

Emergency Operations Plan

GROTON PUBLIC SCHOOLS

GROTON, CONNECTICUT

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INTRODUCTION

Groton Public Schools are the envy of most others, and with good cause. Our programs are world-class, our students rank high in all measures of academic performance, and our sports teams and extra-curricular activities provide students with many and varied opportunities to grow. Yet, as good as we are, we are not immune to crises. Society today is increasingly complex and volatile, and we no longer have the luxury of believing that a crisis cannot occur in our community. This Emergency Operations Plan flip-chart is designed to help staff deal with emergencies that may arise in our schools.

In any crisis, the first concern of school personnel must be the safety of students and staff. All decisions must be made with safety concerns in mind. In developing this plan, it was recognized that not every contingency could possibly be foreseen, but an effort was made to codify basic procedures that should be followed in several types of emergencies. Administrators are empowered to improvise when necessary. Staff members may find themselves cut off from others. In such cases, they are empowered to improvise to protect those in their charge as well as themselves. All school personnel shall be familiar with their responsibilities as outlined in this plan, and drills shall be conducted to ensure smooth operations in times of actual emergencies.

It is the responsibility of the supervising principal or designee to activate all drills and to ensure that the entire staff is aware of emergency procedures.

All members of the staff as well as visitors will wear school badges while on school grounds or in school buildings. During an emergency, all members of the school staff are required to remain at the school affected until release by the supervising principal. Staff with emergency assignments shall continue until relieved or until the all clear is given. Staff with no assignments will make themselves available for assignment when circumstances permit.

911 CALL PROCEDURE

- The school principal or designee will initiate an all-school announcement to clear the hallways. All students and staff will remain in classrooms until the *All Clear* announcement.
- The school principal or designee will initiate notification of the student's family regarding the emergency.
- The school principal or designee will initiate a call to the Assistant Superintendent's office to inform Central Office about the nature of the emergency and the identity of the student.
- If the emergency response team decides to transport the student to the hospital and a parent is not at school, the administrator or designee (other certified personnel) will meet the child at the hospital. If the parent is present and is able, the parent may accompany the child.
- Once all the emergency vehicles have left school property, the principal or designee will make an *All Clear* announcement.
- The principal or designee will complete an incident report.

LOCK-DOWN PROTOCOL "Code Red" is the official district-wide Lock-down

ACTION STEPS BY SCHOOL PERSONNEL WHEN CODE RED IS INITIATED:

- An announcement will be made that CODE RED is now in effect.
- School personnel and their students will remain in their current classroom or designated area.
- Teachers will usher students from the hallways into the nearest classroom. Teachers and staff will check adjacent areas such as lavatories if doing so appears reasonable. If in lunch room, gym, etc, teacher will keep their students there.
- All students who are outside will be directed to assemble in a designated area.
- Teachers will lock all doors to the room they are in unless doors have no lock and leave shades up, and as much as possible, move themselves and students away from doors and windows. Students and teacher will sit on floor.
- Students and staff may need to stay in Lock-down for an extensive period of time. There will be no bathroom breaks. Students and staff will remain in lock-down until Code Green is given.
- All bells will be turned off.
- Teachers will record the students currently under their supervision on an evacuation/shelter form and the list will be kept with them in preparation for leaving the building and reporting student attendance.
- All personal use of classroom television, radios, personal cell phones, or computers is prohibited except for use absolutely essential to ensure the safety of students and others.
- No one on duty at the time of the incident is released except by direction of administration or authorities.
- If directed to exit the building, students will not be allowed to go to lockers to get belongings.
- The CODE RED status will end only after the announcement is made which says CODE GREEN, THE DRILL IS NOW OVER.
- Should you be directed to leave the building, go to designated fire drill area of refuge and be prepared to leave the premises if directed to do so.
- While this protocol is designed to be appropriate for most crises, circumstances may develop that require independent decisions and action on the part of staff who may become isolated from leadership or authorities in charge of the crisis.

MEDIA RELATIONS

IN ANY EMERGENCY OR CRISIS SITUATION, THE SUPERINTENDENT OR HIS/HER DESIGNEE IS THE SOLE SPOKESPERSON FOR THE GROTON PUBLIC SCHOOLS

NOTE: Unless otherwise notified, all media relations are to be conducted through the Superintendent's office. The Superintendent will serve as the district spokesperson unless you are notified otherwise. Should you be contacted relative to an issue, please refer the media source to the Superintendent's office (572-2110).

