

EMERGENCY RESPONSE PLAN FOR SANTA ROSA COUNTY SCHOOLS

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EMERGENCY RESPONSE PLAN

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INTRODUCTION

This school emergency handbook is arranged to be used quickly in an emergency and as a reference. Each item is arranged in a consistent fashion to provide administrators with information about emergency situations and initial responses. The responses are designed to get students and staff into the safest possible situation. In some cases it may be necessary to take the steps outlined and then wait for instructions from Emergency Management personnel or emergency responders. If in doubt about what to do call the Emergency Management personnel regarding this plan and 9-1-1 for emergencies.

COMMUNICATIONS

Under emergency conditions it is possible that school telephones will be flooded with calls from concerned parent or out of order. It is necessary that each school have and maintain an Emergency Communications Radio in the office. This radio should always be turned on and in a place where school administrators can hear it. This will allow communications to the school from the Emergency Management Office and Emergency Communications Center. Each school office should also have a weather alert radio to monitor weather bulletins and changing conditions. This system will be tested every Wednesday as close to 9:00 a.m. and 10:00 a.m. as possible. If your school does not receive the test signal during that time period, you must call Joey Harrell, Assistant Superintendent for Administrative Services at the Santa Rosa County School Board. Mr. Harrell may be reached at 983-5123.

Schools with base stations for the school bus frequency may receive information from Emergency Management officials via the school Transportation Department should telephone systems be unusable or in areas where plectron use is not possible due to poor reception.

ACCOUNTING FOR STUDENTS

In the event of an emergency, teachers should be prepared to check their class rosters to ensure that all students are accounted for. If shelter-in-place procedures are instituted, teachers should call roll in their shelter area. If evacuation is necessary, teachers should take their roll books with them and check the roll before and after the evacuation.

HOW TO USE THIS HANDBOOK

Each item page is arranged in a consistent fashion. Below is a description (on the left) of a sample item page from the handbook (on the right):

Bold title shows type of emergency referenced by the main index. Each title provides a reminder to call 9-1-1 if the emergency happens ahead of notification from emergency management officials.

Emergency Procedures provide quick instructions for an emergency situation. *Italics* throughout the handbook mean the text is directly related to emergency procedures.

Emergency Definitions provide quick reference to terminology used in a given emergency situation.

Reference Text (not shown) provides a description of various emergency situations. Underlined words provide information on key terms. Use for planning and exercising.

Page footers providing quick thumb referral.

Item One

TORNADO / WATERSPOUT
In an emergency CALL 9-1-1

Emergency Procedures:

- 1.** Get people indoors and stay indoors. Keep away from windows. Shelter in small rooms or under door frames when possible. Go to the lowest floor of the building. Stay low to the floor. Protect head with pillows or arms, and/or crawl under large sturdy pieces of furniture.
- 2.** If caught outdoors, immediately find shelter in a building or under a sturdy structure, (such as I-beams) or get in a ditch and stay as low as possible. Do not stay in any vehicle or bus if at all possible. Do not try to outrun a tornado in a vehicle.
- 3.** After a tornado has occurred, severe thunderstorm conditions may persist including heavy rain, lightning, high winds, and hail. Be alert of ongoing severe weather conditions. Structural and vegetative damage may be a threat to safety, including downed electrical lines, gas leaks, broken glass, damaged walls, and large tree limbs. Stay away from such damage.

Emergency Definitions...

Tornado advisories are defined as follows:

Tornado Watch – Conditions are favorable for the formation of severe thunderstorms and tornadoes in and close to the watch area. Be prepared to take immediate shelter in the event of a tornado. All outside activities should be terminated and people in temporary or metal buildings should be moved inside the main building.

Tornado Warning – A tornado has been observed in the area specified in the advisory. **Implement emergency procedures** if a tornado is stated to be in your vicinity or moving in your direction. All students and personnel should move to their assigned areas and assume the tornado position.

TORNADO / WATERSPOUT

TORNADO/WATERSPOUT

In an emergency CALL 9-1-1

Emergency Procedures:

1. ***Get people indoors and stay indoors. Keep away from windows. Shelter in small rooms or under door frames when possible. Go to the lowest floor of the building. Stay low to the floor. Protect head with pillows or arms, and/or crawl under large sturdy pieces of furniture.***
2. ***If caught outdoors, immediately find shelter in a building or under a sturdy structure, (such as I-beams) or get in a ditch and stay as low as possible. Do not stay in any vehicle or bus if at all possible. Do not try to outrun a tornado in a vehicle.***
3. ***After a tornado has occurred, severe thunderstorm conditions may persist including heavy rain, lightning, high winds, and hail. Be alert of ongoing severe weather conditions. Structural and vegetative damage may be a threat to safety, including downed electrical lines, gas leaks, broken glass, damaged walls, and large tree limbs. Stay away from such damage.***

Emergency Definitions...

