

NEWTON PUBLIC SCHOOLS EMERGENCY PROCEDURES

EVACUATION



“Get Out, Stay Out”

- Leave belongings behind.
 - Assist students and staff with disabilities.
 - Walk, do not run, do not use elevators, close doors behind you.
 - Take classroom roster and communication device (cellphone, radio). Evacuate to designated assembly area.
- Commence headcount and inform incident commander/administrator of missing persons or medical emergency.

SHELTER-IN-PLACE



“Stay Inside, Stay Safe”

- Shelter-In-Place is a response to a security threat outside, severe weather or an exterior airborne hazard, or when it is necessary to clear the hallways.
- All staff and students remain inside in classrooms and exterior doors are locked. The school is closed to visitors, and students remain out of the hallways. Follow instructions carefully.
- For a threat outside the building, remain inside and in a classroom, away from the threat if possible.
- For severe weather (e.g., tornado), move to interior rooms or basement. If necessary, get under and hold onto a sturdy desk or heavy table.
- For exterior airborne hazards, close exterior doors and windows and move to inside rooms above the ground floor.

CALL 911 FOR LIFE-THREATENING EMERGENCIES



- Contact the main office for all safety concerns.
- Every staff member is empowered to call 911 to report a potentially life-threatening emergency.
- Call from a landline, if possible. Dial 8 if necessary first.
- Report your school and exact location and/or room number.

FIRE



- If you see fire or smell smoke, pull the nearest fire alarm.
- If you hear the alarm, evacuate the building.
- Know your classroom's primary and secondary evacuation route and assembly area. Evacuate to designated assembly area.
- “Stop, drop, and roll” if clothes catch fire.
- Do not re-enter the building until the all clear has been given.

MEDICAL EMERGENCIES



- Stay with injured/ill person.
- Send someone for the school nurse and contact the main office.
- If unconscious, call 911, start CPR, send someone for the AED.

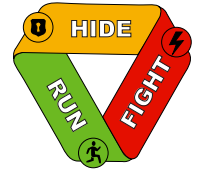
LOCKDOWN



“Silent and Invisible”

- Lockdown is a response to security threats inside the building, including intruders or a threatening person with a weapon.
 - Immediately take refuge in nearest classroom; close and lock the door; pull down any interior shades; and turn out lights.
 - Become silent and invisible. Silence cell phones.
- Sit away and out of view from windows and doors.
- Remain in lockdown until you hear official instructions or police enter.
- Do not respond to a fire alarm unless smoke or fire is visible.

HOSTILE EVENT



“Run, Hide, Fight”

- A Hostile Event response occurs if there is an active shooter or another armed act of violence in progress.
 - Evacuate the building whenever it is safe to do so. Classes exit with their teacher if possible.
 - Move to alternate school site if able to evacuate.
- If unable to evacuate, take refuge in nearest room and follow the Lockdown procedures above.
- Be prepared to barricade the door or fight an intruder as a last resort.
- Continually assess if it is safe to evacuate the building in order to exit as soon possible.

BOMB THREATS



- Threats can be received by email or telephone; surface on social media or through rumor; or be communicated in writings on paper, walls, and objects.
- Notify the main office immediately.
- Share and obtain as much information as possible, including the time, using the “NPS Bomb Threat Checklist.”
- Preserve email, note, voicemail, other evidence.
- Await further instructions.

SUSPICIOUS PACKAGE



- Alert everyone in the immediate area to stay away.
- Do not move or touch the package.
- Notify main office to call 911.
- From a safe location record information about the package to communicate to Police.
- Await further instructions.

ODOR OF GAS OR CHEMICAL



- If you smell a heavy odor of gas or chemical, evacuate the area and call 911.
- Notify the main office.
- Await further instructions.

WHAT EVERY STAFF MEMBER SHOULD KNOW

VISITOR PROCEDURES

Be aware of and report any visitor in the building without a badge. Escort visitor(s) to the main office where they may obtain a visitor's badge and sign in. If visitor/intruder refuses to cooperate, do not escalate the situation. Call the office and give a detailed description.

HOW TO BEHAVE IN AN EMERGENCY

Stay calm and be mindful of body language and tone of voice. Avoid overreacting. Communicate clearly with students and staff. Ask for help if you need it. Continually assess the situation that you encounter, communicate with others, and be prepared to take action.

HOW TO RESPOND TO A FIGHT

Call the main office immediately. Remove students from the area quickly. If possible, separate the individuals involved to different areas.

THE DIFFERENCE BETWEEN SHELTER-IN-PLACE AND LOCKDOWN

A Lockdown is a protective measure when a security threat is inside the school. A Shelter-in-Place is a protective measure when a security threat or other hazard is outside the school. A Shelter-in-Place may also be used in other scenarios where it is helpful to keep students out of the hallway temporarily (e.g. a medical emergency). Follow instructions carefully and keep calm.

THE POSSIBILITIES FOR SHELTER-IN-PLACE

A Shelter-in-Place may be called if there is a security threat outside, a weather hazard (such as a tornado), an airborne hazard (such as a chemical spill), or if it is necessary to clear the hallways. Keep everyone in the classroom and clear corridors. Be prepared in case a lockdown or hostile event response is called.

- **SEVERE WEATHER:** Severe thunderstorms can spawn tornadoes and you would shelter away from windows, corridors, and open spaces such as gyms. Protect yourself from falling debris by getting under sturdy furniture or kneeling on the floor with head down covered by your arms and hands.
- **AIRBORNE HAZARDS:** Close exterior windows and doors and relocate to inside rooms, preferably above the ground floor.

THE OPTIONS IN A HOSTILE EVENT

In a hostile event response, any individual should exit immediately if near an exterior door. If you are inside with a class, follow lockdown procedures, but continue to assess if escape is possible. If you are outside, you should move away from the threat to an assembly area or a safe shelter.