HQIS SAFETY PLAN & EMERGENCY PROCEDURES

UPDATED & APPROVED BY SCHOOL SAFETY COMMITTEE ON 17th August 2021

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INTRODUCTION

In an emergency, the primary objective is to provide protection or assistance for all students, staff, and the public. Calmness and common sense are the most important factors whenever an emergency situation arises.

All situations cannot be neatly placed into categories, thus allowing hard and fast guidelines to be established. Each emergency situation will require individual judgment. Continuing meaningful efforts to prevent incidents that lead to emergency situations should be everyone’s primary goal.

The Emergency Plans & Procedures found in this booklet are to be used as a guide to those persons responsible for the safety and protection of students, staff and citizens using facilities.

The Director of Operations has the prime responsibility for sharing Emergency Plans & Procedures twith staff. In addition, the administration must set up a designated chain of command so that the safety procedures are carried out in their absence.

All incidents resulting in injury, damage or criminal activity should be reported as soon as possible on an Incident Report, with all copies forwarded to the Head of School and Director of Operations.

Emergency Phone Numbers: Fire 119, Medical 120, Police 110. Then hold the line and wait for advice…

For first aid, in an emergency, also contact the relevant trained first aider in the school. (School nurse)

If you cannot stay on the line, give the operator the street address and community where help is needed.

Shelter Safety Tips

1. Shelters should be located in interior hallways and small windowless rooms on the lowest level. These will be in the basement areas unless there is flood risk: in which case upper floors will be the destination.

2. Areas with glass and wide/free-span space should be avoided.

3. Students should crouch on their knees up under them, and cover the back of their heads with their hands or a hard cover book.

4. After the threat of disaster passes, the official cancellation will be announced over the intercom system or in person.

5. If a disaster strikes the school, emergency first aid should be administered to the injured.

6. Once the disaster is over, directions will be given by the office to evacuate the building.

FIRE PROCEDURES

UPON DISCOVERY OF A FIRE, PROCEED AS FOLLOWS:

1. Pull the nearest fire alarm to initiate evacuation plans for the building.

2. Call first responders.

3. If possible, confine the fire by closing all doors and windows to the area involved.

4. Call the Director of Operations

5. Pre-assigned personnel, with hi-viz vests, should check their assigned areas to insure complete evacuation.

6. Evacuated persons are to be at least 50 feet from the building, out of the way of the Fire Department and their equipment. HQIS will evacuate to the designated park 200 meters north of the campus. Designated leaders and teachers will guide to the park. Other school staff will line external routes to keep children away from traffic.

7. Classes should be kept together as much as possible, and attendance taken by the teacher after the evacuation. (Have grade book or class list)

8. Maintenance staff and other trained personnel may attempt to put out small fires with extinguishers if possible but evacuation of children takes priority.

9. The Superintendent’s Office will contact the Maintenance Departments.

Prevention Plan

- Know the locations of fire extinguishers and be knowledgeable of their operation

- Make sure the fire officer’s requirements are followed

- Review fire procedures with all students regularly (at least once a year) and practice/drill

SEVERE WEATHER PROCEDURES

1. Although there is no way to accurately predict damaging wind events, they are normally associated with severe thunderstorms and high pressure weather systems.

2. Warnings demand your attention. The School should then take immediate steps to ensure the safety of students and other staff members.

3. Parents or legal guardians may pick up their student(s) before and after a severe weather event but the School reserves the right to secure doors and gates if there is a significant risk to safety and life.

4. Teachers should immediately implement a plan to take students to pre-designated disaster locations and remain there until an “all clear” is given. Keep some windows in the building open, if winds are strong, but staff and students must stay away from them.

5. Teachers should take class attendance books with them and take attendance after arrival at the designated shelter, before departing the shelter and upon returning to the classroom.

6. If outside the building, teachers will ensure that all students can go inside and seek shelter.

SEVERE THUNDERSTORM WARNING PROCEDURES

1. Students and staff should be advised:

—Not to touch or go near downed electrical wires.

—To stay indoors and away from open doors/windows, metal objects, and electrical equipment.

—Not to use physically connected phones or PCs..

2. Teachers should take class attendance books with them and take attendance after arrival at the shelter, before departing the shelter and upon returning to the classroom.

6. If outside and unable to get indoors, seek against a brick wall. Do not seek shelter under a tree or near metal buildings.

