

UNION MIDDLE SCHOOL

EMERGENCY PROCEDURES

WHY DO WE TALK ABOUT EMERGENCY PROCEDURES?

The “S” in the CATS CODE stands for “Safety First.”

All students should be aware of school safety procedures that will be followed in case of an emergency.

You need to know that we do everything we can to make sure school is safe. We want you to focus on learning and not worry.

Sometimes accidents and emergencies happen. That is why we want you to understand the following information about safety drills and evacuations.



KEEP CALM, ITS ONLY A DRILL.

During the year we will hold drills to practice what we would do to stay safe in case of the following emergencies:

Fire

Shelter-In-Place

Lock Down

Earthquake

Bomb Threat



GENERAL INSTRUCTIONS

Regardless of the type of drill, you need to follow these instructions:

1. Your teacher is the adult who is responsible for your safety and security. You need to follow all of his/her instructions quickly, silently and calmly.
2. Keep your hands and feet to yourself. A drill is not a recess or a class break. You need to take them seriously. No horseplay will be tolerated.
3. If an evacuation is included as part of the drill, follow your teacher out of the appropriate door and **STAY WITH YOUR CLASS!!**

FIRE

- **When you hear the fire alarm follow your teacher's directions quickly, calmly, and silently.**
- **If closed doors or handles are warm, use a second way out. Never open a door that is warm to the touch.**
- **Crawl low under smoke.**
- **Follow your teacher to your outside meeting place. Stay together.**
- **If flames, heat or smoke block your exit route, your teacher will find an alternate route through another door.**
- **Line up silently in your outside meeting place and wait for your teacher to take roll**

SHELTER-IN-PLACE

A Shelter-In-Place is called in the event of of a chemical spill, fuel spill or other event occurring outside the school that could adversely affect your health or safety.

During a Shelter-In-Place drill your teacher will close all classroom doors and windows and resume teaching as usual. You will be notified when it is safe to open doors and leave the room.

LOCK DOWN

A Lock Down is called in the event of a situation that could affect your safety occurring in the school building or on the school campus.

Upon notification of a lockdown, your teacher will immediately stop teaching and lock all doors and windows to your classroom.

Your class will leave their seats and move away from doors and windows to the area of the room that provides the most cover.

There should be no talking and other sounds. It is critical that you remain SILENT!

Do not open the door for anyone.

When the lockdown is complete authorities will unlock each door and give an all clear.

LOCK DOWN

If you are not inside the classroom when a lockdown is called:

- Try to enter the nearest classroom.
- Hide in the nearest restroom:
 - Close and lock the stall door
 - Stand on top of the toilet

If you are outside the building when a lockdown is called:

- Return to the building with your teacher if it is safe.

or

- Follow your teacher to another location in the community.

EARTHQUAKE

Drop, cover and hold on. Take cover under a piece of heavy furniture or sit next to an interior wall. Cover your head and neck with your arms. Move as little as possible.

Avoid doorways.

Stay away from windows to prevent injury from shattered glass.

Stay indoors until the shaking stops. When it is safe to exit your teacher will lead you to your outside meeting place.

Be aware that fire alarms frequently go off during earthquakes even if there is no fire.

Once outside be cautious of downed power lines. They may still be live and could electrocute you.

Line up silently in your outside meeting place and wait for your teacher to take roll

BOMB THREAT

Follow your teacher's directions quickly, calmly and silently.

You will evacuate the building. Follow your teacher to your outside meeting place.

Stay quiet and keep your hands, feet and objects to yourself.

If you notice anything out of the ordinary or unusual (a package or backpack in the hall, for example) notify your teacher immediately.

Line up quietly in your outside meeting place and wait for your teacher to take roll

CATS RULE

Again, the “S” in the CATS CODE stands for “Safety First.”

Throughout the year:

- Be Aware
- Be Observant
- Be Ready to Act
- Be Ready to Speak Up

For any situation you feel is unsafe.