, try to obtain information they can provide as to whereabouts of student.
5. Help parents and close friends cope with runaway/lost child/child abduction situation.

**HOSTAGE / MISSING CHILDREN**

**If intruder or dangerous person is on campus**

Understand that they could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized visitor. Their presence could be a minor disruption or serious threat to student and staff safety.

1. Develop a culture of all adults noticing and speaking to all unknown visitors.
2. Immediately notify the principal of suspicion.
2. Call 911 and report suspicious person or behavior. (If possible, the call should be made by the administrator.)
3. Report suspected or actual weapons or altercations.
4. Provide police with a floor plan (showing numbered doors) and follow their instructions for moving students and staff.
5. Notify all students and staff of the potential danger.
6. Stay with students, keeping them together and quiet in their home rooms or designated safe areas.
7. Ensure that doors are locked and windows are secured.
8. If the dangerous person is in your room, do not leave the students, follow emergency evacuation procedure if allowed by the intruder.
9. Account for all students and remain in the area to which you were sent.
10. Await the all clear signal from police.
11. Refer all media inquiries to the spokesperson.

**If a burglary is discovered, the following steps should be taken:**

1. Do not enter the building.
2. If the building has been entered and a break-in is discovered, do not touch anything. Leave the area and call the police.
3. Call from a near-by phone or cell phone.
4. Notify the School Board Chair and appointed contact person.
5. Wait for police to advise when clean-up and repairs can begin.
6. Work with school insurance regarding cost recovery of stolen items, and/or repair of damaged items.

**INTRUDER OR BURGLARY ON CAMPUS**



**If a serious medical emergency** occurs (serious injury or illness), the following procedures should be used:

**TEACHER**

1. Assess the situation by examining the patient for life threatening conditions such as unconsciousness, not breathing, severe bleeding, and checking for medical tags.
2. If life threatening conditions exist, call or have someone call 911 immediately. If trained, render emergency first aid, according to staff's ability. If not trained, find someone who is.
3. **DO NOT MOVE THE VICTIM UNLESS HE/SHE IS IN A LIFE THREATENING ENVIRONMENT.**
4. Notify principal.

**PRINCIPAL:**

1. If appropriate call 911 and request an ambulance or paramedic.
2. Obtain necessary patient information by checking emergency information on file in office for student.
3. Notify parent/guardian or emergency contact person. Do not delay medical care if parent or physician cannot be reached.
4. Fill out accident insurance form. A copy must accompany student to the Hospital. (A copy also goes into the school's insurance file.)

**NOTE:** AN APPROPRIATE FIRST AID KIT SHOULD BE STOCKED AND PRESENT WHEREVER STUDENTS ARE SUPERVISED.

**If there is an emergency on a Field Trip:**

**TEACHER**

1. Remain calm while directing other supervisors to care for all students.
2. Evacuate depending on the nature of the injury or illness.
3. Administer First Aide if trained and minor injury.
4. Do not attempt to move the student unless they are in danger.
5. Call 911 if immediate attention is needed.
6. Call the designated person at the school to alert and assist.
7. Alert parents.
8. Complete an accident report upon returning to the school.

**PRINCIPAL**

1. Get all the details of the emergency.
2. Assist the teacher as needed.
3. Determine transportation needs.
4. Arrange for the student to return to school or home if possible.
5. Have an adult accompany the student at all times including going to the doctor or emergency room.

**MEDICAL OR FIELD TRIP EMERGENCY**

**If there is a sniper** targeting your school the following procedures should be followed:

**TEACHER OR SUPERVISING ADULT:**

1. Report immediately to home rooms or designated safe areas. Commence lockdown procedures.
2. Notify office or school board chairperson immediately of suspected dangerous person. Police should be contacted by the Principal or designee.
3. Report any suspicious unfamiliar vehicles parked in a way as to afford a shooter a clear shot of school property or hunters walking into the woods near the school to the Principal.
4. If the dangerous person is not in your room, take accountability, and wait for further instructions and the following emergency procedures.
5. Continue to account for all students, stay with students keeping them together and quiet.
6. Students may be given a "Room Clear" which is to send students to a safe zone while the supervisor remains to deal with the situation.
7. If at recess or outside the building go immediately to closest safe cover, take accountability of students and prepare to report to school administration or emergency personnel.
8. In the event of a sniper, do not lie down in open areas. Run to closest safe cover.

