

Emergency Procedures Guide

(Updated: August 11, 2016)

Your role in any crisis:

- Protect yourself and others
- Communicate
- Lead

Take charge of incident until help arrives or until situation is contained.

Avoid panic, remain calm.

Be familiar with emergency procedures.

Be ready to do what needs to be done.

Follow procedures and instructions, and help others to do the same.

Use common sense and sound judgment.

Contents

Clerc Center Crisis Communication System	4
Response to Any Emergency Situation	5
Teachers and Staff	5
Senior Leadership Team (SLT)	6
SLT Crisis meeting locations:	6
School and Student Life Management Teams	7
Clerc Center Leadership Team (CCLT)	7
Department of Public Safety (DPS)	8
MessageNet	8
Emergency Color Codes	9
Roll Call Red/Green Card	10
Floor Captains	11
Floor Captain Forms	12
Building Marshals	12
Wheelchair and Evac+ Chair Locations	12
Fire Drills	13
KDES and MSSD Building Descriptions	13
KDES Emergency Leaders and Maps	13
<input type="checkbox"/> List of Building Marshals and Floor Captains	13
<input type="checkbox"/> Safe Area and Equipment Locations	14
<input type="checkbox"/> Evacuation Locations	14
MSSD Emergency Leaders and Maps	14
<input type="checkbox"/> List of Building Marshals and Floor Captains	14
<input type="checkbox"/> Safe Area and Equipment Locations	14
<input type="checkbox"/> Evacuation Locations	14
Ballard North	14
<input type="checkbox"/> Safe Area and Equipment Locations	14
<input type="checkbox"/> Evacuation Locations	14
Gallaudet Crisis Leadership Team	14
CLT Responsibilities	14
Membership	15
Meeting Locations	15

Clerc Center Crisis Communications Team..... 15

 Roles and Responsibilities 15

 Audiences 15

 How to contact 16

Evacuation/Assembly Locations 16

 KDES and MSSD Primary and Secondary Evacuation/Assembly Areas 16

 SLT Crisis Meeting Locations 16

 CCLT Crisis Assembly Areas..... 16

 Gallaudet Crisis Leadership Team..... 16

 Building Evacuations during Inclement Weather 17

 Campus Evacuation 17

 City Evacuation 17

Metropolitan Area Emergency Numbers 18

Emergency Protocols 19

 Fire/Smoke/Gas Odor - YELLOW 19

 Bomb Threat - ORANGE 20

 Bomb Threat Checklist 21

 Chemical Threat – “Go Up” - BLUE 22

 Biological Threat – “Go Down” - GREEN..... 23

 Tornado Warning – “Go Down” - GREEN 24

 Outdoor Activities Canceled - PURPLE..... 25

 Tornado Watch - PURPLE 26

 Building Lockdown - PURPLE 27

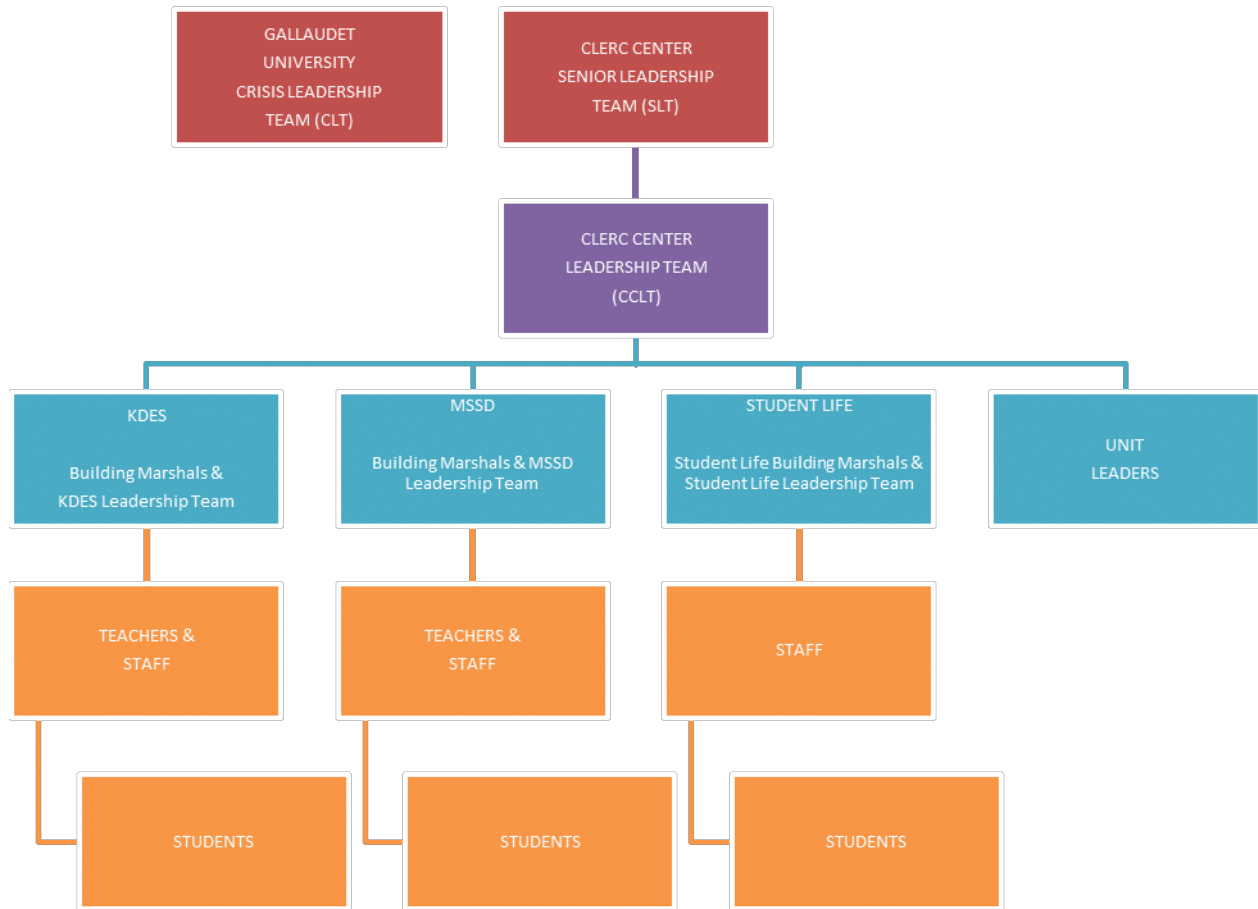
 Classroom or Dorm Room Lockdown - PURPLE..... 28

