

EMERGENCY PROCEDURES

GREEN TEAM

EMERGENCY PROCEDURES

Out of concern for students and school staff, the following emergency green team procedures were developed jointly by green team members and administration. It is extremely important that these policies are understood and followed in order that there be a minimum of educational disruption and a promptness of attention given to those encountering accidents and/or personal illness.

EMERGENCY FIRST AID PROCEDURES FOLLOWING AN ACCIDENT

WHEN AN INJURY OR PERSONAL ILLNESS OCCURS THE FOLLOWING STEPS WILL BE TAKEN:

STEP I. A phone call (Dial 0) is made to the receptionist;

STEP II. The receptionist will use the master P.A. and alert the green team;

STEP III. The receptionist will announce ---
“MAY I HAVE YOUR ATTENTION PLEASE!!!!
WILL MR. GREEN PLEASE REPORT TO (LOCATION)”

STEP IV. All students will:

- A. Take instruction from the coverage teacher and cooperate with the classroom teacher when an emergency occurs;
- B. Should an injury occur to the instructor, the student should (dial 0) and tell the receptionist about the situation;
- C. Contact nearest instructor for help;
- D. Turn off all power machinery and return to seats until the coverage instructor arrives.

STEP V. A phone call should be made to DIANE TURK on extension 8331, indicating the name of the injured student in order that proper medical records be pulled.

IT IS IMPORTANT THAT STUDENTS ARE MADE AWARE OF THE ABOVE PROCEDURE AT THE BEGINNING OF THE SCHOOL YEAR.

-- EMERGENCIES CAN OCCUR ANYTIME --

GREEN TEAM MEMBERS AND COVERAGE STAFF

FOLLOWING MEMBERS RESPOND TO SCENE:

JOE DANNEMILLER

DIANE NEMEC

PETE THEODORE

DIANE TURK

PATTY VALUKIEVIC

FOLLOWING ADMINISTRATORS RESPOND TO THE SCENE:

PAUL SMITH

LOREEN DORIN

KATHLEEN GRUBB

MICHAEL HALL

AL MARCINEK

FOLLOWING STAFF COVERS MEMBERS RESPONDING TO SCENE:

MIKE MARCINKO

PUBLIC HEALTH & SAFETY

AMY JARAMILLO

HEALTH CAREERS

ALL COVERAGE AREAS WILL BE SWIFT & BRIEF. WE MUST GUARD AGAINST FURTHER ACCIDENTS CAUSED BY UNSUPERVISED STUDENTS. THE ENTIRE GREEN TEAM EMERGENCY SYSTEM MUST BE HANDLED IN A DISCREET FASHION TO AVOID STUDENT INVOLVEMENT AND GENERAL PANIC.

GREEN TEAM MEMBERS PROCEDURES

- A. All green team members will respond to the scene.**
- B. Coordinators will be responsible for transporting crash carts to the scene.**
- C. An immediate assessment will be made by the first green team members arriving at the scene.**
- D. Upon arrival of coordinator, members will advise of assessment and establish plan of action.**
- E. The green team will take charge of any first aid administered to the victim. (Defibrillators are located in High School Operations & Adult Ed.)**

- F. Any victim refusing emergency treatment or transportation must sign the emergency care refusal form. These forms will be located in the crash carts.
- G. The emergency squad should be notified, when the team that is assessing the victim decides that the injury or illness is of a serious nature and requires hospital attention.

LISTED BELOW ARE THE TOP PRIORITIES REQUIRING A SQUAD:

1. HEART ATTACK
2. HEAD INJURIES
3. SEVERE BLEEDING
4. BACK INJURIES
5. EYE INJURIES
6. FRACTURES
7. SUDDEN ILLNESS
8. BURNS
9. CHEMICAL ABUSE

- H. The emergency squad will be called when the green team makes a request, using the area phone or receptionist phone.

