

**Crisis Plan**  
**St. Catherine of Siena School**

September, 2018

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# Fire Emergency

1. Activate Fire Alarm.
2. Follow evacuation procedures posted in every classroom.
3. Teachers carry student attendance records and take attendance once they are outside.
4. Call **911**.
5. Administration and maintenance check fire panel to assess situation.
6. Administration meets emergency personnel.
7. Floor plans are available for emergency personnel.
8. Alert emergency personnel to any people still in the building. Tell emergency personnel the location and type of fire if known.
9. Notify police and fire department if alarm was falsely pulled. Contact Alarm Company to reset.
10. Administration informs the Rockford Diocese 815-399-4300.
11. Refer to *Working With the Media* section.
12. Complete an incident report.

# Severe Weather

**Follow the signs near the classroom door for evacuation route.**

## **Tornado**

If a tornado **Warning** is issued for your area:

1. Do not dismiss students until the warning has been lifted.
2. Take students to assigned area of greatest safety-lowest level of the building, interior area, or an area clear of windows or other glass.
3. Assume the Civil Defense position.

## **Earthquake**

1. If **inside the building**, remain there.
2. Take shelter under desks, if possible.
3. Assume the Civil Defense position.
4. Stay clear of windows, cabinets and electrical equipment.

1. If **outside of the building**, remain there.
2. Assume the Civil Defense position.
3. Stay clear of buildings, trees or power lines.

1. Administration contacts emergency personnel. **Call 911** if damage or injury is sustained.
2. Administration informs the Rockford Diocese 815-399-4300.
3. Administration refers to the *Dealing with the Media* section of this handbook.
4. Administration completes and maintains an **Incident Report**.

# Intruder

Assertively but politely confront the visitor.

Request the purpose of the visit. (The visitor could be an upset parent.)

Explain the school policy requiring visitors to report to the school office.

Accompany the visitor to the office or have another ADULT do so.

Observe that the visitor enters the office (if the office is within view.)

If the person shows the slightest reluctance to follow the directions or advice of the staff member, the staff member considers the visitor a possible intruder.

See: *Confrontational Person*.

1. Administration is notified.
2. A “lockdown” is announced to communicate the situation and actions to be taken.
3. All classroom doors are closed and locked. Students are removed from view of doors.
4. Exits remain accessible to allow the intruder to leave.
5. Administration contacts the police. **Call 911.**
6. Administration informs the Rockford Diocese 815-399-4300.
7. Administration refers to *Dealing with the Media* section of this handbook.
8. Administration completes and maintains an **Incident Report**.

## **Confrontational Person**

1. When encountering a confrontational person be aware of the following:
2. Remain polite and assertive.
3. Behave in a calm and confident manner to avoid escalation of an incident.
4. Don't argue. Use non-aggressive body language.
5. Stand slightly to the right or left of the person with open hands in view. Do not attempt to use physical force.
6. Remain professional and remind the person that the school is private property and direct the person to leave the premises immediately.
7. Inform the person that they are trespassing and the school will contact the police.
8. Make note of the physical appearance, dress, voice and mannerisms of the person.
9. If the situation does not calm down: notify the administration.
10. Administration contacts the police if necessary.
11. Administration informs the Rockford Diocese 815-399-4300.

## **Drug Overdose/Poisoning/Asthma attack Allergic Reaction**

1. Administration is notified.
2. School nurse, if onsite, is notified.
3. Administration contacts medical personnel. **Call 911.**
4. The medical file of the individual is available for emergency personnel.
5. Administration contacts poison control if the substance is, or is known to be, poisonous.  
Phone number is: **1-800-942-5969**
6. **Administration notifies the police if illegal drugs are suspected.**
7. Administration contacts parent/guardian to
  - a. Inform them of the situation
  - b. Advise them of actions being taken
  - c. Communicate any other pertinent information
8. Administration informs the Diocese of Rockford 815-399-4300.
9. Administration refers to *Dealing with the Media* section of this handbook.
10. Administration completes and maintains an **Incident Report**.

# Dealing with the Media (Crisis Related Issues)

## Communication during a crisis

The following delineates how to deal with crisis internally and externally.

