Emergency Response Flow Chart

Planning and Preparation

- Study Information/Teach Students
- Rehearse
- Be aware of Emergency Protocols
- Know the location of Information and Supplies

Triggering Event

- **Accident**
- **Natural Disaster**
- **Murder/Homocide**
- **Threat**
- **Suicide**
- **Fire/Explosion/Spill**

Step 1: Assess the Situation

(consult with others whenever possible)

Step 2: Communicate

- **Contact Administration/Office**
- **Sound an Alarm**
- **Inform Staff/Students**

Step 3: Act

- **Follow Outlined Procedures for the Situation**

Step 4: Follow Up

- **Re-establish Normal Routines**
- **Make Necessary Contacts**
- **Complete Forms, Paperwork, etc.**