**ADMINISTRATIVE AND SUPPORT STAFF:**

1. Issue appropriate emergency procedures as pre-planned and outlined by local emergency personnel.
2. Call 911, school board chairperson, local pastor(s), and the superintendent.
3. Where the intercom cannot be heard, send staff to notify all students and staff of the potential danger.
4. Ensure that all outside doors are locked.
5. Provide police and fire with a floor plan and follow instructions for moving students and staff.
6. Refer media inquiries to the spokesperson.

**PREVENTION:**

1. Prepare and deliver floor plans to emergency personnel prior to an emergency. (Update as needed.)
2. Lock outside and classroom access doors (lockdown). Insure that safety measures are in place and working properly.
2. Direct all strangers or visitors to the office for registration. All visitors must follow teachers or staff instructions.
3. Notify the office immediately of suspicious persons or behavior.
4. Report suspected or actual weapons or serious altercations to the superintendent, principal, or school board chairperson immediately. Do not delay police contact or attempt to resolve internally.
5. Take appropriate action to secure the health and safety of students.

**SNIPER OR DANGEROUS PERSON ON CAMPUS**

**If a rape or serious assault** (verbal threats or physical harm) occurs at school or nearby,

**SCHOOL PERSONNEL RECEIVING THE REPORT SHOULD:**

1. Call the school's nurse.
2. In the absence of the nurse, render first aid to the victim.
3. Notify the principal.

**NURSE, PRINCIPAL, ADMINISTRATIVE ASSISTANT, OR VICE PRINCIPAL:**

1. Call 911 or the police.
2. Inform the victim's parent of the incident.
2. Do not leave victim unsupervised.
3. Notify parent/guardian or emergency contact person and, if necessary, recommend that the victim receive medical attention. (DO NOT shower or clean up first!)
4. Before police arrive, obtain as much information regarding the assailant and incident as possible (including appearance of assailant, color of assailant's clothing, witness, location of attack, whether any weapons were used by the assailant, etc.).
5. Provide comfort to victim (be gender sensitive) until others arrive to take over.
6. Accompany the victim (be gender sensitive), if necessary.
7. Remember to protect the confidentiality of the victim.

**NOTE:** The spokesperson will be the only source of information to the press. Instruct students and staff to refer people with questions to the spokesperson.

**If weapons possession** is seen or suspected take immediate action and pursue the following procedures:

**TEACHER:**

1. DO NOT ATTEMPT TO DISARM THE PERSON(S)
2. Notify the principal.

**PRINCIPAL:**

1. Immediately notify the police (911) that a person(s) is suspected of carrying a weapon.
2. Attempt to keep the person under surveillance until police officers arrive.
3. Take all possible precautions to isolate the suspect from the children and/or staff.
4. Record description of person (height, approximate weight, clothing, and other remarkable physical characteristics). Also note vehicle make/model, license number and state, if possible.
5. Initiate lockdown procedure if necessary.

**RAPE AND SERIOUS ASSAULT/WEAPONS ON CAMPUS**

**If there is a death on campus or involving the school.**

The cause of a possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behavior during the event and during the post-trauma procedures.

If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled.

Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

**TEACHER OR SUPERVISING ADULT:**

1. Immediately notify principal, school board chairperson or designee.
2. Transfer classroom supervision if appropriate, to a qualified person
3. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma (e.g. "Room Clear," which is to send students to a safe zone while the supervisor remains to deal with the situation.)
4. Rejoin your students as soon as possible.
5. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
6. Account for all students and remain with them until contacted.
7. Refer all media inquiries to the spokesperson.

**PRINCIPAL:**

1. Call 911, board chairperson, and Superintendent.
2. Send first aid certified staff person to problem location immediately.
3. Contact the school's nurse.
4. Contact the school's counselor.
5. Call family members of the injured student or staff member.
6. Ensure that students have adult supervision.
7. Refer all media inquiries to the appointed person.

**If there is a suicide** threat or an attempt take place in the presence of students the following procedures should be followed:

**TEACHER:**

1. Make every effort to:  
Protect students from witnessing a traumatic event. Prevent suicide by calling for assistance immediately. Remain calm when communicating with the suicidal person. Put in place emergency medical procedures.
2. Notify the principal immediately. (Provide student name if known.)
3. Issue a "Room Clear" to remove students from the area.
4. Remain calm and assure students that everything possible is being done to return the situation to normal.
5. When the principal and police have arrived, rejoin your students in the designated area to which students were sent when 'room clear' was issued.

**PRINCIPAL:**

1. Call 911
2. Ensure that an adult who can supervise students is in the area to which students were sent when 'room clear' was issued.
3. Contact parents.
4. Inform the School Board Chairperson and Superintendent.
4. Contact school counselor.
5. Arrange for post-trauma assistance.
6. Refer all media inquiries to the appointed spokesperson.

