

ANNEX - Restricted Information

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Pre-Determined Facilities

Evacuation Site(s)

- 1. Spring Green
 - a. High School: Spring Green Community Church (Note: Arrangements need to be made with the church.)
 - b. Spring Green Elementary: St. John’s Catholic Church
 - c. Middle School: Christ Lutheran Church
- 2. Arena
 - a. People’s Community Bank (Note: possible change to church in Arena)
- 3. Lone Rock
 - a. Community Building
- 4. Plain
 - a. Plain Fire Station

Family Reunification Site(s)

TBD

Media Staging Site(s)

TBD

Transportation Method(s)

- 1. Walk
- 2. Lamers Bus Company

Emergency Calling Procedures/Accessing Outside Phone Line

Dial 9 for outside line, then dial number

Summary of Agreements/Contracts/MOU’s

These agreements should be included in the Appendix.

Functional Protocols (District-wide)

Functional protocols form the district-wide core responses to incidents in the School Emergency Operations and Crisis Response Plan. These are written action steps that are implemented when a crisis situation calls for specific response procedures which include:

- Evacuation Procedures
 - Evacuation page 3
 - Off Campus Evacuation page 4-5
- Lockdown page 6-7
- Administrative Hold page 8
- Shelter/Tornado page 9
- Family Reunification page 10-13
- Crisis Intervention page 14-15
- Media page 16-18
- Continuity of Operations Plan (COOP) page 19

The difference between a functional protocol and an incident specific procedure is that a single functional protocol may be included in one or more specific emergencies. A single incident may call for more than

one protocol. For example, a school shooting would result initially in a lockdown, and then off campus evacuation, family reunification and crisis intervention (counseling/post trauma stress debriefing).

EVACUATION

Purpose: Whenever it is determined that it is safer outside than inside the building

Principal and/or Designee:

- Designate someone to call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the evacuation site.
- The Principal and/or Designee will:

ACTIVATE YOUR FIRE ALARM SYSTEM (Note: Not during a gas leak or bomb threat)

AND/OR

Make the following announcement using the building Public Address system:

“YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED AREA. TEACHERS, TAKE YOUR GO KIT AND TAKE ATTENDANCE AT THE DESIGNATED AREA.”

Please repeat the message three (3) times.

Please be aware of staff and students that are outside the building and will not hear the message. (recess, lunch, field trips) They must be advised of the Evacuation by other means.

- Notify the district office of the school evacuation.

Office staff:

- Take visitor log, student sign out sheet, and school office Go Kit to the designated area.
- Gather attendance information from teachers and inform the Principal and/or Designee or Incident Commander of any missing student(s) or staff.

Teachers:

- Teachers will instruct students to evacuate the building, using designated routes, and report to their designated area. If necessary, designate a student leader to help move your class to the designated area.
- Take your Go Kit with you (class lists, phone lists, etc.).
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Assigned staff will check the bathrooms, hallways, and common areas for visitors, staff and students while exiting.
- Take attendance. Note any students whom are not present and the reason.
- Report any missing students or staff to the Principal and/or Designee.
- At the designated area, teachers and students will stay in place until further instructions are given by the Principal and/or Designee.

Support Staff:

- Return all of your students to their classroom’s designated area, notifying the student’s teacher, and avoiding area(s) of hazard.
- At the designated area, stay in place until further instructions are given by the Principal and/or Designee.

OFF CAMPUS EVACUATION

Purpose: *This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.*

Principal and/or Designee:

- Designate someone to call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post and location of the off campus evacuation site.
- The Principal and/or Designee will make the following announcement using the building Public Address system (if appropriate, indicate in the announcement which area(s) of the building to avoid):

“YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED AREAS AND THEN PROCEED TO (ANNOUNCE SECONDARY EVACUATION POINT). TEACHERS, TAKE YOUR GO KIT AND TAKE ATTENDANCE AT THE DESIGNATED AREA.” Please repeat the message three (3) times.

Please be aware of staff and students that are outside the building and will not hear the message. (recess, lunch , field trips) They must be advised of the Off Campus Evacuation by other means.

- Notify the district office of the school evacuation.
- Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Designate someone to contact the Transportation Director or bus service to take students to the off-campus evacuation site.
- Determine the appropriate pre-designated relocation site and make appropriate contact to gain access to that site.
- The Principal and/or Designee will advise the Incident Commander of the decision to implement the protocol and begin setting up the bus evacuation staging area.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the off-campus evacuation site.
- If Family Reunification is required, refer to the FAMILY REUNIFICATION functional protocol.
- Request the district office to activate appropriate system-wide Crisis Response Teams from each school and send them to the off-campus evacuation site.
- Provide the Public Information Officer with detailed instructions or prepared information release to read to the public.

Office staff:

- Take visitor log, student sign out sheet, and school office Go Kit to the designated area.
- Gather attendance information from teachers and inform the Principal and/or Designee or Incident Commander of any missing student(s) or staff.

Teachers:

- Teachers will instruct students to evacuate the building, using designated routes, and report to their designated area; following all directions given in the public address announcement.
- If necessary, designate a student leader to help move your class to the designated area.
- Take your Go Kit with you (class lists, phone lists, etc.).
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Assigned staff will check the bathrooms, hallways, and common areas for visitors, staff and students while exiting.
- Take attendance at your designated area first (your fire evacuation area). Note any students whom are not present and the reason.
- Report any missing students or staff to the Principal and/or Designee.
- Proceed to your secondary evacuation area, if one was indicated in the public address announcement. Re-confirm student attendance.
- Accompany your students to the off-campus evacuation site and continue your supervision of them.
- At the off-campus evacuation site, teachers and students will stay in place until further instructions are given by the Principal and/or Designee.