SHELTER IN PLACE

- Move all students indoors; ensure aides assist handicapped students.
- Close all windows and doors.
- Turn off room heating, cooling, or ventilation systems.
- If there appears to be air contamination within the shelter, place a wet paper towel over nose and mouth for temporary protection. Inform Principal's office. Relocate to another part of the building.
- Continue to follow instructions given over PA.
- Do not allow anyone to leave shelter until "all clear" is given.

Shelter-in-place is the use of any classroom or other interior space for the purpose of providing temporary shelter from a hazardous material release.

GENERAL INSTRUCTIONS FOR STAFF

- All classrooms must display an emergency evacuation plan which notes the evacuation route to be taken and safe area of refuge to assemble in after leaving the building. Teachers must be sure that a sign is posted in each room to which they are assigned. Signs are posted next to the main exit to the hall. If your room has a direct exit to the outside, you may use it for evacuation if it is safe to do so.
- Teachers are responsible for all students under their supervision during drill or emergency procedures. ALL PERSONS in the building will respond to the first sounding of the alarm by evacuating to the pre-designated area.
- If students are at lunch, the staff will help them exit the building, leaving their lunches on the tables. Students who are not in a classroom (for example: in the lav, at the media center, etc.) must leave the building by the nearest available doorway and report to the nearest area of refuge. Teachers at each area of refuge shall take attendance of all students in the area of refuge and fill out a building evacuation/shelter report and relay it to the principal using the procedure established at your school.
- Teachers are responsible for their class as well as other students that arrive in the area of refuge throughout the emergency until the "all clear" is given or all students have been picked up by a parent or designated person.
- All employees of the district are required to wear identification badges in a visible area on the front upper body level. Staff shall challenge anyone other than a student found not to be wearing an official identification badge in any school building or take other appropriate action.
- All visitors are required to obtain a temporary badge at the school office upon entering a school.

EVACUATION

- In case of fire alarm or if ordered to evacuate for any other emergency, evacuate the building, following evacuation routes posted inside classroom next to exit door. Evacuate to designated area. Close classroom doors, take grade book and classroom sign-out sheets; do not take time to gather belongings, close windows, etc.
- Evacuate to pre-designated area when alarm sounds.
- Ensure handicapped students are assisted.
- Check lavatories and isolated areas in your wing on the way out of the buildings for students who may not have heard the alarm.
- Reassemble students in designated area away from building and out of the way of emergency vehicles.
- Take attendance of all students at your area of refuge using building evacuation/shelter report form and relay it to the supervising principal. A copy of the Building Evacuation/Shelter Report is included in this plan and may be used for duplication. Designated area is indicated on the emergency evacuation plan on the wall near the hall exit door of each classroom.
- Remain with the students until the "all clear" is given or until receipt of further instructions.
- Accompany students to alternate site, if directed.
- Accompany students back to the classroom and take attendance.

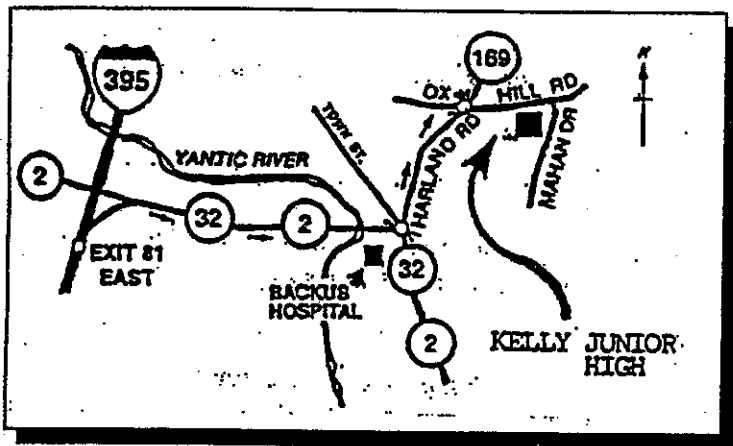
FIRE or EXPLOSION

- All occupants must evacuate when the fire alarm sounds. The Principal or designee will initiate notification of emergency dispatch.
- Evacuate to pre-designated area of refuge at alarm. Close classroom doors and windows as you leave. The area of refuge is indicated on evacuation plan next to the exit door in each classroom.
- Take grade book and classroom sign-out sheets.
- Ensure aides assist handicapped students.
- Check lavatories and other vacant spaces on the way out of the building for students who may not have heard the alarm.
- Reassemble students in area of refuge outside the building.
- Assemble away from smoke or any other dangers that may be present.
- Take attendance, fill out a building evacuation/shelter report form, and relay it to the designated area. Note: (Include all students in your area of refuge).
- Remain with the students until the "all clear" is given or until receipt of further instructions.
- Accompany students to alternate site, if instructed.
- Note - alternate sites are listed in the Groton Board of Education Emergency Operations Plan located in the school office in the black emergency bag.
- Accompany students back to the classroom and take attendance.

