|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |  |   |
|   | **SCHOOL EMERGENCY CONTACTS** |   |   |
|   | ABC SCHOOL |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |  |
|   | **Form Purpose** |   |  |
|   |   |   |   |   |   |
|   | This form is used to provide quick access to emergency contacts and procedures for Sunnydale Elementary School. It should be utilized in case of any emergency situations to ensure the safety and well-being of all students and staff. |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | **School Personnel Emergency Contacts** |   | **Emergency Contacts** |   |
|   |   |   |   |   |   |   |   |   |
|   | **Name and Role** | **Phone and Contact Reason** |   |   |   |   |   |
|   | Safety Officer | 0000 |   |  | **Emergency Services**: |   |
|   |  | Safety concerns and evacuation guidance |   | 911 |   |
|   | Fire Protection Officer | 0000 |   |   |   |   |   |   |
|   |  | Fire emergencies |   |  | **Local Police**:  |   |
|   | Emergency Coordinator | 0000 |   |   | 0000 |   |
|   |  | Overall emergency coordination |   |   |   |   |   |
|   | Facilities Manager | 0000 |   |   |  | **Local Fire Department:** |   |
|   |  | Facility-related emergencies |   | 0000 |   |
|   | IT Support | 0000 |   |   |   |   |   |   |
|   |  | IT emergencies |   |  | **Local Hospital**: |   |
|   | Security Officer | 0000 |   |   | 0000 |   |
|   |  | Security-related emergencies |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | **Potential Emergency Situations** |   | **School Information** |   |
|   |   |   |   |   |   |   |   |   |
|  | **1) Medical Emergency:** | **School Name:** |  |
|   | Call 911 and provide first aid if trained. Notify the Safety Officer. |  |   |
|  |  **2) Fire Alarm:** |  |  |  |  |
|   | Evacuate the building immediately using the nearest exit. Contact the FPO. | **Address:** |   |
|  | **3) Natural Disasters (Earthquake, Tornado):** |  |  |
|   | Take cover and follow safety protocols. Inform the Emergency Coordinator. |   |   |   |   |
|  | **4) Power Outage:** | **Phone:** |  |
|   | Use emergency lighting and report the issue to Facilities or IT Support. |  |   |
|  | **5) Security Threats and armed intruders:** |   |   |   |  |
|   | Follow lockdown procedures and stay in a secure location. Contact the SO. | **Email:** |   |
|  | **6) Public Health Emergency:** |  |  |
|   | Follow guidance from local health officials. Notify the Emergency Coordinator. |   |   |   |   |
|  | **7) Evacuation:** | **Principal:** |  |
|   | Evacuate the building using designated routes. Contact the Safety Officer. |  |   |
|  | **8) Lockout:** |  |  |
|   | Secure the building and restrict access. Notify the Security Officer. |  |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |  |   |