Support Staff:

- Return all of your students to their classroom's designated area, notifying the student's teacher, and avoiding area(s) of hazard.
- Accompany your students to off-campus evacuation site and continue your supervision of them.
- At the off-campus evacuation site, stay in place until further instructions are given by the Principal and/or Designee.

LOCKDOWN

Purpose: *Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (I.E. Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)*

Principal and/or Designee:

- The Principal or designee will make the following announcement using the building Public Address system:

“YOUR ATTENTION, PLEASE. WE ARE IN A LOCKDOWN. TEACHERS, LOCK YOUR DOORS AND KEEP STUDENTS IN YOUR ROOM UNTIL FURTHER NOTICE. STUDENTS OR STAFF SHOULD GO INTO TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”

Please repeat the message three (3) times.

Please be aware of staff and students that are outside the building and will not hear the message. (recess, lunch, field trips) They must be advised of the Lockdown by other means.

- Designate someone to Call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to River Valley School District - off-campus assembly area(s)), account for the students and be prepared to evacuate off-campus to a relocation site.
- Consider lockdown of adjacent building, if necessary.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify the district office and request activation of MEDIA functional protocol and available parent notification systems, when appropriate.

Office Staff:

- Stay by the phones to wait for additional procedures from the Principal and/or Designee or Incident Commander.
- Communicate with classrooms via telephone, computer or other methods if necessary.
- Assist the Principal and/or Designee or Incident Commander in establishing the school command post.

Custodians:

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.
- Prevent vehicles and pedestrians from entering school grounds, if possible, until police arrive.

Teachers:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.

- Lock your doors, turn off your lights, open your blinds to outside windows and close the blinds to any hallway windows or doors
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- If a life threatening situation exists (i.e. active shooter is in the room), exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Unless you have vital information regarding the threat, do not call the office.
- Take attendance and be prepared to notify the Incident Commander of missing students or additional students, staff or guests sheltered in your classroom. The Principal and/or Designee or Incident Commander may initiate a phone call for this information.
- **Allow no one outside of the classroom until a uniformed officer or school administrator releases you directly.**
- If outside, teachers will move students to the River Valley School District assembly area and wait for further instructions.

ADMINISTRATIVE HOLD

***Purpose:** Used when hallways or common areas need to be free of students for medical or administrative reasons. Example; medical emergency so emergency personnel can move in the halls freely.*

Principal and/or Designee:

- The Principal or designee will make the following announcement using the building Public Address system:

“YOUR ATTENTION, PLEASE. WE ARE IN AN ADMINISTRATIVE HOLD. TEACHERS, KEEP STUDENTS IN YOUR ROOM UNTIL FURTHER NOTICE. STUDENTS OR STAFF SHOULD GO TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL BELLS UNLESS ADVISED OTHERWISE.”

Please repeat the message three (3) times.

Please be aware of staff and students that are outside the building and will not hear the message. (recess, lunch field trips) They must be advised of the Administrative Hold by other means.

- Direct staff to switch bells to manual mode if possible.

Office Staff:

- Wait for additional procedures from the Principal and/or Designee/Administrator.

Custodians:

- Assist as directed by the Principal and/or Designee/Administrator.

Teachers:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Continue normal classroom activities.
- Ignore all bells and alarms unless otherwise instructed.
- Allow no one outside of the classroom until the School Office or Administration gives the “All Clear” signal via the Public Address System.

SHELTER/TORNADO

***Purpose:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter/Tornado is used when evacuation would place people at risk. Shelters may change depending on the emergency.*

Principal and/or Designee:

- The Principal and/or Designee will make the following announcement using the building Public Address system:

“YOUR ATTENTION, PLEASE. ALL STUDENTS AND STAFF ARE TO REPORT IMMEDIATELY TO THEIR DESIGNATED SHELTER.”

Please repeat the message three (3) times.

Please be aware of staff and students that are outside the building and will not hear the message. (recess, lunch, field trips) They must be advised of the Shelter/ Tornado warning by other means.

- For students and staff outside, use the outside Public Address system, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify the district office that the school is in a Shelter/Tornado Warning.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status (“All Clear”).

Custodians:

- Shut off utilities (if necessary).
- Turn off ventilation systems (heating, ventilation and air conditioning), as appropriate.

Teachers:

- Be aware of and follow the directions on the Shelter/Tornado Evacuation Route information in your classroom.
- Move students into designated areas such as inside rooms with no windows, bathrooms, utility closets, and hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Note any students whom are not present at the shelter and the reason.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
 - During a Tornado Warning, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine or open ditch or low spot away from trees and power poles.
- Move students from mobile classrooms to an interior safe area in a permanent structure.
- All persons must remain in shelter until notified by the “All Clear”

FAMILY REUNIFICATION

Purpose: *The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.*

Materials needed:

- Radios/pagers
- Cell phones
- Clipboards
- Paper
- Pens
- Markers
- Rosters of school students and staff
- Student Emergency Medical Cards
- Yellow Caution tape or portable plastic construction fencing
- Reunification Forms

Principal and/or Designee:

- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the Family Reunification Center.
- Notify the contact person at the relocation site to prepare for arrival of students.
- Notify district office regarding establishing a media staging area and implementing MEDIA protocol.

