







## KENTUCKY CENTER *for* SCHOOL SAFETY

Emergency Management Quick Reference Guide

**Introduction**

### INTRODUCTION

School emergencies are unexpected, unpredictable, and can take many forms. When developing school safety plans, Emergency Response Teams develop protocols to address threats or hazards specific to their school. ***This quick and easy reference guide is for immediate response and is not a complete school safety plan.*** This quick reference guide uses FEMA's four categories of school related emergencies:

- Adversarial, Incidental and Human-caused Threats (red tabs)
- Biological Hazards (yellow tabs)
- Technological Hazards (green tabs)
- Natural Hazards (blue tabs)

***See reverse side for additional information***

**Introduction**

*Introduction continued:*

**No one can be fully prepared for everything that may happen, but planning and practice are essential to determining how people will react in a crisis or emergency.**

- Think of safety first
- Use common sense and training
- Act quickly and calmly
- Be factual and hold emotions in check when dealing with students and the community

This document is a companion to the Emergency Management Resource Guide (a template for school safety planning). Faculty, staff and students should familiarize themselves with its content and keep it readily accessible at all times.

## **References**

Emergency Management Resource Guide. Kentucky Center for School Safety, 2023.  
Guide for Developing High-Quality School Emergency Operations Plans. FEMA, 2013.





## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

**Accidents at School**

### ACCIDENTS AT SCHOOL

#### **Staff actions:**

- Report accident to principal, office; call 911 if warranted
- Provide for immediate medical attention (first aid) 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 nurse for assistance

#### **Principal or Designee actions:**

- Provide appropriate medical attention, call 911 if needed, alert district office if deemed necessary
- Complete appropriate documentation
- Contact parents/guardians as appropriate to seek follow-up services if needed
- Document actions and complete incident reports

Accidents at School





## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

## Assessment of Threat

### ASSESSMENT OF THREAT

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 process 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
- Determine whether to implement lockdown

*See reverse side for additional information*

Assessment of Threat

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**Notes:**

- Document referrals, actions taken, follow-up plans, etc.
- Develop an action plan according to the determined level of risk
- Make an immediate referral to a trained "Mental Health Care" professional, if warranted
- Contact parents/guardians and obtain a release of information to exchange between agencies
- Notify superintendent, District Support Team and District Pupil Personnel
- Call 911, if necessary
- Interview the individual of concern (employ the use of a trained counselor)
- Activate appropriate members of Emergency Response Team
- Have individual or team observing "warning signs" complete a Threat Assessment Referral Form (assessment located in the Emergency Management Resource Guide, if not completed already)

**If "warning signs" are observed, but there is not an imminent risk:**

*Assessment of Threat continued:*



## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

### Bomb Threat

#### **BOMB THREAT**

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

**Staff Actions:**

**Most bomb threats are called in, but some are made using e-mail, social media, a written note or as graffiti. Using the bulleted list below, gather as much information as possible:**

- Notify principal
- Share all information gathered; location, type of bomb, expected time of explosion, suspected perpetrator
- Do not erase threat until it is documented (photo) and law enforcement / incident commander has directed to do so

**In case if a phoned in bomb threat:**

- Prolong the conversation as much as possible
- Identify background noises and 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 Post Bomb Threat Report (**inside back cover of this document**)
- Alert the principal or person in charge (without hanging up)

**See reverse side for additional information**

**Bomb Threat**

## **Principal / Designee:**

### ***Bomb Threat continued:***

- 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 an evacuation response is initiated, modify evacuation routes if necessary based on possible location of bomb
- Instruct staff to perform a security scan\* of their assigned area
- 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
- Once first responders have determined that the threat is not credible, return to class
- Document actions and complete incident reports

\*Security scan – visually inspecting a familiar area for an unfamiliar object(s)



## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

Hostage Situation / Kidnapping

### HOSTAGE SITUATION / KIDNAPPING

#### Staff Actions:

- Notify 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 should the students be evacuated from the building without approval and/or assistance
- If the hostage taker can be contained in one section of the building, students should be moved from exposed areas to a safer part of the building
- Document actions and complete incident reports

Hostage Situation / Kidnapping







## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

**Missing Person**

### MISSING PERSON

#### Staff Actions:

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

#### Principal / Designee:

- Call 911
- Notify District Support Team, Central Office
- Contact the family of the missing person to establish a communication plan
- 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 picture and obtain a full description of the missing person (including clothing) to assist the police
- In cases of kidnapping/abduction, obtain a description of the suspect from witnesses
- When the person 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/guardians
- If appropriate, arrange for counseling assistance for students
- Call emergency staff meeting if necessary
- Document actions and complete incident reports

Missing Person





## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

**Rape / Sexual Abuse**

### **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. **It is absolutely mandatory that all information related to the incident be kept confidential.** Refer all questions to local law enforcement.

