

NATURAL DISASTER

"Clear the Halls"
 "Secure the School"
 "Evacuate the Building"

DATE / /

A flood, hurricane, tornado, or earthquake will often strike without warning; appropriate emergency procedures must be initiated immediately. School should use tone-alert radio to receive advance notice of any natural disasters.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Obtain an advance warning of an event from National Weather Service; notify administration		
		If there is no warning of an event, move students and staff inside to an appropriate safe shelter		
		Keep Emergency Alert System (EAS) radio on for updates		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Turn on EAS radio		
		Decide whether to evacuate		
		Set up Command Post at pre-designated site		
		Ensure accountability of all students and staff		
		Gather information from staff regarding building integrity and potential hazards (i.e. rising flood waters, high winds that may cut power, etc.)		
		Delegate roles for transport of students to secondary site; if needed call upon school Public Safety Committee		
		Meet at Command Post and receive information regarding staff and students, location of the disaster, building damage, flooding, etc.		
		Notify Superintendent		
		Make contact with emergency responders via 911 for instructions		
		Set up debriefs as needed after the event		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates—EAS stations		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee during evacuation		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Remove students in nurse's office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Set up casualty collection site, if necessary		
		Document status of patients and maintain log		

NATURAL DISASTER (CONTINUED)

√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		