

# **SIMPSON COUNTY SCHOOLS EMERGENCY RESPONSE PLAN**



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"Where Kids Matter Most"**

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## SIMPSON COUNTY SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

**Purpose and Scope:** The Simpson County School District (SCSD) Emergency Response Plan (ERP) provides guidance and direction to principals, faculty and staff who have emergency management responsibilities. The ERP should be used during an emergency incident. **This information is not a complete list of all factors to be considered.**

**Key Emergency Contact:** The key emergency phone number is 911. It is imperative during an emergency to contact Template School Corporation Emergency Response Team as quickly as possible after calling 911.

**Emergency Response Team (ERT):** Each school facility will have an Emergency Response Team (ERT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

**Incident Management System (IMS):** The Emergency Response Team will follow the basic principles of IMS where one team member (Incident Commander, IC) is in charge of the emergency until emergency responders arrive on the scene. At that point the Incident Commander, IC, will update the emergency response IC on the incident and turn over the IC duties to the external emergency response IC. The SCSD IC should remain in close contact with the external emergency response IC until the incident is terminated. The IC is responsible for command, control, communications and coordination of resources during an emergency event.

### FOR ALL EMERGENCIES CALL 911

CENTRAL OFFICE .....	(270) 586-8877
TRANSPORTATION.....	(270) 586-3757
FACILITIES SERVICES.....	(270) 586-8877
FOOD SERVICE.....	(270) 586-8877
POLICE DEPARTMENT.....	(270) 586-7167
FIRE DEPARTMENT - CITY (ADMIN).....	(270) 586-3220
STATE POLICE (BG POST).....	1-800-222-5555
COUNTY SHERIFF.....	(270) 586-7425
POISON CONTROL CENTER .....	1-800-222-1222
EPA/24 HOUR ERT SPILL NOTIFICATION.....	1-800-928-2380
EMS - (ADMIN).....	(270) 586-9233
CHILD PROTECTIVE SERVICES.....	(270) 586-8266
ELECTRIC COMPANY.....	(270) 586-4441
ATMOS ENERGY.....	1-800-482-8429
WATER COMPANY.....	(270) 586-5431
BELL SOUTH BELL SOUTH COMMUNICATIONS CO.....	1-866-620-6000
BELL SOUTH COMMUNICATION CO. REPAIR.....	1-866-620-6900
MEDICAL CENTER - FRANKLIN HOSPITAL (S).....	(270) 598-4800
DIRECTOR SIMPSON CO. EMERGENCY MANAGEMENT (ADMIN).....	(270) 586-7174
SIMPSON CO. EMERGENCY DISPATCH CENTER (ADMIN).....	(270) 586-8824
MENTAL HEALTH-LIFE SKILLS-ON WEEKDAYS BEFORE 5:00 PM.....	(270) 586-8826
MENTAL HEALTH-LIFE SKILLS-ON WEEKDAYS AFTER 5:00 P.M. AND WEEKENDS/HOLIDAYS.....	1-800-223-8913
RIVENDELL .....	(270) 843-1199

## SIMPSON COUNTY SCHOOL DISTRICT EMERGENCY RESPONSE PLAN

### Emergency Response Plan

- **Flow Charts** - Each incident has a flow chart for the IC and the ERT to follow in order to effectively stabilize and terminate the incident
- **Event Aids** - The event aids provide valuable information to assist the IC and the ERT in responding to an incident
- **Emergency Phone Lists** - Are provided to ensure the emergency responders are quickly notified of an incident
- **Evacuation Drawings** - Should be placed in the plastic pouch to provide emergency responders with vital evacuation, sheltering and lockdown information
- **Roles & Responsibilities** - Key responsibilities of the ERT are listed to give team members a general idea of their roles during an emergency incident
- **Crisis Communications** - The flow of information is critical during an emergency and this section will provide proactive communication measures

TITLE	NAME	OFFICE	HOME	CELLULAR	NEXTEL
Principal/Incident Commander					
Assistant Principal/Designee					
Custodian					
Medical First Responder					
Evacuation Coordinator					
Reunification Coordinator					
School Resource Officer (SRO)					

## MITIGATION/PREVENTION

This Mitigation/Prevention Checklist will reduce exposures to the school/facility and should be referred to often to ensure a safe and secure environment.

### EXTERIOR OF SCHOOL

- Be aware of the surrounding neighborhood. If anything looks suspicious, report it to police.
- Ensure all gates are secured.
- Ensure all external utilities are secured and protected.
- Ensure all roof hatches are locked and secured.
- Keep school grounds well-manicured and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 ft. and trimming trees up to 7 ft.
- Doors and windows should be in good working order and locked 24/7 except for designated entrance.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours. All sides of the school and athletic facilities should be illuminated to reduce the risk of criminal activity on school grounds.
- Athletic facilities should be secured when not in use.
- All exterior cameras should be in good working order.
- The PA system should be in good working order and have the ability to be heard outdoors.
- School ventilation intakes should be properly protected.
- Playground equipment should be in good working condition and a fall-protection material should be placed on the ground below equipment.
- Dumpsters/garbage cans should remain away from the school. Garbage cans should be secured so they cannot be used to damage or enter school property.
- Parking lots should be well-lit, free of debris, and adequate parking spaces should be provided with signs for handicapped, visitors, teachers and students (if applicable).
- No parking allowed anywhere within 50 ft. of the school, especially in fire lanes.
- Sidewalks should be in good condition and free from cracks and tripping hazards.
- Bike racks should be secured.
- Student drop-off/pick-up should be monitored by an appropriate number of staff members before and after school.
- The school should adapt proactive off-premises procedures for field trips, sporting events and other events that occur off school grounds.
- Transportation staff and teachers should be trained on emergency procedures. A list of emergency contact phone numbers will be available on each school bus.

## MITIGATION/PREVENTION

### INTERIOR OF SCHOOL

- All doorways and exit ways should be free from obstructions that would hamper or delay an effective evacuation.
- All exit lights should be in good working order. Replace burnt-out bulbs.
- The Main Office should be near the front entrance and proper signage should indicate the location of the office.
- Classrooms should be organized and clear of obstructions that would hamper or delay an effective evacuation.
- All classrooms should be secured when not in use.
- All bookshelves 4 foot or taller in classrooms and all other rooms should be secured to the wall with appropriate screws/equipment.
- All rooms should be equipped with GFCI electrical outlets within 6 ft. of sinks and water to reduce the risk of accidental electrocution.
- Paper hanging in hallways and classrooms should be minimized to reduce the amount of combustible material in the school, especially in evacuation egress areas.
- Universal evacuation signage should be posted in every room at eye level, near the door and in hallways.
- The emergency procedures guide should be placed in all classrooms.
- All chemicals should be properly stored in their original containers. Chemicals should be secured when not in use.
- Food and chemicals should never be stored together in a refrigerator or other area.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The gym should have universal evacuation signage and properly illuminated exit lights. The overhead lights should be secured with a chain to provide a secondary means to hold lights in place.
- Only authorized personnel should have access to the kitchen.
- All cafeteria staff should be trained yearly on basic emergency procedures and proper food preparation safety procedures.
- All knives, box cutters, and other sharp instruments should be secured when not in use.
- A sign should be installed to indicate the location of the activation button for the fire suppression system and how to activate it.
- Boiler rooms & mechanical rooms should be clean and organized.
- Material Safety Data Sheets (MSDS) should be stored in the Custodial Closet and the School Office.
- The custodian should implement a maintenance logging system for preventive maintenance including fire/life safety systems, heating ventilation and air conditioning (HVAC), fire suppression or fire extinguishers. All should be checked on a regular basis.

SIMPSON COUNTY EMERGENCY RESPONSE PLAN, MARCH 2006

## MITIGATION/PREVENTION

## MITIGATION/PREVENTION

### INTERIOR OF SCHOOL

- All school areas should be well lit and all lights that are burnt out should be replaced.
- Hallways should be free from obstructions including furniture, musical instruments, large art displays, and any other item that could impair an effective evacuation.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. School staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- Use of elevators should be restricted to school staff and special needs students.
- Signage in the school should be prominently displayed and easy to read.
- Universal evacuation and sheltering procedures should be placed in all classrooms and hallways.
- Visitors and vendors should report to the main office and sign in. They should be issued a pass indicating destination.
- The Principal or designee should maintain organized key control policies and keep accurate records for the issuance of keys.
- The key container should be locked at all times.
- Teachers should return their keys at the end of each school year.
- All employees that handle the mail should be trained on how to identify suspicious packages and envelopes.
- The school should follow the district-wide plan for handling money.
- The school should keep a list of special needs occupants. Additional contingency plans should be established for special needs occupants. These contingencies include special evacuation, sheltering and lockdown procedures.
- School security and emergency response plans should be updated on a yearly basis.
- The school should install emergency phone number stickers on all school telephones.
- The school should undergo a Security & Vulnerability Assessment (SVA) during the school year.
- The school ERP should be updated to include an "all hazards" approach.
- The school ERT should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies should receive a copy of the school's emergency response plan and blueprints/drawings of the school.
- Proper evacuation procedures should be implemented and faculty, staff and students should participate in the state-mandated drills each year.
- Primary evacuation assembly areas should be designated and every student, faculty, and staff member should know their location.
- Secondary evacuation areas will be defined based on the situation.
- Sheltering areas should be designated and every student, faculty, and staff member should know their location.
- Sheltering areas should be in areas that protect school occupants from glass and flying debris.
- Lockdown procedures should be implemented and tested regularly.

## PREPAREDNESS

### Planning

- At the beginning of the school term, all faculty should receive a security briefing and new faculty should receive a tour of the facility.
- Prepare agenda of events to test emergency operations throughout the school year.
- Identify Emergency Response Team members and alternates.
- Meet with community leaders regarding evacuation points.

### Training

- The Incident Commander should ensure that each teacher and staff member is familiar with the school's emergency response plan.
- All school faculty, staff and students should participate in a basic fire/life safety and emergency preparedness training session on the first day of school.
- All cafeteria employees should be trained in basic fire/life safety, emergency preparedness and proper food preparation.
- Kitchen personnel should be fully informed of the operation of the kitchen hooded fire suppression control system.
- Designated staff should receive fire extinguisher training.

### Exercising

- Each school should follow the state requirements for emergency evacuation drills and at least one drill per year should be coordinated with the local fire department.
- A fire drill critique sheet should be filed by the ERT and a copy should be sent to the Central Office.
- Each school should participate in at least two lockdown drills per year. One drill should be conducted when class is in session and the other drill should be conducted when class is not in session.
- A lockdown drill critique sheet should be filed by the ERT and a copy should be sent to the Central Office.
- Each school should conduct four shelter-in-place drills during the school year.
- A shelter-in-place drill critique sheet should be filed by the ERT and a copy should be sent to the Central Office.
- Each school should conduct one tabletop exercise with their ERT.

### Teaming with Community Partners

- Set up workshops and training events with police and fire departments.
- Have emergency management plans reviewed by police, fire and emergency management personnel.

## ROLES AND RESPONSIBILITIES – INCIDENT COMMAND

### INCIDENT COMMANDER

This person should normally be the Principal or Assistant Principal of the school. The Incident Commander is the overall leader during an emergency incident. The Incident Commander makes decisions based on the information and suggestions being provided from other members of the Emergency Response Team. This role may be combined with a liaison role but should not be combined with any other active role during a critical incident. The Incident Commander has the final say on all school operations before, during, and after a critical event.

### Preparedness

- Is our school emergency response plan all-inclusive, having contingency plans in place for every type of emergency?
- Does our emergency response plan integrate into the district-wide plan?
- Do we have the proper Emergency Response Team in place and are they adequately trained?
- Does our entire faculty and staff have a copy of the school's emergency procedures guide (flipcharts) and have they received orientation on the guide?
- Have we met the requirements for evacuation, sheltering, and lockdown drills and do we evaluate each drill and critique our processes?
- Have we received adequate training & exercises?
- Is our crisis communications plan updated?
- Are our equipment, food, first aid, and emergency kits updated and in a place that has easy access?
- Is our reunification process updated and do the faculty, staff, students and parents understand how it works?
- Is our internal and external phone list updated?
- Are the off premises procedures updated and appropriate?
- Have programs, plans, and policies been evaluated?

### Response

- Ensure that the school's ERT, emergency responders, and school officials are notified.
- Gather facts on the incident and assess the situation based on those facts.
- Ensure that 911 is called if needed.
- Make decision to remain at current status or prepare to evacuate, lockdown, or shelter-in-place.
- Develop and implement a plan of action. Have a back up plan ready.
- Make internal notification to teachers and staff to carry out the plan.
- Notify Central Office
- Ensure that a member of the ERT meets external emergency responders at the emergency access point (main doors of school, etc.).
- Meet with external emergency responders' IC and form unified command.
- Constantly monitor the situation and get updates from all resources.
- Ensure that all faculty, staff and students reach the designated assembly area or sheltering area.

### Recovery

- Ensure reunification process is working.
- Call Central Office to initiate call to insurance provider.
- Assess damage to facility.
- Initiate incident report.
- Implement critical incident stress management if needed.
- Debrief school board, faculty, staff, and students if necessary.
- Conduct a post-incident critique with ERT, school security, external emergency responders, and other key stakeholders.
- Ensure the district's Public Information Officer is handling all external communications.
- Implement or ensure that the district's Disaster Recovery Teams are notified.
- Ensure that proper clean up/decontamination is taking place.
- Ensure that the Medical First Responder has contacted all external providers, especially public and mental health agencies.
- Prepare the school for reopening.
- Ensure all critical systems are back up and running (fire/life safety, HVAC and IT).



## ROLES AND RESPONSIBILITIES – INCIDENT COMMAND

### EVACUATION COORDINATOR

The duties of this position focus on organizing the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Key aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider special needs occupants and plan for how those occupants will be moved and what assistance will be required.

#### Preparedness

- Have on-site and off-site evacuation assembly areas been identified?
- Are all evacuation assembly areas noted in the school's ERP?
- Have all routes to off-site evacuation assembly areas been identified?
- Have contingency plans been developed to evacuate special needs students/staff to the off-site emergency evacuation assembly area?

#### Response

- Assist teachers with the evacuation of the school.
- Assist teachers with the accounting process at the evacuation assembly area.
- Assist with the needs of the students at the evacuation assembly area.
- Check in with the owner/facility manager of the secondary evacuation assembly area.

#### Recovery

- Assist teachers with the reunification process.
- Participate in the post-incident critique.

### REUNIFICATION COORDINATOR

When a critical incident occurs at a school, parental response must be anticipated. Many parents likely will come to school to pick up their children. A plan must be in place to provide specific directions for parents that arrive at school. A central location must be established where the parents can wait to be reunited with their child and obtain information about the incident. The reunification coordinator should be at this location and coordinate the activities at this site. This coordinator should communicate with the Public Information Officer to obtain information that can be released to the parents. The reunification coordinator should also communicate with the evacuation coordinator to facilitate children coming to the reunion location to join their parents. At least one staff member will be needed to assist in escorting students to reunite with their parents. The reunification location has the potential to become very chaotic during an incident, but with proper planning the activities can be established quickly and remain organized. Keep in mind, how efficiently students are reunited with parents will be a key factor when assessing the school's preparedness and response.

#### Preparedness

- Have predetermined reunification areas been identified?
- Does the school's ERP list the updated reunification areas?
- Does the school's ERP have an easy-to-understand reunification process that is consistent with school district standards?

#### Response

- Respond to reunification area and manage the operations from start to finish.
- Assist teachers and staff with student accountability.
- Advise staff of the reunification process and what time the process will take place.
- Ensure that accountability of each student is the primary goal of the school district.
- Update the Incident Commander on the operations of the reunification process.

#### Recovery

- Assist custodians with the clean up of the reunification area.
- Participate in the post-incident critique.
- Assist Incident Commander with incident report.

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## ROLES AND RESPONSIBILITIES – INCIDENT COMMAND

### SCHOOL RESOURCE OFFICER (SRO)

This role has been developed for incidents that occur around the school but do not directly involve school personnel. A violent crime or other situation near a school may require the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a system to make sure the school is secure. The SRO would then act as a liaison with the agency handling the local event.

#### Preparedness

- Does the ERT know how to secure the entire school from top to bottom?
- Do all local police, sheriff, and fire departments and other key external responders have a copy of the school ERP?
- Has this team member participated in drills and tabletop exercises?

#### Response

- Under the order of the IC, secure the entire school and report back to the IC.
- Assist with searching the school.
- Assist with the evacuation, sheltering-in-place and lockdown.

#### Recovery

- Unlock school and prepare to return the school back to a normal condition.
- Participate in the post-incident critique.
- File a report with the local law enforcement agency.

### MEDICAL FIRST RESPONDER

The Medical First Responder is responsible for the medical care of the students, faculty, and staff. They play a vital role during an emergency by taking control of medical operations, setting up triage and treating those who are injured or who become ill.

#### Preparedness

- Does this team member have an excellent understanding of the school's emergency response plan and the roles and responsibilities of each emergency response team member?
- Is an adequate amount of first-aid supplies stored?
- Has an emergency medical kit been developed that contains the medications and first-aid supplies that can be grabbed within a moments notice and taken to the site of an emergency or the evacuation assembly area?
- Are all medical records updated?
- Has this team member participated in drills and tabletop exercises?

#### Response

- Report to the Incident Commander for task assignment.
- Provide medical treatment to those who are injured or have become ill.

#### Recovery

- Work with local hospitals and healthcare facilities/professionals to provide vital medical information.
- Participate in the post-incident critique.

## ROLES AND RESPONSIBILITIES – INCIDENT COMMAND

### **CUSTODIAN**

Beyond the maintenance of the school and grounds, the Custodian's role will expand in a crisis situation to include ensuring that the protocols of the crisis work smoothly. The Custodian becomes a significant part of the crisis equation by helping to maintain infrastructure integrity, order and compliance with school policy and local laws. Additionally, s/he becomes a general resource to respond to unforeseen impromptu situations inherent in a crisis.

#### **Preparedness**

- Does this team member have an excellent understanding of the school's emergency response plan and the roles and responsibilities of each ERT member?
- Are all keys and locks on doors and windows secured?
- Are utility supply and maintenance rooms locked and free of debris?
- Are chemicals and combustibles secured in appropriate storage areas?
- Is MSDS information updated and located in the main office and maintenance area?
- Is lighting assessed and repaired?
- Are HVAC and utility systems maintained?
- Is signage and perimeter fencing maintained?

#### **Response**

- Report all occurrences of system failures and abnormal conditions.
- Report to the Incident Commander for task assignment.

#### **Recovery**

- Participate in the post-incident critique.
- Work with utility providers to restore and maintain order.

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

### INCIDENT COMMAND SYSTEM

The National Incident Management System (NIMS) or the Incident Command System (ICS) is a nationally-recognized emergency management methodology used by proactive public safety agencies, schools and businesses. The ICS provides an organized approach to managing emergencies from time of discovery to stabilization and termination, all the way through to recovery and resuming full school operations. The ICS incorporates an organizational structure that provides for role assignment and decision-making while planning for and responding to critical incidents of all types and sizes. The ICS will allow for all school personnel to know their area of responsibility during a crisis. The ICS also establishes a "Unified Command Structure" that partners the school's Incident Commander (IC) with the Public Safety Incident Commander to provide an effective team that will work together to manage the emergency and recover as quickly as possible.

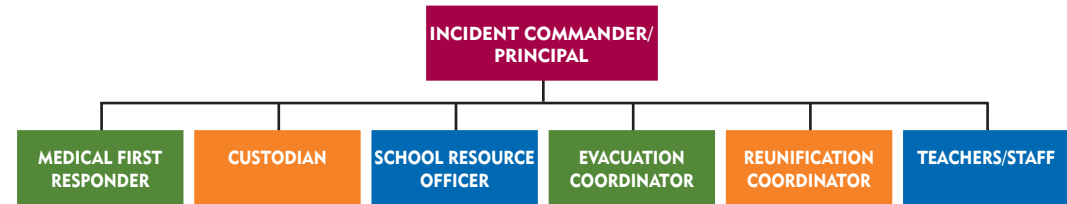
Under the ICS, tasks are delegated to members of the ERT to successfully handle critical incidents. The ERT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each team member to focus on just one or two aspects of the incident. These team members then provide information to the Incident Commander (Principal) and assist them in making informed decisions. Using this organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos. Permanently assigning specific areas of responsibility to members of the emergency response team provides each member with the opportunity to specialize in the management of his/her area.

The Incident Command System serves as the nucleus of crisis and emergency management contingency planning and should be incorporated into the school's emergency response plan.

