

GIL SANCHEZ ELEMENTARY SCHOOL

Emergency / Drill Sheet

Safe School & Medical Team

- Deborah Baca, RN - (cell) 331-2456 / (work) 966-1904
- Isela Jaquez - (cell) 859-8261 / (work) 966-1900
- Becky Ballard - (cell) 720-0128 / (work) 966-1914
- Ann Szklarz - (cell) 269-4018
- Joe Dixon - Overhead
- Kip Kames - (cell) 918-7969
- Crystal Morgan - (work) 966-1902 / (cell) 615-2542

Telephone Numbers

Police Fire & Rescue	911
Valencia County Sheriff Dept.	615-5835
Jarales Pueblitos Fire Dept.	864-2853
PNM	(888) 342-5766
New Mexico Gas Company	(888) 664-2726
Jose Dolores Cordova Community Center	864-7387
Karen Hicks (Community Center)	861-0488

Shelter in Place

Shelter in Place

Tornado, Earthquake, or Severe Weather Principal will announce "Shelter in Place." Take your students into the bathroom, closet, or as far from glass and windows as possible. Go back and close windows and blinds, and shut unlocked door.

Children on Playground: Teachers report to playground, pick up students, and proceed back to homeroom as quickly as possible. If there is no time to get back to normal homeroom, bring students into closest room and get everyone away from the windows.

Children in Gym: Take students to the Administrative Building conference room

Children in Cafeteria: Take students to Rooms 101 to 103.

Remember wide span buildings like the cafeteria and gym are most susceptible to damage. Once everyone is secure there will be no movement of students or staff.

Evacuation of Buildings

Evacuation of Buildings

Fire - Sound Fire Alarm - Follow your normal evacuation route unless blocked by fire. If it is blocked by fire go directly to the southwest corner of campus (on the playground by the outdoor basketball court).

Bomb Threat - No alarm or announcement will sound - Principal, Nurse, and secretary will report to all rooms to alert you to follow evacuation plan using northwest exit of school and we will alert you to turn north or south depending on the circumstances. Designated key master will open north gates (Ann Szklarz / Becky Ballard). Do not use cell phones.

Gas leaks / Other evacuations - Principal will announce "Evacuate Building" using normal evacuation route. Designated key master will open north gates (Ann Szklarz / Becky Ballard).

Lockdown or Super Lockdown

Lockdown or Super Lockdown: Principal or his designee will announce "Lockdown" or "Super Lockdown".

Lockdown - Lock all doors and cover windows. Do not allow any movement of students from class. Keep working at desks.

Children in Gym: Secure students inside the gym. Lock exit doors.

Children in Cafeteria: Secure students in rooms 101 to 103. If no time, secure students in the cafeteria, cover windows, and lock doors.

Children on Playground: Teachers report to playground and proceed back to homeroom as quickly as possible. If there is no time to get back to normal homeroom, bring into the nearest classroom or facility.

Super Lockdown - Lock all doors, cover windows, and turn out lights. Do not allow any movement of students from class. Move all students into bathroom, or closet if large enough. Other rooms without bathrooms have students sit under desks.

Children in Gym: Secure students in the equipment room. Lock exit doors.

Children in Cafeteria: Secure students in the kitchen. Secure students in the serving line area, cover windows, and lock doors.

Children on Playground: People on duty and teachers nearest to playground bring student who are on the playground to the nearest room and get everyone away from the windows as much as possible.

If you know there is a sub next door, help them by locking their door. Office staff will lock office and front doors.

Custodians lock the front gate immediately followed by cafeteria gate, north gate and L. Molina's west gate by portable.

Medical Emergency

Medical Emergency:

Person in charge at location calls for nurse. **ONLY NURSE and in the absence of the nurse the principal will call for a medical emergency.** Office secretary will announce "Medical Emergency located at _____" over intercom once the nurse or principal have assessed the emergency and called the office. All medical emergency team will report to the area for duty assignment. If the emergency is located on the playground or cafeteria school secretary will announce for all teachers to pick up their students and report back to homeroom. (If still eating take trays to classroom).

