



FLORIDA UNION FREE SCHOOL DISTRICT
AFTER-SCHOOL & VISITING GROUPS SAFETY PROCEDURES (AFTER DISMISSAL)



Always have your everyday carry: Cell Phone, Keys, Identification

Fire

If you discover a fire or hear a fire alarm:

- Find fire- find the nearest fire alarm pull station and activate by pulling down on the handle.
- Exit the building through the nearest safe marked EXIT, gather at the following locations:
 - Golden Hill Elementary- end of parking lot near emergency gate
 - SS Seward Institute- great lawn fence near parking lot
- Call 9-1-1

Natural Disasters (i.e.: earthquakes/tornadoes/severe thunderstorm)

- Curtail all outside activities when a warning is received. (Close shades and or blinds)
- Move away from windows.
- Go to the lowest level of the building.
- Kneel down against interior corridor walls.
- Stay away from glass.
- Remain in place until the emergency has passed or emergency personnel have arrived and advised you to evacuate.

Medical Emergencies

- Follow all emergency medical training.
- Call 9-1-1 and report the nature of the emergency observed.
- Locate Life Safety Stations containing Automated External Defibrillators (AEDs), Overdose (NARCAN) Kits, Bleed Control (Stop the Bleed) Kits.
- If trained, begin life-saving protocols.

Suspicious Activity (or violations of the school's Code of Conduct)

- Remain calm and avoid drawing attention to yourself or alarming others.
- Observe and document the individual's appearance, behavior and location. Record discreetly using your phone or paper.
- Immediately report activity to your event leader.
- Maintain distance and refrain from approaching or confronting the individual. Prioritize your safety and that of others.
- Call 9-1-1 if the situation has the potential to escalate to a safety or health hazard.
- Follow instructions and cooperate with the event leader, school officials and/or emergency responders.

Follow **Emergency Response SHELL Protocol**, when necessary.