

# EMERGENCY PROCEDURES

## QUICK REFERENCE

POLICE, AMBULANCE, FIRE DEPARTMENT-Dial.911

NAME	TELEPHONE NO.	CELL NO.	HOME NO.
Principal	575-758-3652	575-770-6191	
Taos Tribal Police	911 Non-Emergency 575-758-2271 575-758-3361		
School Maintenance	575-770-1645		
CHR	575-758-7824		
Head start	575-758-5819		

FIRE OR EVACUATION SIGNAL: FIRE ALARM AND BULL HORN

DISASTER OR LOCKDOWN SIGNAL: CLASSROOM PHONE TREE

(To be used for Lockdown or Shelter in Place)

For Agency Crisis Support Team:

Education Program Administrator	505-563-3690
Principal, Taos	575-758-3652
Principal, San Ildefonso	

# INTRODUCTION

Emergencies are unexpected, unpredictable, and take many forms. No one can be fully prepared.

- THINK OF EVERYONE'S SAFETY FIRST
- USE COMMON SENSE AND TRAINING KNOWLEDGE
- ACT QUICKLY AND CALM
- BE FACTUAL AND CALM WITH STUDENTS AND THE COMMUNITY

For most major kinds of emergencies, some preparations can be made. Knowing whom to call can save time, property, and lives. This booklet is intended as a practical outline of what to do in a variety of emergencies, but it required each school to develop its own evacuation plan and make assignments. This is supplement to the Continuity of Operations Plan (COOP) and can provide further information on emergencies and crisis prevention, management and resolution.

- READ THIS BOOKLET AND THE SCHOOL COOP PLAN
- TRAIN STAFF
- REHEARSE EMERGENCY PROCEDURES
- ALWAYS PRACTICE PREVENTION
- ALWAYS NOTIFY THE SCHOOL ADMINISTRATION BEFORE CALLING ANY OUTSIDE AGENCIES.

# ACCIDENTS

## MINOR

- Administer first aid by utilizing trained staff or available medical assistance
- Follow emergency procedures as indicated by nature or accident.
- Inform parent/guardians.
- Fill out student/personnel accident report (DI-134).

## MAJOR

- Notify appropriate administrators as needed.
- Call

Taos Day School	575-758-3652

- Apply first aid utilizing trained staff or available medical assistance.
- Call parent/guardian immediately, or emergency contact person, or in absence, Tribal Administration.
- Fill out student/personnel accident report (DI-134 or Critical incident Report).
- School personnel shall accompany student until turned over to responsible party.
  
- THINK OF EVERYONE'S SAFETY FIRST
- USE COMMON SENSE AND TRAINING KNOWLEDGE
- ACT QUICKLY AND CALMLY
- BE FACTUAL, AND CLAM WITH STUDENTS AND THE COMMUNITY

# FIGHTS WITHOUT WEAPONS

## GANG ALTERCATIONS

Incident of violence vary in nature and, therefore, responses should be tailored to each situation based upon common sense and experience.

- If a fight erupts, send for help in the most expeditious manner possible (through a trusted student, other staff member, phone intercom, walkie-talkies).
- Loudly command the students who are fighting to do so followed by consequences, for example, tell the students that the police have been called.
- If colleagues are nearby, instruct the physically able adults to help you to separate those involved. Ask another colleague to keep other students away from the fight to prevent it from escalating.
- Under no circumstances should any staff member idly stand by while a fight occurs. Every staff member has a responsibility to get help, intervene, or keep students away from the scene. Failure to assist is cause for disciplinary measures.
- If necessary call:

Taos Day School	575-758-3652

- Make an incident report describing how and when the fight started, who was involved, how it was disbanded, who witnessed the incident, and other factual information. Ask witnesses and the participants themselves how the fight started.

# GANG ALTERCATIONS RIOTS, PROTESTS, OR CIVIL DISTURBANCES

If there is a situation involving gangs. Follow the protocol:

- Notify appropriate administrator.
- Call 911

Taos Day School		575-758-3652

- Provide first aid to injured utilizing school nurse or trained staff.
- Convene campus crisis team for assistance.
- Assess danger: injuries, student involved location of altercation, presence of weapons.
- Reestablish order with assistance from staff/campus crisis team.
- Assist Law Enforcement as needed.
- Prepare fact sheet for the Agency
- Debrief with crisis team and staff.

In riots, protests, or civil disturbance, the administration will attempt to de-escalate the situation by offering a forum to discuss complaints. During times of high tension, however, protocol and normal incidents procedures are as follows.