Reunification Site Commander:

- Ensure that every student's parent/guardian is notified of reunification site. This may be done through a combination of media releases, phone calls, and mass electronic communication. Teachers may be directed to call the parents of their students. Foreign Language teachers/translators may be directed to assist with parent communications as needed.
- Provide the Verification Team a list of parents who need to report to the Notification Room.
- Organize Crisis Intervention Team which will report to the reunification site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a Notification Room and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Keep students on buses or in a holding area separate from parents until authorization to release is given.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site once they have signed out their student.
- Students and parents/guardians will be notified of the reunification procedures in advance.

Teachers

- Provide a list of students to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

Double Gate System. The reunification team will be using the double gate system. Staff will be located in two areas. The first area, the "holding area," will be where students can wait for their parents. The second area will include both the "report point" and the "student release point" where adult care givers will report and wait for their students to join them. These will be two distinctly separate areas, but they will be in close proximity to one another. Volunteer assistants, if available, will be utilized to increase staffing and to improve the communications capabilities.

Holding Area Operation. Designated classroom teachers will remain with their assigned students in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of their parents/guardians including home, cell and work numbers as provided to the school. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted. At the end of the incident, designated personnel will call all those parents/guardians who have not yet picked up their child(ren).

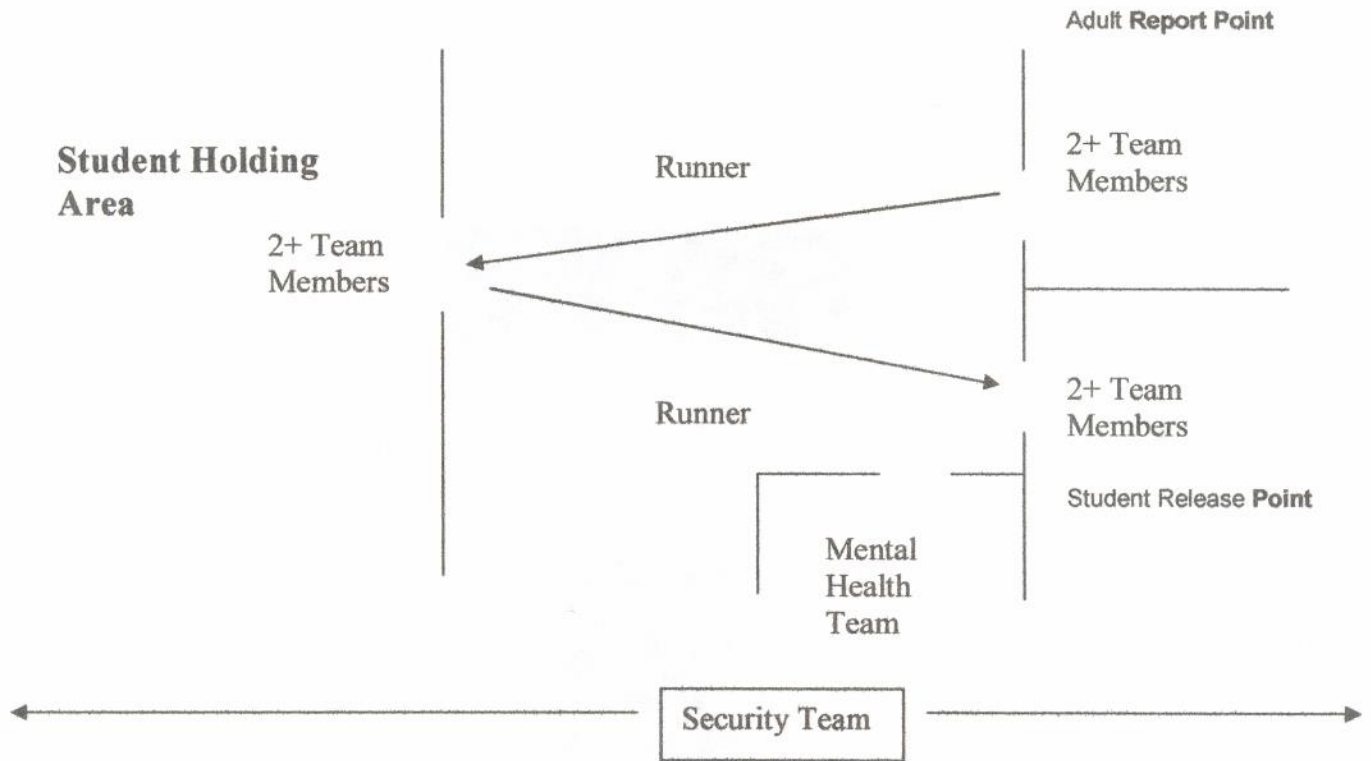
Release Point Operation. When a parent/guardian arrives at the release point, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will be required to show photo identification. When the staff member confirms the parent's/guardian's identity and authority to pick up the student, the staff member will use a runner to notify the team member in the "Student Holding Area" that the designated student(s) are to be escorted to the release point. When the student(s) reports to the release point, the staff member will have the parent/guardian sign for the student(s) on Student Release Form (see appendix) and the student(s) are released.

If the parent/guardian must be notified that their child(ren) have been injured or for some other reason are not available for release, the staff member at the release point **will not** indicate the status of the child but will ask the parent to report to a nearby room for further processing. The "notification room(s)" will be manned by members of the Crisis Intervention Team (see appendix).

Notification Room Operation. Members of the Crisis Intervention Team will be responsible for notifying parents that their child is not available for pick-up and why.

The Crisis Intervention Team member will:

- Provide available information regarding the child(ren) in a sensitive way.
- Will assure the parent/guardian that everything possible is being done to safeguard their child or their child's remains.
- Will inform the parent/guardian where they are to await further information about how they will be reunited with their child(ren).
- Will assist the parent/guardian with their trauma.
- Will make available to the parent/guardian means for communicating with other family members and supporters.
- Will shelter the parent/guardian from media representatives.



The double-gated system to be utilized when laying out the Parent Reunification Site as depicted above. The adult picking up a student will report to the "Adult Report Point" who will be greeted by members of the Verification Team at the main entrance.

The Verification Team will provide the adult a copy of the "Student Release Form" (see appendix), asking the adult to complete the first section. A Verification Team member will then confirm the identity of the adult utilizing picture identification and confirm that the adult is listed on the emergency data card. A Verification Team Member will then complete the second section of the "Student Release Form" and hand it to a Runner to be carried to the Student Holding Area.

The adult will be asked to go to the "Student Release Point". The Runner will deliver the "Student Release Form" and the student to a member of the Release Team. A Release Team Member will then record that the student has been released on the "Student Release Form".

A copy of full student rosters should be used by both the Verification Team and Release Team to maintain a list of those students who have been released. Classroom teachers should all record which students have been taken from their supervision by a Runner.

STUDENT REUNIFICATION FORM

Please Print

Name of Student _____

Teacher _____ Grade _____

Requested By _____

To be filled in by Verification Team Member

Proof of I.D. ____ YES ____ NO Name on Emergency Card ____ YES ____ NO

(After identification verification, give this form to a Runner.)

Teachers must maintain their own documentation of which students they have released to Runners.

To be filled in by Release Team Member

Released by (signature) _____ Time _____

To be filled in by Requester at the Student Release Point

Requester Signature _____

**Once this form is completed, the student may leave with the requester.
A Release Team Member will keep all completed Student Reunification Forms.**

**COUNSELING SUPPORT
(MENTAL HEALTH INTERVENTION)**

***Purpose:** These procedures are intended to guide staff in responding to more frequently occurring crisis such deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such as crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.*

Superintendent:

- Request mutual aid from other school districts if appropriate.
- Determine if additional district/community resources are needed—or are needed to “stand by”—to effectively manage the crisis, and notify them if appropriate.

Principal and/or Designee:

- Notify the Superintendent of the incident or emergency.
- Implement MEDIA protocol.
- Activate the school Crisis Intervention Team and assign duties. Request additional district level support from teams from other schools or community-based mental health resources if needed.
- Notify building support staff including counselors, psychologists and social workers.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Assign staff to monitor the grounds for students leaving the building without permission and redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Notify the staff and students of the situation as appropriate. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Intervention Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feelings and reactions.

Crisis Intervention Team:

- Identify, gather, and inform the siblings, closest friends and teachers of the deceased/injured and provide counseling support. Notify parents of affected students regarding available community resources.
- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, critical incident stress debriefings, on going assessment of needs and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.
- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any substitute teacher in the building or for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.

- Assign a counselor, psychologist, social worker or other designated staff to follow a deceased/injured student's class schedule for the remainder of the day if that will help teachers in those classes.
- Notify feeder schools regarding siblings or other students predicted to be strongly affected.

Teachers and staff:

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident.

MEDIA

Purpose: This protocol is used when circumstances require notification of the incident to the public. The primary goal is to provide a coordinated and consistent message to the public.

All staff:

- Refer media to school site or district spokesperson.
- The School District, in conjunction with law and emergency services, shall assume responsibility for issuing public statements during an emergency.
- The Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
- Refer media to:

District Spokesperson	Telephone Numbers (home, work, mobile)
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Alternate District spokesperson:

Name	Telephone Numbers (home, work, mobile)
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- The Public Information Officer acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information Officer is unavailable, an alternate assumes responsibilities.

Public Information Officer:

Name	Phone
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Alternate Public Information Officer:

Name	Phone
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During an emergency, adhere to the following procedures:

Principal:

- Advise all staff to refer all media to the District Spokesperson/PIO.
- Notify other schools in district and may ask School Public Information Officer to prepare a written statement to media.
- Establish a media information center away from school, but close enough for footage.
- Update media regularly.
- Do not say “No comment”.
- Never go “off the record”.
- Do not speculate.
- When asked questions you do not know, say so and then offer to get an answer by the next press update.
- Do not argue with media.
- Maintain a log of all telephone and electronic inquiries. Use scripted response to respond to inquiries.
- Monitor rumors and address factually in next press release.

Media statement

- Create a general statement before an incident occurs (sample in Appendix). Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Express condolences and sympathy, but respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.
- Express appreciation to all who assisted with the crisis.