 Code Red - RED 29

 Serious Injury/Death 30

 Suicide Attempt/Threat..... 31

Clerc Center Crisis Communication System



Response to Any Emergency Situation

Teachers and Staff

PROTECT

- PEOPLE:
 - Ensure students, staff, and teachers are safely away from situation.
 - Account for all students. Take roll call and immediately report any students, teachers, staff unaccounted for to Floor Captain or Building Marshal/Principal.
 - If evacuated, stay with students. Take class roster and red/green card.
 - If you are not assigned any specific role in an emergency or drill, step in to assist where help is needed. The more help that teachers can get to keep students orderly and calm the better.
- AREA: Seal off/prevent access to high-risk area.
- INFORMATION: Preserve evidence and information related to the incident. Make note of incidents and times.

LEAD

- AREA: Take charge of area until relieved by a CCLT Member or until incident is contained.
- MEDIA: Refer all media to:
 - **Glenn Lockhart:** KDES 3609, glenn.lockhart@gallaudet.edu, 202-618-6874 (VP), or 2404472528@mms.att.net (SMS/Text)
 - **Nicole Sutcliffe:** KDES 3211B, nicole.sutcliffe@gallaudet.edu, 202-250-2302 (VP), 202-651-5349 (Office), 202-277-9618 (Cell), or 2022779618@pm.sprint.com (SMS/Text)

COMMUNICATE

- NOTIFY DPS: If situation requires immediate attention from emergency personnel, contact DPS immediately:
 - VRS/Voice: 202-651-5555
 - Text: dps@gallaudet.edu
- NOTIFY a member of the CCLT or SLT
- PROVIDE:
 - Location
 - Nature of the emergency
 - Status of the individuals involved.
 - Approximate age of any students involved

Senior Leadership Team (SLT)

PROTECT

- Report Immediately to the scene
- Assess situation and take any actions necessary, following appropriate crisis procedures
- Notify CPR/First Aid trained individuals in medical emergency
- Maintain communication with School Management Teams/Building Marshals and University Crisis Leadership Team, if necessary

LEAD

- Initiate appropriate crisis procedures, including crisis management, safety response (evacuation, lockdown, etc.), rescue needs, and communications
- Liaison with emergency responders
- Coordinate and issue communication updates about the emergency event to students, teachers, staff, Gallaudet University campus community, media, parents, and others.
- Initiate post-crisis procedures, including counseling support and parent relations
- Keep detailed notes of the crisis event

COMMUNICATE

- NOTIFY DPS: If not yet notified
- NOTIFY CCLT if response is needed, including specific instructions or if convening emergency meeting
- Notify CCLT/students of termination of emergency

POST-CRISIS PROTOCOL

- Coordinate all parent relations activities, including communication with both the families of impacted students and all other families
- Provide counseling and other support, if needed
- Debrief, evaluate, and improve procedures
- Maintain detailed files of crisis and actions taken
- Return conditions to normal or improved levels
- Assure community well-being
- Reduce risk of future crises

SLT Crisis meeting locations:

KDES Primary location – KDES 3211

MSSD Primary location – MSSD 214K

KDES Evacuation – Stop sign near Carlin Hall

MSSD Evacuation – Top Level Parking Lot – near stairs

School and Student Life Management Teams

PROTECT

- Coordinate fire evacuation drills - one per month
- Supervise evacuation emergencies
- Follow-up on related issues after each drill
- Oversee roll call
- Initiate medical response plans, including student medications
- Collect names of “unaccounted for” individuals from lead teachers and report to SLT/DPS/Fire Department personnel

LEAD

- Initiate crisis plans as written or as instructed by SLT
- Manage logistics and response for school-based and program-level emergencies

COMMUNICATE

- Parent communications
- Maintain updated and portable emergency contacts information

Clerc Center Leadership Team (CCLT)

PROTECT

- If first responder, take charge of area until relieved by the SLT or until incident is contained.

LEAD:

- Initiate crisis plans as instructed by SLT
- Be on alert for specific instructions and actions
- Evaluates and analyzes crisis through lens of professional content area

COMMUNICATE

- Inform SLT, if not yet notified
- Inform DPS, if not yet notified
- Relays and collaborates with direct staff, colleagues, and others

CCLT Distribution Lists (for use by CCLT members only):

clerccenter.cclt@gallaudet.edu

clerccenter.cclt-pager@gallaudet.edu

Department of Public Safety (DPS)

PROTECT:

- Respond to any crisis or emergency, large and small, to protect the lives and safety of all Clerc Center and Gallaudet students, faculty, teachers, staff, and visitors/guests
- Summon additional emergency responders, if necessary, that include, but are not limited to, the following: Fire and EMS, Metropolitan Police Department (MPD), ambulance, utility companies, FEMA, etc.