DIAL 911

It must be understood that the decision to call the emergency squad not only relates to the serious nature of the illness or accident, but also to common sense and good judgment. We should not risk the life or health of any individual. When in doubt we will provide maximum care, which includes calling the emergency squad.

- I. Only the green team members needed at the scene will remain, other members will return to regular duties.
- J. A team coordinator will provide all pertinent information to the emergency rescue squad.
- K. A team member, or counselor, will accompany a student or staff member victim in the ambulance. In the case of a female victim, a female staff person will be asked to accompany the injured victim.
- L. Maintenance will be notified if transportation is needed to follow or pick up the team member at the hospital.
- M. No member will transport or accompany a victim in any vehicles other than an ambulance unless approved by an administrator or designee.

ALL MEMBERS OF THE GREEN TEAM EMERGENCY SYSTEM ARE CONSIDERED VOLUNTEERS. THE RESPONSIBILITY IS NOT IN ANYWAY CONSIDERED A PART OF THE NORMAL JOB DESCRIPTION.

HIGH SCHOOL OPERATIONS RESPONSIBILITIES

- A. Locate Medical Authorization form on file and relay it to the scene before the emergency squad arrives.**
- B. Notify individual's family of illness or accident.**
- C. Administrator to coordinate emergency squad traffic to the scene.**
Assign one (1) person to the front of the building to direct squad to scene area.
Assign another person outside of scene to stop squad and assist into the building.
- D. Administrative Assistants will place a copy of the Accident Report form in the instructor's mailbox.**
- E. High School Operations Administration will:**
 - 1. Notify Superintendent of any pertinent information needed;**
 - 2. Contact Home School Administration regarding the injured student;**
 - 3. Assume responsibility for follow-up call to parents within two (2) days after the accident;**
 - 4. Follow-up with hospital or family on condition of student for post evaluation with the green team;**
- F. The above responsibilities will be assigned by a High School Operations Administrator.**

GENERAL POLICIES:

- 1. A post evaluation meeting ASAP after the emergency will be scheduled by the High School Operations Administration.**
- 2. A general meeting once a month will be scheduled to stay updated on emergency procedures.**
- 3. The green team members will be responsible for maintaining the crash carts. A schedule will be established at the beginning of the school year to set a rotation schedule on a monthly basis. Each member will be responsible for inventory and equipment operation for their month on a weekly basis. The member will sign off on a check list to be kept with the crash cart.**

BLUE TEAM

EMERGENCY PROCEDURES

In the unlikely event that the safety of students and/or staff members is threatened by an out-of-control student or trespasser or by the presence of a weapon, **BLUE TEAM EMERGENCY PROCEDURES ARE TO BE FOLLOWED:**

Situations Warranting Blue Team Alert

- A. Student or trespasser in possession of a weapon
- B. Assault on a staff member
- C. Student or trespasser out-of-control
- D. Fight that cannot be broken up with reasonable measures
- E. Trespasser posing a threat to students or staff

If any of these situations occur, a phone call is made to the receptionist (0). The exact location of the problem should be given.

The receptionist will alert the Blue Team by announcing on the master P.A. "MAY I HAVE YOUR ATTENTION PLEASE? WOULD MR. BLUE PLEASE REPORT TO (LOCATION)."

BLUE TEAM MEMBERS

PAUL SMITH
KATHLEEN GRUBB
MIKE JELUS

LOREEN DORIN
MIKE HALL
AL MARCINEK

BLUE TEAM PROCEDURES

All Blue Team members will report to the scene. The Maintenance Foreman will bring a walkie/talkie.

Instructors in the immediate area will remove their students to another location so the problem is isolated.

An immediate assessment will be made by the Blue Team as to whether police help is needed.

If so, 911 will be dialed on an area phone or the Maintenance Foreman will instruct the receptionist via walkie/talking to dial 911.

Mr. Marcinek will go to the front of the building to direct the police to the north or south side.

Mr. Hall will go to the north or south side to indicate to the police which entrance to take.

