

EMERGENCY ACTION PLAN

The procedures listed in this EMERGENCY ACTION PLAN are designed to give guidance to all building personnel for one primary purpose: To protect students and staff from injury, loss of life and property damage. The safety and well-being of students and staff is of the utmost importance to the West Clermont Local School District Board of Education and Administrative Staff.

The success of the EMERGENCY ACTION PLAN requires that the procedures be followed as stated, yet granting authority to building administrators to exercise flexibility as needed, to accomplish the intent of the plan.

Keep in mind that no plan is all inclusive. Review this plan often as well as building safety procedures that may be stated in your staff handbook. Consider specific actions you may need to execute to implement the plan in your particular situation.

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

BUILDING SECURITY - VISITORS

VISITOR'S BADGE

All visitors **MUST** wear a "visitor's badge" any time they are in the building. If you see a person who is unfamiliar and is not wearing a visitor's badge immediately escort them to the nearest office.

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

HOSTAGE — KIDNAPING

1. Be patient and remain calm
2. DO not approach the perpetrator
3. Stall for time, yet follow the instructions of the perpetrator
4. Talk with the person; be sure to acknowledge their feelings of anger; this is the only solution; being treated unfairly; etc..
5. Keep the volume and pitch of your voice down
6. Do not argue with the perpetrator or other hostages
7. Establish and keep good eye contact; do not stare
8. Do not turn your back unless ordered to do so
9. Do not try to escape unless certain you can do so safely
10. When rescue is taking place: hit the floor, keep your head down and covered

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

EARTHQUAKE

If Inside:

1. Stay inside
2. Move students away from the windows, glass, light fixtures, tall cabinets and tall book shelves
3. Take cover in the interior doorways, narrow halls, under tables and desks

If Outside:

1. Stay outside
2. Move away from buildings, utility poles, wires and other structures
3. Stay in an open area until the shaking stops
4. NO NOT enter school building until authorized to do so

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

LOCKDOWN

1. Stay in your room. Do not go out into the hall to see what is happening or ask questions
2. Lock the classroom door and take attendance; if possible notify building administration of missing students
3. Do not allow any student to leave the room for any reason
4. Turn off all lights and move away from the door
5. Draw all shades so persons outside of the building do not know where you or the students are located
6. Have students sit on the floor against walls or under tables; keep students out of site as much as possible
7. Do not open the door to admit anyone unless you are positive you know who it is and that they are not being held hostage
8. If you need to admit a student, who is not being held hostage, be sure to note the name of the student and the exact time the student entered the room. If possible inform the administration of the student who entered.
9. Teachers without assigned classes will assist by clearing the immediate area of students and staff, take refuge behind the nearest locked door and follow procedures.

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

SMOKE, FIRE OR EXPLOSION

1. Immediately pull the fire alarm
2. Evacuate the building using established building procedures
3. Secure all classrooms: close windows and turn off gas jets, lights, electrical circuits, computers; close the classroom door
4. Take attendance book/class attendance sheets

5. Adjust evacuation routes to keep students from walking into smoke or fire areas
6. Make sure all students are accounted for; inform administration of missing students
7. Never re-enter the building for any reason; never allow students to re-enter the building for any reason
8. Keep all students in a secure, safe location until told to move by administration

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

UTILITY EMERGENCY

Gas Line Break/Leak

1. Evacuate the building using fire drill procedures
2. Keep students and staff away from the break/leak
3. Notify building administration immediately
4. Notify district administration; place call to utility company promptly
5. Do not enter the building or allow students to enter until authorized to do so by administration

Water Main/Sewer Line

1. Notify the Administration ASAP
2. Move students away from the area of the break
3. If there is immediate danger, evacuate the building using fire drill procedures
4. If the building is evacuated, do not enter the building or allow students to enter until authorized to do so by administration

Electrical Power Failure

1. Keep students seated and calm to avoid injury
2. Notify building administration immediately
3. Stay with your students at all times
4. If possible maintain your daily routine
5. If the area is very dark, keep students seated until eyes adjust as much as possible; move students to an area with more light

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

GUNS / WEAPONS

Finding a Gun or Weapon

1. If possible, place an empty waste basket over the gun/weapon without touching it
2. Evacuate students to the nearest classroom; make sure that the weapon is guarded by an adult at all times

3. Notify the building; administration using another adult, the intercom, cell phone, etc...
4. The building administration will call 911 and inform the district administration

Person Making Threats with Gun/Weapon in Their Possession

1. Reassure all students: "We can work this out peacefully"
2. Do not approach the perpetrator
3. Make every attempt to notify the building administration without escalating the emotions of the perpetrator
4. In a calm voice, ask the perpetrator for permission to evacuate the classroom. Take the attendance sheets with you
5. If evacuation is not allowed, calmly engage the perpetrator in a conversation until help arrives
 - Ask the perpetrator to stop
 - Ask the perpetrator "Why"
 - Ask the perpetrator "What do you want?"
6. When help arrives, calmly move towards the door. If possible, meet help at the door so you can explain the situation before others enter the room