Belen Consolidated Schools

EMERGENCY NUMBERS:

Central Office – 966-1000	Police, Fire / Rescue & Ambulance – 911	Belen Police Dept (non Emergency) 865-2039
Maintenance – 966-1700	Poison Control – 800-222-1222	Sheriff (Non Emergency) – 866-2460
Evacuation Site – as directed by Superintendent / Administrator	CYFD – 865-4634	Fire Marshall – 911 or 864-4401
Transportation – 966-1176	Belen Public Health – 864-7743	

Medical Emergency

To include but not limited to the following:

- Cardiac Arrest
- Respiratory Arrest
- Death / Homicide
- Uncontrolled Bleeding

Procedures for Medical Emergency:

1. Adult in charge or playground supervisor sends runner or uses a radio to notify the nurse of the emergency, specific location of victim(s) and name of victim(s) if known. The Nurse (in absence of nurse the principal / asst. principal) will assess the situation and if necessary will call a "Medical Emergency".
2. If "Medical Emergency" called then the Secretary will call a "Medical Emergency" code stating the specific location.
3. The designated staff (Counselor) will report to the Nurse's office and cover for the School Nurse.
4. All "Medical Emergency" Team members will respond as trained.
5. Teachers located in the room next to "Medical Emergency" Team member's will supervise that classroom.
6. The "Medical Emergency" Team will respond accordingly to the emergency. The Nurse (in her absence Principal / Asst. Principal) will determine if "911" is to be called. The team member (runner) notifies the office to call 911 and gives a report to type of injury and response needed.
7. Office Staff will pull the victim(s) emergency card(s) and check for medical conditions and hospital preference. A copy of the card(s) will be made for the ambulance personnel. Send this information to the School Nurse at code location.
8. Notify parents or appropriate person. (Nurse or designated staff)
9. "Medical Emergency" Team members will clear the area of students. Teachers will retrieve their students from playground as per site instructions. Teachers will be instructed to accompany students back to their classrooms.
10. "Medical Emergency" Team member will direct emergency personnel to victim(s). Custodian or designated administrator will clear locked gates etc., for rescue / ambulance vehicles.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

Evacuation of Building / Campus

to include but not limited to the following:

- Major Fire / Explosion
- Small Fire
- Hazardous Material Release
- Gas Leak
- Bomb Threat
- Asbestos Release

Code for Evacuation of Building for FIRE:

1. Sound Fire Alarm
2. Follow Fire Evacuation Plan – SITE: Outside assigned area
3. Teachers bring attendance record or grade book, Crisis Response Plan and emergency contact numbers for students.
4. Once at designated location, account for students and wait quietly for further instructions.
5. Wait for **ALL CLEAR** signal before returning to class.

Code for Evacuation of Campus for BOMB THREAT:

1. Runner will go to the classroom(s).
2. **DO NOT SOUND ANY ALARM(S).**
3. Follow Fire Evacuation Plan from building / campus. SITE: Senior Center
4. Proceed to announced / designated area.
5. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
6. Do not release students to parents. Direct parent / guardian to check-out area to sign release form(s) for students.
7. Do not use any electronic devices including cell phones, laptops, pagers and / or CB Radios.
8. Wait for the **ALL CLEAR** signal before returning to class (campus / building).

Code for Evacuation of Campus:

1. Announce over PA – EVACUATION OFF CAMPUS – SITE: Outside Location: Senior Center
2. Sound Fire Alarm
3. Follow Fire Evacuation Plan from building / campus. SITE: _____
4. Proceed to announce "evacuation site" – "students take jackets".
5. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
6. Once at designated location, account for students and wait quietly for further instructions.
7. Do not release students to parents. Direct parent / guardian to check-out area to sign release form(s) for students.
8. Wait for the **ALL CLEAR** signal before returning to class (campus / building).

