

CLARENCE CENTRAL SCHOOL DISTRICT EMERGENCY GUIDE

HOLD IN PLACE

- Remain in present location
- Assigned students stay with you
- Disregard all bells for class change
- Assist students in remaining quiet and calm
- Teachers without a teaching assignment should report to the Main Office for specific supervision assignments
- Wait for further instructions

HOLD IN PLACE (SHORT TERM SHELTERING IN PLACE)

- Account for students through roll call
- Names of students not accounted for should be referred to the building administrator
- Move with your students to identified locations in a quiet, orderly fashion
- Remain in the location until further notice
- Disregard all bells for class change
- Assist students in remaining quiet and calm
- Teachers without a teaching assignment should report to the Main Office for specific supervision assignments
- Wait for further instructions

LOCKOUT

- All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors to the main office.
- A lockout will be lifted when notification is made by administration.

EVACUATION

- Get students to the nearest safe/secure area away from school building
- Assist students to remain quiet and calm
- Take attendance every few minutes
- Wait for further instructions

Communication and response actions will be based on advice from law enforcement/fire safety officials. Announcement will be made, if necessary, to move off school grounds.

SHELTERING OFF-SITE

- Remain in present location until notified about need to “shelter off site”
- Assigned students stay with you.
- Disregard all bells for class change.
- Assist students in remaining quiet and calm.
- An announcement will be made over the public address system that the building will be evacuated to a secondary site.
- Announcement will be made on P.A. for students to retrieve all necessary belongings and report to classrooms. All faculty and staff are expected to supervise hallways in order to facilitate students quickly retrieving belongings and reporting to classroom.
- Teachers without a teaching assignment should report to the Main Office for specific supervision assignments
- Wait for further instructions

Staff Responsibilities at Secondary Site

- * Classroom teachers and aides monitor students in the gym according to Emergency Plan Seating Chart. Area captains will serve as liaison between building sections and the Principal.
- * Special Education teachers and Special Education aides monitor students with special needs.

- * Secretaries will make phone calls to parents.
- * Hall Monitors will serve as “runners”.
- * Nurse will work with Emergency Response team to assist with medical concerns.

LOCK DOWN

- Get students to the nearest safe/secure area (gather students from hallways into classrooms). Assigned staff members (sweepers) will check halls, bathrooms, and locker rooms and direct children in these areas to the nearest classroom.
- Lock classroom doors.
- Immediately call the Main Office to report emergency situation only (continue to call until you reach someone):

Mr. Kenneth Smith	9023	Mrs. Darlene Eagan	9021
Mr. Robert Coniglio	9024	Ms. Heather Cwiklinski	9025
Mrs. Julie Mampe	9028	Mrs. Amy Major	9026
Mrs. Sandy Pavlock	9022	Mrs. Wendy Sibley	9027

- Assist students to remain quiet and calm.
- Wait for further instructions.
- Do not teach.
- **Lock all classroom doors and take attendance.** (Unaccounted for children/staff members’ last known locations should be noted)
- Have students take a seated position on the floor next to a wall, out of view from the door window and stay out of sight as much as possible. Avoid gathering near the exterior windows.
- Leave windows/blinds as they are.
- Turn off classroom lights.
- Attend to any injuries, as well as possible, on your own.
- Once the door is locked, no one should be allowed to enter or leave a classroom or office under any circumstances, unless as directed by emergency personnel.
- Do not answer or communicate through your locked door.
- **Do not respond** to the intercom, PA System, or other announcements.
- **Do not respond to a fire alarm** unless imminent signs of fire are observed.
- **Stay there as long as you can, safely.**
- Stay near the children and keep them as calm and as quiet as possible.
- Lockdown will end only when you are physically released from your room by emergency responders or other authorities.
- **In the event you cannot reach the office,** immediately dial 911 and report the situation.

MEDICAL EMERGENCIES

General Guidelines for Medical Emergencies:

In the case of a medical emergency in any part of the school building or school grounds:

1. The person identifying the medical emergency should summon help or request someone to call for help.
2. The name of the stricken person, the location, and the nature of the emergency should be included in the initial call to the office.
3. The office will notify School Nurse. School Nurse will respond to the scene and assess the need for the Emergency Response Team (ERT).
4. If additional assistance is needed, the nurse will call administration for ERT.
5. The building administrator/main office will announce over the PA system the following code: **CODE BLUE TO (area of the building)**
6. Until Medical personnel arrive the person/people on the scene should protect the injured or ill person from further injury if possible.
7. The following people will attend each code to provide a smooth and orderly response to the emergency:
 - Barb Ritchie, Nurse
 - Principal or one of the Assistant Principals
 - CPR/AED trained faculty/staff
 - Secretary will call parents and ambulance when indicated

Call 911, Sheriff Department (662-5554) or Fire Department (689-1212)

Identify: Clarence High School, 9625 Main St. Clarence, NY 14031

(716) 407-9020 and nature of problem, location of problem in the school and where to enter

Stay on the telephone until told to hang up.