- Administration informs the Diocese of Rockford in the event of a crisis situation.
- The Superintendent/Assistant Superintendent attempt to achieve the goal of effective crisis communication which is *to provide information to key audiences in a timely manner in order to bring a sense of calm to the situation and to avert escalation of the crisis.*

During the crisis or emergency, **the manner** of communicating with the **school community**, the **public** and the **media** is paramount.

### 1. Communicating with the school community

- Determine how to inform, in person, staff members most closely associated with the crisis and provide relief if they are unable to continue with their duties. The same applies to students who are immediately affected by the crisis.
- Determine how best to inform the rest of the staff and the students; an announcement is never made over the public address system. Meet with staff and enlist assistance from them to inform the students. The best strategy is one where communication is most personal.

### 2. Communicating with the public

The school community extends beyond the school building.

- A designated person informs the pastor and parish staff, and as appropriate, the school board and parent organizations(s).
- Parents/guardians are informed in a timely manner. In most cases a letter is sufficient to provide them with the information needed to support the children. *In situations where the safety of the students may be in question, communication may have to be more immediate (telephone relay).*

Identify other key members of the public who may need information. Plan the strategy to be used to inform the parish, Catholic and public schools in the area, and the community.

### 3. Communicating with the media

Procedures for informing the public about emergencies through the mass media:

- **Identify a single spokesperson responsible for responding to all reasonable requests for information from the media.**

This person announces the news or responds to new developments. By cooperating with the media, the school indicates that there is nothing to hide and that the school is cooperating with the media as much as possible. (The spokesperson may be the principal, assistant principal or, when appropriate, the pastor.)

- **Decide under what circumstances the media will be admitted to the premises.**

Members of the media are reminded that they do not have the right to interview students on school property without parental permission. The school determines the scope of media movements. If large numbers of media are covering the crisis, provisions may be made to accommodate them in a room with proper equipment. In any case, do designate a particular area for media use - e.g. to conduct interviews.

- **Gather as much information about the situation as possible.**

Obtain preliminary and additional information by interviewing appropriate people. Check with others who have faced similar problems. Maintain a professional rapport with the media by keeping them informed and respecting their presence. “No comment” responses imply evasiveness and create suspicion. It is helpful to “brainstorm” possible questions that reporters may ask and to prepare appropriate responses to those questions.

- **Develop plans for release of information.**

Offer official information within one hour of the disaster or crisis. The media have a recognized right to information that may vitally concern the community. One of the best ways to prevent the spread of false rumors and misinformation is by issuing factual information. The best defense against being accused of mishandling an emergency is to handle it honestly. Communicate to the media and the public the clearest possible explanation of how the situation is being handled.

## Field Trip Incident

**The field trip coordinator and the administration have the following:**

1. A fully detailed itinerary-**including time of departure and return.**
2. The name of the bus company with contact person and phone number.
3. A student roster by assigned vehicle.

**Students may wear nametags with name, address, phone number and pertinent medical information. These tags remain on the students throughout the trip and are removed only upon return to the school.**

4. A supervisor roster by assigned vehicle.
5. A chaperone list by assigned vehicle.
6. Map(s) of intended route.
7. A list of medical conditions/needs of participants.
8. A list of phone numbers significant to the trip
  - Administrator's home phone number
  - Students' home phone numbers and emergency phone numbers
9. A cellular phone

## In the Event of an Incident

**On-site responsibility: school field trip coordinator**

1. Medical needs, injuries, complaints of pain are attended to. **Call 911.**
2. Administration is notified.
3. Chaperones account for all students and record extent of injuries.
4. Bus driver secures vehicle and displays appropriate warning signs.
5. Bus driver radios central dispatch; reports bus number, location, school name and whether an ambulance is needed to attend to injuries.
6. Chaperones and bus driver secure all pertinent information of those involved in accident.
7. All students remain on bus unless it is unsafe to do so.

## School Responsibility

8. Administration informs the Diocese of Rockford 815-399-4300.

**Administration considers deploying personnel to the scene, hospital, or appropriate locations.**

9. Administration contacts parent/guardian to
  - a. Inform them of situation
  - b. Advise them of actions being taken
  - c. Communicate any other pertinent information
10. Administration refers to *Dealing with the Media* section of this handbook.
11. Administration completes and maintains an **Incident Report.**

# Weapon Found on Property

**A weapon found on school property is a crime.** (A weapon is defined as any object, which may be used to cause bodily harm-firearm, knife, brass knuckles, billy club, or box cutter.)

