

## Accidents at School

### Staff actions:

- Report accident to principal, office; call 911 if warranted
- Provide for immediate medical attention including performing necessary life-sustaining measures (CPR, AED, etc.), until trained Emergency Medical Services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

### Principal or Team actions:

- Provide appropriate medical attention, call 911 if needed
- Complete appropriate documentation
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed  
(Refer to *Emergency Management Resource Guide*, page 84)

## **AIDS / HIV Infection**

### **Principal, Team, Staff:**

- Exercise appropriate caution when informing others about an individual with AIDS or HIV infection (i.e., don't panic and spread word indiscriminately to everyone that an individual has AIDS or HIV infection.)
- Make certain that those individuals who contact the child on a regular basis know, and insist they maintain confidentiality. Those individuals would include: Principal, School Nurse, Teachers, School Secretary
- Unless directed by a physician otherwise, allow the individual unrestricted school attendance and activities. If a child does not have control of their bodily functions and body fluids, or may bite others, their environment should be more restricted.

**(Refer to *Emergency Management Resource Guide*, page 85)**

## Aircraft Crash Emergency

Crash Near School Building (but no damage to building)

### **Staff Actions:**

- Notify Principal
- Move students away from immediate vicinity of crash

### **Principal, Team:**

- Call 911
- Initiate Shelter in Place plan if warranted
- All students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or go to designated area until further instructions are received
- No evacuations should occur unless subsequent explosions or fire endanger the building

**(Refer to *Emergency Management Resource Guide*, page 86)**

# Allergic Reaction

## Possible Symptoms:

Skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue; Restlessness, sweating, fright, shock; Shortness of breath, vomiting, cough, hoarseness

## Staff First Actions:

- If imminent risk, call 911
- Notify principal
- Send for immediate help (Operations: First aid, CPR, medical) and medication kit (for known allergies)
- Assist in getting “Epi pen” (Epinephrine) for individuals who carry them (usually in backpack), and prescription medications (kept in office)
- Keep student/employee comfortable & Move only for safety reasons

## Principal, Team:

- Call 911, depending on circumstances
- Notify parent or guardian
- Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated
- Observe for respiratory difficulty
- Record time & site of insect sting or food ingested, name of medicine, dosage & time administered

**(Refer to *Emergency Management Resource Guide*, page 87)**

## Assault

### Staff observing the incident:

- Report to school principal the type and number of injuries and if assailant is still in area
- Give a good description of the assailant (clothing, height, etc.)
- Give location of the assault
- If assailant has left the building on foot give direction of travel
- If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
- Administer first aid, and get medical attention if needed

### Principal, Team:

- Call 911 if warranted, or notify school law enforcement
- Give type and number of injuries
- Advise if assailant is still in building or on the property
- Give description of assailant
- Give direction of travel and type of vehicle
- If threat still persists determine whether to initiate Lockdown
- Notify District Support Team, Central Office as appropriate
- Document actions and complete incident reports

*(Refer to Emergency Management Resource Guide, page 88)*

## **Bomb Threat**

*In the event of a Bomb Threat to the school or facility:*

### **Staff Actions:**

#### **The person receiving the call should make every attempt to:**

- Prolong the conversation as much as possible
- Identify background noises & voice characteristics
- Engage the caller to give description of bomb, where it is, and when it is due to explode
- Determine the caller's knowledge of the facility
- **AVOID HANGING UP THE PHONE** (Use another phone to call authorities)
- Complete the Bomb Threat - School Report (next page)
- Alert the principal or person in charge (without hanging up)

#### **Principal, Team:**

- Call 911 and District Support Team
- Using standard procedures the Incident Commander needs to make a decision on whether to evacuate the building or to stay inside. **NOTE:** If a evacuation response is initiated, modify evacuation routes if necessary based on possible location of bomb
- If what appears to be a bomb is found: **DO NOT TOUCH IT**; the police department will take charge
- Turn off cell phones and **DO NOT** transmit with radios
- Leave the immediate environment as it is
- Avoid altering any electrical items or systems (**DO NOT** turn on or off lights, **DO NOT** change thermostat, etc.)
- Avoid opening and closing doors
- Evacuate personnel at least 300 feet from the building; during inclement weather and a possible prolonged search, move students to an Alternate Building Location
- Check absentee list for possible clues to who might have phoned in the bomb scare
- Follow standard student accounting and reporting procedures
- After an "all clear" is given return to class