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

SHELTER IN PLACE

To include but not limited to the following:

- Flooding (stay put instructions)
- Earthquake (stay put instructions)
- Tornado / Severe Storm (Specific Weather Instructions)
- Winter Storms

Flood Procedures:

1. Announce over PA "There may be heavy rain (hail or thunderstorms)".
2. Optional – Administrators or designees visit each classroom to warn teachers.
3. Classroom – Close all windows and window shades or coverings.
4. Classroom – Keep students away from windows.
5. Classroom – Do not use phones. Do not allow students to leave classroom
6. Office – Assign a staff member to monitor local radio weather advisories.
7. Office – Assign a staff member to monitor entry roads to school for possibility of imminent inaccessibility.
8. Office – Notify superintendent to arrange for early dismissal if school must be evacuated.

Tornado Safety Guidelines:

1. Designate tornado shelter areas. (SITE: _____)
2. Teachers and students must know their designated shelter areas.
3. Specific teachers/staff should be assigned to round up students on playgrounds or outdoor areas and take to: _____
4. **Never** use gymnasiums, cafeterias, auditoriums, or rooms with wide, free-span roofs.
5. Most dangerous location of a building are usually along the south and west sides and at all corners.
6. Parents arriving at school should be sent to shelter area but **not allowed to remove students**.
7. Have custodians **shut off gas** but not electricity. Keep all exterior doors closed.
8. Drill students on "Drop and Tuck". Assume a protective posture facing an interior wall.
9. **Know** the difference between a **tornado watch** and **tornado warning**.

Tornado / Severe Storm WATCH Procedures:

1. Watch – Announce "There is a tornado watch and possibility of a tornado forming".
2. If a tornado is spotted and reported as being very imminent, announce the command to "Drop & Tuck".

Tornado / Severe Storm WARNING Procedures:

1. Warning – Announce "This is a tornado warning. Everyone proceed to shelter areas".
2. Proceed to designated shelter area or classroom. Close all windows and blinds
3. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
4. Have students **sit quietly on floor and inform students not to be alarmed if lights go out**.
5. If you sense that a tornado is imminent, give the "Drop and Tuck" command yourself.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

LOCKDOWN

To include but not limited to the following:

- Armed Student / Hostage
- Intruders
- Riot, Racial Conflict or Gang Altercation
- Fire (SPECIAL INSTRUCTIONS)
- Drive-by Shooting
- Neighborhood Hazardous Material Release
- Bomb Threat (SPECIAL INSTRUCTIONS)

WHEN THE SCHOOL, CLASSROOM WING OR AREA IS PLACED IN LOCKDOWN STATUS THE FOLLOWING APPLIES:

Lockdown – for all those (staff / students) not a HOSTAGE:

1. All activities are cancelled until further notice including recess and lunch
2. Students at recess must come in unless the situation is not safe for them to return.
3. Teachers must remain with their students at all times.
4. All exit doors will be locked once children are in the building (as appropriate). Classroom teachers must also lock their classroom doors.
5. Hallways are to remain clear. All visitors are to report to the office.
6. If shooting is occurring instruct students to drop and roll.
7. Keep students calm.
8. Keep students away from doors and windows.
9. Students will not be released from classrooms.
10. If communication is not possible over the intercom, information may be emailed to your classroom or a messenger will be sent to keep you posted.
11. Wait quietly and calmly for further instructions.

Lockdown – for all those (staff / students) ARE HOSTAGE (IMMINENT DANGER):

1. Obey terrorist's order, do not become antagonistic.
2. Talk in a normal, calm voice.
3. Avoid whispering or raising your voice. Avoid abrupt movement. Keep movement to a minimum and in view of terrorist.
4. Keep students away from windows and doors, and as far away from terrorist as possible.
5. Answer all questions unless your position may pose a threat to terrorist or their ideologies.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

CODE GREEN

Evacuation of Building or Campus

Major Fire / Explosion
Small Fire
Hazardous Material Release

Gas Leak
Bomb Threat
Asbestos Release

Code for Evacuation of Building for FIRE

1. Sound Fire Alarm.

Procedures for Evacuation

1. Follow Fire Evacuation Plan (Site is Soccer Field ^{60-70 feet} away).
2. Bring attendance record or grade book, Crisis Response Plan, and emergency numbers.
3. Await instructions.
4. Wait for **all clear** signal before returning to class.

