

## REPORT MISSING/INJURED STUDENTS/STAFF TO FRONT OF MAIN ENTRANCE:

OUTSIDE OF BUILDING:

Margie Coronado, Principal

Ricardo Ybañez, Nurse

Margie Gutierrez, Counselor

INSIDE OF BUILDING:

Trina Bratton, Asst. Principal

Jose Blaquez, Head Custodian

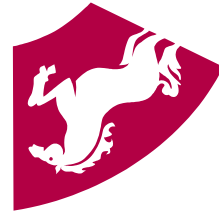
## BUILDING EVACUATION

### 1) Fire Alarm Sound; 2) Public Announcement “P.A.”; 3) Fire Watch Caller

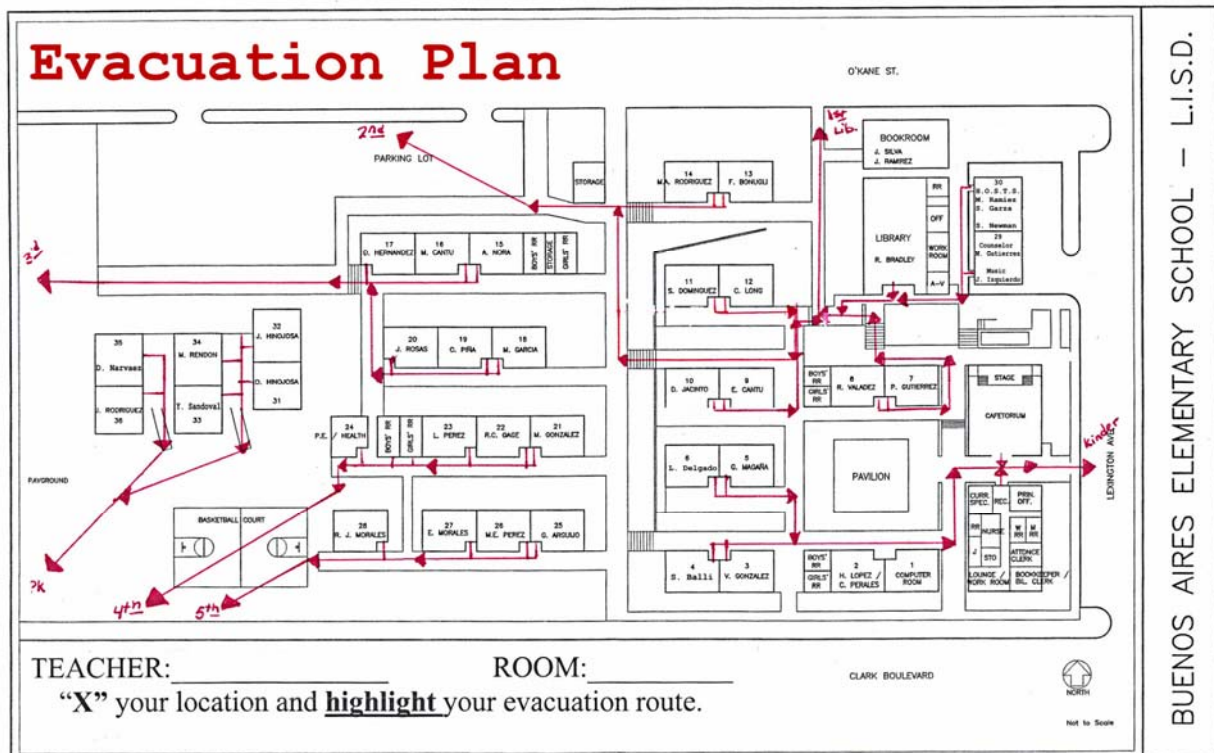
*Building Evacuation may be deemed necessary if the situation presents a threat of illness, injury or death to person(s) remaining inside a building and it is determined that evacuation will provide a greater level of safety for those person(s); Incidents such as: Fire, Explosion, Hazardous Material Spill (Inside), Bomb threat, Gas Leak or other reasons deemed necessary by principal or designee.*