PUBLIC INFORMATION RELEASE

Check () as appropriate: District/District-wide _____ School _____

Date: _____ Time: _____

NOTE: Use this script as a guide to write your public information release.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

_ The (students/employees) [(are being) or (have been)] accounted for.

_ No further information is available at this time.

_ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

_ Police [(are here) or (are on the way) or (are not available to us)].

_ Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

_ Communication center(s) for parents (is/are) being set up at _____
to answer questions about individual students.

_ Communication center(s) for families (is/are) being set up at _____
to answer questions about individual employees.

_ Injuries have been reported at _____ and are being treated at the site by
(staff/professional medical responders). (#) _____ reported injured.

_ Students have been taken to a safe area, _____, and are with [(classroom
teachers/staff) or (_____)].

_ (#) Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____

_ (#) Confirmed deaths have been reported at _____
Names cannot be released until families have been notified.

_ Structural damage has been reported at the following sites: _____ .

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
(Date/Time: _____)

Hazard and Threat Specific Procedures

Hazard and Threat Specific procedures are implemented when a specific hazard or threat arises, and a specific procedure needs to be followed, such as the following:

- Abduction/Missing Student page 21
- Armed Intruder/Active Shooter page 22
- Assault/Disorderly Conduct page 23
- Bomb Threat/Suspicious Packages page 24-25
- Bus Accidents page 26
- Civil Disturbance, Demonstrations, and School Disturbances page 27-28
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ABDUCTION OR MISSING STUDENT

First Person Aware of Abducted or Missing Student:

Abduction; CALL 911 AND ADVISE OF THE ABDUCTION AS SOON AS POSSIBLE!

- If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act.
- If unsuccessful in persuading the abductor not to carry out the abduction, do not place yourself or other children in harm's way.
- Immediately notify the office.
- Provide a detailed description of abductor including:
 - Physical appearance
 - Type and color of clothing
 - Make, model, color, and license number of any vehicle used in the abduction, if possible.
 - Clothing worn, time, and location when the child was last seen.
- Maintain control of remaining students.
- Treat custody dispute cases as possible abduction situations.

Missing Student

- Immediately notify the office when advised that a student is missing.
- Assist with questioning of friends and fellow classmates as to why student is missing.
- Maintain control of remaining students.

Principal and/or Designee:

Abduction

- Call 9-1-1 and advise of the abduction.
- Provide the operator with all known information.
- Notify parent/guardian.
- Provide support services as needed to students and families.
- Implement MEDIA protocol with the cooperation of law enforcement.
- Obtain registration form and photo for use by law enforcement.
- Work closely with authorities.

Abduction Mitigation

- Treat custody dispute cases as possible abduction situations.
- Be aware of any child custody disputes and restraining orders.

Missing Student

- Conduct an immediate search of school and school grounds. The extent of the search will depend upon the age, emotional stability, and past history of the student.
- Call 9-1-1 and advise of missing students.
- Notify parent/guardian.
- Check student's locker and desk for any indication of why they are missing.
- Interview other students for information.
- Provide support services as needed to students and families.
- Implement MEDIA protocol with the cooperation of law enforcement.
- Obtain registration form and photo for use by law enforcement.
- Work closely with authorities.

ACTIVE SHOOTER/ARMED INTRUDER

ACTIVE SHOOTER SITUATION

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb or other harmful device

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and barricade the door. Exit through a window, if possible.
- Attempt to take the active shooter down only as a last resort.

Profile of an active shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an active shooter situation

- Victims are selected at random
- The event is unpredictable and evolves quickly
- The event is usually over by the time law enforcement arrives

How to respond when an active shooter is in your vicinity

CALL 911 IMMEDIATELY

Note: This is NOT a linear, progressive, response to an active shooter situation.

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide out

- Hide in an area out of the shooter's view
- Barricade entry to your hiding place and lock the doors
- Do not move from your hiding place unless it is compromised or until Law Enforcement contacts you and escorts you out
- Silence your cell phone and/or pager

3. Take action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

Principal and/or Designee:

- The Principal and/or Designee will direct staff to call 9-1-1, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officer (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.
- The Principal and/or Designee will announce a LOCKDOWN and be prepared for an OFF CAMPUS EVACUATION if necessary.
- Notify the district office.

- Implement MEDIA protocol.
- Work closely with authorities.

Teachers:

- Upon first indication of an armed intruder, staff should immediately notify the Principal and/or Designee and go to LOCKDOWN.
- If an intruder enters your room and begins shooting, take any steps necessary to protect yourself and students.

Recovery:

- After the intruder(s) have been subdued and clearance has been given by law enforcement, release students from LOCKDOWN then, if warranted, initiate an ADMINISTRATIVE HOLD.
- The Principal and/or Designee may announce an OFF CAMPUS EVACUATION and subsequently, a FAMILY REUNIFICATION.
- The Principal and/or Designee will notify officials of the EVACUATION and activate FAMILY REUNIFICATION protocols.
- The Principal and/or Designee will activate the CRISIS INTERVENTION protocol.
- The Principal and/or Designee will debrief the School Emergency Management Team.
- The Superintendent in consultation with law enforcement officials will determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

ASSAULT/DISORDERLY CONDUCT

Assault of Student by Student

Teacher:

- Ensure the safety of students and staff first.
- Notify the school office.
- Call 9-1-1, if necessary. Notify police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition or assault involved sexual contact.
- Implement MEDICAL EMERGENCY procedure, if necessary.
- Seal off area where assault took place.
- Defuse situation, if possible.

