

PCS Classroom Emergency Procedures

Observe-Orient-Decide-Act



- No plan can account for every emergency situation.
- You are empowered to deviate from a plan to protect yourself and students.

Active Threat Response

Run:

When the location of threat is known and a safe escape is likely.

Hide:

When the location of threat is NOT known or your escape route could expose you to the threat.

Fight:

Only as a last resort

Suspicious Behavior or Package

- DO NOT physically confront a suspicious person or handle a suspicious package.
- DO NOT let anyone into locked buildings/offices.
- Note the person's description and suspicious activity.
- CONTACT office and provide information about the situation.
- Call 911 if appropriate.



Fire

- **ACTIVATE** nearest fire alarm.
- **EVACUATE** building using safest exit:
DO NOT use elevators .
- Call school office or 911 to report location of fire.
- Meet at designated rally point.



Severe Weather

- **SEEK SHELTER** indoors away from windows.
- **TAKE COVER** against interior wall.
- Stay away from large objects that may fall.
- If unable to find shelter when storm hits, duck and cover head.
- Monitor campus advisories and media.



Gas Leak

- Call 911.
- Report all gas leaks, even if the gas leak has been located and stopped.
- **Evaluate** whether to use the standard fire alarm or PA system to initiate an evacuation.
- **NOTIFY** Schools Police, who in turn will contact the Area Superintendent, Fire Marshal, General Manager and the Maintenance Department.



Hazardous Materials

- **EVACUATE** building using safest exit.
- If outside, do NOT re-enter school.
- Call the main office to report spill.
- Meet at designated rally point.
- Provide first aid for victims, if needed.
- Account for all students.
- Maintain order and await further guidance.



Medical

- Call 911.
- **PROVIDE** the location, nature of injury or illness, current condition of the victim, and other requested information.
- Call the school office to inform them of the situation.
- DO NOT move the victims unless they are in immediate danger.
- If trained, administer first aid, CPR/AED.

