

MSAD 75
SAFETY GUIDELINE

School Emergency Safety Protocols

Rev. 0, March 21, 2011

Background: The following is a short list of Safety Protocols to be used as guidance by support staff in the event a hazard is discovered and school administration is not on site to initiate the school's Crisis/Emergency Action Plan. This guideline is not meant to cover all possible scenarios that could be encountered so, "When in doubt ... Get Out".

Protocols: The following categories encompass the majority of events that could occur that will necessitate prompt action by support staff until the school administrator and /or local authority is on site to assume control.

Under all circumstances the following actions SHALL be taken once you've identified a potentially hazardous condition:

- 1) Pull a Fire Alarm and take a cellular phone with you
- 2) Assist in an orderly evacuation of the building (If winter advise people to take warm clothing with them).
- 3) Call 911 to inform Emergency Responders of the Nature of the problem.
- 4) Contact the Building Administrator or Facilities Director or the District Office to seek further guidance and obtain assistance.

Categories of Emergencies:

- A) Fire or Smoke Observed in the Building
- B) Indications of a Gas Leak (Smell, breeched pressure boundary, etc.)
- C) Large Fuel Oil leak
- D) Spill of a hazardous material (Refer to MSDS sheets for determination of hazard classification)
- E) Identification of a Structural Defect that clearly indicates a failure of the buildings support structure (Bent and twisted support members, significantly bowed support members, failed beams/columns, etc.)