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

TORNADO / SEVERE WEATHER

Tornado Watch — Conditions are favorable for a tornado or severe weather

Tornado Warning — A tornado has been sighted in the area

**The building administration will monitor the weather alert radio and radar as well as post and to observe weather conditions

1. When a signal from the office is given, students will move to their "shelter in place" areas
2. Take attendance sheets to the "shelter in place" location; verify class attendance and notify building administration of missing students
3. Take any emergency equipment that may be available
4. Turn off all lights, gas jets, electrical circuits, and computers
5. Leave classroom doors open
6. Have students kneel on the floor and remain quite so approaching storm and "duck and cover" command can be heard
7. If you sense that a tornado is eminent, give the "duck and cover" command. Make sure that you "duck and cover" also
8. If injuries occur, notify the building administration immediately and administer first aid
9. Do not leave injured students; send for help to remove injured students

10. Students are to remain in their "shelter in place" until tornado warning is lifted. Do not allow students to leave the "shelter in place" until approved by the building administration

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

BOMB THREAT

Bomb Threat-Finding Suspicious Object

1. Always report any suspicious objects in or around school buildings or grounds to the building Administration immediately
2. Instruct students to report and to never touch any suspicious or strange looking objects around school buildings or grounds
3. Do not touch or move the object
4. Move students a safe distance from any suspicious object
5. Building administration will: Call 911, notify the district administration, decide if evacuation is necessary

Bomb Threat-Telephone Call

Follow the Bomb threat Checklist that each school has been given.

Remember: The goal is to keep the caller on the phone and ask as many of the designated questions as possible. Notify the building administration immediately. The building administration will notify the local police department and the district administration.

The police department, district administration and the building administration will decide if the building should be evacuated

THE TOP PRIORITY IS TO ENSURE THE SAFETY OF STUDENTS AND STAFF

EVACUATION PROCEDURES

1. The building administrator will notify the district administration immediately
2. The district IC will confirm the evacuation order: The District IC will notify the proper authorities as to the decision
3. A 100% accounting of all students, faculty and staff will be completed and verified
4. Teachers are to take all attendance records: Secretaries are to take all emergency medical forms
5. Teachers will lead students, when dismissed, along the designated route to the evacuation site
6. Unless given specific directions to the contrary, teachers are remain with their class during the duration of the evacuation
7. Students will not be released until the building administration or district administration authorizes the release
8. Seriously injured students, faculty or staff are not to be moved from the area unless allowing them to remain is a life threatening situation

9. If students, faculty or staff need to be transferred to area hospitals, guidance counselors or other treatment centers, other available staff will accompany the person and remain with the person until parents, relatives or person(s) responsible for their care arrives

10. All staff are expected to remain on duty until the crisis is resolved and are given authorization to leave the area

Staff members are not to repeat nor give out any information within or outside of the school until authorized to do so by the building or district administration.

Direct all inquirers to the building or district administration.

A WEST CLERMONT LOCAL SCHOOL DISTRICT BUILDING EMERGENCY EVACUATION SITES 2010-2011

Elementary Evacuation Sites

Amelia Elementary

Amelia United Methodist Church

19 East Main Street Amelia, OH 45102

Brantner Elementary

St. Veronica School

4475 Mt. Carmel Tobasco Road Cincinnati, Oh 45244

Clough Pike Elementary

Ambassador Freewill Baptist Church

776 Clough Pike Cincinnati, OH 45245

Holly Hill Elementary

ODOT

3600 State Route 132 Amelia, OH 45102

Merwin Elementary

Royal Oak Country Club

1 Stillmeadow Drive Cincinnati, OH 45245

Sunnyside Elementary

Sunnyside United Methodist Church

638 Old State Route 74 Cincinnati, Oh 45244

Willowville Elementary

First Baptist Church-Glen Este

1034 Old State Route 74 Batavia, OH 45103

Withamsville Elementary

St. Thomas Moore School

4475 Mt, Carmel-Tobasco Road Cincinnati, OH 45244

Middle School Evacuation Sites

Amelia Middle School
Midland Corporation V
7000 Midland Blvd. Amelia, OH 45102

Glen Este Middle School
Garden Ridge Store
822 Eastgate North Drive Cincinnati, OH 45245

High School Evacuation Sites

Amelia High School
Midland Corporation
7000 Midland Blvd. Amelia, OH 45102

Glen Este High School
Garden Ridge Store
822 Eastgate North Drive Cincinnati, OH 45245