

EMERGENCY



DIAL **911**

Stay calm and explain the situation

SCHOOL POLICE

*77 from CISCO phones

(775) 348-0285

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| Code YELLOW SHELTER IN PLACE | SHELTER IN PLACE – Bring everyone inside of the school – No unauthorized movement LOCK ALL DOORS – Classroom doors locked first followed by exterior and auxiliary doors COVER WINDOWS – Minimize visibility into the classroom and school SEND EMERGENCY GROUP E-MAIL CONTINUE WORKING WAIT FOR ALL CLEAR | School Police Radio Channel WS POLIC |
| Code RED LOCKDOWN | LOCKDOWN – MOVE EVERYONE TO A SECURE LOCATION LOCK ALL OCCUPIED ROOMS – Classroom doors locked immediately COVER WINDOWS – Minimize visibility into the classroom and school LIGHTS TURNED OFF SHELTER QUIETLY IN A SAFE CORNER OF THE ROOM DO NOT OPEN DOORS OR LEAVE THE ROOM SEND EMERGENCY GROUP E-MAIL – if safe to do so IGNORE FIRE ALARMS – Evacuate for visible fire/smoke only WAIT FOR LAW ENFORCEMENT OR ADMINISTRATION TO UNLOCK THE DOORS | WCSD Facilities (775) 851-5672 WCSD Risk Management (775) 348-0343 Student Health Services (775) 353-5966 |
| FIRE ALARM | ACTIVATE FIRE ALARM AND CALL 911 in case of fire or smoke. Complete S.A.R. STOP – Prepare for evacuation and complete situation assessment ASSESS – Is there active fire or other emergency – Listen for instructions via PA RESPOND – Evacuate or shelter in place as appropriate – Assist injured or special needs CLOSE ALL DOORS – Do not take time to lock or unlock doors ASSEMBLE – Account for all students and staff IGNORE Silenced alarms and passing bells – Use Fire Extinguishers if practical | Poison Control 1 (800) 222-1222 Reno Police (775) 334-2677 Reno Fire (775) 334-2677 Sparks Police (775) 353-2231 Sparks Fire (775) 353-2231 Washoe County Sheriff (775) 785-9276 Truckee Meadows Fire (775) 326-6000 North Lake Tahoe Fire (775) 831-0351 Nevada Highway Patrol (775) 688-2500 County Animal Services (775) 322-3647 |
| EARTHQUAKE | STOP, DROP, COVER AND HOLD STOP – Do not run while the ground is moving DROP – Get on the ground to avoid falling COVER – Cover yourself under a solid object – Protect your head HOLD – Grab onto a solid object Evacuate after the earthquake stops – Avoid damaged areas, debris and power lines Assist others in exiting the building – Aid the injured & special needs persons | |
| EVACUATION | EXIT THE BUILDING – Calmly leave via nearest safe exit TAKE Evacuation kit and police radio DO NOT Use elevators ASSIST The injured & special needs persons ASSEMBLE – Account for all students and staff WAIT For instructions from authorities – Ignore silenced alarms and passing bells |  SECRET WITNESS® Remain Anonymous 775.329.6666 Text A Tip 274637 Enter TIP725 + Message |
| SEVERE WEATHER | CANCEL ALL OUTDOOR ACTIVITIES – Remain Indoors KEEP ALL DOORS CLOSED – Stay away from windows LIMIT MOVEMENT BETWEEN BUILDINGS LIGHTNING – If you hear thunder or see lightning, get indoors immediately FLASH FLOOD – Never enter flooded waters | |
| SUSPICIOUS ACTIVITY | AWARENESS – Be observant of your surroundings REPORT – All unusual circumstances DO NOT – Let unauthorized persons into locked or secured areas for any reason NOTIFY – School Police and the Main Office CALL 911 – In a life threatening situation Be a good observant witness |  1-833-216-7233 http://safevoicenv.org |

Student Safety is the highest priority during all emergencies. Every crisis presents a unique combination of factors that requires continuous assessment of the evolving situation in order to assure student safety. Maintain awareness of your surroundings and respond appropriately based on your observations in the event of a crisis or emergencies.

Building Administrator is responsible for the control and care of students and staff, assumes overall direction of emergency procedures until the arrival of first responders and directs the staff in the implementation of the site emergency plan.

Teachers will be responsible for the direct supervision of their students and directs the evacuation of their students to designated assembly areas, in accordance with warning signals, written notification(s), or orders from the principal or first responders.

Office Staff will assist the principal as needed. They will provide for the safety of and access to essential school and student records and documents. Additionally, they will assist principal with student/staff accounting.

Nurse/Clinical Aide will administer first aid and care for injured staff or students, manage the Code Blue team, determine priority of needs and proper placement of first aid triage areas, provide for the immediate needs of medically fragile students and organize medical supplies.

District Police Services will report to the site administrator immediately, will unify command with other responders, and will provide technical and other assistance as may be required.