

# Medford Schools Staff Response Emergency Guidelines

## Stay Calm Don't Speculate Act with Professional Judgement

Reviewed: September 2020

1. Caution	2. Secure	3. Evacuate
<p>Verbal Announcement</p> <p>Check hallways for students, bring them in - lock all doors</p> <p>Continue class activities</p> <p>Take attendance</p> <p>Release students for breaks sparingly. Cancel outdoor activities.</p> <p>Keep computer turned on for information sharing</p> <p>Wait patiently for directions or "all clear" signal</p> <p>In case of a fire alarm, wait for further instructions before evacuating</p>	<p>Verbal announcement</p> <ul style="list-style-type: none"> <li>• "Immediately implement secure lock down - stay in the building"</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• "Secure lock down - evacuate, if possible"</li> </ul> <p>Check hallways for students, bring them in - lock all doors</p> <p>Turn off lights</p> <p>Cover inside windows completely</p> <p>Scatter all students on floor away from door</p> <p>Take attendance</p> <p>RELEASE NO ONE. Ignore bells and fire alarms. NO restroom breaks</p> <p>Keep computer turned on for information sharing</p> <p>Those staff assigned to lock outer doors will be notified to do this if needed</p> <p>Flee the room if it is breached</p>	<p>Verbal announcement to evacuate and dismissal directions</p> <p>Allow students to get jackets and backpacks, if approved by administration</p> <p>Give directions and follow last pupil from classroom</p> <p>Take pen, class roster, purse, briefcase, activity folder if time allows</p> <p>Lights off and doors closed</p> <p>Report to designated area</p> <p>Take attendance</p> <p>Remain in evacuation area until advised by administration</p> <p>RELEASE NO ONE</p>

**REMEMBER: Staff are not to speak to the media unless authorized. Media will receive consistent, factual, regularly updated information from a district spokesperson.**

	<u>Evacuation Site</u>	<u>Alternate Site</u>
<b>MAES</b>	Krug's Bus Garage (715-748-3194)	<b>MASH</b> (715-748-5951)
<b>SES</b>	Sacred Heart Catholic Church (715-678-2395)	<b>Zion Lutheran Church</b> (715-678-2208)
<b>MAMS</b>	Immanuel Lutheran Church (715-748-2891)	<b>First Baptist Church</b> (715-748-4936)
<b>MASH</b>	Krug's Bus Garage (715-748-3194)	<b>MAES</b> (715-748-2316)
<b>TCEB</b>	Taylor Co Human Services (715-748-3332)	<b>UW-Extension Bldg</b> (715-748-3327)