LEAD:

- Continuously monitor campus safety

COMMUNICATE:

- Notify Clerc Center Senior Leadership Team (SLT) of any non-routine or emergency/crisis incidents involving the Clerc Center or impacting the safety of the Clerc Center community

How to contact:

- Text: dps@gallaudet.edu
- Phone/VRS: 202-651-5555
- TTY: 202-651-5444

MessageNet

MessageNet is the Clerc Center alerting system that can transmit both video and text based messages in emergency situations. Messages can be displayed on televisions located in large public areas, conference rooms, classrooms, some offices. Messages are also broadcast through “POE” scrolling text message boards located in all hallways, some classrooms, and other public spaces. Messages will also be broadcast through pop-up computer messages to all staff and teacher computers. The system will also send alerts by text messages to essential personnel.

In event of an emergency, a message will be broadcast via MessageNet by either pre-recorded video announcement, live video announcement, or by text. Pre-recorded video announcements have been color coded to correspond specifically to “Emergency Color Codes” outlined in the next section of this guide.

All emergency announcements should be considered in effect until an “all clear” message has been given.

MessageNet can also be used for many non-emergency educational, communication, and entertainment purposes.

Emergency Color Codes

Emergencies that involve any sort of an evacuation—either outside or to a building safe area—or requires that teachers, staff, and students stay inside the building (e.g., classroom lockdown or building lockdown) are color coded by where individuals are expected to assemble or stay.

PURPLE – Purple emergencies include:

- Building Lockdown
- Classroom Lockdown
- Outdoor Activities Canceled
- Tornado Watch
- Lightning in the area

Purple is used for any situation in which outdoor activities are canceled and individuals are to stay indoors. Some may also include the prohibition of anyone leaving or entering the building (Building Lockdown and Classroom Lockdown). Specifics about each type of Purple emergency can be found later in this guide.

BLUE – Blue emergencies include:

- “Go Up” emergencies
- Chemical attack
- Airborne poison

Blue is the color code used for “up” emergencies because “blue” is associated with blue skies. Individuals should assemble at their assigned safe area on the top-most floor of the building.

GREEN – Green emergencies include:

- “Go Down” emergencies
- Biological threats
- Hurricane
- Severe weather
- Tornado Warning

Green is used for any situation in which high winds and severe weather dictates that individuals should seek shelter in areas below ground or on the lowest floor. It is also used in cases of a biological attack. Green is the color used for “down” emergencies because “green” is associated with green grass. Individuals should assemble at their assigned safe area on the lowest floor of the building.

YELLOW – Yellow emergencies include:

- Fire emergencies
- Smoke
- Gas odor

In all yellow emergencies, individuals should evacuate the building and assemble at their primary evacuation location.

ORANGE – Orange emergencies include:

- Bomb Threat
- Earthquake

Orange is used for any emergency that requires that individuals should leave the building and assemble at their secondary evacuation location farther away from the building.

RED – “Code Red”

Code Red emergencies are emergencies in which there is an active shooter or other significant threat to the lives or safety of everyone in the building. Building occupants should conceal themselves behind locked or blocked doors, turn out all lights, and stay quiet. If it can be done safely, escaping from the building is also advised.

Roll Call Red/Green Card

The laminated 8 ½” x 11” card with red on one side and green on the other should be used by teachers to indicate the status of their roll call in case of any emergency, evacuation, or drill. Routinely, the red/green card should be displayed, showing the red side of the card, outside the teacher’s room. The meaning of the color on this card is:

- **Red** – This is used whenever when there is an issue with the roll call that has been taken. For example, a student is missing or a student who typically is in that class is meeting with student support. It can also be used if a student is in the class that should be elsewhere. It can also indicate that roll call has not yet been taken for whatever reason.
- **Green** – Green indicates that roll call has been taken and everyone is accounted for.

When an emergency alert is launched this typically requires roll call be taken. If the emergency involves a building evacuation or going to either safe area in the building, the teacher should take the red/green card. Once roll call has been taken, the teacher should hold up the card displaying the color that corresponds to their specific roll call. The building marshal or floor captain will come around to teachers holding up the red side to get specifics about who is missing.

If the emergency requires that the teacher stay in the classroom, the roll call should be taken and the red/green card outside the room be turned to correspond to their specific roll call. The building marshal will come around to the classrooms with the red side displayed to get specifics about who is missing.

Floor Captains

Floor Captains will be responsible for implementing the approved evacuation plan of their assigned area upon notification from the building fire alarm system or alternate form of notification. Floor Captains will act as “supervisors” of the area under their direct control. They will oversee the evacuation of personnel from their area.

It is the responsibility of the Floor Captain to ensure every person who may have difficulty evacuating unassisted is assigned a co-worker who agrees to provide assistance and to accompany the person. Floor Captains should know where the wheelchairs, Evac+ Chairs, and AEDs in their vicinity are stored and can access them when necessary. If individuals are having difficulty evacuating due to mobility or any other issue, it is the responsibility of the Floor Captains to both provide assistance and to notify the Building Marshal about the situation. It is the duty of the Building Marshal to report the location of persons having difficulty evacuating to the Fire Department and DPS upon their arrival.

Floor Captains are responsible for making sure no one is left in their area and all doors are closed to reduce the spread of fire and smoke. Wherever possible, Floor Captains should also turn off overhead lights in the spaces that they check. Floor Captains assigned to the same areas should do their best to coordinate their efforts and by letting each other know they’re not present. Important areas to be searched include restrooms, conference rooms, or locker rooms. Floor Captains should be familiar with all non-visible areas and be sure everyone is out. They should report to the Building Marshals when they have completed their search or if any problems exist.

In Building Lockdown or Classroom Lockdown emergencies, floor captains should check that all exit doors are locked and secure. If directed to do so by a Building Marshal, floor captains may be asked to staff their assigned exit door to ensure that no one leaves or enters the building.