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Tornado Warning – A tornado has been observed in the area specified in the advisory. ***Implement emergency procedures*** if a tornado is stated to be in your vicinity or moving in your direction. All students and personnel should move to their assigned areas and assume the tornado position.

Reference Text...

A tornado is a compact vortex of rapidly rising air. Within the vortex, wind speeds have been known to exceed 300 MPH. They are visible in daylight because of condensed moisture (like a cloud or fog) and because of dust, water and debris they may lift from the ground. Tornadoes can appear as long, twisting, rope-shaped columns extending from the base of clouds or large, straight funnel shaped columns extending from the base of clouds. However, many tornadoes are embedded within the rain of thunderstorms and are therefore not easily seen. At night, there is no visible warning of an approaching tornado other than the signs of high winds. The rapidly whirling air has often been described to sound like a moving freight train.

Tornadoes are difficult weather phenomena to predict. Although technological advances (such as Doppler Radar) are assisting weather forecasters in “looking” into thunderstorms for rotating wind patterns, tornadoes can occur quickly and without warning. In Santa Rosa County, tornadoes can occur during day or night. They are always connected with severe thunderstorms (mainly during advancing frontal thunderstorm lines or hurricanes/squalls.)

In addition to tornadoes, Santa Rosa County’s coastal waters can have waterspouts. Although waterspouts are usually weaker in wind strength than tornadoes, wind speeds can easily exceed 100 MPH. Waterspouts can move inshore in coastal areas, at which time they become known as tornadoes. Although fascinating to watch from a distance, waterspouts should be taken as seriously as a potential threat to life and property.

Funnel clouds are simply rotating vortices which have not come in contact with the ground. They have the potential to become tornadoes or waterspouts.

Any tornado, waterspout or funnel cloud should be taken seriously, with or without official warnings from the county emergency management officials or the National Weather Service.

When a tornado watch is issued, general precautions should be taken. Be on the lookout for severe weather. Be prepared to take immediate action should weather conditions begin to deteriorate. Keep posted for further weather advisories.

A tornado has been detected or observed when a tornado warning is issued. If that tornado is near your vicinity or is heading in your direction, implement emergency procedures.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

THUNDERSTORM/LIGHTNING/HAIL/HIGH WINDS

In an emergency CALL 9-1-1

Emergency Procedures...

- 1. When thunderstorms are in the vicinity, go indoors and stay indoors. Covered exterior hallways and porches should not be considered as indoor locations.**
- 2. Do not use electrical appliances. Stay away from plumbing fixtures. Stay off of telephones. Stay away from windows. Although lightning, rain, and hail are fascinating to watch, they generally occur during severe weather conditions. Protect yourself.**
- 3. If caught outdoors in a thunderstorm –**

Find a vehicle (car or bus). Stay in the vehicle until conditions improve. Do not park under trees where lightning could strike or under objects which could loosen or fall.

[NOTE: A vehicle (a bus, car, etc.) is one of the safest places one can be during lightning. In a tornado, it is the most dangerous place to be. Unfortunately, tornadoes can occur in thunderstorms. Use common sense in the decision to stay in or evacuate from the vehicle.]

If caught outdoors away from a structure or vehicle, crouch as low to the ground as possible in a low place, such as a ditch or swale. Try to have only the ends of your feet, knees, and elbows touching the ground. This is to make yourself as small of a target for lightning as possible. Do not take shelter in a metal building, under a tree, or in a temporary building. Stay away from poles and especially chain link fences, due to the danger from downed power lines.

[NOTE: If you feel hair standing up on your head or body, or hear small crackling noises around you, a lightning strike may be imminent. Take the above precautions immediately.]

- 4. After the storm has cleared, check for structural or vegetative damage which could fall on people. Beware of downed power lines, which may still be energized from the pole.**
- 5. If a person is struck by lightning, no electrical charge from lightning will remain. They will be safe to touch. Begin first aid immediately.**

Emergency Definitions....