### **SUICIDE (THREAT OR ATTEMPT)**

**Suicide Prevention:**

- ❖ Treat all suicide comments seriously.
- ❖ Recognize danger signals.
- ❖ Take an honest assessment.
- ❖ Remove all possible weapons including drugs.
- ❖ Don't become angry and judgmental.
- ❖ Be a sensitive listener.
- ❖ Seek additional resources and make referrals.

### **Suicide Prevention by the School:**

- ❖ A system that nurtures and supports students and parents.
- ❖ A comprehensive school health curriculum.
- ❖ Peer support system.
- ❖ Guidance and counseling services.

### **Where to get help**

- ❖ National Suicide Hotline: 800-784-2433
- ❖ American Association of Suicidology:  
202-237-2280 [www.suicidology.org](http://www.suicidology.org)
- ❖ National Mental Health Association:  
1-800-969-6642 <http://nmha.org>

### **Danger Signals of Suicide Risk:**

- ❖ Ongoing mental depression.
- ❖ A preoccupation with and asking questions about death.
- ❖ Getting affairs in order, giving away personal effects.
- ❖ Saying goodbye to friends and family members.
- ❖ Sudden visits or phone calls to people the person cares about.
- ❖ Appearance of happiness and calmness when any of the preceding three are completed.
- ❖ Personality changes or odd behavior.
- ❖ Apathy, moodiness, anger, crying.
- ❖ Sleep disorder, such as insomnia or excessive sleeping.
- ❖ Lack of appetite.
- ❖ Loss of interest in normal activities.
- ❖ Inability to concentrate.
- ❖ Isolation and withdrawal.
- ❖ Reckless behavior, abuse of alcohol or drugs.
- ❖ Long-standing physical or emotional pain.
- ❖ Feelings of hopelessness, powerlessness, worthlessness, shame, guilt, or despair.
- ❖ Anxiety, irritability, angry, violent outbursts.
- ❖ Failing grades, declining interest in usual activities and friends.
- ❖ Neglect of hygiene or his/her physical appearance.
- ❖ Expressing suicidal thoughts or threats.
- ❖ Previous suicide attempts or Mini-attempts at suicide.
- ❖ Expressions of anxiety about hurting him/herself or others.
- ❖ Says things like “You won’t have to worry about me anymore.”
- ❖ Inflicts injuries, such as cuts or burns, upon him/herself.
- ❖ Focus on morbid themes, games, reading or writing essays that dwell on death or playing group “death games.”

**If there is a Terrorist Attack/ Threat**

Whenever the Department of Homeland Security (DHS) signals a warning of a terrorist attack or threat, the school must ensure the safety of the students.

**Administrator**

1. Follow local and/or federal government instructions.
2. Place the Emergency Team on alert, or activate the team immediately.
3. Issue Lockdown Code, if necessary.
4. Assign the staff to monitor entrances at all times.
5. Assess facility security measures.
6. Cancel outdoor activities and field trips.
7. Update parents on preparedness efforts.
8. Update media on preparedness efforts.
9. Address teacher, student, and staff fears concerning possible terrorist attacks.
10. Inspect school building and grounds for suspicious activities.
11. Review crisis response plan with teachers and staff.
12. Test alternative communication capabilities.

**If there is a Bomb Threat**

The person receiving the call will attempt to:

1. Obtain detailed information by listening and recording information about the exact location of bomb, detonation time, description of bomb, and type of explosive.
2. Keep the caller talking. Keep the line open, do not hang up the phone, even if the caller does.
3. Register all information obtained in exact language. Note date, time, and line of incoming call.
4. Record any impressions of the caller (age, sex, accent, background noise, etc.)
5. Check the caller ID box if available.

**Principal or Designee:**

1. Notify police and fire departments by calling 911.
2. If the situation is deemed safe, activate the fire alarm or designated signal so that students and staff will exit building to appropriate location away from the building.
3. The administration will consult with the police department and will make a determination regarding school closure.
4. Inform the Board Chairperson and Superintendent.

**Very Important:**

Cell phones may be used as detonation devises for bombs. Cell phones should not be turned on and only used when permission is given by emergency personnel or designated administrator.

