

EMERGENCY

Procedures Guide

University Laboratory School

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Introduction

The **EMERGENCY PROCEDURES GUIDE** for the University Laboratory School is disseminated to assist all staff, faculty, and students in their ability to respond to different types of emergencies.

This guide is specific to the University Laboratory School. For emergency procedures for the broader Mānoa campus, refer to the Mānoa Campus Emergency Management Program Web page at <http://manoa.hawaii.edu/emergency/management/>.

This guide should be kept within easy reach in your office or classroom, where it will be immediately available during an emergency.

Please familiarize yourself with the contents of this guide. In the event you are faced with an emergency, it will serve as a quick reference for effective action.

If there are any questions or comments regarding this guide, please contact the school office at **956-7833**.

Emergency Numbers

FIRE, AMBULANCE, POLICE	911
UH CAMPUS SECURITY	956-6911
EMERGENCY	
Disaster Service Civil Defense (State)	733-4300
Department of Emergency Management (O‘ahu)	723-8960
HAZARDOUS MATERIALS/POISON	
Hazardous Materials Leak or Spill	586-4249
Hawaii Hazard Emergency Response (7:45 a.m. to 4:30 p.m.)	586-4249
(4:30 p.m. to 7:45 a.m.)	247-2191
Honolulu Fire Department-HAZMAT	911
Poison Center (National Hotline)	1-800-222-1222
DISASTER ASSISTANCE	
American Red Cross	734-2101

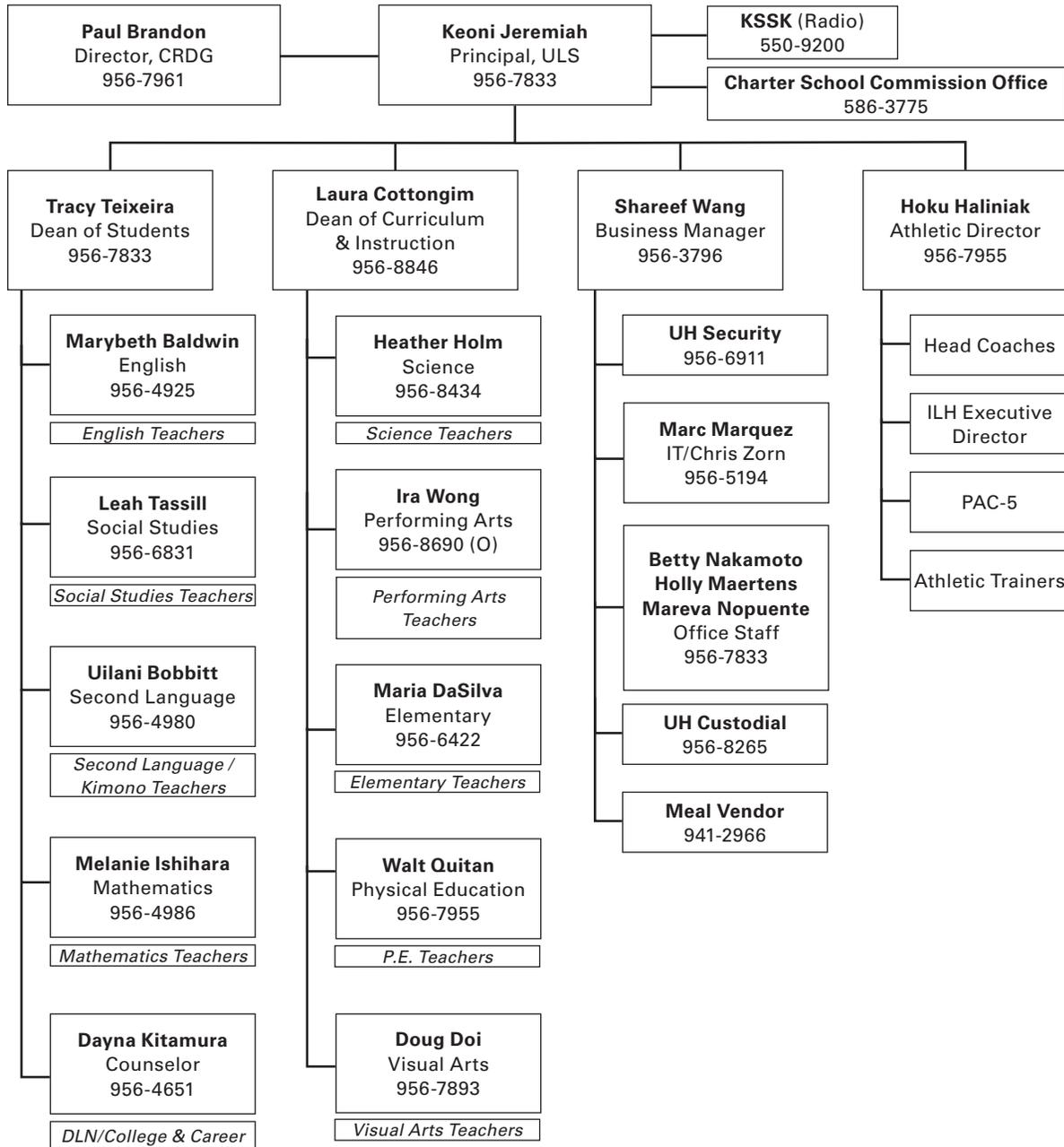
CAMPUS EMERGENCY CALL BOXES

There are two (2) blue light emergency call boxes (red phone box mounted on a post topped with a blue light) on campus. They are located

- outside of the Multi Purpose Building (MPB), and
- outside Everly Hall near the parking lot.

The call box connects directly to the Campus Security dispatcher. These emergency call boxes are activated by picking up the handset. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

Emergency Phone Tree



Building Contacts

Contact	Phone	Contact	Phone
Everly Hall		Portable 1	
Dean's Office	x67703	ULS Athletics Office	x67955
Wist Annex I		Portable 2	
CRDG IT	x65194	Classroom	x64966
UHS Building 3		Portable 3A	
ULS School Office	x67833 x67844	Classroom	x64638
Multi-Purpose Building (MPB)		Portable 3B	
ULS Band Room	x68690	Classroom	x67906
ULS Yearbook Room	x64955		
Castle Memorial Hall			
CRDG Director's Office	x67961		
ULS Art	x67893		
ULS Elementary	x66422		
UH Children Center	x67963		
Castle Memorial Annex			
MaPS	x64969		
Locker Rooms			
ULS PE	x63462		

DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES AS RADIO FREQUENCIES MAY SET OFF BOMBS

If a decision is made to evacuate the school, a written or verbal message will be sent to all school personnel. When this occurs, the following steps should be taken:

IMMEDIATE RESPONSE TO THREATS

THREAT BY TELEPHONE

The person receiving the call should use the bomb threat checklist located near your phone. Immediately notify the high school office at **956-7833** and call Campus Security at **956-6911**, giving your name, location, and telephone number. Inform them of the situation and provide all the information you have received.

SUSPICIOUS OBJECT

If you spot a suspicious object, package or device, do not handle the item. Evacuate the immediate area. Then, notify the administration at **956-7833** and call Campus Security at **956-6911**, giving your name, location, and telephone number. Inform them of the situation and provide all the information you have received.

- Make visual checks of your classroom and report suspicious objects to the administration.
- Leave the doors and windows open.
- Take your valuables with you when evacuating.
- If instructed by an administrator to evacuate, teachers should evacuate the building according to the evacuation procedure.
 - a. Maintain order and silence during the entire evacuation.
 - b. Account for all the students and report any missing student(s) to the administration.
 - c. Do not re-enter the building(s) until declared safe by fire or police personnel.

Weapons

If you become aware that a weapon has been brought to school, the following steps should be taken:

- Notify the high school office at **956-7833**.
- Tell an administrator who the suspected person is, where the weapon is located, if anyone has been threatened, and any other details.
- If you suspect that there is a weapon in your classroom, do not leave the classroom. Send someone to notify the high school office.
- If suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up.
- **REMAIN CALM.**

Hazardous Materials

If you become aware of a hazardous material leak/spill in the school, the following steps should be taken:

- Notify the high school office at **956-7833**.
- Isolate the area of leak/spill. **DO NOT ATTEMPT TO CLEAN.**
- When officials arrive, follow their instructions.

