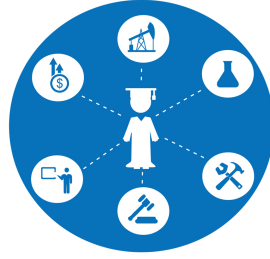




DENVER  
PUBLIC  
SCHOOLS  
8th Grade Career Fair



## DPS 8<sup>th</sup> Grade Career Fair - Safety and Emergency Procedures

### **Determine the Level of Emergency**

#### Level 1 Emergency:

- Handled by school personnel without assistance from outside agencies.
- Examples: temporary power outages, minor first aid cases

#### Level 2 Emergency;

- Moderate to severe emergency
- Usually handled by school personal with outside assistance (fire department, police, other emergency services)
- Example: Fire Incident with moderate injuries

#### Level 3 Emergency;

- Major disaster
- School Personnel cannot handle without outside agency help
- Examples: Major earthquakes, regional civil disturbances

### **FIRE EXIT PROCEDURES**

#### When **fire alarm** sounds:

- ALL people evacuate the building(s)
- Teachers and students use closest exit door
- Go to a Safe Distance Assembly Location outside the NWS Building
- Students look for a sign for their school (Chaperones hold-up colored folder, as recommended in PEP lessons)
- Chaperones take attendance of their students – use student list you brought with you.
- Be aware of students who need assistance evacuating:
  - Students needing assistance will be evacuating to an area nearest them – likely via the Exit Ramps
- Supervising administrator calls 911
- Supervising administrator contact DPS Security: 720-423-3911
- When the building evacuation sweep is complete and no other issues need to be addressed, then sound the All Clear signal.
- Students and staff should then return to the exhibit area.

### **MISSING STUDENT**

If a **student is missing** when attendance is taken in the Exit Corral:

1. Chaperones tell Exit Corral Lead that you DO NOT have all of your students.
2. Your group will be moved to a holding area, for as long as possible while waiting
3. Send another Chaperone to find the student
4. DO NOT send students to search.
5. You may want to have students who have phones TEXT the missing student.
6. When your bus must leave, your group will leave – even without the student
7. IF YOU MUST LEAVE WITHOUT THE STUDENT, contact your school administrator BEFORE LEAVING, to consult about a plan to retrieve the student.
8. The expectation is that a school administrator will retrieve the student from the National Western Complex.

### **STUDENT OR STAFF INJURY**

If a student or staff member **gets injured**:

1. Have the injury inspected by a first-aid provider at the First Aid Station
2. First aid station located in Northeast portion of National Western Complex building – near the NE Entrance.
3. If the injury is serious, notify Site Administrator to arrange medical transportation.
4. If the injury is an emergency, call 911.
5. Notify Site Administrator
6. Site Administrator will call DPS Safety and Security: 720-423-3911

### **SHELTER-IN-PLACE**

If **severe weather** warrants, follow these steps:

1. Proceed to Level One “Barn Area” of the NWC Hall of Education
2. Barn Area one level BELOW the Career Fair level, in the NWC Hall of Education.
3. Stairways leading to Barn Area are located in the East, South, and North corners of the NWC Hall of Education.
4. Once in the Barn Area, students look for their Chaperones holding a school sign/folder.
5. Students Assemble with their school group.
6. Chaperones take attendance.
7. Site Administrator will call DPS Safety and Security: 720-423-3911

### **ACT OF VIOLENCE/DISORDERLY CONDUCT**

When a **hostile or threatening event** occurs:

1. Immediately isolate all non-involved students and staff from the threatening person
2. Notify Site Administrator
3. Keep students calm
4. If weapons or significant threat is involved, DO NOT APPROACH OR ATTEMPT TO DISARM the person.
5. Site Administrator determines if area must be secured
6. Site Administrator makes appropriate announcement (via radio, cell phone, & other communication channels)
7. Site Administrator notifies on-site Police Officers, and DPS Safety and Security: 720-423-3911
8. If appropriate, Site Administrator calls 911.
9. Students may be directed to outside the building (see Fire Exit Procedures, above)
10. Students may be directed to an interior Shelter-In-Place location (Level 1, "Barn Area").
11. Students look for their school sign and Chaperones.
12. Students assemble with their school group & Chaperones
13. Chaperones take attendance.

### **DUCK, COVER, AND HOLD**

This action is used to protect students and staff from **flying or falling debris**.

1. PA System Announcement (if available) "Duck, Cover, Hold On – Additional information to follow."
2. **If inside:**
  - a. Drop to the floor
  - b. Get under tables
  - c. Face away from windows
3. **If outside:**
  - a. Move away from building and collapsible objects
  - b. Drop to your knees on the ground
  - c. Bend over at the waist
  - d. Bringing your head between your knees
  - e. Cover your head with arms and Hands
4. Site Administrator calls DPS Safety and Security: 720-423-3911
5. Site Administrator Calls 911.
6. All Clear Announcement signifies emergency is over.