**If there is a utility interruption** the following procedures should be followed:

**ELECTRICAL OUTAGE**

1. Determine why the power went out and plan accordingly. For example, a severe weather outage may require waiting in the building. Outage as a result of electrical problems may require an evacuation and school closure.
2. Notify the supervisor of buildings and grounds.
3. Notify the power and light company.
4. Call 911 if the outage presents a dangerous condition. (Down wires, transformer fire, etc.)
5. Turn off all computers and other equipment that might be damaged by a power surge when the electrical service is restored.

**OUTAGE IN A WINDOWLESS ROOM.**

1. Remain in the place, until it is possible to safely leave.
2. Use a flashlight to account for all students; or wait for a staff person or emergency worker to come to the area with a flashlight.

**SMELL OF GAS OR GAS LINE BREAK.**

1. Consider this a top priority emergency situation.
2. Do not turn lights, electronic devices, or electrical appliances on or off.
3. Clear the immediate area.
4. Assemble students and staff in safe area. Dismiss school if necessary.
5. Call the fire department.
6. Call the local gas or oil company.
7. Notify the School Board Chairperson and the supervisor of buildings and grounds.
8. For further instructions refer to Environmental and Bio-hazards section.

**WATER MAIN BREAK.**

1. Shut off main water supply valve.
2. Notify the supervisor of buildings and grounds.
3. Close school until water is restored.
4. Notify superintendent.

**If severe weather** is threatening, school administration should stay tuned to a radio, television or internet for up-to-date advisory information. CAUTION: phones, TVs, and computers that are plugged into an AC outlet should not be operated during electrical storms.

1. If a storm occurs at dismissal time, it may be necessary to hold students until dangerous conditions have passed or students are picked up by responsible adults.
2. If the administrator identifies a severe weather problem that may require early dismissal, he or she should consult with the school board chairperson or designee.
3. If school is dismissed early the transportation coordinator should begin making arrangements for student pick up as soon as possible. Students should be held in a safe place and supervised until all students have safely departed.

Administration should keep teachers and students up to date on weather conditions and transportation arrangements  
NOTE: HAVE A HAND CRANK RADIO AND FLASHLIGHT, WITH FRESH BATTERIES, AVAILABLE.

When students must remain in school during severe weather, the principal should consider the following:

1. Direct teachers and students to a safe location in the building.
2. Arrangements for special requirements, such as meals or snacks, sleeping, or recreational activities.
3. During high wind conditions avoid windows, gymnasiums, auditoriums, or other locations with wide clear spans overhead.

**UTILITIES/WEATHER**



## Emergency Team Planning Guide

**Remember ...** *“If you fail to plan, then you plan to fail”.*

An emergency can occur at any time. Although it is impossible to predict when, where or how it will emerge, being prepared to deal with the unpredictable minimizes delay and injury. **Note:** The Emergency Plans must be reviewed on a regular basis at least once a year. Emergency drills must be done regularly.

### **Suggested Composition of School Emergency Team: (See Call List.)**

A team should be appointed by the school board to evaluate local needs and outline appropriate procedures to ensure school safety, and an orderly dismissal or evacuation in a crisis.

1. Principal (vide principal if possible)
2. Administrative Assistant/Secretary
2. Board Chairperson
3. Home and School Leaders
4. Conference Representative
5. Parent
6. Maintenance Director

### **Duties of the Team**

1. Revise the school's Emergency Plan on a regular basis (at least once a year.)
2. Receive and review reports on safety conditions in the school
3. Distribute detailed drawings of the exterior and interior of the school to local police and fire departments for use during emergency response.
4. Plan and implement Emergency Drills for a variety of situations.

### **Making an emergency plan**

1. Develop written emergency situational procedures/protocol and routinely train students and staff in use of those procedures. These procedures will designate who is authorized to declare an emergency, the site coordinator, the school spokesperson and processes of evacuation and reunification.
2. Designate an alternate off campus safe location for assembling for accountability and or dismissal in the event the school is not safe.
3. Develop a system for maintaining accurate student accountability that is readily accessible.
4. Develop a plan or system of emergency communication with parents.
5. Develop a pre-prepared statement of school facts and information for use with media releases during this emergency.
6. Develop drawings include
  - a. General property map with driveways, traffic ways, and parking areas located
  - b. Lockbox location
  - c. Hallways
  - d. Designated room names/numbers
  - e. Entrance designation numbers
  - f. Location of any chemical storage areas and closet locations
  - g. Emergency shutoff valves for water and gas
  - h. Breaker box location

**Include the special needs of younger children (ECEC, pre-school, Kindergarten) and their parents**

1. Focus on the emotional and physical wellbeing of staff, children and families in an emergency.
2. Practice emergency drills with children and empower them to be survivors.
3. Prepare grab bags for children and staff.
4. Have a 'text tree' so you can text all parents immediately to keep them informed about what is happening.

