

Cherrywood Academy

# Emergency Procedure Manual

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# *Emergency Procedure Requirements*

**Local Law Enforcement**  
Gloucester Twp Police Department  
1261 Chews Landing Road  
Laurel Springs, NJ 08021  
(856) 228-4500

Listed below are the Emergency procedure requirements. In accordance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS CHAPTER 122 OF THE STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES, OFFICE OF LICENSING:

Child Care Center Name: Cherrywood Academy  
Director's Name: Dr. Kathleen McCabe-Odri, Ed.D., BCBA-D  
OnSite Director: Ashley Schotter  
Address: 8 Cherrywood Drive  
City, State, Zip Code: Clementon, NJ 08021  
Phone/Contact Number: 856-566-1004

Maximum licensed capacity for children enrolled:

Total bid capacity	54
Maximum capacity of staff:	20-25

In case of an emergency, we have made the following pre-established provisions for:

**Transportation:**

All staff will transport per personal vehicles regardless of child safety seat availability.  
Time permits ~ parents will be contacted to assist with transportation.

**Special needs children and/or equipment:**

Time permits ~ Bus Company will be contacted to assist with transportation.  
All motivation plans/reinforcers as well as backpack supplies.

## Emergency Procedure Requirements continued

### **The children will be evacuated to:**

Facility Name: Country Acres Private Preschool  
Address: 1880 Glassboro Road, Williamstown, NJ 08094  
Contact Name: Allsion Hughes  
Phone Number: 856-881-0400

**In the event of an unforeseen emergency, the center's Emergency plan consists of:** (i.e. an evacuation plan, a plan for lock down/shelter-in-place, natural or civil disaster, and other emergencies):

- 1A Evacuation to Country Acres Private Preschool, Allsion Hughes for internal emergencies using staff vehicles.
- 1B Evacuation to a location determined by the Office of Emergency Management.
- 2 Lock down procedure/shelter-in-place plan: 1 staff member monitors children; other staff members lock windows and doors, covers all with plastic/duct tape. Children provisions provided by household stored in individual backpacks. Manual outline procedure per disaster.

### **The plan to reunite children with their parents:**

1. Records and medical cards are taken by head teacher in folder. Folder includes family contact numbers.
2. Disaster supplies are transported per availability in large bucket. Supplies include student backpacks, flash light, batteries, radio, walkie-talkie, first aide kit, water.
3. Using records (include family phone numbers), teacher contacts all guardians.

## Emergency Procedure Requirements continued

### **Any additional information/comments:**

Each child needs to bring the following supplies: Backpacks to be transported daily to and from Cherrywood Academy, change of clothes, diapers, non-perishable snacks/food, non-perishable water bottle. All supplies must be enough for one to two days.

- A more detailed Emergency Preparedness/Disaster plan will be available at the center.
- A copy of this plan will be kept in the centers emergency file.
- A copy of this plan maybe distributed to the Office of Emergency Management.
- The emergency information will be updated as needed.

*Kathleen McCabe-Ovri, Ed.D., BCBA-D*  
*Child Care Center Director Signature*

## EMERGENCY MANAGEMENT PLAN

### CHAIN OF COMMAND

<i>Staff Member</i>	<i>Home</i>	<i>Cell</i>	<i>Title</i>
McCabe-Odri, Kathy	609-267-2104	609-290-8563	Owner/Executive Director
Schotter, Ashley		609-502-7929	Onsite Director
Cornely, Jennifer A	856-616-1917	856-261-3030	Dir of Beh. Support
Lorenzetti, Lori		609-238-8899	Dir of Beh. Health/ Staff Support: Training

The director maintains current staff notification roster.

## Emergency Procedure Plan

Emergency evacuation diagrams are posted near the front door, back door and inside each bathroom.

First aid supplies are located in medicine cabinet and upper shelving of child-only bathroom.

A fire extinguisher is located on the wall in the kitchen area.

A smoke detector is wall mounted by the back door.