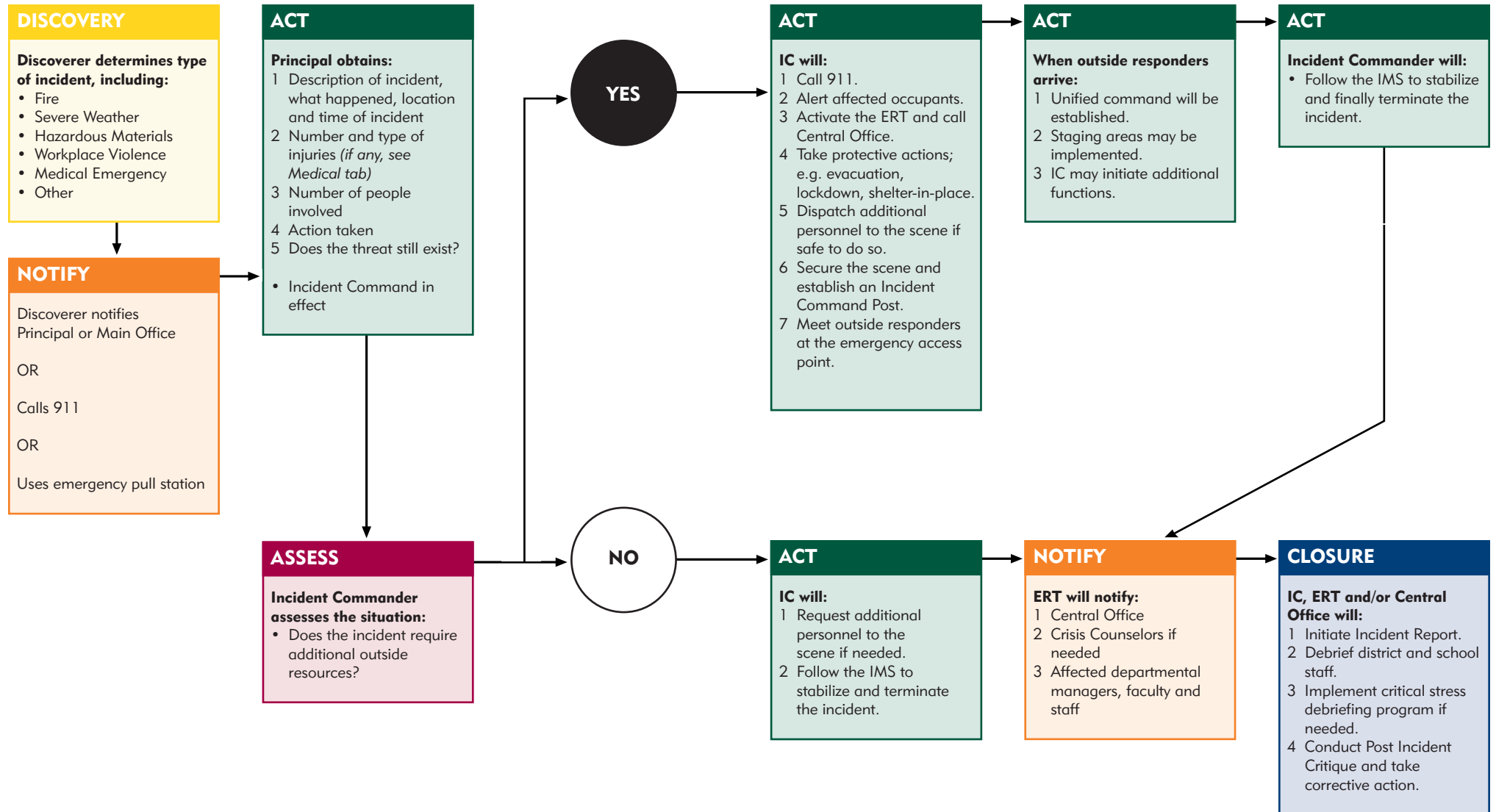
The ICS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the ICS, assign an alternate for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary team member is out of the building. While the ICS identifies roles for the members of the emergency response team, all school faculty members should know their specific functions during an emergency. Teachers with students in class will have specific functions as will teachers not assigned a class when an emergency occurs. It is imperative to emergency operations to develop an ICS roles and responsibilities checklist like the one printed in this plan. This will better prepare the school to understand all the ERT roles and responsibilities. The checklist will also assist the Incident Commander if one or more team members/alternates are not available.

Local emergency responders use the ICS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers will be able to work more efficiently with local agencies.

### EMERGENCY RESPONSE TEAM (ERT)



# INCIDENT MANAGEMENT SYSTEM (IMS)



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## EVACUATION EVENT AID

**The following information is provided as a guide for responding to an evacuation event. This information is not a complete list of all factors required to be considered.**

**A primary and secondary evacuation assembly area should be selected at the beginning of the year. One should be located on school grounds and the other should be off school grounds.**

- Determination should be made as to exactly what areas/floors are to be evacuated.
- Evacuation notification will be made through the use of evacuation signal and/or voice message. Immediate evacuation can be conducted if the emergency situation warrants.
- Try to determine if it is safer to evacuate or stay put and seek refuge.
- As the evacuation is conducted, sweep the area to ensure that all occupants evacuate.
- **DO NOT USE ELEVATORS TO EVACUATE.**
- Check stairwell first to determine if it is safe to use as a means of egress. If stairwell is contaminated with smoke, determine if another stairwell will provide a safer means of egress.
- While exiting, check restrooms and other areas where occupants may not have heard the evacuation alarm.
- Make sure all special needs occupants are assisted in the evacuation.
- Ensure that the evacuation assembly area or refuge area is a safe distance from the incident.
- Confirm that everyone is accounted for at the evacuation assembly areas; immediately report missing persons to the IC.
- Monitor evacuation assembly area to ensure that conditions remain safe and that the area is upwind of the incident.
- If the primary evacuation assembly area is unfit for habitation or too close to the emergency scene, direct evacuees to secondary assembly area.
- Personnel must not leave the evacuation assembly area until the "all clear" signal is given, or until other instructions are provided by the IC.

### Incident Commander/Principal

- Activate alarm and initiate the evacuation.
- Effectively communicate the emergency evacuation message.
- Ensure that all school occupants reach the assembly area.
- Announce an "All Clear" when it is safe to do so.

### Custodian

- Assist in the evacuation of the school.
- Assist in the search and rescue if possible.
- Report to the Incident Commander (IC) for further instructions.
- Assist teachers with taking attendance.

### Medical First Responder

- Assist in the evacuation of the school.
- Treat injured evacuees.
- Establish a triage area.
- Track patient care.

### School Resource Officer

- Assist in the evacuation of the school.
- Assist in the search of the building to ensure that everyone has evacuated.
- Establish and maintain contact with police agency and other emergency response agencies.

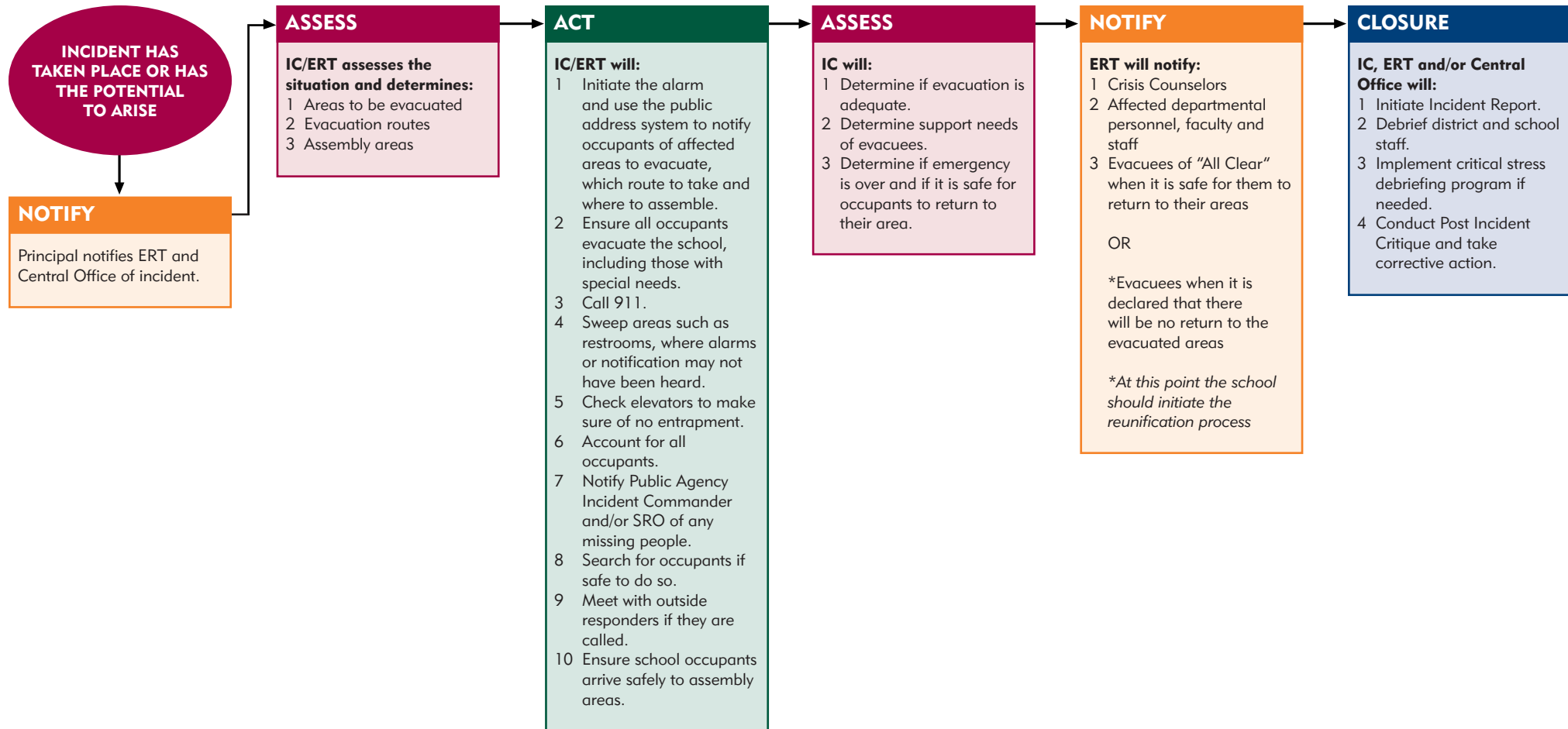
### Evacuation Coordinator

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### Reunification Coordinator

- Assist in the evacuation of the school.
- Prepare the reunification site.
- Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# EVACUATION



## REVERSE EVACUATION EVENT AID

**The following information is provided as a guide for a reverse evacuation event. This information is not a complete list of all factors required to be considered.**

**A reverse evacuation should be used when a threat exists on the exterior of the school and students, faculty and staff are at risk of being harmed by the threat.**

- A reverse evacuation notification will be made through the use of the evacuation signal, public address system or bullhorns.
- School occupants should be directed back into the school and take refuge in their homerooms, classrooms, gym, auditorium or other area identified by the IC.
- Faculty and staff should assist in the reverse evacuation process and make sure all occupants safely get back into the school.
- The IC should initiate a lockdown of the school if necessary.
- If time permits, the ERT, faculty and staff should check the school grounds to ensure that all school occupants have returned.
- Faculty and staff should take attendance and report any missing occupants to the IC.
- The IC should immediately contact the police IC and report the missing occupants.
- Personnel must not leave the classrooms or school until the "all clear" signal is given, or until other instructions are provided by the IC.

### Incident Commander/ Principal

- Activate alarm and initiate the reverse evacuation.
- Effectively communicate the emergency evacuation message.
- Ensure that all staff and student safely return to the school.
- Initiate lockdown procedures.
- Announce an "All Clear" when it is safe to do so.

### Custodian

- Assist in the reverse evacuation of occupants.
- Assist in the search and rescue if possible.
- Report to the IC for further instructions.

### Medical First Responder

- Assist in the reverse evacuation of occupants.
- Treat injured evacuees.
- Establish a triage area if needed.
- Track patient care.

### School Resource Officer

- Assist in the reverse evacuation of occupants.
- Assist in the search and rescue if possible.
- Establish and maintain contact with police agency and other emergency response agencies.

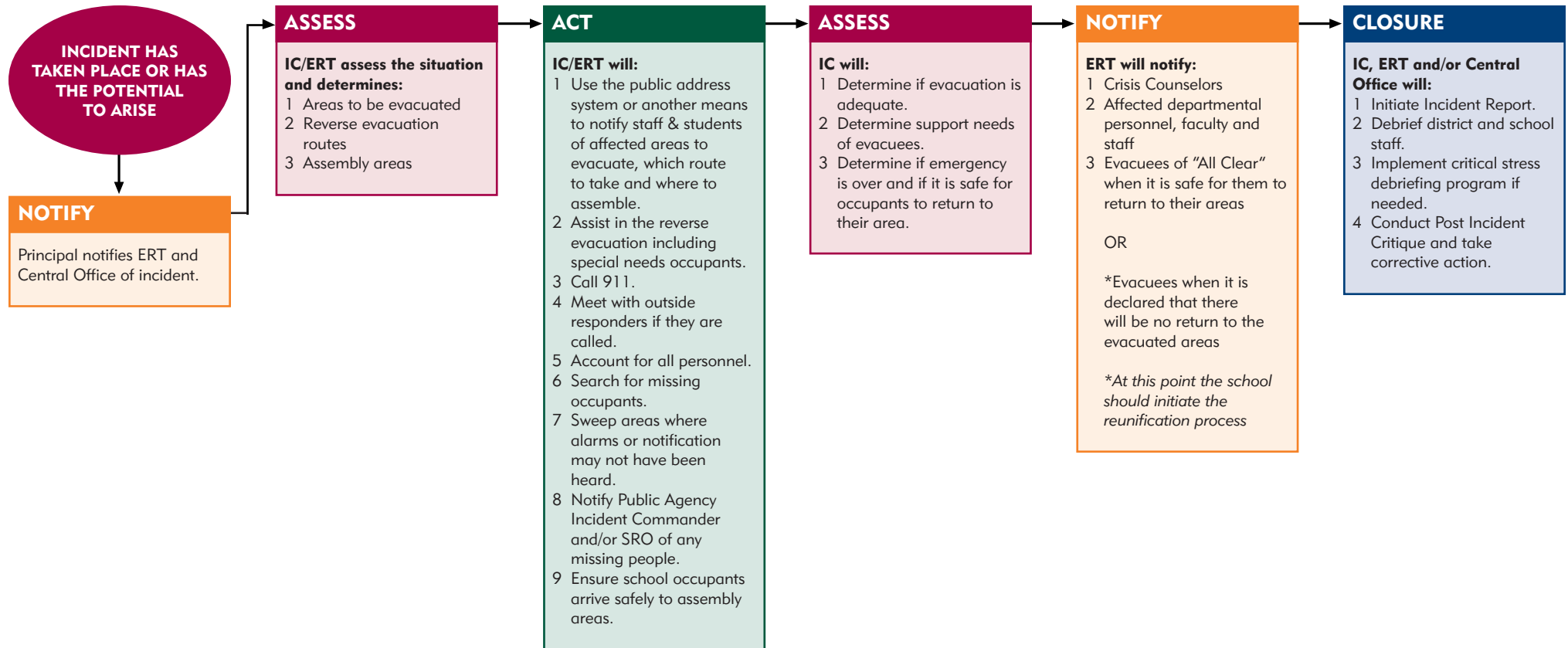
### Evacuation Coordinator

- Direct occupants back inside the school.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or assist in returning to normal conditions.

### Reunification Coordinator

- Assist in the reverse evacuation of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

## REVERSE EVACUATION



## SHELTER-IN-PLACE EVENT AID

**This is a guide for assessing and responding to a sheltering event. This information is not a complete list of all factors required to be considered.**

**Sheltering-In-Place should be used to protect school occupants from external threats such as tornado, some chemical plumes and other natural and man-made threats.**

**Shelters are located in the following areas:**

- In the stairways,
- In hallways, keeping clear of windows and door openings,
- On the lowest floor,
- In interior rooms that have many vertical walls, such as restrooms, closets, or store rooms.

**Things to Remember:**

- Stay away from unsecured objects such as filing cabinets and bookshelves.
- Avoid using telephones other than for emergency purposes.
- Stay away from all windows, skylights and atriums.
- Once in the shelter area, account for all persons and report missing persons to the IC immediately.
- Continually monitor conditions in the shelter area; if changing conditions cause the shelter area to become unsafe, advise the IC and await further instructions.

**Incident Commander/  
Principal**

- Activate alarm and initiate the Shelter-In-Place procedures.
- Effectively communicate the emergency Shelter-In-Place message.
- Ensure that all school occupants reach the sheltering area.
- Monitor the local media and/or National Weather Radio.
- Announce an "All Clear" when it is safe to do so.

**Custodian**

- Assist in the sheltering of school occupants.
- Report to the IC for further instructions.

**Medical First Responder**

- Assist in the sheltering of school occupants.
- Assist teachers with taking attendance.

**School Resource Officer**

- Assist in the sheltering of school occupants.
- Establish and maintain contact with police agency and other emergency response agencies.

**Evacuation Coordinator**

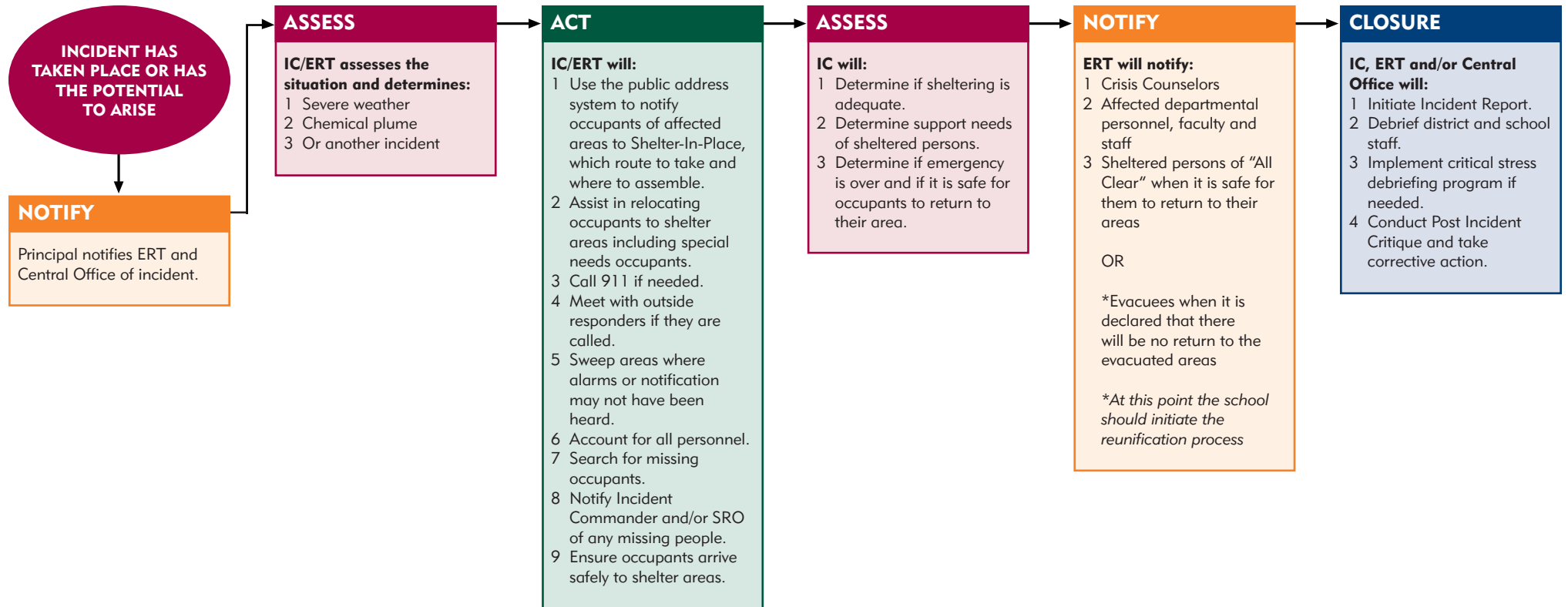
- Direct occupants to the sheltering area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification  
Coordinator**

- Assist in the sheltering of school occupants.
- Prepare the reunification site, if needed.
- Direct the reunification process or assist with the reoccupation of the school if an "all clear" is announced.



## SHELTER-IN-PLACE



## LOCKDOWN EVENT AID

**This is a guide for assessing and responding to a lockdown event. This information is not a complete list of all factors required to be considered.**

A lockout should be performed if there is a threat to the exterior of the school, such as a prisoner escape or a police situation.

- Movement within the school should be restricted as much as possible. Escort students at all times if movement is necessary.
- Keep students and other occupants away from windows and doors.
- Cancel all outdoor activities.
- Account for all persons and report missing persons to the IC immediately.
- If allowed, dismiss students to authorized parent or other adult only. Require picture identification. Do not allow any students to leave the premises on their own.
- Restrict access to the school to authorized persons only. Require that all visitors be escorted by a staff member.

A Lockdown should be performed if there is a threat inside the school. The following procedures should be followed in addition to the ones above.

- Movement should be prohibited within the school.
- Occupants should be seated on the floor or out of view from any windows and doors leading to the hallway.
- Avoid using telephones other than for emergency purposes.
- Continually monitor conditions in the lockdown area. If changing conditions cause the lockdown area to become unsafe, advise the IC and await further instructions.

### Incident Commander/ Principal

- Activate alarm and initiate the Lockdown of the school.
- Ensure that all teachers have locked their classroom.
- Ensure teachers take account of students and report any missing students.
- Announce an "All Clear" when it is safe to do so.

### Custodian

- Lock all entrance doors.
- Report to the IC for further instructions.

### Medical First Responder

- Report to the Main Office and receive instructions from IC.

### School Resource Officer

- Assist in locking down the entrance doors to the school.
- Report to the Main Office and receive instructions from IC.
- Establish and maintain contact with police agency and other emergency response agencies.

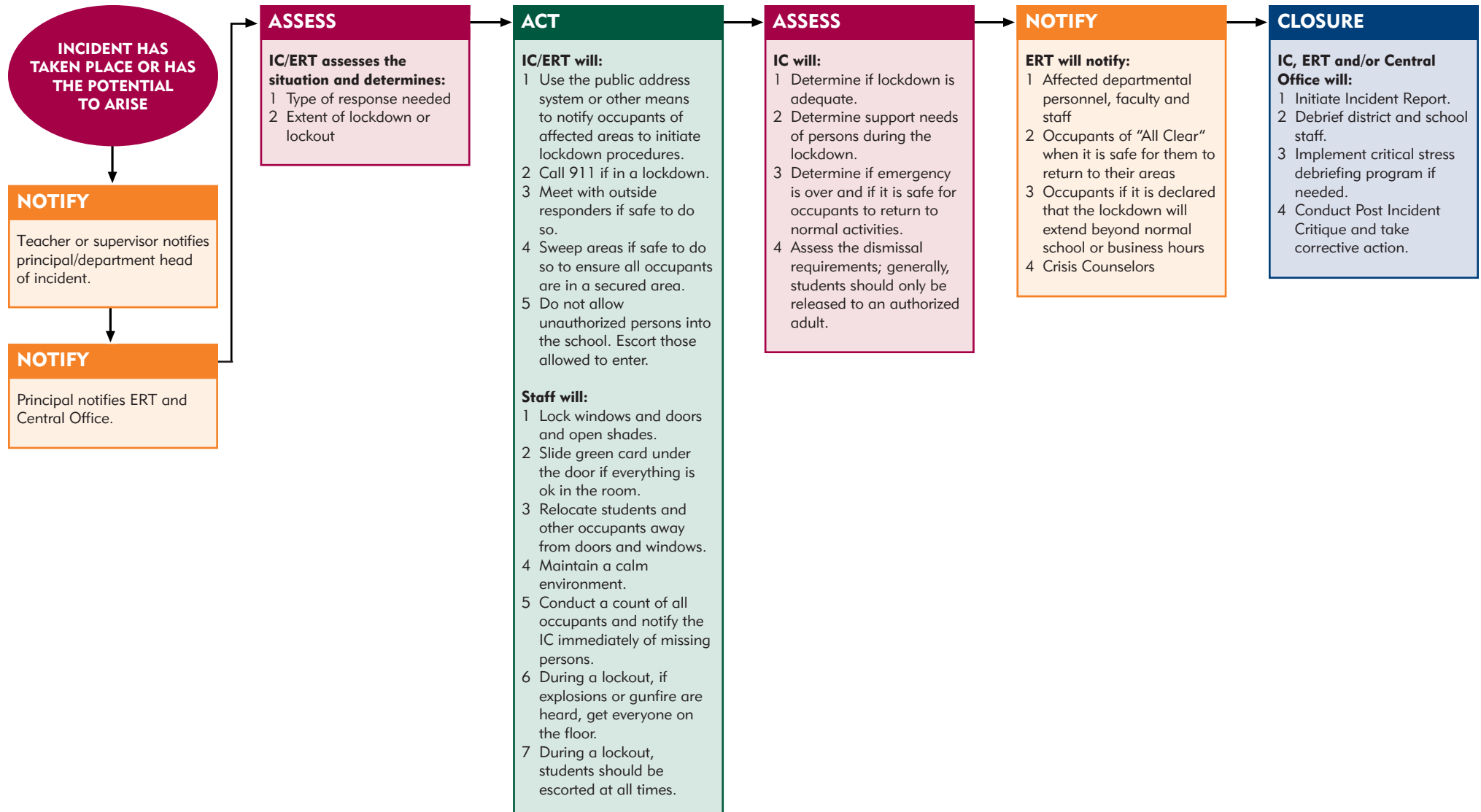
### Evacuation Coordinator

- Report to the Main Office and receive instructions from IC.

