

McMURRAY MIDDLE SCHOOL EMERGENCY DISASTER PREPAREDNESS PLAN

An overview of faculty roles and responsibilities

FIRE:

1. Grab your emergency backpack.
2. Check the hallway for stragglers.
3. Evacuate to the lower parking lot.
4. Line up by HOMEROOM, take attendance; Stay in place until released.

EARTHQUAKE:

1. Duck and cover at first indication of earthquake. Hold onto furniture legs if furniture moves. If outside, move away from buildings. Teachers should try counting loudly or using rehearsed calming strategies while maintaining student attention.
2. After earthquake subsides, evacuate building with class roster, emergency kit. Students line up in the lower parking lot by homeroom teacher in designated location. Know procedures for administering first aid and for protecting students unable to evacuate the building. Report missing students.

SHELTER IN PLACE:

1. Move with students to your assigned shelter location.
2. Sweep halls for students; bring them to your room.
3. Close all windows and doors; turn off heat vents, fans or ventilation
4. Assess for injuries. Provide first aid if necessary
5. Wait for "all clear" signal or communications from command post or responders. Follow instructions on exiting the building.

LOCKDOWN

1. Initial alarm is one long bell (more than 5 seconds) or PA announcement.
2. Make sure phone is able to receive calls (remove from "do not disturb" mode)
3. Direct students to sit on the floor out of view of any window near a solid wall. Check hall for passing students and direct them to your room immediately. Cover window in door. Close blinds.
4. Lock or barricade your door **from the inside**. Do NOT open for anyone except authorized staff member or student, if safe!
5. Students in the library should sit on floor in interior area out of view of windows. Exit doors should be locked.
6. Instruct students to refrain from using cell phones or text messaging during the lockdown so as not to overload cell system.
7. Note all students missing from your class AND all students in the room who are not assigned to your class.
8. Report via telephone if medical assistance is needed.
9. If you observe a non-student/trespasser, report that person's location, description, number of people seen, direction moving and if there is a weapon present. DO NOT LEAVE ROOM OR UNLOCK DOOR UNTIL YOU HEAR THE "ALL CLEAR" VIA PA ANNOUNCEMENT OR "OKAY" AT YOUR DOOR BY GREG, WINNIE OR AUTHORIZED STAFF MEMBER.
10. If classes are **not** in session students go to the nearest classroom immediately: leave restroom, lunchroom, or great hall immediately and go to the nearest classroom or office.

*Office phones will probably not be answered. Greg's cell 650-0567 - Winnie's cell 348-0675 - Barbara's cell 351-5956