

P.K. Yonge Developmental Research School

Emergency Response Chart *(Condensed)*



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FIRE

Response-Fire

- 1) Pull fire alarm.
- 2) Notify Fire Department by calling 9-911.
- 3) Call front desk, ext. 221.
- 4) Evacuate facility to assigned area(s). Secure building by closing windows, record cabinets, doors and turning off lights.
- 5) Maintain class grouping and supervision of students.
- 6) Account for all personnel and students by taking roll.

GAS LEAKS

Response-Natural or Propane Gas Leak

- 1) Notify the Gainesville Fire Rescue at 9-911.
- 2) Call the front desk at ext. 221.
- 3) Evacuate personnel from the immediate area of the leak to a safe location and shut down all potential ignition sources (open flame, etc.) Seal off the area to unauthorized personnel.
- 4) Notify Gainesville Regional Utilities at 9-334-2250 ext. 2
- 5) Notify UF Environmental Health & Safety at 392-1591.

CHEMICAL SPILLS

Response-Community Chemical Spill

- 1) Principal will give pre-established alarm code.

Response-in House Chemical Spill

- 1) Evacuate personnel from chemical spill site upwind to safe area.
- 2) Notify the Gainesville fire Rescue at 9-911.
- 3) Notify the front desk at 221.
- 4) The principal will give the pre-established alarm code with instructions to seal rooms, shut down air conditioner/ventilation, and monitor conditions for personnel outside of spill site.
- 5) Notify UF Environmental Health & Safety at 392-1591.

ELECTRICAL OUTAGE

Response- Electrical Outage

- 1) The Administrator will assess projected duration of outage and overall situation.
- 2) Enact a Code Yellow lockdown. Remain in classroom.
- 3) Do not use phones or allow calls.
- 4) Continue class where possible and await instructions.
- 5) Response instructions will be delivered by Administrators.

TERRORIST THREATS

Terrorist Threats includes threats to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building , place of assembly , or facility of public transportation , or otherwise to cause serious public inconvenience , or in a reckless disregard of the risk of causing such terror or inconvenience.

Response – Terrorist Threats

- 1) The Director and/or Principal will be notified of any terrorist threat.
- 2) The administrator will notify the SRO and the University Police.
- 3) The administrator will evaluate the situation and order an appropriate response which may include a pre-established alarm code with additional instructions as needed.

MEDICAL EMERGENCY

Response-Medical Emergency

- 1) Supervisor/teacher assesses injury and immediately notifies front office, ext. 221.
- 2) Do not move injured person.
- 3) Administrators and Dean report to that area.
- 4) School Nurse notified of incident, ext. 232, and reports to that area.
- 5) If appropriate, call 911.
- 6) If class is in the area of the emergency, move them to the nearest classroom.
- 7) If accident, investigate; locate and notify any witness; get statement.
- 8) Notify emergency contact immediately.
- 9) Administrator reports to Director what has happened.
- 10) Report any accident promptly to UF Environmental Health and Safety Division at 392-1591 utilizing the incident reports that are available in the clinic.

STUDENTS FIGHTING

Response-Student Fighting

- 1) Notify office immediately.
- 2) Dean, assistant principal and SRO report to area immediately.
- 3) Faculty and staff nearby should move other students away to safe place as soon as possible.
- 4) If there are injuries sustained, call for medical assistance. (Nurse, or if more severe, call 911).
- 5) Call parents of all parties involved.
- 6) If you have students that witnessed the incident, the dean will send for them.
- 7) The Administrator will report to the Director.

STRANGER ON CAMPUS

Response-Stranger on Campus

- 1) If a stranger is seen on campus or in hallway, notify the front desk at ext. 221.
- 2) Monitor stranger until administrator/campus officer arrives to handle the situation.
- 3) Teachers ARE NOT to allow ANYONE into their rooms unless they have a visitor's pass issued by the front office.
- 4) Office staff will call 9-911 if necessary.
- 5) Administrator will give pre-established alarm code.
- 6) As long as intruder does not physically endanger staff or students, he or she is simple observed until authorities arrive. If students or staff are in danger, the administrator should do whatever is necessary to draw the attention of the intruder away from the students and staff.

ARMED PERSON ON CAMPUS

Response-Armed Person on Campus

- 1) Closest adult calls 9-911 immediately then report to front office, ext. 221, to send campus officer to scene.
- 2) Principal gives pre-established alarm code.
- 3) Do not let students leave classrooms.
- 4) Close blinds so that no one can see into classrooms.
- 5) Give authorities as much information as possible-type of weapon, location of person with weapon, name if known or description of person.
- 6) If confronted by armed person, ask all students to "clear the area. NOW!"
- 7) Calmly ask person with weapon to "put the gun down." Don't agitate person with weapon.
- 8) Wait for authorities.
- 9) Determine if medical attention is needed.
- 10) Notify parents.
- 11) Principal reports to the Director.