If the incident occurs near school, fire or police officials will notify the administration and personnel should follow fire official's instructions.

In the event that fire or smoke is detected, the following steps should be taken:

- After confirming the fire, pull the “**FIRE ALARM,**” and evacuate students in an orderly manner maintaining silence throughout the entire evacuation. Teachers need to supervise their students at all times.
 - Students may take their medication but should leave bulky items behind.
 - Turn off lights and close doors and windows if time permits.
 - Bring your attendance book with you.
- Account for all students and report any missing students to an administrator who will check the evacuation sites before the all clear sign is given.
- Do not re-enter building(s) until it is declared safe by fire or police personnel.
- During an emergency evacuation, teachers are in charge of their classes and may use their discretion to change, divert, or ignore designated routes to ensure the safety of their students.

Assault/Fights

If an assault or fight occurs in school, take the following steps:

- Call campus security at **956-6911** or the high school office at **956-7833** for assistance and remain until assistance arrives.
- Do not step between combatants.
- Command the students to stop by using loud distractions such as calling aloud their names, using a whistle, and so on.
- Defuse situation if possible.
- Attend to the victim(s) and give medical attention if necessary.
- Tell the audience to disperse.
- Assist the administrator by identifying and documenting students, witnesses, weapons, and so on.
- File a report of the incident with the school administration.

Intruder

If you become aware of an unauthorized or unknown person on school property, the following steps should be taken:

- Notify the high school office at **956-7833**.

Ask another staff member to accompany you before approaching the intruder.

- Be polite and greet the intruder, identify yourself, and offer assistance.
- Inform the intruder that all visitors must register at the main office. If you are alone and the intruder is agitated, seek assistance.

Hostage

If you become aware that someone has been taken hostage, the following steps should be taken:

- Notify the high school office at **956-7833** if possible.
- Seal off the area near hostage scene.
If you are taken hostage, follow these guidelines:
- Follow the instructions of hostage taker.
- Remain calm and calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission and do not argue.
- Be cooperative and keep in mind the safety of your students and yourself.

Suicide Attempt

If a suicide attempt occurs in school, the following steps should be taken:

- **DO NOT LEAVE THE SUICIDAL PERSON ALONE.**
- Call 911 if a weapon is present or if medical attention or restraint are needed.
- If possible, calm the suicidal person.
- Notify the high school office at **956-7833**.
- **REMAIN CALM**

Campus Disturbance/Riot

If a campus disturbance or riot occurs, the following steps should be taken:

- Contact the high school office at **956-7833**.
- Urge persons to calm down and to leave the area.
- Stay away from and do not confront any of the demonstrators.
- Check for injuries and give medical attention if necessary.

Teachers within classrooms should take the following steps:

- Keep students calm.
- Lock classroom doors but admit students in need of refuge.
- Do not allow students outside of the classroom until you receive an all-clear signal from the administration. Follow the **LOCK-DOWN** procedure if instructed to do so.

Serious Injury

In the event of a serious injury, a teacher or staff member should take the following steps:

DO NOT MOVE A SERIOUSLY INJURED PERSON.

- Immediately call for help, if needed (see below).

Call **911** for medical assistance, **956-6911** for Campus Security.

Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, and so on. Campus Security officers are trained in emergency first aid and CPR; they will also contact and direct medical personnel to the scene.

- Administer first aid and/or initiate CPR if you have been trained.
- Isolate the victim and provide comfort.
- Stay with the victim until medical personnel arrives.
- Contact the high school office at **956-7833** and explain and provide a written report of the incident.

Evacuation

EVACUATION DURING CLASS PERIODS

The administration will be responsible for issuing an evacuation order. In the event that an evacuation order is issued, follow these procedures:

Direct students to evacuate according to routes indicated on evacuation maps. Follow a pre-arranged alternate route if necessary.

- Instruct students to remain quiet and leave single file in exiting to evacuation area.
- Close classroom doors and windows, and turn off lights.
- Bring your attendance book with you. Account for all students and report any missing students to an administrator who will check the evacuation sites before the all clear sign is given.
- Remain with your class at all times.

EVACUATION DURING NON-CLASS PERIODS (DURING BREAK, LUNCH AND AFTER SCHOOL)

If students are not in class when an evacuation order is issued, the following steps should be taken:

- All Students at Castle Memorial Hall, athletic locker rooms, basketball court, lower athletic field, portables, and Building 1 classrooms will be escorted by staff members to the upper field on **METCALF STREET EVACUATION AREA.**
- Students in UHS Building 3, MPB, and surrounding areas will be escorted by staff members to the corner of University and Dole streets.
- Teachers with classes will follow respective **FIRE DRILL** procedure designated for your building. Once buildings are cleared, the following procedures must be followed:
 1. Group students by grade level.
 2. Wait for administrator or designee to check roll.
 3. Remain in area until given signal to return.

Shelter-In-Place

Shelter-in-place procedures are used in case of a natural disaster and will be initiated by an administrator. The designated shelter-in-place location on campus is the Multi-Purpose Building (MPB).

The teacher or staff member is responsible for the following:

1. Direct students and visitors to the MPB or other designated safe area.
2. Account for all students arriving at the MPB or designated safe area.
3. Ensure all persons remain in safe areas until “all clear” is given by an administrator or emergency responders.

Lock-Down

Lock-down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus.

An administrator will initiate a lock-down by announcing a warning by air horn or other warning device.

When a lock-down is issued, follow these steps:

- Direct all students and visitors into rooms or enclosed buildings. Ensure all persons are inside.
- Account for everyone in the classroom.
- Lock classroom and external doors.
- Secure classroom windows.
- Move all persons away from windows and doors. In rooms that are open or viewable by an intruder, students must sit on the floor away from doors and windows.

Do not allow anyone outside of classrooms until the “all-clear” signal is given. An administrator or a designated messenger will do room-to-room contacts.

Crime In Progress

If you become aware of a crime in progress, the following steps should be taken:

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- Do, if safe, get a good description of the criminal. Note height, weight, sex, color, age, clothing, method, and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics.
- Use the closest **EMERGENCY CALL BOX** to get help, or call **956-6911** for Campus Security. Advise them of your situation, provide your name and location, then remain where you are until contacted by a security officer.

IF YOU OR A STUDENT IS INVOLVED IN A HIJACKING, YOU SHOULD DO THE FOLLOWING:

- Do not resist—do as the person says.
- Give up the money immediately.
- Wait until the person departs before contacting Campus Security and a school administrator.
- Attempt to get a good description of the person and direction of
- Ask any witnesses to remain for the arrival of Campus Security or HPD.
- Following the incident, notify the high school office at **956-7833** and provide a written report.

Natural Disasters

With the exception of an earthquake, most natural disasters will give us an ample warning and time to initiate emergency procedures.

The key to disaster action lies in being prepared. Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with statewide notification by sirens. When you hear the warning sirens, immediately go to a place where you can hear a radio.

- When you hear a siren, tune your radio to any station. Listen to emergency information and instructions broadcast by Civil Defense—**TAKE NECESSARY ACTIONS.**
- The radio stations will also broadcast information about the status of state functions—if they are open, closed, who should or should not report to work.
- **DO NOT USE YOUR TELEPHONE EXCEPT IN AN EMERGENCY.**

If a natural disaster occurs during school hours, teachers should take the following steps:

EARTHQUAKES

- If you are **INDOORS**, get under desks, tables, supported doorways, and interior hallways. Stay clear of exterior walls and falling objects. Do not evacuate buildings unless exits and egress paths are safe.
- If you are **OUTDOORS**, stay in the open away from objects that may fall and protect your head. Beware of fire, downed power lines, aftershocks, and broken water mains.

Note: A strong earthquake anywhere in the Pacific may cause a tsunami.

