

EMERGENCY ACTION PLAN

FIRE/ARSON/EXPLOSIVES

Checklist

- Sound the alarm; evacuate the building immediately.
- Call:
 - Fire 911 (or) ____ - ____ - ____.
 - Emergency Medical Assistance: 911 (or) ____ - ____ - ____.
 - Police 911 (or) ____ - ____ - ____.
- Determine if there are any serious injuries.
- Determine building status before reoccupying.
- Call emergency board meeting.

Specifics

1. Sound alarm, evacuate building if serious threat of danger. Prior arrangements should be made for the evacuation of any handicapped.
2. Call 911 or the number(s) listed above for required emergency services.
3. If there are any serious injuries, notify necessary rescue personnel.
4. If the building is damaged, several steps may have to be taken. Severe damage will require finding another location while repair work is being performed.
5. An emergency meeting should be convened to deal with the aftermath of the emergency.

FIRE Evacuation Procedures

- Walk quickly; do not run, to the nearest exit, as specified in safety training and posted on facility diagrams.
- Proceed to the designated assembly area and remain until all personnel are accounted for and authorized to return to the building or leave the facility.
- Department will help to determine if any personnel are missing from their respective departments.
- Only trained, designated personnel will attempt to extinguish small fires, and then only after sounding the evacuation alarm. (***Do not attempt to extinguish a fire beyond the capabilities of a portable fire extinguisher.***)

EARTHQUAKE

- Immediately take shelter under a desk or sturdy table. Do not attempt to evacuate the building. If no desks or tables are nearby, interior doorways can sometimes be used as a place of refuge.
 - Stay clear of outside walls, windows, or objects that can fall.
 - When shaking stops, evacuate immediately. Stay clear of buildings, trees, lamp poles, and electrical power poles and lines.
 - Check for and provide care for injured.
 - Follow instructions of responsible persons.
 - Earthquake Kits are available in the following locations:
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WEATHER

- Evacuate classrooms according to plan, providing for handicapped.
- Move quickly and quietly to the designated area, underground shelter if available, or interior hallways on the first floor. Avoid windows, auditoriums, gymnasiums, and any other wide span or overhead structure. North and east walls are preferable to south and west walls. Sit in fetal position with face and head protected.
- Get word to any who is outside or who are in outlying buildings.
- Check for and provide care for injured.
- Account for all students/staff/others.
- Determine status for safe return to classes or dismissal.

FIRST AID/MEDICAL EMERGENCIES

- In case of emergency, the following persons have been trained in First Aid and CPR, have received bloodborne pathogen training and are designated as emergency first aid providers:
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- In a medical emergency, seek assistance at the number(s) listed above, while the designated providers help the victim. Do not attempt to provide medical attention unless trained to do so and then only if any necessary medical supplies are available.
- Do not come in contact with blood, bodily fluids, or other possible infectious materials.
- Protective gloves, CPR masks and other equipment are available for first aid providers and cleanup personnel. Report any possible exposure to your supervisor or the responsible person.
- First aid kits are available in the following locations:
