



MEMORANDUM

TO: CISD SUBSTITUTES

FROM: CISD ADMINISTRATION

SUBJECT: EMERGENCY PROCEDURES

Emergencies are unexpected, unpredictable, and take many forms. No one person or resource can be totally prepared for any and every emergency incident, due to the individual nature of each situation. But, simple consistent measures can be helpful and provide a sense of order in any emergency.

- THINK OF EVERYONE'S SAFETY FIRST
- USE COMMON SENSE AND TRAINING
- ACT QUICKLY AND CALMLY
- BE AS FACTUAL AND UNEMOTIONAL AS POSSIBLE WHEN DEALING WITH STUDENTS, FACULTY AND STAFF

For major emergencies some preparations can be made to mitigate confusion and possible injury. Being familiar with procedures can save lives and property. A flip chart is posted in each student area by the light switch. It is intended as a practical outline of what to do in a variety of emergencies. It is a companion to the District Emergency Operations Plan. **It is your responsibility to read the flip chart prior to students entering your assigned room.** We ask that you keep these emergency procedures confidential.

Each campus has developed its own evacuation plan, assignment lists, alarm notifications and tornado shelter areas. Campus Personnel will provide you with that information.