Principal and/or Designee:

- Initiate an ADMINISTRATIVE HOLD or LOCKDOWN if necessary.
- Notify parents of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) and/or witness(es).
- Notify district office.
- Work closely with authorities, if necessary.
- Assess need for counseling support protocol.

Assault on Staff Member by Student

Teacher:

- Implement MEDICAL EMERGENCY procedure, if necessary.
- Notify the school office.
- Call 9-1-1 if necessary. Notify police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition or assault involved sexual contact.
- Implement MEDICAL EMERGENCY procedure, if necessary.

Principal and/or Designee:

- Initiate an ADMINISTRATIVE HOLD or LOCKDOWN if necessary.
- Determine if the victim wishes to make a police report of the incident. If a weapon was involved or the injury required more than minor first aid, the police must be called.
- Complete documentation as appropriate.
- Take statements and interview witnesses to consider depositions if the situation warrants.
- Inform the student's parents or guardian.
- Assess the need for disciplinary action.
- Assess need for counseling support protocol.
- Notify district office.

Superintendent:

- Implement MEDIA protocol.

BOMB THREAT/SUSPICIOUS PACKAGES

Person Receiving the Bomb Threat/Finding a Suspicious Package:

- Person receiving the threat should
 - If a phone call:
 - Follow the Bomb Threat Checklist.
 - Notify the Principal and/or Designee.
 - No information regarding the threat should be given to any others without authorization.
 - Anticipate being directly involved with the police investigation.
 - If a written note:
 - Do not erase or remove the note.
 - Secure the area immediately. No one should have access to the area the note is in.
 - Notify the Principal and/or Designee.
 - No information regarding the threat should be given to any others without authorization.
 - Anticipate being directly involved with the police investigation.
 - If a suspicious package is found:
 - DO NOT TOUCH IT.
 - Secure the area where the item is located, but do not guard it.
 - Notify the Principal and/or Designee.
 - No information regarding the threat should be given to any others without authorization.
 - Anticipate being directly involved with the police investigation.

(Note: The school is a crime scene and will require a thorough search and processing.)

Principal and/or Designee:

- Contact the superintendent.
- Law enforcement should be brought in to assess the credibility of the threat. Law enforcement will make the determination as to whether there is any danger and advise the school regarding the need to evacuate.
- Direct all staff to evaluate their areas and notify the administration if anything is out of the ordinary.
- Verify all staff and student attendance.
- If an EVACUATION or OFF CAMPUS EVACUATION is implemented:
 - The building administration and Fire/Police Departments will search the general areas of the building for the possible location of any foreign object(s). Note: Bomb squads will only respond if a package has been located.
 - Students will move or be transported according to the chosen protocol.
 - Investigation of the threat will continue with assistance from other agencies, if needed.
 - In an EVACUATION due to a potential bomb, DO NOT ACTIVATE THE FIRE ALARM and use the following announcement:

“YOUR ATTENTION, PLEASE. A BUILDING EMERGENCY IS IN EFFECT. TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF. STUDENTS MUST LEAVE ALL BAGS AND BACKPACKS IN THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED AREAS. TEACHERS, TAKE YOUR GO KIT AND TAKE ATTENDANCE AT THE DESIGNATED AREAS. PLEASE EVACUATE THE BUILDING AT THIS TIME.”

Please repeat the message three (3) times.

BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other _____ | |

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

BUS ACCIDENT

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.
- Check for conditions that could cause a fire.
- If conditions are safer outside the bus than inside, evacuate the bus.
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 9-1-1. Let them know a school bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district/bus company office and provide the following information:
 1. Who
 2. What,
 3. When,
 4. Where (location)
 5. Why and needs
- Do not discuss details of the accident with media
- Do not release any students to anyone unless told to do so by school district administration or law enforcement.
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
- If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

Superintendent or Designee:

- Dispatch the district transportation director, school administrator, or designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the Superintendent's office.
- The Superintendent or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken to the district office so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The Superintendent or designee will ensure any special health information or medication for any injured student who is sent to the hospital.
- If multiple hospitals are used, the Superintendent's office will send a school representative to each hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital the student where the student was taken.
- District staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

CIVIL DISTURBANCE, DEMONSTRATIONS, AND SCHOOL DISTURBANCES

Civil disturbances such as a public or a student demonstration on school grounds having the potential to injure staff or students, damage property or disrupt instruction are grounds to put the following procedures in action. Note: Peaceful picketing is a lawful activity provided it is limited to the public sidewalks around the building.

General Procedures:

- Contact office and administrators when a civil disturbance is observed.
- Call 9-1-1 if warranted.
- Assess the danger of the disturbance and issue a LOCKDOWN or ADMINISTRATIVE HOLD if necessary.
- Implement MEDIA protocol if necessary.
- If appropriate, make an announcement for the crowd to disperse, return to class, take other action, or that law enforcement has or will be notified.

SAMPLE ANNOUNCEMENT:

“YOUR ATTENTION, PLEASE. YOU ARE ON SCHOOL GROUNDS WITHOUT PERMISSION. YOU ARE DIRECTED TO LEAVE THE PREMISES NOW. AS TRESPASSERS, YOU ARE SUBJECT TO POSSIBLE ARREST IF YOU DO NOT LEAVE.

