

Valley School Shelter-in-Place

Purpose

“Shelter-in-place” procedures are initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. To “shelter-in-place” means to take immediate shelter where you are and isolate your inside environment from the outside environment.

Scope

This procedure applies to Valley School employees, students, parents and visitors.

Procedure

1. PREPARATION

- 1.1. Review “shelter-in-place” procedures at least annually with your students.
- 1.2. Post sheltering guidelines.
- 1.3. Assess your classrooms or office to determine which spaces are appropriate for sheltering.

2. RESPONSE

2.1. Listen for and respond to alert: “Shelter-in-place. This is not a drill.”

- 2.1.1. Move your students to the gymnasium (school-wide shelter-in-place) and to your designated area within the gym. Wait for instructions.
- 2.1.2. Sweep any students from the hallway into the gymnasium.
- 2.1.3. Instruct students to stay in place and remain calm.
- 2.1.4. Do not use the telephone system to request information; use only for relaying emergency information. Follow protocols for email.

2.2. Assess situation.

- 2.2.1. Inventory any injuries or other problems (panic, medical emergencies).
- 2.2.2. Communicate any injuries or problems to the principal or Incident Commander.
- 2.2.3. Take a complete, written roll of all students for whom you are responsible.

2.3. Care for the students under your supervision.

- 2.3.1. Provide first aid if needed. Calm and reassure upset students.
- 2.3.2. Inform students that a message will be sent to their parents concerning the situation.

- 2.3.3. Try to keep students occupied to reduce anxiety.
- 2.3.4. If directed, seal the double doors on the west side of the gym and seal the exterior main door on the east side.

2.4. Wait for “All Clear” signal.

- 2.4.1. Five consecutive bell rings or communications from Command Post or emergency responders.
- 2.4.2. Follow all instructions about exiting and ventilating the building.

3. RECOVERY

- 3.1. Contact Main Office with names and telephone numbers of students who need counseling or aftercare.
- 3.2. Resume normal operations as soon as possible.
- 3.3. Communicate only confirmed information to students (expect an email from administrators).
- 3.4. Participate in debriefing sessions. Provide feedback to administration to improve the planning/response cycle.

4. MAINTENANCE PROCEDURE

- 4.1. Shut down HVAC system.
 - 4.1.1. AH.1, AH.2, AH.3 and fan coils (this action will shut down outside air dampers).
- 4.2. Cover and seal all exterior door openings with plastic and secure with duct tape.

Supporting Documentation

N/A

Document History

Action:	Date:
New	February 20, 2013
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