



# Power And Grace Preparatory Academy

## EMERGENCY PROCEDURES

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# **Power and Grace Preparatory Academy**

## **Emergency Procedures**

**931-320-9862**



**Empowered by Education, Saved by Grace**  
A Capital Campaign for Power and Grace Preparatory Academy

# Severe Weather

## **IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA**

- ❖ Stay inside and be alerted to falling objects
- ❖ Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases
- ❖ Proceed to below-ground-level or central hallway of the building if possible
- ❖ Do not use elevators
- ❖ If requested, assist persons with disabilities to the safest area on the same floor
- ❖ Identify the appropriate place in your building to seek shelter should a tornado occur
- ❖ Listen to weather

# Power Outage

## IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING

- ❖ Remain calm
- ❖ Provide assistance to others in your immediate area who may be unfamiliar with the space
- ❖ If you are in an unlighted area, proceed cautiously to an area that has emergency lights
- ❖ If instructed to evacuate, proceed cautiously to the nearest clear exit.
- ❖ Planning for such situations includes having a flashlight available. Mini flashlights can be kept in purses, jacket pockets and desks.
- ❖ Call the Clarksville Police at 911

# Water Damage

## IF A WATER LEAK OCCURS OR THERE IS FLOODING

Serious water damage can occur from a numerous source such as broken pipes, clogged drains, damaged skylights or windows, or construction damage

- ❖ Remain calm.
- ❖ Notify the Clarksville Police at 911 immediately. Report the exact location and severity of the leak.
- ❖ If there are electrical appliances or outlets near the leak, use extreme caution to avoid electrocution. If there is any possible danger, evacuate the area immediately.
- ❖ If you know the source of the leak and are confident of your ability to stop the leaking (i.e., unclog drain, turn off water, unplug appliances from wall and floor sockets, etc.) then do so.
- ❖ Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or remove immediate water damage, such as covering objects with plastic sheeting and moving small or light objects out of harm's way.

# Medical Emergency

## IF SOMEONE BECOMES ILL

- ❖ Call the Clarksville Police Department at E-911 Center.
- ❖ Police will provide or arrange required services, including Emergency Medical Services.
- ❖ Unless trained, do not attempt to render any first aid before trained assistance arrives
- ❖ Do not attempt to move a person who has fallen and appears to be in pain.
- ❖ Limit your communication with ill or injured person(s) to quiet reassurance.
- ❖ When medical assistance and/or police officers arrive, provide sufficient space for officers and medical professional to provide first aid.
- ❖ After the person's immediate needs have been taken care of, remain to assist the investigating officer(s) with pertinent information about the incident.
- ❖ Planning for such emergencies includes being trained in emergency first aid procedures and CPR

# Explosions

## IF AN EXPLOSION OCCURS

- ❖ Remain calm.
- ❖ Be prepared for possible further explosions.
- ❖ Begin an orderly exit from the building.
- ❖ Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- ❖ Be guided by police, fire, or emergency medical services personnel. If evacuation is ordered, proceed to one of the designated exits.
- ❖ Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). If you perform reasonable assistance you are protected by the Good Samaritan Law.
- ❖ If a person is seriously injured, contact the Clarksville Police at E- 911 Center.
- ❖ Open doors carefully. Watch for falling objects.
- ❖ Do not use elevators.
- ❖ If requested, accompany, and assist persons with disabilities, who appear to need direction or assistance.
- ❖ Do not use matches or lighters.
- ❖ Avoid using cell phones.

# Suspicious Mail

## **IF YOU RECEIVE SUSPICIOUS MAIL**

- ❖ If you receive mail that you suspect is contaminated:
- ❖ Do not shake it, bump it, or sniff it.
- ❖ Do not open it.
- ❖ Wash your hands thoroughly with water and soap.

