

Weston Campus Emergency
Action Plan for Community
Groups



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EMERGENCY ACTION PLAN FOR COMMUNITY GROUPS

Introduction

Emergency situations may arise at any time during the school day, or after hours. Expedient action must be taken in order to provide the best possible care to individuals. The development and implementation of an emergency action plan will help ensure that the best care will be provided. It is imperative that personnel involved in after-school activities, even those conducted by community groups, and not the schools themselves, are prepared to deal with any emergency that may occur.

This plan is intended to give individuals involved with extracurricular activities a framework to deal with unexpected situations swiftly and calmly, and to ensure the safety and well-being of everyone involved.

Emergency Equipment

1. AED Locations

- **Weston High School**
 - Outside of auditorium
 - Galleria (next to bathrooms across from the main gymnasium)
 - End of C - Wing hallway
 - H - Wing hallway, outside of the elevator
 - Nurses office
 - Booster Barn, by the ladies room, wall outside near the stadium field

- **Weston Middle School**
 - Outside at the C-14 exterior door just outside the G wing hallway
 - Outside library on wall facing C-17 music lab
 - Outside nurses office on wall heading towards the new gym
 - Revson baseball field (on concession stand shed)

- **Weston Intermediate School**
 - First floor, main hallway by gym
 - 2nd floor, 4th grade hallway by elevator

- **Hurlbutt Elementary School**
 - In dugout at softball field
 - Outside of Library
 - Outside of North House Room 14, across from gym