7. IF A SEVERE THUNDERSTORM WARNING IS ISSUED AT DISMISSAL TIME, hold all students until the “All Clear” is sounded.

CLOSING OF SCHOOL BEFORE IT BEGINS:

All Evansville area radio and TV stations will be asked to announce (by 5:30 AM if at all possible) any decision to close or delay the opening of schools.

Flash Flood Procedures

Every effort will be made to insure the safety of all students and staff in the event of this disaster. All communication devices will be tuned in to local news, law enforcement and Civil Defense authorities for instruction and procedures to follow in the event of this occurring.

LOCKDOWN PROCEDURES

1. The office will announce a lock-down via phone contact with classroom teachers and leadership.

2. All students and teachers should move to the nearest classroom

3. Teachers should immediately check the halls for students and then lock/barricade their doors

4. All persons should remain behind secured doors until communication is received

6. If possible, move all students out of view from hallway windows

7. If instructed to evacuate the building, use the same evacuation outlined in the fire procedures section.

Prevention Plan

- Make sure all internal and external doors around your room are able to be locked and always know the location of your green tag

- Review lock-down procedures with all students regularly (twice yearly)

MEDICAL EMERGENCY PROCEDURES

1. Contact the office immediately (intercom, cell phone, or send a student)

2. Remove all students from the area or room if possible

3. Provide emergency first aid only if the situation is critical (see below)

4. Stay with individual until the administration, nurse, or other emergency personnel arrives

5. Do not make comments about the situation to students, parents or the media

Prevention Plan

- Know the location of first-aid kits

- Remove potential hazards from classrooms and hallways

FIRST AID PROCEDURES

First aid is the immediate care given to a person who has been injured or has suddenly taken ill. First aid should be provided only by those individuals who are trained in emergency first aid procedures eg School Nurse

1. EMERGENCY SERVICES

In the event of an injury, accident, or a sudden serious illness involving a student or staff member, and if the situation so warrants, the building administration will confer with the School Nurse or health aide. If the situation is beyond their abilities, emergency personnel will be contacted by calling first responders.

2. FIRST AID DIRECTIONS

Emergency and first aid procedures should be administered only by trained and qualified personnel according to the following guidelines in the event of accident or illness.

A. Ensure that the victim has an open airway and give artificial respiration, if necessary.

B. Control severe bleeding—utilizing standard precautions.

C. Give first aid for poisoning or ingestion of harmful chemicals.

D. Do not move the injured person unless necessary for safety reasons.

E. Protect the victim from unnecessary manipulation or disturbances.

F. Avoid or overcome chilling by using blankets or covers.

G. Administer the appropriate first aid.

3. BLOOD-BORNE PATHOGENS

A pathogen is a disease producing micro-organism in human blood that can cause disease in humans. Standard precautions in treating bodily fluids should be used by all staff to minimize exposure to blood-borne pathogens.

4. BODILY FLUIDS

In the event a staff member comes into contact with bodily fluids, the staff member is to observe and follow routine procedures for hygiene when handling body fluids.

Procedural Steps: Because body fluids of all individuals should be considered as potential carriers of infectious diseases, the following procedures must be observed.

1. 1. Call the custodian for all bodily fluid clean up.
2. 2. Wear gloves when making contact with body fluids.
3. 3. Discard gloves after each use.
4. 4. Wash hands thoroughly after handling fluids and contaminated articles, whether or not gloves are worn.
5. 5. Discard all disposable items which come in contact with body fluids.

5. OTHER COMMUNICABLE DISEASES

Contact School Nurse for assistance.

SERIOUS INJURY OR ILLNESS PROCEDURES

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following procedure is to be used once a serious injury or illness has been identified.

1. SERIOUS INJURY—DO NOT MOVE INJURED. If the injury or illness is determined to

require immediate medical attention, call first responders.

2. THE SCHOOL ADMINISTRATION HAS THE AUTHORITY TO MAKE ANY DECISIONS. Notify the school administration and they will make the final decision as to an appropriate course of action.

3. NOTIFY THE PARENT OR GUARDIAN AS SOON AS REASONABLY POSSIBLE.

If parent or guardian is unavailable, refer to emergency card identifying individuals and physicians to contact in case of emergency.

4. The registered nurse assigned to the school will evaluate the student’s physical status, administer first aid, determine whether the condition requires emergency assistance, physician’s attention, etc., and recommend same. IN THE ABSENCE OF A NURSE, THE SCHOOL ADMINISTRATION SHALL DECIDE ON THE BEST COURSE OF

ACTION.