### Reunification Coordinator

- Report to the Main Office and receive instructions from IC.

# LOCKDOWN



## REUNIFICATION EVENT AID

### Before the Emergency:

- Know your parent/student population
  - How many students live within walking distance to the school?
  - How many families have an adult at home during the day?
  - How fast will they arrive?
- File student information forms (class rosters, emergency contact info) alphabetically in a portable box.
- Identify Reunification Coordinator and staff members that will assist with reunification.
- Identify a group of staff members to train as runners for the reunion process.
- Schools should prepare for reunification by selecting two reunification areas. One area should be located on school grounds and the second area should be located off school grounds.
- Identify the location of the check-in area and the reunification area.
- Identify other supplies necessary for reunification process.
- Teach parents and students the policies and procedures for releasing students.
- Have copies of the policies and procedures pre-printed to give to parents while waiting to reunite with their child.
- **Student Reunification Staging Area is where students are assembled before reunification.**
- **Parent Reunification Pick Up Area is where parents check-in.**
- **Reunification Area is where students are reunited with their parents.**

### Parent/Student Reunification Procedures:

- Parents report to parent check-in location.
- Parent requests student to be released and shows identification.
- Staff checks ID and marks class roster.
- Parent proceeds to reunification area.
- Runner brings student to reunification area.
- Staff at reunification area checks ID again.
- Student is released and class roster is marked.

### Incident Commander/ Principal

- Ensure that all school occupants reach the reunification area.
- Work with PIO to ensure a proactive and effective message reaches the community (parents & guardians).
- Advise Central Office when all students are safely picked up.

### Custodian

- Report to the IC for further instructions.
- Assist in the reunification of school occupants.
- If available, work as a runner to reunite students with their parents/ guardians.

### Medical First Responder

- Report to the IC for further instructions.
- Assist in the reunification of school occupants.
- If available, work as a runner to reunite students with their parents/ guardians.

### School Resource Officer

- Ensure the assembly area is secured.
- Assist the Reunification Coordinator with managing the reunification process.
- Ensure that the reunification process is orderly and running efficiently.
- Direct or assist with traffic control.

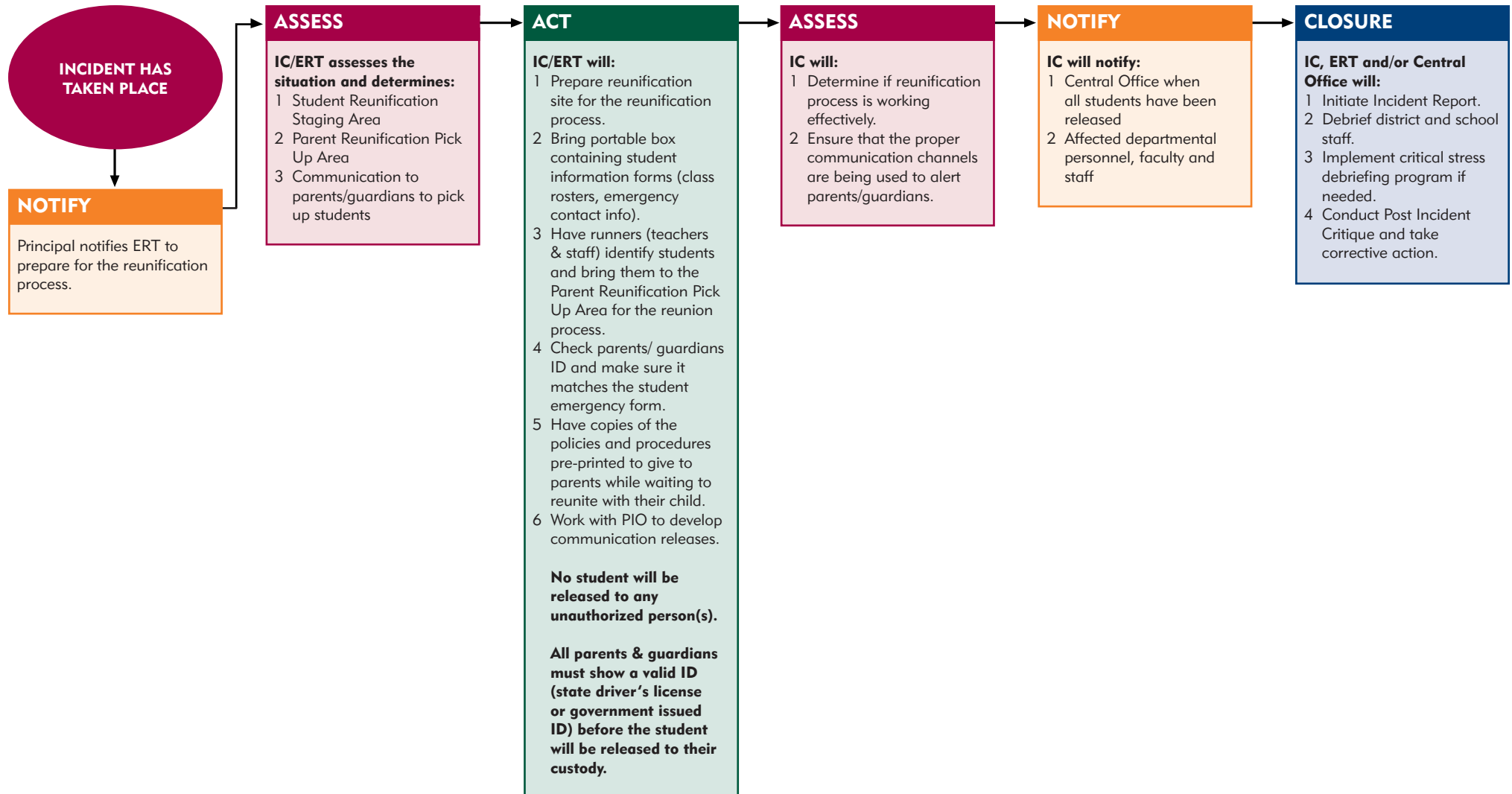
### Evacuation Coordinator

- Report to the IC for further instructions.
- Assist in the reunification of school occupants.
- If available, work as a runner to reunite students with their parents/ guardians.

### Reunification Coordinator

- Direct the reunification process.
- Call the IC for additional staffing level, if needed.
- Ensure a calm and orderly approach during the reunification process.
- Notify the School Resource Officer and IC if any problems persist with students and or parents/ guardians.

# REUNIFICATION





## FIRE EVENT AID

**This is an abbreviated guide for working with and responding to a fire situation. This information is not a complete list of all factors required to be considered.**

### During Incident

- Manually activate the evacuation signal, if not already activated, and provide additional verbal instructions.
- What type of fire is it (electrical, chemical, other)?
- Is the right extinguishing agent readily available?
- Keep unnecessary people away from the area.
- Consider if it is safe or desirable to shut off power to the area.

### Post Incident

- Activate the "all clear" signal and provide verbal instructions.
- Monitor equipment and school systems after restarting.
- Conduct damage assessment.
- Will this event result in an impairment to the fire protection or detection system? If so, make sure the Fire Department and Insurance Company are properly notified and that impairment safeguards are taken.
- Initiate repairs to fire protection systems.
- Were key individuals debriefed and sequence of events documented?

### Incident Commander/ Principal

- Activate alarm and initiate the evacuation of the school.
- Ensure all school occupants evacuate the school and safely reach the evacuation assembly area.
- Ensure teachers take account of students and report any missing students.
- Announce an "All Clear" when it is safe to do so.

### Custodian

- Direct the shutdown of utility lines or appropriate systems.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Assist in the evacuation of the school and bring portable medical files.
- Treat injured evacuees.
- Establish a triage area.
- Track patient care.

### School Resource Officer

- Meet outside responders at emergency access points.
- Confirm the scene is secured.
- Ensure that only authorized personnel enter into the emergency scene.
- Advise the IC of expected disruptions to operations and advisable measures to protect occupants.

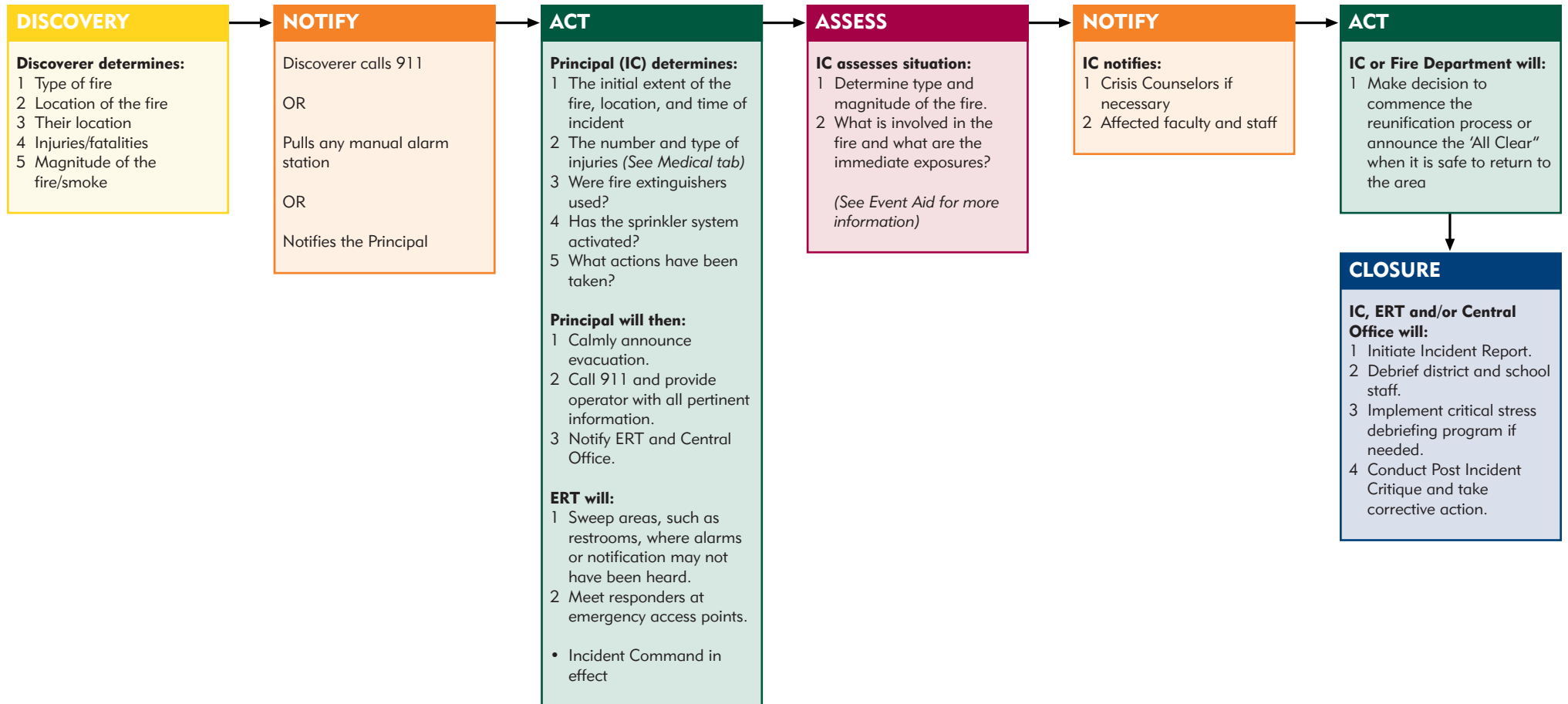
### Evacuation Coordinator

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### Reunification Coordinator

- Assist in the evacuation of the school.
- Prepare the reunification site.
- Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# FIRE



## HAZARDOUS MATERIALS EVENT AID

**This is an abbreviated guide for assessing and responding to a hazardous materials incident. This information is not a complete list of all factors required to be considered.**

- Call 911 and evacuate the school if needed.
- Notify Central Office.
- Identify chemicals released and extent of release.
- Obtain MSDS and engineering drawings; MSDS books should be stored in the principal's office and the head custodian's office.
- Determine if there are immediate health and/or physical hazards (such as explosion or fire).
- Stop the release if there is not a threat to human health or safety; utilize equipment available in the nearest spill kit.
- Assess the need for Spill Contractor if deemed necessary for cleanup.
- Communicate with Central Office the type and quantity of materials to determine if reportable quantities were released.

### Incident Commander/ Principal

- Coordinate actions of school personnel with internal and external responders.
- Be prepared to evacuate or partially evacuate the school.

### Custodian

- Report to the IC and bring the MSDS.
- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Prepare to assist responders with manpower, materials and equipment.
- Reactivate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Report to the IC and prepare to handle injuries from the spill.
- Treat injured evacuees.
- Establish a triage area.
- Track patient care.

### School Resource Officer

- Meet outside responders at emergency access points.
- Determine whether the incident involves employees or contractors.
- Confirm the scene is secured.
- Ensure that only authorized personnel enter into the emergency scene.

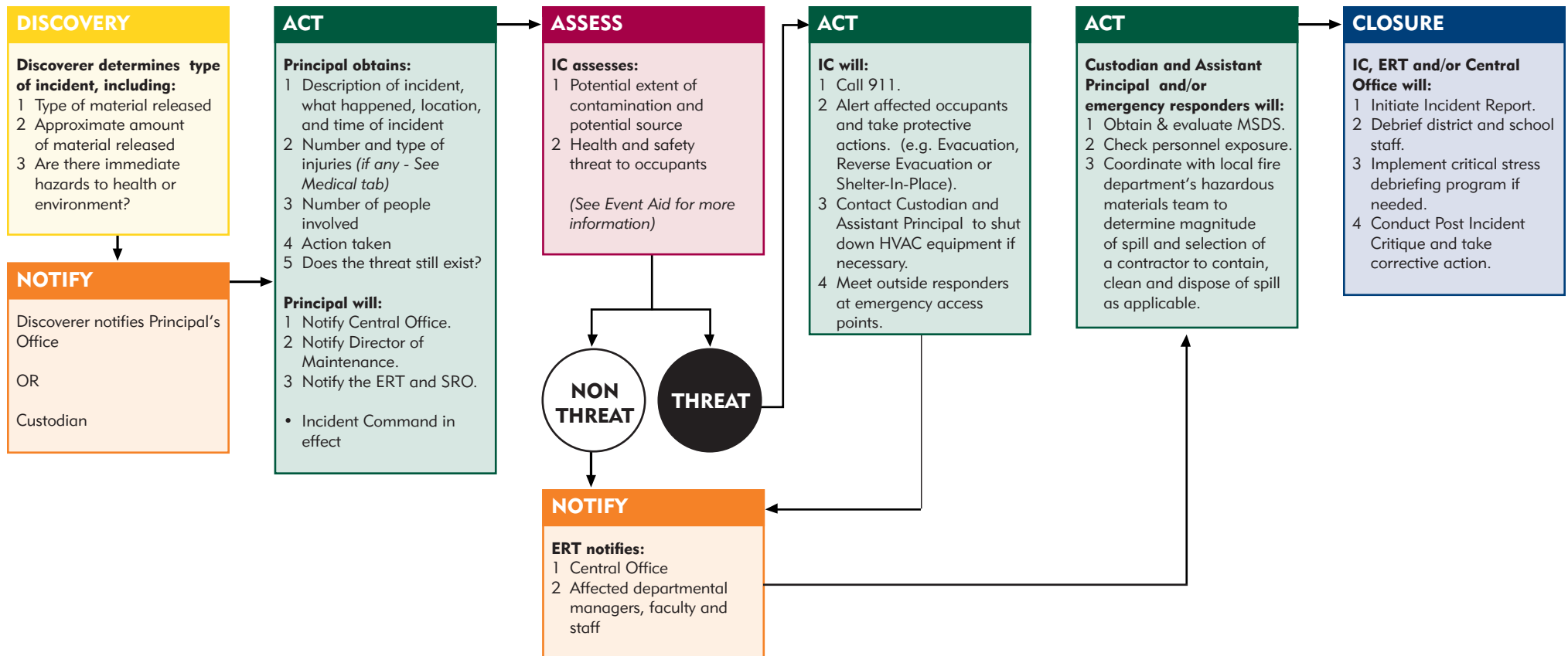
### Evacuation Coordinator

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### Reunification Coordinator

- Assist in the evacuation of the school.
- Prepare the reunification site.
- Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# HAZARDOUS MATERIALS



## MEDICAL EMERGENCY EVENT AID

**This is an abbreviated guide for assessing and responding to a medical emergency incident. This information is not a complete list of all factors required to be considered.**

### GENERAL

- Be aware of hazards associated with bloodborne pathogens; do not come into contact with bodily fluids. Wear proper protective clothing (safety goggles, exam gloves, etc.).
- If an ambulance might be needed, call as soon as possible since time may be critical.
- Dispatch a responsible person to direct the ambulance when it arrives.
- Make a detailed report of the injury. A statement should be taken from any person(s) that witnessed the incident.
- Maintain accurate records of the names, medical history and medical progress of all injuries in the facility.
- Any personnel who may have been exposed to an infectious material should follow procedures outlined in the Bloodborne Pathogens Exposure Program.

### CLEANUP

- Cleanup immediately by persons trained in decontamination procedures (unless the area is a possible crime scene).
- Identify infectious material spills with a warning sign.
- Disinfect contaminated surfaces, equipment and flooring.
- Personnel not involved in decontamination process should not handle any items before disinfection.
- Ensure that the waste is properly disposed of in accordance with the district's Bio-Medical Waste Plan.

### Incident Commander/ Principal

- Coordinate actions of school personnel with internal and external responders.
- Notify parent or guardian of the injury or illness.
- Ensure the school is in compliance with the Bloodborne Pathogens Program and Bio-Medical Waste Plan.

### Custodian

- Report to the IC for further instructions.

### Medical First Responder

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Ensure the school is in compliance with the Bloodborne Pathogens Program and Bio-Medical Waste Plan.

### School Resource Officer

- Meet outside responders at emergency access points.
- Confirm the scene is secured.
- Ensure that only authorized personnel enter into the emergency scene.

### Evacuation Coordinator

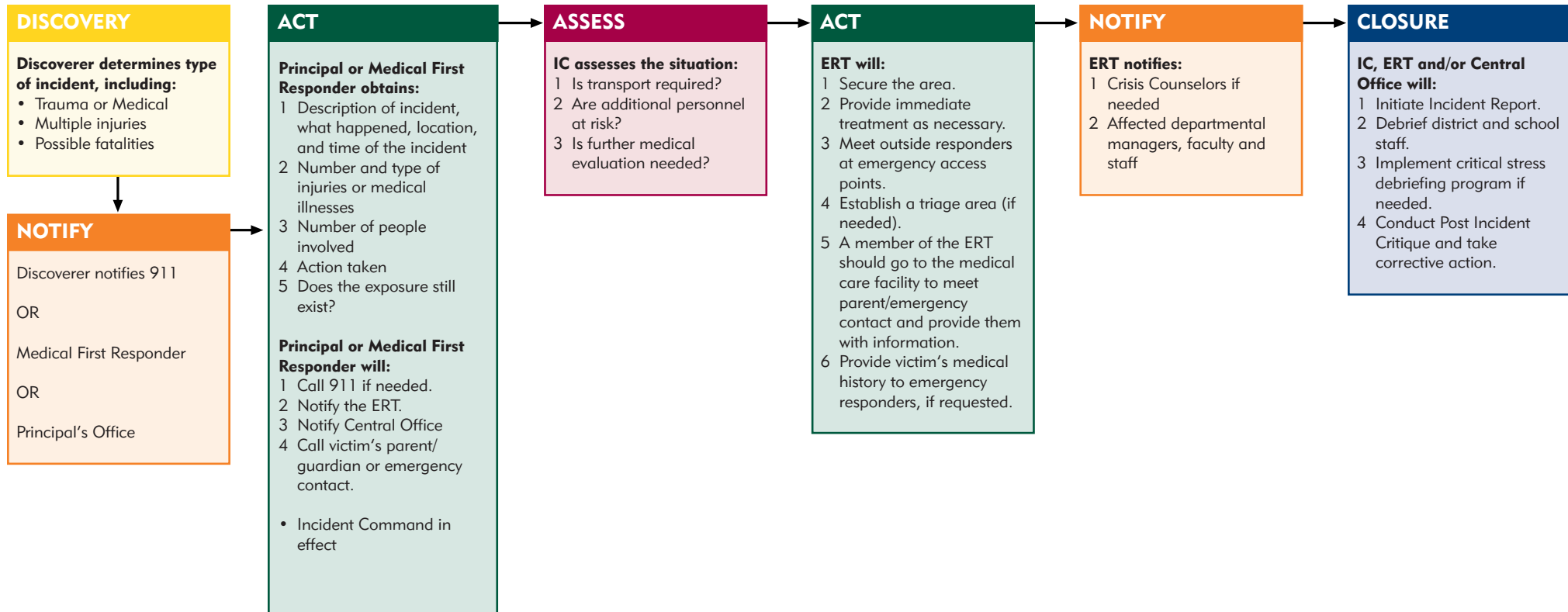
- Report to the IC for further instructions.

### Reunification Coordinator

- Report to the IC for further instructions.