HAZARDOUS MATERIAL RELEASE

A hazardous material release could include a chemical truck overturning, a chemical spill in class, an outside gas leak, etc.

- If hazardous material is released in your classroom, PULL FIRE ALARM, evacuate the area immediately, shut the door and notify the principal's office. Give information.
- Take your grade book and classroom sign-out sheets. Bring any information about the product spilled, the volume spilled, and contamination with other chemicals.
- Upon notification of hazardous material release outside of your classroom, shut all windows and doors and turn off air conditioners.
- If outside with students, remain upwind of any vapors and return to the building if it is safe to do so.
- If instructed to shelter, follow the shelter-in-place procedures.
- If ordered to evacuate, follow evacuation procedures.



Town of Groton

Host Community: Norwich

Reception Area:
Kelly Middle School
25 Mahan Drive
Norwich, CT 06360

INSERT MAP - NORWICH

- If instructed to do so, close windows, doors, and blinds and tape shut. (Additional tape is located in school supply room). Shut off air conditioners, air handling units, and vents.
- Implement shelter-in-place procedures unless/until evacuation or early dismissal is called for.
- If evacuating to host school, implement a "buddy-system" for students in your class. Depending on conditions, the evacuation may be to an alternate site which would be announced.
- Take grade book, attendance information, and sign-out sheets. Ensure all students are accounted for.
- KI (Potassium Iodide) pills are available at each school for all students and staff members. KI pills can protect your thyroid gland from radioactive iodine. KI pills will be administered to students with medical authorization and to staff if the message to do so is broadcast via the Emergency Alert System (EAS) over local TV and radio stations.

**BLOOD BORNE PATHOGEN HAZARD-
MEDICAL PROBLEM or ACCIDENT**

- In the event of a medical problem or accident, do not move the student; keep stable.
- Call the nurse and the Principal's office with the name of the injured/ill student and the nature of the medical emergency.
- Keep other students away from scene; enlist help as needed.
- Do not allow direct contact with injured person's blood or other bodily fluids. Refer to the Groton Public Schools Blood borne Pathogens Plan.
- If blood or other bodily fluids are evident, do not touch with bare skin. Use bloodborne pathogens clean-up procedures. Custodians are trained in Blood borne Pathogen clean-up procedures. Notify the office. A copy of the school blood borne pathogen procedures is available in the office.
- Complete an incident report. Incident reports are available in the blood-borne pathogen safety plan located in the school office.

DO NOT RESUSCITATE (DNR) ORDER

- Follow student's Care Plan as directed by physician.
- Call 911 per student's Care Plan and continue to follow the Care Plan.
- Follow 911 procedures.

**MISSING or RUNAWAY STUDENT
Student Missing During School Hours**

- Inform Principal's office as soon as student is discovered missing.

UNAUTHORIZED REMOVAL OF STUDENT

- Be aware of custodial issues involving your students and pay particular attention to times when abduction may be likely. Inform the school principal of change of custody situations.
- Inform Principal's office immediately if you are aware of concerns on the part of student about pick-up by other than custodial parent/guardian.

**BLOODBORNE PATHOGEN HAZARD-MEDICAL PROBLEM OR ACCIDENT
DO NOT RESUSCITATE
MISSING OR RUNAWAY STUDENT
UNAUTHORIZED REMOVAL OF STUDENT**

SUBSTANCE ABUSE

- Notify Principal's office upon witnessing a drug sale, usage, or possession.
- If you suspect a student of drug use, refer the student to the nurse and inform the Principal's office.
- If you obtain evidence of controlled substance use/possession/sale, turn the evidence and student over to Principal or designee.