**(Refer to *Emergency Management Resource Guide*, page 89)**

## **Bus Accident**

Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designated procedures for handling emergency situations. The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

### **Staff at the Scene:**

- Call 911, if warranted
- Call principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency
- School staff at the scene of a school bus accident will move all uninjured students to a location that is a safe distance from the accident
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school

### **Principal, Team:**

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

**(Refer to *Emergency Management Resource Guide*, page 91)**

## Chemical/Hazardous Material Spill

**Chemical accidents may originate inside or outside building.** Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

### Accidents originating OUTSIDE the building:

#### Staff Actions:

- Notify principal, team
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)
- Observe wind direction by observing flags or leaves and move students appropriately

#### Principal, Team:

- Initiate Shelter in Place, shut off HVAC units
- Call 911, notify District Support Team, Central Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

### Accidents originating INSIDE the building:

#### Staff Actions:

- Notify principal
- Move students away from immediate vicinity of danger

#### Principal, Team:

- Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation
- Call 911 if warranted, notify District Support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be up wind, up hill, and up stream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe.
- Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes

*(Refer to Emergency Management Resource Guide, page 92)*

## **Death or Serious Illness (off campus)**

**In the event of a reported death or serious illness outside the school setting:**

**Staff Actions:**

- Notify principal

**Principal, Team:**

- Call 911, when death/illness is verified
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent
- Notify District Support Team, Central Office
- Notify teachers prior to school by using a phone tree or during school prior to notification of students
- Schedule a faculty meeting as soon as possible to: share the details that are known, review procedure for the day, and discuss the notification of students, availability of support services and the referral process for students needing assistance
- Contact the family or visit the home to offer help, condolence and support
- Allow students to meet in guidance office or other appropriate place; students should be encouraged to report any other students who might need assistance
- It may be necessary to designate multiple areas for crisis team/grief counselors to meet with affected students
- Notify the bus driver of the students who will not ride home on their bus
- Students who are extremely upset should have parents contacted to determine appropriate support needed after leaving school
- Offer assistance to parents of impacted students
- If deemed necessary by building principal, at the end of the day a faculty meeting may be called to disseminate additional information

**(Refer to *Emergency Management Resource Guide*, page 93)**

## Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

### If inside:

- Initiate Drop, Cover and Hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
- Leave doors open to minimize jamming if the building shifts
- Do not attempt to run through building or outside due to risk of falling objects
- If in a room with no desks or furniture, get against inside wall or inside doorway and crouch
- After initial shock, initiate evacuation and standard student accounting

### If outside:

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Use “green card” to indicate when class is all accounted for
- Use “red card” to indicate if a child is missing or assistance is needed with your group
- Do not attempt to enter building until authorized to do so
- Do not light fires or touch fallen wires
- Be alert for instructions from principal

### Assembly Areas:

- Earthquake safe areas will be away from the building and overhead power lines
- Keep everyone away from underground gas and sewer lines
- Call 911, District Support Team, Central Office
- In the event of after shocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not re-enter building until given “all clear” from person in charge

(Refer to *Emergency Management Resource Guide*, page 94)

## Fire

### In the event of a fire:

- Sound alarm
- Call 911, Superintendent, District Support Team (at Central Office)
- Implement evacuation procedures to outside Assembly Area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Some schools use a **card notification system**. The universal colors of green and red are used. Green denoted all students are present and all is well and red signifies a problem.
- Do not re-enter building until being given the “all clear” to do so
- Determine if arrangements need to be made for transportation to Alternate Building Location or if school is to be dismissed

(Refer to *Emergency Management Resource Guide*, page 95)

## Gas Leak

All school personnel, including cafeteria managers and custodians, shall immediately report any suspected gas leak to the principal.

