

**ST. STEPHEN'S
EPISCOPAL SCHOOL**

**EMERGENCY PROCEDURES
AND GUIDELINES**

For Students, Faculty and Staff

**IF YOU HAVE GUEST OR VISITORS WITH
YOU DURING AN EMERGENCY SITUATION,
MAKE SURE THAT YOU ADVISE THEM ON
WHAT ACTIONS THEY NEED TO TAKE.**

INTRODUCTION

This handbook is intended for use by students, faculty, staff and members of the St. Stephen's School Community during emergency situations on our campus.

Recipients of the guidelines should become familiar with its contents, and all new employees should be made familiar with these procedures during orientation.

These guidelines should be kept in a readily accessible location, preferably near a telephone.

INTRODUCTION

EMERGENCY NUMBERS

Sheriff:	911	Ask For
FIRE:	911	Travis County
AMBULANCE (EMS):	911	
SCHOOL:	(512) 327-1213	
DUTY ADMINISTRATOR:	(512) 801-7613 (512) 327-1213, Ext. 199	
NURSE:	(512) 801-7614 (512) 327-1213, Ext. 231	
MAINTENANCE:	(512) 327-1213, Ext. 152	
BUSINESS OFFICE:	(512) 327-1213, Ext. 138	
SECURITY (Primary Number)	(512) 801-7589	
SECURITY (Alternate Number)	(512) 327-1213, Ext. 105	
OTHERS:	_____	

Automated External Defibrillator (A.E.D) Locations:

Chapel (Behind pew on right side)
Middle School (On the wall to right of David Dean-Jones office)
Clayton Gym (East wall behind scorers table)
Middle School Gym (Entry/Exit close to Phipps Field)
Security Response Vehicle
Health Care Center
Tennis Center (Office of Dustin Franzen)

In-House NOAA Weather Radio Locations:

Security Guard House (Monitored 24 hours-a-day)
Office, Director of Residence (Student Center)
Clayton Gym (Athletic Directors Office)
Office, Director of Maintenance
Brewster Hall (Office, Jackie Bryant)
Gunn Hall Middle School (Office, Dean of Students)

EMERGENCY NUMBERS EMERGENCY LOCKDOWN PROCEDURES

An emergency may prevent the safe evacuation of a school building(s) and require steps to isolate students and faculty/staff from danger by instituting a school lockdown. All school personnel must be familiar with these procedures and the specific actions they must take during a lockdown. Lockdown procedures will be initiated upon hearing the 3-minute emergency siren **FAST WAIL** sound. Faculty will comply with procedures stated below:

A) Classes in progress (not during lunch):

“Teachers, please secure your students in your classrooms immediately. All students report directly to your classroom and ignore any fire alarms.”

B) Class change in progress:

“Teachers and students, begin a lockdown of classrooms. All students report directly to the next assigned class and ignore any fire alarms.”

C) Lunch in session, the following announcement(s) will be made:

“Students in the cafeteria, follow the instructions of the faculty in the cafeteria.”

D) Students having a free period, will report to their next scheduled class, and follow the instructions of the faculty person in the class. If unable to reach your next class because of time enter any room and report to the faculty person in the class.

Faculty Response To A Lockdown

When a teacher with a class hears the emergency siren for a lockdown he or she should follow these directions.

1. Lock classroom door immediately; tell students they need to be quiet.
2. Keep all students sitting on the floor, away from the doors and windows. (Close window coverings (blinds, shades, curtains, etc,)
3. Use caution and discretion in allowing students entry into the classroom.

EMERGENCY LOCKDOWN PROCEDURES

EMERGENCY LOCKDOWN PROCEDURES

(Continued)

4. Advise the students that there is some type of emergency but you don't know what it is.
5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
7. Ignore any fire alarm activation-the school will not be evacuated using this method.
8. Project a calm attitude to maintain student behavior.
9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
10. Remain in the room until, a representative of the Head of School comes to the room with directions or a law enforcement officer arrives.

EMERGENCY LOCKDOWN PROCEDURES

CRIMINAL ACTIVITY/ STRANGERS ON CAMPUS

If you observe a crime in progress or behavior which you suspect is criminal, immediately notify:

Travis County Sheriff at 911

Report as much information as possible, including the area of campus, description of the person or persons involved and any vehicle(s) that may be involved.

