

CUBA INDEPENDENT SCHOOLS EMERGENCY PROCEDURES

All school employees should be familiar with this flipchart and its contents. This flipchart will be kept by the classroom doors & office for easy access when leaving the room in an emergency. A copy will be located in the superintendent's office. **It will be the responsibility of the principal to keep this guide updated annually or as needed.**

This flipchart should be taken for emergency evacuations along with your class roster

NOTIFY SUPERINTENDENT'S OFFICE (Ext. 100, 102, 110, 103, 106 or 612). They will then notify other buildings.

COLOR KEY

Accident/Injury	
Bomb Threat	
Bus Accident	
Emergency Evacuation	
Fire Procedures	
Hazardous Material Exposure	
Inclement Weather	
Lockdown Procedure	

ACCIDENT/INJURY

Procedure for accident/injury response:

- Assess the situation. Be sure the situation is safe for you to approach.
- A responsible adult should stay at the scene and give help until nurse or emergency services arrive.
- DO NOT give medications unless there has been prior approval by the parent or guardian, or a severe allergic reaction.
- DO NOT move a severely injured or ill student unless absolutely necessary for immediate safety.
- In the presence of a life-threatening emergency call 911. As soon as possible, the responsible school authority, usually the Principal, or designee, should then notify the parent of the emergency.
- Arrange for transportation of the injured student by Emergency Medical Services (EMS), if necessary. Give the parental consent for treatment form to EMS personnel, if parent cannot be reached, or unavailable.
- NOTIFY SUPERINTENDENT'S OFFICE**
- Fill out the incident or accident report regarding accident or injury.
- NOTIFY LAW ENFORCEMENT IF NECESSARY**

ACCIDENT/INJURY

BOMB THREAT

Bomb threats usually come over the telephone. If you receive a threat by phone, remain calm. Listen to the message given to you by the caller. Refer to the Bomb Threat Checklist below and begin to fill out the information. Notify the principal immediately. **The principal/designee will call 911.** The decision to evacuate the building or search the building is that of the principal or superintendent. **The principal/designee will announce over the intercom,**

“EMERGENCY EVACUATION, please turn off all cell phones and two – way radios.” Two-way radios and cellular phones may cause a detonation. Evacuation of students and staff will be according to the fire evacuation plan. DO NOT allow students to return to their lockers.

NOTIFY SUPERINTENDENT’S OFFICE. Once the Law Enforcement arrives on scene, they are in charge & will coordinate with school officials. Do not re-enter the building until the principal gives the all-clear signal.

BOMB THREAT CHECKLIST

Check List for Bomb Threat

1. Date: _____ and time: _____ of call
2. Exact language used: _____
3. Questions to ask:
 - When is the bomb going to explode? _____
 - Where is the bomb right now? _____
 - What kind of bomb is it? _____
 - What does it look like? _____
 - Why did you place the bomb? _____
 - Where are you calling from? _____
 - Description of caller’s voice:
 - __Male __Female __Adult __Child
 - Speech: __Slow __Rapid __Normal __Excited __Broken
 - Background noises _____

Name of person receiving the call _____

BOMB THREAT

Updated 9-22-15

BUS ACCIDENT

Should there be an accident on a school bus, the Principal will notify the **Superintendent** who will in turn call 911. The staff will be notified as details become available. The names of the students will be provided so that school personnel may notify applicable parents/guardians. **Law enforcement will require student & seating position information.**

Should injuries be involved, parents will be requested to go to the hospital. Someone from the school district will go to the hospital to keep you informed of the condition of the students.

If parents show up at the accident site, they will be allowed to take their children with them. Should an injury be suspected and persist after school hours, the parent will be advised to transport their child to the hospital.

For the students who are not injured, the bus will continue on its route as soon as the police allow the bus to move. If the bus cannot transport students, a spare bus will be dispatched to the accident.