**A weapon found on school property is evidence.**

1. A staff member remains with the weapon.

**Do not handle the weapon. If necessary, wear rubber gloves or use a cloth to handle the weapon. Cover the weapon from the view of the public.**

2. Administration is notified.

3. Administration contacts the police.

4. Administration is available to police to lead them to the weapon location.

5. A “lockdown” is announced over the public address system.

6. Student traffic in the area of the weapon is prohibited.

7. Administration informs the Diocese of Rockford 815-399-4300.

8. Administration refers to *Dealing with the Media* section of this handbook.

9. Administration completes and maintains an **Incident Report**.

# Weapon Suspected on Student

**Possession of a weapon on school property is a crime; police are notified.**

**All actions are planned with the safety of the students and staff in mind.**

**Do not put anyone in harm's way.**

**Apprehension of violators and weapon retrieval is secondary.**

**Treat all weapon-related information (including rumor) to be accurate and plan appropriately.**

When it is suspected that a person has a weapon, school personnel should consider the following:

**Type of Weapon** (A weapon is defined as any object which may be used to cause bodily harm- firearm, knife, brass knuckles, billy club, box cutter, etc.)

**Age of suspect**

**Mental state of the suspect**

**Victim risk factor**

**Past history of suspect, if known**

**Suspected location of a weapon (on a person or elsewhere)**

1. Administration is notified.
2. Administration contacts the police. **Call 911.**
3. In a non-confrontational way, attempt to get the suspect to a private space near an exit.
4. If suspect attempts to leave the building- do not attempt to stop flight.
5. Do not allow suspect access to a book bag/backpack without first checking the contents.
6. Avoid confrontation.
7. An announcement of "lockdown" over the public address system communicates the actions to be taken.
8. Administration informs the Diocese of Rockford 815-399-4300.
9. Administration refers to the *Dealing with the Media* section of this handbook.
10. Administration completes and maintains an **Incident Report.**

# Bomb Threat

1. Do not pull the Fire alarm.
2. Notify the administration.
3. Administration: **CALL 911.**
4. Notify maintenance men and furnish floor plans for the authorities.
5. Determine with emergency personnel on whether or not to hold classes or evacuate the building.
6. Administration locks down the building to outside access.
7. Administration informs the Diocese of Rockford 815-399-4300.
8. Refer to *Working with the Media* section.
9. Administration completes and maintains an **Incident Report.**

# Hostage Situation

1. School personnel **do not attempt** to diffuse the situation. **Call 911.**

**Inform the police that this is a hostage situation and request that police respond without sirens.**

2. Administration evaluates the situation (**does not negotiate.**)  
Wait until police arrive.
3. If there are known injuries, notify medical emergency personnel. **Again request response without sirens.**
4. Police directives are followed for holding/dismissing students.
5. Administration and custodian are available for emergency personnel upon arrival.
6. Floor plans of the building are made available to emergency personnel.
7. Administration informs the Diocese of Rockford 815-399-4300.
8. Administration refers to *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

# **Shooting Incident**

## **(Shots Have Been Fired)**

**Shooting inside of the campus building- perpetrator is believed to be in the building.**

1. Administration is notified.
2. Administration notifies every one of the situation and actions to be taken by announcing “lockdown” over the public address system.
  - Teachers quickly scan for any students in the hall/restrooms and get them into a classroom.
  - Classrooms and all other occupied rooms and offices are “locked down.”
  - Students are moved away from doors and windows.
  - Students remain quiet and seated.
3. Administration contacts police. Call **911**.
4. Administration designates a person (school secretary/office personnel) to monitor the classroom intercom system.
5. Administration does not attempt (or designate anyone to attempt) to go through the building to assess the situation. **Wait for the police.**
6. Police advise and handle the situation upon their arrival.
7. Administration informs the Diocese of Rockford 815-399-4300.
8. Administration refers to the *Dealing with the Media* section of the handbook.
9. Administration completes and maintains an **Incident Report**.