- DO:**
- 1) Get class roster and crisis chart
  - 2) Escort students safely and quickly to pre-determined safe area (50-feet away from building)
  - 3) Turn OFF lights
  - 4) Close, UNLOCK door(s)
  - 5) Check roll/check for injuries
  - 6) Report any missing/injured student(s) to counselor
  - 7) Remain with students and maintain order throughout waiting period
  - 8) Wait for “all-clear” return signal – “P.A.” or Administrative signal
  - 9) Escort students back to classroom

## BUILDING EVACUATION



# BUENOS AIRES ELEMENTARY CRISIS CHART



## CAMPUS MAP

## Campus Emergency Response Team (CERT)

<p><b>Principal/Asst. Principal:</b> Initiate drill/evacuation. Safely monitor situation with available resources. Call 911. Give “clear” signal.</p>	<p><b>Teachers:</b> Contain students. Keep classroom rosters and emergency numbers. Report missing/injured students to counselor.</p>
<p><b>Counselor:</b> Set up staging area for person(s) overcome with stress and coordinate escorting of unattended students to his/her teacher by HOSTS/Resource Teachers.</p> <p><b>Office Staff:</b> Assist Counselor and Administration.</p>	<p><b>HOST Teacher(s):</b> Monitor upper grades restrooms, EXIT through Main Entrance. Escort unattended or lost students to his/her classroom teacher.</p> <p><b>Resource Teacher(s):</b> Monitor lower grades restrooms, EXIT through Main Entrance. Escort unattended or lost students to his/her classroom teacher.</p>
<p><b>Nurse:</b> Set up staging area for ill and injured persons and administer initial first aid.</p>	<p><b>HEAD CUSTODIAN:</b> Assist with checking the building for unattended students and 100% evacuation/containment. Assist Emergency Responders with accessibility to mechanical rooms.</p>

## PERSONNEL ASSIGNMENTS

## SHELTER IN PLACE

*Shelter in Place may be a pre-determined safe area in the classroom away from windows and doors (i.e.; under desk/table.) Shelter in Place may be used for such endangering incidents such as: distraught intruder, a tornado, a hostage situation, presence of an armed outsider, or death of a student or staff member. This is used anytime it is appropriate for students, faculty & staff to stay in an enclosed location and stay “put” until clear signal is announced. If person is not in an enclosed location, person must find nearest classroom.*

- DO:**
- 1) Lock door(s)
  - 2) Get class roster and crisis chart
  - 3) Check roll/check for injuries
  - 4) Move students to pre-determined safe area (i.e.; under table, desk, etc.) away from windows and door(s) and get close to the ground
  - 5) Remain with students and reassure them throughout ordeal
  - 6) Remain focused and alert
  - 7) Wait for “all-clear” signal from Principal/designee or uniformed officer

## SHELTER IN PLACE

**Police:**

**Ambulance:**

**Fire Dept.:**

**Poison Center: 1-800-222-1222**

**Procedures for any special needs students:**

**911**

*Other Emergency Numbers:*

LISD Police – 795-3413

Officer on-call: 763-9541

Adm. on-call: 324-7911

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**EMERGENCY NUMBERS  
ROSTERS**

**ATTACH COPY OF MINIMIZED  
CLASS ROSTER(S). KEEP CURRENT –  
UPDATE AT LEAST EVERY SIX WEEKS.**

**SITE EVACUATION**

*Site Evacuation is the process of leaving the entire school grounds. This may be necessary in case of a hazardous chemical spill, bomb, or severe facility problem, explosion, or other reason deemed necessary by the principal, designee or superintendent.*

- DO:**
- 1) Get class roster and crisis chart
  - 2) Check roll/check for injuries
  - 3) Report any missing/injured students to counselor
  - 4) Follow instructions for releasing students
  - 5) Escort students safely and quickly to dismissal area
  - 6) Remain with students not picked-up/call family member
  - 7) Wait for faculty/staff release/dismissal instructions
  - 8) Lock classroom doors before you leave

**Alternative Site:** \_\_\_\_\_

**SITE EVACUATION**