

# \_\_\_\_\_School

## EMERGENCY PLAN

The following outline covers the main criteria for emergency guidelines for this facility and its operations. The outline will be under review with local officials and details are to be added to insure local conditions and all emergency potential is properly identified and plans in place for their control.

The staff will be fully briefed on all emergency procedures to insure a 24 hour plan is in place. This briefing will be provided by \_\_\_\_\_ and documented.

Key Sections of \_\_\_\_\_School emergency plan:

- A. Management and outside agency planning and coordination:
  - Structure of command, lines of authority
  - Designated emergency personnel
  - Staff and employee orientation and training
  - List of emergency personnel, management and telephone numbers
  - Communication/Notification - Facility, Public, Agencies, Media
- B. Emergency Recognition, Reporting and Control
- C. Safe Distances and designated places of refuge
- D. Site \_\_\_\_\_ and Control during an emergency
- E. Evacuation routes and procedures
- F. Decontamination, if needed.
- G. Emergency medical treatment and First Aid
  - Location of supplies and their maintenance
  - Designation of first aid personnel (Compliance with Bloodborne Pathogens)
- H. Emergency alerting and response procedures
  - Posted procedures and telephone numbers and location of same
- I. Procedures to account for personnel and visitors during and after an emergency

**GENERAL EMERGENCY CHECKLIST  
(Areas To Include)**

**I. Medical**

- A. Occupational and Non - Occupational Injuries
- B. Emergency Numbers, First aid procedures.
- C. Medical Availability: Designated Medical Treatment Providers.
- D. Administration of Benefits, Workers Compensation

**II. A. Fire and Explosion**

- 1. List of major work-place fire hazards
  - 2. Proper Handling and Storage procedures
  - 3. Control procedures for ignition sources
  - 4. Extinguishing Agents
  - 5. Control Responsibilities
- B. Emergency Procedures for evacuation, head count, handicapped visitor personnel assistance, etc.
  - C. Evacuation routes - clearly marked, access kept clear.
  - D. Automation suppression, if any - sprinklers, Halon, CO2
  - E. Automatic Detection Systems - smoke, heat alarms.
  - F. On-site and off-site Responders:
    - Incipient fire response (designated trained staff)
    - Fire Department
  - G. Facility Information - Responders should have knowledge of facility, operations, materials, chemicals on hand, etc.

### **III. Chemical Spill and Reaction**

- A. Chemical Inventory
- B. Material Safety Data Sheets (MSDS)
- C. Spill Response
  - 1. Municipal Response
  - 2. Personnel Training
  - 3. Contractors
- D. Chemically Contaminated Victim - Guidelines, Procedures
- E. Cleanup Supplies/Techniques and Waste disposal
- F. Spill Containment - Leaking Drum, etc.
- G. Regulatory Compliance Requirements: EPA, Fire Department, etc.

### **IV. Weather - Tornado, Storm, etc.**

- A. Warning Procedures
- B. Evacuation Procedures
- C. Shelter Designation

### **V. Earthquake, Ground/Sink holes**

- A. Local Emergency Criteria

### **VI. Bomb Threat**

- A. Telephone procedures/ site warning procedures
- B. Police assistance
- C. Evacuation Procedures
- D. Search Procedures

**VII. Utility Failure - Electrical, Water, Gas, Steam, Air**

- A. Employee Notification - Manual, Automatic alarms
- B. Local Utility assistance
- C. Evacuation Procedures
- D. Shutoff Procedures - Valve, Power, Pressure, etc.  
Designated persons.

**VIII. Emotionally Disturbed Employee/Student**

- A. Local Assistance Criteria, Designated trained persons

**IX. Proximity to Neighboring Hazards**

- A. Identification of neighboring potential for loss

**X. Regulatory Visit**

- A. Designated personnel to accompany officer and notification procedures.
- B. Coordination and compliance procedures.

**XII. Media Visit**

- A. Designated personnel/spokesperson(s) and procedures
- B. General employee orientation.
- C. Pre-planned Informational Guidelines.

**XIII. Other Potential based on Operations**

## **GENERAL CONSIDERATIONS:**

1. Is the plan comprehensive?
2. Are quick reference telephones, charts, etc., available?
3. Are all regulatory requirements addressed?
4. Are site \_\_\_\_\_ needs in place primarily for personnel protection?
5. Are Communication procedures clear?
6. Audit the plan for supplies, personnel, emergency systems on a monthly basis.
7. Rehearse/review/revise the plan as needed to make sure it can work!

## **EMERGENCY EVACUATION PROCEDURES - Example Only**

In the event of fire, storm or any other emergency, it may be necessary to quickly evacuate the facility in a safe and orderly manner. The evacuation procedure to be followed by all personnel under these circumstances is:

1. The instruction to evacuate the building will be given by
2. Immediately stop class or work, switch off all equipment and leave the building by the nearest emergency exit. All exits have marked and are shown on the building diagram.
3. Once outside the building you should proceed to the parking lot on the \_\_\_\_\_ side of the building and report to your supervisor.
4. Teachers will check that all their students are clear of the building.
5. Under no circumstances shall you leave the vicinity without reporting to your supervisor since it may be considered you are trapped within the building.
6. If there is a person missing the supervisor/teacher will report this information to the principal who will relay this information to the appropriate emergency response agency representative.
7. Under no circumstances will personnel or students be permitted to re-enter the building until a safety clearance has been obtained from the facility manager.
8. All teachers, students and employees shall follow the directions of \_\_\_\_\_. They are there to protect your safety and to handle emergencies. They are specially trained to deal with all emergencies. Any refusal to follow directions or insubordination will be dually reported and disciplinary action will be taken.