KIDNAPPED, ABDUCTION OR HOSTAGE TAKING

Response-Kidnapping, Abduction or Hostage Taking

- 1) If a student is kidnapped or taken hostage, any witness should notify the teacher at once.
- 2) Teacher should notify front office immediately, ext. 221.
- 3) Front office should call 9-911 and notify School Resource Officer.
- 4) Principal gives pre-established alarm code.
- 5) Witnesses to the kidnapping or hostage taking should make every effort to:
 - a) Get a description of the person or persons involved.
 - b) Identify the car or vehicle used in the escape, including the license number.
 - c) Note the direction in which the person leaves campus.
- 6) Principal should contact NEFEC at 386-329-3800 so they can notify surrounding districts and area law enforcement officials to gain assistance
- 7) Parents or guardian of kidnapped or abducted student should be contacted as soon as possible.

SHOOTING ON CAMPUS

Response-Shooting on Campus

- 1) Closest adult calls 9-911.
- 2) Call from office and have campus officer sent to the scene.
- 3) Principal to lock down campus. Teacher to stay with their students. Keep them calm.
- 4) Witness to give authorities as much information as possible.
- 5) Adult on scene may act depending on the circumstance
 - a) Give loud order to all students to "clear the area now."
 - b) Calmly ask the person with the weapon to "put the gun down."
 - c) Keep person in sight and order all other students to safety.
- 6) With two administrators on the scene-one should secure the weapon. One should secure the student.
- 7) IF THE PERSON IS VIOLENT, WAIT FOR POLICE. THREATENING OR OTHER ACTIONS MAY PLACE OTHERS OR YOURSELF IN DANGER.
- 8) Let law enforcement officer relieve staff and witnesses at scene.
- 9) Separate witnesses.
- 10)Secure the crime scene.
- 11)The principal will notify the Director.
- 12)The principal will notify the parents of involved students.
- 13)Request assistance from guidance counselors and school crisis team.

RIOT CONTROL

RIOT CONTROL

- 1) Teacher or staff member contact office staff immediately.
- 2) Summons School Resource Officer.
- 3) Use pre-arranged lock down alarm code.
- 4) Teachers lock door to classrooms not involved.
- 5) Keep students not involved out of harms way.
- 6) Administrator to respond to the scene quickly.
- 7) If out of control call 9-911 immediately.
- 8) Separate the crowd if possible.
- 9) Isolate into small groups.
- 10)Call students by name. Firmly tell them to break up.
- 11)Once riot begins to cease, separate leaders and remove them from the area.
- 12)Turn situation over to law enforcement when they arrive.
- 13)**Beware of ambush/start up again.**
- 14)Notify parents of those involved.

ACCIDENTS

Employee Accidents:

- 1) All employee accidents must be reported promptly.
- 2) Report the accident to risk Management utilizing the "Notice of Injury" form.
- 3) Investigate the accident utilizing the Accident Investigation Report (Comprehensive Safety Program) and take action to remedy accident causes.
- 4) If the employee requires medical attention, complete the Authorization for Medical Treatment Form and refer him/her to an authorized medical treatment facility.
- 5) Notify E.H & S at 392-1591 and Risk Management at 392-7256.

Student/Visitor Accidents:

- 1) Take the action necessary to care for the injured student/visitor (medical attention, notification of parents, etc.).
- 2) Report the accident to Risk management promptly utilizing the Accident Investigation Report (Comprehensive Safety Program).
- 3) Notify E.H & S at 392-1591 and Risk Management at 392-7256.

Vehicle/Property Accidents:

- 1) Take the action necessary to resolve the situation (notify law enforcement, summon medical assistance, etc).
- 2) Report the accident promptly to Risk Management utilizing the Accident Report-Auto and Truck (Comprehensive Safety Program).

Notify E.H & S at 392-1591 and Risk Management at 392-7256.

SEVERE WEATHER/HURRICANE

Response-Severe Weather (high winds, lightening, storms, heavy rain)

- 1) Bring all students/personnel inside permanent structures.
- 2) Evacuate portable building/classrooms to permanent structures if possible as conditions warrant.
- 3) Monitor the Weather Alert Radio for further weather condition information and advisories.

Response-Hurricane

Hurricanes can be tracked and their courses predicted many days in advance of their arrival. The Director will react to the directions of the County Office of Emergency Management and shut down school operations well in advance of a hurricane striking our area. Site management is responsible for securing the facility prior to shutting down for the hurricane.