Code for Evacuation of Campus for BOMB THREAT

1. Runner will go to classroom(s).

2. **DO NOT SOUND ANY ALARM.**

Procedures for Evacuation

1. Follow Fire Evacuation Plan from building and campus.
2. Proceed to announced area.
3. Bring attendance record or grade book and emergency numbers.
4. **Do not release students to parents.** Direct parent/guardian to check-out area to sign release form(s).
5. **Bring fanny pack emergency kit**, as per nurse's instruction (elementary only).
6. **Do not use any electronic devices** including phone, pager, and CB radio.
7. Wait for **all clear** signal before returning to class.

Code for Evacuation of Campus

1. Announce over PA; "Code Green Off Campus" (Site is Community Center).
2. Sound fire alarm.

Procedures for Evacuation of Campus

1. Follow evacuation plan from building.
2. Proceed to announced evacuation site – students take jackets.
3. **Bring attendance record or grade book, Crisis Response Plan, and emergency numbers.**
4. **Bring fanny pack emergency kit (elementary only).**
5. Await further instructions.
6. **Do not release students to parents** during the walk or at the evacuation site. Direct parent/guardian to check-out area to sign release form(s).

CODE CLEAR – ALL CODES CANCELLED

CODE YELLOW Severe Weather (Campus Response)

Tornado or Severe Storm (Specific Weather Instructions)
Flooding (Stay Put Instructions)
Earthquake (Stay put instructions)

Code for Flood

1. Announce over PA. "There may be heavy rain (hail, or thunderstorms)."
2. **Optional** – Administrators or designees visit each classroom to warn teachers.

Classroom Procedures for Flood

1. Close all windows and window shades or coverings.
2. Keep students away from windows.
3. Do not use phones.
4. Do not allow students to leave classroom.

Office Procedures for Flood

1. Assign a staff member to monitor local radio weather advisories.
2. Assign a staff member to monitor entry roads to school for possibility of imminent inaccessibility.
3. Notify superintendent to arrange for early dismissal if school must be evacuated.

Tornado Safety Guidelines

1. Designate tornado shelter areas (Site is Room 510 / or ours if no time)
2. Teachers and students must know their designated shelter areas.
3. Specific teachers/staff should be assigned to round up students on playgrounds or outdoor areas and take to Rm 510 / or remain in ours.
4. Never use gymnasiums, cafeterias, auditoriums, or rooms with wide, free-span roofs.
5. Most dangerous locations of a building are usually along the south and west sides and at all corners.
6. Parents arriving at school should be sent to shelter areas but **not allowed to remove students.**
7. Have custodians **shut off gas** but not electricity.
8. Keep all exterior doors closed.
9. Drill students on the "Drop and Tuck." Assume a protective posture facing an interior wall.
10. **Know** the difference between a **tornado watch** and **warning.**

WATCH – There is a **possibility** of a tornado.

WARNING – A tornado has been spotted. **There may be little time** before a tornado strikes. Tornadoes form suddenly.

Code for Tornado or Severe Storm

1. Watch – Announce, "There is a tornado watch and a possibility of a tornado forming."
2. Warning – Announce, "This is a tornado warning. Everyone proceed to shelter areas."
3. If a tornado is spotted and reported as being very imminent announce the command to "Drop and Tuck" immediately.

Procedures for Tornado or Severe Storm WARNING

1. Proceed to designated shelter area or classroom. Take attendance record or grade book with names of students and parents and phone numbers.
2. Take Crisis Response Plan and emergency phone numbers.
3. Close all windows and blinds.
4. Have students sit quietly on floor.
5. Inform students not to be alarmed if lights go out.
6. Remind students of tornado drill procedures. Review the "Drop and Tuck" facing the interior wall.
7. If you sense that a tornado is imminent, give the "Drop and Tuck" command yourself.