Floor Captains shall assist Building Marshals in gathering roll call information. It is the duty of the Building Marshal to notify Fire Department personnel, DPS, and other emergency responders of anyone unaccounted for.

Ensure that steps (below) are followed:

- Be accountable for all students and adults in assigned area.
- During building evacuations, Floor Captains must gather “red card/green card” status reports from teachers and/or names of unaccounted for teachers and staff in their assigned areas and provide the status to the Building Marshal during the waiting period outside.
- Make note of any equipment failure such as non-functioning strobe lights, bells, automatic doors, MessageNet equipment (TVs and text message boards), etc., within their areas.
- Sweep every space in designated area. Inspect every office, classroom, space and restroom in their designated area and close all doors.
- Ensure that no occupants remain in any part of the building.
- Complete the Fire Drill/Building Evacuation Check List (Red) form immediately after each fire drill/emergency evacuation.
- Notify the Building Marshals immediately following the fire drill or evacuation procedure regarding any equipment failure or problem with procedure.
- If directed to do so by a Building Marshal, staff assigned exit doors in Building Lockdown emergencies.

- On the first of each month, complete the Building Safety Check List form.

Floor Captain Forms

- **Building Safety Check List**
 - <http://www.gallaudet.edu/documents/clerc/handbook/BuildingSafetyChecklist-green.pdf>
- **Fire Drill/Building Evacuation Check List**
 - <http://www.gallaudet.edu/documents/clerc/handbook/BuildingEvacuationChecklist-red.pdf>

Building Marshals

Specific school leaders and Student Life leaders and other and designated persons are considered to be the “Building Marshals.” It is the responsibility of the Building Marshals to:

- Coordinate evacuation drills and alarms with the Department of Public Safety.
- Coordinate maintenance and system operation issues and emergency equipment monitoring with the Gallaudet Facilities Department.
- Schedule fire drills throughout the year, one per month.
- Conduct and supervise each fire drill. Ensure an efficient and orderly exit by all occupants.
- Identify and implement appropriate assembly areas (meeting places for occupants a safe distance from the building).
- Supervise evacuation emergencies and follow-up any related issues after each drill.
- Check teachers’ “red card/green card” roll call status during any emergency and/or collect names of “unaccounted for” individuals from floor captains and account for any missing individual.
- Report names of missing individuals to DPS and/or other emergency responders.
- Collect information about individuals who are having difficulty evacuating the buildings due to mobility issues or injury—information includes names of those involved and location—from Floor Captains and report this to DPS and/or other emergency responders.

Wheelchair and Evac+ Chair Locations

KDES:

- AED: Front lobby
- AED: Spiral ramp between Grades 3-5 and Grades 6-8
- AED: Spiral ramp between ECE and Grades K-2
- AED: Hallway in front of gym
- Wheelchair: Nurse's office on the 2nd floor
- Wheelchair: Library on the 3rd floor

MSSD:

- AED: Front lobby desk area
- AED: Second floor hallway between Support Services, C&A, and Counseling offices
- Wheelchair: Student Health Services
- Wheelchair: Front desk
- Evac+ Chair: Staff Lounge on the first floor

MSSD GYM:

- AED: Front lobby
- AED: Athletic trainer office

BALLARD NORTH:

- AED: First floor lobby
- AED: Third floor lobby
- Wheelchairs: Located with the students that use them

The “Safe Area” maps include the locations of all emergency equipment locations in the building, including AED devices, wheelchairs, and evac+ chairs. Links to the “Safe Area” maps can be found on pages 13 and 14 of this guide.

Fire Drills

DPS is responsible for having DPS officers at every drill and/or evacuation procedure. For drills, they provide traffic control. Other responsibilities include:

- Setting off the alarms
- Inspecting the buildings to ensure 100% evacuation
- Reporting details of drill to the administration
- Turning off and re-setting the alarm system
- Alerting all occupants that they may re-enter the building

KDES and MSSD Building Descriptions

KDES is a four-story brick building. The first three floors are occupied by the students, teachers and staff of the Kendall Demonstration Elementary School (KDES). The fourth floor is a residential floor of apartments unrelated to KDES. During fire drills or alarms all four floors are evacuated. Kendall School was built in 1978.

MSSD is a four-story brick building. The first and second floors are occupied by the students, teachers and staff of the Model Secondary School for the Deaf (MSSD). The basement is primarily use for storage with a small portion reserved for office space. The Penthouse, on the fourth floor, is where meetings and workshops are held. During fire drills or alarms, all four floors are evacuated. MSSD School was built in 1976.

BALLARD NORTH DORMITORY is a five-story residence hall. Male students reside on floors 1 and 2. Female students live on floors 3 and 4. The basement is composed of laundry rooms and apartments for MSSD live-in staff. During fire drills or alarms, all five floors are evacuated.

KDES Emergency Leaders and Maps

- **List of Building Marshals and Floor Captains**
<http://www.gallaudet.edu/documents/clerc/handbook/Captain-Marshal-KDES.pdf>

- **Safe Area and Equipment Locations**
<http://www.gallaudet.edu/documents/clerc/handbook/SafeAreas-Equipment-KDES.pdf>
- **Evacuation Locations**
<http://www.gallaudet.edu/documents/clerc/handbook/DestinationAreas-KDES.pdf>

MSSD Emergency Leaders and Maps

- **List of Building Marshals and Floor Captains**
<http://www.gallaudet.edu/documents/clerc/handbook/Captain-Marshal-MSSD.pdf>
- **Safe Area and Equipment Locations**
 - **MSSD**
<http://www.gallaudet.edu/documents/clerc/handbook/SafeAreas-Equipment-MSSD.pdf>
 - **Gym**
<http://www.gallaudet.edu/documents/clerc/handbook/SafeAreas-Equipment-Gym.pdf>
- **Evacuation Locations**
<http://www.gallaudet.edu/documents/clerc/handbook/DestinationAreas-MSSD.pdf>