Alcohol or Tobacco

- Notify Principal or designee of suspected use/possession of alcohol/tobacco.
- If teacher obtains evidence, turn student and controlled substance over to Principal or designee.
- When apparent that a student has overdosed, call the nurse and the Principal's office.
- Keep the student as stable as possible. If necessary to avoid aspiration of vomit, turn student on his/her side.
- Isolate witnesses and do not allow them to talk among themselves or with others.
- Keep other students away from the scene; enlist help as needed.
- File an incident report.

Illicit drugs include

Acid
Amphetamines
Barbiturates
Cocaine
Depressants
Hallucinogens
Marijuana

THREAT OF SUICIDE/SUICIDE ATTEMPT

- Recognize the clues to suicide. Look for symptoms of deep depression and signs of hopelessness. Listen for suicide threats and words of warning, such as “I wish I were dead”, “I have nothing to live for”, “I won’t be a problem for you much longer”, etc. Notice whether the person becomes withdrawn and isolated from others. Be alert to suicide thoughts as depression seems to lift, or of sudden cheerfulness after a period of depression. Some other clues of impending suicide:
 - Change in eating or sleeping habits
 - Withdrawal from friends, family and from regular activities
 - Giving away possessions
 - Violent or rebellious behavior, or running away
 - Drug or alcohol abuse
 - Unusual neglect of personal appearance
 - Radical personality change
 - Boredom, difficulty concentrating, or a decline in schoolwork
 - Frequent complaints about physical symptoms often related to emotions, such as stomachache, headache, fatigue, etc.
 - Loss of interest in pleasurable activities
 - Not tolerating praise or rewards.
- Take any threat seriously. Trust your own judgment. If you believe someone is in danger of suicide, act on your beliefs. Notify guidance counselor and Principal’s office immediately.
- Stay with a suicidal student until help arrives.
- Encourage a suicidal person to talk to you. Don’t give false reassurances that “everything will be okay.” Listen and sympathize with what the person has to say.
- Be supportive. Show the person that you care. Help the person to feel worthwhile and wanted again.
- Continue to express interest in student after crisis is over.
- Upon notification of a suicide attempt in progress, call school psychologist, guidance counselor, nurse, and Principal’s office.
- Try to calm the student and others and ask student for permission to evacuate rest of class.
- Have students evacuate quietly if allowed. Teacher should remain with student in crisis until help arrives.
- Return to class when advised.
- Identify students from class in need possible counseling intervention.

SUSPECTED CHILD ABUSE

Each person who suspects that a child is being abused or neglected **MUST** report their suspicion to DCF.

The name of the person making the report is kept confidential. People who make reports that are later found to be unsubstantiated are immune from criminal prosecution.

- Report any suspicions of abuse/neglect of a student to Principal, guidance counselor.
- If student reports abuse/neglect to you, inform Principal, guidance counselor.

UTILITIES

GAS LEAK

NOTE: Propane is heavier than air and will tend to initially pool at floor level if it has leaked. It doesn't take long, however, for it to expand to fill all available space. Avoid any action that could cause a spark.

- If you smell a strong odor of gas, immediately evacuate the classroom and notify the Principal's office.
- Upon notification of a gas leak not in your classroom, DO NOT operate any electrical switches or turn any equipment off/on. DO NOT use portable radios.
- Follow the evacuation route passed over the PA.
- Insure aides assist handicapped students.
- Check lavatories and other vacant areas on the way out of the building to ensure all students have heard the evacuation order.
- Reassemble students in the pre-designated area.
- Take attendance, fill out a building evacuation/shelter report, and relay it to the principal.
- Remain with the students until the "all clear" is given or until receipt of further instructions.
- Accompany students to alternate site, if directed.
- Accompany students back to the classroom and take attendance.

POWER OUTAGE

- Follow instructions from Principal's office.
- Turn off equipment to avoid a power surge when power is restored.
- Evacuate areas without light.

WATER SHORTAGE

- Follow instructions from Principal's office. Continue normal educational duties.
- If instructed to evacuate, follow evacuation procedures and instructions from the office.

VANDALISM

Vandalism is defined as the act of Criminal Mischief or otherwise damaging or defacing any property (including furniture and other equipment) belonging to, or used by, the school.

- Notify Principal's office of any damage discovered and names of vandal(s) if known. Leave the area undisturbed until the extent of damage has been documented.

- Fill out vandalism form and file with Superintendent.

