

SPOKANE PUBLIC SCHOOLS EMERGENCY GUIDELINES

Life-Threatening Emergencies: 911
All Emergencies/SPS Security
509.354.5934

POTENTIAL SITUATIONS

Dangerous Person/Intruder

- Dial 911; then contact SPS Security.
- Do not approach the person. Remove yourself from danger.
- Lock and barricade room door. Turn off lights and equipment.
- Remain in secured area until 'all clear' has been given by law enforcement.
- Do not confront suspicious persons, or block their exit. Call SPS Security.

Medical Emergency

- Dial 911. Remain calm.
- Do not move the injured person unless it is absolutely necessary; reassure that help is on the way.
- If you are certified in First Aid, provide care.
- Follow all instructions of public safety responders and SPS Security.
- Notify site manager/Principal.

Fire

- If the alarm sounds, remain calm and IMMEDIATELY evacuate the building by the nearest safe exit.
- If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at a pull station on your way out.
- Dial 911; then contact SPS Security.

Threats of Harm

- Threats of harm include threats toward others and/or threats of self-harm.
- For credible imminent threats, take appropriate response action immediately. Dial 911; then contact SPS Security.
- Provide all details you can. For threats by telephone, complete a bomb threat incident form as soon as possible.
- Follow instructions of public safety responders and SPS Security.

Suspicious Item – out-of-place/unattended item

- Do not touch it. Immediately leave area; warn others of the possible danger.
- Do not use a cell phone near the area.
- Notify site manager/Principal.
- Contact SPS Security; provide all details you can.
- Follow instructions of public safety responders and SPS Security.

Hazardous Spill

- Immediately leave spill area; go to or stay in a safe location. Remain calm.
- Notify site manager/Principal.
- Dial 911; then contact SPS Security. Provide as much information as possible.
- Follow instructions of first responders and SPS Security. Be prepared to Shelter in Place.

Power Outage

- Remain calm; if in dark, carefully move to a lighted area.
- Notify site manager/Principal.
- Contact SPS Security.
- Do NOT light candles.

RESPONSE ACTIONS – IF SAFE TO DO SO

Building Evacuation – *May be ordered in specific circumstances via building fire alarm or other communication*

- Leave area IMMEDIATELY. Close doors; do not lock.
- Do not use elevators. Assist disabled persons. Go to assigned meeting area.
- Notify Fire Department and SPS Security if you believe people may be inside.
- DO NOT RETURN TO BUILDING unless instructed by public safety responders or SPS Security.

Full Lockdown – *May be ordered in specific circumstances via building lockdown alarm or other communication*

- Dial 911; then contact SPS Security. Remain calm.
- Lock doors; close and lock windows; shut blinds. If your building has an automatic lockdown pull station, activate it.
- Inform others in immediate area of lockdown; assist others as possible.
- Use all available items including desks, tables, and chairs to barricade doors.
- Stay low on the floor away from windows, doors; hide under desks if possible.
- Turn off all lights. Turn off devices that emit sound; silence cell phones.
- Do not leave the area unless you are in imminent danger or told to do so by public safety responders or SPS Security.

Modified Lockdown – *May be ordered in specific circumstances via building lockdown alarm or other communication*

- Dial 911; then contact SPS Security. Remain calm.
- Lock doors; close and lock windows; shut blinds. If your building has an automatic lockdown pull station, activate it.
- Inform others in immediate area of lockdown; assist others as possible.
- In the case of a Modified Lockdown, exterior doors are secured and normal activities are allowed within a building ONLY. Follow instructions of public safety responders and SPS Security.

Shelter in Place – *May be ordered by public safety responders or SPS Security if buildings or areas around buildings become unstable; or the outdoors become dangerous.*

- If you are indoors; stay where you are.
- If you are outdoors, proceed quickly to the closest building or follow instructions from emergency personnel.
- Inside buildings: seek interior room, above ground level, without windows or with few windows;
- Close and lock all windows and close exterior doors; turn off air conditioners, heaters, fans; cover or close vents if able.
- Stay inside until you are told it is safe to come out by public safety responders or SPS Security.

Site Managers/Principals: refer to your Emergency, Disaster, & Crisis Response Plan (the "Red Book") for detailed response actions.



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