#### **Rape / Sexual Abuse is a crisis to be addressed in the following manner:**

- Confidentiality should be maintained during the investigation (by all staff members)
- Report to appropriate authorities (e.g., CFC, law enforcement)
- Ensure the physical safety of the student until authorities arrive
- Secure immediate medical treatment, if needed
- Store all records related to rape or other sexual abuse incident in a confidential file
- Document actions and complete incident reports

**Rape / Sexual Abuse**





## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

**Suicide**

### 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 lifesaving intervention(s).

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

**1) Suicidal Threat or Ideation**

*(Located in Emergency Management Resource Guide)*

**2) Suicide Attempt at School**

**3) Suicide Completed**

*(Located in Emergency Management Resource Guide)*

#### **Suicide Attempt at School**

In the event of an actual suicide attempt:

##### **Staff Actions:**

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

##### **Principal / Designee, Counselor:**

- Call 911, District Support Team, Central Office
- School nurse, counselor or other staff administer first aid until emergency responders arrive, if necessary
- The student will be kept in the constant presence of an adult until emergency responders arrive (child shall not be left alone at any time)
- The principal, (or other designated professional) will communicate with the appropriate school personnel, parents/guardians and counselors
- Document all actions taken on behalf of the student (i.e., referrals, phone contacts, follow-up activities, etc.)

**Suicide**





## KENTUCKY CENTER *for* SCHOOL SAFETY

Adversarial, Incidental, and Human-caused Threats

### Threat of Harm

#### **THREAT OF HARM / Active Shooter / Assault / Intruder / Hostage / Weapon**

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.

#### **Staff action:**

- Initiate lockdown procedures / barricade door if possible
- If not in an area that can be secured, run out of the building and as far as you can to a safe location
- Call 911
- If lockdown and running away aren't possible, attempt to disrupt or incapacitate the person causing harm (this is a last resort)
- Notify principal of situation
- Follow lockdown protocol
- Wait for further instruction

#### **Principal / Designee:**

- Initiate Lockdown (if not already completed)
- Call 911, superintendent, District Support Team
- Attempt to determine:
  - Location of the threat and number of persons involved
  - Physical description of persons in harm
  - Number and type of any weapon being used
- Follow lockdown procedures until clearance given by local law enforcement
- Document actions and complete incident reports

**THREAT OF HARM / Active Shooter / Assault / Intruder / Hostage / Weapon**







## KENTUCKY CENTER *for* SCHOOL SAFETY

### Biological Hazards

### Allergic Reaction

#### 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 and school nurse
- Send for immediate help (first aid, CPR, medical) and medication kit (for known allergies)
- Assist in getting “Epi pen” (Epinephrine) for individuals who need them, and prescription medications (usually kept in office)
- Keep student/employee comfortable and move only for safety reasons
- Move other students away from immediate vicinity

##### Principal / Designee:

- Call 911, depending on circumstances
- Notify parents/guardians immediately – document person contacted, time and method of contact
- If appropriate, administer medication, by order of a doctor; apply ice pack to affected area, keep victim warm
- Observe for respiratory difficulty
- Record time and site of insect sting or food ingested, name of medicine, dosage and time administered (take photo of area if appropriate)
- Document actions and complete incident reports

#### Allergic Reaction





## KENTUCKY CENTER *for* SCHOOL SAFETY

**Biological Hazards**

**Chemical Material Spill**

### CHEMICAL 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
- 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 / Designee:**

- Initiate Shelter in Place, shut off HVAC units, seal doors and windows as needed
- Call 911, notify District Support Team
- Do not leave the building unless instructed to do so by emergency management officials
- Document actions and complete incident reports