## **Shooting Outside of the Campus Building** **(Perpetrator is believed to be outside the building)**

1. Administration is notified.
2. Administration notifies every one of the situation and actions to be taken by announcing “lockdown” over the public address system code.
  - **Students who are outside go to the nearest cover or retreat inside the building, whichever is closer.**
  - **Students remain quiet; Those who are in class get down low and stay below windowsill level out of sight of the perpetrator.**
  - **Classrooms and all other occupied rooms and offices are “locked down.”**
  - **Window coverings are closed/drawn.**
3. Administration contacts police. Call **911**.
4. Administration does not attempt to assess the situation. Wait for the Police.
5. Police advise and handle situation upon their arrival.
6. Administration informs the Diocese of Rockford 815-399-4300.
7. Administration refers to the *Dealing with the Media* section of the handbook.
8. Administration completes and maintains an **Incident Report**.

## Child Abuse

1. Administration is notified.
2. All personnel are mandated to promptly report alleged or suspected abuse or neglect to DCFS at **1-800-252-2873**.
3. Do not call parent or guardian if the allegation is against the parent/guardian.
4. Document the victim's appearance. Do not interview the victim but record comments he/she makes.
5. Administration informs the Diocese of Rockford 815-399-4300.
6. Administration completes the DCFS report.
7. Follow all procedures outlined in the Administrator's Handbook.
8. Follow the same procedures if the abuse is by a staff member. If the administrator is accused of abuse the next highest-ranking school official (i.e. Assistant Principal) should follow the procedures.

# Assault on Student or Staff

1. Administration is notified.
2. Medical treatment, if needed, is accessed.  
**Any injury is handled with extreme care, always using protective gloves.**
3. Administration contacts police.  
**If there is doubt about the seriousness of an offense, call the police.**  
**The assault of any student by a staff member (or vice versa) is a serious offense.**  
**The administration contacts the *State of Illinois Department of Children and Family Services (DCFS)* if a staff member is the offender 1-800-252-2873.**
4. Administration assigns a staff member to get the names of suspects and /or any witnesses.
5. Administration assigns a staff member to locate and isolate the suspect, if possible.  
This is done in a non-confrontational manner. The victim and the suspect(s) are separated.  
None are interviewed. However, **statements made by the victim and/or suspects are documented.**
6. Administration contacts parent/guardian of student (s) involved to:
  - a. Inform them of the situation.
  - b. Advise them of the actions being taken.
  - c. Communicate other pertinent information to them.
  - d. Schedule conferences if needed.
7. Administration informs the Diocese of Rockford 815-399-4300.
8. Administration refers to the *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

## Rape/Suspected Rape

1. Victim is escorted to a private area free from any disruptions.
2. The victim is never left alone.
3. Administration is notified.
4. The victim is not interviewed. However statements made by the victim should be documented.
5. The victim is not allowed to wash or remove any items or clothing.
6. If the victim has removed clothing, bag each piece in its own bag using latex gloves.
7. Administration contacts police by calling **911**.
8. Administration contacts parent/guardian at the appropriate time. The Diocese of Rockford and the police can advise on the timing.
9. Administration informs the Diocese of Rockford 815-399-4300.
10. Refer to the section on *Dealing with the Media*.
11. Administration completes and maintains an **Incident Report**.

# Threatened Suicide

(If a person is in immediate danger)

1. Administration is notified.
2. Administration contacts police. **Call 911.**  
**Ask that police respond without sirens.**
3. Calmly speak with the individual until appropriate personnel arrive.  
**Remember:**  
Be positive.  
Engage the individual in conversation.  
Do not become confrontational.  
Do not make fast movements toward the individual.
4. When trained personnel arrive defer to their judgment on the course of action to be taken.
5. An announcement of “lockdown” communicates actions to be taken.
6. Administration informs the **Rockford Diocese 815-399-4300.**
7. Administration contacts parent/guardian to:
  - a. Inform them of situation.
  - b. Advise them of actions being taken.
  - c. Communicate any other pertinent information to them.
8. Administration refers to *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

**(If an individual has expressed the thought of suicide but is not in immediate danger)**

1. Administration is notified.
2. The individual is escorted to an office for appropriate intervention and a counselor is contacted.
3. The administration discloses the information (the individual’s intent to harm) to the parent/guardian or any professional in a position to help.
4. Administration documents the information and actions taken.