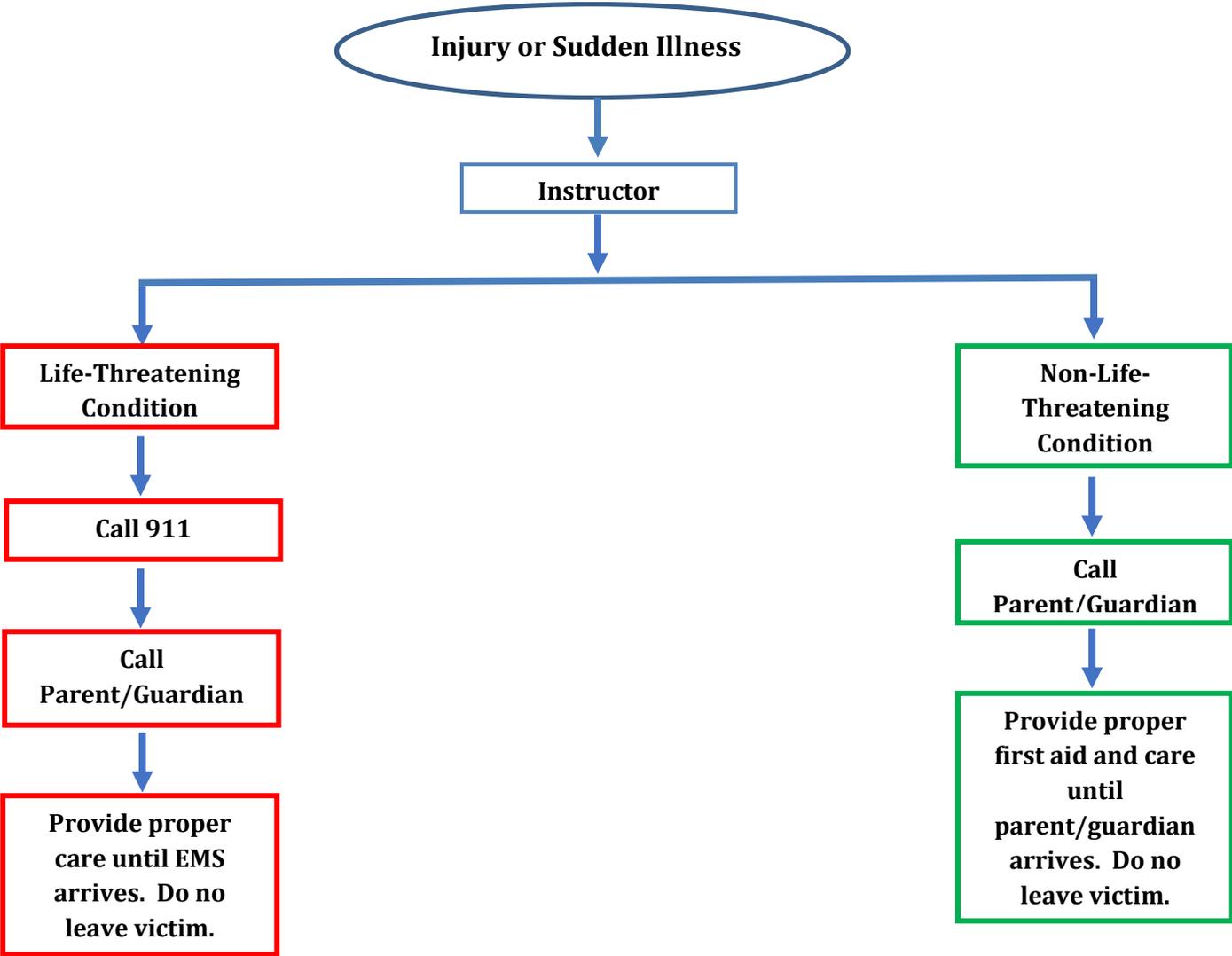
2. Rescue Inhaler

- Individuals are responsible for inhalers and bringing them to each activity
- Adults should be aware of each child with an inhaler

3. Epi Pen

- Individuals are responsible for bringing Epi pens to activities
- Adults should be aware of each child who carries and has an Epi Pen

Medical Emergency Contact Tree



Medical Emergency

Any emergency situation where there is loss of consciousness (LOC), or impairment of airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a “load and go” situation and emphasis is placed on rapid evaluation, treatment, and proper transportation. If there is a medical emergency, the program director should:

1. Provide immediate care of the injured individual
 - a. Evaluate the individual
 - b. Determine the seriousness of the injury
 - c. Any individual with any of the following symptoms needs IMMEDIATE medical care (CALL 911)
 - Deformity of a limb
 - Extreme localized pain
 - Injuries to the spinal column, especially when numbness or tingling is present
 - Altered level of consciousness, including disorientation, dizziness, drowsiness, memory loss, unconsciousness, or seizure. (This may or MAY NOT be related to a head injury)
 - Repeated vomiting or diarrhea
 - Unequal pupil size or fluid leaking from ears or nose (severe concussion symptoms)
 - Severe bleeding
 - Difficulty or irregular breathing. If a individual has asthma, have him/her their inhaler
 - An eye injury that impairs vision
 - Chest pain

WHEN IN DOUBT, PLAY IT SAFE AND CALL FOR HELP

- d. **Do not** attempt to load or transport the individual until medical assistance arrives
2. Activation of emergency medical system (EMS) Call 911
 - If the injury is life threatening, provide first aid while someone else contacts 911 and activates EMS
 - In cases of sudden cardiac arrest, activate EMS and initiate CPR including AED if available

Make sure the person contacting EMS is ready to relay the following information to the 911 dispatcher:

- Location the caller is calling from and the telephone number
- Location of the site where the individual is injured
- Directions to the site (which doors or side of the field to enter)
- General information of the nature to the injury (i.e. head injury, spinal injury, etc.) and care currently being administered

- DO NOT HANG UP UNTIL THE DISPATCHER HANGS UP

Once EMS has been contacted, the following should occur:

- Contact the individual's parents or emergency contact
- If a security guard or administrator is still in the building, notify them of the situation. Contact the main office of the school if it is during school hours
- Return to the accident scene

3. Direct EMS to scene

- a. Designate someone to open appropriate door or gates
- b. Do not move the injured individual unless their life is threatened by leaving them where they are
- c. Designate individual to "flag down" EMS and direct them to scene
- d. Scene control: limit scene to first aid providers and move bystanders away from area
- e. Designate a person to help keep team and crowd calm. Avoid alarming or negative statements about the injury

THREAT and HAZARD SPECIFIC SCENARIOS

These scenarios describe the courses of action to be followed in response to particular threats and hazards.

Fire / Explosion

If you discover a fire:

Dial 911

- Rescue anyone in immediate danger, if possible, without endangering yourself. NEVER enter an unknown (or unfamiliar) area, especially if smoke is visible
- Activate the fire alarm system.
- Confine the fire by closing doors/windows as you leave the building,
- FEEL THE DOOR - a "too hot to touch door" means the fire is outside the door.
- **DO NOT USE ELEVATORS.**
- Evacuate the building and report the situation to the first arriving firemen or police.

