

## EMERGENCY CONTACTS

SUPERINTENDENT'S OFFICE

(256) 428-6810

SECURITY OFFICE

(256) 428-8355

SAFETY OFFICE

(256) 428-8326

TRANSPORTATION OFFICE

(256) 428-8350

MAINTENANCE OFFICE

(256) 428-7620 ext.115

FRONT OFFICE

(256) 428-7620

SCHOOL NURSE

(256) 428-7060 ext.178



**HUNTSVILLE CITY  
SCHOOLS**  
*Where Young Futures Take Flight*

*Challenger Middle School  
13555 Chaney Thompson Road  
Huntsville, AL 35802*

## GENERAL PROCEDURES

- STAY CALM, YOU MUST CONTROL YOURSELF BEFORE YOU CAN CONTROL A SITUATION
- AWAIT INSTRUCTION VIA ALARM, INTERCOM OR RUNNER
- KEEP EMERGENCY RESPONSE PROCEDURES & CLASS ROSTER ON HAND THROUGHOUT DURATION OF EMERGENCY
- DO NOT SPEAK TO THE NEWS MEDIA UNLESS AUTHORIZED BY THE SUPERINTENDENT

## SCHOOL EMERGENCY RESPONSE PROCEDURES

### INSTRUCTIONS / CPR & FIRST AID TRAINED PERSONNEL

**FIRE (CODE RED)**

**EXPLOSION (CODE ORANGE)**

**HAZARDOUS GAS LEAK / AIR DISASTER (CODE WHITE)**

**BOMB THREAT (CODE YELLOW)**

**BUILDING INTRUDER / LOCKDOWN / HOSTAGE (CODE PURPLE)**

**FIGHTS / IRATE INDIVIDUALS (CODE GREY)**

**HAZARDOUS MATERIALS / CHEMICAL SPILL (CODE GREEN)**

**INJURY OF STUDENTS, NON-STUDENTS OR EMPLOYEES (CODE BLUE)**

**EARTHQUAKE (CODE BROWN)**

**TORNADO / THUNDERSTORM / FLOOD (CODE GOLD)**

**OTHER**

SA-P1-R2

Revision A  
Date of Revision: February 21, 2013

**INSTRUCTIONS**

- This flipchart is intended to be used as a guide for potential emergencies.
- When a **CODE (FOLLOWED BY A COLOR)** is announced refer to the appropriate page.
- Follow the instructions on that page without deviation.
- Fill in the highlighted portions on the front cover with local school information.
- List all local CPR / First Aid / AED trained personnel on this page with their certification dates.

**ALARMS**

- Fire/Evacuation – continuous bell
- Tornado – 5 short rings
- All others will be announced over the intercom.

<b>CPR / FIRST AID / AED TRAINED PERSONNEL</b>						
Name	CPR	Date	F-Aid	Date	AED	Date
Laura Blumer	Yes	7/1/2013	No		Yes	7/1/2013
Kevin Dodson	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Shana Eaton	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Jim Ferguson	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Danny Jordan	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Grant Lee	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Craig Maples	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
Lisa Mulane	Yes	5/26/2013	Yes	5/26/2013	Yes	5/26/2013
David Wheeler	Yes	8/16/2014	Yes	8/16/2014	Yes	8/16/2014
Kim Williams	Yes	8/4/2013	Yes	8/4/2013	Yes	8/4/2013
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	
	Y/N		Y/N		Y/N	

**INSTRUCTIONS / CPR & FIRST AID TRAINED PERSONNEL**

1. Fire alarm will sound (continuous bell).
2. Evacuate the building using the posted evacuation routes.
  - If the posted route is blocked or unsafe, exit using the nearest accessible door.
3. Keep students a minimum of 100 feet from the building and away from hazards.
4. Take attendance.
5. Report any missing students to the principal or designee immediately.
6. Await further instruction from school administration.
  - Return to the building **ONLY** under the direction of the principal or designee.

## **FIRE (CODE RED)**

1. Seek protection under desks with eyes closed.
2. If time permits, cover faces with arms, books, coats, jackets, or other protective covering.
3. Remain in this position until the building tremors and flying debris cease.
4. Notify the principal or designee immediately.
5. Await further instructions.
6. If ordered to evacuate, refer to fire drill procedures with the following exceptions:
  - Everyone will be evacuated a minimum of 300 feet from building and away from hazards.

## **EXPLOSION (CODE ORANGE)**

**IF A GAS CYLINDER OR GAS PIPING BEGINS TO LEAK OR IS SUSPECTED OF LEAKING:**

1. Immediately notify the principal or designee.
2. Avoid and/or exit the area.
3. Make every attempt to direct others away from the hazardous area.
4. Contact the maintenance office.
5. Ensure that HVAC (heating, ventilation, air conditioning) for the building is shut down.
6. Avoid any open flames.
7. Be prepared to provide the maintenance office and/or first responders the following information:
  - 1) Building name
  - 2) Floor number
  - 3) Room location
  - 4) Room number
  - 5) Specific chemical name of the involved gas if possible
  - 6) Estimated volume of gas

**HAZARDOUS GAS LEAK / AIR DISASTER (CODE WHITE)**

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**IF RECEIVING THE THREAT BY PHONE:**

- Use the bomb response card below to obtain as much information as possible.
- Notify the principal immediately.