HURRICANE

1. A **WATCH** means a storm is expected within 36 hours. **GET READY.**
2. A **WARNING** means, a storm is expected within 24 hours. At this point, the civil defense sirens will sound. Listen to your radio for emergency information and instructions.

TSUNAMI

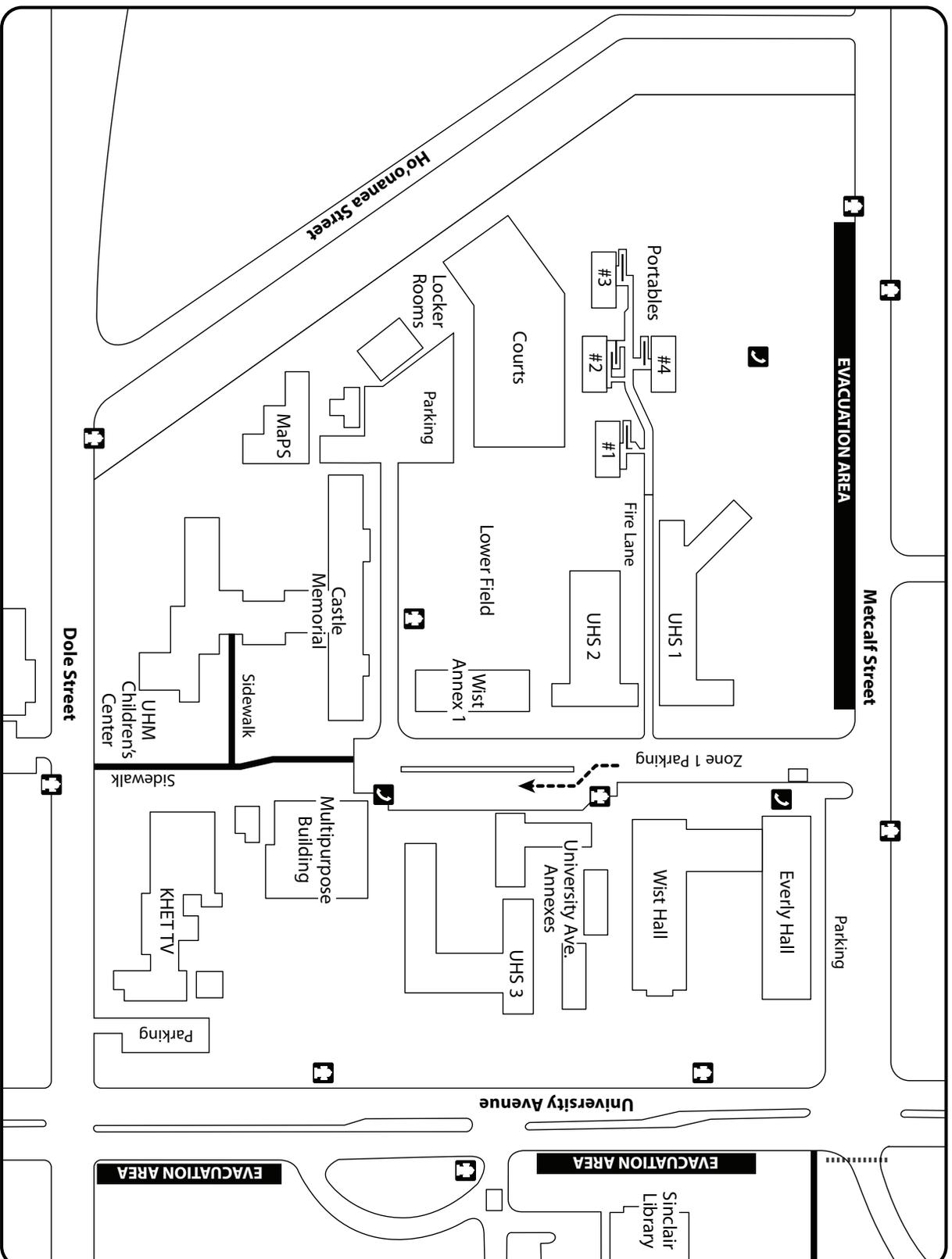
1. A **WATCH** means a tsunami is possible. **GET READY.**
2. A **WARNING** means a tsunami is at least two hours travel time to the area. Civil defense sirens will sound. Stay away from shorelines.

EMERGENCY ALERT SYSTEM

The State Civil Defense Agency primarily uses the following radio stations to provide emergency alert information to the island of O’ahu:

KSSK-590 AM, 92.3 FM AND KRTR 96.3 FM

Campus Evacuation Maps



Building Evacuation Maps

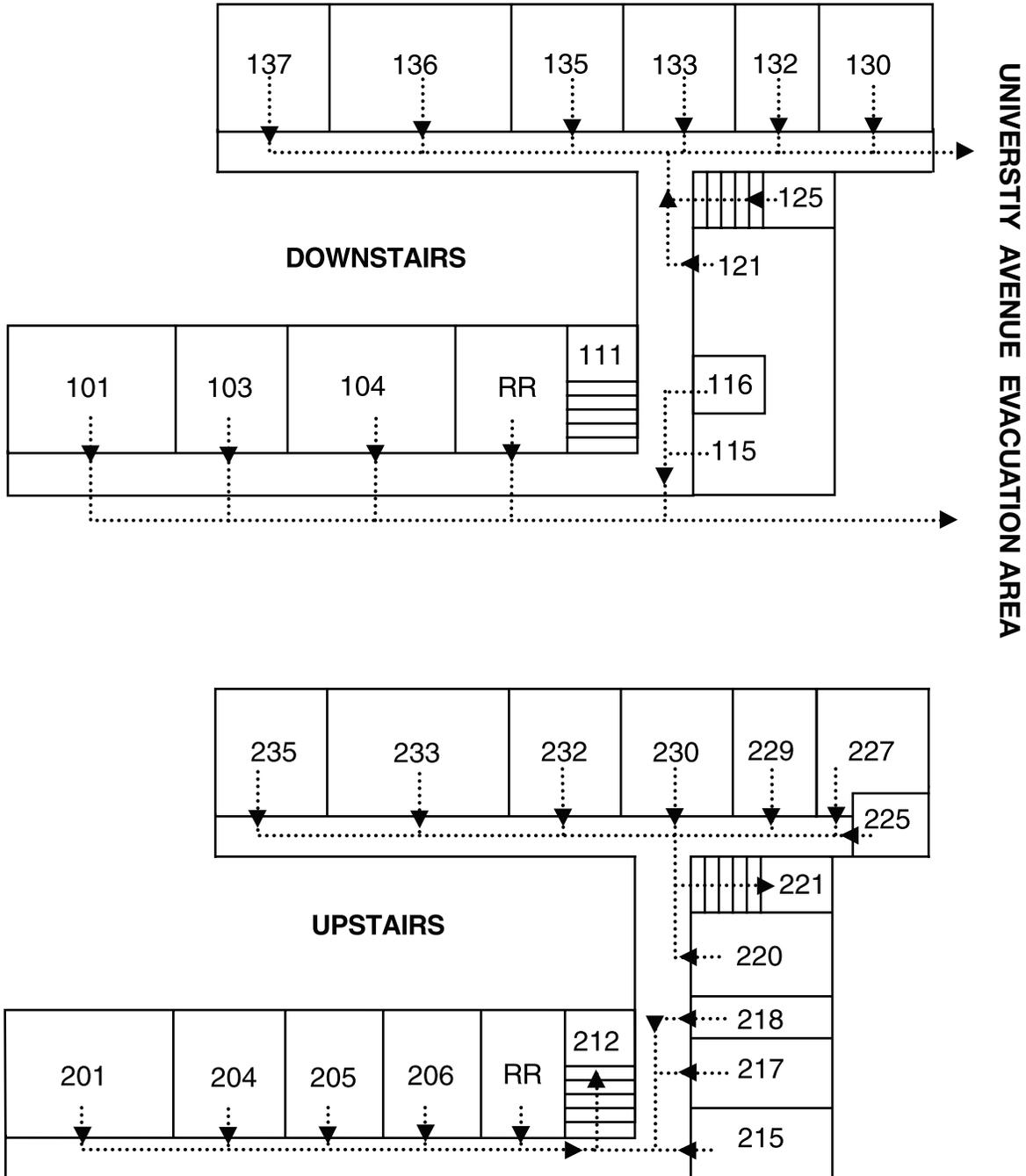
UNIVERSITY HIGH SCHOOL BUILDING #3 FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do NOT allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s).
LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
4. All persons upstairs in UHS #3 rooms 201, 204, 205, 206, 212, 215, 217, and 218 will use the stairs on the makai side and go directly to the lawn, opposite the MPB.
5. All persons upstairs in UHS #3 rooms 235, 233, 232, 230, 229, 227, 225, 221 and 220 will use the stairs on the mauka side and go directly to the lawn facing **UNIVERSITY AVENUE**.
6. All persons on the first floor of UHS #3 rooms 137, 136, 135, 133, 132, 130, 125 and 121 will go directly to the lawn facing **UNIVERSITY AVENUE**.
7. All Persons on the first floor of UHS #3 rooms 101, 103, 104, 111, 115 and 116 will go directly to the lawn opposite the MPB.
8. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.**
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal form is filled out. Please keep talking to a minimum.
10. An administrator will check the rooms in the building.