Severe Thunderstorm Watch – This indicates that conditions are favorable for severe thunderstorms to occur in and close to the watch area.

Severe Thunderstorm Warning – Indicates a severe thunderstorm has been detected by radar or observers. Areas under the severe thunderstorm warning should implement emergency procedures.

Reference Text...

Thunderstorms can occur during any month of the year. They are normally related to frontal passage or afternoon heating in the atmosphere. Heavy rain can accompany thunderstorms.

Lightning is a dangerous component of thunderstorms. It can strike suddenly and without warning. Any object, including people, can be a target. The electrical charge can be distributed through fences, trees, water pipes, poles and numerous other objects. Rain does not have to be falling to have lightning. Lightning has been known to strike up to fifteen miles from an actual thunderstorm. These are called “Bolts from the Blue.” Bear in mind that the State of Florida leads the nation in lightning deaths each year.

(Note: Thunder is simply the noise of expanding and contracting air near a bolt of lightning. By counting in seconds “One-One Thousand, Two-One Thousand, etc., after a flash of lightning, one can determine the distance from the strike. Each five seconds roughly equals one mile of distance.)

Hail from thunderstorms can be large enough to cause injury to people and damage to property. Most occurrences of hail in Florida are of short duration and are marble size or smaller. But larger hailstone events have occurred. Hail is an indicator of violent winds within a thunderstorm. Hail may sometimes indicate the presence of a nearby tornado.

With thunderstorms often come high winds. High winds can cause damage to structures and vegetation. Once structures and objects are broken and in motion, additional damage can occur.

A severe thunderstorm is defined as having any two of the following: frequent lightning; three quarter inch hail; damaging wind gusts of 58 MPH or higher.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

HURRICANE / TROPICAL STORM

In an emergency CALL 9-1-1

Emergency Procedures...

[NOTE: Because advanced advisories are given for approaching hurricanes or tropical storms, school should not be in session. If severe weather related to a tropical weather system occurs while school is in session, refer to the section titled "Thunderstorms/Lightning/Hail/High Winds" in this manual.]

- 1. Secure loose objects which are outdoors or bring objects indoors. This includes benches, outdoor furniture, trash receptacles, lawn and garden equipment, or other loose objects.***
- 2. Windows should be covered with plywood or shutters. Taping does not prevent glass from breaking. Close windows and doors.***
- 3. If any portions of buildings are subject to water entry, leaking or flooding, elevate equipment, furniture, books, etc. to above previously known levels of flooding or shelter from water damage.***
- 4. Adjust the temperatures of refrigerators and freezers to lowest possible levels. Be prepared for electricity to be off for several days and to move perishables to other locations after the storm. Remember to adjust refrigeration systems in laboratories as well as cafeterias.***
- 5. If county emergency management officials advise you to evacuate the area, do so.***
- 6. After a hurricane or tropical storm has passed, severe thunderstorm conditions may persist including heavy rain, lightning, high winds, tornadoes and hail. Be alert of ongoing severe weather conditions. Structural and vegetative damage may be a threat to safety, including downed electrical lines, gas leaks, broken glass, damaged walls, and large tree limbs. Use caution around such damage. Avoid flooded roadways and bridges when driving.***
- 7. If your school is to be used as an emergency shelter by the Red Cross and county emergency management officials, their procedures will be implemented. They will contact you.***

Emergency Definitions...

Hurricane and tropical weather advisories are defined as follows:

Tropical Storm Warning – Sustained wind speeds of 55 – 73 MPH are expected in the warning area with gusts higher in squalls. Torrential rains, flooding and other severe weather conditions may accompany the storm as it approaches from the Gulf of Mexico.

Hurricane Watch – Hurricane conditions with sustained winds of 74 MPH or higher may threaten the specified watch area within 36 to 48 hours. Early preparations to secure property and to ensure personal safety should be implemented. Increasing winds, rainfall and tides may occur during the watch.

Hurricane Warning – Hurricane conditions with sustained winds of 74 MPH and higher are expected in the specified warning area within 24 hours. Higher than normal tides, torrential rainfall, and strong gusts of wind can be expected. Avoid low lying areas, downed power lines, and normally weak structures or vegetation which could collapse.

Reference Text...

Hurricanes are large-scale tropical low pressure weather systems. These storms originate in the Atlantic Ocean, Caribbean Sea, and Gulf of Mexico. The Atlantic/Caribbean/Gulf Hurricane Season lasts from June 1 through November 30 each year. The peak of hurricane season (the date of the greatest historical frequency of such storms) is on September 10.