BOMB THREAT

Teacher

- Report suspicious items to the Principal's Office immediately.
- Evacuation may or may not be ordered, depending on the circumstances.
- Evacuation order will be announced over PA system.
- **When informed of need to evacuate due to bomb threat, open windows and leave classroom door open. Leave lights/computers on. Do not use radios or cell phones because they might activate the bomb.**
- If ordered to do so, evacuate via routes posted inside each classroom unless you receive special instructions. Evacuate to designated area unless you receive special instructions.

Phone Call Recipient

- Keep caller on the phone as long as possible. DO NOT hang up. Use Bomb Threat Checklist (last page of this plan). If possible, signal for someone to listen with you. DO NOT hang up.
- If student answers the phone, get an adult to the phone as soon as possible.
- Signal to someone to alert the Principal's office.
- Dial 9-*67 for a phone trace before dialing any other number. This procedure does not work on all school phones.

BOMB THREAT

Administrative Procedure

- The administrator in charge is made aware of a bomb threat immediately.
- Based on information received, the administrator in charge shall decide to evacuate or to remain in the school. The administrator in charge shall inform the police and the Superintendent of Schools as soon as possible upon receiving a bomb threat.
- Evacuations shall be announced over the school's PA system. The emergency bull horn may also be used. Special instructions may be given. Special instructions for teachers may include directions for students to take backpacks and other personal items with them, open windows and doors, not to use cell phones or radios, and to make a quick search of classrooms for suspicious items and to report such items to the administrator in charge.
- Staff members shall be assigned to each entry door to insure no person enters the school until authorized to do so by the administrator in charge.
- The administrator in charge shall meet the police at the command center located at the fire alarm panel. The head custodian will go to the command center and be ready to offer assistance. The administrator in charge, police officer in charge, and fire department official in charge will remain at the command center until the situation is under control or until circumstances require one or more to change locations.
- The decision to re-occupy the building will be made by school administration in charge in conjunction with police and fire officials.

DEATH or HOMICIDE

- Notify Principal's office and nurse.
- If a homicide, speak calmly to perpetrator until help arrives.
- Isolate witnesses and do not allow them to talk among themselves or with others.
- In the event of death, remove students from area.
- Await help from EMS and police.

DRIVE-BY SHOOTING-GUNSHOTS IN AREA

- Upon hearing shots, yell to students to “drop to the ground” or “drop to the floor”.
- If outside, yell to students to “quietly-return to the building” as soon as car has left area.
- Be alert for returning car and be prepared to have students drop to ground again.
- Notify Principal’s office ASAP.
- Report any injuries and remain with injured students.
- When inside building, organize students and restore calm.
- Return to classroom, take attendance, and report any missing students.

Note: A similar procedure is to be used in the case of a sniper attack.

- In the case of a shooting in the school building, implement lock-down Code Red and keep students away from doors and windows.

HOSTAGE SITUATION

If you are the one to identify a hostage situation:

- Notify 911.
- Secure the immediate area, if possible, by removing all non-participants.
- Close the door to the area, if appropriate, to isolate the incident.
- Notify the Principal’s office ASAP.

If you and your class have been taken hostage:

- Do everything the captor says to do.
- Be especially careful during the first four or five minutes as the captor is probably as desperate and jumpy as you are.
- Speak only when spoken to and never make wisecracks.
- Try not to show emotions openly. Act relaxed.
- Sit down, if possible, to avoid appearing to be aggressive.
- Have faith in negotiations.
- If possible, hide or get rid of personal effects (photos of spouse/children, keys).
- Do not make any suggestions to hostage-taker(s). If suggestions go wrong, captor may think you tried to create problems.
- Do not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone they are looking at.
- Be patient.

SEXUAL ASSAULT

- Inform Principal’s office immediately upon notification that there has been a sexual assault.

