



**Safe Schools and Security Department**

*Emergency Procedures Presentation*

# Emergency Organizational Structure

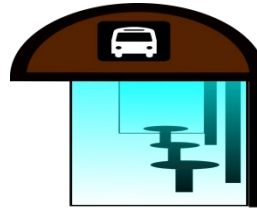


# Current Procedures and Plans In Place

- Lockdown



- Shelter in Place



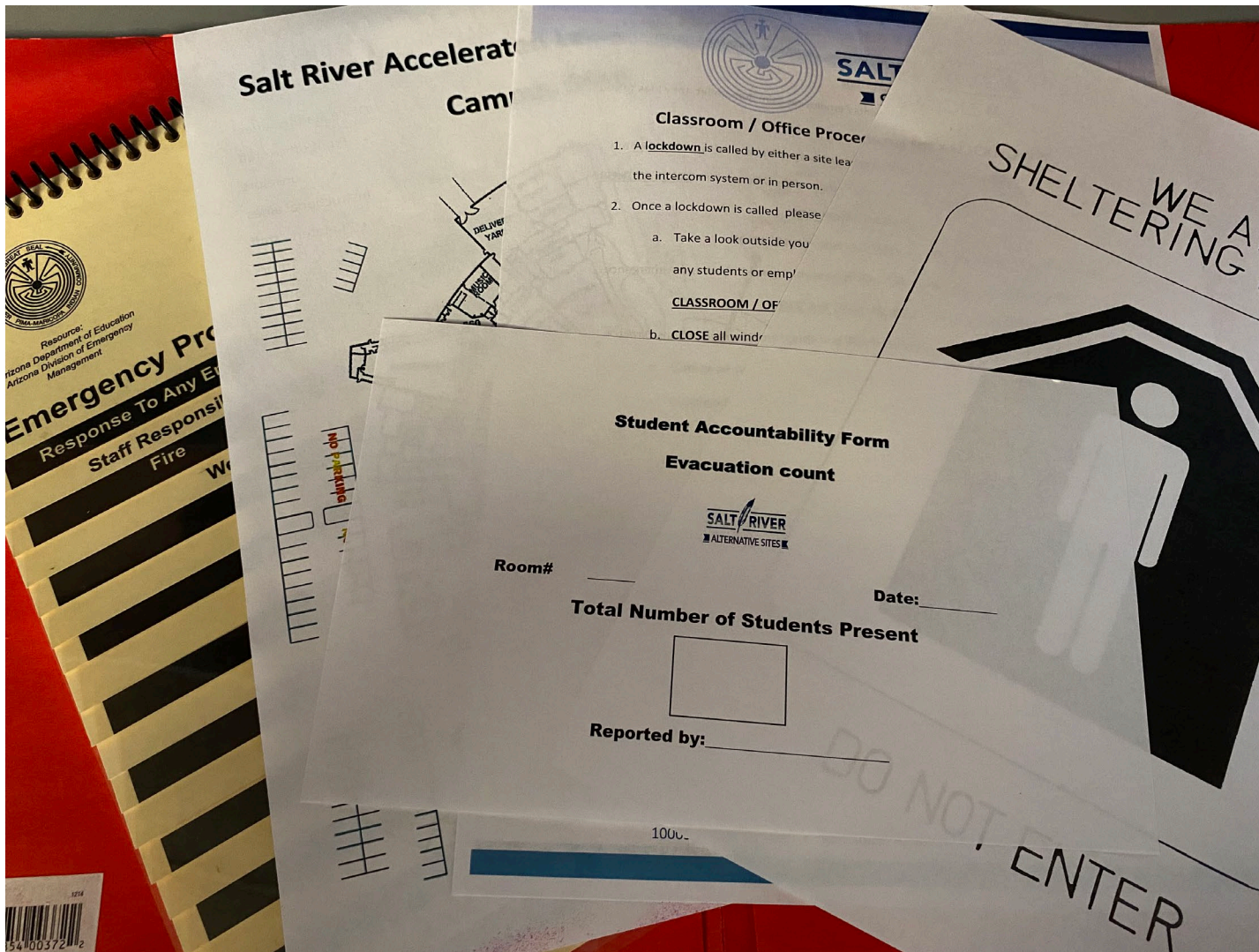
- Fire Procedure



- Evacuation Procedures



# Emergency Procedures and Plans



# Lock Down

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



# Lock Down Procedures

- SRO or SRPD will issue a lock down and notify security
- Security will notify Principal / Site Leader & Superintendent
- Principal / Site Leader will announce over PA system or radio in plain language
- All Staff will sweep students visitors into classrooms
- Classrooms doors and gates will be locked
- Move all persons away from windows and doors
- SRPD, Security and Site Leaders will personally un-lock doors and notify when all clear

# Shelter In Place

- The act of seeking safety within the building one already occupies, rather than evacuating the area or seeking a community emergency shelter



# Shelter In Place Procedure

- Principal / Site Leader warns students and staff
- Bring all persons inside building(s)
- Visual sweep of hallway and lock the door
- Place “Shelter in Place” card under door
- Take class roster
- Allow no one to leave the room
- Class may resume as scheduled
- **If advised:**
- Turn off any ventilation leading outdoors
- Cover up food not in containers
- Cover mouth and nose
- Account for all students



# Fire Procedure

- Pull fire alarm
- Evacuate students and staff to the designated area or a safe distance
- Teachers take red fold
- After being evacuated teachers take student attendance
- No one may re-enter until the building has been cleared by SRFD



# Evacuation Procedures



- Evacuation will be issued via Security or SRO'S
- Security or SRO will notify Principal/Site Leader location of relocation
- Security will coordinate transportation (if needed)
- Superintendent will notify relocation center, SRPMIC –Admin, Education-IT, Community Relations, Public Works
- Fire drill procedure and route will be followed
- Follow alternate route if normal route is too dangerous
- Parent communication will be sent via Communications Director upon approval from Superintendent

# Evacuation Procedures for Teachers

- Take class attendance
- Close classroom door and turn out lights
- When outside building account for all students
- Inform principal of any missing student(s)
- If relocated to another area, take attendance



# Relocation Centers

- Salt River Community Building

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- Scottsdale Community College

# Drills and Practices



- **Fire Drill** – 1 per month - SRFD
- **Lock Down** – 4 per year - Security & SRPD
- **Evacuation** – 1 per year on a rotating basis- Security & SRPD
- **Bus Evacuation**- 2 per year – Bus drivers, security / monitors/ teachers If you provide a bus service

# General safety training for ALL staff

- FEMA- IS 907-Active Shooter
- New Course -FEMA –IS 360-Preparing for mass casualty incidents
- New Course -FEMA –IS 325-Earthquake Basics
- All of the above training is found on
- <https://training.fema.gov/is/>

# Questions / Comments

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**“Safety First, Security Always. Work Hard All Day Every Day”**

**- Safe Schools and Security Staff**