Four classifications of counterclockwise circulating tropical weather systems have been established. Tropical waves or disturbances are areas of low pressure and clustered thunderstorms over tropical waters with no organized circulation. A tropical depression contains a distinct, but weak, counterclockwise circulation pattern with sustained winds up to 38 MPH. A tropical storm is a counterclockwise circulation of storms and sustained winds of 39 MPH – 73 MPH. Tropical storms are assigned names. A hurricane is an area of well organized counterclockwise circulation with sustained winds of 74 MPH or greater. Hurricanes bear the same name as the tropical storm from which they developed.

Generally, ample warning time of landfall is provided for hurricanes since they are relatively slow moving and large enough to be monitored by satellites and radar. Student and personnel protective measures should not be necessary except for any employees or officials staying at the school during the storm. County emergency management and the Red Cross are responsible for implementing safety procedures if the school is used as a community evacuation center.

All school structures in Santa Rosa County, coastal or inland, are vulnerable to effects of hurricanes. High winds, torrential rains, tornadoes and associated severe weather accompany these storms. Abnormally high tides due to storm surge can cause significant damage far from normal shorelines in lower coastal areas. Damage from wind and flooding can be catastrophic. Structural damage can include broken gas lines or electrical shorts, causing fires. Standing water can reach electrical power sources, which provide the threat of electrocution.

The school's elevation and inland location remove it from the threat of coastal flooding related to hurricanes. The threat of wind damage, localized shallow flooding from heavy rains and related structural damage are the school's greatest vulnerable points. Any orders to evacuate will be issued by the Santa Rosa County Emergency Management Office.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

EXTREME COLD / ICE / SNOW

In an emergency CALL 9-1-1

Emergency Procedures...

- 1. *Transportation – Without local resources to clear or salt/sand roadways, local transportation routes can become treacherous for drivers. It is best to stay off of roadways, especially if accumulation of frozen precipitation begins or if bridges freeze. If driving must occur, drive and brake slowly.***
- 2. *Pedestrian Walkways – Frozen precipitation is slippery. Keep people away from frozen walkways where someone could slip and fall. Be perceptive of commonly wet areas where ice could form (downspouts, sprinkler systems, humidity control outlets, puddles, etc.).***
- 3. *Building and Infrastructure – Frozen pipes can burst, causing extensive interior flooding and damage. Your utilities/maintenance personnel should keep water moving in the school plumbing system and keep pipes warm during the extreme cold.***

Emergency Definitions...

Winter weather advisories are defined as follows:

Winter Storm Watch – Weather conditions favor the formation of dangerous frozen conditions in the watch area.

Winter Storm Warning – Winter storm conditions, including sleet, ice and snow, are imminent in the warning area.

Hard Freeze Warning – Persistent below freezing conditions will occur for a specified time in the warning area.

Reference Text...

Severe cold, including frozen precipitation, is an uncommon occurrence in Santa Rosa County. But severe sub-freezing conditions have occurred as early as November and as late as April in this area. In most cases, forecasters will have predicted such conditions well in advance of a school day.

For schools and personnel, the greatest threat in our area during extreme cold and freezing precipitation is driving. Most drivers in the area have little or no experience in driving on frozen roadways and bridges. In addition, Florida has no equipment to deal with ice or snow removal. It is best to stay off of roadways altogether.

Also of concern is vegetation which is sensitive to cold weather, including frost. Frost can kill tender vegetation, including plants in any school horticultural or agricultural courses. Instructors of these programs should be aware of impending frost in the winter.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

FLOODING

In an emergency CALL 9-1-1

Emergency Procedures...

- 1. Students should be sent home and the school be closed for the duration of the flood. Bus and vehicle drivers should be advised not to cross creeks where water is over the roadways – vehicles and their passengers could be swept away in flood waters. Avoid low lying areas.***
- 2. School equipment and supplies should be elevated as much as possible or removed from the buildings to minimize losses.***
- 3. Utilities/maintenance personnel should have a plan for shutting off electrical and natural gas supplies if water entry into the building becomes inevitable.***
- 4. Personnel involved in cleanup should be aware of snakes and potential sewage contamination in the mud left by floodwaters. Be in contact with health department officials for advice on necessary protective actions to protect yourself and workers from these hazards.***

Emergency Definitions...

