PCS Classroom Emergency Procedures

Observe-Orient-Decide-Act
- No plan can account for every emergency situation.
- You are empowered to deviate from a plan to protect yourself and students.

Active Threat Response

Run:
When the location of threat is known and a safe escape is likely.

Hide:
When the location of threat is NOT known or your escape route could expose you to the threat.

Fight:
Only as a last resort

Suspicious Behavior or Package
- DO NOT physically confront a suspicious person or handle a suspicious package.
- DO NOT let anyone into locked buildings/offices.
- Note the person’s description and suspicious activity.
- CONTACT office and provide information about the situation.
- Call 911 if appropriate.

Fire
- ACTIVATE nearest fire alarm.
- EVACUATE building using safest exit:
  - DO NOT use elevators.
  - Call school office or 911 to report location of fire.
  - Meet at designated rally point.

Severe Weather
- SEEK SHELTER indoors away from windows.
- TAKE COVER against interior wall.
- Stay away from large objects that may fall.
- If unable to find shelter when storm hits, duck and cover head.
- Monitor campus advisories and media.

Gas Leak
- Call 911.
- Report all gas leaks, even if the gas leak has been located and stopped.
- Evaluate whether to use the standard fire alarm or PA system to initiate an evacuation.
- NOTIFY Schools Police, who in turn will contact the Area Superintendent, Fire Marshal, General Manager and the Maintenance Department.

Hazardous Materials
- EVACUATE building using safest exit.
- If outside, do NOT re-enter school.
- Call the main office to report spill.
- Meet at designated rally point.
- Provide first aid for victims, if needed.
- Account for all students.
- Maintain order and await further guidance.

Medical
- Call 911.
- PROVIDE the location, nature of injury or illness, current condition of the victim, and other requested information.
- Call the school office to inform them of the situation.
- DO NOT move the victims unless they are in immediate danger.
- If trained, administer first aid, CPR/AIDS.

Emergency Police / Fire / EMS
911

Non-Emergencies
Call 727-547-7221
Pinellas County Schools Police