Control of the person causing the disturbance will be turned over to the police.

If it is determined that police assistance is not necessary, the Blue Team will escort the person causing the disturbance to High School Operations.

As with Green Team Procedures, student and staff safety is the primary concern. If there is doubt as to whether the Blue Team should be called, the call should be made.

TORNADO PROCEDURES

TORNADO ALERT

In case of a tornado alert, the following procedures should be taken:

1. Students WILL STAY INSIDE AWAY FROM WINDOWS.
2. Move immediately to your area and assume the position. If the appropriate room is next to a restroom or vacant room, students nearest the door shall check that room, and if anyone is in the room, instruct him/her to proceed with this group to shelter.
3. Personal articles shall not be carried. (Possible exceptions are purse or handbag, car keys, sweater or coat, if they can be picked up without delaying the movement in the line.)
4. Go to the inside wall of the room away from windows, squat on the floor next to the wall, keeping head between knees, or get under benches, furniture, or heavy machinery, either by squatting, or lying prone on floor, face down. A complete list of lab procedures is following.
5. Students should move quickly, without running and quietly without talking.
6. All windows and doors should be closed.
7. Keep calm – regardless of the situation. Listen for instructions.
8. Upon arrival at the shelter area, teacher will check the roll.
9. Group will stay together until authorized to return to room or until dismissed.
10. Anyone in the hallway should seek shelter in the nearest restroom.
11. Hold a book over the head if the book can be picked up easily.
12. In case of injury, the teacher should stay with the injured person and designate someone to report the injury to coordinator at front office. NOTIFY THE GREEN TEAM.
13. If outside, seek shelter in a low lying area or ditch.
14. The teacher should remain with his/her class throughout the drill.

15. Lights do not have to be turned off.

EMERGENCY SHELTER AREAS

ADULT EDUCATION/UP

All persons should position themselves in the stairwells or upstairs restrooms.

ADULT EDUCATION/DOWN

All persons should position themselves in the Basement or restroom hallway.

ADMINISTRATIVE OFFICE

All persons should take cover in the Copy Room or Room 124.

APPRENTICE (THE)

All persons should position themselves along the south wall in the classroom.

AUTO BODY REPAIR

All persons should use Teacher's Office and Tool Room as cover areas.

AUTO SERVICE

All persons should use Auto Service related room as cover area.

BUILDING & PROPERTY MAINTENANCE

All persons are to position themselves along the inside walls of the Tool Room.

CAFETERIA

All persons are to position themselves in the Culinary Classroom.

CAREER ASSESSMENT LAB

All persons should position themselves against the North Wall.

COMPANY (THE)

All persons are to position themselves in the Storage Room of your Classroom.

COMPUTER AIDED DESIGN

All persons should take cover in the office and copier/storage room.

COMPUTER NETWORKING ACADEMY

All persons should use Locker Room or Storage Areas.

COMPUTER REPAIR

All persons are to position themselves in the locker/storage room in the Tech. area.

CONFERENCE ROOM A

All persons are to position themselves along the West Wall.

CONFERENCE ROOM B

All persons are to position themselves against the East Wall.

CONSTRUCTION TRADES

All persons are to position themselves along the West Wall in the Tool Room or Storage Room.

COSMETOLOGY

All persons should take cover in the Locker Room, or the Related Room.

CULINARY ARTS

All persons are to use respective locker area – girls in girls' Locker Room and boys in boys' Locker Room and the Storage Rooms, or Related Room.

CUSTODIAL STAFF

All persons should take cover at any available inside wall away from glass.

DENTAL ASSISTING

All persons should take cover in the Locker Room or Storage Room.

DIGITAL DESIGN

All persons should use Locker Room or Storage Area for cover.

DISTRICT OPERATIONS

All persons should use Storage Room for cover.

ENGLISH

All persons should position themselves against the West Wall in the In-School Suspension Room Downstairs.

