

Stanfield School District
Emergency Response Procedures

Table of Contents

1.	Overview	3
2.	General Planning Factors	3
3.	Incident Command System	3
3.1.	Chain of Command	3
3.2.	Roles and Responsibilities	3
4.	District Emergency Procedures	5
4.1.	HOLD	5
4.2.	SECURE	5
4.3.	LOCKDOWN	5
4.4.	EVACUATE	5
4.5.	SHELTER	5
5.	Potential Emergencies and Response	6
5.1	Active Shooter	6
5.2	Threat of Violence or Dangerous Person	6
5.3	Fire and/or Explosion	7
5.4	Earthquake	7
5.5	Chemical/Biological/Hazardous Materials Incident	8
5.6	Medical Emergencies	8
5.7	Severe Weather	9

1. Overview–Emergency Response Procedures ensure the following:
 - 1.1. Provide guidance for school staff to effectively prepare for, respond to, mitigate, and recover from emergencies or disasters.
 - 1.2. Reduce damage, injury, and loss of life.
2. General Planning Factors
 - 2.1. Primary communication includes landline and mobile telephones. Secondary communication is two-way radios.
 - 2.2. Adequate medical supplies shall be stored in each district facility.
 - 2.3. Food supplies shall be the responsibility of the District
 - 2.4. Emergency Response Team equipment shall be contained in a bag or kit and shall contain, at a minimum, local area maps, diagrams of each facility, additional radios, and checklists.
 - 2.5. In the event that transportation is required for students and staff during safety and security incidents shall be the responsibility of the District.
3. Incident Command System–Primary responsibility for any safety and security incident rests with the appropriate public agency (e.g. Fire Department or Law Enforcement). The primary focus of school district personnel in the event of an incident is to ensure student and staff safety and provide coordination and support to the on-scene commander as requested. Stanfield School District chain of command and responsibilities for emergency incidents and response is as follows:
 - 3.1. Chain of Command
 - 3.1.1. The Superintendent shall oversee the district’s Administrative group to include: Business Manager, Elementary Principal, Secondary Principal, Facilities Supervisor, Transportation Supervisor and District Office Administrative Assistant/Food Service Supervisor. The Superintendent will work in conjunction with IMESD’s Crisis Flight Team and Communications Director to coordinate their involvement in the district’s incident response.
 - 3.2. Roles and Responsibilities
 - 3.2.1 Superintendent
 - Oversee and direct District response
 - Ensure clear authority and knowledge of District policy
 - Coordinate with On-Scene Commander at Incident Command Post
 - Establish immediate priorities
 - Determine incident objectives and strategies to be followed
 - Approve requests for additional resources or for the release of resources
 - Authorize release of information to news media
 - 3.2.2 Business Manager

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Ensure compensation/claims functions are being addressed relative to the incident
- Gather pertinent information from briefings with responsible agencies
- Ensure that personnel time records are completed accurately.
- Coordinate and assist with student accountability

3.2.3 Building Principals

- Collect and manage all incident-relevant data pertinent to students and staff
- Coordinate to accomplish accountability of students and staff
- Coordinate with IMESD on counseling for students and staff
- Reassign personnel to assist with incident as necessary
- Ensure all building staff are apprised of the situation and any updates
- Track any injuries or deaths and pass this information to the superintendent

3.2.4 Directors of Facilities and Transportation

- Develop and coordinate emergency response plans
- Provide all facilities, transportation, communication, supplies, equipment maintenance, and fueling, food and medical services for incident personnel and all off-incident resources
- Identify anticipated and known incident service and support requirements
- Develop and oversee establishment of Reunification Center
- Request additional resources as needed
- Ensure incident after-action reports are complete

3.2.5 District Office Admin Asst./Food Service Supervisor

- Support and assist the Administrative team in logistics and communication
- Coordinate with building secretaries to support the accounting of building students and staff and the tracking of injuries or deaths
- Answer phone calls, respond to immediate concerns and relay issues to the appropriate team member
- Coordinate food service efforts to support meals for students, staff and incident personnel
- Determine if requesting support from additional Public Information Officers to assist with response is required.
- Determine, as directed by Superintendent, any limits on information release
- Maintain current information and summaries on the incident
- Make information about the incident available to incident personnel

3.2.6 IMESD

- If requested by the district, conduct periodic media briefings
- If requested by the district, arrange for tours or other interviews or briefings that may be required.