UNIVERSITY HIGH SCHOOL BUILDING #3 FIRE DRILL PROCEDURE

Building Evacuation Maps



Building Evacuation Maps

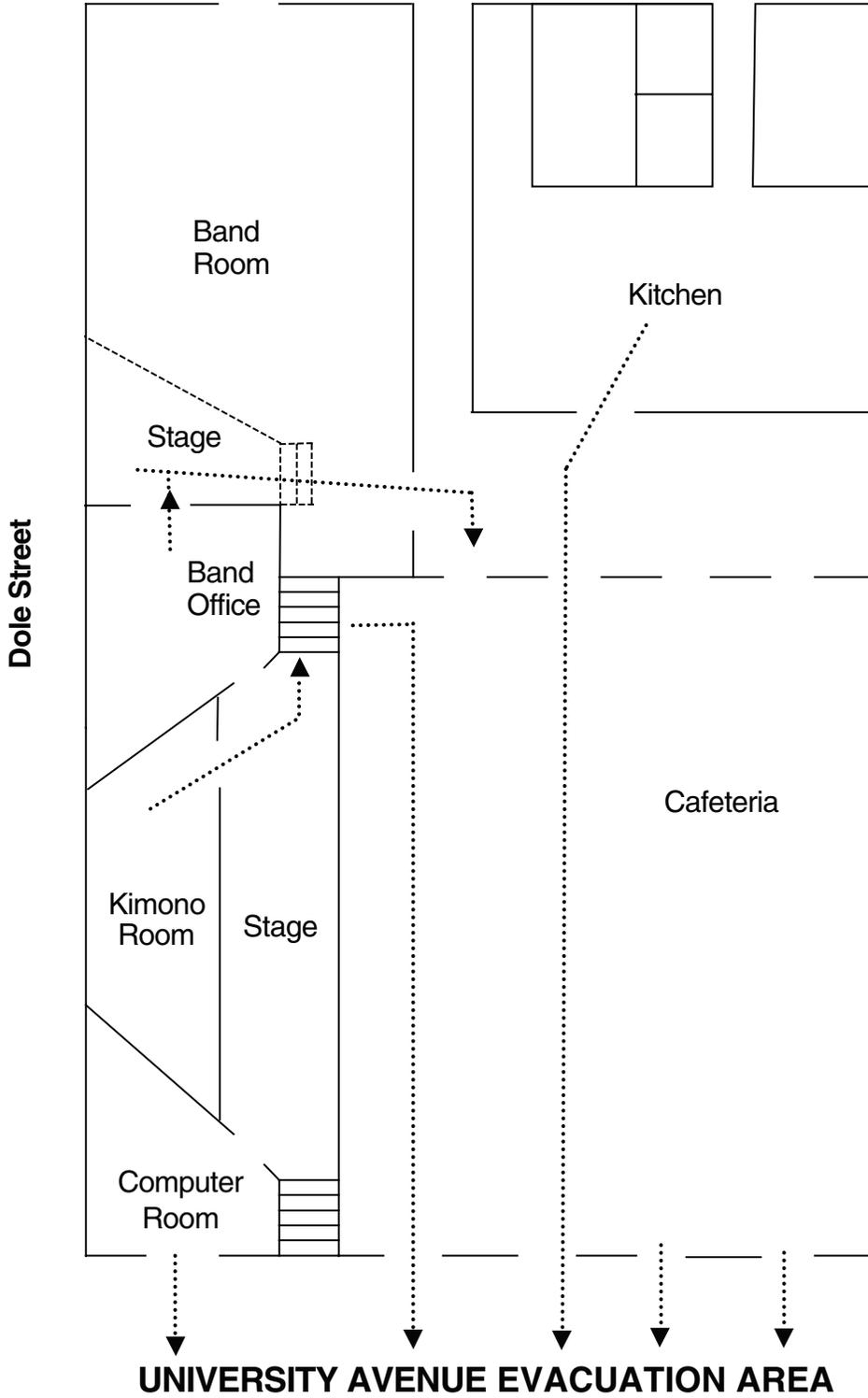
MULTI-PURPOSE BUILDING FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do NOT allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons in the **MPB** will exit through the side doors of the Cafeteria and go directly to the lawn facing **UNIVERSITY AVENUE.**
5. All persons in the Band Room and Band Room Office will leave through the doors that lead to the Cafeteria, exit through the MPB side doors and go directly to the lawn
6. All persons in the Computer Lab will exit through side door and go directly to the lawn facing **UNIVERSITY AVENUE.**
7. All persons in the Kimono Room will exit through the Computer Lab and go directly to the lawn facing **UNIVERSITY AVENUE.**
8. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.**
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal form is filled out. Please keep talking to a minimum.
10. An administrator will check the rooms in the building.