OPTIONAL LANGUAGE:

IF YOU DO NOT LEAVE, WE WILL ASK LAW ENFORCEMENT AUTHORITIES TO TAKE APPROPRIATE ACTION.

OR

LAW ENFORCEMENT HAS ALREADY BEEN NOTIFIED.

Superintendent:

Active Measures –

In spite of one’s best efforts at prevention, disturbances may still occur. The following measures are recommended to lessen the school’s exposure to personal injury and property damage:

- Try to isolate the participants (if they are students). If a small group is protesting on the campus, invite them into the nearest classroom and listen to their complaints. If the group is large, it may be desirable to have them designate leaders to meet with you. Do not invite non-students onto the grounds.
- If invaded by a group of non-students who appear threatening, listen to their complaints and politely tell them to leave the building. If they do not leave upon request, call the police.
- In cases where there are threats of violence or property damage, remove the students from the area or room, counsel with them, and record their names for later use. If the group threatening violence or property damage is composed of non-students, ask them to leave the area. If they refuse to leave, call the police.
- It is reasonable to expect that the news media will become interested in any disturbances or demonstrations occurring on school property. It is desirable to work with the media in every possible manner.
- Matters pertaining to individual students should be discussed with the student and his/her parent or guardian - not with other parties. This does not preclude getting evidence or testimony from other students who may have witnessed the act(s) in question.

- Parent/guardians may become greatly concerned about events at the school. To reassure them or to clarify the situation, it may be necessary to call a special meeting.

Preventative Measures –

- Be aware of the morale of the student body.
- Principal and/or Designees should establish an open door policy so students will feel free to voice their problems to the school administration with the assurance that they will be heard.
- Have a close working relationship with the student council.
- Maintain an awareness of any tense community situations that could ‘spill over’ into the school and set the stage for a school disturbance.
- Have a sign posted on all exterior doors directing visitors to the office.

Pickets and boycotts:

- Peaceful picketing is a lawful activity provided it is limited to the public sidewalks around the building.
- Pickets should be kept under discreet surveillance.
- In non-student pickets attempt to enter school property, politely ask them to leave. If they refuse, call the police.

Demonstrations and disturbances may range from minor incidents that can be easily handled by building staff to potentially dangerous or volatile situations, such as large-scale fights, pickets, sit-ins, racial conflicts, and riots. With these incidents of potential violence, school administrators should calmly use their judgment and discretion in determining the appropriate course of action.

Demonstrations:

- Require students who engage in disruptive demonstrations to desist and disperse immediately
- Failure to comply with the directive to disperse will result in immediate suspension from school.
- If those who interfere with the school process are suspended and still persist, they will be subject to immediate arrest for trespass.
- Under no circumstances are school administrators authorized to “negotiate” on any demands in order to end a demonstration.

School Disturbances:

- Attempt to stop any disturbances within your power or authority Do not use force unless necessary to protect yourself or others from harm or serious injury.
- Call 9-1-1 if necessary
- Notify the Superintendent’s office.
- Return students to the building under staff supervision as soon as possible.
- Impose appropriate student discipline procedures.

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, initiating an EVACUATION, and report the fire to the School Administrator.
- The Principal or designee will make an announcement if appropriate.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department

Principal and/or Designee:

- Principal or designee calls 9-1-1 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- After consulting with Superintendent, fire department and law enforcement officials, the Principal and/or Designee may direct an OFF CAMPUS EVACUATION if weather is inclement or building is damaged.
- Principal and/or Designee gives the “All Clear” signal to return to the building and resumes normal operations.

Teachers:

- Follow EVACUATION protocol.
- Be prepared for an OFF CAMPUS EVACUATION.

FLOOD

Flood Incident:

- The Superintendent or designee will confer with emergency management and public safety officials regarding the potential occupancy of the building(s) or flooded area(s).
- Professionals will be contacted to assess structural and/or potential health related concerns.
- The Superintendent will determine whether an EVACUATION or early release is necessary.
- The Superintendent will determine whether local conditions warrant school being cancelled or if a safe evacuation can be executed.

HAZARDOUS MATERIAL RELEASE

Hazardous material (HAZMAT) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal HAZMAT incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External HAZMAT exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside a Room or Building:

- The Principal and/or Designee will initiate an EVACUATION. Direct staff to use designated routes or other alternate safe routes to designated area upwind or cross wind from the affected room or building.
- The Principal and/or Designee directs staff to call 9-1-1 and provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The Principal and/or Designee will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The Principal and/or Designee will establish a school command post outside the school and brief fire officials when they arrive.
- The Principal and/or Designee will notify the Superintendent.
- Implement MEDIA protocol.
- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with HAZMAT substances should be taken to a decontamination area.
- The Principal and/or Designee will determine if an OFF CAMPUS EVACUATION to a relocation site is necessary. If so, request transportation resources from the district. Alert staff to move students to designated transportation site.
- Request law enforcement officials provide security at the evacuation staging area, along the evacuation route, and for traffic control/security at the off campus evacuation site.

Substance Release Outdoors:

- The Principal and/or Designee may immediately announce a SHELTER/TORNADO alert if deemed appropriate.
- The Principal and/or Designee or designee will call 9-1-1 and identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The Superintendent or designee will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- Implement MEDIA protocol.
- The Superintendent or designee will ensure all buses en route to the school are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Teachers and staff who are outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind from the spill.
- The Superintendent or designee will monitor information concerning the incident.