Ballard North Maps

- **Safe Area and Equipment Locations**
<http://www.gallaudet.edu/documents/clerc/handbook/SafeAreas-Equipment-BN.pdf>
- **Evacuation Locations**
<http://www.gallaudet.edu/documents/clerc/handbook/DestinationAreas-BN.pdf>

Gallaudet Crisis Leadership Team

*Chair: Dwight Benedict, Dean of Student Affairs and Academic Support
(dwright.benedict@gallaudet.edu)*

Vice Chair: Ted Baran, Director, Department of Public Safety (theodore.baran@gallaudet.edu)

CLT Responsibilities

Assess – Project what might occur, assess vulnerability, eliminate or reduce the probability of a crisis

Prepare – Develop response plans potential crises

Respond – Respond to emergencies and direct emergency resources, activate response plans

Recover and Evaluate – Return conditions to normal or improved levels; assure community well-being; debrief, evaluate, and improve procedures; reduce risk of future crises

Membership

President	Director, Department of Public Safety
Provost	Director, Gallaudet Interpreting Service
Vice President, Administration and Finance	Director, Mental Health Center
Vice President, Clerc Center	Director, Residence Life
Dean, Student Affairs and Academic Support	Director, Clerc Center Operations
Chief of Staff, Clerc Center	Manager, Business Services and Enrollment, Clerc Center
Executive Director, Business and Support Services	Manager, Institutional Compliance, Clerc Center
Executive Director, Facilities	Manager, Risk Management/Insurance
Executive Director, Gallaudet Technology Services	University Faculty Governance Representative
Coordinator, Public and Media Relations	

Meeting Locations

The Crisis Leadership Team's primary meeting location is the conference room in LLRH6.

Clerc Center Crisis Communications Team

With the assistance of key members of the Gallaudet Crisis Leadership Team (CLT), the crisis communication team at the Clerc Center will help manage and disseminate internal and external communications in the event of a crisis at the Clerc Center.

- Director, Public Relations and Communications: Glenn Lockhart
- Chief of Staff, Clerc Center: Nicole Sutcliffe

Roles and Responsibilities

- External communications, media relations, Clerc Center website, and communications with GU Public and Media Relations Office.
- Communications with parents will be coordinated between the communications team and the principals or school management teams.
- The Clerc Center Crisis Communications Team will work with Gallaudet University as needed and communicate primarily with:
 - *GU Crisis Leadership Team Co-Chairs: Dwight Benedict and Ted Baran*
 - *GU Public & Media Relations Coordinator: Kaitlin Luna*
 - *Assistant Vice President, Administration: Fred Weiner (to coordinate communications with D.C. and federal officials)*
- Communicate with the Clerc Center Senior Leadership Team (SLT), Clerc Center Leadership Team (CCLT), and other Clerc Center personnel, as needed.
- Serve as liaison with the CLT, Department of Public Safety (DPS), Transportation Department, and Facilities, and all other operations-related communications.

Audiences

The audiences for this plan include teachers, staff, students and families of the Clerc Center, as well as Gallaudet University undergraduate and graduate students, faculty, staff, alumni, parents, Board of Trustees, neighbors, media, and District and federal officials.

How to contact

- **Glenn Lockhart:** KDES 3609, glenn.lockhart@gallaudet.edu, 202-618-6874 (VP), or [2404472528@mms.att.net](sms:2404472528) (SMS/Text)
- **Nicole Sutcliffe:** KDES 3211B, nicole.sutcliffe@gallaudet.edu, 202-250-2302 (VP), 202-651-5349 (Office), 202-277-9618 (Cell), or [2022779618@pm.sprint.com](sms:2022779618) (SMS/Text)

Evacuation/Assembly Locations

1. KDES Primary and Secondary Evacuation/Assembly Areas
2. MSSD Primary and Secondary Evacuation/Assembly Areas
3. CCLT Crisis Assembly Areas
4. Clerc Center Crisis Communications Team Headquarters
5. Gallaudet Crisis Leadership Team
6. Building evacuations during inclement weather
7. Campus Evacuation
8. City Evacuation

KDES and MSSD Primary and Secondary Evacuation/Assembly Areas

Fire Evacuation: If the building's fire alarm/strobe lights have been activated, leave the building and proceed to the nearest primary assembly area.

Bomb Threat/Secondary Location: When you are informed to do so, leave the building and go to your building's bomb threat/secondary assembly location; for KDES, the location is the grassy area just outside the fence around center field of the Gallaudet baseball field, and for MSSD, for the 2016-17 school year, the location is the top level of the MSSD parking garage.

SLT Crisis Meeting Locations

- Primary location – KDES 3106
- Secondary location – MSSD 100
- KDES Evacuation – Stop sign near Carlin Hall
- MSSD Evacuation – Top Level Parking Lot – near stairs

CCLT Crisis Assembly Areas

- Primary location – KDES 3211
- Secondary location – MSSD Penthouse
- KDES Evacuation – Stop sign near Carlin Hall
- MSSD Evacuation – Top Level Parking Lot – near stairs

Gallaudet Crisis Leadership Team

- Primary location – LLRH6, conference room

Building Evacuations during Inclement Weather

If, due to the nature of the incident, the time of day, or inclement weather, the Senior Leadership Team may activate alternative building evacuation procedures. In these instances, teachers, staff, and students will be given specific instructions.

Campus Evacuation

The Gallaudet University president, or his/her designate, will make the decision to evacuate the campus. Clerc Center teachers, staff, and students should assemble in their respective gyms.