E-LIBRARY

All persons are to position themselves in the Computer Repair Tech. area in the Maintenance Storage closet.

ENERGY SYSTEMS

All persons are to use the locker rooms for cover areas or any safe place away from all glass, hazardous equipment and tools and dangerous chemical or powders.

ENGINEERING TECHNOLOGY

All persons are to position themselves in the locker rooms.

GRAPHICS

All persons should use Locker Room or Storage Area for cover.

HEALTH CAREERS I

All persons should take cover along the West Wall of the Lab and in Locker Room.

HEALTH CAREERS I & II

All persons should take cover in the Northwest stairwell.

HEATING & AIR CONDITIONING

All persons are to take cover in the HVAC related room under the desks.

HIGH SCHOOL OPERATIONS

All persons should position themselves in the Counselor Office, Conference Room B or Wash Rooms.

HOTELS AND RESORTS

All persons are to position themselves against the east and south walls.

IN-SCHOOL RESTRICTION

All persons are to remain in the In-School Restriction Room.

JOB TRAINING

All persons should position themselves against the West wall of the hallway between the Transition to Employment lab and Sales and Service.

LEGAL SECRETARY

All persons should use Storage Areas and Locker Areas of this Classroom.

MACHINE TECHNOLOGY

All persons are to position themselves in the Tool Room.

MARKETING TECHNOLOGY

All persons are to position themselves in The Company conference room.

MATH

All persons are to position themselves on the West Wall in the In-School Suspension Room.

MEDIA TECHNOLOGY

All persons are to go to the Audio Rooms.

POWER EQUIPMENT TECHNOLOGY

All persons should use the Teacher's Office and Tool Room as cover areas.

PROGRAMMING & SOFTWARE

All persons are to position themselves in the Locker Room or Storage Room.

PUBLIC HEALTH AND SAFETY

All persons should position themselves in the Locker Room or Related Room against the West Wall.

RECEPTION/ATTENDANCE

All persons should position themselves in the Basement or Restroom Hallway.

RESUME LAB

All persons to position themselves against the west wall in the room.

SALES & SERVICE

All persons are to position themselves against the West Wall of the Classroom.

SCHOOL OF NURSING AT CUYAHOGA VALLEY

All persons are to go to the First Floor Stairwell and Laundry Room Area.

SCHOOL TO CAREER

All persons are to go to the Stairwells and Laundry Room area.

SCIENCE (CULINARY) Room 691

All persons should position themselves in the hallway along the north wall.

SOCIAL STUDIES

All persons are to position themselves against the West wall in Media Tech Studio Downstairs.

SPECIAL EDUCATION OFFICE

All persons should position themselves in the Storage Room.

STUDENT SUPPORT SERVICES

All persons are to restroom and hallway outside restroom (Tech I-Up)

TEACHING PROFESSIONS

All persons are to position themselves against the North Wall in Programming and Software, away from windows.

TRANSITION TO WORK

All persons should position themselves against the West wall of the hallway between the Transition to Work lab and Sales and Service.

LOCKDOWN – GENERAL INSTRUCTIONS

1. Teacher Responsibilities

If the lockdown code is given, teachers are to clear the halls of all students and lock themselves and students in a safe place. Teachers are responsible for preparing a list accounting for all students in their custody. Remain in lockdown until released by a school administrator or the police.

2. Administrative Responsibilities

Isolate the area. Principal or secretary will notify the police by dialing 911. Principal will make lockdown announcement when necessary. Provide police with a map of the building and any information requested.

3. Support Staff Responsibilities

Assist teachers in clearing the halls and getting students to a safe location. Assist in taking attendance of the students in custody in your area. Remain in lockdown until released by a school administrator or police office.