BUS ACCIDENT

EMERGENCY EVACUATION

In the event that there is a need to evacuate the school, (i.e., chemical spill, disaster, bomb emergency, gas leak), the students will report to designated safe areas ie: High School Gym, Middle School Gym, etc. If an evacuation is necessary, these steps should be followed:

1. The principal or designee will announce that an “**Emergency Evacuation**” will take place & to follow the directions given for an orderly evacuation to the designated area.
2. Classes will be dismissed, and **teachers will be in charge of their students until all students are picked up.**
3. The school district will determine the designated area as the evacuation center and notify law enforcement.
 - Teachers will take their “Emergency Procedures Flipchart” & class roster with them during evacuation.
 - All students, staff and visitors must evacuate in an emergency. No one shall be left in the buildings.
 - Parents will be notified as soon as possible.
 - Parents/guardians arriving at the evacuation area will go directly to a reunification area.
 - Before leaving the reunification area, parents must first check out their student with his/her classroom teacher, and again at the reunification.
 - NOTIFY SUPERINTENDENT’S OFFICE**

An *Individualized Emergency Evacuation Plan* should be devised for all students with disabilities. The plan should identify where the student will be at any time and how the student is to be evacuated from each location. This may include special medical or transportation needs.

EMERGENCY EVACUATION

FIRE PROCEDURES

Take the following steps upon the discovery of a fire. The first concern is safety for you, students, and staff.

INTERNAL BUILDING FIRE:

- Principal will sound the alarm and evacuate students and staff a safe distance from the building
- Call 911
- Do not fight the fire if it will put you in danger
- NOTIFY SUPERINTENDENT'S OFFICE**
- Once away from the building, teachers should immediately take a roll call
- Do not return to the building until the all-clear signal is given
- If necessary, students may be reassigned to an area of the school not affected by the fire. Students should be accounted for, and if appropriate, a staff member can remain at or near the school to assist arriving parents.

o EXTERNAL BUILDING FIRE:

- Evaluate situation
- Evacuate if students or school building are in danger
- If smoke is blowing in the direction of the school, and not endangering lives, activate the Shelter-In-Place procedure (Keep students inside of classrooms, turn off ventilation systems, wait for word that it is safe before resuming any outside activity).

FIRE PROCEDURES

HAZARDOUS MATERIAL EXPOSURE

If a substance is spilled and no fumes or immediate threat is present, check with maintenance for the Material Safety Data Sheets book for safety measures needed for clean up. If there are fumes or an immediate threat to students or staff, the following action should be taken:

- If vapors, gases, or mists are being released, evacuate students from the immediate area as a precaution – **upwind of the affected area.**
- Notify principal and call 911.
- NOTIFY SUPERINTENDENT'S OFFICE**
- Emergency evacuation is necessary when spill is on the interior of building, follow the Emergency Evacuation plan in this flipchart.
- SHELTER IN PLACE** or **LOCKDOWN** is necessary if hazardous material is released on the exterior of building.
- Do not clean or touch any chemical spill.
- Render first aid. Use the shower to clean contaminated persons.

**HAZARDOUS MATERIAL
EXPOSURE**

INCLEMENT WEATHER

If bad weather occurs, the school will set in motion a plan to see that the location is safe for students and staff.

Snow:

1. In case of snow, school may be delayed or cancelled. The decision will be made by the superintendent and will be made known to parents and staff through the radio and TV stations.
2. If the school's sidewalk needs clearing, contact custodial staff.

High Winds/Lightening:

1. Be sure students are in the buildings and not outside.
2. Students should stay away from windows inside the classrooms.
3. Tornado alerts will be announced over the PA system by the principal.

Tornado Alerts:

1. Move students from portables to main building, if time allows.
2. Students and staff will assemble in their assigned hallways away from doors, drop to the floor, and protect their heads and neck by covering with their arms ("Drop and Cover" position).
3. Keep students **quiet** for communication and instruction purposes.
4. Avoid auditoriums, gymnasiums, and structures with large roof spans.

Assigned Areas For Tornado Alerts:

- Hallway outside classroom or interior room inside building
- Any student NOT in their classroom should assume the "drop and cover" position in the nearest hallway away from windows.