City Evacuation

Once Gallaudet University receives notice that the evacuation of Washington, D.C., or the evacuation of Gallaudet is mandatory by law, Clerc Center teachers, staff, and students should assemble in their respective gyms. In the event of either a campus or city evacuation, transportation buses and drivers will arrive to both KDES or MSSD to transport students and others to the Clerc Center's predetermined mutual aid site.

Metropolitan Area Emergency Numbers

	Phone Number	TTY Number
Gallaudet Department of Public Safety (DPS)	202-651-5555	202-651-5444
<ul style="list-style-type: none"> ○ Pager: dps@gallaudet.edu ○ VP: 202-651-5555 		
Alcoholics Anonymous	202-332-2437	
Calvary Women's Shelter	202-783-6651	
Center for Disease Control & Prevention (CDC)	1-800-311-3435	
Center for Substance Abuse Treatment Hotline	1-800-662-4357	
Child and Family Services Agency (CFSA)	202-442-6100	711
Child Protective Services (P.G. County, Maryland)	301-909-2450	
Crime Solvers	1-800-673-2777	
D.C. Citywide Sexual Assault Hotline	202-333-7273	
D.C. Crime Victims' Resource Center	202-638-0273	
D.C. Crisis and Information Line	202-223-2255	
D.C. Institute of Mental Health	202-244-7711	
D.C. Rape Crisis Hotline	202-333-7273	
D.C. Shelter Hotline	1-800-535-7252	
Deaf and Hard of Hearing Unit (DHHU), MPD	Contact DPS	Contact DPS
Emergency	Contact DPS	
Fire Emergency Medical Services	Contact DPS	
Gay and Lesbian Crisis Hotline/Referral Line	202-833-3234	
House of Ruth (battered women hotline, shelter, counseling)	202-667-7001	
Latino Liaison Unit, MPD	Contact DPS	
Maryland Domestic Violence Hotline/Resources	1-800-634-3577	
Metro Transit Police	Contact DPS	
Metropolitan Police Department (non-emergency)	Contact DPS	
MPD 5th District Station	Contact DPS	
My Sister's Place (battered women hotline, shelter, counseling)	202-529-5991	
National Center for Victims of Crime	1-800-394-2255	1-800-211-7996
National Child Abuse Hotline	1-800-422-4453	
National Domestic Violence Hotline	1-800-799-7233	1-800-787-3224
National Sexual Assault Hotline	1-800-656-4673	
National Suicide Prevention Lifeline	1-800-273-8255	1-800-799-4889
National Teen Dating Abuse Helpline	1-866-331-9474	1-866-331-8453
PEPCO (life-threatening emergencies)	Contact DPS	
Poison Center	202-625-3333	
Sasha Bruce (shelter, counseling for youth)	202-547-7777	
Trevor Project-Crisis & Suicide Prevention Lifeline for LGBTQ Youth	1-866-488-7386	
Virginia Domestic Violence/Sexual Assault Hotline	1-800-838-8238	

Emergency Protocols

Fire/Smoke/Gas Odor - YELLOW

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Yellow – Primary Location** emergencies
 - Pull fire alarm if fire, smoke, or gas odor is detected
 - Evacuate students and adults to designated assembly areas
 - Take class roster and red/green card
 - Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
 - Take roll call and display red/green card
 - Ensure students and adults are safely away from situation.
- AREA: Close doors
- INFORMATION: Preserve evidence and information related to the incident. Make note of significant incidents and times.

COMMUNICATE

- Notify DPS and a member of the Senior Leadership Team (SLT), if first on the scene
- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order. Evacuations should be calm and orderly. Students and others should not stop to gather coats, possessions, or books. No running is permitted to avoid panic.

- Take charge of area until relieved by a member of the SLT or until incident is contained
- Remain in safe area until emergency personnel have issued an “all clear” signal

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of teachers/staff/students

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Lead evacuation procedures
- Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event
- Coordinate the relocation of students, if building is damaged
- Await “all clear” from DPS or Fire Officer in charge to re-enter building

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Bomb Threat - ORANGE

Upon receiving a report that a bomb is in or near the building:

TEACHERS/STAFF WILL:

PROTECT

- **INFORMATION:** Use the Bomb Threat Checklist to get as much information as you can
- **PEOPLE:**
 - MessageNet: Follow procedures for **Orange - Secondary Location** emergencies
 - Evacuate students and adults to designated assembly areas
 - Take class roster and red/green card
 - Direct students to take their belongings
 - Take roll call and display red/green card
 - Ensure students and adults are safely away from situation
- **INFORMATION:** Preserve evidence and information related to the incident. Make note of significant incidents and times.

COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Stay calm and maintain order. Evacuations should be calm and orderly. No running is permitted to avoid panic.
- Take charge of area until relieved by a member of the SLT or until incident is contained
- Remain in safe area until emergency personnel have issued an "all clear" signal.

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students

COMMUNICATE

- Notify DPS, if not already notified, with person who received threat
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals
- Assign CCLT members to specific responsibilities, if needed
- Work with DPS to send instructions to building personnel

LEAD

- Lead evacuation procedures
- Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event
- Coordinate the relocation of students, if building is damaged
- Await "all clear" from DPS or Fire Officer in charge to re-enter building

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Bomb Threat Checklist

How was the threat made?