### **Staff Actions:**

- Notify principal
- Move students from immediate vicinity of danger

### **Principal, Team:**

- If the gas leak is internal, implement evacuation procedures
- Call 911, District Support Team, Central Office
- Notify gas company
- Determine whether to move to Alternate Building Location
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses
- Do not re-enter building until being given the “all clear” to do so

(Refer to *Emergency Management Resource Guide*, page 96)

## Hostage Situation

### Staff Actions:

- Notify school principal
- Keep all students in their classrooms until further notice

### Principal, Team:

- Initiate Lockdown
- Call 911, Superintendent, District Support Team
- Notify all students outside their classrooms (including those outside the building) to report to the nearest safe area
- Under no circumstances shall the students be evacuated from the building without approval and/or assistance
- If the hostage taker or armed person can be contained in one section of the building, students should be moved from exposed areas or classrooms to a safer part of the building
- As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn approaching visitors of the danger

(Refer to *Emergency Management Resource Guide*, page 97)

# Kidnapping

## Staff Actions:

- Notify the principal with description of suspect and the missing student(s)
- Move other children (if present) away from area of abduction

## Principal, Team:

- Call 911
- Notify District Support Team, Central Office
- Contact the parents of the child involved; establish a communication plan with them
- Assemble the appropriate Emergency Response Team members to manage the crisis
- If the incident occurs during the school day, classroom routine should be maintained
- Conduct immediate search of school building and grounds
- Provide a school picture and obtain a full description of the child (including clothing) to assist the police
- In cases of kidnapping, obtain a description of the suspect from witnesses
- When a child is found, contact the appropriate parties as needed
- Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions
- Prepare an appropriate notice (preferably in writing) for parents
- If appropriate, arrange for counseling assistance for students
- Call emergency staff meeting if necessary

(Refer to *Emergency Management Resource Guide*, page 98)

# Poisoning

## Immediate Actions:

- Call 911
- Call the Poison Center Hotline 1-800-222-1222
- Administer first aid directed by poison information center
- Notify principal
- Utilize building personnel with knowledge of poisonous materials, first aid training, etc.(Material Safety Data Sheets)
- School official to notify parents
- In the event of a staff member who has been poisoned, school official should notify spouse or next of kin
- Seek additional medical attention as indicated (this should precede notification of next of kin)

## Preventive Measures:

- Keep poisonous materials in a locked and secure location
- Post the Poison Control Center emergency number in the front office, school clinic, etc.
- Post the names of building personnel who have special paramedic, first aid training, or other special lifesaving or life-sustaining training
- Provide staff with information on possible poisonous materials in the building
- Make sure that Material Safety Data Sheets are present

**(Refer to *Emergency Management Resource Guide*, page 99)**

## **Rape/Sexual Abuse**

When a school is notified that a rape or other sexual abuse may have occurred, the Emergency Response Team, the District's Support Team and school personnel must protect the identity and right to privacy of the alleged victim and the alleged perpetrator. News of the incident should be contained as much as possible. The services provided to the victim and her/his family must be kept confidential and should be coordinated with outside providers, such as a rape crisis center, children's advocacy center, or hospital emergency room.

**Rape / Sexual Abuse becomes a crisis to be managed by school staff only when one or more of the following conditions exist:**

- A rape or other sexual abuse occurs on campus
- A member of the alleged victim's family requests intervention
- The alleged victim's friends request intervention
- Rumors and myths of the alleged incident are widespread and damaging
- Students witness police action or emergency services response

***When one or more of the above conditions exists, the following should be implemented:***

- Confidentiality should be maintained during the investigation (by all staff members)
- Ensure the short-term physical safety of the student
- The school nurse, counselor or other staff shall administer first aid and secure immediate medical treatment
- Notify appropriate law enforcement, and/or rape crisis center
- Designate the school counselor or staff member closest to the alleged victim to review the types of support she or he may need
- Determine which peers close to the victim may need support
- Take action to control rumors
- Store all records related to rape or other sexual abuse incident and services provided in a confidential file not available to any and/or all staff

**(Refer to *Emergency Management Resource Guide*, page 100)**

## **Suicide**

Hinting, writing, or talking about suicide is a call for help and must be taken seriously. When confronted with a situation in which life-threatening behavior is present, immediate mobilization of all appropriate resources is paramount. Under such conditions, commitment to student confidentiality is superseded by the need to initiate life saving intervention(s).