**See reverse side for accidents *originating INSIDE the building***

**Chemical Material Spill**

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**Notes:**

- Document actions and complete incident reports
- If combustible material spill is suspected, refrain from lighting matches or candles, and do not turn off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Do not take unsafe actions such as returning to the building before it has been declared safe
- Wait for instructions from the emergency responders
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be upwind, uphill, and upstream from the location of the spill
- Initiate evacuation plan if appropriate; avoid the area where the chemical accident occurred and any fumes which are present
- Call 911 if warranted, notify District Support Team, Central Office
- Check the Safety Plan to determine the urgency of situation

**Principal / Designer:**

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

**Staff Actions:**

**Accidents originating INSIDE the building:**

*Chemical Material Spill continued:*



## KENTUCKY CENTER *for* SCHOOL SAFETY

### Biological Hazards

### Infectious Diseases

#### INFECTIOUS DISEASES

##### Principal / Designee, Staff:

- Exercise appropriate caution and discretion when informing others about an individual with an infectious disease
- “An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.” (FERPA)
- Notify appropriate individuals who are in contact with the child on a regular basis, and insist they maintain confidentiality. Those individuals would include:
  1. Principal
  2. School nurse
  3. Teachers / Aides
  4. School secretary
  5. Counselors
- Consult with school nurse, Central Office and/or health department on potential for outbreak
- Instruct custodial staff to disinfect all effected surfaces
- Determine whether child stays in school or if school closing is appropriate
- Document actions and complete incident reports

##### Preventative Measures:

- Encourage students, parents, and staff to take everyday preventive actions to stop the spread of germs (CDC, <http://www.cdc.gov/> )
- Encourage students and staff to stay home when sick
- Encourage respiratory etiquette among students and staff through education and the provision of supplies
- Encourage hand hygiene among students and staff through education, scheduled time for hand washing, and the provision of supplies
- Encourage students and staff to keep their hands away from their nose, mouth, and eyes
- Encourage routine surface cleaning through education, policy, and the provision of supplies

#### Infectious Diseases





## KENTUCKY CENTER *for* SCHOOL SAFETY

### Biological Hazards

### Poisoning

#### POISONING

##### Immediate Actions:

- Call 911
- Call the Poison Control Center Hotline 1-800-222-1222
- Administer first aid directed by Poison Control Center
- Notify principal
- Utilize building personnel with knowledge of poisonous materials, first aid training, etc. using the Safety Plan
- Seek additional medical attention as indicated
- School official to notify parents/guardians
- In the event of a staff member who has been poisoned, school official should notify spouse or emergency contact
- Document actions and complete incident reports

##### 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 Safety Plan is present







## KENTUCKY CENTER *for* SCHOOL SAFETY

### Technological Hazards

### Aircraft Crash Emergency

#### AIRCRAFT CRASH EMERGENCY

##### Crash **INTO** School Building

###### Staff Actions:

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

###### Principal / Designee:

- Call 911
- Notify District Support Team, Central Office
- Determine whether to implement evacuation procedures
- Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash
- Provide for immediate medical attention (first aid) including performing necessary life-sustaining measures (CPR, AED, etc.), until trained emergency medical services arrives
- Account for all building occupants and determine extent of injuries
- Do not re-enter building until given "all clear" from person in charge
- Document actions and complete incident reports

##### Crash **NEAR** School Building (but no damage to building)

###### Staff Actions:

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

###### Principal / Designee:

- 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
- Document actions and complete incident reports





**BUS ACCIDENT**

Each school should maintain a bus folder (hard copy and/or digital) 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 (this procedure can be housed digitally allowing for immediate access and accountability using the district's intranet).

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.

**In the event of a Bus Accident:**

**Staff at the Scene:**

- Call 911, if warranted
- Notify principal, bus garage
- 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 will be provided to the principal

**Principal / Designee:**

- Notify District Support Team
- Ascertain the names of any injured students and the nearest location of any medical treatment facility and document
- 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/guardians and to provide support to students, as appropriate
- Document actions and complete incident reports





# KENTUCKY CENTER *for* SCHOOL SAFETY

## Technological Hazards

## Cyber / Electronic Threat

### CYBER / ELECTRONIC THREAT

#### Staff Actions:

- Report issue to principal / law enforcement (this includes report of sexting)
- Preserve message, image or media on the original electronic device
- Secure the electronic device