CODE CLEAR – ALL CODES CANCELLED

CODE BLUE

Medical Emergency

Cardiac Arrest
Death or Homicide
Respiratory Arrest
Uncontrollable Bleeding

Procedures for Code Blue Emergency

1. **Adult** in charge or playground supervisor sends **runner** or uses a radio to notify the office staff to call a "Code Blue," report the specific location of victim(s), and name of victim(s) if known.
2. **Keep** runner in office.
3. **Secretary** calls a "Code Blue," stating specific location and notifies the school nurse immediately. School nurse designates staff member to cover health office.
4. **All Code Blue Team** members respond as trained.
5. **Teachers** located in room next to Code Blue Team member's classroom will **supervise** that classroom.
6. **If the victim(s) is not breathing or a pulse is not found . . . INITIATE CPR. ABC!** Airway, Breathing, Circulation! Code Blue Team initiates CPR until EMS arrives. Team member (runner) notifies office to call **911** and gives a report of type of injury and type of response needed. (Ex: severe head injury, paramedics needed, severe hemorrhage, CPR started).
7. **Office Staff** will pull the victim(s) emergency card(s) and **check** the card(s) for medical conditions and hospital preference. A **copy** of the card(s) will be made for the ambulance personnel. Send these card(s) to school nurse at code location.
8. **Notify** parents or appropriate person. (Designated staff).
9. **Code Blue Team** members will clear the area of students. Teachers will retrieve their students from playground as per site instructions. Teachers will be instructed to accompany students back to their classrooms.
10. **Code Blue Team member** will direct emergency personnel to victim(s). Custodian or designated administrator will clear locked gates etc., for ambulance.

CODE CLEAR – ALL CODES CANCELLED

EMERGENCY NUMBERS

Central Office - 966-1000
Evacuation Site – as directed by site administrator or superintendent
Transportation – 966-1176
Maintenance – 966-1702
Police Department – 911
Belen Police Department (non emergency) - 864-4403
Fire Department – 911
Poison Control – 1-800-432-6866
Medical Emergencies – 911
Children, Youth, and Families – 865-4634
Belen Public Health - 864-7743
Sheriff (non-emergency) – 866-2460

CODE RED

Student Safety on Campus

Armed Student or Hostage
Intruders
Riot, Racial Conflict, or Gang Altercation
Drive-by Shooting
Neighborhood Hazardous Material Release
Bomb Threat (SPECIAL INSTRUCTIONS)
Fire (SPECIAL INSTRUCTIONS)

When the school, classroom wing, or area is placed in **LOCKDOWN** status, the following applies:

FOR ALL THOSE NOT A HOSTAGE

1. **All activities** are cancelled until further notice including recess and lunch.
2. **Students** at recess must come in unless the situation is not safe for them to return.
3. Teachers **must** remain with their students at all times.
4. All **exit doors** will be **locked** once children are in the building (as appropriate). Classroom teachers must also **lock** their classroom doors.
5. **Hallways** are to remain **clear**. All **visitors** are to report to the **office**.
6. If **shooting** is occurring, instruct students to **drop and roll**.
7. Keep students **calm**.
8. **Keep** students away from doors and windows.
9. **Students** will **not** be **released** from classrooms.
10. If **communication** is not possible over the intercom, information may be **e-mailed** to your classroom or a messenger will be sent out to keep you posted.
11. **Await** further instructions.