- Telephone
- Videophone
- Text
- Other _____

Phone Number that received the threat: _____

Name of the person receiving the call: _____

Time/Date: _____

Length of Call: _____

QUESTIONS TO ASK:

- When is the bomb/device/going to explode/activate? _____
- Where is it right now? _____
- What does it look like? _____
- What kind of bomb/device is it? _____
- What will cause it to explode/activate? _____
- Did you place the bomb/device? _____
- Why? _____
- What is your name? _____

EXACT WORDING OF THREAT:

DESCRIPTION OF CALLER:

- Sex
 - Male
 - Female
 - Unsure
- Estimated age:
- Videophone Threats: Appearance of caller/Background:

- Caller's Voice/Manner (calm, angry, excited, laughter, crying):

- Language (well-spoken/educated, foul, irrational, message being read, taped message):

- Background Sounds (street noise, voices, office machines, music, etc):

Chemical Threat – “Go Up” - BLUE

A chemical attack is the deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Blue – Go Up** emergencies
 - Evacuate to the designated safe area on the uppermost floor
 - Take class roster and red/green card
 - Evacuate students and adults to designated safe areas
 - Take roll call and display red/green card
- AREA: Close all doors and windows. Stay away from doors and windows. Individuals should not leave the building.
- INFORMATION: Preserve evidence and information related to the incident. More note of significant incidents and times.

COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order
- Remain in safe area until emergency personnel have issued an “all clear” signal

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of everyone.
- Direct everyone to pre-determined designated safe areas located on the uppermost floors of each building
- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas.
- Distribute, as needed, food and water supplies to those in safe areas

COMMUNICATE

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with School Operations Teams
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Lead building through **Blue - Go Up** building evacuation procedures Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event.
- Await “all clear” from authorities to leave safe areas and/or buildings

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Biological Threat – “Go Down” - GREEN

A biological attack is the deliberate release of germs or other biological substances that can make you sick.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Green – Go Down** emergencies
 - Evacuate to the designated safe area on the lowest floor of the building
 - Take class roster and red/green card
 - Evacuate students and adults to designated safe areas
 - Take roll call and display red/green card
- AREA: Close doors and windows. Stay away from doors and windows. Individuals should not leave the building
- INFORMATION: Preserve evidence and information related to the incident; make note of significant incidents and times

COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order
- Remain in safe area until emergency personnel have issued an “all clear” signal

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of everyone
- Direct everyone to pre-determined designated safe areas located on the lowest floors of each building
- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas
- Distribute, as needed, food and water supplies to those in safe areas

COMMUNICATE

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with School Operations Teams
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Lead building through **Green - Go Down** building evacuation procedures
- Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event
- Await “all clear” from authorities to leave safe areas and/or buildings

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.
- Initiate Post-Crisis Protocol.

Tornado Warning – “Go Down” - GREEN

In the case of a “Tornado Warning” being issued for the area or a tornado has been spotted in the area:

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - Bring all persons inside buildings.
 - MessageNet: Follow procedures for **Green - Go Down** emergencies.
 - Take roll call and display red/green card
- AREA: Close doors and windows. Stay away from doors and windows. Individuals should not leave the building.

COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order
- Remain in safe area until emergency personnel have issued an “all clear” signal

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of teachers/staff/students
- Monitor weather reports
- Issue instructions to all students, teachers, and staff to evacuate to pre-determined designated safe areas located on the lowest floors of each building.

- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas
- Distribute, as needed, food and water supplies to those in safe areas

COMMUNICATE

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Lead building through **Green - Go Down** building evacuation procedures
- Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event
- Issue an “all clear” when the tornado threat has passed and it is safe to leave the safe areas and/or buildings

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Assess any damage to buildings and evacuate, if necessary
- Initiate **“Serious Injury/Death”** protocols, if necessary
- Resume normal operations
- Initiate Post-Crisis Protocol

Outdoor Activities Canceled - PURPLE

Used when there is potentially dangerous weather event or potentially dangerous activity near campus or in Washington, D.C.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - Bring everyone inside building
 - MessageNet: Follow procedures for **Purple – Outdoor Activities Canceled** emergencies
 - Take roll call and display red/green card
- AREA: Close windows and blinds.
- INFORMATION:
 - Follow instructions
 - Keep students calm and informed, as appropriate

COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of teachers/staff/students
- Monitor local news reports
- Issue instructions teachers and staff to follow procedures for **Purple – Outdoor Activities Canceled** emergencies

COMMUNICATE

- Notify and maintain communication with Building Marshals and CCLT
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Keep detailed notes of crisis event.
- Depending on the situation, initiate **Purple - Building Lockdown** or **Green - Go Down** procedures if the situation escalates

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations

Tornado Watch - PURPLE

In the case of a “Tornado Watch” being issued for the area.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Purple – Outdoor Activities Canceled** emergencies
 - Bring everyone inside building
 - Take roll call and display red/green card
- AREA:
 - Close windows and blinds
 - Stay away from doors and windows
 - Individuals should not leave the building
- INFORMATION:
 - Follow instructions.
 - Keep students calm and informed, as appropriate.

COMMUNICATE

- Notify SLT member if you are the first to become aware of a tornado watch.
- Notify floor captain/building marshal if anyone is unaccounted for

LEAD

- Maintain order

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of teachers/staff/students
- Monitor weather reports
- Issue instructions teachers and staff to follow procedures for **Purple – Outdoor Activities Canceled** emergencies.

COMMUNICATE

- Notify and maintain communication with Building Marshals and CCLT
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Keep detailed notes of crisis event
- Monitor weather reports
- Initiate “Go Down” evacuation if situation escalated to **Green - Tornado Warning**.

