

Crisis Response Protocols for Community Use of Schools

Community use activities are defined as any non-school sponsored event conducted by an *external organization*, which takes place before or after school hours, on weekends, and holidays (including PWCS specific breaks). Individuals in this capacity should be aware of the following Prince William County Public Schools' terminologies and response actions should a crisis occur during non-school hours.

NOTE: For mobile notification of weather related and other emergencies in the county, sign-up for the Prince William Community Alert Network (PWCAN) at <http://www.pwcgov.org/government/dept/FR/oem/Pages/default.aspx>.

Lockdown – Definition: “There is an immediate hostile threat at your location. The threat is either inside or directly outside your location.”

Responses:

- CALL 911** if safe to do so;
- Lockdown in your *immediate* area. Barricade doors if necessary;
- Silence cell phones;
- Stay hidden and quiet;
- Turn off the lights, if possible;
- If outside, stay outside and HIDE; and
- If the fire alarm sounds, stay put, unless you see smoke, see fire, or your life is in imminent danger.

NOTE: Preplanning will require looking at your area of use and noting possible areas to lockdown and conceal. Community use personnel should confer with the building principal to note areas that may be inaccessible. Be aware of the police non-emergency contact number (703.792.6500) and the building contact and their phone number(s).

Secure the Building – Definition: “There is a general threat in the vicinity of your location, but not directed at your location.”

Examples: Any police activity in your area such as a suspect on the run or a hostage situation in a nearby location that would merit securing all exterior doors from entry until the police event is resolved.

Responses:

- Any outside activities will cease. (After hours you may be directed by the police, school security patrol, after hours school staff personnel, or the event person receiving the message.);
- All exterior doors to the building will be locked to any outside persons wanting to enter;

- If the fire alarm sounds, stay put, unless you see smoke, see fire, or your life is in imminent danger;
- Inside activities may continue; and
- Assign adults to monitor the school grounds from inside the building.

NOTE: Preplanning will require noting what school personnel are available on-site, if any, to secure all exterior doors. Be aware of the police non-emergency contact number (703.792.6500) and the building contact and their phone number(s).

Shelter-In-Place – Definition: “There are hazardous external atmospheric conditions that may exist. Possible causes include: Weapons of mass destruction, any biological, nuclear, chemical, hazmat incident in the vicinity of the school, railroad car derails, and accident on roadway.”

Responses:

- CALL 911** and advise them of your presence in the building;
- All activities will cease;
- Respond to an inner portion of the building and ensure all doors and windows are closed in your area;
- Take direction from emergency response personnel; and
- Note any symptoms from possible exposures and report/treat accordingly.

NOTE: Preplanning will require looking at your area of use and noting possible areas that may be accessible to you. Community use personnel should confer with the building principal to note areas that may be inaccessible. Be aware of the police non-emergency contact number (703.792.6500) and the building contact and their phone number(s).

Evacuation – Anytime it is safer to be outside the building rather than inside, you evacuate. (i.e., fire, smoke, hazardous chemical spill, structural damage, earthquake, etc.)

Responses:

- Evaluate the threat (bomb threat, structural, hazardous material release within the building, fire, etc.);
- CALL 911;**
- Note primary evacuation route and proceed to nearest exit out of the building;
- Note secondary evacuation route, if necessary, and proceed to that exit out of the building;
- Move at least 300 feet from the building towards the designated evacuation area. Move upwind, if smoke and fire are an issue;

- Re-enter only after the “all clear” is given by appropriate authority; and
- Account for all of your personnel and note if anyone is missing.

NOTE: Preplanning will require note of posted primary and secondary evacuation routes and on-site evacuation areas for your particular building.

Tornados – Tornado “Watch” Definition: “No funnel clouds have been sighted, but weather conditions exist that are conducive to their formation.”

Responses:

- All outside activities should cease; and
- Note building’s tornado “safe zones” should a tornado warning be issued.

Tornado “Warning” Definition: “A funnel cloud(s) has been sighted or indicated on radar. The approximate location and direction is usually broadcast during the warning.”

- Respond to designated “safe zones.” Safe zones are typically areas with interior walls and no overhead glass; and
- Assume “drop and tuck” positions when danger is imminent.