Flood emergency advisories are defined as follows:

Flash Flood Watch – Water may rapidly rise in low lying areas, cutting access to property and flooding property. Closely monitor advisories and be prepared to move to higher ground.

Flash Flood Warning – Water is rapidly rising in the area or river basin specified in the warning advisory. Flooding will occur. Make sure roadways leading away from your location do not flood and prevent your leaving.

Reference Text...

Only one school in Santa Rosa County (T. R. Jackson Elementary School) is located in a flood zone on flood insurance rate maps. This does not eliminate the possibility of flooding in other schools. Localized drainage conditions have been known to cause flooding elsewhere.

Even if this school has never flooded, high water affects everyone in the community. Road wash outs, flooded bridge crossings, rapidly moving water, downed power lines, and contaminated water can each create dangerous hazards to life and property.

Drivers should not cross flooded roadways or bridges unless they are told it is safe to do so by emergency workers – even if they are familiar with the road. A hidden wash out could strand a vehicle. Vehicles can wash away under the enormous power of moving water, leading to dangerous rescue situations and potential drownings. Vehicles should stay out of floodwaters.

Rising water can also encounter electrical connections in buildings and outlets. Electrocuting is a hazard. Sewer and septic tank lines can flood, causing sewage to seep into the waters, creating a serious health hazard. People should be kept away from any flooded school buildings unless proper safety precautions are taken.

During flooding conditions, schools will likely be closed by the school board office. If you know of any potential problem areas in your buildings where flooding may occur, remove or raise equipment or materials. Building/maintenance personnel should be aware of any potential problems rising water may cause.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

HAZARDOUS MATERIALS

In an emergency CALL 9-1-1

Emergency Procedures...

Shelter-In-Place procedures include:

- 1. Get all people indoors and stay indoors. Stay away from the incident scene.*
- 2. Close all doors and windows. Turn OFF air conditioning, heating and ventilation systems. Turn off pilot lights or open flames. Do not smoke.*
- 3. Seal door frames or other openings with masking or duct tape, wet towels/rags, etc. Prevent uncontaminated air in the building from being contaminated with outside air.*
- 4. Maintain communications throughout the building. No one should leave until told to do so.*
- 5. Parents should NOT be contacted and NOT be told to pick up children since this may expose the parents to hazardous materials near the incident scene. Parents coming to pick up children can increase traffic congestion and cause problems for emergency responders.*
- 6. Wait for further instructions from emergency management officials. Notification may come directly to the school or via local radio and television advisories. WCOA 1370AM and WJLQ 100.7FM, and WUWF 88.1FM are the official Emergency Broadcast Stations which is required to broadcast this message.*

Evacuation procedures include:

- 1. When told to leave the school, leave as quickly and orderly as possible. Remain calm. Direction and distance of evacuations will be ordered by Emergency Management officials based on prevailing conditions.*
- 2. If buses or vehicles are used in the evacuation, keep windows and vents closed. Drivers should not use air conditioning, heating or ventilation systems.*
- 3. Emergency management officials will advise parents through the media where children can be picked up.*

[NOTE: If a hazardous materials incident were to occur inside of a school building, people should be evacuated to separate building or outdoor upwind far away from that building.]

Emergency Definitions...

Shelter-In-Place – Placing people indoors away from any hazardous materials which may be escaping into outdoor air near a hazardous materials incident scene. Shelter-In-Place involves sealing vents, cracks, and openings from outside to maintain the quality of indoor air once all people are indoors. ***Implement emergency procedures for Sheltering-In-Place.***

Evacuation – Having people to immediately leave school buildings to go to a safer place. This should be done only on the advice and at the direction of emergency management officials. ***Implement emergency procedures for Evacuation.***

Reference Text...

Use of materials which are hazardous to health and safety are a necessary part of our modern lifestyles. Industry, utilities, commercial services, and governments use hazardous materials daily. The types and quantities of hazardous materials used vary from location to location, depending on products or services being produced.

Hazardous materials emergencies may involve the potential for fire, explosion, and/or escape into air or water. All of these scenarios have the potential to directly affect students and personnel at a school. Trying to confront or being exposed to a hazardous materials emergency puts people at risk of being killed or seriously injured. Emergency responders trained in hazardous materials emergencies are the only people who should approach a hazardous materials incident. School officials, maintenance personnel, teachers and students should stay away!

Two protective procedures could be enacted by emergency management officials in a hazardous materials emergency. They are “Shelter-In-Place” and Evacuation”. Once emergency management determines the severity of a hazardous materials incident, they will advise the school on appropriate procedures to take. In any hazardous materials emergency outside of the school, all people should be directed to shelter-in-place until further information is received from emergency management officials.

Shelter-In-Place involves getting and keeping people indoors away from exposure to hazardous materials. By sheltering indoors, people are less likely to be exposed to concentrated plumes of hazardous vapors being released or from potential fires or explosions.

Evacuation includes leaving the premises of the school for safer areas. Orders and directions for evacuation will be issued through county emergency management officials, based on the situation at that time.

Most hazardous materials incidents are a result of transportation. Naturally, moving such substances increases risk of an accident. The presence of major highways, railways, pipeline barge, and air transport near your school increases risk to your facilities and people.

Regardless of whether or not your location is in the immediate vicinity of a fixed facility with hazardous materials or a major hazardous materials transportation route, all schools and all communities have the potential to become quickly involved in a hazardous materials incident.

Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.

Item Seven

BOMB THREAT

****NEVER USE RADIOS OR CELL PHONES***

Staff:

1. ***DO NOT CALL 911*** – Notify the principal or designee. They will provide any direction that you need.
2. If you are asked to evacuate:
 - a. Leave lights on.
 - b. Do not lock doors.
 - c. Take your grade book and ask students to take with them anything that is easily accessible (i.e., bookbags).
 - d. Special needs students remain in place with itinerant teacher.

Administrator of Designee:

1. ***DO NOT CALL 911***. Contact the Assistant Superintendent for Administrative Services: 983-5123, Assistant Superintendent of Curriculum and Instruction: 983-5041, or Superintendent of Schools: 983-5010. They will provide any direction that you need and furthermore will call the law enforcement authority.
2. The Administrative Team/Resource Officer will conduct a visual inspection of all common areas.
3. Ask staff to make a visual check of their area and send information to the front office.
4. The law enforcement official will decide if the fire department or medical personnel need to be called.
5. If evacuation is necessary ask staff to:
 - a. Leave lights on.
 - b. Do not lock doors.
 - c. Take your grade book and ask students to take with them anything that is easily accessible (i.e., bookbags).
 - d. Special needs students remain in place with itinerant teacher.
 - e. Insure that all personnel answering phones are aware of the school district and Sheriff's policy, *57 call tracing and the suggested procedures in the Sheriff's policy V.A.1 on obtaining information on the call.

BOMB THREAT CALL CHECKLIST - *Fill out completely – immediately after bomb threat call.

DO NOT CALL 911 – Notify the principal or designee. They will provide any direction that you need.

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
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 address?
8. What is your name?

Exact Wording of the Threat

Caller's Voice

- | | | | |
|----------------------------------|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar* |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice |

*If the voice is familiar, whom did it sound like? _____

Threat Language:

- | | | |
|--------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read By Threat Maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well Spoken (Educated) |

Background Sounds:

- | | | |
|--|---|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Motor Vehicles | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Music | <input type="checkbox"/> Other* |

*Describe the sounds:

Remarks:

Date: _____

Name : _____

School: _____

Position: _____

Phone Number: _____

FIRES (WOODLAND AND STRUCTURAL)

In an emergency CALL 9-1-1

Emergency Procedures...

- 1. Call 9-1-1.**
- 2. Activate FIRE ALARM and begin orderly evacuation. Do not block access roads for emergency vehicles and fire hydrants.**
- 3. Notify as soon as possible:**
- 4. School Superintendent**
- 5. Risk Management Office**
- 6. Building Maintenance Office**
- 7. Follow directions of Fire Department on scene commander. He will determine the best procedures for your personnel to follow based on the situation and conditions.**

Reference Text...

All fires present a clear and present danger to your personnel and facility. Small, confined fires that can be quickly extinguished may not require evacuation. If the initial attempt to extinguish a fire is not successful, begin implementation of emergency procedures. Remember that in fires, most people die of smoke inhalation, not burns.

Wildfire in any nearby grasslands or woodlands can threaten school property in dry weather conditions. Local fire and forestry officials should be consulted regarding any threats of fire near your school. Firebreaks, prescribed burning, and other preventative measures can be implemented to reduce risk of wildfire. Consider discussion with adjacent property owners concerning wildfire risk to your school.

Emergency management officials will warn schools of impending dangers of fire. Protective measures should be implemented based on information received from emergency management. Call 9-1-1 if you feel emergency conditions exist or if you need immediate emergency assistance.