**IF RECEIVING THE THREAT BY EMAIL, TEXT, NOTE, MAIL, OR SOCIAL MEDIA, NOTIFY THE PRINCIPAL OR DESIGNEE IMMEDIATELY.**

**DO NOT TOUCH ANYTHING SUSPICIOUS**

If ordered to evacuate, refer to fire drill procedures with the following exceptions:

- Everyone will be evacuated a minimum of 300 feet from building and away from hazards.

<b>BOMB RESPONSE CARD</b>	
<p><b><i>Questions to ask caller:</i></b></p> <p>When is the bomb going to explode?</p> <p>Where is the bomb?</p> <p>What does the bomb look like?</p> <p>What kind of bomb is it?</p> <p>Did you place the bomb?</p> <p>What is your name?</p>	<p><b><i>Describe the following:</i></b></p> <p>The caller's voice: _____</p> <p>Language used: _____</p> <p>Background noises: _____</p> <p>Time of day: _____</p> <p>Other information obtained: _____</p>

**BOMB THREAT (CODE YELLOW)**

## **LOCKDOWN PROCEDURES**

1. Notification will be given by the statement (usually over the intercom) "INTRUDER ALERT, WE HAVE AN UNAUTHORIZED INDIVIDUAL IN THE BUILDING. PLEASE GO INTO LOCKDOWN. THIS IS NOT A DRILL." to initiate lockdown procedures.
2. Look into the halls for any students.
3. Bring them into your classroom.
4. Lock the door from the inside if possible.
5. Lower all window blinds.
  - If blinds are not present cover windows with other materials if possible.
6. Move students away and out of site from the door(s) and window(s).
7. Turn off classroom lights.
8. Silence all cell phones and remain quiet.
9. DO NOT answer the door.
10. Wait for the all clear signal or further instruction from appropriate authority.

## **HOSTAGE SITUATION**

1. Make no attempt to personally intervene.
2. Contact the front office and inform them of the situation.
3. Evacuate the building.

## **BUILDING INTRUDER / LOCKDOWN / HOSTAGE (CODE PURPLE)**

## **FIGHTS**

1. Give clear directions to stop, stating names if possible, in a calm, assertive voice.
2. Remove other students from the location.
3. Contact the front office.
4. Obtain help from nearby faculty.
5. Remove eyeglasses before physically engaging students.
6. Only use approved holds when engaging students.
  - DO NOT ATTEMPT PHYSICAL INTERVENTION IF YOU HAVE NOT RECEIVED TRAINING ON HOW TO DO SO.
7. After separating the individuals move them to a “cool down” area until they have regained their composure.
8. Maintain oversight of the individuals until relieved by appropriate authority (e.g. Principal/SRO/Security).

## **IRATE INDIVIDUALS**

1. Contact the front office.
2. Remove students from the location.
3. If they verbally engage you:
  - Respectfully state his/her behavior is inappropriate in calm, assertive voice.
4. If irate behavior continues refrain from any further contact and turn matter to appropriate authority.

## **FIGHTS / IRATE INDIVIDUALS (CODE GREY)**

**IF A HAZARDOUS SPILL OCCURS IN YOUR CLASSROOM:**

1. Remove students from the area.
2. Close the door.
3. Notify the principal or designee immediately.
4. Notify the Safety and Maintenance office.

**IF A HAZARDOUS SPILL OCCURS INSIDE THE BUILDING:**

1. Wait for the evacuation signal.
2. Evacuate the building according to Fire Drill procedures.

**IF A HAZARDOUS SPILL OCCURS OUTSIDE THE BUILDING:**

1. Await instruction regarding evacuation.
2. If evacuation is not possible notification will be given over the intercom.
3. Close all windows.
4. Teachers without students should gather students outside the building and return them to the building.
5. Ensure the head custodian or designee is notified to shut down the outside air to the building.
6. Remain in the classroom until notified to change locations.

**If you come into bodily contact with a hazardous material, rinse the skin with water for at least 15 minutes.**

**HAZARDOUS MATERIALS / CHEMICAL SPILL (CODE GREEN)**

## **MEDICAL EMERGENCY**

1. Call 911 if emergency is life-threatening.
2. Notify the school nurse.
3. Notify the principal or designee.
4. When reporting a medical emergency provide:
  - Your name
  - Type of emergency
  - Name of injured
  - Location of injured
  - Condition of injured
  - Any dangerous conditions
5. Remove other students from the area.
6. Trained staff may assist in administering CPR/First Aid.
7. Stay with the injured until the school nurse or other first responders arrive.