INCLIMATE WEATHER

LOCKDOWN PROCEDURE

IF THERE IS AN ACTIVE SHOOTER AND/OR WEAPON OR HOSTAGE SITUATION IN THE BUILDING IMMEDIATELY FOLLOW LOCK DOWN PROCEDURES BELOW:

- Inform the principal who will alert staff over intercom, “**LOCKDOWN**” and call 911.
- Teachers will lock the classrooms and close blinds. Move students away from windows and doors.
- Keep students calm and quiet.
- DO NOT open the doors until the principal gives the all-clear signal.
- Students and staff outdoors at the time of the **LOCKDOWN** will go to a designated evacuation area and drop and cover.
- NOTIFY SUPERINTENDENT’S OFFICE**
- HAVE THE EMERGENCY RESPONSE PLAN AVAILABLE FOR LAW ENFORCEMENT**

LOCKDOWN PROCEDURE

EMERGENCY TELEPHONE NUMBERS

CUBA MIDDLE SCHOOL CUBA INDEPENDENT SCHOOLS EMERGENCY TELEPHONE NUMBERS 575-289-3211, Ext. 300			
Person/Agency	Phone Number	Person/Agency	Phone Number
Superintendent: Tony Archuleta Principal: Lynn Vasquez	Ext. 100, 103, 106, 110, or 612 Ext. 302; Cell: 505-362-2876	District Bus Transportation: Larry Cebada	Ext. 507 Cell: 505-362-0439
Cuba Police Department Cuba Fire Department Ambulance Sandoval County Sheriff State Police	911 ; Non Emergency 575-289-9157 911 ; Non Emergency 575-289-3456 911 911 ; Non Emergency 800-862-4357 911 ; (575)289-2443 or (505)841-9256 - & choose option 7		
District Admin. Office:	Ext. 100	Poison Control Center	1-800-222-1222
Maintenance Dept: Arrison Martin	505-362-2875	Cuba Schools Wellness Center Cuba Health Center	Ext. 607 575-289-3291
Utilities: NM Gas Company Jemez Electric Cuba Water Dept.	888-664-2726; Local: 575-289-3005 575-289-3241 575-289-2020	Children Youth & Families (CYFD) American Red Cross	800-797-3260 575-622-4370

EMERGENCY TELEPHONE NUMBERS

CUBA HIGH SCHOOL CUBA INDEPENDENT SCHOOLS EMERGENCY TELEPHONE NUMBERS 575-289-3211, Ext. 200			
Person/Agency	Phone Number	Person/Agency	Phone Number
Superintendent: Tony Archuleta Principal: Arsenio Jacquez	Ext. 100, 103, 106, 110, or 612 Ext 202; Cell: 505-328-0048	District Bus Transportation: Larry Cebada	Ext. 507 Cell: 505-362-0439
Cuba Police Department Cuba Fire Department Ambulance Sandoval County Sheriff State Police	911 ; Non Emergency 575-289-9157 911 ; Non Emergency 575-289-3456 911 911 ; Non Emergency 800-862-4357 911 ; (575)289-2443 or (505)841-9256 - & choose option 7		
District Admin. Office:	Ext. 100	Poison Control Center	1-800-222-1222
Maintenance Department: Arrison Martin	505-362-2875	Cuba Schools Wellness Center Cuba Health Center	Ext. 607 575-289-3291
Utilities: NM Gas Company Jemez Electric Cuba Water Dept.	888-664-2726; Local: 575-289-3005 575-289-3241 575-289-2020	Children Youth & Families (CYFD) American Red Cross	800-797-3260 575-622-4370

EMERGENCY TELEPHONE NUMBERS

CUBA ELEMENTARY SCHOOL
CUBA INDEPENDENT SCHOOLS EMERGENCY TELEPHONE NUMBERS
575-289-3211, Ext. 400

Person/Agency	Phone Number	Person/Agency	Phone Number
Superintendent: Tony Archuleta Principal: Shirley Hurford	Ext. 100, 103, 106, 110, or 612 Ext. 403	District Bus Transportation: Larry Cebada	Ext. 507 Cell: 505-362-0439
Cuba Police Department Cuba Fire Department Ambulance Sandoval County Sheriff State Police	911 ; Non Emergency 575-289-9157 911 ; Non Emergency 575-289-3456 911 ; Non Emergency 575-289-3291 911 ; Non Emergency 800-862-4357 or 505-867-7526 911 ; (575)289-2443 or (505)841-9256 - & choose option 7		
District Admin. Office:	Ext. 100	Poison Control Center	1-800-222-1222
Maintenance Department: Arrison Martin	505-362-2875	Cuba Schools Wellness Center Cuba Health Center	Ext. 607 or 575-289-2082 575-289-3291
Utilities: NM Gas Company Jemez Electric Cuba Water Dept.	888-664-2726; Local: 575-289-3005 575-289-3241 575-289-2020	Children Youth & Families (CYFD) American Red Cross	800-797-3260 575-622-4370