- If a SHELTER/TORNADO protocol has been used, the school will remain in the designated areas until the fire official or appropriate agency provides clearance or the staff is otherwise notified by the Superintendent.
- When emergency responders determine it is safe to do so, the Principal or designee will give the “All Clear” signal to staff and students and announce whether school will resume normal activities, dismiss early, complete an OFF CAMPUS EVACUATION, or potentially implement a FAMILY REUNIFICATION.

INTRUDER/HOSTAGE

INTRUDER

All Staff:

When an unauthorized person enters school property:

- Notify Principal and/or Designee.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify security or police and Principal and/or Designee if intruder still refuses to leave. Give police full description of intruder. Keep intruder unaware of call for help if possible.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Principal and/or Designee notifies Superintendent and initiates a LOCKDOWN.

HOSTAGE SITUATION

All Staff:

- If hostage taker is unaware of your presence, do not intervene.
- Seal off an area near the hostage situation.
- Notify the Principal and/or Designee or office.

Principal and/or Designee:

- Principal and/or Designee will initiate a LOCKDOWN.
- Law enforcement will take control of hostage scenes. Principal and/or Designee assists in ensuring the safety and welfare of students and staff.
- The Principal and/or Designee will document all event activities.
- Initiate MEDIA protocol.
- Work closely with authorities.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

MEDICAL EMERGENCY/CODE BLUE

School Staff:

- Quickly assess the situation. Make sure the scene is safe for you to approach. Examples of danger include, but are not limited to:
 - a. Live electric wires
 - b. Gas leak
 - c. Building damage
 - d. Animal threat
- Immediately notify the School Emergency Management Team.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; age of the victim(s); and any other available medical information.
- Immediately inform the Principal and/or Designee or main office.
- Protect yourself against contact with body fluids using blood borne pathogens training.
- Administer appropriate first aid, according to your level of training, until help arrives.
- Comfort and reassure the victim. Do not move the sick or injured unless the scene is unsafe for the victim.
- If the victim is unresponsive, assign someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- If an AED was used, the person using it will complete the Automatic External Defibrillator Incident Report. If appropriate, a supervising staff member completes the report.

Principal and/or Designee:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff members who have received any emergency medical training to the scene.
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital if no family member is available.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Notify the Crisis Intervention Team and provide a brief description of the incident, if appropriate.
- Advise faculty and staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident and document each use of an AED. Ensure the person who used the AED completes the Automatic External Defibrillator Incident Report.
- Follow-up with the parents or guardian.

PUBLIC HEALTH EMERGENCY

(Protocol under development by the Wisconsin Dept. of Public Health)

SEVERE WEATHER

Severe Weather Watch has been issued:

- Monitor NOAA weather.
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review SHELTER/TORNADO procedures and verify location of safe areas.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review SHELTER/TORNADO procedures with students.
- Students are allowed to be released to parents/guardians.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

- The Principal and/or Designee will announce SHELTER/TORNADO alert.
- If a parent/guardian is present to pick up a student, invite them to shelter in the school, but do NOT release the student.

STRUCTURAL FAILURE

Structural failure of a building may result from a heavy snow and ice accumulation on roofs, broken water or sewer lines, or other factors. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- Upon the first indication of a structural failure the Principal and/or Designee may implement an EVACUATION and an OFF CAMPUS EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately evacuate.
- Teachers and staff will immediately assist the injured and evacuate the building moving to their designated area(s) and notify the Principal and/or Designee.
- The Superintendent or designee will initiate an EVACUATION of the building.
- The Superintendent or designee will call 9-1-1(if necessary), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The Superintendent or designee will direct staff to turn off utilities and seal off the high risk area, if necessary
- The Principal and/or Designee will notify CPR/first aid certified persons in school building of medical emergencies (see Appendix), if necessary.(Names of CPR/first aid certified persons are listed in Emergency Response Team Members section). The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by public safety officials.

Structural failure without collapse:

- For structural failure without collapse, the Principal and/or Designee will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Superintendent or designee will determine whether to dismiss school early, initiate an EVACUATION, and/or a FAMILY REUNIFICATION.
- The Superintendent or designee will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The district office will notify the architect and insurance carrier to document and assess the damage
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the Principal and/or Designee will initiate appropriate immediate response actions, which may include SHELTER/TORNADO or EVACUATION. The Superintendent or designee may direct staff to shut off utilities, as deemed necessary.
- The Superintendent or designee will contact the local utility company (see emergency contact section in appendix) and determine the anticipated duration of the outage.
- The Superintendent or designee will determine whether school should be closed and classes temporarily suspended. If so, activate MEDIA, EVACUATION, and/or FAMILY REUNIFICATION protocols as necessary.
- In the event of a gas leak, the Principal and/or Designee will direct staff to call 9-1-1 give name and exact location of the school, state the emergency, identify affected area(s) of the building.

Gas Leaks:

- For gas leaks, the Principal and/or Designee will order an EVACUATION and open windows.
- DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- Implement MEDIA protocol.
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The Principal and/or Designee will complete a detailed incident report at the earliest opportunity and send to the Superintendent's Office.

APPENDIX - Table of Contents

- 1 Summary of Agreements
- 2 Incident Command System Summary