

## FIRST RESPONSE ACTION GUIDE

The information contained in this spreadsheet is provided as a first response action guide for employees to take in defined situations. In all cases, the primary contact person to learn additional information is the building principal.

Event	Immediate Action
Student excessive disruptive behavior/threats.	Contact school administrator or, if immediate safety is of concern, dial 911.
Adult excessive disruptive behavior/threats.	Contact school administrator or, if immediate safety is of concern, dial 911.
Trespass or intruder.	Identify yourself as a school district official, politely ask the individual to report to the office, contact the office to inform location and/or the direction the intruder is taking.
Rumors of dangerous or concealed weapons.	Immediately notify building administrator regarding all rumors of dangerous or concealed weapons.
Student not in your classroom observed bearing weapons.	Get your students quietly to your own classroom and lock down that class. Call 911 and school office as soon as is practicable.
Suspicion of substance abuse and/or possession.	Immediately notify building administrator regarding such suspicion.
Assault causing physical injury.	Call 911 and notify school administration immediately.
Receiving a bomb threat.	In receiving the threat, attempt to learn the predicted time of the threatened explosion, location, device kind and description, and reason. Notify building administration immediately or, if time is insufficient, dial 911. Complete bomb threat report located in the office.
Earthquake.	Get under desks or tables, face away from windows or move to inside walls. Students should remain in duck and cover positions until an all clear is sounded. At that time, move to predesignated areas with attendance records consistent with the building emergency plan.
Volcanic ash.	All outside activities are cancelled. If there is any doubt about ash fall out, students are to remain inside until properly dismissed. Be attentive to students with respiratory problems and call for masks if necessary. Call 911 for emergency assistance.
Fire.	Pull the nearest fire alarm. Employ building exit procedures to safe designated areas. Be sure to close all doors behind exiting students.
Community chemical or dangerous materials spill.	Ensure that all students remain inside until properly dismissed. Be attentive to students with respiratory problems. Contact the school office or, if necessary, call 911.
The building is under lock-down mode.	Ensure that your students are in your classroom or designated area and do not leave that area until properly dismissed. Make sure all doors have been locked and windows covered.
Indoor air quality and environment concerns exist.	Notify the building administration immediately and direct them to the source of the concern if you are aware of that source.
Student seizure or other medical emergency.	Contact 911 and the school administrator.