

# EMERGENCY REFERENCE CHECKLIST

## LOCKDOWN!



### Locks, Lights, Out of Sight.

Ordered when there is a threat **INSIDE** the building due to matters like threats of violence, intruders, or persons with weapons (depending on the situation). Staff **DO NOT COMMUNICATE** during a lockdown. Parents are not allowed on site during a lockdown.

- Recover Students from Hallway if Possible
- Turn Out Lights
- Move Away from Doors / Windows
- Maintain Silence
- Do not Open Door
- Prepare to Evade or Defend

## SECURE!



### Get Inside. Lock Outside Doors.

Secure is ordered when there is an issue **OUTSIDE** the building due to matters like police activity, threats of violence, or if wild animals nearing school property. Everyone returns inside the building, and exterior doors are locked.

- Bring Everyone Indoors
- Lock Outside Doors
- Increase Situational Awareness
- Account for Students and Adults
- Continue "Business as Usual"

## EVACUATE!



### Evacuate to a Specific Location.

Ordered when people must **EXIT** the building due to unsafe circumstances such as fire or hazmat situations in the area, or threats of violence or persons with weapons (depending on the situation).

- Lead Students to Evacuation Location
- Account for Students and Adults
- Notify if there are Missing, Extra, or Injured Students or Adults

# SHELTER!



## Hazard and safety strategy named.

Ordered when personal protection is necessary from dangerous weather conditions such as a tornado, blizzard, or hail. May also be ordered in the event of a hazmat situation in the area.

### HAZARDS

- **Tornado:** Evacuate to shelter area
  - **Hazmat:** Seal the room
  - **Earthquake:** Drop, cover, and hold on
  - **Flood:** Get to high ground
- Lead Safety Strategy Required for Hazard
  - Account for students and adults
  - Notify if there are Missing, Extra, or Injured Students or Adults

# HOLD!



## In your room or areas. Clear the halls.

Ordered when there is an issue in a part of the building that is under control, but not yet fully removed. Business continues as usual within the classrooms; doors closed.

- Close and Lock the Door
- Account for Students and Adults
- Continue Business as Usual

### Individual Emergency Response Tips

- Your first response is critical
- Take a deep breath and stay calm
- Look for immediate danger(s)
- Incidents usually don't follow any set of rules
- Be ready to assume new duties at any time – be flexible
- Ask for assistance if needed
- See the job through to the end

### Supplies

- Schools have a three-day supply of water and food for students and staff
- Schools have search and rescue equipment
- Schools have storage containers for emergency supplies
- Schools and offices have emergency first aid kits
- Schools and offices have emergency procedure guidelines and quick reference charts

### Relevant Sites

- American Red Cross: <https://www.redcross.org/local/utah.html>
- Federal Emergency Management Agency: <https://www.fema.gov/>
- Emergency Information for the Physically Disabled: <https://www.ready.gov/disability>
- Be Ready Utah: <https://beready.utah.gov/>
- Utah Department of Health: <https://health.utah.gov/>
- United States Geological Survey: <https://www.usgs.gov/>

### First Aid Tips *In emergencies, call 911 first.*

- Unconscious victims: Call 911; Begin CPR if needed.
- Severe muscle, bone, or joint injuries: Call 911; Immobilize Injured parts.
- Major open wounds: Call 911; Cover with dressing (preferably sterile); elevate affected area if no broken bones; bandage; if needed, apply pressure
- Shock: Call 911; lay victim flat; elevate legs; if no injuries to head, neck or back; maintain normal body temperature by covering with blanket or jacket

### After Crisis Intervention Activities

- Avoid media on event
- Engage in play activities
- Paint or draw pictures reflecting feelings
- Write in journal
- Read and discuss stories
- Create a mural or banner reflecting positive recovery events
- Make memory books and charts reflecting positive thoughts and actions
- Take part in individual and group counseling
- Take care of yourself; get proper rest, nutrition, exercise, and medical care

## TIPS