**NOTIFY THE CLARKSVILLE POLICE DEPARTMENT AT EXTENSION E-911**

## **WHAT MAKES A PIECE OF MAIL SUSPICIOUS?**

- ❖ If the mail is unexpected or from someone that you don't know.
- ❖ If it is addressed to someone no longer at the address.
- ❖ If it is handwritten and has no return address.
- ❖ If you cannot confirm the return address.
- ❖ If the mail is lopsided, lumpy or is oil stained.
- ❖ If it is sealed with excessive amounts of tape.
- ❖ If it has restrictive endorsements, such as "Personal" or "Confidential".
- ❖ If it has excessive postage.
- ❖ If it has powder on it.
- ❖ If the mail is questionable because it is handwritten or has no return address, the mail may be returned to the mail carrier, unopened, with an explanation to the Mail carrier indicating why it is suspicious

# Fire

## IF A FIRE OCCURS

### HOW TO REPORT A FIRE

- ❖ If a burning odor or smoke is present, call 911. Report the exact location of the fire and if known, what is burning.
- ❖ If a fire is detected, sound the building alarm by pulling an alarm station.

### RESPONSE TO AUDIBLE ALARMS

- ❖ If the audible alarm sounds, shut your door to confine the fire. **Evacuate the building immediately.**
- ❖ **Do not use the elevators.**
- ❖ If requested, accompany, and assist persons with disabilities who appear to need direction or assistance.
- ❖ People who cannot walk down the stairs should go to the stairwells to wait for fire personnel.
- ❖ Take with you only essential personal items such as purses and keys.
- ❖ Never allow the fire to come between the exit and you.
- ❖ Return to the building only when instructed to do so by Police or Fire Department personnel.
- ❖ Plan a primary and secondary evacuation route.

# Chemical Spills

## **IF A CHEMICAL SPILL OCCURS**

- ❖ If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water.
- ❖ Call Clarksville Police Department and Fire Department at or E-911 immediately.
- ❖ If there is any possible danger, evacuate your area.

## **IF A CHEMICAL FIRE OCCURS**

- ❖ Remain calm
- ❖ Call the Clarksville Police and Fire Department at E-911.
- ❖ All chemical spills and fires, no matter how small, should be reported.
- ❖ If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
- ❖ Never allow the fire to come between the exit and you.
- ❖ Evacuate your area if you are unable to put the fire out. Close doors and windows behind you to confine the fire. Proceed to an exit.
- ❖ Do not break windows. Oxygen feeds a fire.
- ❖ Do not attempt to save possessions at the risk of personal injury.
- ❖ Do not return to emergency area until instructed to do so by Police or fire personnel.
- ❖ Planning includes training in proper use of fire extinguishers and knowing their location.

# Crime Prevention

## HERE ARE A FEW SUGGESTIONS FOR WHAT YOU MIGHT DO TO PREVENT A CRIME IN YOUR AREA:

- ❖ Lock your door, even if you are just going down the hall. It takes a thief 3 minutes or less to enter your home and steal your property.
- ❖ Lock your doors/desk and file cabinets.
- ❖ Do not leave messages on your door indicating that you are away and when you will be back.
- ❖ If a stranger asks to use your phone for an emergency call, refuse to allow them to use your phone.
- ❖ Do not put your address on your key chain.
- ❖ Do not leave keys in hiding places.
- ❖ Call Clarksville Police Department 911 to report suspicious person(s) or activity.

### WHEN WALKING

- ❖ Avoid walking alone at night unless absolutely necessary.
- ❖ Walk purposefully, know where you are going, and project a no-nonsense image.
- ❖ Contact the Clarksville Police at 911 for any assistance that is needed.

### PROTECTING YOUR AUTO OR BICYCLE

- ❖ Always lock your car and secure your bicycle.
- ❖ Roll the windows all the way up.
- ❖ Do not leave tempting valuables or property visible inside your car. Lock these items in the trunk.

### COMPUTER SAFETY

- ❖ Have your computer secured with an approved lock down advice.
- ❖ Secure laptops in locking cabinets when not in use.
- ❖ Back up your work and always password protect your computer.

# LOCKDOWN

**A lockdown may be instructed during situations such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.**

- ❖ Lock or barricade class and office doors.
- ❖ Close windows and window treatments.
- ❖ Turn off the lights.
- ❖ Instruct everyone to remain silent and not to go into hallways.
- ❖ Silence all cell phones, TVs, and handheld radios.
- ❖ Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
- ❖ If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite.
- ❖ If you are in outdoor areas, you should immediately take cover.
- ❖ Monitor PGPA emergency notification systems information for further instructions, or an “all clear” signal.