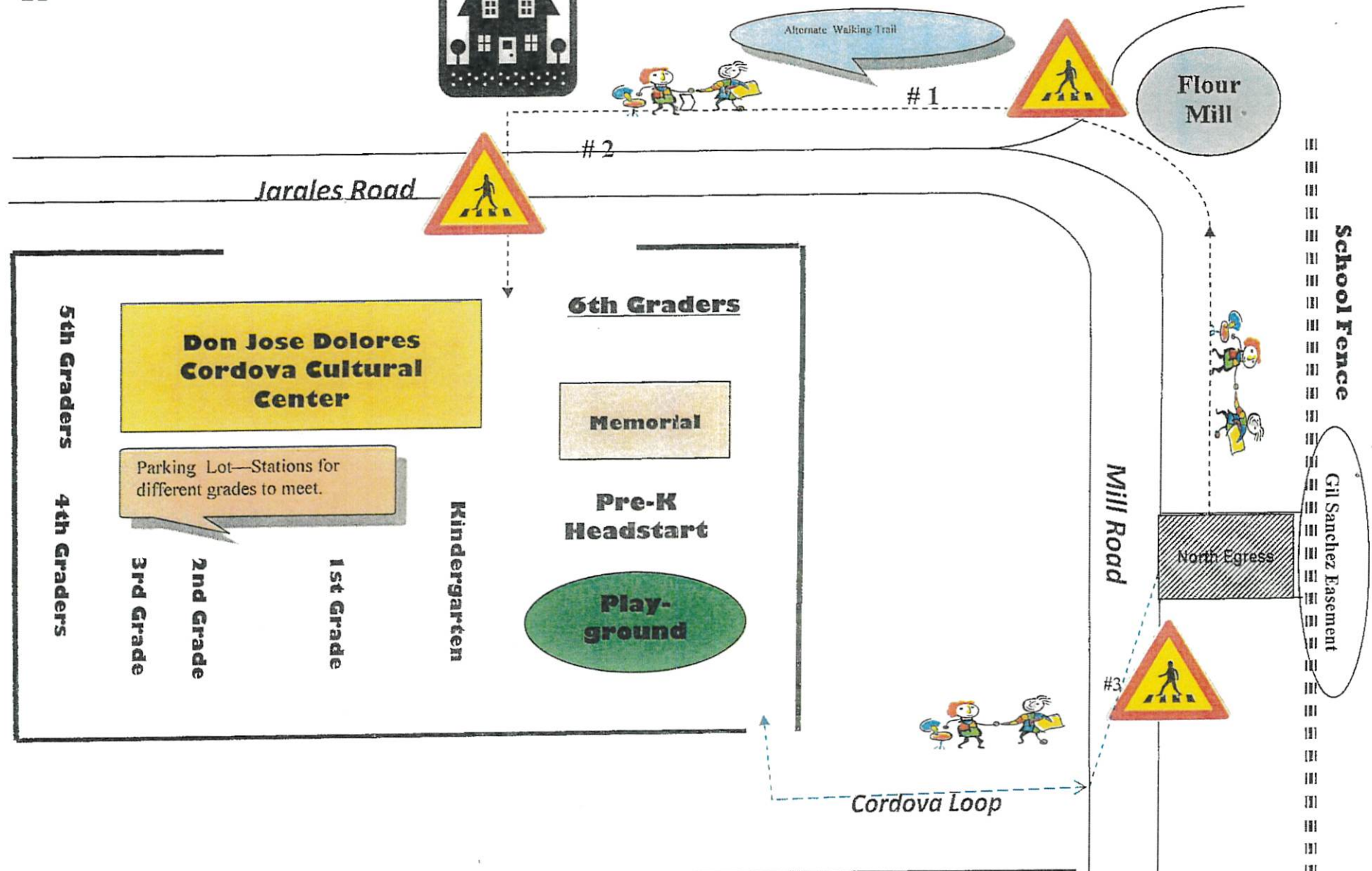
IF YOU ARE A HOSTAGE (IN IMMINENT DANGER):

1. **Obey** terrorist's order, do not become antagonistic.
2. **Talk** in a normal, calm voice.
3. **Avoid** whispering or raising your voice.
Avoid abrupt movement. Keep movement to a minimum and in view of terrorist.
4. **Keep** students away from windows and doors, and as far away from terrorist as possible.
5. **Answer** all questions unless your position may pose a threat to terrorists or their ideologies.