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations

Building Lockdown - PURPLE

A building lockdown is ordered in cases dangerous activity on campus or in the immediate vicinity of the Clerc Center and in which it would not be safe for students and others to be outside on playgrounds, athletic fields, or other areas outside.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Purple – Building Lockdown** emergencies
 - All outside play and activities is canceled; those outside would return indoors
 - Take roll call and display red/green card.
- AREA:
 - Close doors, windows, and window shades
 - Stay away from doors and windows
 - Floor Captains will secure exit doors
- INFORMATION:
 - Preserve evidence and information related to the incident

COMMUNICATE

- Notify Building Marshal if anyone is unaccounted for

LEAD

- Classes continue inside as normal possible, adjustments being made for the cancellation of outside activities
- Free to move around within the building
- Stay until “all clear” signal is given

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of everyone
- Issue building lockdown instructions to everyone
- Ensure all exterior doors are secured
- Check identification of all individuals desiring entry into buildings
- Depending on the nature of the emergency, limit or prohibit individuals from exiting the buildings

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Classroom or Dorm Room Lockdown - PURPLE

A classroom lockdown (or dorm room lockdown in the residence hall) is ordered in cases where it is necessary for students, teachers, staff, and others to stay where they are, in their classroom, office or dorm room. This may be used when searching for a missing student, when it's necessary to account for everyone in the building, or when hallways need to be cleared for a medical emergency.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE:
 - MessageNet: Follow procedures for **Purple – Classroom (or Dorm Room) Lockdown** emergencies
 - All outside play and activities are cancelled; those outside would return indoors
 - Individuals should not leave their classroom, office, or dorm room
 - Take roll call and display red/green card
- AREA:
 - Activities within the classroom continue as normal
 - Floor Captains will secure exit doors
- INFORMATION:
 - Preserve evidence and information related to the incident

COMMUNICATE

- Notify Building Marshal if anyone is unaccounted for

LEAD

- Maintain order
- Normal school/class schedule is suspended
- Stay in classroom/office/dorm room until “all clear” signal is given

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of everyone
- Issue classroom/dorm room lockdown instructions to all everyone
- Ensure all exterior doors are secured
- No one leaves the building and no one is admitted entry, unless directed by a building marshal

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT.
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Code Red - RED

A “Code Red” is ordered in cases when there is an active shooter in the building or other situations when everyone inside the building is in immediate danger.

TEACHERS/STAFF WILL:

PROTECT

- MessageNet: Follow procedures for **Code Red** emergencies
- Get to safety or hide.
- Take immediate cover in offices and classrooms or the nearest safe location.
- Close doors, windows, and window shades. Lock all doors and windows. Cover any windows on doors. Turn out lights.
- Block door with furniture. Hide behind furniture. Spread out and hide in different areas of the room.
- Keep as silent as possible. Silence all pagers and other devices, including telephones.
- Take roll call, if possible.
- Escape from the building if you can do so safely.

COMMUNICATE

- Inform Building Marshal—if able to do so safely—if any individuals are unaccounted for or are injured.

LEAD

- Administer first aid to those who may need it, if you are able to do so without putting your own safety at risk.
- Do not rush up to, hug, or confuse emergency personnel with any quick or unexpected movements. Follow instructions as best you can.
- Stay until emergency personnel have issued an “all clear” signal.

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Ensure immediate safety of teachers/staff/students
- Issue “Code Red” instructions to all students, teachers, and staff, if possible and by any means necessary

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT.
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Provide emergency responders with detailed floor plans and information
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

Serious Injury/Death

A death that requires an emergency response is most likely a death that was sudden, caused by an accident, or a homicide.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE/AREA:
 - Isolate affected students or employees.
 - Administer first aid, if possible.
 - Do what you can to minimize risk to others.
 - Keep other people from viewing the victim and the surroundings.
- INFORMATION:
 - Document all activities, noting what happened, who were witnesses, and timelines.

COMMUNICATE

- Notify DPS.
- Inform a member of the CCLT.

LEAD

- Maintain order.
- Stay on the scene until help arrives.

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students
- Isolate affected students or employees
- Administer first aid, if possible
- Minimize risk to others

- Do not allow access to the body, or to the area where the body was found, to anyone other than DPS or Metropolitan Police Department officers and detectives
- Do not attempt to move the body or try to identify the victim
- Do not touch or attempt to move any physical evidence in the surrounding area

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Handle all media inquiries and crisis communications
- Keep detailed notes of crisis event

POST-CRISIS:

- Notify students/teachers/staff/parents regarding details of the situation that are appropriate to be made public and/or that are necessary to release to ensure the safety of others
- Resume normal operations
- Initiate Post-Crisis Protocol

Suicide Attempt/Threat

Suicidal behavior can vary from a suicidal gesture to a life-threatening attempt. The incident and response begins with the initial awareness that a person may have caused harm, or is talking about causing harm, to self. This protocol should be followed in situations of imminent danger as well as situations where a suicide gesture or threat was made where imminent danger is unclear, including evidence of self-inflicted superficial scratches or cuts, and/or statements of an intention to harm oneself.

TEACHERS/STAFF WILL:

PROTECT

- PEOPLE/AREA:
 - Calm suicidal person by listening to the person, without showing judgment or lecturing.
 - Try to isolate suicidal person from others; minimize risk to others
 - Remove means of committing suicide, i.e., pills or weapons.
 - Administer first aid, if possible.
- INFORMATION:
 - Document all activities, noting what happened, who were witnesses, and timelines. (School counselors to use “Student Assessment of Suicidal Ideation” form.)

COMMUNICATE

- Notify DPS. Let DPS know if the individual has ingested any substances or responds to stimuli. Also, let DPS know if there are any weapons in the area.
- Inform a member of the CCLT.

LEAD

- Stay with suicidal person until help arrives.
- Do not leave suicidal person alone.

SENIOR LEADERSHIP TEAM (SLT) WILL:

PROTECT

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students
- Isolate affected students or employees
- Administer first aid, if possible
- Minimize risk to others

COMMUNICATE

- Notify DPS, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CCLT
- Contact parent/guardian of student
- Assign CCLT members to specific responsibilities, if needed

LEAD

- Handle all media inquiries (Clerc Center Crisis Communications Team)
- Keep detailed notes of crisis event.

POST-CRISIS:

- Notify students/teachers/staff regarding details of the situation that are appropriate to be made public and/or that are necessary to release to ensure the safety of others
- Resume normal operations
- Initiate Post-Crisis Protocol