### **For medical emergencies requiring a physician, contact:**

911

### **For emergency transportation:**

Safety: dial 911

### **Internal emergency evacuation location:**

Staff will transport children in event of internal disaster. Parent(s) to pickup child at:

Facility Name: Country Acres Private Preschool  
Address: 1880 Glassboro Road, Williamstown, NJ 08094  
Contact Name: Allison Hughes  
Phone Number: 856-881-0400

### **\*Internal emergency events include:**

Building damage, power outage/plumbing malfunction specific to our location, internal chemical spill, gas leak, fire, etc.

### **External emergency evacuation location:**

The Office of Emergency Management will contact us to advise a safe location (number below). Staff transport if directed to do so by OEM.

### **\*External emergency events include:**

Area chemical spill, area gas leaks, natural/civil disasters, terrorist acts, etc.

### **Poison Control:**

1-800-222-1222

### **Hospital/Clinic:**

Kennedy Hospital  
18 East Laurel Road, Stratford, NJ 08084  
856-346-6000

### **Police/Fire/EMS/Ambulance:**

911

### **\*MEDICAIL EMERGENCIES\***

Medical emergency and location of the emergency is announced if there is a medical emergency involving a staff member or child.

1. When announced, all staff members shall secure classroom doors and keep children in the classroom until instructed otherwise.
2. The director/designee, head teacher, teacher or other staff member with first aid training and nurse (if available) will report to the location of the emergency.
3. A designated staff member will immediately go to the front of the building to intercept and direct the First Aid Unit.
4. All other children are immediately escorted back to their classroom or moved to playground.
5. The director/designee stays at the emergency scene to relay instructions to the Main Office.
6. Do not move the child/victim unless his/her location is potentially dangerous. Reassure the child/victim; keep him/her quiet and lying down.
7. The following people are authorized to call for an emergency vehicle if it is needed: the director, head teacher, teacher, or other staff member, secretary, or parent/guardian.
8. The following steps are taken when calling for an emergency vehicle:
  - a. Dial 911 on outside line.
  - b. Report location and specific entrance to be used. Also, give the nature of the emergency, number of victims, and any other pertinent information.
9. The director/designee notifies parents when appropriate. Notification is given tactfully and in such a manner as not to create undue panic.
10. Known details of the accident should be given. If appropriate parent/guardian cannot be consulted immediately, follow instructions on CHILD EMERGENCY FORM, regarding physician and hospital, located in child's file folder.



**\*BOMB THREAT\***

**UPON RECEIPT OF A BOMB THREAT BY PHONE:**

1. Obtain as much information as possible from and about the caller.
2. Listen carefully-DO NOT INTERRUPT!
3. Try to take down the entire message.
4. Keep the caller talking.
5. Check trunk line regardless.
6. Do not use telephone or answer any other call.
7. Contact 911 immediately from another phone if available.

**BY E-MAIL, OR OTHER FORM OF COMMUNICATION:**

1. Preserve evidence.
2. Make a hard copy immediately.
3. Dial 911 or Local Police Department , Gloucester Twp. Police Department  
1261 Chews Landing Road, Laurel Springs, NJ 08021 - 856-228-4500
4. Evacuate the building by calmly announcing over the intercom: There is a need to evacuate the building. Please follow evacuation procedures and leave the building in a quiet and orderly manner.
5. The director/designee will sweep the area that children will evacuate to prior the evacuation.
6. All staff must check the area around you when you receive an evacuation notice.
7. IN THE EVENT THAT A SUSPICIOUS OBJECT IS FOUND, IT SHOULD NOT BE TOUCHED OR MOVED-Warn others to stay away from the suspicious object and maintain at least a 500ft. clearance area.
8. The director/designee contacts 911 with an evaluation of the situation.
9. When the police arrive, they are in command, and their orders are to be followed.
10. Ensure that all children and staff are accounted for and in a safe location.
11. Restrict personnel from the building until Police approve access.
12. If necessary, assemble and supervise children who are to be transported home at prearranged area(s) outside of the building.

Report incident to Office of Emergency Management, 856-783-4808 ext 5202 and complete necessary reports.