- As directed by the superintendent, the Flight Team may be recalled and manned based upon the situation and potential required actions
 - Maintain Flight Team kits
 - Oversee Flight Team and coordinate with administration on counseling needs for students and staff
4. District Emergency Procedures –Stanfield School District utilizes the Standard Response Protocol from the “I Love You Guys” Foundation. Students and staff are trained and practice and drill the protocols regularly.

4.1. HOLD “In your Classroom or Area”

- Clear the hallways/move to the nearest room and remain until “All Clear” is announced
- Close and lock the door
- Account for all students and adults
- Continue to do business as usual

4.2 SECURE “Get Inside. Lock outside doors”

- Bring everyone indoors/return to the inside of building
- Lock outside doors
- Account for all students and adults
- Increase situational awareness
- Continue to do business as usual

4.3 LOCKDOWN “Locks, Lights, Out of Sight”

- Recover students and adults from hallways/Move away from sight of doors and windows in classroom
- Lock the door
- Turn out the lights
- Maintain silence
- Do not open the door
- Prepare to evade or defend

4.4 EVACUATE “To a Location”

- Bring roll sheet and Go Bag (unless instructed not to bring anything depending on reason)
- Lead students to Evacuation Location
- Account for all students and adults
- Notify of missing or extra students and adults
- Report injuries or problems using Red Card/Green Card method

4.5 SHELTER “State Hazard and Safety Strategy”

- Hazards might include tornado, hazmat, earthquake, tsunami
- Strategies are dependent on hazard and might include:

- Evacuate to shelter area (Tornado)
 - Seal the room (Hazmat)
 - Drop, cover and hold (Earthquake)
 - Get to high ground (Tsunami)
 - Account for all students and staff
 - Notify of missing or extra students and adults
 - Report injuries or problems using Red Card/Green Card method
- 5. Potential Emergencies and Response
 - 5.1. Active Shooter–In the event of an incident involving imminent danger to you or your students, personnel should LOCKDOWN, and/or EVACUATE against the threat. The goal of a lockdown is to isolate the intruder, whether it is in the hallway or completely outside the facility. Do not give the intruder the opportunity to enter your school or move freely from room to room and have easy access to students and staff.
 - 5.1.1. LOCKDOWN
 - The intercom system will be utilized to announce “Locks, Lights, Out of Sight”.
 - Upon notification of a lockdown, teachers and staff shall check the immediate area outside the teaching area and bring in any students, staff, parents or volunteers who might be close by. They shall create barriers to prevent or slow the threat–lock doors and windows, barricade the door, if possible, by placing items in front of the door to make an obstacle, and shut off the lights.
 - Move all individuals out of sight and maintain a calm environment.
 - Account for all students, make note of missing or extra students and hold this information for communication from the office.
 - Do not unlock your doors or leave the room until you have **FACE-TO-FACE contact** with district or building administrator AND emergency officials.
 - 5.2. Threat of Violence or Dangerous Person–There are times when threats of violence may be made against students, staff or the school community or an identified dangerous person is near campus. In the event that students, staff, or the district is notified of a threat of violence against the school community or a dangerous person is near, depending on the proximity, personnel may be notified to utilize the HOLD or SECURE protocol until the threat has been resolved/removed. These protocols are typically used where there is no imminent danger to students or staff but response is still necessary.
 - 5.2.1. HOLD
 - Pay attention to your surroundings–check immediate areas outside your teaching area.
 - Clear the hallways and hold students in your classroom until the “All Clear” is announced.
 - Lock the door.
 - Account for students and adults.
 - Do business as usual–continue to teach and/or house students within your classroom.
 - 5.2.2. SECURE

- Check the immediate area outside of your teaching area and bring in any students, staff parents, or volunteers who might be close.
- Lock classroom doors, windows, and close blinds.
- There will be NO outside activity and no individual movement around campus.
- Continue to teach and/or house students within your classroom.
- Normal school activities will resume upon notification from Administration.

5.3 Fire and/or Explosion–Fire or explosion must be verified by sight and smell before evacuation procedures are utilized. Staff should not begin the evacuation process upon the sound of the fire alarm alone. Staff should wait for notification from administration before evacuating if you are unable to verify fire or burning based on sight and smell.