**The following classifications offer three (3) levels of suicide risk with students:**

- Suicidal Threat or Ideation
- Suicide Attempt
- Suicide Completed

## **Do's and Don'ts Regarding Suicidal Ideation**

**DO LISTEN** to what the student is saying and take the suicidal threat seriously.

**DO GET HELP** by contacting a school counselor, psychologist, principal or other appropriate resource. Never attempt to handle a potential suicide by yourself.

**DO OBSERVE** the student's nonverbal behavior. Facial expressions, body language, and other overt signs often are more telling than what the student says.

**DO ASK** whether the student is thinking about suicide. If the indication is "yes," ask how she/he plans to do it and what steps have already been taken.

**DO ASSURE** the person that you care and you will find help that will keep her/him safe.

**DO STAY** with the student, and if possible, assist with transfer to appropriate mental health professional. The student has placed trust in you, so you must help transfer that trust to another person.

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**DON'T LEAVE** the student alone for even a minute.

**DON'T ACT** shocked, don't allow yourself to be sworn to secrecy, or don't ignore the threat.

**DON'T LET** the student convince you that the crisis is over. Often the most dangerous time is precisely when the person seems to be feeling better. Sometimes the student may appear happy and relaxed simply because they have come to a decision (even if that decision is suicide).

**DON'T TAKE** too much upon yourself. Your responsibility to the student in this situation is limited to listening, being supportive and getting her/him to a trained mental health professional/therapist immediately.

**(Refer to *Emergency Management Resource Guide*, page 101)**

## Suicidal Threat or Ideation

In the event a staff member has reason to believe that a student is a suicide risk or has made a suicidal threat they should:

### **Staff Actions:**

- Keep the student under continuous adult supervision
- Notify the principal, counselor, social worker or school psychologist, but do not leave the student alone

### **Principal, Counselor or Team:**

- After meeting with the student, as advised by the principal, the counselor or other mental health professional shall:
- Immediately contact the student's parents/guardians and make appropriate recommendations for treatment
- Recommend that parents make an immediate contact with a mental health professional. If requested, provide the parents/guardians the names and phone numbers of mental health resources (agencies, therapists, hospitals, etc.) If the parent/guardian is unavailable or uncooperative regarding emergency services, contact the Community-Based Services to intervene on behalf of the student (potentially a medical neglect referral)
- It is recommended that a follow-up call to the family be made expressing the school's concern and willingness to cooperate with the appropriate medical agencies as requested
- In collaboration with a specific treatment plan formulated for the student by the treating agency, meet with the student's teachers to alert them of the identified risk(s) and to request that they assist in monitoring the student's behavior
- Document all actions taken on behalf of the student (i.e., referrals, phone contacts, follow-up activities, etc.)

**(Refer to *Emergency Management Resource Guide*, page 102)**

## Suicide Attempt

### Staff Actions:

- Notify principal
- Ensure the short-term physical safety of the student

### Principal, Counselor or Team:

- Call 911, District Support Team, Central Office
- School nurse, counselor or other staff should administer first aid until emergency responders arrive
- Keep the student under constant observation at all times
- The school principal, (or other designated professional) should communicate with the appropriate school personnel, parents/guardians and counselors to establish an immediate plan of action
- The school counselor, social worker or school psychologist should refer the parents/guardian to seek immediate health care intervention
- Follow-up should be made by counselor with parent/guardian to determine that treatment services were obtained
- Document all actions taken on behalf of the student (i.e., referrals, phone contacts, follow-up activities, etc.)

(Refer to *Emergency Management Resource Guide*, page 103)

## Suicide Completed (off campus)

School staff should exercise caution when discussing an “apparent suicide” with students. Often there will be ongoing investigations by the police department, and parents or other relatives may be reluctant to accept the terrible nature of the death. When the cause of death is clear, it is best to request permission from the parents to talk about the suicide with other students. If news of death by suicide is received, the principal or designee shall initiate efforts to address emotional reactions within the school community. **Activities to be avoided include:** Special memorial services within the school building, flying the school flag at half staff, special yearbook notices, Large student assemblies. Suicide should not be ignored nor should it be romanticized or sensationalized; it should be dealt with thoughtfully, carefully and compassionately

