In-clement Weather
* Bury face in arms; close eyes; cover ears.
* If outside, lie on stomach with face away from the wind. Cover head, face, and as much skin surface as possible. Close eyes; cover ears.
* Keep as much of the body shielded as possible.
* Take cover under tables or desks. Hold onto table/desk leg or position desk as a shield.
* Wait for all clear before going outside.
* Open shelter and turn ventilation system back on to remove any contaminated air that may be in the shelter.
* Seal cracks on all outside doors with duct tape or wet paper.
* Close all doors and windows.
* Turn off ventilation system.
* Turn on television or radio for more information.
* Take class roster to safe area and account for all students.
* Take class roster to safe area and account for all students.

This brochure for substitute teachers was produced through a Federal Emergency Response Crisis Management Grant awarded to the Calcasieu Parish School System.

Additional safety information can be found at www.cpsb.org

EMERGENCY PROCEDURES FOR CALCASIEU PARISH SUBSTITUTE TEACHERS

School Safety is Everyone's Responsibility.

Know What to Do If There is an Emergency at School

When alarm is sounded, go inside the building during and emergency.

Staff, students, parents and the entire community need to report any safety concerns to a school administrator.

Do not remove handicapped special needs individuals from wheelchairs. Those who are standing need to sit.
To holding area in the room.

- Teachers are to take class roll book.
- Evacuate your room.
- Emergency Preparedness official.
- Evacuate the official or until law
  emergency.

- Given by the principal or until law
  classrooms until all-clear signal.

- REMAIN QUIET.
- NO ONE outside of
  shown.
- In the corridor position so faces are not
  windows and doors.
- Move all persons away from
  classrooms.
- Look classroom doors.
- Direct all students, staff, and visitors
  building.

- Lockdown (used in situations involving
  immediate risk to harm to person.
  Students, teachers, and others present.

- LISTEN for an ALL CLEAR.
- Principal
- Wait for further instructions from the
  principal.
- Close windows once inside.
- Report to pre-designated areas.
- Close doors behind you.
- Assist handicapped students.
- Move indoors in a rapid, orderly fashion.
- Drill
- hairstyle
- through
- Evacuation
- (used in cases of severe
  and can show proper identification.
  and that is documented as an emergency contact.
  a student can be released only if adult
  the Reception center.
  the class. Take roll again when you arrive
  Reception site, stay with
  evacuation site) is safe.
  upon confirmation.
  building. Account for all
  outside the building. Account for all
  Classroom doors and turn out lights.
  Evacuation site
  Evacuation procedure unless principal releases route.
  Direct students to follow normal fire drill

- Evacuation
- Keep detailed notes of crisis event.
- Situation.
- Refer any media to district
  evacuation.
- Take class roster to
  account for all students.

- Warn students, if so advised.
- Evacuation orders are used.
- Lock classroom doors unless

General Staff Responsibilities

- Direct students, staff, and visitors.
- Lockdown (used in situations involving immediate risk to harm to person. Students, teachers, and others present).
- LISTEN for an ALL CLEAR.
- Principal
- Wait for further instructions from the principal.
- Close windows once inside.
- Report to pre-designated areas.
- Close doors behind you.
- Assist handicapped students.
- Move indoors in a rapid, orderly fashion.
- Drill
- hairstyle
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  Evacuation procedure unless principal releases route.
  Direct students to follow normal fire drill

- Evacuation

As a substitute teacher, it is

School Emergency Information for Substitute Teachers