

## A. EVACUATION CHECKLIST

### 1. Evacuation

- Incident Commander (IC) issues evacuation order.
- IC determines if students and staff should be evacuated outside of building or to one of the predetermined relocation centers. IC contacts District Crisis Line and informs him/her that the evacuation is taking place.
- Direct students and staff to follow evacuation procedures and route. Follow alternate route if normal route is too dangerous.
- Institute Special Needs portion of Crisis Plan and assist disabled and non-English speaking students and staff during the evacuation process.

### 2. Teachers:

- Direct students to follow normal evacuation procedures unless IC class for use of alternate route.
- Take classroom roster and crisis kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal or IC immediately of missing student(s).
- If students are evacuated, stay with class unless relieved. Assume responsibility of class when you arrive at the relocation center.

### 3. Relocation Centers

List primary and secondary temporary student relocation centers:

Primary Temporary Relocation Center

Secondary Temporary Relocation Center

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Address/Phone No.:

Address/Phone No.:

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## **B. SECURED PERIMETER/LOCKDOWN/SHELTER-IN-PLACE**

A secured perimeter may be issued in situations involving a police situation in close proximity to the campus, but not directly on campus.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Lock all doors.
- Put sign on office door.
- No transitions between rooms/buildings.
- No one enters or leaves.

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Put sign on office door, if possible.
- Lock classroom doors.
- Turn off lights, unless there are no windows. Put something under the door to keep the light in.
- Cover windows of classrooms, if possible.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Remain quiet.
- Allow no one outside of classrooms until the IC gives the all-clear signal.

**In both situations, the school office will call the classroom phone to confirm the location(s) of all students.**

## **D. STAFF RESPONSIBILITIES**

### **Incident Commander or designee:**

- Verify/Document type of emergency and location.
- Identify Command Post.
- Call 9-911 (if necessary).
- Secure area and prevent unnecessary traffic near scene
- Assemble site Crisis Team (if necessary) and conduct briefing.
- Notify District Crisis Line.
- Notify staff.
- Evacuate students and staff, if necessary.
- Refer media to district spokesperson (or designee).
- Implement post-crisis procedures.

### **Teachers:**

- Verify information.
- Keep students inside classroom until situation is complete and the all clear is given.
- Account for all students.
- Stay with students during an evacuation. Take class roster and crisis kit.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of everything you witness pertaining to the event.

<b>E. EMERGENCY PHONE NUMBERS</b>	
<b>EMERGENCY</b>	<b>9-911</b>
<b>District Crisis Line</b>	<b>(602) 995-2358</b>
After-Hours Emergency (Pages WESD Security)	(602) 347-4848
Phoenix Police – Crime Stop	(602) 262-6151
Phoenix Fire – Non-emergency	(602) 495-5555
Glendale Police – Non-emergency	(623) 930-3000
Glendale Fire – Non-emergency	(623) 930-3400
Child Protective Services	1-888-767-2445
Maricopa County Emergency Management	(602) 273-1411
American Red Cross	(602) 336-6660
Drug Information – Banner Poison Control Center	1-(800)-222-1222
<b>EMPACT – County-wide Crisis Services</b> <i>EMPACT provides prevention, counseling, crisis/trauma, training services, and referral and intake for Value Options mental health services. Crisis services include: 24-hour Suicide/Crisis Hotline, 24-hour Sexual Assault Hotline &amp; Crisis Advocacy Services, Behavioral Management Services, and Critical Incident Stress Management Services.</i>	(480) 784-1500
Community Information & Referral (Support Services)	2-1-1
APS – Electrical outage	(602) 371-7171
APS – Emergencies (e.g. line break)	(602) 258-5483
Southwest Gas	(602) 271-4277
Salt River Project – Electrical	(602) 236-8888
Salt River Project – Irrigation/flooding	(602) 236-3333
City of Phoenix Water – Monday –Friday After 5 p.m., weekends, holidays	(602) 262-6251 (602) 261-8000
City of Glendale Water	(623) 930-2700