### Staff Actions:

°Notify principal      °Avoid spreading rumors      °Watch for warning signs in other students (such as “copycat” actions)

### Principal, Counselor and Team:

- Once the death has been confirmed notify District Support Team
- Identify any family member(s) that may be at school and provide crisis counseling
- Do not release the names of other family members who attend the school
- If the media requests information, refrain from discussing any details relating to the deceased student; school staff may wish to describe assistance being offered on behalf of students
- Consider calling a faculty meeting to disclose all relevant facts
- Have school counselor or other appropriate professional describe how students may react to the news and suggest how teachers can address questions and reactions
- Allow time for school staff to ask questions and express their feelings; some staff may be particularly upset and may request and/or require support
- Outline procedures for the remainder of the school day
- Provide support meetings for school personnel if the need exists; refer employees to an Employee Assistance Program (EAP) as indicated
- Compile a list of other students deemed to be at risk; consider immediate counseling opportunities as part of the school and district’s commitment to responsible follow-up and recovery
- Allow students to leave class during the day to receive support offered from school personnel, the District Support Team or other designated volunteer resources or community faith-based persons who have received this specific training
- If the school based Emergency Response Team (ERT) and the District Support Team (DST) deem it appropriate, consider avoiding any large group meetings or assembly of students (in an effort to maintain order and control)
- Consider an after school faculty meeting; the following points may be covered:
  - Debrief the events of the day
  - Provide emotional support for all staff
  - Review the characteristics of high-risk students and compile an additional list based on staff observations of student reactions during the day
  - Announce the plans made by the family for services
  - To the extent possible, make efforts to ensure that regular routine is followed
  - In general, recognize a tragic loss of life, without emphasizing the means of death

(Refer to *Emergency Management Resource Guide*, page 104-105)

## Threat of Harm

These materials offer a starting point when addressing possible school-violence, but are not intended to be a script or to be implemented in rote fashion. At all times it is expected that school personnel will use professional judgment in assessing and addressing potential threats to safety. It is essential to use “warning signs” and other materials responsibly. The processes described herein offer an opportunity to help maintain school safety by identifying and referring individuals who need help. They **are not** intended to encourage school-wide student profiling, labeling or stigmatizing of individuals.

### **In the event of an IMMEDIATE danger:**

- Call Law Enforcement or 911
- Take immediate action to secure or isolate the individual posing a threat, and prevent access to potential weapons (if known)
- Take immediate action to move others from harm’s way (in immediate vicinity of event)
- Initiate Lockdown procedures (determine who initiates the lockdown, keep this consistent across the school district)

### **If Warning Signs are observed, but there is not an imminent risk:**

- Have individual or team observing Warning Signs complete a Threat Assessment Referral Form (if not completed already)
- Activate appropriate members of (School Based) Emergency Response Team
- Interview the individual of concern (consider using a trained counselor)
- Notify 911, if necessary
- Notify Superintendent, District Support Team and District Pupil Personnel
- Notify the Board Attorney
- Contact parents or legal guardian and obtain a release of information to exchange information between agencies
- Review Warning Signs, Risk Factors, Precipitating Events, Stabilizing Factors by completing Threat Assessment Worksheet
- Make an immediate referral to a trained “Mental Health Care” professional
- Determine level of risk using Risk for Harm Categories (page 112)
- Develop an action plan according to the determined level of risk
- Document referrals, actions taken, follow-up plans, etc.
- Develop a plan to monitor student’s response to actions taken, a “return to school plan” and to review new information as it becomes available

**(Refer to *Emergency Management Resource Guide*, page 106-113)**

## Trespasser/Intruder

### Staff action:

- Notify the principal and give description and location of the subject
- If possible keep students away from subject

### Principal, Team:

- Call 911, Superintendent, District Support Team
- Give description and location of subject
- Determine whether to initiate lockdown procedures
- Attempt to keep subject in full view until police or law enforcement arrives while maintaining a safe distance
- If possible take measures to keep subject away from students and building
- Advise subject that they are trespassing and need to leave the school property