Building Evacuation Maps

MULTI-PURPOSE BUILDING FIRE DRILL PROCEDURE



Building Evacuation Maps

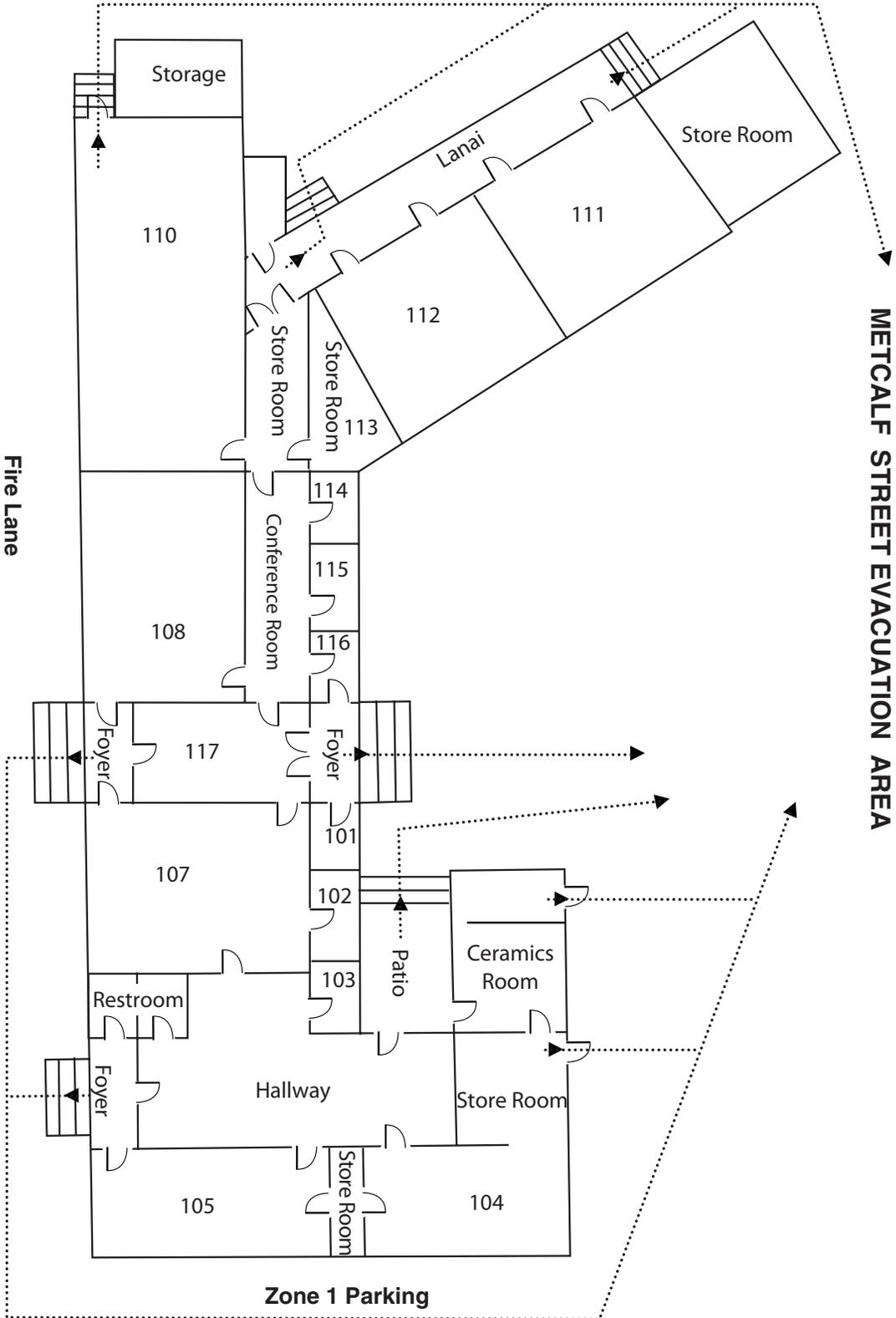
UNIVERSITY HIGH SCHOOL BUILDING #1 FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do **NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s).
LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
4. All persons in room 108 will exit through the doors facing Building 2 and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in room 110 will go directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in rooms 111 and 112 will exit down the nearest stairs and go directly to the **METCALF STREET EVACUATION AREA.**
7. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
8. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal form is filled out. Please keep talking to a minimum.
9. The teachers will check all the rooms in the building.

Building Evacuation Maps

UNIVERSITY HIGH SCHOOL BUILDING #1 FIRE DRILL PROCEDURE



Building Evacuation Maps

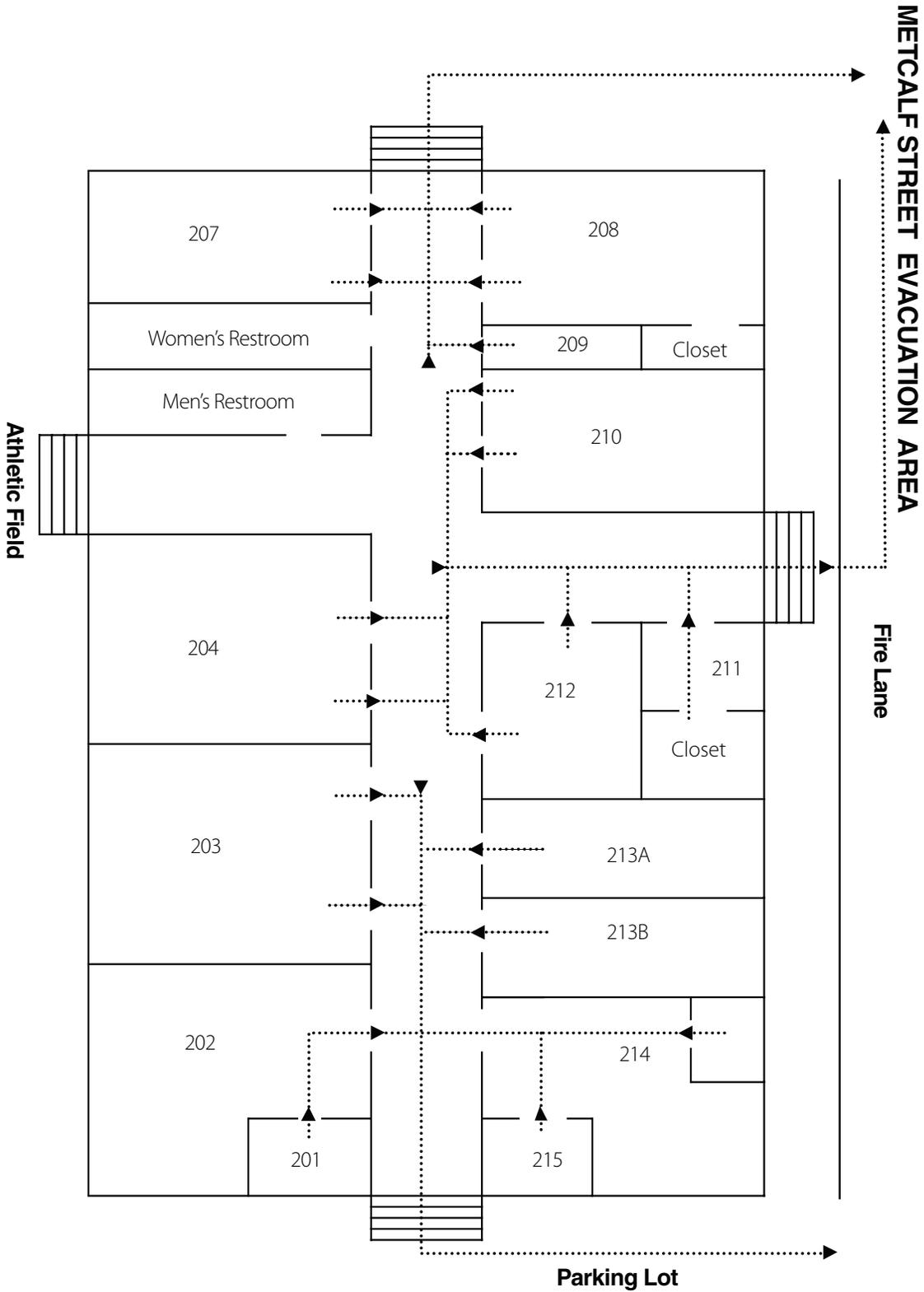
UNIVERSITY HIGH SCHOOL BUILDING #2 FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate when a fire drill is being conducted, or in the event of an emergency. The aim is to get **OUT** of the building as quickly and as quietly as possible.

1. Do **NOT** go for clothing or other items not already in their possession once the alarm has sounded.
2. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
3. All persons in rooms 207, 208 and 209 will exit through the back doors and go directly down to the **METCALF STREET EVACUATION AREA.**
4. All persons in rooms 210, 212 and 211 will exit through the door facing Metcalf Street and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in room 204 or in the restrooms will go directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in rooms 203, 202, 201, 213A, 213B, 214 and 215 will exit through the front door and go directly to the **METCALF STREET EVACUATION AREA.**
7. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
8. Noren Lush and/or Valerie Hashimoto will check the rooms in the building.