*These are general guidelines that will help you to remember what to do in the event of a “Lockdown” event at PGPA, but each situation may present unique challenges. The most important aspect in a “Lockdown” event is to put effective barriers between you and the threat.*

*The actions taken in the initial minutes of an emergency are critical. Plan ahead and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe, and contact emergency responders by dialing 911.*

# SHELTER IN PLACE

**You may be advised to "shelter in place" rather than evacuate the building during emergency situations such as large hazardous material releases or severe weather emergencies. The recommendation to shelter in place will be conveyed through official PGPA notification systems.**

- ❖ Stay inside the building or go indoors as quickly as possible if you are working outside.
- ❖ Close windows to provide tighter seal against chemicals vapors, smoke and/or fumes.
- ❖ Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- ❖ In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems.
- ❖ Monitor official PGPA emergency notification systems information for further instructions.

*These are general guidelines that will help you to remember what to do in the event of a "Shelter in Place" event at PGPA, but each situation may present unique challenges. The most important aspect in a "Shelter in Place" event is to put effective barriers between you and the threat.*

*The actions taken in the initial minutes of an emergency are critical. Plan ahead and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe, and contact emergency responders by dialing 911.*

# Emergency Evacuations Procedures

## **IF AN EVACUATION IS NECESSARY IN ADVANCE, EACH FACULTY/STAFF MEMBER SHOULD**

- ❖ Understand the evacuation plan.
- ❖ Recognize the sound of the of the evacuation alarm.
- ❖ Know at least two ways out of the building from your regular workspace.

## **WHEN YOU HEAR THE FIRE ALARMS OR ARE NOTIFIED VIA PHONE, FAX, E-MAIL, OR IN PERSON, BEGIN TO EVACUATE THE BUILDING**

- ❖ Remain calm.
- ❖ Leave quickly and orderly.
- ❖ Try to make sure that all members of your department hear the alarm and evacuate the area.
- ❖ Post the fax or a printed copy of the e-mail on the outside of the office door.
- ❖ If requested, accompany, and assist persons with disabilities who appear to need direction or assistance.
- ❖ Take with your essential personal items only, such as keys and purses. Do not attempt to take large items.
- ❖ Shut all doors behind you if possible as you leave. Closed doors can slow the spread of fire, smoke, and water.
- ❖ Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrail when you are walking on stairs.
- ❖ Do not take elevators.
- ❖ Once you are out of the building, move away from the building.
- ❖ Do not return to the building until notified by Police or Fire personnel.

# Emergency Evacuations Procedures for Special Needs

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival. Additional preparation may be needed while planning for an emergency or disaster situation for children and youth with disabilities. The assistant teacher will provide the special needs child will assistance in shelter in place or evacuation procedures. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- ❖ Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws.
- ❖ Know the special needs demographics of the students' attending PGPA on site which will make it much easier in case of an emergency evacuation.
- ❖ Involve students with different types of disabilities and staff in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency situation.
- ❖ Consider emergency accommodations for those with temporary disabilities.
- ❖ Identify existing resources within the school and local community that meet the special needs of these students and Inform parents about the efforts to keep their child safe at school
- ❖ Develop new community partners and resources, as needed.

# Workplace Violence

## IF WORKPLACE VIOLENCE OCCURS

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

## EXAMPLES OF WORKPLACE VIOLENCE

- ❖ Threats direct or implied.
- ❖ Physical conduct that results in harm to people or property.
- ❖ Conduct which harasses, disrupts, or interferes with another individual's performance.
- ❖ Conduct that creates an intimidating, offensive or hostile environment.

## POTENTIAL WARNING SIGNS

- ❖ Verbal, nonverbal or written threats.
- ❖ Fascination with weapons or violence.
- ❖ New or increased stress at home or work.
- ❖ Expressions of hopelessness or anxiety.
- ❖ Insubordinate behavior.
- ❖ Dramatic change in work performance.
- ❖ Destruction of property.
- ❖ Drug or alcohol abuse.
- ❖ Externalization of blame.

## RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE

- ❖ Termination of employment.
- ❖ Disciplinary actions.
- ❖ Ongoing conflicts between employees.
- ❖ Domestic or family violence and/or financial problems.

