

Schools

GREEN/LOW

- Develop a written emergency plan to address all hazards, including plans to maintain the safety of students, staff and faculty, as well as an emergency communication plan to notify parents in times of emergency. Disseminate relevant information to families of children, staff and faculty.
- Initiate offering lessons from [“Masters of Disaster”](#) from the American Red Cross curriculum for grades K-8 regarding emergency preparedness for natural disasters.
- Ensure that selected staff members take a cardiopulmonary resuscitation / automatic external defibrillator (CPR/AED) and first aid course.
- Have a meeting to discuss emergency plans with parents and students.
- Encourage your students and families to develop a family disaster plan and disaster supplies kit:
 - Determine escape routes from your home.
 - Make a plan for what to do with your pets if you need to evacuate.
 - Put emergency telephone numbers by your phones, in your wallet or purse.
 - Stock nonperishable emergency supplies and a disaster supply kit.
 - Know how to turn off your power, gas and water service to your house.
 - Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Know the environment that you live in:
 - Locate stairways and emergency exits.
 - Be aware of how to evacuate buildings and crowded public areas
- Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service).
- Know what natural hazards are prevalent in your area and what measures you can take to protect your school.
- Report suspicious activities.

BLUE/GUARDED

- Complete recommended actions from the previous level.
- Be alert to suspicious activity and report it to proper authorities.
- Conduct safety training/emergency drills following the school’s written emergency plan for all grades.

- Ensure the emergency plan is updated and that needed equipment is purchased.
- Continue offering lessons from [“Masters of Disaster”](#) curriculum for grades K-8 regarding emergency preparedness for natural disasters.
- Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.
- Be alert to suspicious activity and report it to proper authorities
- Develop an emergency communications plan with students, staff and parents.
- Monitor local and national news for terrorist alerts.

YELLOW/ELEVATED

- Complete recommended actions from previous levels.
- Continue normal activities, but report suspicious activities to the local law enforcement agencies.
- Ensure emergency supplies are stocked and ready.
- Be alert for strangers or items that are not normally in your school
- Check telephone numbers and e-mail addresses in your communications plan and update as necessary.
- Learn what critical facilities are located in and around your school and report suspicious activities at or near these sites.
- Attend your local emergency planning committee (LEPC) meeting to learn more about local hazards. (Call 602-273-1411 to learn dates and locations of the meetings.)

ORANGE/HIGH

- Complete recommended actions from previous levels.
- Review your emergency plan.
- Offer “Masters of Disaster” lessons in grades K-12.
- Prepare to handle inquiries from anxious parents and the media.
- Be alert to suspicious activity and report it to proper authorities.
- Have "shelter in place" materials on hand.

- Continue to monitor world and local events as well as local government threat advisories.
- Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation, and monitor the activities of your staff and students.
- Discuss students' fears concerning possible terrorist attacks.

RED/SEVERE

- Complete recommended actions from previous levels.
- Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
- Be alert to suspicious activity and report it to proper authorities immediately.
- Close school if recommended to do so by appropriate authorities.
- 100% identification check (i.e. driver's license retained at front office) and escort of anyone entering school other than students, staff and faculty.
- Continue offering lessons from "Masters of Disaster."
- Ensure mental health counselors are available for students, staff and faculty.
- Be prepared to "shelter in place" or evacuate if instructed to do so by local governmental authorities.
- Expect traffic delays and restrictions.
- Keep emergency supplies accessible and school vehicles fuel tank full.
- Be suspicious of persons taking photographs of your school, asking detailed questions about physical security or dressed inappropriately for weather conditions (possible suicide bomber). Report these incidents immediately to law enforcement.
- Avoid passing unsubstantiated information and rumors.
- Discuss students' fears concerning possible/actual terrorist attacks