## MEDICAL EMERGENCY



## SEVERE WEATHER: THUNDERSTORM AND TORNADO EVENT AID

**This is an aid for responding to a severe weather incident. This information is not a complete list of all factors required to be considered.**

**Tornado Watch** – Issued by the National Weather Service when severe weather conditions and tornados could occur in the area. Under a Tornado Watch condition, occupants in portable classrooms should go into the main school building.

**Tornado Warning** – Issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued move to your designated sheltering area. Consider holding students at dismissal time if warranted.

### Pre-Incident:

- Secure items that could be affected by high winds.
- Shut down equipment, as necessary.
- Shelter-In-Place if necessary and ensure that all occupants reach the sheltering areas.
- Advise faculty and staff to take roll to ensure that everyone is accounted for.
- Severe weather shelters for TSC facilities are located in the following designated areas:
  - Hallways
  - Interior restrooms
  - Rooms protected from flying glass and debris

### Post-Incident:

- Contact Central Office for emergency assistance and contractors.
- Cordon off damaged areas with tape or barricades.
- Barricade roads blocked by debris.
- Board up exposed areas.
- Be aware that other facilities in the area may have also been affected and response agencies may not be able to respond immediately.
- Avoid using telephones other than for emergency purposes.
- Stay away from all windows, skylights and atriums.

### Incident Commander/ Principal

- Ensure that the emergency announcement to Shelter-In-Place is made.
- Ensure that all occupants reach the shelter areas.
- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Announce the "All Clear" when appropriate.

### Custodian

- Secure items that can be affected by high winds.
- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Reactivate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Report to the IC for further instructions.

### School Resource Officer

- Assist with the sheltering of school occupants.
- Meet outside responders at emergency access points.
- Confirm the scene is secured.
- Ensure that only authorized personnel enter into the emergency scene.

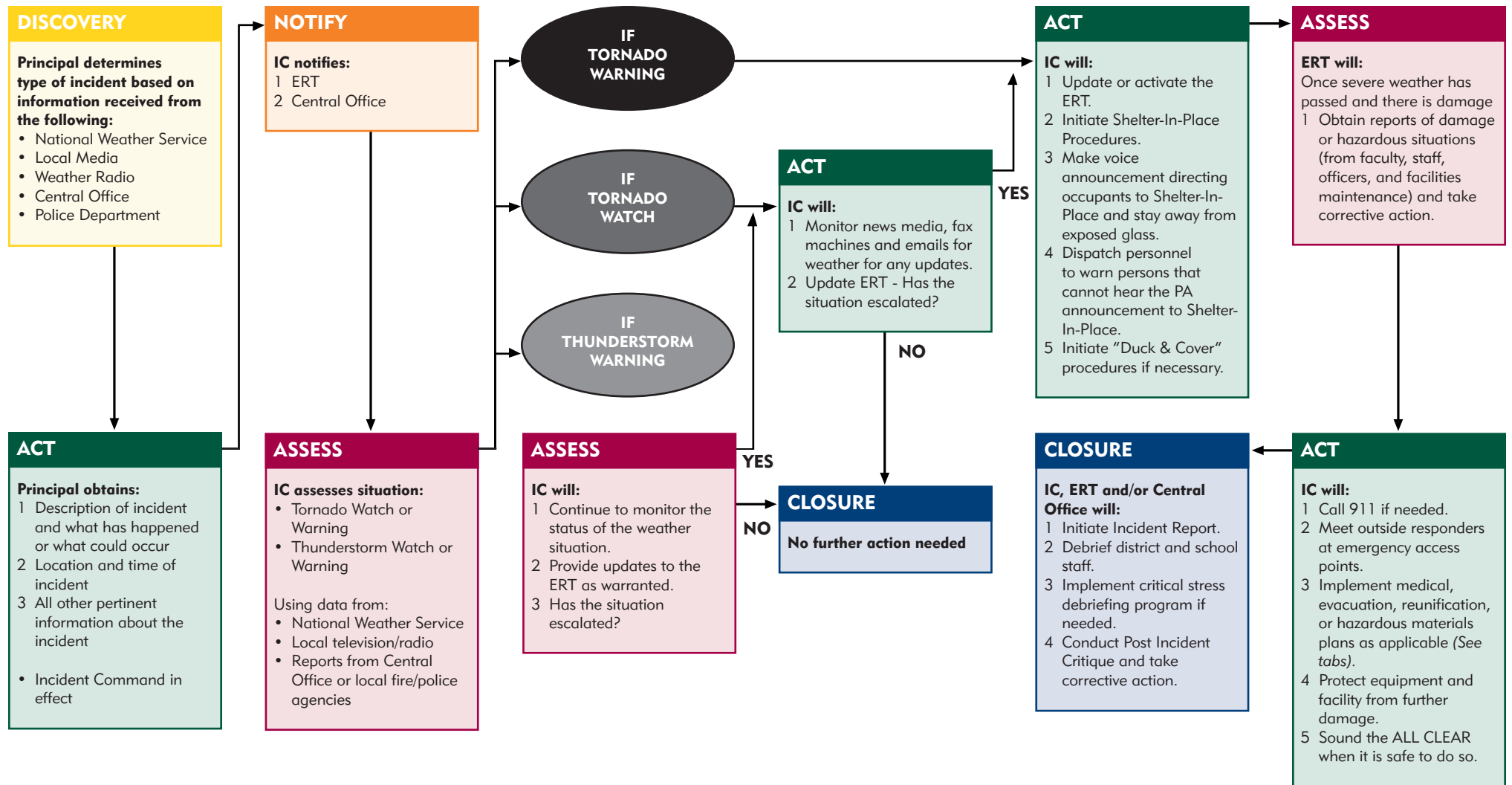
### Evacuation Coordinator

- Assist with the sheltering of school occupants.

### Reunification Coordinator

- Assist with the sheltering of school occupants.

## SEVERE WEATHER: THUNDERSTORM AND TORNADO



## WINTER STORM EVENT AID

**This is an aid for responding to a winter storm incident. This information is not a complete list of all factors required to be considered.**

### Pre-Incident

- Prepare facility for the possibility of an early closing.
- Monitor storm progress via National Weather Service, local media, weather radio, or Central Office.
- Safeguard equipment or materials that could be affected by high winds, blowing snow or cold temperatures.
- If necessary, shut down equipment.
- Notify occupants via the PA system.

### Post-Incident

- Assess damage.
- Cordon off damaged areas with tape or barricades.
- Barricade roads blocked by ice, snow or other debris.
- Contact Maintenance Department for snow and ice removal and to salt around the building.

### Incident Commander/ Principal

- Prepare for early closing if the decision is made by Central Office.
- Ensure that the announcement to close school is made.
- Ensure that all occupants safely leave the school.
- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.

### Custodian

- Maintain sidewalks, driveways and parking lots.
- Secure items that can be affected by high winds, snow or ice.
- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Reactivate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Report to the IC for further instructions.

### School Resource Officer

- Report to the IC for further instructions.

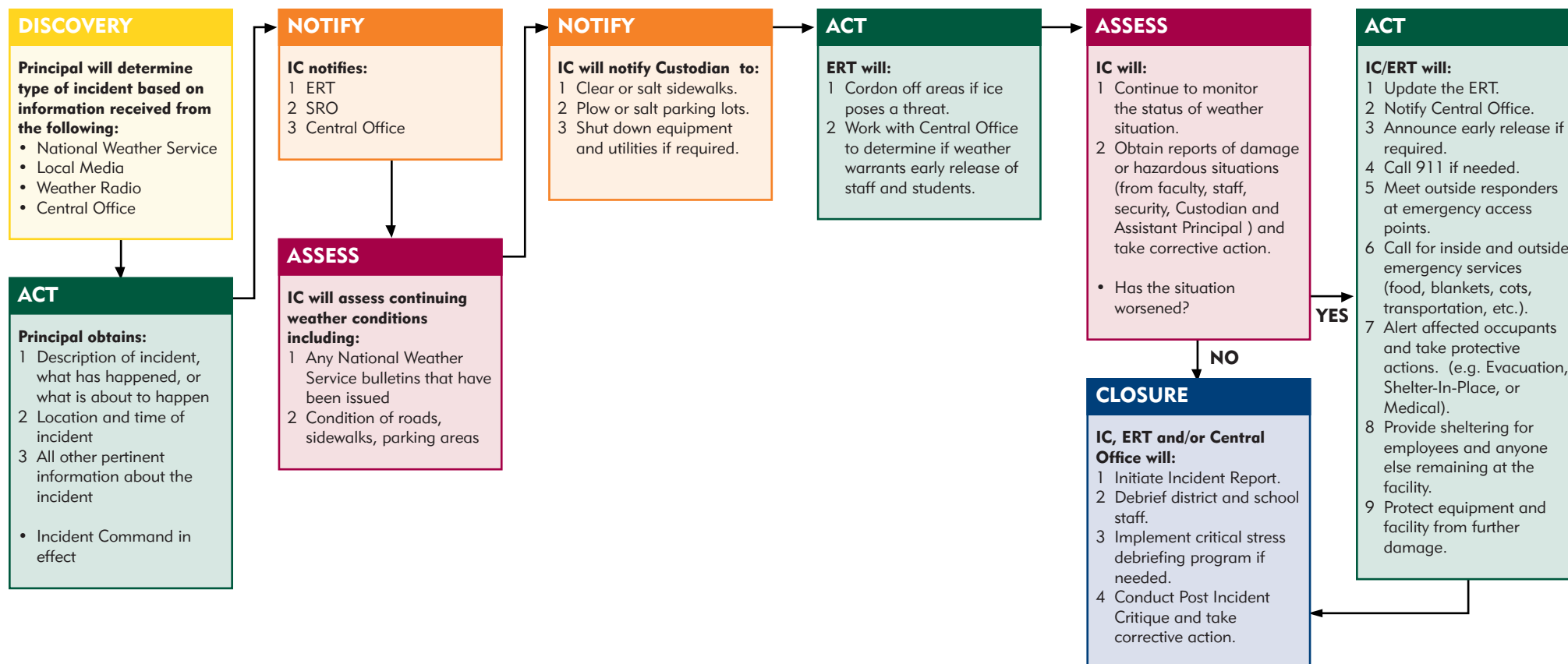
### Evacuation Coordinator

- Assist with the early release of school occupants.

### Reunification Coordinator

- Assist with the early release of school occupants.

## WINTER STORM



## EARTHQUAKE EVENT AID

**This is an aid for responding to an earthquake incident. This is not a complete list of all factors required to be considered.**

Earthquakes are a form of disaster that give no advanced warning. To ensure students and staff safety, use the following procedures.

### Inside Building:

- All students and staff should immediately turn away from glass areas and place themselves under tables and desks.
- Students are to remain in position until the teacher determines it is safe to resume normal class operations.
- If structural damage, window breakage, etc. has been sustained; the teacher is to follow normal evacuation procedures following the termination of the earthquake.
- Principal along with Custodian will determine extent of damage and will call the Central Office for clearance before having students re-enter the classrooms if structural damage is noted.
- Students are not to be dismissed from school until the Central Office has given clearance.

### Outside Building:

- Students and staff are to remain in a cleared area free from any potential falling objects (trees, power lines, buildings, etc.).
- Students are to be under direct supervision of adult(s) who in turn will wait for instructions from principal or designee as to the appropriate dismissal of students.
- Under no circumstances should students or adults attempt to return to the building during an earthquake.

### Follow-up Survey:

A survey of injuries should be made as soon as possible. Notify the IC of any injuries. List names of injured students and staff and description of injuries. Further instructions will be given over PA as soon as possible.

### Inspections:

IF ANY SCHOOL BUILDING HAS SIGNS OF STRUCTURAL DAMAGE (including cracks in windows, walls, floors, or ceilings), DO NOT RE-ENTER SCHOOL BUILDING UNTIL THEY HAVE BEEN INSPECTED BY QUALIFIED PERSONS.

### Incident Commander/Principal

- Monitor local media channels and national weather radio for updates.
- Use available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Prepare for an evacuation.

### Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Treat injured evacuees.
- Establish a triage area.
- Track patient care.
- Assist emergency responders.

### School Resource Officer

- Effectively communicate all information to the IC.

### Evacuation Coordinator

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the building.

### Reunification Coordinator

- Ensure that all building windows are closed.
- Report to IC for further instructions.
- Prepare the occupants for reunification or re-entry into the building.

# EARTHQUAKE

## DISCOVERY

Earthquake occurs

## ACT

### Teachers will:

- 1 If indoors, instruct students to take shelter in pre-approved areas or under a heavy piece of furniture against an inside wall; **STAY INSIDE.**
- 2 If outdoors, instruct students to stay out of buildings and in an open area until shaking stops.

### Principal will:

- 1 Dispatch School Resource Officer to the scene to assess damages and injuries.
- 2 Notify the ERT.

- Incident Command in effect

### ERT will obtain:

- 1 Description of what happened, location and time of incident
- 2 Number and type of injuries (*if any* – See *Medical tab*)
- 3 Number of people involved
- 4 Action taken
- 5 Does the threat still exist?

## ASSESS

### IC and ERT assesses situation:

- 1 Evaluate buildings to determine whether it is safe to re-enter or not.
- 2 Check for injuries.
- 3 Check utilities and emergency systems.
- 4 Ensure that outside emergency responders have access to the building.

Are there any injuries or property damage?

NO

YES

## NOTIFY

### Principal/IC will:

- 1 Call 911.
- 2 Call Central Office.
- 3 Call Maintenance Department to determine extent of structural damage.

## ACT

### ERT will:

- 1 Evacuate the building.
- 2 Set up a triage area and assist with medical care.
- 3 Conduct attendance audit of visitors, staff and students.
- 4 Report any unaccounted students to first responder on the scene (Fire, Police, Emergency Medical Services).
- 5 Ensure that structural engineers and damage assessors are contacted.

### Custodians will:

- 1 Shut off main gas valve.
- 2 Shut off main electrical service if there is damage to building wiring.
- 3 Clean up any spilled medicines, drugs, or potentially harmful materials (petroleum products, gasoline, and bleaches).

## CLOSURE

### IC, ERT and/or Central Office will:

- 1 Initiate Incident Report.
- 2 Debrief district and school staff.
- 3 Implement critical stress debriefing program if needed.
- 4 Conduct Post Incident Critique and take corrective action.

SEE ALSO STRUCTURAL COLLAPSE TAB



## VIOLENCE ON SCHOOL GROUNDS EVENT AID

**This is an abbreviated guide for assessing and responding to a Violent Incident on School Grounds. This information is not a complete list of all factors required to be considered.**

### **Threat Response:**

- Notify the ERT of the threat.
- Identify and interview victim and other affected faculty, staff and students as required.
- Consider additional security personnel or provide additional physical security controls.
- Control or contain the situation and/or student in a way that will prevent the possibility of an attack. When appropriate, trained personnel should secure or escort the threatening person from the property or coordinate with Central Office.
- Protect and aid all possible targets.
- Determine if threatening person has access to the threatened person.
- Discuss options/next steps with appropriate Central Office Administrators and law enforcement, e.g. arrest, restraining/protective orders.

### **Incident Response:**

- Notify ERT and call 911 and/or contact School Resource Officer.
- Secure the area. Maintain crowd and traffic control.
- Protect and aid the victim(s). Provide additional security protection, as needed.
- Notify medical staff if medical assistance is needed.
- Notify guidance counselors.
- Notify Central Office.

### **Post-Incident Response:**

- Administer first aid, triage and medical assistance, as needed.
- Secure area and preserve evidence.
- Assist law enforcement officials with their investigation, if needed.
- Notify Central Office of need to prepare press releases and answer media concerns; also prepare to communicate with employees.
- Provide counseling to the victim(s).

### **Incident Commander/Principal**

- Coordinate the actions of the ERT and other internal responders to maintain care of the victim(s) and occupants.
- Maintain control of the scene from a safe distance.
- Prepare to quickly evacuate or lockdown the school or areas of the school, if necessary.
- Assist external responders with evacuation, lockdown and emergency procedures.

### **Custodian**

- Report to the IC for initial instructions.

### **Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.

### **School Resource Officer**

- Respond to the scene.
- Call for additional support if needed.
- Diffuse incident/threat if it is still active.
- Secure scene and keep spectators out of the area.

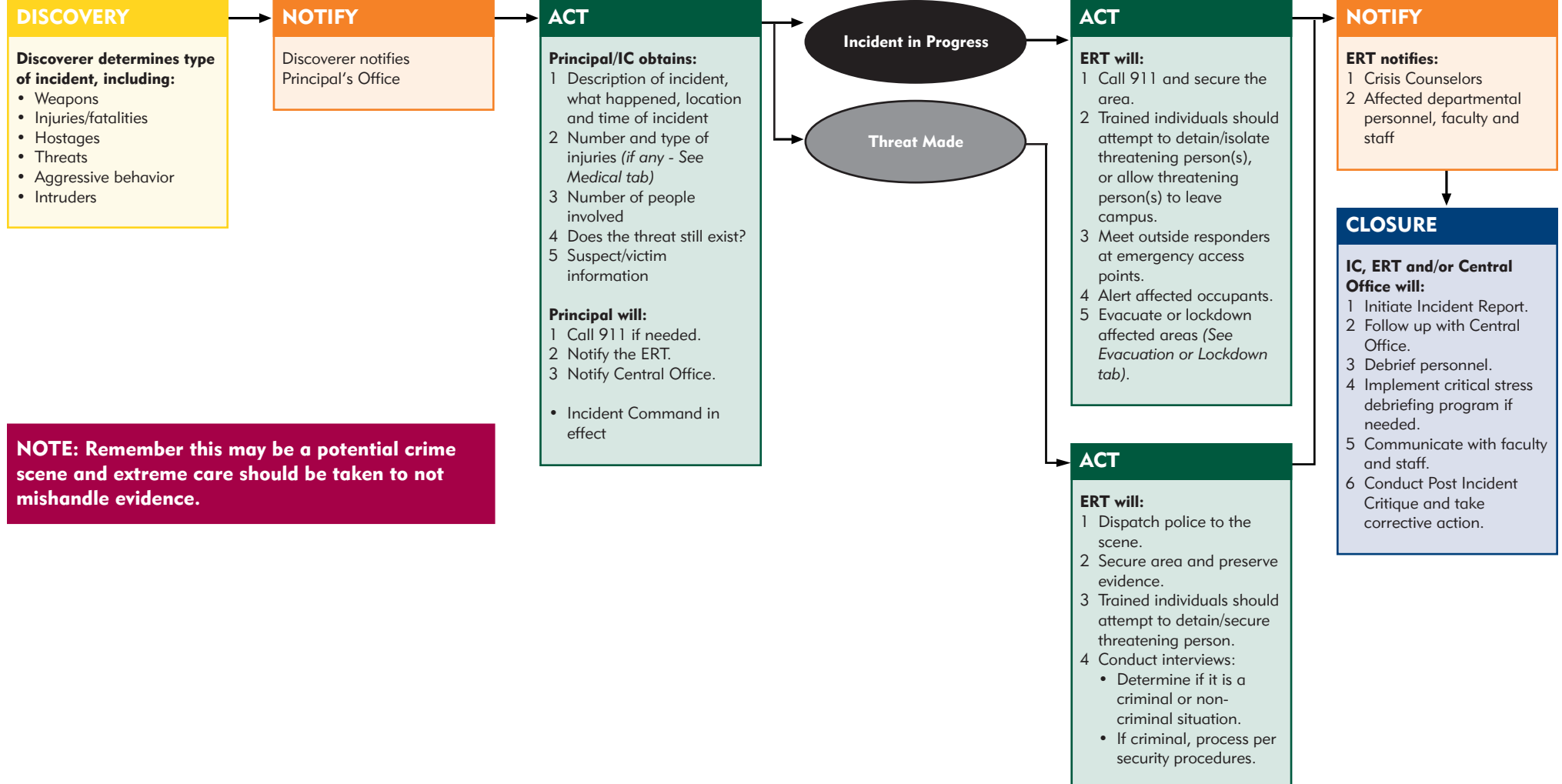
### **Evacuation Coordinator**

- Report to the IC to receive initial instructions.
- Prepare to direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### **Reunification Coordinator**

- Report to the IC to receive initial instructions.
- Prepare to evacuate or lockdown.
- Prepare the occupants for reunification or re-entry into the school.

## VIOLENCE ON SCHOOL GROUNDS



## SEXUAL ASSAULT EVENT AID

**The following information is provided as a guide for responding to a sexual assault incident. This information is not a complete list of all factors required to be considered.**

**General:**

- Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper protective clothing (safety goggles, exam gloves, etc.).
- Call School Resource Officer and/or 911 as quickly as possible.
- Call Central Office to notify the Crisis Counselors.
- Comfort the victim and advise them medical response is coming.
- Dispatch a responsible person to direct the ambulance when it arrives.
- Make a detailed report of the incident. A statement should be taken from any person(s) that witnesses.
- Stay with the victim during the incident until relieved by other school personnel or the victim's family.

**Incident Commander/  
Principal**

- Coordinate the actions of the ERT and other internal responders to maintain care of the victim(s) and occupants.
- Maintain control of the scene.
- Comfort the victim.

**Custodian**

- Report to the IC for instructions.

**Medical First Responder**

- Report to the scene.
- Comfort the victim.
- Provide medical treatment.
- Update paramedics when they arrive.

**School Resource Officer**

- Respond to the scene.
- Secure scene and keep spectators out of the area.
- Collect evidence.
- Assist Medical First Responder.
- Meet ambulance at emergency access point.