# Workplace Violence

## **WORKPLACE VIOLENCE PREVENTION**

- ❖ Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- ❖ Tell your supervisor when you notice unusual or suspicious behavior.
- ❖ Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- ❖ Get acquainted with the Clarksville Police Department. Do not hesitate to call 911 for help.
- ❖ Finally, remember: a safe workplace is everyone's responsibility.

## **REPORTING WORKPLACE VIOLENCE**

- ❖ Incidents of workplace violence concerning Employees should be reported to the Department head
- ❖ Incidents of workplace violence concerning Department Heads should be reported to the Principle, Asst. Principal, or designee
- ❖ Incidents of workplace violence concerning Students should be reported to the Principal, Asst. Principal, or designee.

# Bomb Threats

**IT IS POSSIBLE, ALTHOUGH HIGHLY UNLIKELY, THAT A STAFF MEMBER MAY SOMEDAY RECEIVE A THREATENING TELEPHONE CALL**

## **IF YOU RECEIVE A TELEPHONE THREAT**

- ❖ Remain calm.
- ❖ Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather important information.
- ❖ Ask these questions in a polite and noninterrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller:
  1. When is the explosive device set to explode?
  2. Where is the device right now?
  3. What does the device look like?
  4. What kind of explosive device is it?
  5. What will cause the device to explode?
  6. Did you place the explosive device on our campus?
  7. Why?
- ❖ Upon completion of the call, immediately notify local Police through the E-911 Dispatch Center and write down the answers to the questions while they are fresh in your head.
- ❖ If a threat has been received by another individual and he/she is relaying this information to you, use the same questions for that individual to get as much information as possible.
- ❖ A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

## **IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON CAMPUS**

- ❖ Keep anyone from handling it or going near it.
- ❖ Notify the Clarksville Police at 911 immediately.
- ❖ Promptly write down everything you can remember about receiving the letter or parcel or finding an object. Police and Fire will need the information.
- ❖ Remain calm. Do not discuss the threat with other staff members.
- ❖ Follow the instructions of the Police or Fire personnel.
- ❖ Planning includes being familiar with the appearance of suspicious packages or letters.

# Active Shooter

**When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:**

- ❖ Lock yourself in the room you are in at the time of the threatening activity.
- ❖ If communication is available, call Clarksville Police through the E-911 Dispatch Center.
- ❖ Don't stay in the open hall.
- ❖ Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- ❖ Barricade yourself in the room with furniture or anything you can push against the door.
- ❖ Lock the window and close blinds or curtains.
- ❖ Stay away from windows.
- ❖ Turn all lights and audio equipment off.
- ❖ Try to stay calm and be as quiet as possible.
- ❖ If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

# Active Shooter

The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

**This Emergency Action Plan cannot cover every possible situation that might occur.** Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

## Warning Signs

It must be stressed that if you have had contact with **ANY INDIVIDUALS** who display the following tendencies, that you contact the Austin Peay State University Public Safety Department in a timely manner:

- ❖ Threatens harm or talks about killing other students, faculty or staff.
- ❖ Constantly starts or participates in fights.
- ❖ Loses temper and self-control easily.
- ❖ Swears or uses vulgar language most of the time.
- ❖ Possesses or draws artwork that depicts graphic images of death or violence.
- ❖ Assaults others constantly to include immediate family members.
- ❖ Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- ❖ Becomes frustrated easily and converts frustration into uncontrollable physical violence.

# **Power and Grace Preparatory Academy Emergency Preparedness Kit/Checklist**

**Items to be placed in an emergency preparedness kits**

**(Backpack)**

- 1) Backpack
- 2) Visibility Vest
- 3) Flashlight
- 4) Batteries
- 5) First Aid kit
- 6) Food / Snacks
- 7) 4 Bottles water
- 8) Class roster/w clipboard
- 9) Notebook Paper
- 10) 2 pencils
- 11) 2 pens
- 12) Hand Sanitizer
- 13) Face wipes
- 14) Whistle
- 15) Blanket
- 16) Knife or scissors
- 17) Rope

***(Note) All spare batteries for handheld radios and charger will be placed next to the emergency backpack in the classroom in case evacuation is necessary. Both the handheld and the spare battery must be taken along with the backpack on the way out the door.***