## **SEIZURES / CONVULSIONS**

1. Notify the school nurse.
2. Notify the principal or designee.
3. Remove other students from the area.
4. Clear area of potential hazards around individual.
5. Turn the individual on his/her side if possible.
6. Do not attempt to restrain the individual.
7. **DO NOT PUT ANYTHING IN THE INDIVIDUAL'S MOUTH.**

## **DEATH OF A STUDENT OR STAFF**

1. Notify the principal or designee.
2. Principal will inform other staff on how to proceed.
3. Escort "highly stressed" students to Guidance Counselors.

## **INJURY OF STUDENTS, NON-STUDENTS OR EMPLOYEES (CODE BLUE)**

## **DURING THE QUAKE:**

1. Seek protection from falling debris in this order covering your head with your arms or hardback books.
  - 1) Under **sturdy** desks or tables
  - 2) Doorways
  - 3) Corners of rooms
  - 4) Do not seek cover under laboratory benches or tables if possible, as chemical spills can occur.
2. Do not use elevators.
3. If outside, seek open areas away from buildings, walls, power lines and trees.

## **AFTER THE QUAKE:**

1. Check for injuries.
2. Do not move seriously injured individuals unless they are in immediate danger.
3. Do not use telephone immediately unless there is a serious injury or fire.
4. After the initial tremor, a brief period of 5-15 minutes may occur. During this period the building should be exited.
5. Once outside, seek open areas away from buildings, walls, power lines and trees.
6. Avoid open flames due to potential gas leaks.
7. Be prepared for aftershocks.
  - Aftershocks are usually smaller than the initial earthquake, but they may be strong enough to topple already damaged buildings.

## **EARTHQUAKE (CODE BROWN)**

## SEVERE THUNDERSTORM / CLOUD-TO-GROUND LIGHTNING

- Personnel and students outside are to relocate into the building.

## TORNADO WATCH – CONDITIONS ARE FAVORABLE FOR A TORNADO

- Personnel and students outside are to relocate into the building.

## TORNADO WARNING – TORNADO HAS BEEN SIGHTED

1. Tornado alarm will sound (5 short rings).
2. Proceed to designated tornado shelter areas.
3. Students will assume the position of facing the wall on their knees, heads tucked down, arms over heads (See Figure 1).
4. Check restrooms, vacant rooms and closets for missing students.
5. Avoid exterior walls, windows, and doors.
6. Remain in sheltered areas until all-clear signal or further instructions are given.

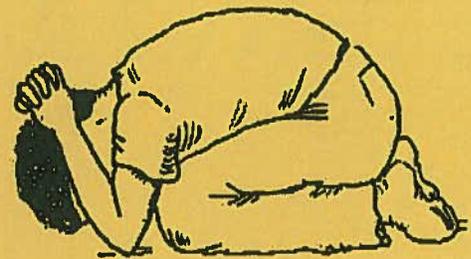


Figure 1

## FLOOD

1. Move to second floor if possible.
2. If not possible, move to highest elevation possible.
3. Do not touch anything exposed to flood waters as it may have been exposed to chemicals, sewage, or downed power lines.
4. Avoid areas of standing water.

## AFTER DANGER HAS PASSED:

1. Check for injuries and care for the injured.
2. Leave any damaged buildings and do not make efforts to return unless authorized by the principal or designee.
3. Do not attempt to turn utilities or equipment on or off until authorized to do so.

## TORNADO / THUNDERSTROM / FLOOD (CODE GOLD)

## UNCONTROLLED ANIMAL IN THE SCHOOL

- Remove students / staff from the area.
- Close off area where animal is located if possible.
- If any individual was bitten, scratched, or attacked by animal refer to *CODE BLUE – MEDICAL EMERGENCY*.
- Notify the principal or designee.
- Notify the Security Office.

## UTILITY OUTAGE

1. Keep students in classroom.
2. Instruct students to stay in their current position.
3. If no natural or emergency lighting is available:
  - Use flashlights, cell phone lights, or laptops to safely navigate the classroom.
4. Take attendance.

## MISSING STUDENTS

1. Notify the principal or designee immediately.
2. Provide a description of the student.
3. Await additional instructions from appropriate personnel.

## EVACUATION OF THE PHYSICALLY IMPAIRED FROM ABOVE GROUND FLOORS

*AMBULATORY INDIVIDUALS* - Ambulatory individuals are those who can move themselves. They include individuals with disabilities that may impair rapid building evacuation. Examples include those who are blind, deaf, or whose mobility is restricted by the use of walkers or crutches.

1. Guide them to a stairwell, waiting until a clear passage is established and help them down the stairs to the designated meeting area.

*NON-AMBULATORY INDIVIDUALS* - Non-ambulatory individuals are those with disabilities that require the use of wheelchairs or who need to be carried. To assist these individuals, proceed as follows:

1. Move the impaired individual into the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
2. Send a runner to the evacuation area and report where the evacuation assistance is necessary.
3. If the hazard becomes life threatening, move the individual into a room and close the door.
  - If evacuation is deemed necessary, proceed according to the established plan.
  - Immediately inform emergency personnel of the location of the non-ambulatory individuals.