**\*Remember you may not search electronic devices without owner permission or a court order**

#### Principal / Designee:

- Evaluate level of cyber threat with school technology coordinator and law enforcement
  - **Level One:** Not highly inflammatory. Generally, incident can be solved in-house (most cyberbullying, etc.)
  - **Level Two:** A student or staff member is in danger of harm (highly emotional issue, repeat offender, sexting, hit list, threat of bodily harm, etc.)
- Depending on severity, call 911, District Support Team and law enforcement
- Conduct investigation and determine all those involved
- Notify parents/guardians of involved students
- Document actions and complete incident reports

#### Notes:

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**FIRE**

By law, schools practice fire drills on a monthly basis. In case of an actual fire, implement the practiced evacuation procedures and the following steps:

**In the event of a fire:**

- Sound alarm
- Call 911, superintendent, District Support Team
- Implement evacuation procedures to outside Assembly Area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Initiate accountability procedures. Some schools use a **card notification system**. The universal colors of a “green card” and a “red card” are used. A “green card” denotes all students are present and all is well and a “red card” signifies a problem
- Do not re-enter building until being given permission to re-enter
- Determine if arrangements need to be made for transportation to alternative location
- Document actions and complete incident reports

*See drill schedule and log sample in Emergency Management Resource Guide*

**Notes:**

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**GAS LEAK**

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

**Staff Actions:**

- Notify principal
- Move students from immediate vicinity of danger

**Principal / Designee:**

- Call 911, District Support Team
- If the gas leak is internal, implement evacuation procedures. Refrain from lighting matches or candles, and do not turn off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Notify gas company
- Determine whether to move to alternate 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 permission to do so by emergency personnel
- If the gas leak is external, all students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or follow Shelter in Place (seal off windows and doors) until further instructions are received
- Document actions and complete incident reports

**Notes:**

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## KENTUCKY CENTER *for* SCHOOL SAFETY

### Natural Hazards

### Earthquake

#### 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 tremors subside. 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
- After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.)

#### **If outside:**

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Initiate accountability procedures
- Do not attempt to enter building until authorized to do so
- Do not touch fallen wires
- Be alert for instructions from principal or first responders

#### **Assembly Areas:**

- Earthquake safe areas will be away from the building and overhead power lines
- Keep everyone away from underground gas and sewer lines (which should be marked prior)
- Call 911, District Support Team
- In the event of aftershocks, students are to 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 permission from emergency personnel
- Document actions and complete incident reports





## KENTUCKY CENTER *for* SCHOOL SAFETY

### Natural Hazards

### Weather Related Emergency

#### WEATHER RELATED EMERGENCY

**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 NOAA Radio should be programmed on hand held radios and/or digital Wi-Fi enabled devices. If electricity were lost weather information would still be available. If generators are not available, alternative energy sources such as solar or crank may be used.

**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 / Designee:

- Activate appropriate members of school Emergency Response Team to be alert for possible change in weather status
- Monitor weather reports for change in conditions
- Document actions and complete incident reports

#### Upon Issuance of a Warning

##### Principal / Designee:

- Implement procedure for use of Safe Zones for Severe Weather
- All students and staff proceed to designated Safe Zones for Severe Weather
- Remain quiet to hear further instructions
- Occupants of portable classrooms should move quickly to the main building to designated Safe Zones for Severe Weather
- Follow standard student accounting and reporting procedures
- Remain in the Safe Zones for Severe Weather until the "all clear" is given
- In the event of building damage, students should be evacuated to safer areas of the building or away from the building
- If evacuation occurs, do not re-enter the building until given the "all clear"
- Document actions and complete incident reports





