

CHARLOTTE  
PUBLIC SCHOOLS



# **EMERGENCY ACTION** **CHECKLIST**

Last Revised XX/XX/2013

**- CUSTODIAN -**

BUILDING \_\_\_\_\_

**NOTIFICATION: BUILDING FIRE ALARM and/or PA ANNOUNCEMENT**

**WHEN: WHEN: Any time continuing to occupy the building may not be safe.**

- If directed and safely possible, check source of alarm and verify conditions.
- Sweep assigned areas to verify full evacuation has occurred.

- Your assigned areas are:

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- Terminate any process that could add to the hazard, i.e. cleaning and maintenance operations.
- Report conditions and status to Principal.
- Have building keys available for Emergency Responders.
- Move to designated Assembly point and await further instructions.
- Be prepared to restore fire alarm and/or sprinkler systems.
- Be prepared to escort & assist Emergency Responders.

**EVACUATION**

**NOTIFICATION: P.A. ANNOUNCEMENT**

***Weather WATCH***

- Inspect and clear designated shelter areas.
- Check communications systems for proper functioning.
- Gather and check emergency supplies.
- Monitor for changing conditions.
  - Radio/Television
  - Internet
  - NOAA Weather Radio
  - Alert Siren

***Weather WARNING***

- Direct students/visitors in unsupervised areas to shelter.
- Tie down or bring inside any outdoor objects which could be dangerous in high winds.
- Shelter until “All Clear” or otherwise directed.
- Be prepared to escort & assist Emergency Responders.

**SHELTER FOR SEVERE WEATHER**

**NOTIFICATION: P.A. ANNOUNCEMENT**

**When: When the air outside is or could be hazardous, usually due to a chemical release.**

- Gather and check emergency supplies.
- Anticipate HVAC Shutdown.
- When directed, turn off HVAC systems.
  - HVAC controls are located in:  
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- Post perimeter doors with “Lockdown in Progress” signs.
- If directed, seal perimeter doors with available materials.
- Assist staff with the sealing of spaces.
- Seek shelter.
- Monitor for changing conditions.
- After all outside activities have returned to the building, Lock and Check all perimeter doors.

**SHELTER-IN-PLACE for HAZARDOUS MATERIALS RELEASE**

**NOTIFICATION: P.A. ANNOUNCEMENT**

**Perimeter Lockdown**

- When directed, Lock & Check all Perimeter doors.
- Post "Lockdown in Progress" signs.
- Gather and check emergency supplies.
- Review responsibilities for Full Lockdown.
- Report suspicious conditions or activities to the Office.
- Move to a secure location and wait for further instructions.

**Full Lockdown**

- Assist all students to nearest classroom.
- Assist in locking all spaces.
- Report to Principal for further instruction.

**LOCKDOWN**

<b>Name</b>	<b>Position</b>	<b>Office</b>	<b>Cellular</b>	<b>Home</b>

**EMERGENCY CONTACTS**

(Insert evacuation route map here)

**EVACUATION ROUTES**

(Insert shelter locations map here)

**SHELTER LOCATIONS**