

Emergency Quick Guide



School Safety
Center

Shelter in Place

Hazard/Threat: Outside the building (Severe weather, chemical accident, hazardous airborne materials, etc.)

Alert: Announcement through designated school messaging system.

Immediate Action: Stay indoors, be situationally aware of activities occurring in your area.

Remain calm: Begin accountability, tend to needs of students, get “go kit” and follow building hazard/threat-specific response procedures.

Class continuance determined on a case-by-case basis.

All Clear: Announcement through designated school messaging system.

Reverse Evacuation

Hazard/Threat: Outside the building (Severe weather, criminal activity, or dangerous animals nearby)

Alert: Announcement through designated school messaging system.

Immediate Action: Rapid reentry into the building. Secure exterior of the building. Be situationally aware of activities occurring in your area.

Remain calm: Begin accountability, tend to needs of students, get “go kit” and follow building hazard/threat-specific response procedures.

Classes often remain in session but teachers/staff would need to remain vigilant for potentially changing circumstances.

All Clear: Announcement through designated school messaging system.

Evacuation

Hazard/Threat: Inside the building (Dangerous building conditions, fire, etc.)

Alert: Fire alarm or announcement through designated school messaging system.

Immediate Action: Part or all the occupants must move from one location to another.

Remain calm: Begin accountability, tend to needs of students, get “go kit” and follow building hazard/threat-specific response procedures.

Classes would cease for those evacuating.

All Clear: Announcement through designated school messaging system.

Lockdown

Hazard/Threat: Inside the building (Possible or known immediate threat to life, active aggressor, or nearby civil disturbance)

Alert: Announcement through designated school messaging system. Include details of hazard/threat and lockdown level/type.

Immediate Action: All interior doors closed and locked, if situation requires, implement building-specific active aggressor responses.

Remain calm: Begin accountability, tend to needs of students, get “go kit” and follow building hazard/threat-specific response procedures.

Classes would cease.

All Clear: Announcement through designated school messaging system.

Room Information

Address of Building:

Your room # and hallway:

Phone # and extension:

Location of (class) emergency info/go-kit:

Post-incident Count:

of staff: # of students:

of extras in the room:

unaccounted for:

Info last updated:

Access & Functional Needs

Consider the following:

- ☒ How to alert to and communicate about an emergency
- ☒ Evacuation challenges
- ☒ Physical and behavioral assistance needed
- ☒ Assistive devices and/or medications

Who to call/notify for additional help:

Info last updated:

Contacts

If experiencing a life-threatening emergency:

Info last updated:



Department of
Public Safety

School Safety
Center

ohioschoolsafetycenter.ohio.gov

Remain Calm

- Breathe in slowly for a count of 5. Breathe out slowly for a count of 5.
- If appropriate, do some stretches, color, or draw.

AED

AED Procedures:

- Send someone to get an AED if one is available.
- When AED arrives turn it on, and follow the voice prompts.

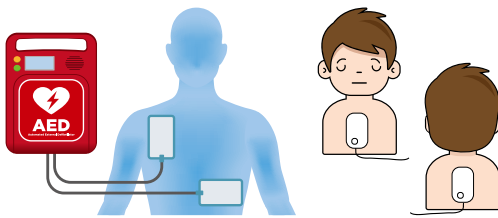
AED Pad Placement:

Adult/Child: Place pads according to pictures

- One pad will go on the patient's right chest (opposite of their heart).
- One pad will go on their lower left chest (rib cage).

Infant: Place pads according to pictures

- If infant pads are available the AED will prompt you to utilize them.
- If infant pads are unavailable, one pad will go on the infant's chest and the other pad will go on the infant's back.



GET HELP



ASSESS BREATHING
(FOR NO MORE THAN
10 SECONDS)



BEGIN CPR
(30 COMPRESSIONS
TO 2 BREATHS)



REASSESS BREATHING EVERY
5 CYCLES AND CONTINUE
UNTIL HELP ARRIVES

Breathing

Breathing:

- Place in recovery position.
- Monitor breathing.

Not Breathing:

- Start CPR.

CPR

Start CPR:

- 30 compressions to 2 breaths.
- Maintain a rate of 100-120 compressions per minute.
- Reassess patient after every 5 cycles and continue until help arrives or the patient begins breathing normally.

Depth of compressions:

- Adult & Child:** 2 inches.
- Infant:** 1.5 inches using 2 fingers.
- 1/3 depth of chest.

Bleeding

If body part is amputated (severed) or bleeding profusely **AND YOU ARE TRAINED**, follow "Stop The Bleed" below. If not trained, address bleeding by applying pressure utilizing gauze or any other clean material that is available; never remove material from the wound, simply apply more and continue to apply pressure.

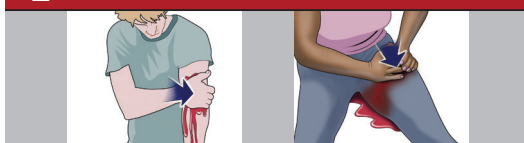


SAVE A LIFE

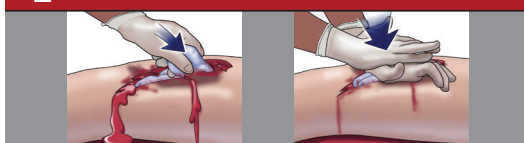


STOPTHEBLEED.ORG

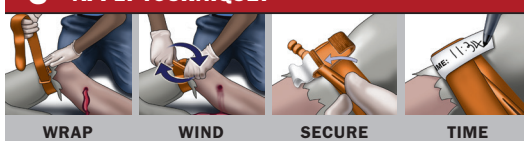
1 APPLY PRESSURE WITH HANDS



2 APPLY DRESSING AND PRESS



3 APPLY TOURNIQUET



WRAP

WIND

SECURE

TIME

CALL 911

Seizures

Do:

- Check for medical bracelet.
- Stay with the person and time the seizure. Stay calm.
- Keep the person safe. Move harmful objects.
- Move to recovery position (laying on left side) if not awake or aware.
- Stay with them until they are awake and alert.

Do NOT:

- Put anything in their mouth.
- Restrain.

Call 911:

- When directed by seizure plan.
- When seizure lasts longer than 5 minutes.
- Repeated seizures.
- Difficulty breathing.
- Occurs in water.
- Person is injured, pregnant, or sick.
- Person does not return to "normal".
- First time seizure.

Burns

- Stop** the burn - Remove the person from the source of burning.
- Cool** the burn - Hold under cool (not cold) running water or submerge for 10-15 minutes.
- Do not apply ice.**
- Cover** the burn - Cover burn with non-adhesive, sterile bandage or clean cloth.
- If chemical exposure or release, ventilate room or evacuate the area.

Shock

- Lay down** - Help person lie down on back.
- Elevate** - Elevate feet about 12 in. If this causes pain, keep flat on back.
- Check** - Check for changes in breathing, coughing, or movement.
- Call 911**
- Comfort** - Keep the person warm and comfortable until help arrives.