**\*CHILDREN LEFT AT CENTER\***

1. Check the child's emergency form and call the parents. DO NOT transport child in private vehicle unless authorized by the Director. Upon authorization, two employees must be present in the vehicle when transporting a child.
2. Call the person listed on the Child Emergency Form if the parent cannot be reached.

**\*CHILDREN LEFT AT CENTER/CHILD KIDNAPPING, MISSING/LOST CHILD\***

A child is released from the center only to custodial parents or guardian. If a child is missing from the center or a parent reports that a child has not returned home, complete the following steps:

1. Notify the director/designee.
2. The parent/guardian listed on the student's emergency form is called.
3. Contact transportation at (see below) to determine the assigned bus driver and ask if he/she transported the child.
4. Call 911 or Local Police Department (856) 228-4500 and NJDFD Office of Licensing at 877-667-9845.
5. When Police arrive at the school, they will take control and work closely with the school officials/relatives.
6. Do not release any information to the press!!!!

### **\*DEATH IN CENTER\***

1. Call 911 or local Police Department at (856) 228-4500.
2. Clear the area do not touch anything at the scene, do not cover the body.
3. Implement traumatic loss postvention plan with Disaster/Critical Incident Response Team (DCIRT) through the Emergency Screening Services at 856-845-9100.
4. Discuss with DCIRT the most effective strategy for informing staff and children.

### **\*DEATH AFTER CENTER HOURS\***

In the case of a violent death of a youth after center hours, the local Police Department will notify the director.

The director/designee notifies the DCIRT. Implementation of crisis intervention plan and coordination of support service; proceed at this time.

Support services provided by DCIRT include:

1. Phone consultation.
2. Emergency staff meeting to prepare for postvention.
3. 24-hour crisis intervention services - Emergency Screening Services 856-845-9100.
4. Developmentally appropriate materials on bereavement and grief work for children and parents.
5. Consultation with director and staff on recommended debriefing procedures.
6. Sample letters to send home for parents on grief process.
7. Advice on working with bereaved family.

The director coordinates the immediate notification of staff members.

**\*COMPLETED SUICIDE\***

1. Call 911 or local Police Department at (856) 228-4500.
2. The director/designee notifies the Disaster/Critical Incident Response Team (DCIRT) at 856-845-9100.
3. Contact bereaved family.
4. Implement the DCIRT postvention procedure. Issues to be considered include: staff education, identifying children most likely to be directly affected by the suicide and utilizing developmentally appropriate materials on bereavement and grief work for children and parents.

**\*SUICIDAL THREATS/ATTEMPTS\***

1. Contact the director/designee immediately.
2. The director/designee notifies the Emergency Screening Services at 856-845-9100 or Mobile Response and Stabilization Services at 856-428-5688 ext 17 ask for Barbara Maronski.
3. Assure that parents/guardians are contacted regarding the threat or attempt and parental responsibilities to obtain assistance for the child are explained.
4. Assist with additional resources for child and family - Division of Child Behavioral Health Services 856-541-2222.

Call 911 or Local Police Department at (856) 228-4500, for all Suicide attempts.

**\*EMERGENCY PROCEDURE CONTACT LIST \***

STEP 1	Use your phone or send another staff member to inform the main office.
STEP 2	The director or designee will immediately implement the emergency plan.
STEP 3	Take appropriate actions to take care of the children at the scene.
STEP 4	Notification Contact List A. Kathy McCabe-Ordi, Ed.D. ~ Director B. Ashley Schotter ~ On-Site Director C. Jen Cornely ~ Dir Beh Health:Stud Supp Serv/Sr Asst ExD If it is necessary to call for outside help, the director or designee will call.

