

## **DISASTERS**

(Priority 1)

**DEFINITION:** Transportation crashes, chemical spills, explosions, utility emergencies, etc.

### **STEPS OF ACTION:**

#### **TEACHER/STAFF:**

**NOTIFY** office.

#### **IF THE SCHOOL IS BEING EVACUATED:**

**CLOSE** all windows and doors.

**SHUT** off lights.

**TAKE** attendance/attendance book and red/green cards.

**FOLLOW** evacuation route/procedure.

#### **IF SCHOOL IS IN A LOCKDOWN:**

**LOCK** classroom door.

**CLOSE** blinds/windows (use of red/green cards for windows and doors).

**MOVE** students away from windows.

#### **OFFICE:**

**NOTIFY 911.**

**ACTIVATE BERT.**