5. If the patient is not conscious or unable to stand or sit, do not lift. Put the patient into the recovery position if breathing and with pulse.

6. IF TRANSPORTING A STUDENT—Where the environment would increase the risk of further injury, the student should be taken to the school’s medical facility by wheelchair or other means with utmost respect for the stability of any fractures, back, neck etc.

6. REPORT ALL STUDENT ACCIDENTS OR INJURIES. All student accidents or injuries shall be reported on an accident report and submitted to the Administration.

EARTHQUAKE PROCEDURES

1. There may be no warning of an earthquake. Communication will be given by the Office via alarm.

2. Follow the following drop & cover procedures:

- Turn away from windows and doors

- Crouch under a desk or table if possible, put both hands on the back of your neck, and tuck your head down

- Stay in the safe position and remain quiet

3. Wait for communication from Office and if instructed evacuate the building according to the office’s instructions using Standard Response Protocol (SRP).

Prevention Plan

- Secure shelving to walls and objects on wheels (storage cabinets, carts, etc.)

- Clear hallways of all unnecessary items (desks, storage items, etc.)

- Know the location of first-aid kits and flashlights

- Review earthquake procedures with all students regularly (twice year)

OTHER PROCEDURES

Catastrophic Occurrence Procedures

There are some emergencies for which plans simply cannot be made. However, your response is extremely important to provide emergency assistance and/or to communicate with the families involved, staff, students, and the broader community.

Because some situations are unique, there is no established procedure to follow. However, you are advised to consider some or all of the following steps and determine which ones are appropriate.

1. Stay calm!

2. Contact the administration for assistance (first repsonders also).

3. Provide immediate medical attention.

4. Remind students not to contact anyone about the situation via their cell phones.

Criminal Activities Procedures

The following is a list of the types of crimes you may be confronted with and some procedures to follow should such an incident occur:

Arson

The majority of arson fires you may experience at your building will involve fires in waste baskets or dumpsters. Although these types of arsons are not deemed serious, they are likely to lead to larger fires if the person responsible is not confronted.

1. The majority of small arsons can be extinguished by staff. If not capable or the potential of spreading exists, contact the Fire Department at 911.

2. Attempt to identify person(s) responsible and notify principal.

Assaults

Misdemeanor Assaults

Most assaults involve a physical altercation. These are usually dealt with by Deans, with an incident report forwarded to the Administration. If the parents wish to pursue the incident, they will work with Deans and the Head of School.

Aggravated Assaults/Bodily Harm

An aggravated assault is when a weapon is used, a theft from a person occurs with force and violence, or there is intent to rob or steal by threatening with a weapon.

1. If imminent danger to others exists, call first responders. If the weapon(s) and/or suspect(s) are no longer a threat, evaluate the situation, contact medical and police assistance if needed, disperse those persons not involved, gather witnesses, secure the area until police and medical assistance arrives, and designate someone to contact the Director of Operations for administrative assistance.

2. Information releases and other resulting responsibilities will be provided by the administrative response personnel.

3. Once the situation has calmed, an incident report is to be filed. It should include all pertinent information relative to the incident, witness statements, and the identifications of possible suspects.

Trespassing

All visitors entering the campus need an invitation and cannot otherwise pass the security personnel attached to each gate. This section addresses trespassing, disturbances/disruptions of schools and the duty of disruptive/trespassing persons to leave upon request.

1. If trespasser or disruptive person refuses your request to leave, contact first responders and the administration.
2. If the person is willing to leave and you do not want them back on school property, advise them that they cannot return without your permission. If they do return without permission, they can be charged with trespassing.

3. If the person leaves before you had the opportunity to inform them not to return (as in #2 above), or if they leave before security or police personnel arrive, file a report with the officer(s) and this information will be documented and referred to for a follow-up investigation.

Suspicious Person

1. Notify school office/administration.

2. Try to write down a physical description of the subject and any vehicle and vehicle license plate number.

3. An incident report should be filled out and sent to the Director of Operations.

Self harm/Injury resulting from a violent act/

1. Contact the office immediately (cell phone, or send a student)
2. Call the first aider immediately and try, eg, to cut any electrical supply or protect the victim from further harm.

3. Secure the student victim’s belongings and preserve the student’s desk as it is until notified to do otherwise

4.- Talk to students calmly and lead them from the room to safety

* Follow the advice of the Crisis Response Team

- Make notes when convenient, ask other to do the same, but do not confer as this can render unreliable the reporting process.

5. Do not make comments about the situation to students, parents or the media