# Missing Child

1. Administration is notified immediately.
2. Administration contacts police. **Call 911** and notify parent/guardian.

**Police are informed of:**

- Child's name
- Address
- Physical description, photo, clothing
- Medical status, if appropriate
- Time/Place last seen

**Parent/Guardian is contacted to:**

- Inform them of situation
- Advise them of actions being taken
- Communicate any other pertinent information

3. Administration informs the Rockford Diocese 815-399-4300.
4. Administration refers to the “**Dealing with the Media**” section of this handbook.
5. Administration completes and maintains an **Incident Report**.

# **Kidnapping**

**(Witnessed or confirmed abduction)**

1. Administration is notified **IMMEDIATELY**.
2. Administration contacts police **IMMEDIATELY**. **Call 911**.
3. Police are given the following information:
  - a. Name, sex, age, general physical description, dress, and medical status of the victim.
  - b. Physical description, vehicle information, direction the suspect was traveling.

**Student information, including a picture, if possible, is available to police upon their arrival.**

4. All outside doors are locked.
5. Administration contacts parent/guardian to:
  - a. Inform them of situation.
  - b. Advise them of actions being taken.
  - c. Communicate any other pertinent information to them.
6. Administration informs the Diocese of Rockford **815-399-4300**.
7. Administration refers to *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report**.

# Death on Campus

1. The area is secured.
  - Disturb the area as little as possible.**
  - Limit access to the area until police arrive.**
2. Administration is notified.
3. Administration contacts police and medical personnel. **Call 911.**
4. Lock down all buildings and hold students in classes.
5. Separate all witnesses until the police arrive.
  - Witnesses are not interviewed. However, **statements made by the witnesses are documented.**
6. Administration informs the Rockford Diocese 815-399-4300.
7. Administration contacts parent/guardian at the appropriate time. The office of Catholic Schools and the police may advise on the timing.
8. Administration refers to the *Dealing with the Media* section of the handbook.
9. Administration completes and maintains an **Incident Report.**

## After the Incident

11. Administration identifies community resource persons able to help students and parents deal with the death(s). These consist of professional grief counselors, psychologists, social workers, clergy, pastoral staff, nurses, etc.
12. Administration determines space(s) for use during crisis.
13. Administrator coordinates outreach to the family of the deceased.
14. Faculty and staff develop strategies to conduct class discussion and answer questions.
15. Librarian or other staff set aside resource materials and books.
16. Administration has substitute teachers available for staff who may not cope well with the death.
17. Staff and other professionals initiate personal contacts with at-risk staff or students.
18. Administration and staff formulate protocol for funeral attendance.
19. Administration (and appropriate others) holds a parent meeting as necessary.
20. Administration (with appropriate others) evaluates the school's response plan.

## Death Within the School Community

1. Administration is notified.
2. Administration utilizes a telephone communication to inform all school staff of the death(s).
3. Administration informs the Diocese of Rockford 815-399-4300.
4. Administration holds a before-school staff meeting the next morning after learning of the death.
5. Administration identifies community resource professionals able to help students and their parents deal with the death(s). They consist of professional grief counselors, psychologists, social workers, clergy, pastoral staff, nurses, etc.
6. Administration determines space(s) for use during the crisis.
7. Administrator coordinates outreach to the family of the deceased.
8. Faculty and staff develop strategies to conduct class discussion and answer questions.
9. Administration refers to the *Dealing with the Media* section of this handbook.
10. Librarian or other staff set aside resource materials and books.
11. Administration has substitute teachers available for staff who may not cope well with the death.
12. Staff and other professionals initiate personal contacts with at-risk staff and students.
13. Administration meets to debrief the staff at the end of the first day.
14. Administration and staff formulate protocol for funeral attendance.
15. Administration (and appropriate others) holds a parent-community meeting as necessary.
16. Administration (with appropriate others) evaluates the school's response plan.