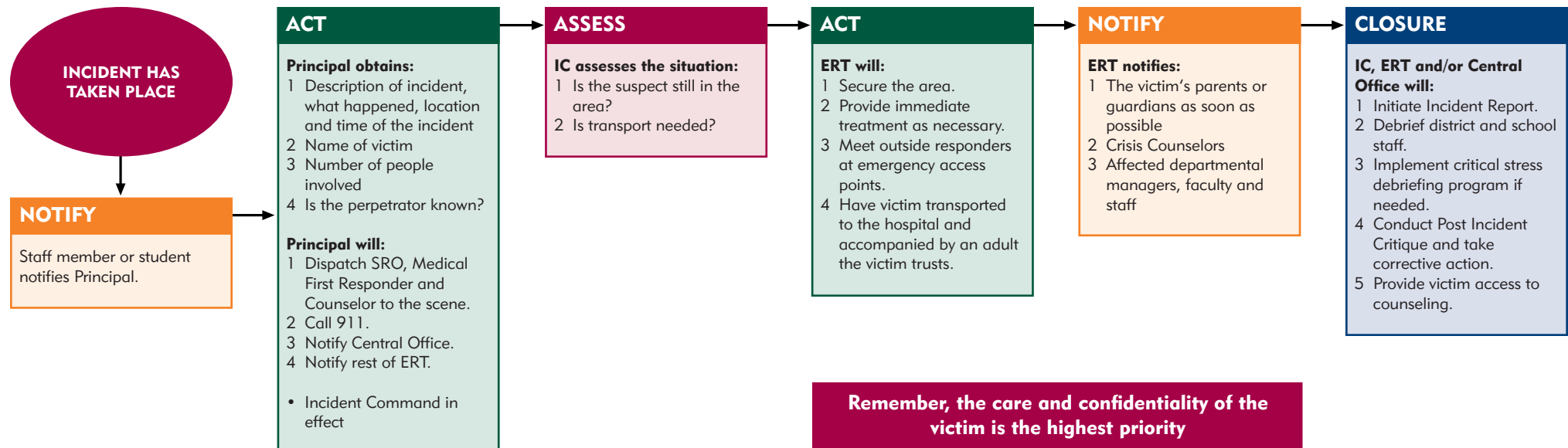
**Evacuation Coordinator**

- Report to the IC for instructions.

**Reunification  
Coordinator**

- Report to the IC for instructions.

# SEXUAL ASSAULT



## SUICIDE ATTEMPT/THREAT EVENT AID

**This is an abbreviated guide for assessing and responding to a Suicide Attempt/Threat. This information is not a complete list of all factors required to be considered.**

### **Suicide Threat**

- Anytime the risk of suicide exists, an appropriate trained district professional, such as a school psychologist, counselor, or social worker should manage the situation.
- For Crisis Counselors, call Central Office.
- Under no circumstances should an untrained individual attempt to assess the severity of a suicidal risk.
- Staff members can also be at risk for self-destructive behavior; as with students, staff members' comments or gestures need to be considered carefully.

### **If a suicide attempt occurs:**

- Ensure the ERT is notified immediately.
- If necessary, implement the appropriate emergency procedures (e.g. evacuation or lockdown) to ensure that students are not exposed to trauma or danger.
- Remain with the situation, working to diffuse the crisis by staying calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Be prepared to provide critical information to emergency responders.
- Arrange for Crisis Counselors.

### **Incident Commander/ Principal**

- Secure the scene and call for the Medical First Responder.
- Remove any students and staff out of the area.
- Call victim's parent, spouse, guardian or other who is listed on the emergency contact card.
- Contact Central Office.
- File a report.

### **Custodian**

- Report to the scene and assist the IC.

### **Medical First Responder**

- Respond to the scene.
- Treat the patient.
- Prepare for transportation to local health care facility. Provide medical update and any medical history to arriving paramedics.

### **School Resource Officer**

- Respond to the scene.
- Secure scene and keep spectators out of the area.
- Assist Medical First Responder.
- Meet ambulance at emergency access point.

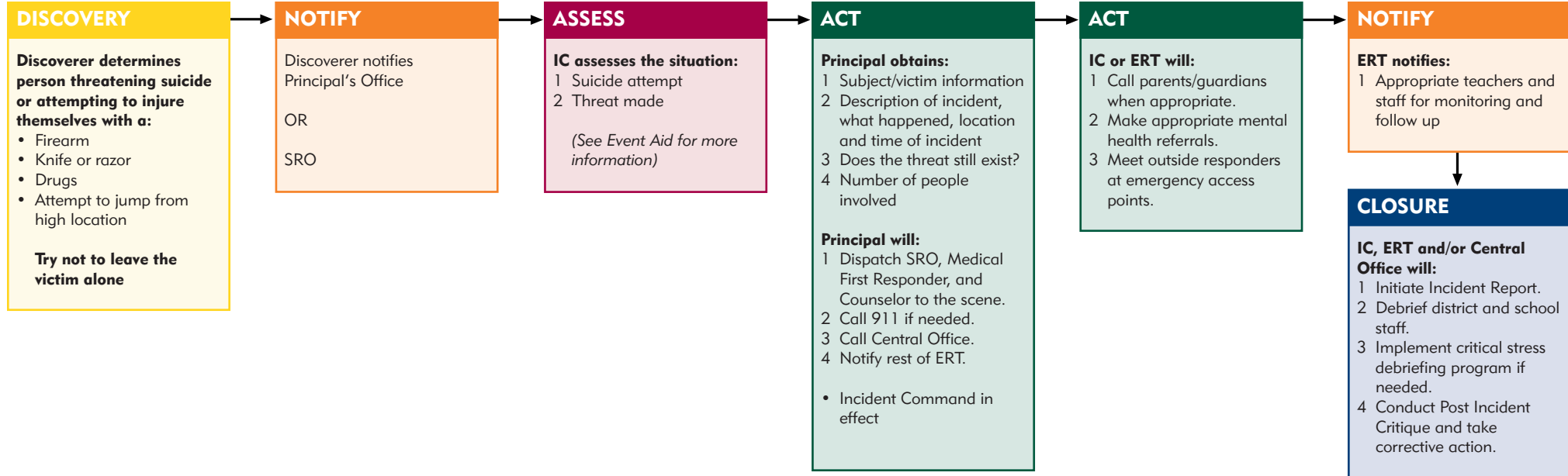
### **Evacuation Coordinator**

- Report to the scene and assist the IC.

### **Reunification Coordinator**

- Report to the scene and assist the IC.

## SUICIDE ATTEMPT/THREAT



## MISSING PERSON EVENT AID

**This is an abbreviated guide for assessing and responding to a missing person incident. This information is not a complete list of all factors required to be considered.**

**If there is imminent threat to the safety and welfare of an individual or group, or the potential exists for an incident to escalate:**

- Call 911 immediately then call Central Office.

If there is no imminent threat to the safety and welfare of an individual or group, collect all information and report the incident to Central Office.

**Issues to Consider:**

- The safety of the victim is paramount.
- Nothing should be done to increase danger.
- Is a custody battle going on between parents/guardians?
- Does the child have a past of being missing or could the person be a runaway?

**Advise the School Resource Officer and local law enforcement agencies of:**

- Physical Description, Age, Home Address;
- Any special needs or medical issues;
- Siblings and other relatives in the school district;
- Friends and acquaintances the person is known to hang around.

**Incident Commander/  
Principal**

- Coordinate actions of school personnel with internal and external resources.
- Ensure the entire school is searched.
- Notify the missing person's emergency contact or next of kin.
- Call 911 and Central Office.

**Custodian**

- Assist emergency responders in searching the school.

**Medical First Responder**

- Assist emergency responders in searching the school.

**School Resource Officer**

- Assist emergency responders in searching the school.
- Obtain a physical description of the victim and possible suspect(s).

**Evacuation Coordinator**

- Assist emergency responders in searching the school.

**Reunification  
Coordinator**

- Assist emergency responders in searching the school.



## MISSING PERSON

### DISCOVERY

**Discoverer determines type of incident, including:**

- Abduction
- Missing Person

### NOTIFY

Discoverer notifies Principal's Office

OR

SRO

### ACT

**Principal obtains:**

- 1 Description of incident, what happened, location and time of incident
- 2 Number of people involved
- 3 Identity of victim and suspect
- 4 Where was the victim last seen?
- 5 Physical description of the victim and suspect(s)
- 6 Direction of travel

**Principal will:**

- 1 Call 911 and dispatch SRO to the scene.
  - 2 Notify Central Office.
  - 3 Meet outside responders at emergency access points.
  - 4 Notify the ERT.
- Incident Command in effect

### ASSESS

**IC assesses the situation:**

- 1 Is this a legal custody case?
- 2 Did the victim go willingly or was force used?
- 3 If the victim is a juvenile what are the parental rights of the mother, father and/or guardian?

*(See Event Aid for more information)*

### ACT

**IC will:**

- 1 Secure the area (with help from SRO, Custodian and Assistant Principal ).
- 2 Dispatch additional personnel to the scene (if needed).
- 3 Alert affected occupants..
- 4 Evacuate or lockdown affected area if needed *(See Evacuation or Lockdown tab).*

**SRO will:**

- 1 Secure the area (with Principal and Custodian ).
- 2 Conduct Interviews:
  - Determine if criminal or non-criminal situation.
  - If criminal, process per security procedures.

### NOTIFY

**ERT will notify:**

- 1 Crisis Counselors
- 2 Affected departmental managers, faculty and staff

### CLOSURE

**IC, ERT and/or Central Office will:**

- 1 Initiate Incident Report.
- 2 Debrief district and school staff.
- 3 Implement critical stress debriefing program if needed.
- 4 Conduct Post Incident Critique and take corrective action.

## BOMB THREAT EVENT AID

**This is an abbreviated guide for assessing and responding to a bomb threat incident. This information is not a complete list of all factors required to be considered.**

**Decision to Evacuate – Consider the following:**

- How specific is the information regarding time, description of the device, its location and other details that may be unique to the school?
- Are there any controversial issues that could impact the school?
- Are there unusual employee situations at the school?
- What is the current history/experience in the local community relative to bomb threats?
- What is the input from local law enforcement agency?
- What was the general tone and behavior of the caller?

**Telephone Threat**

**Using the Bomb Threat Checklist:**

- Record every word spoken by the caller.
- Keep the caller on the line as long as possible.
- Ask where the bomb is located.
- Ask when the bomb will detonate.
- Note if caller is male or female.
- Note the age of the caller.
- Note accents or patterns of speech.
- Note background noises (music, road noise, motors).

**Mail Threat**

- Save all materials (envelopes, packaging, labels).
- Avoid touching or moving the materials.

- Is the letter or package lopsided?
- Is the letter or package bulky?
- Is the letter or package addressed to a district/school administrator in handwriting?
- Is the letter or package making any noise?
- Personnel familiar with the school should quickly identify items that appear to be out of place.

**Email Threat**

- Email threats should be saved and Central Office notified.

**General Guidelines:**

- Do not touch or pick up any suspicious or out of place items. Report these to the authorities as soon as possible.
- Two-way radios and cell phones should not be used; therefore, "runners" designated by the Incident Commander must be used to communicate within the facility.

**Search Techniques:**

- Use two person search teams.
- Search common areas first.
- Search classrooms by entering room and listen for any unusual noises.
- **First search:** all objects floor to hip height
- **Second search:** all objects hip to chin height
- **Third search:** all objects chin to ceiling
- **Fourth search:** above dropped ceiling, if applicable
- Mark room when search is complete.

**USE BOMB THREAT CHECKLIST  
IN BACK OF THE PLAN**

**Incident Commander/  
Principal**

- Determine if the bomb threat valid.
- Determine if the school should be evacuated.
- Activate alarm and initiate the evacuation.
- Effectively communicate the emergency evacuation message.
- Ensure that all school occupants reach the assembly area.
- Announce an "All Clear" when it is safe to do so.

**Custodian**

- Assist in the evacuation of the school.
- Assist in the search and rescue if possible.
- Report to the IC for further instructions.
- Assist teachers with taking attendance.

**Medical First Responder**

- Assist in the evacuation of the school.
- Treat injured evacuees.
- Establish a triage area.
- Track patient care.

**School Resource Officer**

- Assist in the evacuation of the school.
- Assist in the search and rescue if possible.
- Establish and maintain contact with police agency and other emergency response agencies.

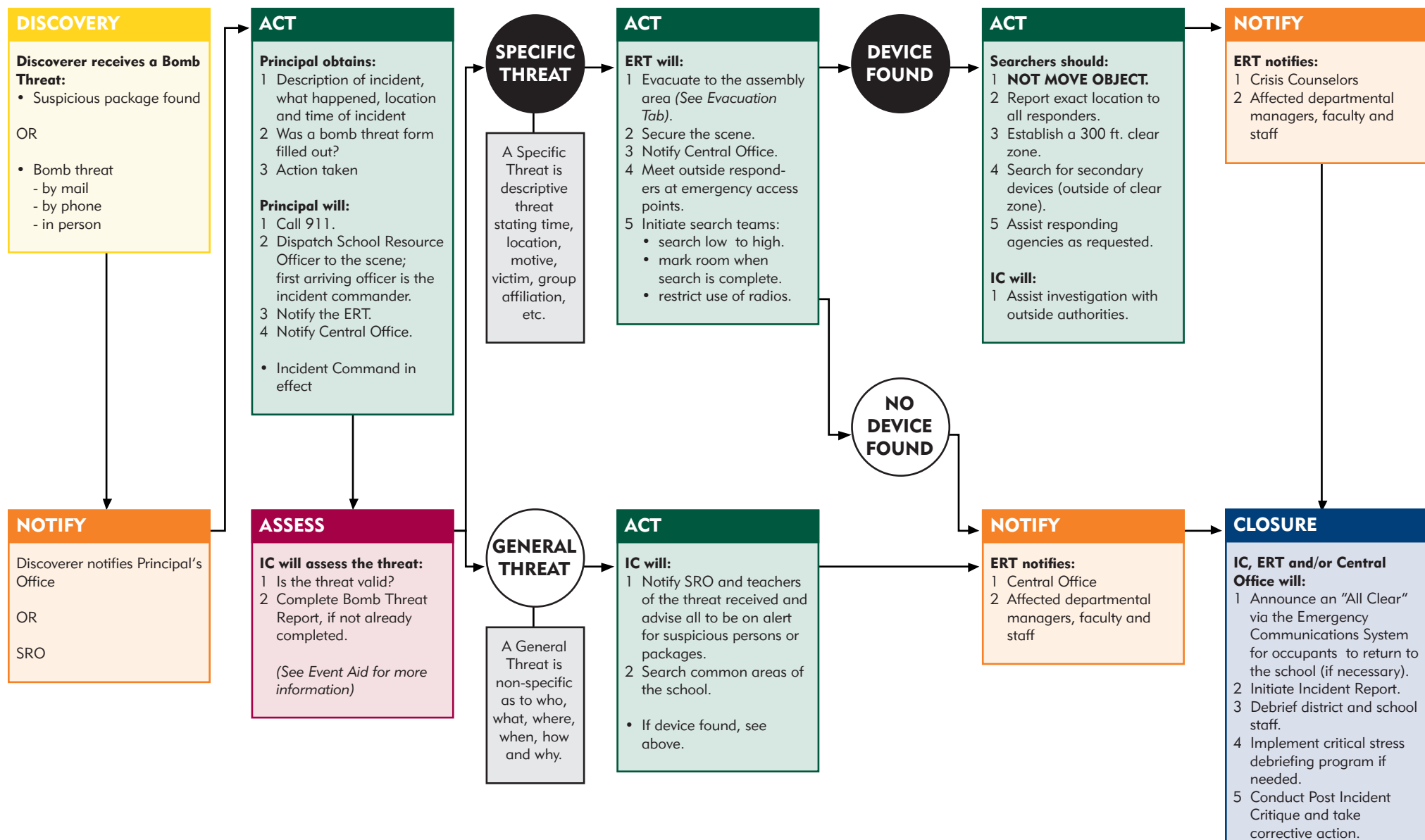
**Evacuation Coordinator**

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification Coordinator**

- Assist in the evacuation of the school.
- Prepare the reunification site.
- Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# BOMB THREAT



## CIVIL DISORDER EVENT AID

**This is an abbreviated guide for assessing and responding to a civil disorder incident. This information is not a complete list of all factors required to be considered.**

- Notify School Resource Officer and Central Office
- Alert faculty, staff, and visitors of civil disturbances by Public Address System.
- Communications should include whether evacuation or lockdown is foreseeable.

### **Incident Commander (IC) & Emergency Response Team (ERT):**

- Determine if property has been damaged. Include maintenance or other contractors in this process as necessary.
- Determine if any trespass has occurred by the demonstrators entering the school, parking areas or other private property.
- Determine if facility ingress and egress are blocked.
- Determine if school has been disrupted and to what extent.
- Determine if deliveries or contractors are prevented from ingress and egress.
- Secure entrances and control ingress and egress at entrances.
- All personnel should regularly report observations back to the Principal's Office.
- Custodial staff should ensure that fire suppression and internal alarms are in service.
- Provide information about how faculty, staff and visitors should report damage to property (e.g. vehicles) resulting from the civil disturbance.

### **Incident Commander/ Principal**

- Advise ERT to prepare to evacuate or lockdown.
- Activate alarm and initiate protective measures for the school.
- Ensure that all teachers have locked their classroom.
- Ensure teachers take account of students and report any missing students.
- Announce an "All Clear" when it is safe to do so.

### **Custodian**

- Lock all entrance doors.
- Ensure that HVAC and other systems are in good working order and prepare to shut down, if necessary, with assistance from District Maintenance Department.
- Report to the IC for further instructions.

### **Medical First Responder**

- Report to the Main Office and receive instructions from IC.

### **School Resource Officer**

- Assist in locking down the entrance doors to the school.
- Report to the Main Office and receive instructions from IC.
- Establish and maintain contact with police agency and other emergency response agencies.

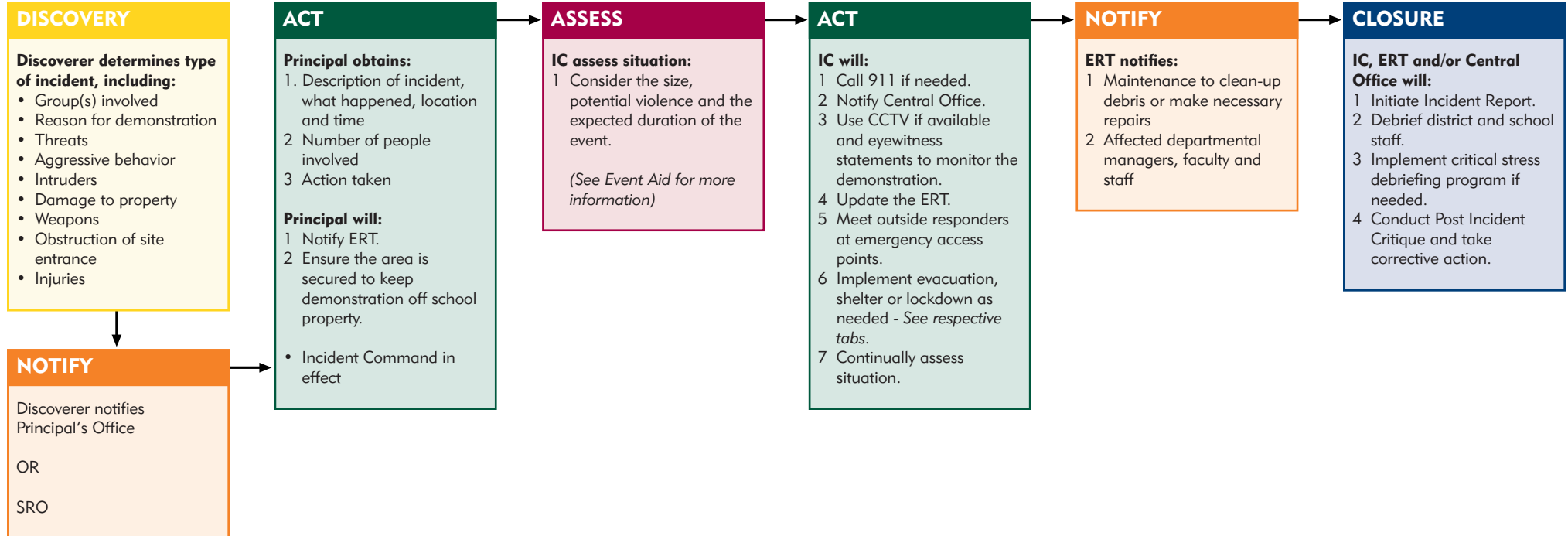
### **Evacuation Coordinator**

- Report to the Main Office and receive instructions from IC.
- Prepare to evacuate or lockdown.

### **Reunification Coordinator**

- Report to the Main Office and receive instructions from IC.
- Prepare to evacuate or lockdown.

# CIVIL DISORDER



## POWER OUTAGE EVENT AID

**This information is provided as an abbreviated guide for working with and responding to an electric utility loss. This information is not a complete list of all factors required to be considered.**

**Determine if there is a need to evacuate the school, seek shelter, or stay put. Most power losses are short term and occupants are safer if they remain in place. If the outage is expected to exceed the capabilities of emergency lighting, then the occupants must be evacuated.**

### During Outage

- Immediately report the power outage to Central Office.
- Communicate with staff and update them on the status of the outage.
- Verify that generators are operating, where provided.
- Verify that emergency equipment (e.g. lighting, alarm systems and etc.) are operating.
- Contact computer room personnel so that they can start power down procedures.
- During the power outage, shut down all non-essential equipment.

### After Power Is Restored

- Activate the "all clear" signal and provide verbal instructions.
- Slowly turn on lights and equipment to avoid overtaxing the power immediately.

### Incident Commander/ Principal

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school or early dismissal.
- Work with Maintenance Department and local utilities to determine the estimated time power outage.

### Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts with Maintenance Department and public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems when appropriate with assistance from District Maintenance Department.

### Medical First Responder

- Assist the IC with an early dismissal or evacuation procedures.

### School Resource Officer

- Assist the IC with an early dismissal or evacuation procedures.

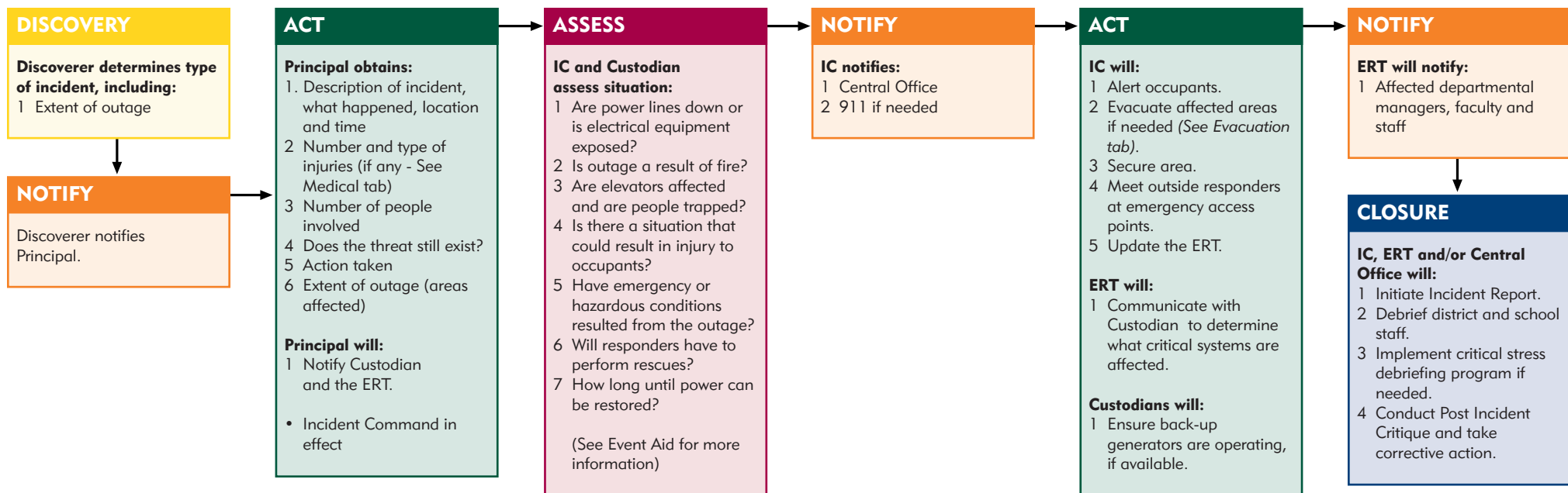
### Evacuation Coordinator

- During an emergency, the evacuation coordinator should effectively communicate all information to the IC.

