

Spaulding High School Emergency Plans

Evacuation

Activated when it is necessary for staff and students to exit the building. When the school Fire Alarm system activates students and staff should:

Evacuation in good weather:

- Exit school by the nearest & safest exit
- Gather in the designated zone (Zone 1 = triangle, Zone 2 = football field, Zone 3 = baseball field)
- Staff will take attendance and display the red color card to indicate to the zone commander that a student is missing.
- Wait for the all clear to be called by the Zone Commander before entering the building.

Evacuation in Extreme Cold, Pouring Rain and/or Deep Snow:

- Exit the school by using the nearest and safest exit
- Outside, all students and faculty will proceed to the Rochester Community Center using one of following routes:

Students in Zone 2 & 3 should use the pathway through the football field or the senior parking lot, and report to the gymnasium in the Rochester Community Center.

Students in Zone 1 should exit on the Wakefield Street side of the building and will proceed along Wakefield Street, walk between the cafeteria and the football field, and then take the pathway through the football field. Zone 1 should report to the Community Center Room (old cafeteria) *Do not walk the length of Wakefield Street to the Community Center. We do not want students walking in the street.*

- All classroom teachers should be in the community center with their students to help maintain order and pass along directions from the Zone Commanders.

Reverse Evacuation

Activated when it is necessary for students and staff to re-enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside of the school.

- Walk quickly to the nearest entrance
- Notify the Principal/Office immediately if the action wasn't initiated by the main office
- Report to a designated meeting area such as the gym, cafeteria, and/or auditorium
- Check for injuries and notify a school official
- Staff will take attendance and notify a school official
- Remain quiet
- Wait for the announcement "All Clear" or other information which will be provided by the School Commander or by the police. Be sure that you do not respond to an "All Clear" unless the person clearly identifies themselves as the SRO, Principal, or one of the Assistant Principals.

Secure Campus

Used when students and staff need to be protected from a threat **outside** the building such as a police chase or incident occurring near the school.

Indoor Procedure: Students and staff should:

- Close all windows and curtains
- Verify that all exterior doors are closed and locked
- Continue normal academic functions

Outdoor Procedure: Students and staff should:

- Activate Reverse Evacuation procedure
- Cancel all outdoor activities

Shelter-In-Place

Used to protect students and staff from airborne hazardous materials, toxic smoke or nuclear material.

Indoor Procedure: Students and staff should:

- Close and Lock all windows
- Verify that all exterior doors are closed and locked
- Shut off heating, air-conditioning, and fans
- Close all vents that can potentially carry outside air into the building

Outdoor Procedure: Students and staff should:

- Quickly move into the building while limiting the use of doors to the outside
- Cancel all outdoor activities

Lockdown

Activated when it is necessary to protect students and staff from a violent intruder or any other situation that requires that students and staff be secured in their classrooms or other rooms that are able to be locked.

Indoor Procedure: Students and staff should:

- Report to the nearest room
- Students and staff should move to a location in the room where they cannot be seen
- Verify that all doors and windows are closed and locked
- Cover the doors and windows
- Shut off lights
- Be quiet
- If the fire alarm sounds, **do not** evacuate the building.
- Staff and students are not allowed outside the building.
- Staff and students may not move freely within building.
- In case of a medical emergency, do not use one of the color coded cards. Use a cell phone to call 911. Additionally, use a cell phone to call the School District Central office at 332-3678.
- If a student or staff member cannot get to a room or other interior area of the building, they may evacuate to the Rochester Community Center. Once they arrive at the Rochester Community center they should report to the main office and immediately call the School District's Central office at 332-3678 so that someone is aware of your whereabouts.
- Wait for the Announcement "All Clear" or other information which will be provided by the School Commander or by the police. Be sure that you do not respond to an "All Clear" unless the person clearly identifies themselves as the SRO, Principal, or one of the Assistant Principals.

Outdoor Procedure: Students and staff should:

- Do not re-enter the building. Report to the Rochester Community Center. Once they arrive at the Rochester Community Center they should report to the main office and immediately call the School District's central office at 332-3678 so that someone is aware of your whereabouts.

Drop, Cover and Hold

The Drop, Cover, and Hold response action is used to protect students and staff from falling objects or items that may become "projectiles".

- Face away from windows, if possible face an interior wall.
- Drop to the floor
- Cover by getting under a sturdy table, desk, or other piece of furniture.
- Cover face and head with arms
- Staff and students are not allowed outside the building.
- Staff and students are not to move freely within building.
- Wait for the Announcement "All Clear" or other information which will be provided by the School Commander or by the police. Be sure that you do not respond to an "All Clear" unless the person clearly identifies themselves as the SRO, Principal, or one of the Assistant Principals.

Scan

Activated when it is necessary for staff to look around the area for any item that doesn't belong there that could cause harm such as in the case of a bomb threat.

- Look around your room for anything you are unable to identify. If something is found evacuate to a safer area.
- Scan: High, Middle, and Low
- In the case of a bomb threat, **do not** use cell phones or radios
- Do not move, open, or touch a suspicious object; EVACUATE the area or room
- Notify the Commander if an item is found by using a wall phone. Do not use a radio or cell phone. Be ready to describe the suspicious item
- Remain quiet and wait for further instructions

Zone 1 – English, World and Cultural Language, AFJROTC, Guidance, Nurses, LITE, ISS report to **The Triangle in good weather and to the Café in the Rochester Community Center in the winter and inclement weather**

Zone 2 –Social Studies, Science, Math, Study Hall report to the **football field in good weather and to the Gym in the Rochester Community Center in the winter and inclement weather.**

Zone 3: CTE Departments, Physical Education Classes, Family Consumer Sciences, Art, Library, GOST report to the **Baseball Field in good weather and to the Gym in the Rochester Community Center in the winter and inclement weather.**