# Large Group Disturbance

**The goal is to contain any escalation to the extent possible until the police arrive.**

1. Administration is notified.
2. Administration contacts the police. **Call 911.**
3. Administration (or designee) meets police and escorts them to the location of the disturbance.
4. Classes are locked down until the situation is under control.
5. Administration and staff intervene to diffuse the situation to the extent possible without jeopardizing their own safety.
6. Administration and staff disburse bystanders and encourage them not to get involved. Students are instructed to “go about their business.”
7. Administration informs the **Diocese of Rockford 815-399-4300.**
8. Administration refers to the *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report.**

# Gas Leak

1. Administration is notified.
2. The fire alarm is not activated.
3. Administration notifies maintenance to determine location of the leak.
4. Evacuation procedures are followed as in a fire evacuation. Teachers carry their student attendance record and take attendance again once outside.
5. As evacuation is taking place, call **911**.
6. Occupants evacuate to designated areas at least one block from the school. SJS will evacuate to Oscar Mayer School or Little Sisters of the Poor facility.
7. Administration and maintenance personnel are available for the emergency personnel.
8. Internal systems information, location of leaks, if known and knowledge and location of anyone remaining in the building are communicated to emergency personnel.
9. Administration informs the Diocese of Rockford 815-399-4300.
10. Refer to procedures in dealing with the media.
11. Administration completes and maintains an **Incident Report**.

# Hazardous Material Incident

1. Administration is notified.
2. Administration contacts emergency personnel. Call 911
3. Emergency first aid is provided if necessary/appropriate. (In the event a person comes in direct contact with suspected hazardous material, follow the instructions posted onsite or listed on container.)
4. Administration determines if evacuation is necessary.

## **“Stay in Place” order**

• Close all windows. • Students remain in the classroom and wait for additional instructions.

## **“Evacuate Immediately” order**

• Pull the fire alarm. • Students report to the evacuation site given at the time of the emergency.

## **“Evacuate When Ready” order**

• Arrangements are made to transport students to alternate sites or the evacuation site.  
• Students take personal belongings with them. • Standard fire evacuation procedures are followed.

**Teachers carry student daily attendance record and take attendance again at safe site.**

5. Administration and custodian are available for emergency personnel upon their arrival.
6. Floor plans of the building are made available to emergency personnel.
7. Internal systems information, location and type of hazardous material(s), if known, and knowledge/location of anyone remaining in the building are communicated to emergency personnel.

- A. Administration informs the Diocese of Rockford 815-399-4300.
- B. Administration refers to the *Dealing with the Media* section of this handbook.
- C. Administration completes and maintains an **Incident Report**.

**Call Poison Control # 1-800-942-5969**

**Administrators take prudent measures to protect mail handlers.**

- **The mail sorter wears protective gloves and works in a closed area.**
- **Suspicious mail is placed in a Ziploc bag and given to the police.**
- **Mail with no return address or that appears otherwise questionable is discarded.**
- **The mail sorter always washes hands when the task is completed.**

# Electrical Malfunction

1. Administration is notified.
2. Administration notifies the custodian.
3. Administration notifies teachers to hold students in present location until further notice.
4. Administration accompanies the custodian to locate the problem and assess the situation.
5. Administration contacts police and fire departments if fire or safety is a concern. **Call 911.**
6. Administration or custodian contacts local electrical company with concerns.
7. Administration informs the Diocese of Rockford 815-399-4300.
  - Possible considerations:
    - a. open/close school
    - b. parent notification
    - c. cafeteria food preparation capabilities
    - d. heating/cooling concerns
    - e. move students to an alternative site.
    - f. transportation adjustments
8. Administration refers to the *Dealing with the Media* section of this handbook.
9. Administration completes and maintains an **Incident Report**.

**General Power Outage in cold/moderate weather:**

- Close all windows. Conserve building heat.
- Do not run exhaust fans.
- Follow administrative directives.

**During a Brownout:**

- Administration notifies city authorities.
- Follow administrative directives.

**During a Blackout:**

- Open classroom doors to permit light from the skylights and classroom windows to illuminate the hallways. **Do not open exterior doors-this compromises school security.**
- Move classes outdoors if appropriate.
- If students are in the gym or auditorium, have them remain there until exit doors are opened. Then move outside.

\* Unplug all computers, power equipment, movie projectors, televisions and audio-visual equipment. Turn off all light switches unless needed. (When power returns it may be in a surge that could damage equipment.)