NOTE: you are not required to extinguish a fire with a fire extinguisher and should use an extinguisher only if you have been trained and the situation does not present a personal safety hazard.

If trapped in the building:

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

Gas Leak

- If you smell a strong odor of gas, immediately evacuate the classroom and call 911.
- Upon notification of a gas leak not in your classroom, DO NOT operate any electrical switches or turn any equipment off/on.
- DO NOT use portable radios.
- Follow evacuation procedures communicated over the PA.

NOTE: Propane is heavier than air and will tend to initially pool at floor level if it has leaked. It doesn't take long, however, for it to expand to fill all available space. Avoid any action that could cause a spark.

Utilities Outage

Power Outage:

- Turn off equipment to avoid a power surge when power is restored.

- Bring a flashlight to lavatories and other interior areas where individuals may be located in case emergency lighting has not activated.
- If instructed to evacuate, follow evacuation procedures.
- Determine if phone connection is still working. Contact 911 if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Consider all wires ENERGIZED and dangerous. Even lines that are de-energized could become energized at any time.
- DO NOT attempt to remove a tree limb or other object from a power line.
- If someone makes contact with a downed power line, don't try to rescue them because you risk becoming a victim yourself.

Hazardous Material Release

Note: A hazardous material release could include a chemical truck overturning, a chemical spill in class, or an outside gas leak.

- If hazardous material is released in your classroom, PULL FIRE ALARM, evacuate the area immediately, and shut the door.
- Upon notification of a hazardous material released outside of your classroom, shut all windows/doors and turn off fans.
- If outside with individuals, remain upwind of any vapors and return to the building immediately.
- If instructed to take shelter, follow the procedures to take shelter.
- If ordered to evacuate, follow evacuation procedures.

Personnel Exposures/ Contamination

- Remove exposed/contaminated individual(s) from area, unless it is unsafe to do so because of (1) medical condition of victim(s) or (2) potential hazard to rescuer(s).
- Call 911 if immediate medical attention is required.
- Administer First Aid as appropriate.
- Proceed to nearest emergency eyewash/shower, if available, to flush contamination from eyes/skin.
- Remove contaminated clothing.
- Stand by to provide information or assistance (including MSDS) to emergency personnel (in cases where they are dispatched).

Contamination of Equipment/Facilities

- Do not attempt any clean up or decontamination procedures alone or without wearing proper protective attire, including appropriate respiratory protection where airborne hazards may exist. (Personnel must be trained and certified before using respiratory protection.)
- Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists.

- If a liquid spill, (if trained) attempt to contain it by using appropriate absorbent material.
- Attempt to decontaminate the equipment/area using appropriate methods.

Release to the Environment (Air, Water, Soil)

- Stop the release, if safe to do so.
- Follow the procedures described above for contamination of equipment/facility.

Storm Safety

During A Tornado or Severe Storm Watch:

- Close windows and shades.
- Review "Drop and Tuck" position facing wall with hands interlocked over head.
- Have flashlight available.
- Due to the unpredictable nature of such storms, be prepared to take immediate protective action, including "Drop and Tuck" under desks/gables if needed.

During A Tornado Warning:

- Close classroom door.
- Have individuals sit quietly on the floor, away from outside wall.
- Keep individuals calm and quiet.
- If in "Drop and Tuck", make sure individuals are positioned properly.
- If you sense tornado is imminent, give "Drop and Tuck" command.
- Remain in place until the "All Clear" is given.

Hurricane Watch and Warning:

- Assist in dismissal of individuals if necessary.
- Store all books, papers, and other equipment away from windows and off the floor.
- Move all audio-visual equipment to a secure, central location.
- Protect or move computers and other expensive equipment.

After The Storm Has Passed:

- Call 911 if necessary and provide immediate first aid.
- Attempt to restore calm.
- Await future instructions.
- Remain in place until "All Clear" is given.

Flooding Safety Guidelines:

- Never try to walk, swim, or drive through swift-moving water.
- If you come upon a flood, STOP, turn around and go another way.
- If necessary, evacuate individuals to designated areas.
- Await future instructions.
- Remain in place until "All Clear" is given.