### Reunification Coordinator

- Assist the IC with an early dismissal or evacuation procedures.

## POWER OUTAGE





## NATURAL GAS LEAK/LOSS EVENT AID

**This is an abbreviated guide for assessing and responding to a natural gas leak/loss incident. This information is not a complete list of all factors required to be considered.**

**If there is a natural gas leak, some magnitude of evacuation will most likely be necessary.**

**If the incident is merely a loss of natural gas, and may only last a short while, it would probably be safest for occupants to stay put.**

### **During Gas Line Break/Leak Incident:**

- Call 911 and advise them of the incident.
- Call Central Office.
  - Is there a gas leak or broken supply line within the facility?
  - Is it safe or desirable to shut off power to the area? Electrical switches can spark, providing an ignition source.
  - If power is going to be shut off, should emergency generators also be disabled?
  - Activate the evacuation signal and provide verbal instructions.
  - Determine from Natural Gas Service Provider extent of outage, areas affected, and approximate duration of the outage.
  - Do not enter affected areas unless directed and keep unnecessary people away from the area.
  - Try to vent the affected area if it is safe to do so.
  - If the temperature outside is below freezing, water systems may need to be drained or heated by outside sources.

### **After Incident is Over:**

- Activate the "all clear" signal and provide verbal instructions.

### **Incident Commander/ Principal**

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school or early dismissal.

### **Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts with Maintenance Department and public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems when appropriate with assistance from Director of Maintenance.

### **Medical First Responder**

- Assist the IC with an early dismissal or evacuation procedures.

### **School Resource Officer**

- Assist the IC with an early dismissal or evacuation procedures.

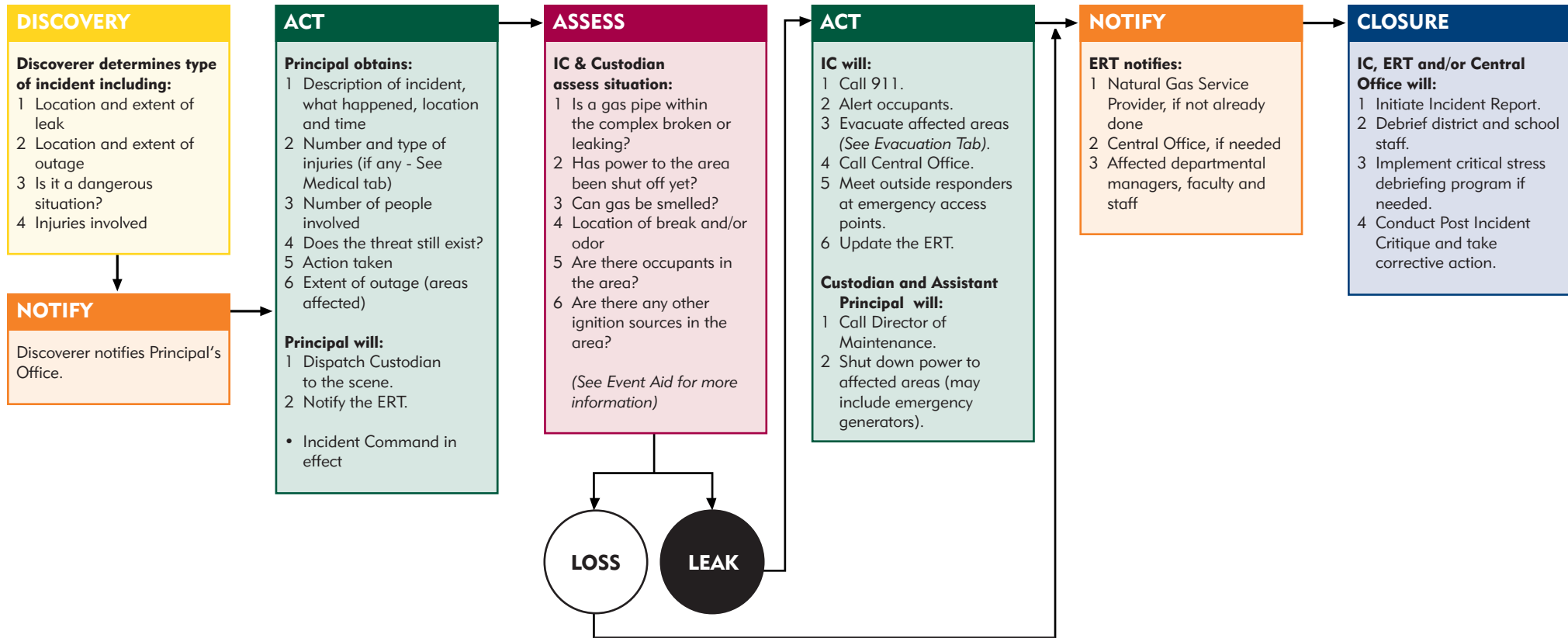
### **Evacuation Coordinator**

- Assist the IC with an early dismissal or evacuation procedures.

### **Reunification Coordinator**

- Assist the IC with an early dismissal or evacuation procedures.

# NATURAL GAS LEAK/LOSS OF SERVICE



## FLOODING/SEWER INCIDENT EVENT AID

**This is a guide for assessing and responding to a flooding/sewer line incident. This information is not a complete list of all factors required to be considered.**

**If it is safe to do so:**

- Relocate items to safer areas, especially items of greater value to school operations.
- Work with maintenance and/or outside contractors to de-energize equipment.
- Contact utility for assistance in managing power sources within the flood area.
- Account for all school occupants.
- Report any missing occupants to the Incident Commander.
- If water supply has been contaminated, post signs warning people not to drink the water (*See also Food and Water Contamination tab*).
- Do not re-energize power lines or equipment that may still be under water.
- Assess school systems such as air conditioning that may be affected by the main break; can operations continue?
- Cordon off or barricade emergency area.
- Keep students out of water.
- Reroute walking patterns if necessary.
- Have additional staff assist the dismissal of students.

**Incident Commander/  
Principal**

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school or early dismissal.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts with Director of Maintenance and public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems when appropriate with assistance from District Maintenance Department.

**Medical First Responder**

- Assist the IC with an early dismissal or evacuation procedures.

**School Resource Officer**

- Assist the IC with an early dismissal or evacuation procedures.

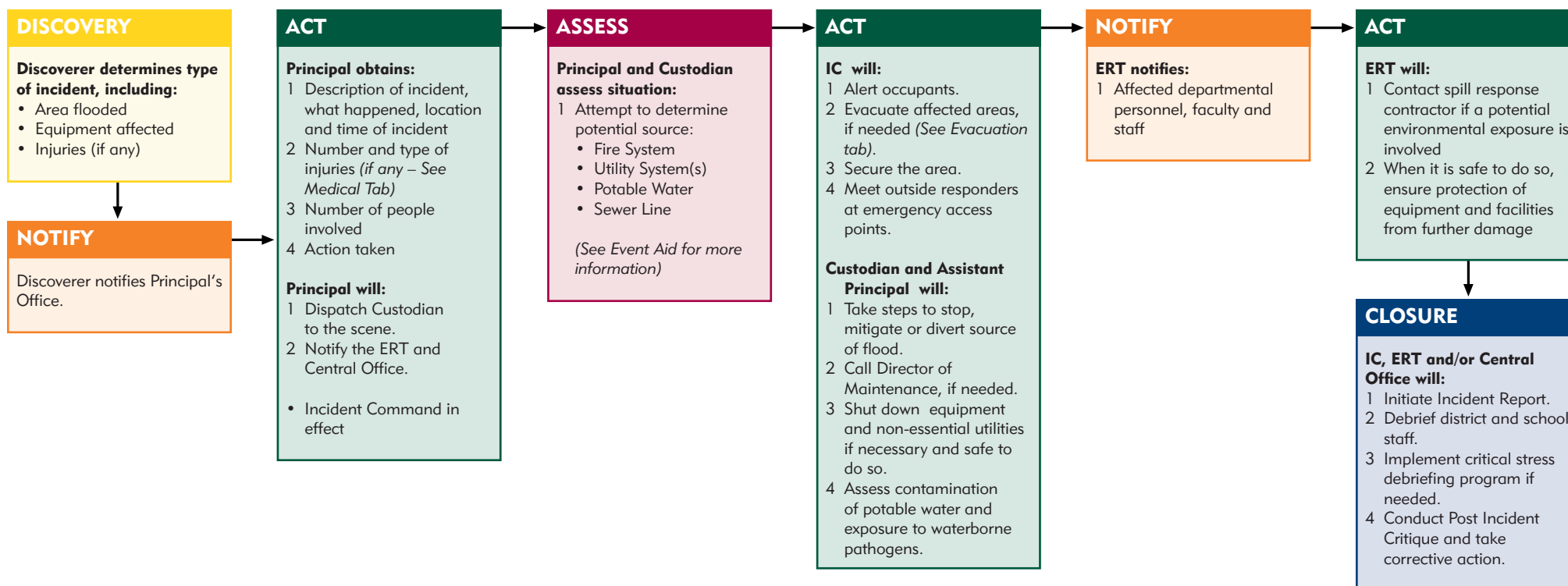
**Evacuation Coordinator**

- Assist the IC with an early dismissal or evacuation procedures.

**Reunification  
Coordinator**

- Assist the IC with an early dismissal or evacuation procedures.

## FLOODING/SEWER INCIDENT



## COMMUNICATIONS LOSS EVENT AID

**This is an abbreviated guide for assessing and responding to a communications loss incident. This information is not a complete list of all factors required to be considered.**

- Alert the Central Office of the loss.
- Use radios, Nextels, and cell phones to communicate with other school staff.
- Alert the Central Office when your school has returned to normal.

### Incident Commander/ Principal

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school or early dismissal.

### Custodian

- Monitor the outage and update the IC.
- Coordinate efforts with Technology Department.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems when appropriate with assistance from District Maintenance Department.

### Medical First Responder

- Assist the IC with an early dismissal or evacuation procedures.

### School Resource Officer

- Assist the IC with an early dismissal or evacuation procedures.

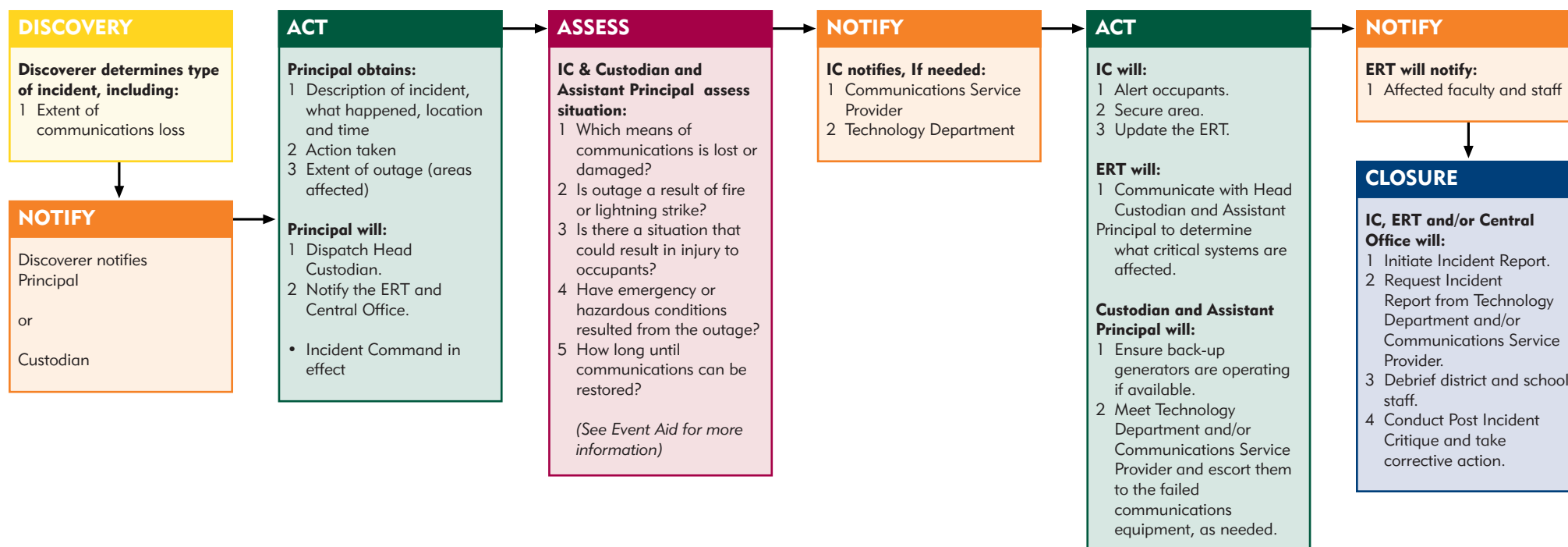
### Evacuation Coordinator

- Report to the IC to receive initial instructions.
- Assist as a runner to communicate between the main office and the classrooms and other areas.

### Reunification Coordinator

- Report to the IC to receive initial instructions.
- Assist as a runner to communicate between the main office and the classrooms and other areas.

## COMMUNICATIONS LOSS



## FOOD AND WATER CONTAMINATION EVENT AID

**This is an abbreviated guide for assessing and responding to a food or potable water contamination incident. This information is not a complete list of all factors required to be considered.**

- Determine and advise Central Office of the potential extent of contamination and potential sources and causes.
- Initiate temporary protection steps.
- Take affected areas out of service.
- If a user point is affected, take it out of service (drinking fountains, sinks, cafeteria, etc.) and mark "Do Not Drink."
- Consider other temporary sources of potable water and food.
- Contact Public Health Department to determine if the school can remain open if drinking water is unusable.
- Make permanent system changes as necessary.
- Collect water and/or food samples and analyze.

**Once water is deemed potable again:**

- Return isolated areas to service.
- Flush lines and disinfect as needed.
- Collect water samples and analyze.
- Remove warning signs.
- Open isolation valves.

### Incident Commander/ Principal

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school or early dismissal.

### Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Assist the IC with an early dismissal or evacuation procedures.

### School Resource Officer

- Assist the IC with an early dismissal or evacuation procedures.

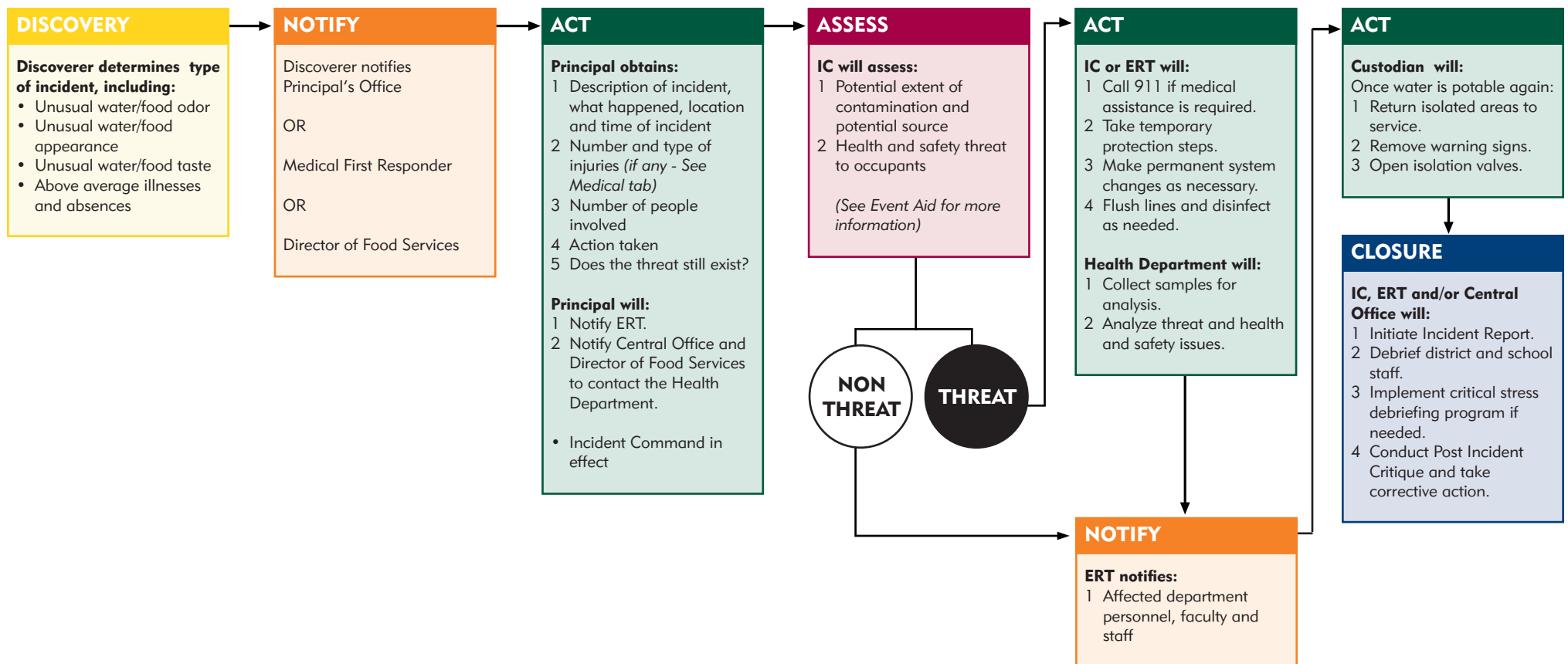
### Evacuation Coordinator

- Assist the IC with an early dismissal or evacuation procedures.

### Reunification Coordinator

- Assist the IC with an early dismissal or evacuation procedures.

# FOOD AND WATER CONTAMINATION





## PANDEMIC INCIDENT EVENT AID

**This is an abbreviated guide for assessing and responding to a pandemic incident. This information is not a complete list of all factors required to be considered.**

**Phases 1-3 of the World Health Organization (WHO) Phases of Pandemic Alert require no response, but the school should ensure it is prepared during these phases.**

**When Phase 4: Evidence of increased human-to-human transmission upgrade has been issued,**

- Post reminders throughout the facility, especially in restrooms, on proper hand hygiene and respiratory hygiene/cough etiquette. Set up additional hand sanitizing areas around the school.
- Communicate to staff members and parents the signs and symptoms of the disease as outlined by the WHO (<http://www.who.int/en/>).
- Ask parents to let the school know if their children are sick.
- Keep accurate records of when children or staff are absent. Include a record of the kind of illness that caused the absence.
- Request parents and staff members to notify the school if any family members travel internationally, including location and duration.

**When Phase 5: Evidence of significant human-to-human transmission upgrade has been issued, follow the guidelines above and,**

- Monitor staff members and students. If a staff member or student shows signs or symptoms of the disease, contain them in a separate room, and send them to the hospital/healthcare center as soon as possible. If possible, notify the hospital/healthcare center that the sick individual is on his/her way.
- Request parents and staff members to notify the school if any family members travel out of the region, including location and duration.
- Provide travel advisories to staff members.
- If staff members or students travel to affected areas, require them to stay at home upon returning from the region.
- Implement mandatory use of masks and shut off water fountains and use bottled water.
- Develop a plan to reconfigure class size and instructors/services base on absenteeism.
- Disinfect horizontal surfaces daily.

**When Phase 6: Evidence of sustained human-to-human transmission upgrade has been issued, follow the guidelines above and,**

- Teach staff a standard set of steps for checking students each day as they arrive to see if they are sick. Students who are sick should be sent to the sick room immediately.
- Consider having staff members telecommute from their homes, if possible, and/or shutting down the school until the outbreak has cleared. If school is shut down, teachers should develop a plan for home-learning, such as web-based, U.S. mail, or telephone tree.
- Do not allow sick staff members or students to return to school until cleared by a healthcare professional.
- Plan for a "Second Wave" of pandemic outbreak.

**Incident Commander/  
Principal**

- Coordinate actions of school personnel with internal and external responders.
- Use available resources to assist responding agencies as required.
- Prepare for possible evacuation of the school, containment of sick individuals or early dismissal.

**Custodian**

- Determine appropriate disinfection plan for the school.
- Direct the shutdown of drinking fountains, as appropriate, during the emergency.
- Prepare to assist responders with manpower, materials and equipment.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Determine signs and symptoms of pandemic incident.
- Evaluate sick students and staff members to determine if they might be infectious to others. Establish sick rooms for those suspected to be infectious.
- Update local public health agency on student and staff illness.
- Assist the IC with an early dismissal, containment or evacuation procedures.

**School Resource Officer**

- Assist the IC with an early dismissal, containment or evacuation procedures.