- Teachers should cancel their preparations periods and other duty-free periods to ensure that more staff makes a visible presence in the hallways.
- The Principal will express the following statements to demonstrations: “You are hereby notified that the school is closed and you must depart the premises. If you do not depart, you will be arrested”.
- After the protesters have had a chance to disperse peacefully, police should warn remaining participants that they will be arrested and charged with criminal trespass. If participants refuse to leave, appropriate school staff will sign complaints and policy will follow through.

# LOCK-DOWN

A school lockdown indicates that students and staff may be in jeopardy for nan a armed indivual in the school. A lockdown serves many functions during an emergency situation.

- Teachers should immediately lock their classroom doors. Use sound judgment in determining whether and individuals knocking on the doors are armed and dangerous or simply stragglers attempting to find shelter.
- If in an open area such as gymnasium or cafeteria, usher students to the nearest room that can be locked.
- Once inside the locked room with the students, instruct them to remain silent and to stay away from doors and windows, to protect them from flying glass.
- Create a series of barriers by turning desks and tables on their sides and putting them between the door and occupants in the room.
- Turn of the lights.
- Once the barriers are in place, instruct the students to stay low to the ground behind the barriers and as far away from the door and windows as possible.
- Ensure the children remain absolutely quiet and wait for an all clear.
- If cell phones are available and you feel it is appropriate to so do so, call 911 and speak in low tones. Wait for instructions on how to communicate with law enforcement about the event as it unfolds.
- In some cases, such as when an armed individual is actively shooting in the hallway, children may be able to exit through a window. Consider this as a possible strategy if the assailant is inside the building, if the windows are far from the nearest exit that the assailant may take, if the windows are large enough to pass children through them, and if others are available to protect the children once they are outside.
- Unassigned staff members should ensure that students in the hallways are places in classrooms immediately. Staff members should check restrooms and other areas where students may be found.
- Pass an attendance roster around the room and then prepare a list of missing students and extra students in the room. Ensure that you take this list with you when you are directed to leave the classroom.

# CHEMICAL SPILL

## IN CASE OF CHEMICAL SPILL:

- Maintenance staff should shut down all heating, ventilation, and air conditioning systems to prevent the dispersal of the hazardous chemical throughout the building.
- Unless the hazard is most intense inside the school, a shelter-in-place order will be given.
- Staff members should close and secure all doors and windows.
- Depending on the severity of the incident, staff should use duet tape and plastic sheeting from their emergency kits to seal all cracks around the door(s) and any vents in the room.
- If material of chemical is known, it should be reported.
- CALL

Taos	575-758-3652

- If a staff member or student shows obvious symptoms of exposure to a contaminant, others on hand should implement basic decontamination procedures by isolating the individual, washing them with soap and water or if possible giving them a shower, and given a change of clothing. The exposed clothing should be put into plastic bags. This will reduce 80% of the contaminants from the person.
- Once the contamination/hazard has passed, public safety officials will evaluate the situation. At that time, they will either give the school clearance to resume safe and normal operations or request that the school be evacuated for cleanup operations.
- Notify NPA
- THINK OF EVERYONE SAFETY FIRST
- USE COMMON SENSE AND TRAINING KNOWLEDGE
- ACT QUICKLY AND CALMY
- BE FACTUAL AND CALM WITH STUDENTS AND THE COMMUNITY

# FIRE AND EXPLOSION

## IN CASE OF FIRE

- Pull the nearest fire alarm and call

Taos Day School	575-758-3652

- Report burning odors or smoke.
- Follow the evacuation procedures. Ensure all children in your care have been evacuated. Turn off the lights and close all doors when you leave. Take your emergency packs.
- Before opening any door during a fire, feel the door first at the bottom and then work your hand up the door to see if it is hot. A hot door means there may be fire on the other side. Try to get out another way.
- If trapped inside, seal the sides, bottom, and top of the door with wet towels or duct tape to prevent smoke fumes from entering the room. Smoke inhalation and toxic fumes kill more people in fires than do flames.
- Stay low to the floor when escaping flames.
- A small fire extinguisher lasts for only a few seconds and should only be used for small fires. To operate, pull the pin, and stand six to eight feet away, and direct the extinguisher toward the bottom of the fire, sweeping from side to side. Pointing the extinguisher at the top of the fire may spread the fire.
- Never stand between the fire and the exit.
- Fire-rated doors are intended to contain fires. They should be kept closed in a fire.
- Maintenance staff should immediately shut off gas to the area, if possible.
- Once outside, stand in the pre-designed evacuation post, at least 100 feet from the building and out the pathway of fire truck,, police, and paramedics.
- When it appears safe, exit the building and follow the fire alarm and evacuation procedures.