VIOLENT BEHAVIORS SCENARIOS

Threat Protocol

A threat made by an individual to any other persons during an activity will lead to discipline - either suspension or expulsion.

The following procedures are in effect:

1. Anyone aware of a threat being made by an individual must report it to school administration as soon as possible.
2. The District will contact the parent, and/or the police.
3. Any incident that is reported shall be documented and retained by the District, and a copy shall be forwarded to the superintendent.

Intruder

During school hours, all visitors to the building are to sign in and obtain a visitor's badge from security. Outside of school hours, if a threatening, suspicious, or violent intruder is found in the building, please call 911 immediately.

Violent Confrontations

- Promptly walk, do not run, to the scene so you can analyze the situation and form a strategy, but do not put yourself in danger.
- The moment you are in sight of the violent action, announce your presence in a commanding voice and let everyone know that the behavior is to stop immediately.
- If possible, obtain help from other adults.
- Attempt to get other individuals away from the commotion as quickly as possible.
- If you know the involved individuals by name, call out each of their names and let them know they have been identified.
- If confronted with a serious fight, especially one where weapons are observed, get additional help and call 911 immediately.
- If you must, let the fight run its course.
- Remember that no one can "cool down" instantly. Try to change the tone of the crisis gradually. Send the participants to "cool down" corners until they calm down. Have individuals take slow, deep breaths.

Drive By Shooting

Note: A similar procedure is to be used in the case of a **sniper attack**

- Upon hearing shots, yell to individuals to "drop to the ground" or "drop to the floor."
- If outside, yell to individuals to "quietly run into the building" as soon as car has left the area.
- Dial 911.
- Be alert for returning car and be prepared to have individuals drop to ground again.
- Report any injuries and remain with injured individuals.
- When inside building, organize individuals and try to restore calm.
- Return to classroom, lock door, and take attendance.

In the case of a shooting in the school building, implement lock-down and keep individuals away from doors and windows.

Weapons/Dangerous Instrument

A dangerous instrument is any instrument, article, or substance which is capable of causing death or serious physical injury. Upon learning of such an instrument on school grounds:

- Call 911.
- **DO NOT** attempt to confiscate the weapon.
- Take immediate steps to reduce the risk of injury or possible death by directing all noninvolved individuals out of the area.
- Gather any and all information to determine the location of/details about the weapon or possible offender.
- Protect the identity of any informants.
- Isolate the individual/offender as much as possible until help arrives.

Hostage Situation

A hostage situation occurs when an individual takes, holds, confines, or otherwise restricts the free movement or liberty of any person(s) by real or implied force (use of weapons, threats, or physical bodily harm). A hostage taker acts for various reasons, including mental illness, duress, custody battle, craving for power, helplessness, or for money. Two key factors are that the person is thinking irrationally and will respond with desperate actions. Try to calm the situation and provide enough time for the police to achieve a safe conclusion.

If YOU are the one to identify a hostage situation:

- Secure the immediate area, if possible, by removing all non-participants.
- Close the door to the area, if appropriate, to isolate the incident.
- Call 911.

If YOU and your class have been taken hostage:

- Do everything the captor says to do.
- Be especially careful during the first four or five minutes as the captor is probably as desperate and jumpy as you are.
- Speak only when spoken to, never make a wisecrack.
- Try not to show emotions openly. Act relaxed.
- Sit down, if possible, to avoid appearing aggressive.
- Have faith in negotiators.
- If possible, hide or get rid of personal effects (photos of spouse/children, keys).
- Do, not make any suggestions to hostage taker(s). If suggestions go wrong, captor may think you tried to create problems.
- Do not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone they are looking at.

Suicide

Verbal or Written Threats of Suicide:

- Recognize the clues to suicide:
 - Symptoms of deep depression and signs of hopelessness.
 - Suicide threats and words of warning, such as, "I wish I were dead", "I have nothing to live for", "I won't be a problem for you much longer", etc.
 - Withdrawal from friends, family, and from regular activities
 - Giving away possessions
 - Violent or rebellious behavior, or running away
 - Drug or alcohol abuse
 - Unusual neglect of personal appearance
 - Radical personality change
 - Boredom, difficulty concentrating, or a decline in schoolwork
 - Frequent complaints about physical symptoms often related to emotions

such as stomachache, headache, fatigue, etc.

