

A. EVACUATION CHECKLIST

1. Evacuation

Incident Commander (IC) issues evacuation order.

IC determines if students and staff should be evacuated outside of building or to one of the predetermined relocation centers. IC contacts District Crisis Line and informs him/her that the evacuation is taking place.

Direct students and staff to follow evacuation procedures and route. Follow alternate route if normal route is too dangerous.

Institute Special Needs portion of Crisis Plan and assist disabled and non-English speaking students and staff during the evacuation process.

2. Teachers:

Direct students to follow normal evacuation procedures unless IC class for use of alternate route.

Take classroom roster and crisis kit.

Close classroom doors and turn out lights.

When outside building, account for all students. Inform principal or IC immediately of missing student(s).

If students are evacuated, stay with class unless relieved. Assume responsibility of class when

B. SECURED PERIMETER/LOCKDOWN/SHELTER-IN-PLACE

A secured perimeter may be issued in situations involving a police situation in close proximity to the campus, but not directly on campus.

Direct all students, staff, and visitors into classrooms and/or secure rooms.

Lock all doors.

Put sign on office door.

No transitions between rooms/buildings.

No one enters or leaves.

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building.

Direct all students, staff, and visitors into classrooms and/or secure rooms.

Put sign on office door, if possible.

Lock classroom doors.

Turn off lights, unless there are no windows. Put something under the door to keep the light in.

Cover windows of classrooms, if possible.

Move all persons away from windows and doors.

Have all persons get down on the floor.

Remain quiet.

Allow no one outside of classrooms until the IC gives the all-clear signal.

In both situations, the school office will call the classroom phone to confirm the location(s) of all students.

D. STAFF RESPONSIBILITIES

Incident Commander or designee:

- Verify/Document type of emergency and location.
- Identify Command Post.
- Call 9-911 (if necessary).
- Secure area and prevent unnecessary traffic near scene
- Assemble site Crisis Team (if necessary) and conduct briefing.
- Notify District Crisis Line.
- Notify staff.
- Evacuate students and staff, if necessary.
- Refer media to district spokesperson (or designee).
- Implement post-crisis procedures.

Teachers:

- Verify information.
- Keep students inside classroom until situation is complete and the all clear is given.
- Account for all students.
- Stay with students during an evacuation. Take class roster and crisis kit.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of everything you witness pertaining to the event.

E. EMERGENCY PHONE NUMBERS	
EMERGENCY	9-911
District Crisis Line	(602) 995-2358
After-Hours Emergency (Pages WESD Security)	(602) 347-4848
Phoenix Police – Crime Stop	(602) 262-6151

Phoenix Fire – Non-emergency