CODE CLEAR – ALL CODES CLEAR

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Off Site Evacuation Map



Legend:

- Walking Trail
- Northside Egress Point—Primary Playground
- #1—Crossing to East side of Road
- #2—Crossing to Westside of Road
- #3 - Crossing to Cordova Loop

Evacuation of Building / Campus

To include but not limited to the following:

- Major Fire / Explosion
- Small Fire
- Hazardous Material Release
- Gas Leak
- Bomb Threat
- Asbestos Release

Code for Evacuation of Building for FIRE:

1. Sound Fire Alarm
2. Follow Fire Evacuation Plan – SITE: **T R C Center**
3. Teachers bring attendance record or grade book, Crisis Response Plan and emergency contact numbers for students.
4. Once at designated location, account for students and wait quietly for further instructions.
5. Wait for **ALL CLEAR** signal before returning to class.

Code for Evacuation of Campus for BOMB THREAT:

1. Runner will go to the classroom(s).
2. **DO NOT SOUND ANY ALARM(S).**
3. Follow Fire Evacuation Plan from building / campus. SITE: **T R C Center**
4. Proceed to announced / designated area.
5. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
6. **Do not release students to parents.** Direct parent / guardian to check-out area to sign release form(s) for students.
7. **Do not use any electronic devices** including cell phones, laptops, pagers and / or CB Radios.
8. Wait for the **ALL CLEAR** signal before returning to class (campus / building).

Code for Evacuation of Campus:

1. Announce over PA – EVACUATION OFF CAMPUS – SITE: **T R C Center**
2. Sound Fire Alarm
3. Follow Fire Evacuation Plan from building / campus. SITE: **T R C Center**
4. Proceed to announce "evacuation site" – "students take jackets"
5. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
6. Once at designated location, account for students and wait quietly for further instructions.
7. **Do not release students to parents.** Direct parent / guardian to check-out area to sign release form(s) for students.
8. Wait for the **ALL CLEAR** signal before returning to class (campus / building).

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

LOCKDOWN

To include but not limited to the following:

- Armed Student / Hostage
- Intruders
- Riot, Racial Conflict or Gang Altercation
- Fire (SPECIAL INSTRUCTIONS)
- Drive-by Shooting
- Neighborhood Hazardous Material Release
- Bomb Threat (SPECIAL INSTRUCTIONS)

WHEN THE SCHOOL, CLASSROOM WING OR AREA IS PLACED IN LOCKDOWN STATUS THE FOLLOWING APPLIES:

Lockdown – for all those (staff / students) not a HOSTAGE:

1. All activities are cancelled until further notice including recess and lunch
2. Students at recess must come in unless the situation is not safe for them to return.
3. Teachers must remain with their students at all times.
4. All exit doors will be locked once children are in the building (as appropriate). Classroom teachers must also lock their classroom doors.
5. Hallways are to remain clear. All visitors are to report to the office.
6. If shooting is occurring, instruct students to drop
7. Keep students calm.
8. Keep students away from doors and windows.
9. Students will not be released from classrooms.
10. If communication is not possible over the intercom, information may be emailed to your classroom or a messenger will be sent to keep you posted.
11. Wait quietly and calmly for further instructions.

Lockdown – for all those (staff / students) ARE HOSTAGE (IMMINENT DANGER):

1. Obey terrorist's order, do not become antagonistic.
2. Talk in a normal, calm voice.
3. Avoid whispering or raising your voice. Avoid abrupt movement. Keep movement to a minimum and in view of terrorist.
4. Keep students away from windows and doors, and as far away from terrorist as possible.
5. Answer all questions unless your position may pose a threat to terrorist or their ideologies.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

EMERGENCY NUMBERS:

Central Office - 966-1000	Police, Fire / Rescue & Ambulance - 911	Belen Police Dept (non Emergency) 865-2039
Maintenance - 966-1700	Poison Control - 800-222-1222	Sheriff (Non Emergency) - 866-2460
Evacuation Site - is directed by Superintendent / Administrator	CYFD - 865-4634	Fire Marshall - 911 or 864-4401
Transportation - 966-1176	Belen Public Health - 864-7743	