Building Evacuation Maps

UNIVERSITY HIGH SCHOOL BUILDING #2 FIRE DRILL PROCEDURE



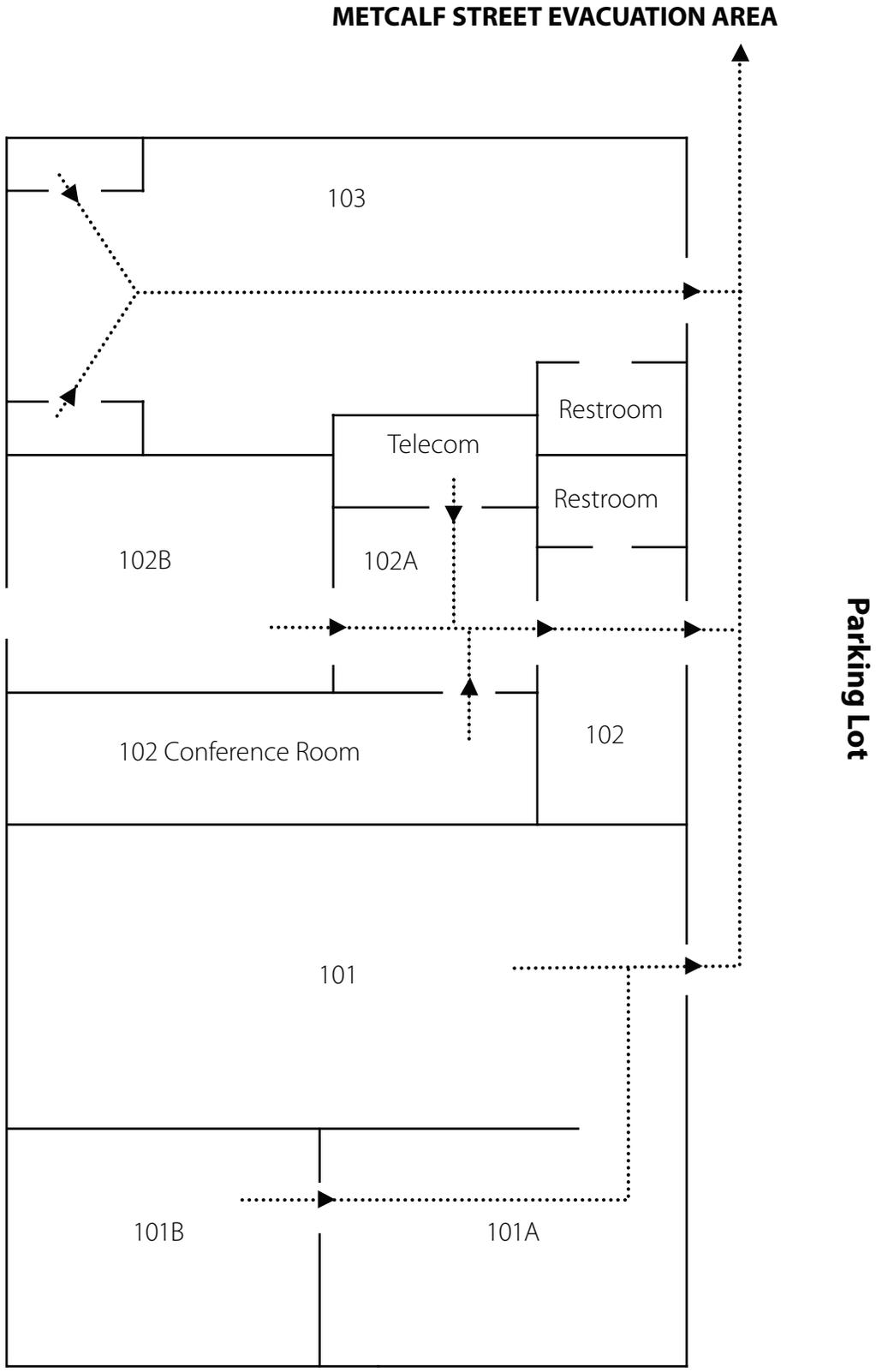
WIST ANNEX #1 FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate when a fire drill is being conducted, or in the event of an emergency. The aim is to get OUT of the building as quickly and as quietly as possible.

1. NO ONE is to go back for clothing or other items not already in their possession once the alarm has sounded.
2. The last person to leave must close (NOT LOCK) the door(s). LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
3. All persons in rooms 101B and 101A will go directly out the side door and go directly to the **METCALF STREET EVACUATION AREA**.
4. All persons in room 101 will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA**.
5. All persons in rooms 102, 102A, 102B, 102 Conference Room, Telecom Room and the Restroom will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA**.
6. All persons in room 103 and the Restroom will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA**.
7. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
8. CRDG Personnel will check all the rooms in the building.

WIST ANNEX #1 FIRE DRILL PROCEDURE

Building Evacuation Maps



CASTLE MEMORIAL HALL FIRE DRILL PROCEDURE

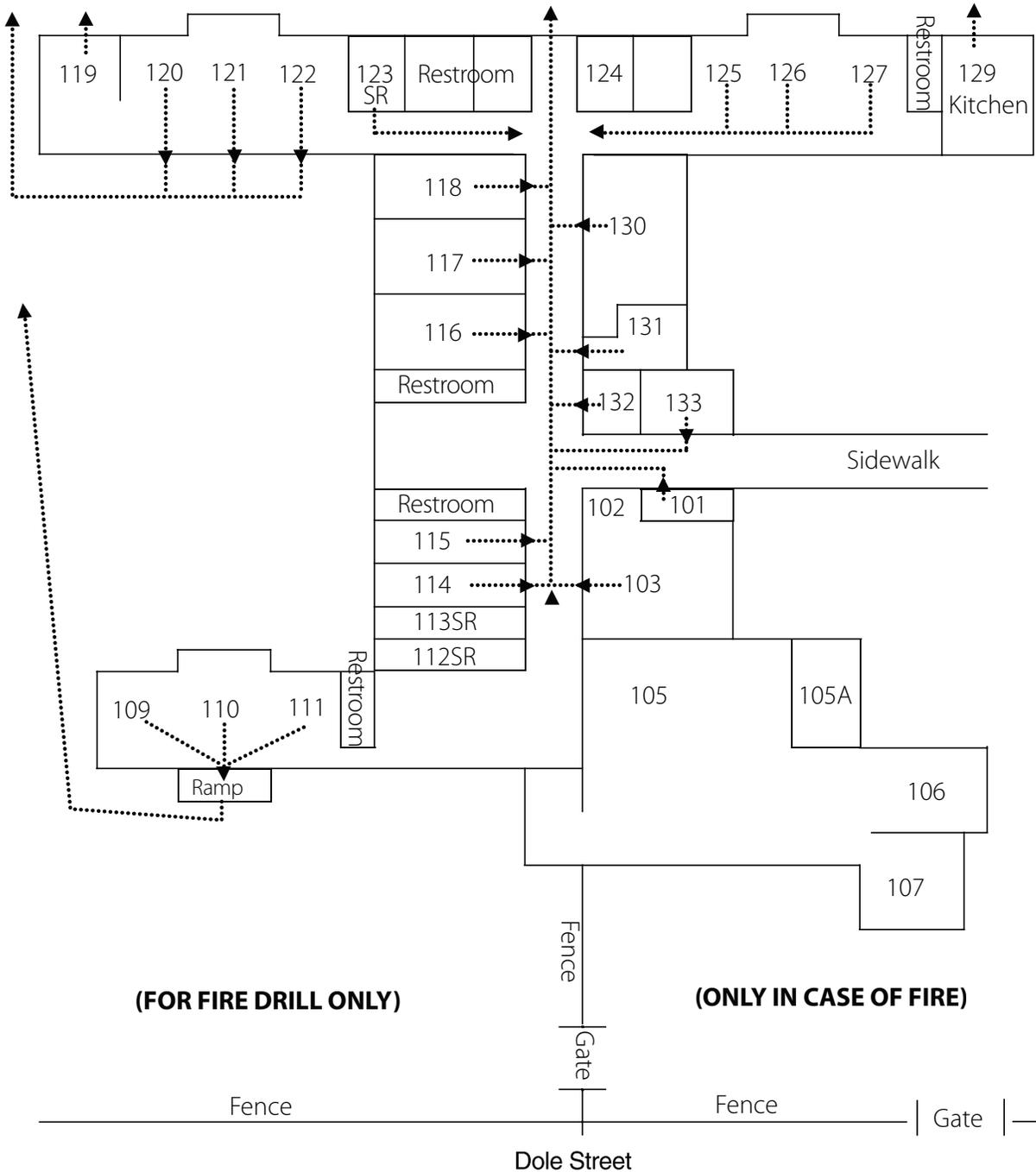
Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do NOT allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons in rooms 114, 115, 116, 117, 118, 123, 124, 125, 126, 127, 130, 131, 132, 133, 101, 102 and 103 will exit through the center hallway and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in room 119 will go directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in rooms 120, 121 and 122 will go down the ramp and around the corner directly to the **METCALF STREET EVACUATION AREA.**
7. All persons in room 129 will go up the steps and directly to the **METCALF STREET EVACUATION AREA.**
8. All persons in rooms 109, 110 and 111 will go down the ramp and around the side of the building directly to the **METCALF STREET EVACUATION AREA.**
9. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
10. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal form is filled out. Please keep talking to a minimum.
11. An administrator will check the rooms in the building.