VIOLENT ACTIONS

Violent Actions include:
Physical Assault
Fights
Verbal Assault
Verbal Threat

- Promptly walk, do not run, to the scene so you can analyze the situation and form a strategy.
- The moment you are in sight of the violent action, announce your presence in a commanding voice and tell/let everyone know that the behavior is to stop immediately.
- If possible, obtain help from other teachers.
- Call out to any students that you recognize and start giving orders (go to the office, get another teacher, etc.). Attempt to get other students away from the commotion as quickly as possible.
- If you know the involved students by name, call out each of their names and let them know they have been identified.
- Do not try to be a hero. If confronted with a serious fight, especially one where weapons are observed, get additional help.
- If you are going to separate two fighters, first be sure that you can do it. If they are larger than you are, or if they are out of control, you will likely fail in separating them and may wind up injured in the process.
- After the students are separated, avoid using further confrontational behavior yourself (pointing at students, making accusations, cornering them with their back against the wall).
- Never restrain one student without restraining the others; this may open the restrained student up to an attack.
- Never say "Calm down", "Relax", or "What's your problem?"; instead, say things like "What's up?", "Tell me everything", or "I'm listening".
- Remember that no one can "cool down" instantly, Try to change the tone of the crisis gradually. Send the participants to "cool down" corners until they calm down. Have students take slow, deep breaths.
- When students are calmed down, escort them to the office; you take one student and have other adult(s) take the other student(s) to avoid a flare-up of the conflict.
- File an incident report.

VIOLENT INTRUDER

Intruders are unauthorized visitors who are trespassing or loitering on school property. Particular attention should be paid to cars noticed lingering in the parking lot or on the street near the school, or someone watching children on the playground as these situations might be a prelude to a violent intruder situation.

All visitors to the building are to obtain a Visitor's badge from the Main Office. Teachers and other members of the staff must be aware of and confront or report anyone in the building without a badge.

If a threatening, suspicious, or violent intruder is found on school grounds, in the building, trying to enter the building, or if their imminent presence is suspected, report it immediately and take appropriate action. The lock-down code for the building will be announced over the PA.

WEAPONS/DANGEROUS INSTRUMENT

A weapon is any instrument that may produce bodily harm or death.

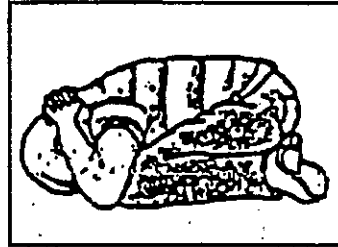
- Upon learning of a concealed weapon on school grounds, take immediate steps to reduce the risk of injury or possible death by directing all non-involved individuals out of the area.
- Gather any and all information to determine the location of the weapon or possible offender.
- Inform the Principal's office ASAP.
- Protect the identity of any informants.
- DO NOT attempt to confiscate the weapon.
- Isolate the student/offender as much as possible until help arrives.

TORNADO OR SEVERE STORM WATCH

- Close windows and blinds/shades.
- Remind students of tornado drill procedures and the designated shelter area.
- Review "Drop and Tuck" position facing wall with hands interlocked over head.

Drop and Tuck Position

- Due to the unpredictable nature of such storms, be prepared to take immediate protective action, including "Drop and Tuck" under desks/tables if needed.



TORNADO

During a Tornado Warning

- Evacuate students to pre-designated shelter area. Pre-designated shelter will be announced. Ensure aides assist handicapped students.
- Close classroom door. Take grade book and flashlight if available.
- Have students sit quietly on the floor, away from outside wall.
- Take attendance, fill out a building evacuation/shelter report, and relay it to the designated area.
- Keep students calm and quiet.
- If in "Drop and Tuck", position properly.
- If you sense tornado is imminent, give "Drop and Tuck" command.
- Remain in place until the "all clear" is given.
- Take attendance, fill out an evacuation/shelter form, and relay it to the designated area.
- Report any injuries and provide immediate first aid.
- Restore calm.
- Await further instructions.

EARTHQUAKE

- If indoors in a classroom, stay inside and move away from windows, shelves, and other heavy objects/furniture that might fall.
- If indoors in a hall, on a stairway, or in an open area, move to the interior wall and turn away from windows.
- If indoors in a lab or kitchen, shut off all gas appliances and stay clear of hazardous chemicals that might spill.
- Assume the "Drop and Tuck" position. (See Tornado Safety Guidelines.)
- Talk to students to maintain order.
- If outdoors, move to an open space away from power lines and buildings and lie down or crouch. Be aware of possible need to quickly move to an alternate location.
- If classroom is in imminent danger of fire, evacuate immediately and report situation to Principal's office.
- If not in imminent danger, wait for word from Principal's office on evacuation route.
- Do not turn light switches on or off if a gas leak is suspected. Do not use open flames.
- Check for injuries and report to office. Determine if injured students can be moved.
- Take attendance and relay it to the designated area.
- Follow evacuation plan when called for. Stay with critically injured students and have neighboring teacher evacuate your students.
- Calm frightened students.

While earthquakes present only a modest hazard to Connecticut's schools and communities, there is a potential for substantial damage if Groton should suffer a significant quake.

EARTHQUAKE