**\*EMERGENCY TELEPHONE NUMBERS\***

<b>PERSON OR AGENCY</b>	<b>PHONE NUMBER</b>
Director: Dr. Kathy McCabe-Odri, Ed.D., BCBA-D	609-267-2104 cell : 609-290-8563
Head Teacher/On-Site Director: Ashley Schotter	609-502-7929
Director of Dir Beh Health: Jen Cornely	856-616-1917 cell: 856-261-3030
Local Police Department	856-228-4500
Local Office of Emergency Management	856-783-4808 ext 5202
Local Health Department	856-374-6037
NJDFD, Office of Licensing	877-667-9845
Child Care Services	856-582-7000
Disaster/Critical Incident Response Team	856-845-9100
Emergency Screening Services	856-845-9100
Mobile Response and Stabilization Services	856-428-5688 ext 17-Barbara Maronski
Division of Child Behavioral Health Services	856-541-2222
Child Protection and Permanency	609-888-7900
Camden County Family Crisis	856-428-4357
Gloucester Twp Municipal Utilities Authority	856-227-8666
South Jersey Gas Company	888-766-9900
Atlantic Electric Company	800-642-3780
Anthony's Plumbing	856-629-7272
Bus Transportation	Various-see Onsite & Inclusion Directors
Comcast Cable	800-COMCAST

## **\*EVACUATION PROCEDURE\***

### **FIRE AND OTHER DISASTERS:**

The following evacuation procedures should be discussed with your students, employees, and volunteers.

1. The director/designee will sweep the area that the children will evacuate to prior to the evacuation.
2. Clear the building immediately, using appropriate evacuation routes.
3. Make sure all known visitors and disabled individuals are assisted out of the building.
4. Take your current attendance record to check roll outside and report to the emergency leader.
5. Check your immediate area when you receive the evacuation notice.
6. Close the door after you check that everyone is out of your area or classroom.
8. Do not allow anyone to stop and pick up personal belongings without prior administrative approval.
9. Designate safe areas as far away from the building as possible, without crossing roadways/driveways used by emergency vehicles (minimum of 500ft. from building).
9. If an area is barricaded, then the next nearest exit is used.
10. The director/designee announces the all clear to return to the building after all areas are reported safe by safety officials.

### **\*GAS LEAKS\***

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

Notify the director/designee immediately, the director/designee will:

- Evacuate the building immediately by activating the fire alarm system. Use established evacuation plan and open windows in immediate area to diffuse gas.
- DO NOT OPERATE ANY LIGHT SWITCHES OR ELECTRICAL OUTLETS.
- Call office at 856-374-2821 and report all known information.
- Contact South Jersey Gas Company at 888-766-9900 and notify them of the gas leak.
- Contact the Local Office of Emergency Management at 856-783-4808 ext 5202.
- Do not re-enter the building until Fire Officials say it is safe to do so.

### **\*HAZARDOUS MATERIAL ACCIDENTS\***

#### **IF OUTSIDE:**

- Move upwind away from spilled material.
- Contact director/designee.

#### **IF INSIDE:**

- Avoid direct or indirect contact with spilled material.
- Flush with water immediately and avoid direct contact.
- Remove contaminated clothing.
- Move to alternate location without common ventilation system to avoid fumes.
- Contact Local Office of Emergency Management 856-783-4808 ext 5202.
- Use Material Safety Data Sheet.

**\*MEDIA PROCEDURE DURING EMERGENCY CRISIS\***

1. The only means to inform the general public is by the mass media (cable channel 3, 6, 10, radio, television, and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore, **MUST BE AVOIDED.**
2. The director/designee is the only person to report to the media.
3. Media are assigned to one location, preferably outside of the building.
4. The director/designee will be the spokesperson to the media.



## **\*NATURAL DISASTERS\***

### **\*EARTHQUAKES\***

#### **During the quake:**

If indoor, stay there.

1. Take cover under heavy furniture (desks, tables, and hold onto the legs of the furniture) or in the interior of doorways or narrow halls.
2. Cover eyes by leaning face against your arms.
3. Stay away from windows and beware of falling objects.

If outdoors:

1. Move away from the building, if possible.
2. Avoid utility poles and overhead wires.

If in a bus:

1. Driver should stop as quickly and safely as possible in open areas away from over-passes, road cuts, etc.
2. Stay in the bus.

