

CHARLOTTE
PUBLIC SCHOOLS



EMERGENCY ACTION CHECKLIST

Last Revised XX/XX/2013

- FOOD SERVICE -

NOTIFICATION: BUILDING FIRE ALARM and/or P.A. ANNOUNCEMENT

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

- Discontinue all food service operations.
- Direct students to evacuate to designated assembly areas.
- Make all hazardous operations safe, (stoves, ovens, operating machinery).
- Have cashiers quickly secure cash drawers.
- Close office, storeroom, kitchen doors, DO NOT LOCK.
- Evacuate to designated Assembly area (Primary or Secondary).
- Report any missing employees.
- Remain until "All Clear" or otherwise directed.
- As necessary, follow established procedures and regulations for disposal of contaminated food.

EVACUATION

NOTIFICATION: P.A. ANNOUNCEMENT

Weather WATCH

- Review WARNING procedures.
- Monitor for changing conditions:
 - Radio/Television
 - Internet
 - NOAA weather radio
 - Alert Siren
- Inspect and clear shelter area.

Weather WARNING

- Direct all students to designated shelter areas.
- Turn off all hazardous operations, stoves, ovens, machinery.
- Have cashiers quickly secure cash drawers.
- Move employees to designated shelter areas.
- Remain until "All Clear" or otherwise directed.

SHELTER for SEVERE WEATHER

NOTIFICATION: P.A. ANNOUNCEMENT

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

- Direct all students to designated shelter areas (return to classrooms).
- Turn off all hazardous operations, stoves, ovens, machinery.
- Have cashiers quickly secure cash drawers.
- Move employees to designated shelter areas.
- Follow procedures for making shelter air tight.
 - Close doors/windows
 - Turn off air conditioners, fans.
 - Tape, cover with plastic: Windows, Doors, Vents.
- Remain until "All Clear" or otherwise directed.
- Upon "All Clear" prepare to follow contaminated food disposal procedures.

SHELTER-IN-PLACE for HAZARDOUS MATERIALS RELEASE

PERIMETER LOCKDOWN

WHEN: When a general danger or threat is believed to be in the area.
NOTIFICATION: PA ANNOUNCEMENT to CHECK EMAIL or MESSENGER

No special actions required of FOOD SERVICE for this level of lockdown.

FULL LOCKDOWN

WHEN: Threat of imminent danger, intruder, violence, weapon, other.
NOTIFICATION: P.A. ANNOUNCEMENT

- Direct all students to return to designated lockdown area.
- Turn off all hazardous operations, stoves, ovens, machinery.
- Have cashiers quickly secure cash drawers.
- Lock food service area, doors, service windows, gates.
- Move employees to designated shelter areas.
- Lock shelter area.
- Report number of persons and location of shelter to the Office.
- Remain until "All Clear" or otherwise directed.
- Upon "All Clear" prepare to follow contaminated food disposal procedures.

LOCKDOWN

Name	Position	Office	Cellular	Home

EMERGENCY CONTACTS