- Loss of interest in pleasurable activities
- Not tolerating praise or rewards
- Take any threat seriously. Trust your own judgment. If you believe someone is in danger of suicide, act on your beliefs. Call 911.
- Stay with a suicidal individual until help arrives.
- Encourage a suicidal person to talk to you. Don't give false reassurances that, "Everything will be okay". Listen and sympathize with what the person has to say.
- Be supportive. Show the person that you care. Help the person to feel worthwhile and wanted again.
- Continue to express interest in individual after crisis is over.

Suicide Attempt in Progress:

- Upon notification of a suicide attempt in progress, call 911 immediately.
- Try to calm the individual and others. Ask individual for permission to evacuate the room.
- Have individuals leave quietly if allowed.
- Adult should remain with individual in crisis until help arrives.
- Identify other individuals in need of support services.

Death or Homicide:

- Call 911 immediately.
- If a homicide, speak calmly to perpetrator until help arrives.
- Isolate witnesses and do not allow them to talk among themselves or with others.
- If not a homicide, remove individuals from area.
- Await help from EMS and police.
- Identify individuals in need of support services.

BOMB THREAT

Bomb Threat

Phone Call Recipient:

In the unlikely event a bomb threat is received on an individual's cell phone, make every effort to:

- Keep caller on the phone as long as possible. **DO NOT HANG UP**. If possible, signal for someone to listen with you.
- If individual answers the phone, get an adult to the phone as soon as possible.
- Write down everything the caller says.
- Identify background noises.
- Note distinguishing voice characteristics.
- After call, write down impression of caller.
- Call 911.

Written Threats:

- Handle the item as little as possible.
- On a separate piece of paper, re-write the threat exactly as it reads. On this copy, also record:
 - Where the item was found
 - The date and time you found the item
 - Situations/conditions surrounding discovery
 - Any other person you are aware of who saw the threat
- Secure the original item. If small, place in a bag or envelope.
- **DO NOT** - fold, crumple, tear, or mark the item in any way.
- If on a large object, secure the location.
- Call 911.

E-Mailed Threats:

- Leave the e-mail message open on the computer or phone until assistance arrives.
- Print, photograph, or copy down the message (include the header of the e-mail).
- Call 911.

Verbal Threats:

- Detain the person making the threat, if possible and practical.
- If the person who made the threat leaves, note in which direction. If possible and safe, follow them at a discreet distance. Have someone else call 911.
- Note description of the person making threat:
 - Name, if you know them
 - Race, sex, type and color of clothing
 - Height, hair color, distinguishing features
- Write down the threat exactly as it was communicated to you:
 - Exact wording
 - Who made the threat

- The date and time of the threat
- Location of person who made the threat

Suspicious Objects:

- Do not touch it.
- Evacuate immediate area.
- Place a “Keep Out” notice in area.
- Call 911.

If evacuation is warranted:

- Remove personal items only (i.e. book bag, backpack, clothing or briefcases).
- Call 911

When informed of need to evacuate due to bomb threat:

1. Open windows and leave classroom door open.
2. Leave light/computers on.
3. Do not use radios or cell phones as they might activate the bomb.
4. Evacuate via safe route.
5. Ensure individuals are at least 500 feet away from the building.
6. Follow evacuation procedures.

SUSPICIOUS PACKAGE

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

- Move to a safe distance
- *Do not use a cell phone within 300 feet of the suspicious package*
- Immediately call 911

What constitutes a suspicious letter or package?

- Is unexpected or from someone unfamiliar to you.
- Exhibits powdery substance on the outside of the package or letter.
- Has no return address or one that cannot be verified as legitimate.
- Is marked with restrictive endorsements such as "Personal" or "Confidential".
- Has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Contains protruding wires, strange odors or stains.
- Shipped with an unusual amount of tape.
- Has an unusual weight, given the size, or is lopsided or oddly shaped.

What to do if you receive a suspicious package or parcel:

- DO NOT OPEN!
- Handle with care. Do not shake or bump.
- Isolate the package or parcel immediately.
- Call 911.

If you open a parcel that appears to be contaminated:

- Do not move the parcel.
- Call 911.
- Turn off fans, window air conditioners or space heaters.
- Isolate the area. Evacuate the adjoining areas.
- Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.