Building Evacuation Maps

CASTLE MEMORIAL HALL FIRE DRILL PROCEDURE

METCALF STREET EVACUATION AREA



LOCKER ROOMS FIRE DRILL PROCEDURE

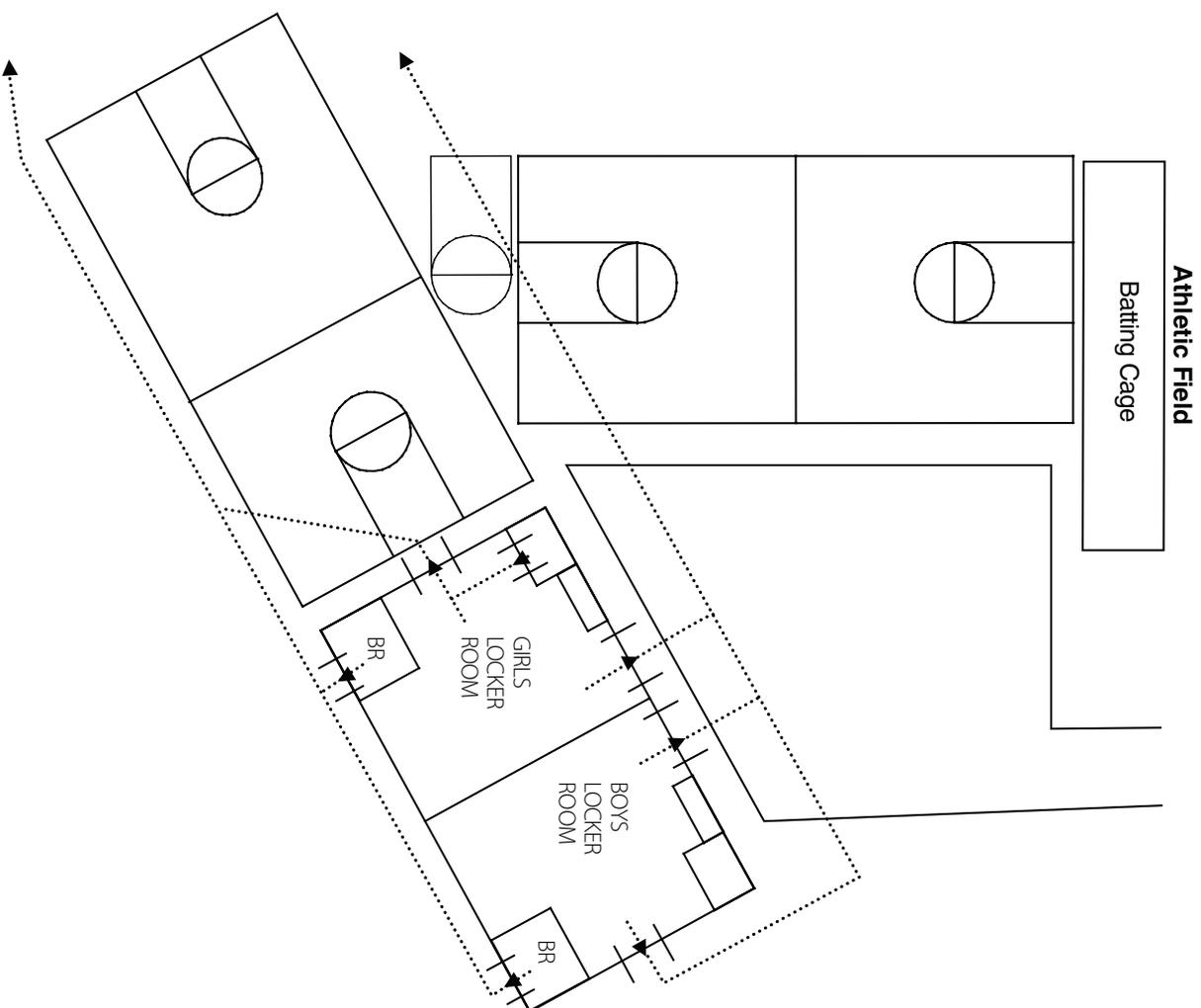
Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do **NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s).
LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
4. All persons in the Boys' Locker Room will go directly out the front doors and to the **METCALF STREET EVACUATION AREA.**
5. All persons in the Boys' Restroom will go out the doors, around the building and directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in the Girls' Locker Room will go directly out the doors, around the basketball courts and to the **METCALF STREET EVACUATION AREA.**
7. All persons in the Girls' Restroom will go out the doors, around the building and directly to the **METCALF STREET EVACUATION AREA.**
8. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Form is filled out. Please keep talking to a minimum.
10. The P.E. teachers will check all the rooms in the building.

Building Evacuation Maps

LOCKER ROOMS FIRE DRILL PROCEDURE

METCALF STREET EVACUATION AREA



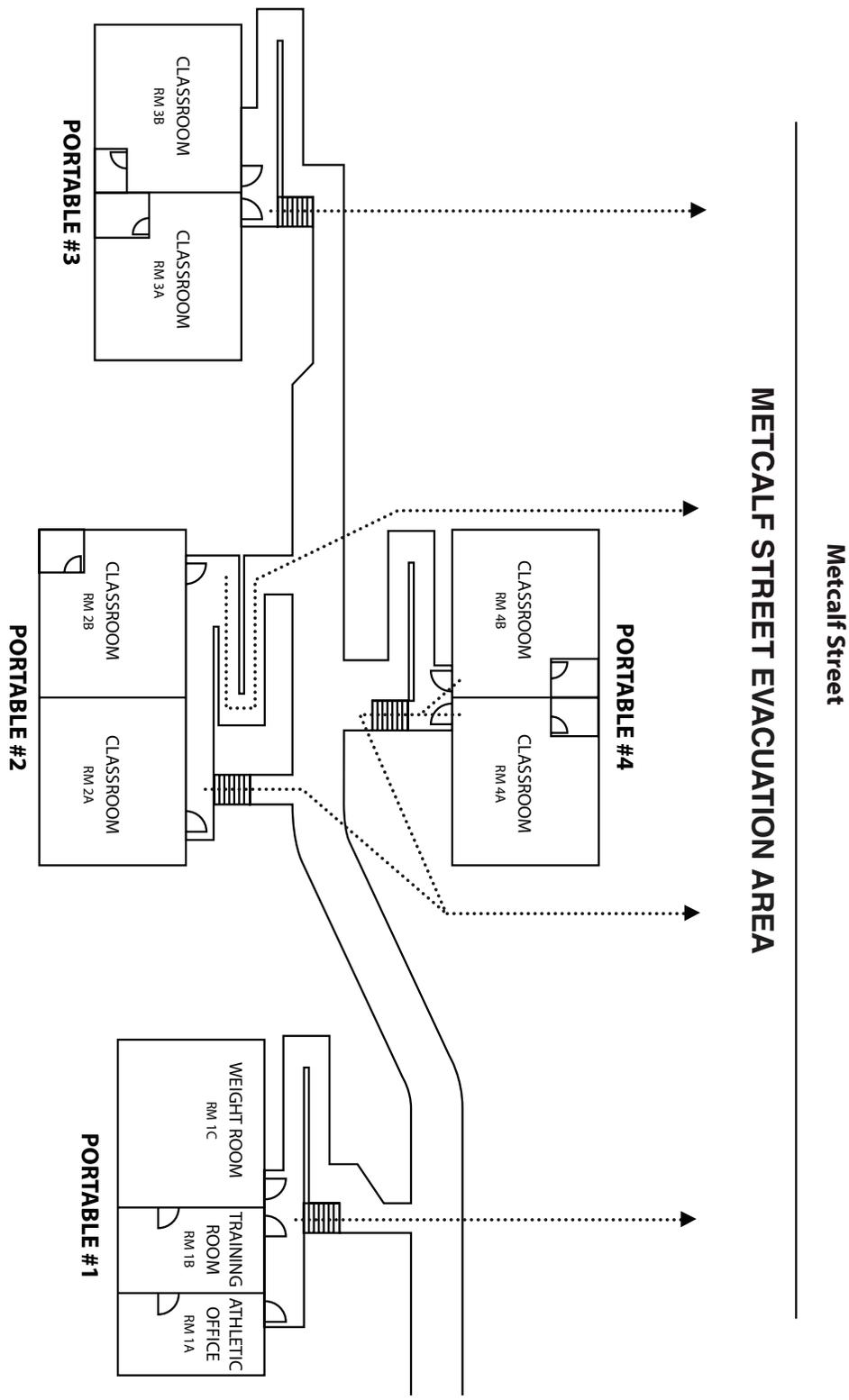
LABORATORY SCHOOL PORTABLES FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students OUT of the building as quickly and as quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do **NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s).
LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
4. All persons in UHS Portables #1, #2, #3, and #4 will go directly to the lawn area toward **METCALF STREET EVACUATION AREA.**
5. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.**
6. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal form is filled out. Please keep talking to a minimum.
7. The teachers will check all the rooms in the building.