After the quake:

1. Evacuate and move to open areas away from buildings.
2. Do not re-enter buildings until authorities have checked for possible structural damage, leaking gas lines, and other utility disruptions.
3. Take attendance to account for all children. Report to the director or designee.
4. Do not use any open flames (matches, candles, etc.) while in the buildings.
5. Listen to a radio, if available, for latest bulletins.
6. Use discretion in implementing early or late dismissal policy depending on communications from Local Office of Emergency Management (OEM), availability of transportation, damage to school buildings, residential areas, and open transportation routes.

## **\*FLOODS\***

When weather conditions indicate an area may be affected, local radio or television broadcasts are monitored by the director/designee. Prepare to:

- Implement center cancellation or late opening policy as per policy and instructions.
- Notify Local Office of Emergency Management of situation.
- Evacuate children to home or other evacuation area in accordance with established policy based on director and Local OEM communication.
- Notify parents via radio, television, telephone, and cable channel 3, 6, 10.

## **\*HURRICANES \***

Emergency Procedures or center cancellations are coordinated through the director/designee and Local OEM communications.

## **\*THUNDERSTORMS \***

- If outside, and lightening or thunder is seen or heard, move inside at once.
- During a thunderstorm or thunderstorm warning, consider the following for assessing safety of children and staff:
  - Glassed area
  - Classes being conducted outside
  - Availability of alternative lighting

## **\*TORNADOES\***

Turn to the local radio station for updated weather information.

### **Time to take shelter:**

- Evacuate room quickly, quietly, and orderly to first floor interior hallways, restrooms, or other enclosed small areas away from large glass windows/doors or open rooms.
- Check restrooms and nearby vacant rooms for children, staff or visitors.
- Take belongings only if they are at desks and will provide extra protection (large books, notebooks, or coats may be held over head or shoulders).

### **\*TORNADOES\***

- Take roll book and check attendance once in a shelter area and report any missing children.
- Take position by crouching on knees, head down, with hands locked at back of neck.

#### **Time NOT to take shelter:**

- Go to inside wall of the room away from the windows.
- Squat on floor next to wall or get under desks/furniture by squatting or lying prone on the floor face down.
- If book can be picked up easily, hold it over your head.

### **\*WINTER STORMS \***

Listen to local radio stations for cancellation, delayed opening and/or early dismissal notices related to snow and/or ice.

## \* SCHOOL BUS ACCIDENT\*

### **Director:**

1. Call Office of Transportation per student list. Director will report to scene of accident with center nurse if available/possible.
2. If children are injured, have member(s) of staff accompany or meet children at the hospital.
3. Notify NMFD, Office of Licensing at 877-667-9845.

### **Assigned staff:**

1. Administer first aid and determine extent of injuries.
2. Complete child accident report on child sent to hospital or seen by physician as a result of the accident.
3. Keep record of all children on bus at time of accident.
4. Follow-up on all children involved in accident and are absent the following day.

### **Director or Designee:**

1. Handle all phone calls.
2. Tell any callers that there has been an accident and that you do not have full details and you expect to provide updates.
3. Notify parents of children involved in accident, through the Child Emergency Form.

**\*UTILITY FAILURE\***

**\*SUDDEN LOSS OF POWER/BLACKOUT\***

1. Teachers are to remain in class with the children until further instructions.
2. No child movement occurs without instructions from the director/designee.
3. All teachers and other personnel, not in class, should meet in the main office of the center at this time for further information. Assigned personnel cover all exits.
4. Director/designee calls Atlantic Electric Company at 800-642-3780 to report the outage.

**\*ELECTRICAL POWER FAILURE\***

1. Check that children are calm and safe.
2. Designate personnel to notify Local OEM 856-783-4808 ext 5202.
3. Evacuate the building according to fire drill procedures, if threat to children or staff exits.
4. Keep refrigerated food storage units closed.
5. If food preparation was in progress and utilities remain out for a period of time, verify food safety by calling Local Health Department 856-374-6037.

**\*WATER MAIN BREAK\***

1. Designate staff person to shut off valve at primary control point and notify building owner.
2. Call 911 to report incident.
3. Relocate articles that may be damaged by water.