NOTE: Preplanning will require looking at your area of use and note of possible tornado “safe zone” areas that may be accessible to you. Community use personnel should confer with the building principal to note areas that may be inaccessible. Be aware of the police non-emergency contact number (703.792.6500) and the building contact and their phone number(s).

Note the drop and tuck position as identified below:

PROTECT YOURSELF

LIE FACE DOWN,
DRAW YOUR KNEES
UP UNDER YOU,
COVER THE BACK
OF YOUR HEAD
WITH YOUR HANDS



Earthquakes – Although Virginia has a limited earthquake threat, we must ensure that our school occupants are prepared in the event of this type of event.

WHAT TO DO IMMEDIATELY WHEN SHAKING BEGINS

Remember . . . Drop, Cover, and Hold On! Take cover under a sturdy desk or table, hold on to the desk or table leg so that the desk or table stays on top of you, and keep your head down until the shaking stops.



Stay as safe as possible during an earthquake by following the guidelines noted below. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

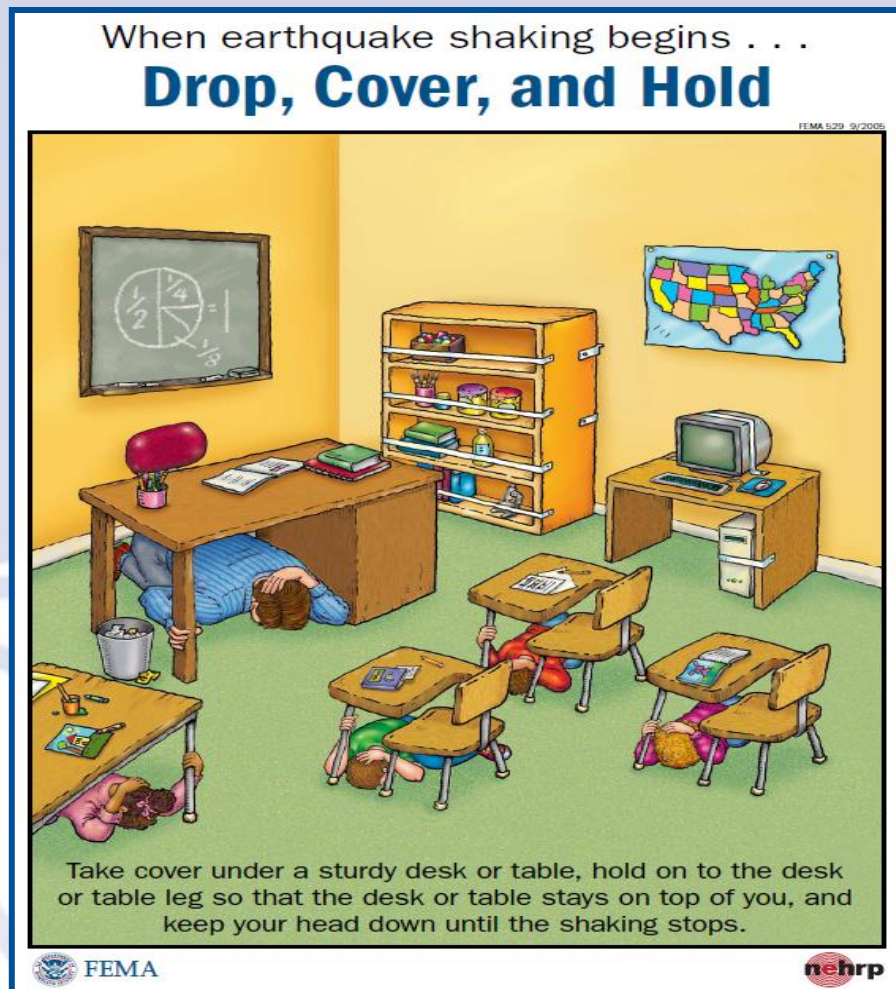
- DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building;
- Stay away from glass, windows, outside doors and walls, or anything that could fall, such as lighting fixtures or furniture;
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave;
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on; and
- DO NOT use the elevators.

If Outdoors - Stay There

- Move away from buildings, streetlights, and utility wires; and
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If Trapped under Debris

- Do not light a match;
- Do not move about or kick up dust;
- Cover your mouth with a handkerchief or clothing; and
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.



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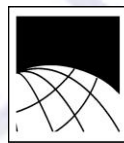
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*Associate Superintendent for Human Resources
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