

NMCS

Emergency Quick Reference Guide



1

Active Shooter



- Clear hallways & lock doors
- Notify the person in charge (administrator(s))
- Close blinds, conceal students from view
- Take attendance & account for all students - if any are missing, report it as soon as possible to person in charge
- Do not approach the armed suspect or attempt to take matters into your own hands
- Do not move; await direction from law enforcement or person in charge (administrator)
- See #5 - for the ALERT Process

2

Bomb Threat



- If made aware of a bomb threat, notify the person in charge
- Do not use two way radios or cell phones & do not allow students to either
- If you receive the threat, keep the caller on the phone and obtain as much info as possible & write it down
- Escort students & staff to pre-designated safe area, then take attendance
- Report anyone who is missing

4

Tornado/Severe Weather



- Bring students inside
- Close windows & doors
- Take attendance & report those missing
- Limit students leaving the classroom
- Continue class activities
- IF Tornado WATCH - be aware should conditions worsen
- IF Tornado WARNING - Cease class activities
 - Move to designated location according to protocol
 - Instruct students to sit quietly & 'Duck & Cover'

3

Fire/Explosion



- Activate the nearest fire alarm
- Evacuate the building, following the evacuation procedure as practice
- Once evacuated, take attendance
- Report any who are missing
- Immediately notify person in charge
- IMPORTANT - If a person is on fire, have them stop, drop and roll.
- DO NOT ATTEMPT TO FIGHT A FIRE UNLESS PROPERLY TRAINED

5

ALERT



Process if there is an armed intruder:

ASSESS by orienting yourself, deciding best options & level of contact with threat

LOCKDOWN & secure room

EVADE run/evacuate when location cannot be secured or when there is a clear path to escape (self-evacuate)

RESIST when in direct contact with intruder

TELL by alerting others & call 911

NMCS EMERGENCY QUICK GUIDE CONTINUED



Crisis



A Crisis could be, but is not limited to, one of the following:

- **Hazardous materials exposure or leak**
 - If you observe or detect a hazardous spill or leak, immediately notify administration
 - Remove everyone from contaminated area
 - Do not touch or attempt to remove hazard & wait for direction from admin
 - If a decision is made to SHELTER IN PLACE;
 - Close doors & windows
 - Turn off the HVAC system, fans, heaters etc. & breath lightly
 - If threat is internal, try to evacuate to designated area away from hazard
- **Suicide threat/attempt/or follow through:**
 - IF FOLLOW THROUGH or ATTEMPT in progress, call 911
 - If individual is armed, follow lockdown and/or evacuation procedures
 - If unarmed, do not leave individual alone
 - Express your care & concern for their well-being
 - If possible, isolate the individual from others
 - If you see or someone reports to you, suicidal type behavior, notify administration as soon as possible
- **A sexual assault/battery**
 - If you learn someone has been sexually assaulted, immediately notify administration
 - Never leave the victim alone
 - Do not let the person go to the bathroom or wash up
 - Protect any possible crime scene/evidence - law enforcement will interview
- **Physical assault/battery**
 - If you witness, recognize or hear of someone with physical evidence of assault notify administration - if applicable law enforcement/CPS as well
 - If altercation happens in front of you, try deescalating the situation calmly
- **Situational mental health struggles**
 - If an individual exhibits immense stress, overwhelmness, irritability etc. ask if they need a moment, allow them opportunity to calm & express themselves
 - Notify administration & provide support materials (list of pastors/WPC ect.)
- **Substance abuse/delivery or deal**
 - If you witness the use, sell or distribution of illegal substances, notify administration - if applicable, law enforcement

REMEMBER

Try to stay calm - Make sure everyone is accounted for - Never leave your students -
Document everything