Do not attempt to stop, detain, or confront the individuals involved.

After calling the Sheriff, call Security at (512) 801-7589 or Ext. 105, and provide information on the situation. Security will contact the Duty Administrator.

In a situation where you know there is no criminal activity, but you are uncomfortable, call Security at (512) 801-7589, as well as the Duty Administrator at (512) 801-7613 or Ext. 199.

CRIMINAL ACTIVITY/ STRANGERS ON CAMPUS

GENERAL EMERGENCY DURING ACADEMIC DAY

Administrators will contact students, faculty and staff by various means that a general emergency has occurred, upon notification take the actions stated below:

1. Upper school occupants proceed immediately to the Chapel; Middle school occupants proceed to the dining faculty (**dining hall staff will unlock doors for access**) and sit at lunch tables.
2. Everyone is to group together by class. The classroom teacher will check class roster and notify Duty Administrator of the results.
3. Those groups missing their classroom teacher will check in with their Dean of Students.
4. The Duty Administrator will address the groups as to what is happening, and what will be done.
5. Administrators will advise when the emergency is over.

GENERAL EMERGENCY

DURING ACADEMIC DAY
GENERAL EMERGENCY
AFTER ACADEMIC DAY

In event of a general emergency that requires everyone to vacate the dorms and other occupied buildings, students and faculty will exit the buildings and **report to the Chapel. The Duty Administrator will make an announcement as to further action.**

Roll should be taken by all Duty Staff and the results given to the Duty Administrator.

GENERAL EMERGENCY
AFTER ACADEMIC DAY

SEVERE WEATHER/TORNADO PROCEDURES DURING ACADEMIC DAY

In the event of a severe weather/tornado warning issued by the National Weather Service, the School will be put on notice. Interior locations of buildings designated as safe places are identified with a **purple designation placard**.

A **3 MINUTE STEADY** sounding of the emergency siren indicates there is an emergency. Everyone should take shelter immediately.

1. People in Hines Hall, Observatory and Becker Library (all 4-levels) will move to the basement and Theater Room in Hines Hall.
2. People in the upper levels of Helm Fine Arts Center move to the restrooms in upper Helm. People in the ceramics and fine arts studio should move into the lower levels of Helm Fine Arts Building. Do not use the main hallway for shelter.
3. People in the lower level of Becker Library will move to the basement level of Hines Hall to include the restrooms and Middle School Theater.
4. People in the Chapel will move to the lower level of the Helm Fine Arts Center.
5. People in Brewster Hall will move to the lower level of Gunn Hall.
6. People in Temple Upper School Academic Center small building with faculty & student lounge will move to the basement level of Hines Hall.
7. People in the Temple Upper School Academic Center academic buildings will move to lower levels of Helm FAC.

UPPER SCHOOL

8. People in the upper level of Gunn Hall will move to the lower level of Gunn Hall.
9. People in the Dining Hall and those in the Health Center will immediately move to the lower level of Gunn Hall. **Note: If unable to reach Gunn Hall use Dining Hall storage room and coolers.**
10. People in the Student Center (Ives Hall) will move to lower level Gunn Hall.
Note: If unable to reach Gunn Hall seek shelter in the hall away from glass.

MIDDLE SCHOOL

11. People in Middle School Gym, Clayton Gym, on the athletic fields, Admission and in the Pre-School will move to the boys, and girl's locker rooms in the Middle School Gym.

12. People on the Tennis Courts will move to the Middle School Gym Locker rooms, if unable to move use the boys and girls bathrooms at the club house.

ATHLETICS

13. People in Allen House and Freeman will move to Middle School Gym.
14. People in Towner East & West, Sage, Wycliff and Gregg's A, B & C will move into their dorms corridors.
15. People in Marshall House will move to the lower level bathrooms, and use the lower corridor East end of the dorm.
16. Maintenance personnel will move from the maintenance buildings to the Middle School Gym.

DORMS

17. Individuals in open areas who are unable to reach a safe place should take cover in low depressions, under vehicles or in any location that will provide coverage.
18. School bus driver's transporting students should take shelter at any facility in their immediate area.
19. Contractors, construction workers, visitors and guest will move to designated safe places.