# KENTUCKY CENTER *for* SCHOOL SAFETY

## Natural Hazards

## Universal Emergency Procedures

### 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:**

**1 – Evacuation**

**3 – Severe Weather Safe Area**

**5 – Lockdown**

**2 – Reverse Evacuation**

**4 – Shelter in Place**

**6 – Drop, Cover and Hold**

<p><b>1 EVACUATION</b> (For use when conditions outside are safer than inside)</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)</li> <li>Take class roster for student accounting</li> <li>Assist those needing special assistance</li> <li>Do not stop for student/staff belongings</li> <li>Go to designated Assembly Area</li> <li>Check for injuries</li> <li>Take attendance; report according to Student Accounting and Release procedures</li> <li>BE QUIET!</li> <li>Wait for further instructions</li> </ul>	<p><b>4 SHELTER IN PLACE</b> (For use in chemical release scenarios)</p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>Turn off HVAC System</li> <li>Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location</li> <li>Assist those needing special assistance</li> <li>Close and tape all windows and doors and seal the gap between bottom of the door and the floor (chemical release)</li> <li>Take attendance; report according to Student Accounting and Release procedures</li> <li>Do not allow anyone to leave the classroom</li> <li>Stay away from all doors and windows</li> <li>BE QUIET!</li> <li>Wait for further instructions</li> </ul>
<p><b>2 REVERSE EVACUATION</b> (For use when conditions inside are safer than outside)</p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>Move students and staff inside as quickly as possible</li> <li>Assist those needing special assistance</li> <li>Report to classroom</li> <li>Check for injuries</li> <li>Take attendance; report according to Student Accounting and Release procedures</li> <li>BE QUIET!</li> <li>Wait for further instructions</li> </ul>	<p><b>5 LOCKDOWN</b> (For use to protect building occupants from potential dangers in the building)</p> <p><b>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 <a href="http://www.kycss.org/emergency-procedures/lockdown">www.kycss.org/emergency-procedures/lockdown</a></b></p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>Students are to be cleared from the halls immediately and to report to nearest available classroom</li> <li>Assist those needing special assistance</li> <li>Close and lock all windows and doors. Cover all classroom door windows and do not leave for any reason</li> <li>Stay away from all doors and windows and move students to interior walls and drop</li> <li>BE QUIET!</li> <li>Wait for an official to open the door</li> </ul>
<p><b>3 SEVERE WEATHER SAFE AREA</b> (For use in severe weather emergencies)</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)</li> <li>Occupants of portable classrooms shall move to the main building to designated safe areas</li> <li>Take class roster for student accounting</li> <li>Take attendance; report according to Student Accounting and Release procedures</li> <li>Assist those needing special assistance</li> <li>Do not stop for student/staff belongings</li> <li>Close all doors</li> <li>Remain in safe area until the "all clear" is given</li> <li>BE QUIET!</li> <li>Wait for further instructions</li> </ul>	<p><b>6 DROP, COVER AND HOLD</b> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p><b>When the command "Drop" is made:</b></p> <ul style="list-style-type: none"> <li>DROP – to the floor, take cover under a nearby desk or table and face away from the windows</li> <li>COVER - your eyes by leaning your face against your arms</li> <li>HOLD - on to the table or desk legs, and maintain present location/position</li> <li>Assist those needing special assistance</li> <li>BE QUIET!</li> <li>Wait for further instructions</li> </ul>





# POST BOMB THREAT REPORT

(Completed by person receiving the call)

Date \_\_\_\_\_ Time of call \_\_\_\_\_

What telephone number was the bomb threat received on? \_\_\_\_\_

Exact language/wording used by the caller \_\_\_\_\_

## Record the following information as provided:

What time is it set for? \_\_\_\_\_ Where is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

What is your name? \_\_\_\_\_

## Additional Information (check/fill in):

Gender:    \_\_\_ Male       \_\_\_ Female    Describe \_\_\_\_\_

Age:       \_\_\_ Adult       \_\_\_ Child    Describe/estimate age \_\_\_\_\_

Speech:    \_\_\_ Normal     \_\_\_ Excited   Describe \_\_\_\_\_

Speech:    \_\_\_ Slow       \_\_\_ Fast      Describe \_\_\_\_\_

Did the caller have an accent? Describe: \_\_\_\_\_

Did you recognize the caller's voice? Describe: \_\_\_\_\_

Background noises:  \_\_\_ music       \_\_\_ traffic    \_\_\_ machine    \_\_\_ voices/talking

                  \_\_\_ airplanes   \_\_\_ typing     \_\_\_ children    \_\_\_ TV/radio

                  \_\_\_ other \_\_\_\_\_

Other Notes: \_\_\_\_\_

## Person receiving call:

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

## Notification:

School Principal \_\_\_\_\_ Time \_\_\_\_\_

Police \_\_\_\_\_ Time \_\_\_\_\_



**KCSS**

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**SCHOOL BUS**