**BOILER**

1. Director/designee secures the main cutoff then the fuel supply, and notifies building owner.
2. Call 911 to report incident.
3. Call plumber.
4. Never attempt to feed water to boiler; shut it down and leave the area.

**\*UTILITY FAILURE\***

**\*PLUMBING\***

1. Director/designee must shut off main valve at primary control if break is internal to building.
2. Director/designee calls Atlantic Electric Company at 800-642-3780 to shut off electricity to affected areas.
3. Relocate articles to prevent damage by water.
4. Per state law, if building is equipped with an automatic sprinkler system and the water supply is cut off:
  - institute a Fire Watch and continue until the system is restored.
5. Hot water overheating condition:
  - Shut off burner to water heater, secure fuel supply.
  - Relieve system pressure.
  - Isolate/lock lavatories secure other water supply outlets.

## **\*FIELD TRIP INCIDENT\***

### **\*Be Prepared\***

Make sure the trip coordinator and Main Office has the following:

1. Children list by assigned vehicle.
2. Supervision list by assigned vehicle.
3. Chaperon list by assigned vehicle.
4. Map of intended route.
5. List of medical needs and conditions.
6. Name of Bus Company with contact person and phone number.
7. Important phone numbers significant to the trip including director's.
8. Staff notification roster.
9. Home phone numbers, children home phone numbers, etc.

Trip coordinator should carry or have access to cellular phone, if possible.

### **\*On Site Responsibility\***

1. Attend to any medical needs related to possible injuries or complaints of pain.
2. Call 911, if appropriate.
3. Contact director/designee with update and actions being taken.

### **\*Center Responsibility\***

1. Director/designee provides updates on actions being taken. Consider deploying personnel to the scene; hospital, police department, or other appropriate location.
2. Director/designee contacts parents with updates and actions being taken indicating any meetings or pickup times at center.
3. The director handles the media if necessary.
4. Make sure a detailed report is completed at the earliest opportunity.

**\*LOCK DOWN-INTRUDER INSIDE/OUTSIDE BUILDING\***

LOCK DOWN is announced when an unidentified intruder is outside the building. With or without weapons.

1. DIAL 911 or local Police Department at 856-228-4500.
2. Staff members immediately lock the center door!!!
3. Staff members immediately lock classroom doors!!!
4. Move children to the far corner of the room out of site through the door window.
5. The main office contacts each room to see if a child has left your room and where he/she was headed. Staff members **DO NOT** use the classroom phones unless contacted.
6. Turn off all lights in the classrooms with windows. In rooms without windows, turn off all but one set of lights.
7. Staff members in classrooms immediately turn on the TV in the room.
8. All additional staff goes directly to the closest classroom and assist in that room.
9. Director/designee communicates via classroom phone or closed circuit TV, as available.
10. **DO NOT OPEN** your doors or move to another location unless directed by the Director/designee or the police.
11. All doors in the office areas are closed and locked.
12. The command center is established in the director's office.



**\*WEAPONS IN SCHOOL OR ON SCHOOL PROPERTY \***

**GUIDELINES:**

1. Obtain as much information as possible about potential weapons on school property. Find out who has weapon, what kind of weapon, location of weapon (e.g., backpack, locker, etc.). **DO NOT** announce a weapon is in the classroom.
2. Notify the center director/designee immediately. This may be accomplished by sending a sealed note to the office with a staff member, or other predetermined signal.
3. Directors/designee call the local police department at once.
4. If the incident is after center hours call the local police department at once.
5. Keep your eyes on the person suspected of having a weapon until help arrives so that you may point him/her out to the police.
6. It is best to have the police officer confront the person and conduct the search of the person suspected of possessing a weapon. The police officer takes custody of any weapons.
7. Treat all firearms as if they were loaded. If a firearm is found, do not pick it up, but call the police. Secure the area and move students to safety.
10. To reduce the risk of injury and promote personal safety, **AVOID HANDLING WEAPONS.**
11. Remember that some weapons are disguised in such things as pens, belt buckles, or even jewelry.
11. Ask the police officer to photograph the weapon and send a copy of the photo and police report to the director/designee.