## IF AN EXPLOSION OCCURS:

- Instruct students to stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Depending on the circumstance, be prepared for possible further explosions.
- Watch for falling objects.

## AFTER THE CRISIS:

- Notify Southwest Regional Safety Officer Todd Reber (505) 563-3307
- Log all activities and decisions.
- Debrief with crisis team and staff: keep informal.
- Continue interaction with local and area counselors until trauma is resolved and school returned to normal functioning.



## SHELTER-IN-PLACE

The purpose of shelter-in-place is to shield school occupants from external threats such as severe weather, a dangerous chemical or some other outside emergency situation during the school day.

During a shelter-in-place situation, the school will bring all occupants indoors, including those in trailers or portable school building.

- Close and lock all windows and exterior doors. Bring everyone into the room. Shut the door. Write down the names of everyone in the room for reporting purposes.
- Select the interior room(s) about the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms, if necessary. Classrooms may be used if there are no windows. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- If there is danger of hazardous weather such as strong winds, close the windows shades blinds, curtains to prevent injury from flying glass.
- Maintenance staff should turn off all fans, heating, gas, and air condition systems.
- Student will cell phones may use them to contact a parent/guardian to let know they have been asked to remain in the school until further notice and that they are safe.
- If there is a hard-wire- telephone in the room you select, have the phone available if you need to report a life-threatening conditions. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Limit phone calls on school phones lines to emergency response issues.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuations in specific areas at greatest risk in your community.

# UTILITY EMERGENCIES

Protocols for utility emergencies are as follows:

- If you smell gas or hear a blowing or hissing noise coming from utility line or vent, open a window and quickly notify the maintenance staff and administration, before evacuating the building with your students.
- The maintenance staff should turn off the main gas valve, which should be marked in advance with fluorescent tape and an identifier. Once gas has been turned off, it should be turned back on by a professional.
- If you see sparks or broken or frayed wires, or if you smell hot insulation, the maintenance staff should be notified to turn off electricity at the main fuse box or circuit breaker.
- Do not step in water in which down lines or sparks are visible.
- Never touch live wires.
- Do not attempt to rescue a person who is experiencing electrical shock until the power is off.
- If you suspect sewage lines are damaged avoid using the toilets.
- Do not turn lights on or off.
- In the event of a power outage, exit signs will be lit and other emergency lights will turn on. Flashlights are available in the emergency kits. Further instructions will be given through other communication devices.

# NATURAL DISASTERS and WEATHER EMERGENCIES

## Earthquakes

- Ensure that shelves in the room are fastened securely to the walls. Place large or heavy object on lower shelves. Keep students away from the shelves.
- If earthquakes begins, instruct students to take cover under a piece of heavy furniture or against an inside wall and hold on.
- School occupants should stay inside. Trying to leave the building is extremely dangerous.
- If outside, move into the open, away from building, street lights, and utility wires. Once in the open, stay there until the shaking stops.
- Be prepared for aftershocks. Although small than the main shock, aftershocks cause additional damage and may bring weakened structures down.


- I open closet and cupboard doors cautiously.
- Listen to a battery operated radio or television for the latest emergency information.
- Once secure, stay out damaged building.
- Leave the area if you smell gas or fumes from other chemicals.
- If you smell gas after the earth is settled, instruct the students to exit the building and notify the maintenance staff.

## Flashfloods

- If sufficient warning, if given, the entire school community is encouraged to evacuate the area.
- If insufficient warning is give, the school occupants should stay at the school if flash floods threaten transportations routes, but not the school itself. Shelter-in-place protocols will be activated.
- Under no circumstances should any one attempted to drive through flash floods. The road may give way or the flooding may be far deeper than it appears, causing the vehicle to sink, float, or get stuck.
- Contract emergency Responders.

## Tornadoes

During a tornado, the Administrator will activate a shelter-in-place alert. In high winds, the greatest threats are from roof failure, breaking glass, and flying debris. According to the National Weather Service, the most dangerous locations are generally large rooms with large expansive roofs such as cafeteria, gymnasiums, and auditoriums. The collapse of the room's outer load-bearing wall can lead to the failure of the entire roof,

- Move students to the lowest level in the school and into interior rooms or interior windowless
- Keep children away from windows, glass doors, skylights, and mirrors.
- Keep windows closed