5.3.1 EVACUATE

- Locate and bring roll sheet and Go Bag (unless instructed not to bring anything depending on reason)
- Move in an orderly fashion following the evacuation route. Doors need to be closed but **NOT LOCKED**.
- Lights may be off or on.
- Take students out of the building (no less than 50') to designated area and keep class together.
- Account for all students, making note of missing or extra students and hold this information for communication from the office.
- Wait for further instructions from Administration and/or Emergency Officials.

5.4 Earthquake–The greatest danger from earthquakes is injury from falling debris.

5.4.1 SHELTER

- Stay calm and instruct all students to crawl underneath a desk and remain there until they receive further instructions.
- If students are not in a classroom, find the nearest doorway or stand by a load-bearing wall. If indoors, personnel should remain indoors.
- Move away from windows, shelves, heavy objects, or furniture that may fall. Take cover under desks, tables, counters, and open doorways.
- In halls, stairways, or other areas where cover is unavailable, personnel should move to an interior wall. Turn away from windows, kneel alongside the wall, and clasp hands behind your neck.
- If outside, personnel should remain outside. Move away from the path of falling walls, power poles, trees, and rolling rocks. Stay away from wire fences. Lie or crouch low to the ground.
- After the earthquake stops, be prepared to evaluate quickly and efficiently, but do not evacuate until directed to do so.
- Maintenance staff shall conduct checks of utilities, systems and appliances. If necessary, they will shut off the main valves.
- Once over, school staff shall account for all students under their charge and report these numbers. Staff shall provide that information to the school secretary, who shall determine overall student and staff

accountability and notify the Building Principal and District Office Administrative Assistant.

5.5 Chemical/Biological/Hazardous Materials Incident–The primary threat during a hazardous material incident is toxic fumes. Depending on the situation, it may be necessary to SHELTER or EVACUATE.

- Building administrators, in coordination with the Superintendent and emergency personnel, shall make the determination whether to implement SHELTER or EVACUATE and/or student release.
- If feasible and safe to do so, buildings in the affected area should be evacuated and personnel should be sent to the rally point to await further instruction from emergency personnel.
- In the event that student release becomes necessary, notify the Transportation Supervisor.
- If student release is initiated, the Transportation Supervisor shall facilitate transportation in coordination with building administrators to accomplish transportation pick-up and transport to students' homes.
- If it is not safe to evacuate, building staff should shelter. Efforts should be made to seal the building against any toxic fumes. This includes every attempt to secure all windows, doors, and vents. If possible, these openings should be sealed with plastic and tape.
- If the incident is located in one small area, personnel should isolate and seal off the area with warning signs or other indicators. Personnel should notify the Principal, 911, and the District Office describing the condition and type of hazardous material (if known).
- If it is safe to do so, maintenance staff shall assist building staff in ensuring all doors, windows, and other vents are closed and seals.
 - The Facilities Supervisor will determine as much information as possible regarding the hazardous material (e.g. type of material, location, amount, status, etc.). This information should be provided to responding personnel upon their arrival.
 - If possible, shut down the ventilation system.
 - If possible, remove ignition sources and unplug electric equipment in the area.
- Personnel shall await further instruction from emergency personnel. Do not make entry into the contaminated area until emergency responders have declared the area clear of contamination.

5.6 Medical Emergencies

- Assess and secure the area to ensure students and other non-medical personnel are kept away from the scene of the emergency. Secure additional adult help as needed.
- Contact the office and/or 911 if applicable, and advise of the situation (who, what, when and where). Office shall make contact with the school nurse or other available medical personnel.
- Assess the victim's breathing and render assistance (according to skill level) until further advised.

- Check medical protocols based on the victim's condition.
- Stay calm.
- Stay with the victim until medical assistance arrives. Only move the victim when directed by medical officials.

5.7 Severe Weather

- Notify staff of the severe weather alert and advise them of actions to be taken (e.g. release of students, evacuation, shelter, etc.).
- Students and staff outside should proceed to the nearest facility and sit along hallway walls until released.
- DO NOT use gyms or other large rooms during severe weather. Students and staff should proceed to hallways and sit along the wall.
- The superintendent will determine when release for students and staff is appropriate. Administration, under the direction of the Transportation Supervisor, shall be responsible for coordination of transportation of students as required.
- At the conclusion of the severe weather, school staff shall account for all students under their charge and report these numbers. Staff shall provide this information to the School Secretary, who shall determine overall student and staff accountability and notify the Building Principal and District Office Administrative Assistant.