**Emergency Drills**

**Note:** Local emergency, Fire, and Police will assist in special drills. Fire departments should be alerted before a drill that will signal a potential fire. Be cautious in stressing small children. Repeat (Monthly) as often as necessary to be certain of safety. Some kinds of drills:

- |                                 |               |
|---------------------------------|---------------|
| 1. Fire                         | 4. Bio hazard |
| 2. Weather / earthquake         | 5. Bomb       |
| 3. Intruder or sniper & hostage | 6. Other      |

**REVIEWING THE EMERGENCY PLAN**

1. Adequate – The plan identifies critical areas and addresses the courses of action, checking to see that assumptions are valid.
2. Feasible – The school and its personnel can accomplish the assigned function and tasks with available resources.
3. Acceptable – The plan meets the requirements driven by a threat or hazard within limitations of cost, time, and the law.
4. Complete – if it:
  - a. Incorporates courses of actions for threats and hazards in conjunction with local emergency agencies.
  - b. Integrates the whole school community.
  - c. Provides a complete picture of what should happen, when, and who is directing and involved.
  - d. Estimate reasonable objectives with safety being the utmost priority.
  - e. Identify what is the success after the threat or hazard as the desired end state.
5. Comply – The plan meets and exceeds all applicable state and local requirements.
6. Incorporates – The plan includes the Adventist worldview.

**In the event it is necessary to remain at school for an extended period of time, the following items should be kept at the school (quantity for 72 Hrs. minimum):**

- |  |   |
|--|---|
| 1. Non-perishable food   | 6. Can opener, scissors                                     |
| 2. Bottled water   | 7. Blankets   |
| 3. Cooking utensils  | 8. Heavy plastic and duct tape                              |
| 4. Propane stove with extra gas<br>(Check w/fire marshal re: proper storage & usage) | 9. Radio (recommended hand crank)                           |
| 5. Flashlights (w/fresh battery & hand crank)  | 10. Qualified personnel remain at the school until relieved |

**In Summary--You need to know:**

1. there is a plan in place
2. who is in charge
3. how information will be relayed to them in any emergency situation

## **Spiritual support in a time of emergency**

### **FACING FEAR**

Secure in His love, you are delivered from fear. (1 John 4:18, 19; Ps. 56:3; Prov. 3:23-26)

1. It is Satan who inspires fear and God who delivers from it. (2 Tim. 1:7; Ps. 27:1)
2. As the burden of fear is cast upon the Lord, He will sustain and give rest. (Ps. 55:22; Matt. 11:26-28)
3. God's presence banishes fear. (Isa. 41:10; Ps. 61:2)
4. Since God is in control of all circumstances they can be faced confidently in Him. (Ps. 46:1, 2; 91:1-5)

### **PRAY**

God said, "I will never leave you nor forsake you." Heb.13:5, "I can do all things through Christ..." Phil. 4:13

### **DEALING WITH ANGER, BITTERNESS OR RESENTMENT**

Admit you are angry. Be honest with God.

1. Don't try to hide your genuine feelings from him. (Heb. 4:13; Eph.4:26)
2. Discover why you are angry. God asked Cain, "Why are you wrath (angry)?" Gen. 4.6
3. Don't let your emotions control you. (Prov. 16:32; Eccl. 7:9; Prov. 14:29)
4. Give your anger to God. Remember angry words stir up anger in others. (Prov. 15:1; Ps. 37:7, 8)
5. Forgive any others who have wronged you. Since God has forgiven you for what you have done to Him, ask Him to give you forgiveness for what others have done to you. (Eph. 4:32; Luke 11:4; Col. 3:13)
6. Forgive yourself for being angry. (1 John 1:9)
7. Deal with anger quickly. Don't let it accumulate. If you need to ask someone's forgiveness, do it. (Eph. 4:26)

### **OVERCOMING DEPRESSION**

God does not forsake us in discouragement. (Ps. 16:8; 139:7-17)

David discovered the following principles for overcoming depression:

1. Trust and/or faith leads us to rejoice even in difficult times. (Ps. 5:11; 28:7,8)
2. God uses trials and afflictions to draw us closer to Him. In every trial we hear a call to prayer. (Ps. 119:67, 71; 62:8)
3. In trying moments, God is in complete control of my life. (Ps. 118: 6, 8, 14,17)
3. Praise and thanksgiving in depression is a key to deliverance from depression. (Ps. 61:2; Ps. 60:4; 56:3, 8, 11)