TORNADOES

Response Levels-Tornado

- 1) **Tornado Watch** - Weather conditions are favorable for the formation of tornadoes with the announced timeframe.
- 2) **Tornado Warning** - Tornadoes have been sighted in the watch area and weather conditions remain favorable for the formation of additional tornadoes within the announced timeframe.
- 3) **Tornado Protection Procedures** - Drop and Cover. Drop to the floor, under cover if possible (heavy furniture, etc.), on the elbow and knees near a load-bearing wall. Cover the head with the hands.

Response Procedure – Tornado

- 1) Early Warning – When weather conditions indicate the potential for severe weather, monitoring the Weather Alert Radio and commercial communications for any change in weather conditions.
- 2) Tornado Watch – When a tornado watch advisory is issued:
 - a. Assign a staff member to visually monitor weather conditions and report changes.
 - b. Monitor the Weather Alert Radio and other available communications.
 - c. Evacuate all portable classrooms/buildings if weather conditions deteriorate.

- d. If conditions deteriorate, be prepared to implement tornado protection procedures prior to a formal "Tornado Warning."
- 3) Tornado Warning - When a Tornado Warning advisory is issued:
 - a. Continue to monitor weather conditions, the Weather Alert Radio, and commercial communications for updates.
 - b. Use prearranged code.
 - c. Implement tornado protection procedure (drop and cover).
- 4) All Clear - When the tornado emergency has passed and the tornado warning has ceased:
 - a. Give an all clear announcement.
 - b. Continue to monitor weather conditions and all available communication systems.
 - c. Evaluate situation and act as necessary:
 - (1) Care for student/staff - medical assistance
 - (2) Organize evacuation if necessary.
 - (3) Secure facility from unauthorized.

BOMB THREATS

Person who receives the bomb threat:

- 1) Remain calm.
- 2) Engage the caller in conversation. Attempt to obtain information about the bomb, its location and time of detonation.
- 3) Attempt to have another staff member have the call traced.
- 4) Complete Bomb Threat Call Checklist.

Response - Bomb Threat

- 1) Notify law enforcement 9-911.
- 2) Sound the evacuation alarm-as determined by each facility-and evacuate facility. Prior arrangements should be made for alternate evacuation shelters in the event of inclement weather.
- 3) Do not disturb anything or shut off any utilities during the evacuation.
- 4) Account to all personnel/students.
- 5) Assemble a search team to be directed by law enforcement personnel.
- 6) Secure facility from unauthorized entry.
- 7) When search is complete and facility is determined safe, sound all clear-long blast of class change bell-and respond as necessary.

**UNIVERSITY POLICE DEPARTMENT
BOMB THREAT REPORT**

Name of Person Receiving Call: _____

Date: _____ Time: _____ Bldg/Location: _____

ORIGIN OF CALL:

Local: ___ Long Distance: ___ Phone Booth: ___ Internal: ___ Cellular: ___ Unknown: ___

IDENTITY OF CALLER:

Male: ___ Female: ___ Unknown: ___ Race: ___ Approximate Age: ___

VOICE:

Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___
Normal ___ Disguised ___ Intoxicated ___ Pleasant ___ Other ___

SPEECH:

Fast ___ Slow ___ Distinct ___ Stutter ___ Nasal ___ Excited ___ Cracking Voice ___
Distorted ___

LANGUAGE:

Good ___ Foul ___ Poor ___ Other ___

ACCENT:

Local ___ Foreign ___ Regional ___ Explain Accent _____

MANNER:

Calm ___ Angry ___ Rational ___ Irrational ___ Whispered ___ Coherent ___ Incoherent ___
Deliberate ___ Emotional/Crying ___ Righteous ___ Nervous ___ Deep Breaths ___ Laughter ___

BACKGROUND NOISE:

Trains/Buses ___ Music ___ Quiet ___ Clear ___ Voices ___ PA System ___ Animals ___
Static ___ Playground ___ Restaurant/Bar ___ House Noises ___ Street Traffic ___
Office Machines ___ Crockery/Cooking ___ School Setting ___
Other _____

EXACT WORDING OF THREAT:

WHO DID YOU INFORM ABOUT THE CALL? _____

WAS CALLER FAMILIAR WITH BUILDING OR OPERATION:

No ___ Yes ___ If yes, explain _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
 1. Where is it right now? _____
 2. What does it look like? _____
 3. What kind of bomb is it? _____
 4. What will cause it to explode? _____
 5. Did you place the bomb? _____
 6. Why? _____
 7. What is your name? _____
 8. What is your address? _____
 9. What is your phone number? _____