Building Evacuation Maps

LABORATORY SCHOOL PORTABLES FIRE DRILL PROCEDURE



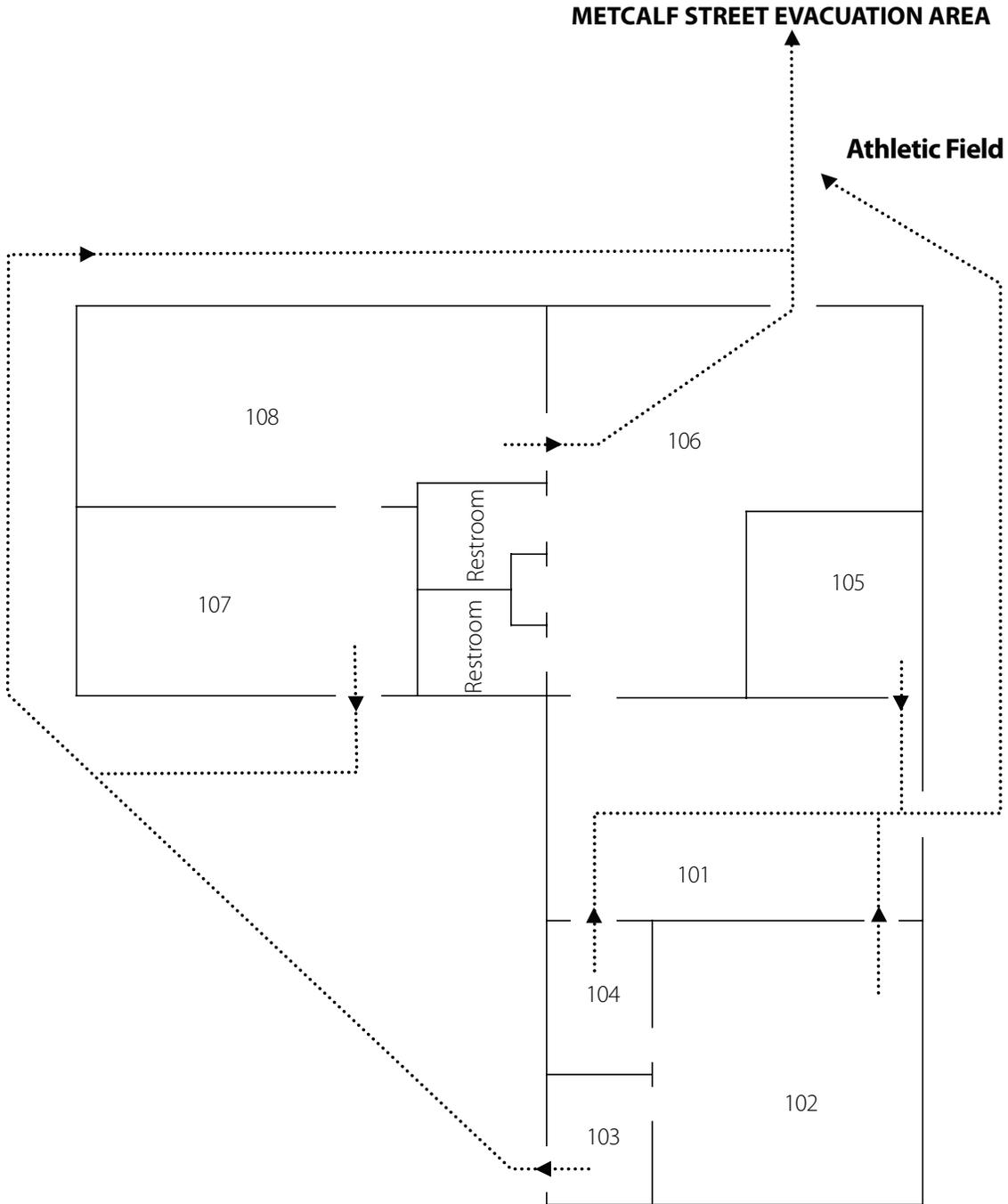
CASTLE MEMORIAL ANNEX FIRE DRILL PROCEDURE

Note the attached sketch so you will know where to evacuate when a fire drill is being conducted, or in the event of an emergency. The aim is to get OUT of the building as quickly and as quietly as possible.

1. **NO ONE** is to go back for clothing or other items not already in their possession once the alarm has sounded.
2. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
3. All persons in rooms 101, 102, 104 and 105 will exit through the front door in room 101 and go directly to the **METCALF STREET EVACUATION AREA.**
4. All persons in rooms 106 and 108 will exit through the delivery doors in room 106 and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in rooms 103 and 107 will exit through the back doors; go around the building and directly to the **METCALF STREET EVACUATION AREA.**
6. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
7. CRDG personnel will check all the rooms in the building.

CASTLE MEMORIAL ANNEX FIRE DRILL PROCEDURE

Building Evacuation Maps



Teacher/Student Accountability Form

This form is to be completed by the teacher during a drill or an actual situation once you have reached your evacuation destination with your students. Please have your students stay with you at all times and do not allow them to wander or play. Take attendance and document information on this form. A ULS administrative team member will pick up this form from you.

Date _____ Time attendance taken _____

Location of evacuation place _____

Name of Teacher _____

Name of Class _____

Number of students enrolled in your class _____

Grade Level _____ Period _____

100% of my students enrolled in this class that are present today and are accounted for at this time.

These students are absent today.

Students that are present today but are not accounted for at this time.

Comments/Concern/Observation _____

Bomb Threat Checklist

Bomb Threat Checklist

If you receive a bomb threat, report the call immediately to Campus Security, x66911, complete this form, and submit it to Campus Security.

Questions to ask if possible:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

The following information would assist Campus Security:

Sex of caller _____ Age _____ Race _____ Length of call _____

Characteristics of caller's voice:

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lipped | <input type="checkbox"/> Distinguished |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If familiar, who |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | did it sound like? |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | _____ |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | |

Background sounds:

- | | | | |
|---------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office machines | <input type="checkbox"/> Local | |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Factory noises | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Music | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Booth | |

Threat language:

- | | | | |
|--|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Well spoken
(educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by
caller |
| | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | |

Remarks: _____

Name: _____ Position: _____

Phone: _____ Date: _____