**(Refer to *Emergency Management Resource Guide*, page 114)**

# Weapons

## Staff actions:

- If danger exists staff and students should seek immediate shelter
- Notify principal
- Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis

## Principal, Team:

- Call 911, Superintendent, District Support Team
- Give location, identity and description of the individual
- Give description and location of weapons
- If weapon is on an individual (but not displayed), isolate the individual
- If weapon is in a locker or in a backpack, prevent access to that area

If the individual is displaying the weapon:

- Remain calm; avoid sudden moves or gestures
- Do not attempt to take the weapon from the individual
- Using a calm and clear voice instruct the individual that they need to place the weapon down
- Use the individuals name while talking to them
- Try not to raise your voice—but, if this becomes necessary, do so decisively and with clarity
- Determine whether to implement lockdown, evacuation or other procedure

(Refer to *Emergency Management Resource Guide*, page 115)

## Weather Emergencies

**Watches:** Indicate that conditions are right for development of a weather hazard. *Watches* cover a larger area than *Warnings*. Watches usually have lead times of approximately 1-2 hours (tornado or thunderstorm), 3-12 hours (flash flood), and 12-36 hours (river flood or winter storm).

**Warnings:** Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings usually have lead times of approximately 30 minutes or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms). The Weather Channel should be programmed on hand held radios. If electricity were lost weather information would still be available.

**Advisories:** Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 inches of snow, dense fog, etc.). Advisory lead times are the same as Warnings.

Upon Issuance of a Watch or Advisory

**Principal, Team:**

- Activate appropriate members of Emergency Response Team to be alert for possible change in weather status
- Monitor weather reports for change in conditions

Upon Issuance of a Warning

**Principal, Team:**

- Implement Severe Weather Safe Area procedure
- All students and staff shall proceed to designated safe areas
- Remain quiet to hear further instructions
- Occupants of portable classrooms shall move quickly to the main building to designated shelter areas
- Follow standard student accounting and reporting procedures
- Occupants of shelter areas shall remain in that area until the “all clear” is given
- In the event of building damage, students shall be evacuated to safer areas of the building or from the building
- If evacuation occurs, do not reenter the building until given the “all clear”

(Refer to *Emergency Management Resource Guide*, page 116)

## Emergency Responsibilities

The following is an outline of roles and responsibilities for staff during an emergency. This does not include your specific team responsibility which will be outlined in the individual school plan. The Emergency Management Response Team has specifically assigned roles during an emergency and will access the District Support Team in accordance with your school plan.

**Principal/Facility Director**-The principal shall serve as Incident Commander (in the vast majority of cases) and will be responsible for the overall direction of the emergency procedures at the school or support building site. Responsibilities include:

- Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Response Protocols.
- Determine whether to implement Universal Emergency Procedures (evacuation; reverse evacuation; shelter in place; severe weather/safe area; drop, cover and hold; lockdown).
- Activate the Emergency Management Response Team.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency service personnel (depending on the incident, community agencies such as police or fire department may have jurisdiction for investigations, rescue procedures, etc.).
- Maintain a line of communication with the Superintendent's Office and/or District Support Team.

**(Refer to *Emergency Management Resource Guide*, page 36)**

**District Support Team**-The District Support Team's role shall be to support the school when the need exceeds the resources of the school to handle a situation:

- Provide guidance regarding questions which may arise.
- Direct additional support personnel, including District Support Team members as needed.
- Monitor the emergency situation and facilitate major decisions which need to be made.
- Provide a district contact (Public Information Officer) for release of information to the media. This should include planning of a prepared statement that will be released.

**(Refer to *Emergency Management Resource Guide*, page 37)**

# Emergency Responsibilities

**TEACHERS**-Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. They shall:

- Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Response Protocols.
- Direct students in their charge according to established Universal Emergency Procedures.
- Render first aid if necessary. Selected school staff should be trained and certified in first aid, Automated Electronic Device (AED) use and CPR.
- Teachers must have their roll book with them.
- Take roll when the class relocates in the designated assembly area.
- Report missing students and staff to Student Accounting and Release (you may want to consider utilizing a colored card system to expedite this process).
- Assist as directed by the principal/incident commander.
- **COUNSELORS, SOCIAL WORKERS, PSYCHOLOGISTS**-Counselors, social workers, psychologists shall be responsible for assisting the overall direction of the emergency procedures at the site. Responsibilities include:
  - Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Protocols.
  - Direct students in their charge according to established Universal Emergency Procedures.
  - Render first aid if necessary.
  - Assist in the transfer of students, staff and other individuals when their safety is threatened by a disaster.
  - Maintain a line of communication with the Emergency Management Response Team leader. This would be the principal in the school and the superintendent for the school system.
  - Assist as directed by the principal/incident commander.

