

INTRUDERS

In the case of a dangerous intruder (someone armed, threatening or violent) inside the school building, do the following:

1. Immediately inform the office of the situation, giving location, description and nature of the situation.
2. The Principal or designee will announce a "Code Red" over the PA system.
3. Staff are to follow Code Red procedures which include:
 - move all students into the classroom out of sight of windows and doors;
 - Lock classroom doors, cover door window and turn off all lights;
 - Keep students absolutely quiet and as calm as possible;
 - Remain inside the classroom until the principal, designee or police open the door or announce an "all clear" via the PA system.

In the case of a weapon being discharged when students are outside, staff and students should lie on the ground and assume the lowest level profile possible.

In the case of an intruder outside of the building, all exterior doors to the building will be locked. Staff should pull all shades and close window blinds. Students are to remain in classrooms until an announcement is made informing staff and students that the situation has been resolved.

SECURITY BUTTON PROCEDURES

There is a security button in each classroom and on the office phone. This button is to be used as an "in house" 911 system and is the most direct way to report an emergency situation to Administration and Security. Emergency situation is defined as any situation which poses a serious threat to staff or students and can include physical fights, trespassers, weapons etc...

From the classroom, the teacher should:

1. Push the SECURITY BUTTON on the phone. This call will ring to all three office phones and the security phone in the main office.

2. If after 5 rings the call is not answered, the call will be forwarded to the Downtown security office.
3. State your name, room location and nature of the emergency.
4. If your call is transferred Downtown you will also need to state name of school.
5. Stay on the line until an Administrator, designee or security officer arrives, if it is at all possible. Student and staff safety should come first and it is understood that you may have to hang up.

Once office staff is notified of an emergency situation via the Security Button procedure they will notify Administration and Security immediately via 2 way radio. Administration will determine if a Code Red should be conducted and if MPD should be contacted. Security will report immediately to the emergency situation.

SERIOUS ACCIDENTS OR ILLNESSES

Life Threatening Situations

Life threatening situations or the suspicion of a life threatening situation to students and staff should be reported to the main office, Administration and/or Security immediately. Use of the Security Button procedure is encouraged.

Life threatening situations can include (but are not limited to): unconsciousness; chest pain; cessation of breathing; severe asthma attack; severe allergic reaction; severe trauma to the body including head injuries, impalement or serious bleeding; and drug or alcohol overdose.

When reporting a life threatening situation via phone or in person to the main office and/or Administration or Security, state immediately **"I believe that this is a life threatening situation and 911 should be called"**. The main office personnel, Administration, Administrative Designee or Security Officer will make the call to 911. If you are unable to reach any of the designated people, or if you are out of the building (athletic field or field trip) you should call 911 directly.

Once 911 have been called they will require the following information:

- location of incident and victim;
- nature of the emergency and name/age/gender of victim.

Once 911 have been contacted the school health office personnel should be contacted and directed to report immediately to the site of the victim. Staff reporting the emergency should remain with the victim until help arrives.

Once 911 and the school health personnel have been contacted Administration will either direct office staff to or will directly contact the victim's family and/or guardian.

Non-Life Threatening Medical Situations

Often times a student or staff member will become ill or injured and will require medical intervention but the situation is not considered life threatening in the moment. These situations could include: breakage or sprain of a bone, a cut requiring stitches etc... In these situations the following procedures should be followed:

1. Do not attempt to move anyone who is injured. If the person is bleeding or vomiting use universal precautions when dealing with bodily fluids.
2. Contact the main office by dialing "0" on your classroom phone.
3. State your location and that a student/staff member has been injured. Briefly describe the nature of the injury.
4. The main office staff will notify Administration and Security via 2 way radio. The office staff will then call the Health Office Personnel.
5. All medical treatment will be administered by **trained personnel only.**
6. The School Health Office Personnel and Administration will determine if 911 is to be contacted.
7. School Health Office Personnel will be responsible for contacting the family/guardian of the injured party.

All staff should periodically review the Emergency Procedures pamphlet which is posted in each room on the Emergency Clipboard.