LOCKDOWN LOCATIONS

Administrative Office	Copy Room or Room 124
Adult Education Up	Classrooms
Adult Education Down	Work/Storage Room
Auto Body	Upstairs Classroom
Auto Service (Russo)	Auto Mechanics Related
Auto Service (Lamatrice)	Related Room
Building & Property Maintenance	Classroom (upstairs)
Computer Networking Academy	Storage Room #215
Culinary Arts	Locker Room/Theory/Related Room
Culinary Arts (Morton)	Laundry Room
Company (The)/Apprentice	Storage Area 194 A
Computer Aided Design	Rear Storage Room
Computer Repair	Locker/Storage room in Tech. area
Construction Trades	Related Room and Storage Room
Career Based Intervention	Social Studies Classroom
Cosmetology I	Cos I Lab –Locker Room
Cosmetology II	Cos II Storage Room/Dispensary
Dental Assisting	Locker Room
Digital Design	Dark Room
E- Library	Maintenance/Storage closet in Comp. Repair area

Education Tech Service Coordinator	Office
Energy Solutions	Men's Locker Room
Engineering Technology	Supply Room (South Wall)
Guidance	File Room (Adjacent to Clinic)
Graphic Imaging	Dark Room
Health Careers (Valukievic)	Locker Room in Lab Area
Health Careers (Maier)	Remain in Classroom
Health Careers (Ellis)	Remain in Classroom
Heating and Air Conditioning	Tool Crib or Tunnel
High School Operations	File Room (Adjacent to Clinic)
Hotels and Resorts	Locker Room/Theory-Related Room
Job Training ((Zybura)	Transition to Work Lab
Job Placement	File Room (Adjacent to Clinic) or Board
In School Suspension	In-School Suspension Room
Language Arts	Social Studies Classroom
Legal Secretary	Storage Room in Legal Secretary
Machine Technology	Upstairs Locker Rooms
Marketing Technology	North wall of Classroom
Math	Social Studies Classroom
Media Technology	Audio Rooms
School of Nursing at CVCC	Nursing Classroom
Power Equipment Technology	Pump Room/Motor Room
Programming & Software Development	Copy/Storage Room
Public Health and Safety	Theory Room/Locker Room
Recruitment (Taylor)	File Room (Adjacent to Clinic)
Resume Lab	Resume Lab
Sales and Service Fundamentals	Classroom
Science Room	Computer Room
School to Career	Library/Workroom/Storage Room
Science (Culinary) Room 691	Remain in Classroom against wall.
Social Studies	Remain in Classroom
Special Education Instr. (Sommer, Knauer, Woodruff)	Storage Room
Special Projects Coordinator	Storage Room
Student Support (Buehl & Henning)	Storage Room
Substitute Teacher Relief	**COPY TO FRAN GALLETTI
Teaching Professions	Room 194 A (The Apprentice)
Transition Coordinators (Bodnar, Haser, Riddle)	Storage Room
Transition to Work	Sales and Service Classroom
Vocational Evaluator (Harris-Willis & Price)	Storage Room

FIRE DRILL – GENERAL INSTRUCTIONS

- A. All students, faculty, administrators, and other school employees are to leave the building.**
- B. Instructors are to be the last leaving the classroom; they are to make sure all students are outside. They take roll call outside and immediately upon return to the classroom. (Instructors should take grade books along with them.)**
- C. Everyone should walk single file – no one should run.**
- D. Designated persons should close all doors.**
- E. No one should talk while exiting the building.**
- F. Everyone should exit through assigned doors.**
- G. No one should stop at lockers.**
- H. All students are to proceed immediately to parking lot or drive area.**
- I. Accountability report is due as soon as possible. One student from each class should be sent to the designated personnel who receive the verbal reports.**
High Bay programs report to a secretary on the West end of building – South.
Low Bay programs report to a secretary on West end of building – North.
Adult Ed., School to Career, School of Nursing, Culinary Arts, Hotels & Resorts, and Cosmetology report to a secretary in the East parking lot.
- J. Everyone should wait quietly in the designated areas until the signal to return is given.**
- K. Everyone should return directly to the class. No one may go to the lavatory, locker, or any room other than the classroom.**