## **SCHOOL NURSES**

- Provide first aid or emergency treatment as needed.
- Communicate first aid and emergency treatment needs to emergency service personnel.
- Assist as directed by the principal/incident commander.

*(Refer to Emergency Management Resource Guide, page 37)*

# Emergency Responsibilities

## CUSTODIANS

- Survey and report damage to principal/incident commander
- Assist with implementing the Universal Emergency Procedures and Emergency Management Response Protocols as directed.
- Control main shut-off valves for gas, water, and electricity and assure that no hazard results from broken or downed lines.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Assist as directed by the principal/incident commander.

## SCHOOL SECRETARY

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Assist as directed by the principal/incident commander.
- **FOOD SERVICE/CAFETERIA WORKERS**
- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an emergency.
- Assist as directed by the principal/incident commander.

## BUS DRIVERS

- Supervise the care of students, if an emergency occurs while children are on the bus.
- Transfer students to new location when directed by the dispatcher or authorized regulatory agency.
- Follow procedures as directed by your transportation policy for emergency situations.
- Assist as directed by the principal/incident commander.

(Refer to *Emergency Management Resource Guide*, page 37)

## **Universal Emergency Procedures**

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.

**There are six basic procedures which can be utilized in responding to various emergencies:**

- |                               |                                     |                                 |
|-------------------------------|-------------------------------------|---------------------------------|
| <b>1 – Evacuation</b>         | <b>3 – Severe Weather Safe Area</b> | <b>5 – Lockdown</b>             |
| <b>2 – Reverse Evacuation</b> | <b>4 – Shelter in Place</b>         | <b>6 – Drop, Cover and Hold</b> |

*(Refer to Emergency Management Resource Guide, page 81)*

# **EVACUATION** (For use when conditions outside are safer than inside)

## **When announcement is made or alarm sounded:**

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report according to Student Accounting and Release procedures
- Wait for further instructions

**(Refer to *Emergency Management Resource Guide*, page 81)**

# **REVERSE EVACUATION** *(For use when conditions inside are safer than outside)*

**When the announcement is made:**

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Take attendance; report according to Student Accounting and Release procedures
- Wait for further instructions.

***(Refer to *Emergency Management Resource Guide*, page 81)***

# **SEVERE WEATHER SAFE AREA**

*(For use in severe weather emergencies)*

**When announcement is made or alarm sounded:**

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take roll book for student accounting
- Take attendance; report according to Student Accounting and Release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the “all clear” is given
- Wait for further instructions

**(Refer to *Emergency Management Resource Guide*, page 81)**

# **SHELTER IN PLACE** *(For use in external gas or chemical release scenarios)*

## **When the announcement is made:**

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)
- Take attendance; report according to Student Accounting and Release procedures
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- Wait for further instructions

**(Refer to *Emergency Management Resource Guide*, page 81)**

# **LOCKDOWN** *(For use to protect building occupants from potential dangers in the building)*

**Note:** school-specific lockdown procedures should be developed by school officials and local law enforcement officials. Please see “Considerations When Developing a School Lockdown Policy” for additional information. See [www.kycss.org/lockdown.php](http://www.kycss.org/lockdown.php)

## **When the announcement is made:**

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Stay away from all doors and windows and move students to interior walls and drop
- ***BE QUIET!***
- Wait for an official to open the door

**(Refer to *Emergency Management Resource Guide*, page 81)**

# **DROP, COVER AND HOLD** *(For use in earthquake or other imminent danger to building or immediate surroundings)*

## **When the command “Drop” is made:**

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER - your eyes by leaning your face against your arms
- HOLD - on to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions

**(Refer to *Emergency Management Resource Guide*, page 81)**