



GULF DISTRICT SCHOOLS EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

Active Shooter

- When you become aware of a gun or weapon on campus or observe an armed suspect, immediately notify the person in charge, your principal or designee.
- Clear the hallway and lock your door. Close blinds and conceal your students from view. Take attendance and report any missing students to administration.
- Do not approach the armed suspect or attempt to take matters into your own hands.
- Do not move; await direction from your principal or designee.
- **DO NOT OPEN YOUR DOOR EXCEPT FOR LAW ENFORCEMENT, YOUR PRINCIPAL OR DESIGNEE. ALERT**

A.L.E.R.T. is a procedure for responding to an armed intruder whose intent is to kill students, teachers and staff. You may go straight into evade if outside on the playground or in the parking lot, or whatever other opportunity for immediate survival exists. Lock-down may be your best go-to in a situation but not always.

- **Assess -Orient yourself and decide your best options on your level of contact with the threat and your location (what did you hear and see).**
- **Lockdown - A good initial response but should not be relied upon as the ONLY response when confronted with a threat. Secure room when based on level of contact (indirect contact and location can be secured).**
- **Evade - Run, evacuate when in direct contact with attacker, location cannot be secured, or when there is a clear path of escape.**
- **Resist -As a LAST RESORT such as having direct, immediate contact with attacker or when evasion or escape are not an option.**
- **Tell -Alert others and call 911. "See Something, Say Something"**

Bomb Threat

- If you are the first person to learn of a bomb threat, immediately notify the person in charge, your principal or designee. Do not use two-way radio or cell phones, and don't allow students to do so.
- If you are the recipient of the threat, keep the caller on the phone and obtain as much information as possible and write it down.
- Follow evacuation procedures as directed by your principal or designee.
- Escort students and staff to a pre-designated safe area and once there, take attendance. Inform administration of any missing students.
- Await direction from your principal or designee.

Drugs

If you suspect drug dealing, possession, or use, immediately notify the person in charge, your principal or designee.

- ONLY the principal or designee will contact the suspected student and conduct an appropriate investigation.
 - The teacher is not to get involved further than reporting suspicion and providing for safety of the students.
 - ONLY administrators will conduct a search of a student.
 - If you discover drugs, do not touch or move them. Immediately notify the person in charge, your principal or designee.
- If a student tells you that they have information regarding drugs and do not want to disclose the information to you, advise them to contact the administrator on duty.

Fire or Explosion

- If you are the first person to learn of a fire or explosion, activate the nearest fire alarm pull station.
 - Immediately notify the person in charge, your principal or designee.
 - When you hear a fire alarm, evacuate the building and follow your evacuation procedures and routes as practiced.
 - Escort students to a pre-designated safe area and once there, take attendance and report any missing students to administration.
 - If a person is on fire, have them stop, drop, and roll.
- DO NOT ATTEMPT TO FIGHT FIRES UNLESS YOU ARE PROPERLY TRAINED.**
- Await direction from your principal or designee.

Hazardous Material Release

- If you observe or detect a chemical spill or leak, immediately notify the person in charge, your principal or designee.
- Remove everyone from the immediate area.
- Do not touch, attempt to collect, or spread the chemical.
- Await direction from your principal or designee.
- If a decision is made to **SHELTER IN PLACE**, close all doors and windows, turn off the HVAC system and fans.
- When "shelter in place" is activated, await direction from your principal or designee.



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Sexual Battery

- If you learn that someone has been sexually battered, immediately notify the person in charge, your principal or designee.
- Never leave the victim alone.
- Do not allow the student to use the restroom and or wash up.
- Protect any possible crime scene; law enforcement will question the victim.
- Await direction from your principal or designee.

Suicide Threat

- Take the threat seriously. Immediately notify the person in charge, your principal or designee.
- Do not leave the student alone.
- Express to the student that you are concerned. If possible, isolate the student from others.
- If a student tells you that another student is considering suicide and does not want to disclose the information to you, advise them to call 911.

Suicide Attempt

- Immediately notify the person in charge, your principal or designee.
- If the student is armed, evacuate along with other students.
- If the student is unarmed, remain with the student.
- Await direction from your principal or designee.

Abduction / Kidnapping

- Do not release a student to any person until notified by the front office to do so.
- When you become aware of an abduction or kidnapping or an attempt, immediately notify the person in charge, your principal or designee.
- Provide a description of the student and suspect and as much information about the incident as possible.
- Do not attempt to forcibly detain the suspect.

911

To report a crime in progress, fire, serious injury or other life threatening incident - always call 911.

Severe Weather-Thunderstorm Watch / Warning

- Bring your class indoors.
- Close all windows and doors.
- Take attendance and limit students from leaving the classroom.
- Continue class activities. Be alert for further instructions from the person in charge, your principal or designee.

Tornado Watch

- When under a tornado watch, follow the instructions as you would for a thunderstorm watch or warning.
- Those in portable classrooms should be prepared to move to a permanent building as designated in your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.
- Those in the gym, cafeteria, or auditorium should be prepared to move to another location as designated in your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.

Tornado Warning

- Cease class activities. Move to your designated location according to your school safety plan and only when the person in charge, your principal or designee, instructs you to do so.
- Instruct students to sit quietly on the floor. Prepare to “duck and cover” as practiced.
- When arriving at your designated location, take attendance and report any missing students to the person in charge immediately, your principal or designee.
- In the event of a tornado strike, do not leave your students; take attendance.
- Wait for instructions from the person in charge, your principal or designee.

TEACHERS

- Always take your class roster with you when you evacuate your classroom.
- Never leave your students.
- Always wait for direction from the person in charge, your principal or designee.
- Never handle drugs or narcotics.
- Always protect a possible crime scene when involved in an incident.
- Never search a student; only administrators conduct searches.
- Always document what you did during an incident.