NOTE: Once you reach these areas, make sure windows and doors are open, face interior walls, protect yourself, lie face down, draw your knees up under you, cover the back of your head with your hands Keep away from glass. Group remain calm, stay together, and listen for instructions. A **60 second steady** sounding of the emergency siren indicates an "all clear."

SEVERE WEATHER/TORNADO PROCEDURES DURING THE ACADEMIC DAY

SEVERE WEATHER/TORNADO PROCEDURES BEFORE /AFTER ACADEMIC DAY

In the event of severe weather, a severe weather warning will be issued by the National Weather Service, and the School will be put on notice.

A **3 MINUTE STEADY** sounding of the emergency siren indicates there is an emergency.

1. Students and duty faculty report to the nearest safe shelter, the duty faculty will take roll.
2. Windows and doors should be open.
3. If the dorm residents are unable to evacuate everyone should move to the center of the dorm, preferably the corridors away from the glass. **Caution: Several of the dormitories have windows above the corridors.**
4. The Duty Administrator will contact each dorm and safety shelter.
5. Students unable to get to their dorms in will go to the nearest building designated as a safe place.
6. A **60 second steady** sounding of the emergency siren will indicate an “all clear.”

NOTE: Day students on campus after normal school hours adhere to instructions on pages 11.

SEVERE WEATHER/TORNADO PROCEDURES BEFORE / AFTER ACADEMIC DAY

SEVERE STORMS/OTHER WEATHER RELATED EMERGENCIES

1. If severe storm or other weather-related emergency is forecast and/or has hit the area, the Head of School or the designated representative will determine if school will be open for the academic day or if classes will be delayed or if classes will be released early.
2. Tune to the radio/television stations (SSES will be on schedule with Eanes ISD) for morning reports.
3. Staff will be notified whether or not to report for work. Staff should refrain from making calls to school to keep lines open for emergency communication needs. Information will be available on the schools website (www.sstx.org).
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by emergency siren. The Head of School will determine the action to be taken and will advise personnel.
5. Lightening is a threat during any severe thunderstorm. Personnel should move students inside to safety if lightening is occurring.
6. Officials in charge of any outside activity should be aware of approaching storms or other weather –related emergencies. It is suggested that school officials use the outside siren or PA system (Football Stadium or Tennis Center) to warn spectators of approaching severe weather. School officials may stop play when it is determined that it is unsafe to continue the activity.

The decision to close St. Stephen’s Episcopal School or change the start time of classes is made by the Head of School. The Head of School receives road condition reports for all parts of city and county.

A closing may occur when:

1. Bad weather conditions exist.
2. Hazardous driving conditions exist.
3. Extremely low temperatures occur and gas consumption is curtailed.
4. Chemical or hazardous materials spill or contamination.

Students, parents and employees are encouraged to listen to local television stations for the latest school (listen for Eanes ISD) closing information. Also information will be available via the SSES website.

SEVERE STORMS/OTHER WEATHER RELATED EMERGENCIES

FIRE/BUILDING EVACUATION PLAN TEACHERS AND OTHER STAFF

The **Evacuation Plan** is used to evacuate the buildings for announced fire drills, fire, smell of smoke, gas leak (odor of gas usually rotten egg scent), explosion, and hazardous material in a building.

1. **If there is imminent danger call 911 immediately** and pull the building fire alarm.
2. Evacuate students from the building and take attendance a safe distance from the building, call the DA (801-7613) / Security (801-7589). **Note: The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.**
3. Escort students in an orderly fashion to the Chapel and please bring your attendance book. **Note: Middle school report to the chapel after student attendance check if necessary.**
4. Please have your students sit together as a class and take attendance as soon as you arrive at the Chapel.
5. Please report any “unaccounted for” students to the DA when they arrive at the Chapel.
6. Further instructions by a member of the Admin Team will be given at the Chapel. If 911 is called, the Admin Team will need to receive an “all clear” by the Fire Department before students and staff will be able to return to the building.