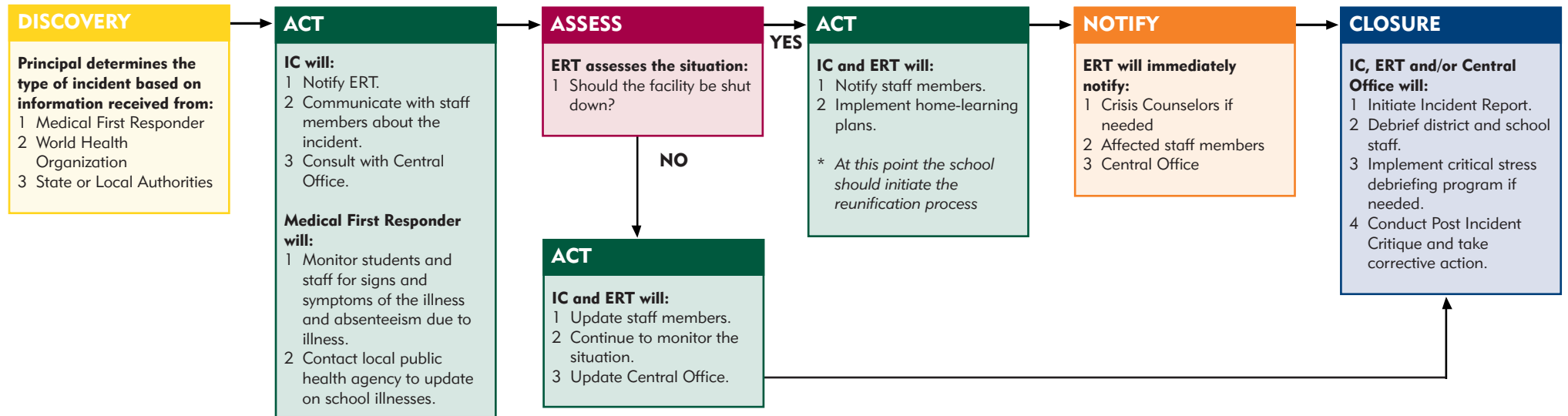
**Evacuation Coordinator**

- Assist the IC with an early dismissal, containment or evacuation procedures.

**Reunification  
Coordinator**

- Assist the IC with an early dismissal, containment or evacuation procedures.

# PANDEMIC INCIDENT



## TRANSPORTATION INCIDENT EVENT AID

**This is an abbreviated guide for assessing and responding to a transportation incident. This information is not a complete list of all factors required to be considered.**

### **School Bus/Vehicle Accident:**

#### **Follow District's Vehicle Accident Reporting Procedures**

1. Bus driver will call Transportation Department to report the accident.
2. Transportation Department calls Central Office and the Principal of the affected school and informs them of the incident.
3. Director of Transportation will go to the accident site.
4. Local Emergency Medical Services will assess students for injuries at the accident scene.
5. The Transportation Department will send a bus(es) to the accident site to pick up any uninjured staff and students to transport them to final destination.
6. Principal will notify parents of students on the bus.
7. Principal or designee should go to the accident site if there are injured students.
8. If students are injured and are transported to a local hospital, a school administrator should accompany them to the hospital.
9. Designated staff members will meet the bus when it arrives at school to assist students, if needed.
10. Students at the accident site will be released only to their own parent, guardian or other adult listed on the emergency card.
11. All media inquiries should be directed to the PIO.

### **School Bus/Vehicle Accident (on an out-of-district trip)**

- 1-5. Follow steps 1-5 above
6. Coaches, teachers, staff and chaperones shall remain at the accident scene until additional buses arrive on the scene to transport students back to school.
7. If students are injured and are transported to a local hospital, a school administrator or staff member should accompany them to the hospital.
8. All media inquiries should be directed to the PIO.

**Contact Central Office for further information.**

#### **Incident Commander/ Principal**

- Notify Central Office of the incident.
- If accident occurred in school district, go to site to assist driver.
- Transport part of your ERT to the site if available.
- Ensure that parents and guardians are aware of the incident.

#### **Custodian**

- Report to the IC for instructions.

#### **Medical First Responder**

- Report to the IC for instructions.
- Provide external emergency responders with any medical information that will assist their assessment of injured riders.

#### **School Resource Officer**

- Respond to the scene if within the district and assist with the response.

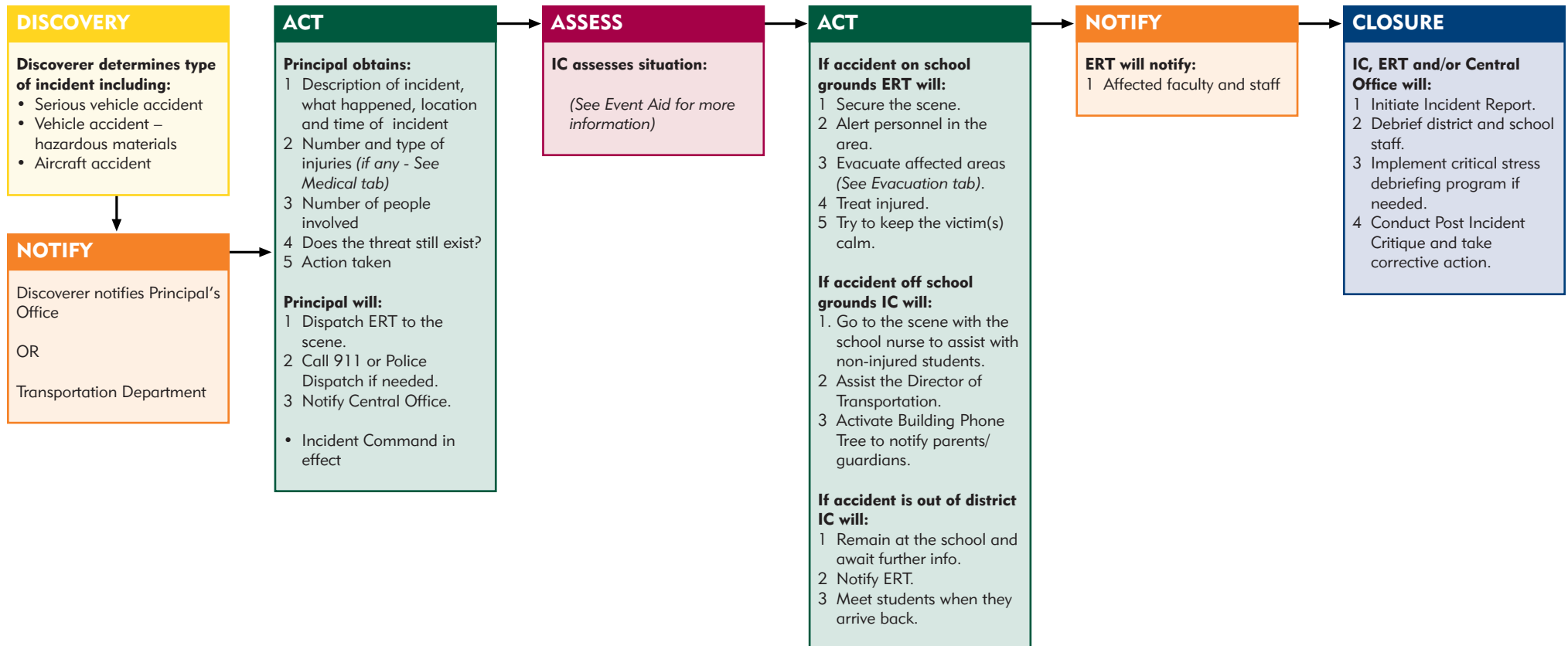
#### **Evacuation Coordinator**

- Report to the IC to receive initial instructions.

#### **Reunification Coordinator**

- Report to the IC to receive initial instructions.

# TRANSPORTATION INCIDENT



## SPECIAL RESCUE EVENT AID

**This is an aid for responding to a tactical rescue incident (confined space, entrapment, high angle rescue). This information is not a complete list of all factors required to be considered.**

**DO NOT ENTER THE CONFINED SPACE, ENTRAPMENT AREA OR ATTEMPT TO "RESCUE" THE ENTRANT(S) IN THE SPACE.**

- Identify the victim and check the status of their injuries.
- Do not do anything that could further injure the victim.
- Take action to eliminate or reduce hazards from equipment, air quality or other.
- Keep unnecessary individuals away.
- Coordinate with ERT members to direct rescue team to the site.

**Elevators/Escalators:**

- The elevator service company should be contacted immediately if the incident involves an elevator or escalator.
- Medical information on trapped individuals should be obtained as soon as possible.

**Incident Commander/  
Principal**

- Use available resources to assist responding agencies as required.
- Secure the area.
- Alert the Central Office.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Assist emergency responders.

**School Resource Officer**

- Secure the area.
- Assist emergency responders.

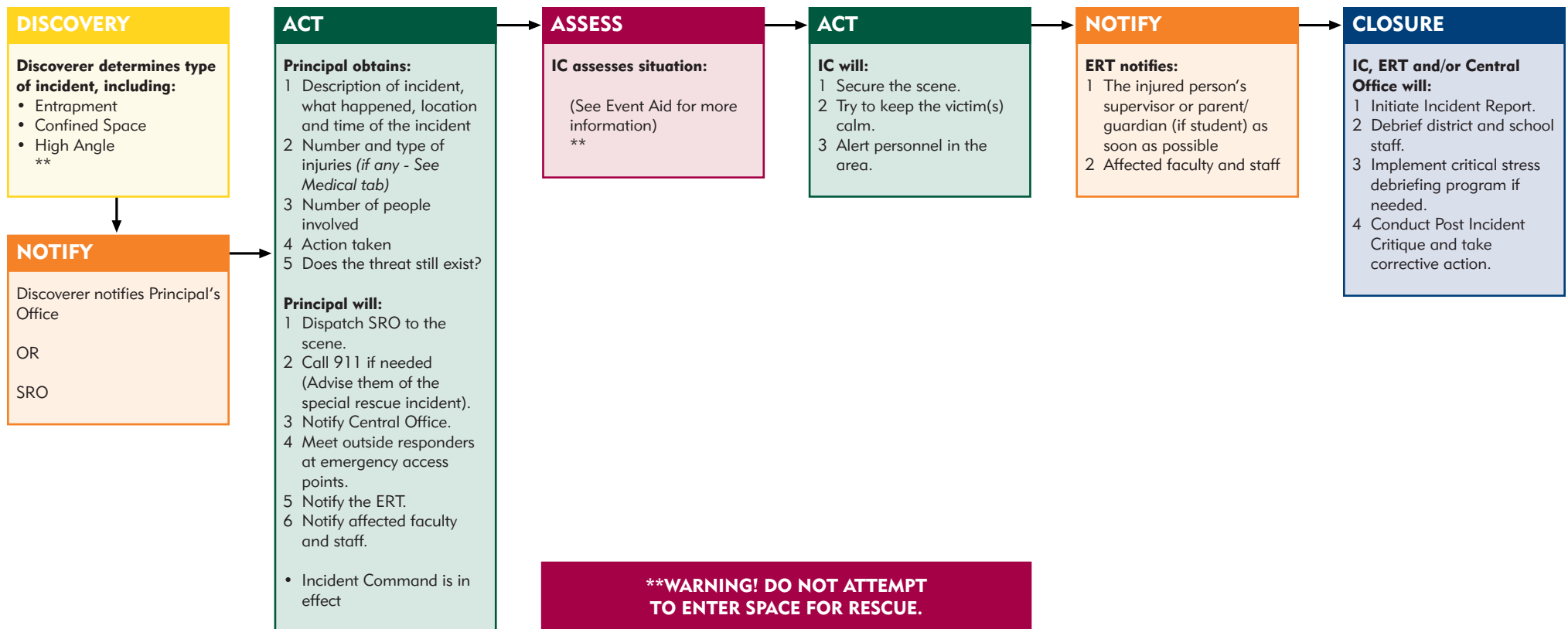
**Evacuation Coordinator**

- Report to the IC to receive initial instructions.

**Reunification  
Coordinator**

- Report to the IC to receive initial instructions.

## SPECIAL RESCUE



## RELEASE TO AIR EVENT AID

**This is an abbreviated guide for assessing and responding to a release to air incident. This information is not a complete list of all factors required to be considered.**

**Determine if there is a need to evacuate the school, seek shelter, or remain in the area. If the release will result in the environment of the school becoming unsafe, then the occupants must be evacuated.**

- Attempt to determine what chemicals were released, the amount released, and the extent of the release. Obtain MSDS sheet(s).
- Try to stay out of the direction of travel of the air release.
- Evacuate if it is safe to do so. In some cases, it is better to stay put and not go outside.
- If the air release involves a flammable gas, ignition sources should be eliminated if it is safe to do so. Electrical switches can spark, providing an ignition source.
- Assess need for Spill Contractor.

**If an asbestos release is suspected, take the following steps:**

- Contact the Director of Maintenance and request that they have the material sampled to confirm that asbestos fiber is present. Also determine if the material is friable.
- Do not disturb material that has been released. Shut off any equipment causing vibrations.
- If asbestos insulation has been disturbed by a leaky pipe, determine the ability to turn off the flow of fluid (if safe to do so).
- Evacuate the immediate area. Then isolate the area by closing doors and windows to prevent air currents from transporting the fibers. Shut off heating and ventilation equipment, air handling units and exhaust fans to prevent the transport of released fibers to other areas of the school. Set up red "danger" tape to prevent anyone from entering the area.
- The asbestos must be cleaned and removed by qualified professionals. The waste materials must be properly wrapped, labeled, manifested and disposed.

### Incident Commander/ Principal

- Use available resources to assist responding agencies as required.
- Secure the area.
- Alert the Central Office.
- Prepare for an evacuation or shelter-in-place.

### Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Investigate any calls for illnesses in the school.
- Assist emergency responders.

### School Resource Officer

- Assist with the sheltering or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

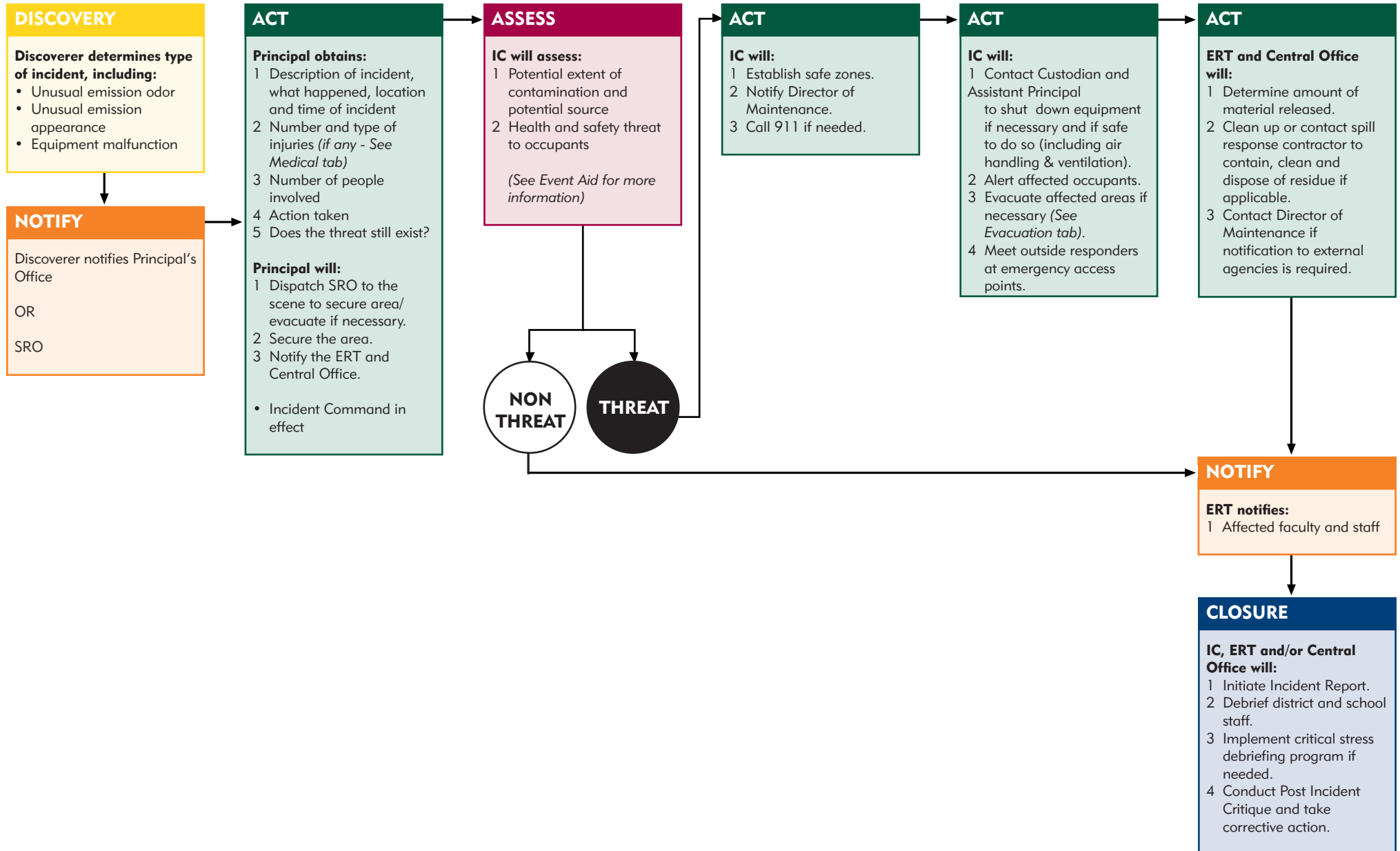
### Evacuation Coordinator

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### Reunification Coordinator

- Assist in the evacuation or shelter-in-place of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# RELEASE TO AIR





## STRUCTURAL COLLAPSE EVENT AID

**This is a guide for assessing and responding to a structural collapse. This information is not a complete list of all factors required to be considered.**

- Staff should remain calm and keep students calm.
- An emergency announcement should be made to evacuate those who may be harmed by the collapse.
- If PA system is not working, teachers may have to make the decision to evacuate occupants if they are in jeopardy of bodily injury.
- Call 911.
- Call the Central Office.
- Ensure that all occupants evacuate safely out of the school.
- The school should not be entered by any faculty, staff or student until it is safe to do so. Typically this call will come from the district level and structural engineers may be called.
- Prepare to communicate with parents/guardians about the reunification process.
- Start the recovery process and prepare to reenter the school when deemed safe by professionals to do so.

### Incident Commander/ Principal

- Use available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation.

### Custodian

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

### Medical First Responder

- Treat injured evacuees.
- Establish a triage area.
- Track patient care.
- Assist emergency responders.

### School Resource Officer

- Assist with the evacuation of the school.
- Secure the area.
- Assist emergency responders.

### Evacuation Coordinator

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

### Reunification Coordinator

- Assist in the evacuation of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

## STRUCTURAL COLLAPSE

### DISCOVERY

#### Discoverer determines type of collapse:

- Total
- Partial

### NOTIFY

Discoverer notifies Principal's Office immediately.

### ACT

#### Principal obtains:

- 1 Description of incident, what happened, location and time of incident
- 2 Number and type of injuries (if any - See *Medical tab*)
- 3 Number of people involved
- 4 Action taken
- 5 Does the threat still exist?

#### Principal will:

- 1 Dispatch SRO to the scene to secure area/evacuate if necessary.
  - 2 Notify the ERT and Central Office.
- Incident Command in effect

### ASSESS

#### ERT assesses situation:

- 1 What is the threat level to the school occupants?

(See *Event Aid* for more information)

### ACT

#### ERT will:

- 1 Call 911.
- 2 Evacuate the school.
- 3 Conduct attendance audit of visitors, staff and students.
- 4 Report any unaccounted occupants to the first responder on the scene (Fire, Police, Emergency Medical Services).

### ASSESS

#### ERT will:

- 1 Remains in contact with authorities and engineers to determine short- and long- term effect on the school and occupants

### CLOSURE

#### IC, ERT and/or Central Office will:

- 1 Initiate Incident Report.
- 2 Debrief district and school staff.
- 3 Implement critical stress debriefing program if needed.
- 4 Conduct Post Incident Critique and take corrective action.

## DEATH OF A STUDENT/STAFF MEMBER EVENT AID

**This is a guide for assessing and responding to the death of a student or staff member. This information is not a complete list of all factors required to be considered.**

- Information on the death of a student or staff member should be verified with appropriate public officials (police department, hospital, etc.) prior to disseminating the information.
- An assessment should be made as to the degree of response from the school community. Factors to be taken into consideration should include the popularity of the individual, what extracurricular activities was the individual involved in, etc.
- Contents of the deceased student's locker should be removed promptly and discreetly.
- Central Office should contact other schools the student attended to notify them, as well as any school the student's siblings attend.
- A support center should be set up within the school where students can go to talk with counselors.
- Teachers should be informed as soon as possible and should be provided the information regarding what happened, how to deal with grieving students, and how students can get support. If teachers feel they cannot discuss the situation with their class, an ERT member should be assigned to that classroom.
- Substitute teachers should be called in to assist with teachers who were close to the student.
- Funeral arrangement information should be collected and provided to the school along with information on how students can be excused from school to attend.
- A letter should be prepared and sent to all parents/guardians informing them of the death.
- Staff members should not talk with the media concerning the death. All information should be provided through the Public Information Officer (PIO).

### Incident Commander/ Principal

- Contact Central Office for Crisis Counselors.
- Incident Commander should refer all media inquiries to the school's PIO.
- If Media arrives on schools ground they should not be allowed into school unless approved by PIO.

### Custodian

- Report to the IC for instructions.

### Medical First Responder

- Report to the IC for instructions.

### School Resource Officer

- Report to the IC for instructions.

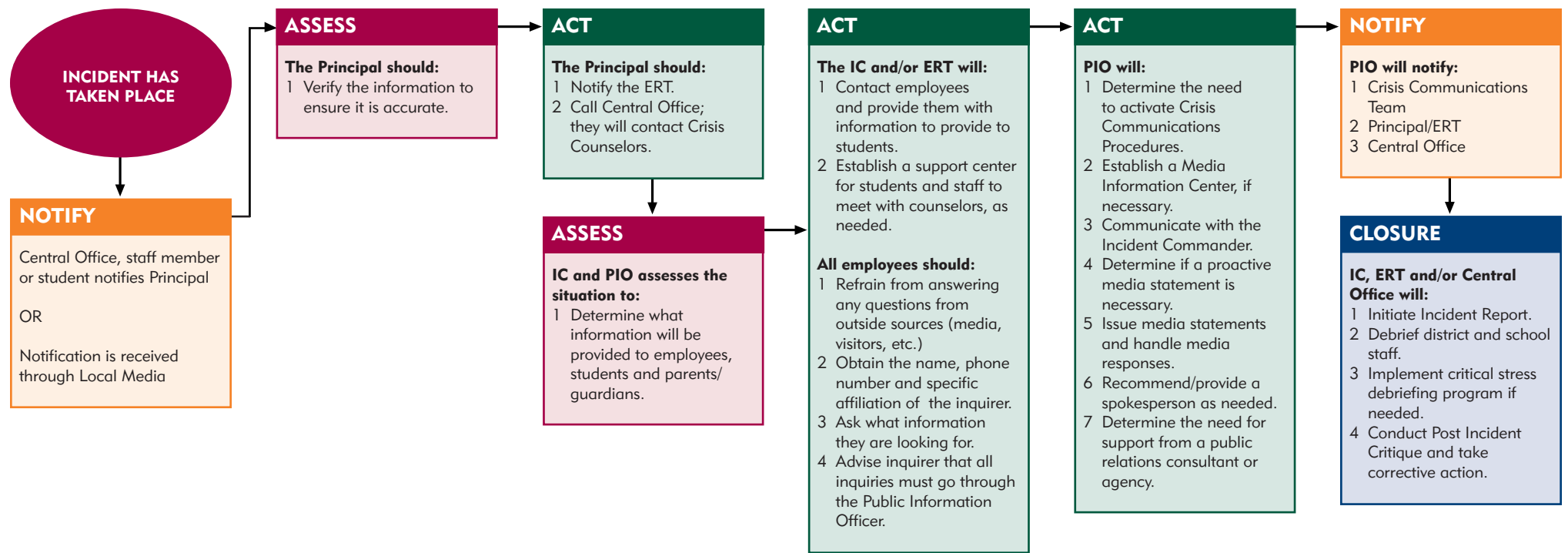
### Evacuation Coordinator

- Report to the IC for instructions.