Medical Emergency

To include but not limited to the following:

- Cardiac Arrest
- Respiratory Arrest
- Death / Homicide
- Uncontrolled Bleeding

Procedures for Medical Emergency:

1. Adult in charge or playground supervisor sends runner or uses a radio to notify the nurse of the emergency, specific location of victim(s) and name of victim(s) if known. The Nurse (in absence of nurse the principal / asst. principal) will assess the situation and if necessary will call a "Medical Emergency".
2. If "Medical Emergency" called then the Secretary will call a "Medical Emergency" code stating the specific location.
3. The designated staff (Counselor) will report to the Nurse's office and cover for the School Nurse.
4. All "Medical Emergency" Team members will respond as trained.
5. Teachers located in the room next to "Medical Emergency" Team member's will supervise that classroom.
6. The "Medical Emergency" Team will respond accordingly to the emergency. The Nurse (In her absence Principal / Asst. Principal) will determine if "911" is to be called. The team member (runner) notifies the office to call 911 and gives a report to type of injury and response needed.
7. Office Staff will pull the victim(s) emergency card(s) and check for medical conditions and hospital preference. A copy of the card(s) will be made for the ambulance personnel. Send this information to the School Nurse at code location.
8. Notify parents or appropriate person. (Nurse or designated staff)
9. "Medical Emergency" Team members will clear the area of students. Teachers will retrieve their students from playground as per site instructions. Teachers will be instructed to accompany students back to their classrooms.
10. "Medical Emergency" Team member will direct emergency personnel to victim(s). Custodian or designated administrator will clear locked gates etc., for rescue / ambulance vehicles.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)

Belen Consolidated Schools

SHELTER IN PLACE

To Include but not limited to the following:

- Flooding (stay put instructions)
- Earthquake (stay put instructions)
- Tornado / Severe Storm (Specific Weather Instructions)
- Winter Storms

Flood Procedures:

1. Announce over PA "There may be heavy rain (hail or thunderstorms)".
2. Optional – Administrators or designees visit each classroom to warn teachers.
3. Classroom – Close all windows and window shades or coverings.
4. Classroom – Keep students away from windows.
5. Classroom – Do not use phones. Do not allow students to leave classroom.
6. Office – Assign a staff member to monitor local radio weather advisories.
7. Office – Assign a staff member to monitor entry roads to school for possibility of imminent inaccessibility.
8. Office – Notify superintendent to arrange for early dismissal if school must be evacuated.

Tornado Safety Guidelines:

1. Designate tornado shelter areas. (SITE: TRC Center)
2. Teachers and students must know their designated shelter areas.
3. Specific teachers/staff should be assigned to round up students on playgrounds or outdoor areas and take to: TRC Center
4. Never use gymnasiums, cafeterias, auditoriums, or rooms with wide, free-span roofs.
5. Most dangerous location of a building are usually along the south and west sides and at all corners.
6. Parents arriving at school should be sent to shelter area but not allowed to remove students.
7. Have custodians shut off gas but not electricity. Keep all exterior doors closed.
8. Drill students on "Drop and Tuck". Assume a protective posture facing an interior wall.
9. Know the difference between a tornado watch and tornado warning.

Tornado / Severe Storm WATCH Procedures:

1. Watch – Announce "There is a tornado watch and possibility of a tornado forming".
2. If a tornado is spotted and reported as being very imminent, announce the command to "Drop & Tuck".

Tornado / Severe Storm WARNING Procedures:

1. Warning – Announce "This is a tornado warning. Everyone proceed to shelter areas".
2. Proceed to designated shelter area or classroom. Close all windows and blinds.
3. Teachers bring attendance record or grade book, Crisis Response Plan, fanny packs (elementary schools) and emergency contact numbers for students.
4. Have students sit quietly on floor and inform students not to be alarmed if lights go out.
5. If you sense that a tornado is imminent, give the "Drop and Tuck" command yourself.

CODE CLEAR ALL CODES CANCELLED (REPEAT 4 TIMES)