FIRE/BUILDING EVACUATION PLAN

TEACHERS AND OTHER STAFF

CAMPUS EVACUATION PLAN- TEACHERS AND OTHER STAFF

ENTIRE CAMPUS EVACUATION PLAN for Approaching Brush Fire, Extensive Campus Fire, Hazardous Chemical Spill, Gas Leak or any other imminent danger to the campus area.

Checklist for Teacher and other Staff:

1. The campus will be alerted regarding an emergency by **3 MINUTE SLOW WAIL** sounding, or by phone calls and runners.
2. Upon receiving this notification, please escort your students to Clayton Gym for further instructions.
3. Students will be shuttled to an announced evacuation site; Riverbend Baptist Church. Located on Cedar Street between Loop 360 and Bunny Run.
4. Assigned faculty will sweep through campus to search for remaining students and staff.
5. Assigned faculty will take attendance for each grade level at the evacuation site.
6. Parents will be informed by phone and email of the situation and pick-up site for day students.

**** Please make sure that you have your cell phone and required numbers programmed into your cell phone, if you have been asked to be the contact person for your building. Admin staff will contact River Bend if evacuation required.**

CAMPUS EVACUATION PLAN- TEACHERS AND OTHER STAFF

FIREARMS / WEAPONS PROCEDURES

A weapon shall refer to any kind of object or instrument capable of inflicting serious bodily injury, and for which there exist no legitimate use connected with any educational function or activity in which a student is or may be engaged.

If a student is known or suspected to have a firearm on his or her person or if one is found on SSES property, **dial 911** and have Travis County Sheriff respond to campus, notify the Duty Administer (DA) and Security. It is important not to handle or disturb the weapon.

1. The Head of School or the designated representative will be in charge of the situation.
2. If the situation warrants emergency procedures to be initiated, an announcement will be made to implement school lockdown procedures.
3. If the situation is such that individual in possession of the weapon is calm and rational and the weapon is not visible, two individuals may escort the individual to an area away from others. At all times make sure the individual's hands are visible, and they make no attempts to place their hands in their pockets or under loose fitting clothing.
4. If the weapon is visible and being brandished in a threatening manner do not make any attempts to disarm the individual. Keep him or her under observation if possible and advise the responding law enforcement personnel.
5. Upon arrival of the sheriff he or she will assume control and conduct the actions necessary for the situation.
6. If lockdown procedures were initiated, the all-clear will not be initiated until authorized by the responding law enforcement personnel.

FIREARMS / WEAPONS PROCEDURES

BOMB THREAT (TELEPHONE OR E-MAIL)

During the call, the individual receiving the call will complete the bomb threat checklist. They will stay on the line with the caller as long as possible to obtain more information about the threat. When the call ends, notify the Head of School **immediately**. **(Note: If able have a co-worker contact the head of School or DA while you are on the telephone with the caller. Do not hang-up the phone receiver that the call came on.)** E-mail bomb threat follow bomb threat procedures. Save the message on the system. Print a copy of the message to be turned over to law enforcement.

1. The Head of School will make the decision when to **call 911** for emergency support from the Travis County Sheriff's Department, Fire Department and EMS.
2. The Head of School will notify all personnel about the situation and make the decision if the school will be evacuated. Law enforcement will not order an evacuation.
3. If time permits, the Head of School will designate potential search teams for a systematic search of school buildings.
4. Faculty and staff will conduct searches of their immediate areas for unusual or suspicious packages; **do not touch** anything that might be found. Notify the designated representative of its location and general description by direct contact.
5. If an evacuation is conducted, all evacuation routes must be searched. All individuals will evacuate to the football field.
6. If the threat identifies a location of the device, avoid evacuating through the area identified.
7. If an announcement is given to evacuate, teachers must bring rosters and begin the process of accounting for students.
8. Once the evacuation notification has been given, the Director of Safety and Director of Maintenance along with others assigned will go through each building to ensure that everyone has been evacuated.
9. Once at the football field location, account for all students, reporting any missing students to the Duty Administrator who in-turn will notify law enforcement.

10. Re-entry into the school buildings can only take place at the direction of the Head of School or designee.

Note: Security will immediately secure the front gate and keep all people from leaving. The only individuals allowed entry will be emergency responding personnel.

**BOMB THREAT
(TELEPHONE OR E-MAIL)**