### Reunification Coordinator

- Report to the IC for instructions.

## DEATH OF A STUDENT/STAFF MEMBER



## CRISIS COMMUNICATIONS EVENT AID

### How to Handle the Media:

#### District Media Policy

- All media inquiries are to be referred to Central Office. No school staff member should talk to the media unless first cleared by the Public Information Officer (PIO).
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's name, grade and other personally identifying information.
- The district legally cannot confirm a student's attendance at any specific school location.
- Regarding staff, district spokespersons can only release the employee's name, hire date, status and location.

#### Tips for Handling the Media

- Do not feel pressured when the media calls or arrives on school grounds.
- All media inquiries should be referred to the PIO.
- Do not allow the media into the school unless it has first been authorized by the PIO.

#### Tips When Calling 911

- Identify yourself as the spokesperson for the school.
- Provide as much information about the emergency as possible.
- Do not hang up the phone until the operator has hung up first.

#### Incident Commander/ Principal

- Incident Commander should refer all media inquiries to the school's PIO.
- If Media arrives on school grounds they should not be allowed into school unless approved by PIO.

#### Custodian

- During an emergency, the Custodian should effectively communicate all information to the IC.

#### Medical First Responder

- During an emergency, the Medical First Responder should effectively communicate all information to the IC.

#### School Resource Officer

- During an emergency, the School Resource Officer should effectively communicate all information to the IC.
- The School Resource Officer should establish contact with their police agency and follow their communications policy.
- The School Resource Officer should not speak to the media on behalf of the school district.

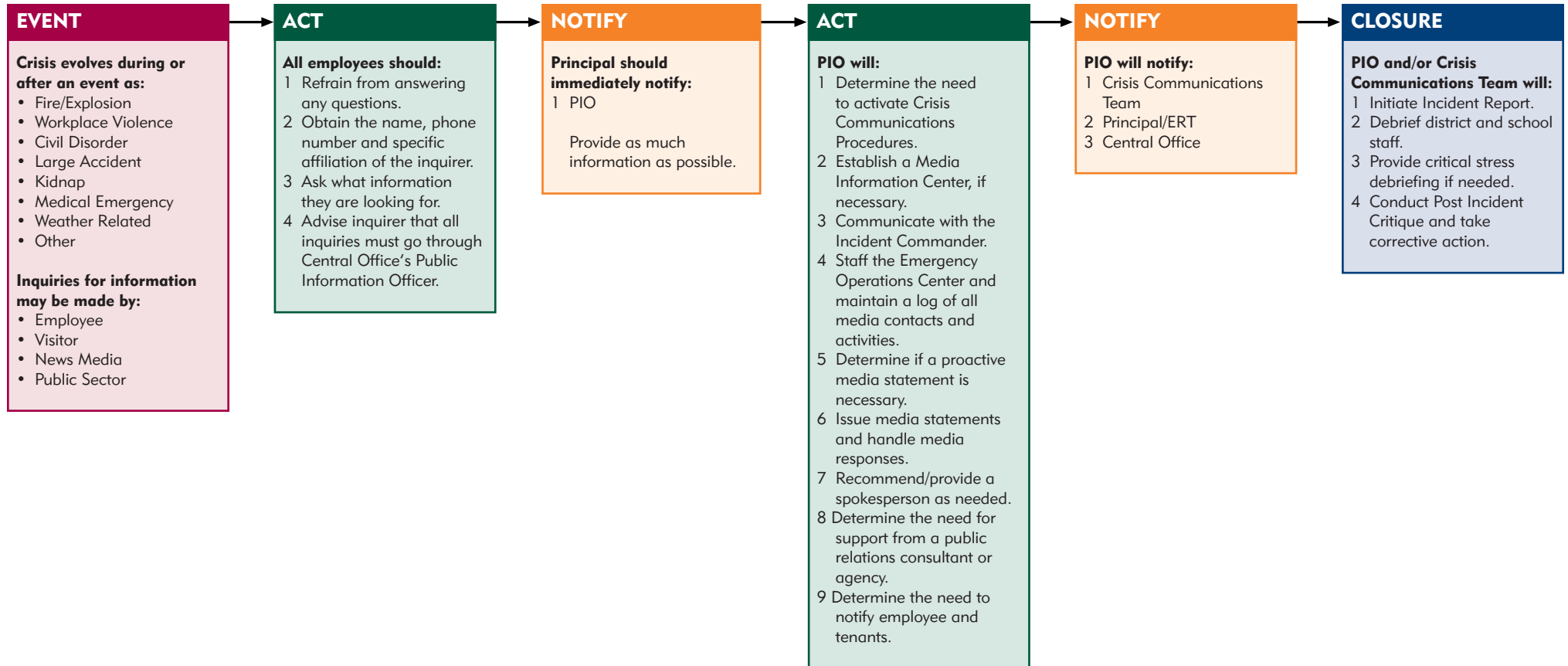
#### Evacuation Coordinator

- During an emergency, the Evacuation Coordinator should effectively communicate all information to the IC.

#### Reunification Coordinator

- During an emergency, the Reunification Coordinator should effectively communicate all information to the IC.

# CRISIS COMMUNICATIONS



## CRISIS COMMUNICATIONS PROCEDURES

### Principal's Roles and Responsibilities

- Make sure local police and fire are aware of the incident by calling 911.
- Alert all building occupants of the emergency.
- Prepare occupants for evacuation, lockdown or sheltering-in-place.
- Remember special needs occupants.
- Ensure occupants reach the assembly area.
- Contact the district PIO.
- Act as the Incident Commander for the school.
- Form a Unified Incident Command Structure with local public safety agencies and work together to stabilize and terminate the emergency.

### Working with the Media

Remember that the Media can act as a positive communications resource and they should be used as an ally before, during, and after an event.

- Only discuss confirmed information. Never assume or speculate.
- Deliver a message that is honest, illustrates empathy, concern and a dedicated effort to handle the situation with the utmost professional manner.
- Utilize facts and figures to reinforce the message. Cite outside subject matter experts and reports.
- Never use the words "no comment". It appears that the district is hiding something or admitting guilt. Instead, explain that, "the district is investigating the matter and we will share any confirmed information as soon as we receive it."
- Direct the stakeholders/community to take specific actions if necessary (e.g. pick up children at a certain location, school is closed, etc.).
- Keep the stakeholders informed. If something changes or an update is needed, please make every attempt to inform the stakeholders as quickly as possible.

### Initial Call from the Media

- The principal of the school will immediately contact the Public Information Officer. The Principal can act as the liaison for the school only if authorized by the PIO.
- Remember your main goal is the safety and well-being of the building occupants. If you cannot speak with the media refer them to the school district's PIO.

### Proactive Messages

- Illustrate care and concern for the building occupants, stakeholders and the community.
- Show that the school district is committed to resolving the problem as quickly as possible.
- Notify the victim's family as quickly as possible and do not share any information until they are notified.
- Establish organization and credibility. Accurate information should be presented in the best possible manner.
- Get the information out to the stakeholders as quickly as possible, but remain organized.
- Work with public safety agencies to ensure the same, proper message is being sent out to all stakeholders.
- Communicate clearly and concisely using 12-word sound bites and visual aids if needed.
- Stay positive and reassure stakeholder that every possible means is being taken to resolve the issue.

## CRISIS COMMUNICATIONS PROCEDURES

### PIO Roles and Responsibilities

- The PIO acts as the voice for the school district.
- Develop and lead the district's Crisis Communications Team.
- Delegate roles and responsibilities to the district's Crisis Communications Team.
- Work with district-wide and building safety teams to communicate effective messages to all stakeholders.
- Work with the media to send the correct messages out to the community and keep the school's image in mind at all times.
- Update the superintendent and school board on a timely basis.
- Participate in a post-incident critique with Emergency Response Teams. Take corrective actions to ensure that any improper procedures or acts will not happen in the future.
- Update the crisis communications plan on a yearly basis.

### PIO's Crisis Communications Checklist

- Call 911 if needed.
- Contact the Principal.
- Notify the School Board.
- Work with the school ERT and the IC.
- Collect all relevant facts.
- Identify all stakeholders.
- Establish contact with the media.
- Establish a Joint Information Center if necessary.
- Develop a communication strategy.
- Write the press release or communication.
- Conduct a joint press conference and deliver the press release or communication.
- Answer all questions with confirmed facts. Do not assume or speculate.
- Continue to update the School Board.
- After the event, follow up with all personnel to close the incident.
- Participate in a post incident critique.
- Take corrective action, if needed.

### Effective Crisis Communications

To ensure a proactive crisis communication strategy will be implemented, these 8 steps should be taken:

#### 1. Contact the Public Information Officer (PIO) and assemble the Crisis Communications Team (CCT).

- CCT should include the PIO, Legal, Public Safety, Administration and others with critical roles in crisis communications.
- PIO should implement an action plan to gather the information and return it back as quickly as possible.
- PIO should assign roles and responsibilities.

#### 2. CCT should collect and verify all information.

- Collect all pertinent information and verify its truthfulness. If information cannot be verified it must be clearly stated that the information has not been verified or it should not be used at all.
- CCT should monitor all media channels (radio, television, Internet, print, etc.).

#### 3. Assess the severity of the crisis.

- How will this affect the school and district?
- What damage has been caused so far?
- Can schools continue to operate during the event?
- Will this event affect others in the community or is it isolated to just the school district?

#### 4. Identify key stakeholders.

- Who is affected by this event? Students, parents, faculty, staff, visitors, the community?

#### 5. Implement a proactive communications strategy.

- The strategy should portray the main goal of the school district is they strive to build a safe and secure environment that creates a positive educational environment.
- All CCT members should have a voice in the communications strategy.

#### 6. Develop communications materials.

- The PIO and the CCT should work to design the correct message(s).

#### 7. Inform partners, stakeholders and the media.

- Inform the stakeholders, partners and media the facts of the case and the school district's response to the crisis.
- Answer questions from these groups and keep a positive attitude when addressing the public.

#### 8. Participate in a Post Incident Critique.

- Members of the CCT should participate with other emergency responders and school administrators to discuss specific actions taken during the event.
- Errors, best practices, policies, and procedures should be identified, reviewed, and discussed during the critique.



## HOMELAND SECURITY: SCHOOL THREAT PROTECTIVE GUIDELINES

**Preparedness activities for the five threat conditions outlined in the Homeland Security Advisory System, American Red Cross, and related guidelines. School Principals and Custodians are responsible for implementation of the following:**

### **GREEN (LOW THREAT)**

- G-1 Review Simpson County School District Emergency Response Plan (ERP).
- G-2 ERP should be up-to-date; staff should be briefed regularly.
- G-3 Conduct or update vulnerability assessment to determine potential exposure to terrorist incidents or cyber attacks.
- G-4 Survey the surrounding area to identify neighboring facilities (e.g. government schools, industrial facilities, transportation routes or facilities) that are potential terrorist targets and would impact the school site, if attacked. Contact facility service centers for assistance.
- G-5 Review physical and operational security to ensure it is appropriate with the needs of the facility. Secure all unused lockers. All chemicals including cleaning materials should be secured as well (for assistance contact Environmental Health and Safety).
- G-6 Review prevention controls, emergency response, site recovery, and crisis management plans and identify updates required by changes in physical conditions, staff, students or potential impact on employees or school operations.
- G-7 Review protective actions, including evacuation and shelter-in-place plans and review scenarios where each strategy would be employed. Update plans as necessary.
- G-8 Establish early-warning system to quickly learn of potential threats and provide a means of warning staff and students to take protective actions in the event of an emergency.
- G-9 Coordinate emergency preparedness activities with school officials and SCSD's School Resource Officer and area Police Departments.
- G-10 Conduct training, education and drills as required by Central Office, local, state, and federal regulations and as necessary to familiarize staff, students, parents and guardians with site emergency procedures.
- G-11 Check emergency medical kits and evacuation "to-go" kits and make sure they are complete.
- G-12 Conduct semi-annual exercises to validate plans, generate awareness, and educate members of your response and recovery teams.
- G-13 Scrutinize all contractors, visitors and packages entering the school.

### **BLUE (GUARDED) Include all measures from Green Level.**

- B-1 Inspect interior emergency lighting, exterior lighting, fences, door and window locks, surveillance equipment, and intrusion alarm systems and verify they are in good working condition.
- B-2 Inspect and test all fire protection, life-safety and alarm or communication systems used to alert school occupants to take protective actions as well as systems used by emergency response and recovery teams to communicate during an emergency.
- B-3 Verify communication links to Central Office and official government information are open and monitored.
- B-4 Verify that members of the Emergency Response Team have access to latest copies of the plan documents; are familiar with their roles and responsibilities therein, and verify all critical personnel can be contacted 24 hours a day, seven days a week.

### **YELLOW (ELEVATED) Include all measures from Green and Blue Levels.**

- Y-1 Secure schools and storage areas not in regular use. Increase frequency of inspections and patrols within facility.
- Y-2 Close and lock doors and barriers, except those needed for immediate entry and egress.
- Y-3 Use SCSD or government-issued IDs to verify identity.
- Y-4 Increase exterior surveillance to identify suspicious activities or packages.
- Y-5 Report the presence of unknown persons, unidentified or suspicious vehicles, abandoned parcels or packages, and other suspicious activities to School Resource Officer.
- Y-6 Maintain adequate complement of security personnel.
- Y-7 School Resource Officer may increase the frequency of patrols for unguarded facilities.

## HOMELAND SECURITY: SCHOOL THREAT PROTECTIVE GUIDELINES

### **ORANGE (HIGH) Include all measures from Green, Blue and Yellow Levels**

- O-1 Account for all students and staff and update emergency call lists.
- O-2 Provide enhanced security to prevent penetration of site perimeter.
- O-3 Consult School Resource Officer and Police Department about restricting the use of public roads, walkways, or entrances/exits to public transportation systems that might make the facility more vulnerable to terrorist attack.
- O-4 All field trips outside District will be restricted unless approved by the Principal or their designee.
- O-5 Barriers may be provided to control the direction of travel and proximity to schools or other sensitive areas (as determined by Principal).
- O-6 School Resource Officer in conjunction with local Police Department may impose additional limitations on facility access.
- O-7 Place all members of the emergency response team on alert to respond immediately, if called.
- O-8 Verify those emergency on-site safe areas and off-site recovery sites are properly equipped and ready for occupancy, designated staff and students are prepared to occupy the site.
- O-9 Review with staff members their responsibilities that they must follow to carry out emergency plans.
- O-10 Emergency procedure drills should be conducted as needed to ensure prompt decision making, notification, and execution of evacuation and shelter-in-place protective actions.

### **RED (SEVERE) Include all measures from Green, Blue, Yellow and Orange Levels**

- R-1 Limit all extracurricular activities to within school district boundaries.
- R-2 Review transportation protocols and procedures with all transportation personnel.
- R-3 Identify special security needs and notify School Resource Officer if enhancements will be required.
- R-4 Evaluate procedures to receive other emergency evacuees if site is designated safe zone. (Contact Principal for assistance).
- R-5 Verify evacuation routes and off-site safe locations.
- R-6 Monitor radio and television to receive official instructions or orders from school or public authorities; prepare to release students/staff and close facilities as directed by school authorities.
- R-7 Activate parent/guardian notification protocols.
- R-8 Verify all internal safe areas, evacuation procedures and off-site safe areas.
- R-9 Review emergency transportation issues.
- R-10 Identify and prepare for dealing with special needs issues related to staff and students.
- R-11 Activate and execute emergency response plans specific to the location and nature of the incident.
- R-12 Take all appropriate actions to safeguard staff and students' safety and health.
- R-13 Restrict access to the site or important schools to essential and authorized staff only. (With the assistance of the School Resource Officer).
- R-14 At all facilities, increase the frequency and scope of interior and exterior premises inspections.
- R-15 Frequently communicate with members of Emergency Response Team.

### **RED (IMMINENT DANGER OR INCIDENT) Activate Emergency Response Plans to evaluate and address any impact; communicate with TSC Administration and Central Office as needed**

- X-1 Suspend all community use activities.
- X-2 Make available staff and student assistance programs to address human impact.
- X-3 "Shelter-in-Place" plan will be activated.
- X-4 Activate emergency lockdown of facility.
- X-5 Suspend all extracurricular activities.
- X-6 Verify staff and student attendance list.
- X-7 Notify all transportation vehicles to ensure the safety of all students that are not picked-up or are in transit. As soon as reasonable and safe, return to terminals or nearest safe school facility. Validate communications.
- X-8 Principal or Custodian and Assistant Principal will notify Central Office of any enhanced security issues.
- X-9 All non-emergency communications will be suspended. Validate Communications.
- X-10 Site specific designee(s) will make parent notification.
- X-11 Students will be kept at site unless: Release notification from District Administration, Site becomes unsafe, Authorized release to guardian, Authorized evacuation by District authority, or Authorized evacuation by local emergency authority
- X-12 Site specific emergency evacuation procedures should be followed.
- X-13 Emergency medical protocols will be activated.

## CHEMICAL ATTACK/INCIDENT EVENT AID

**This is a guide for assessing and responding to a chemical attack or accident. This information is not a complete list of all factors required to be considered.**

**NOTE:** Most chemical agents do not produce a visible cloud.

**Indicators of a Chemical Hazard:**

- Blisters or rashes
- Unusual liquid droplets or oily film
- Unexplained odors
- Unexplained coughing, fatigue, tearing in the eyes, dizziness
- Unexplained animal sickness or death

**Staff will:**

- Stay calm and keep students calm.
- Remain in room with door and windows closed.
- Await further instructions.
- Take attendance and keep class roster in your possession.
- If outside with students, seek shelter immediately.
- Have students cover nose and mouth with cloth, tissue, towel, handkerchief or other material.

**Incident Commander/  
Principal**

- Manage incident and all available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation, lockdown or shelter-in-place.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Assist emergency responders with patient care.

**School Resource Officer**

- Establish contact with local police agency.
- Assist with the lockdown or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

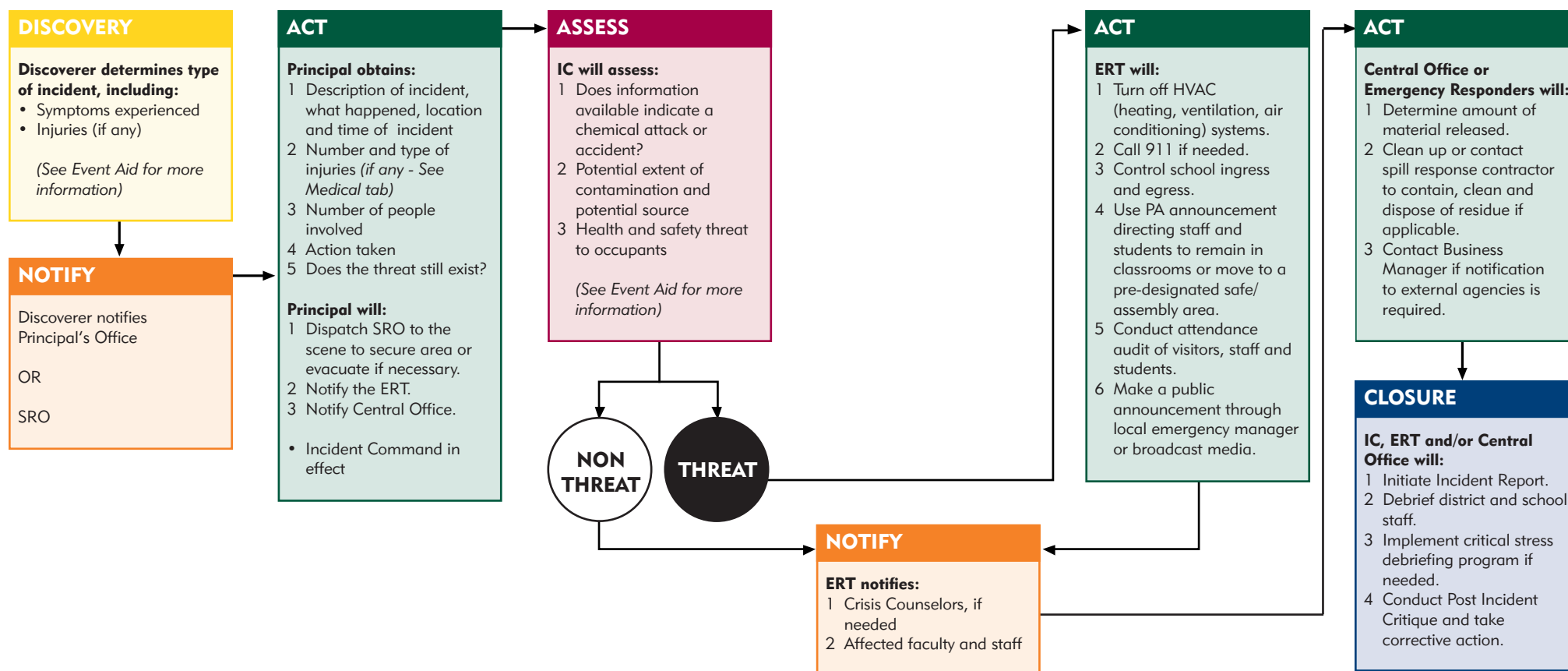
**Evacuation Coordinator**

- Direct occupants to the evacuation or shelter-in-place assembly areas.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification  
Coordinator**

- Assist in the evacuation or sheltering-in-place of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear " is announced.

# CHEMICAL ATTACK/INCIDENT



## BIOLOGICAL ATTACK/INCIDENT EVENT AID

**This is a guide for assessing and responding to a biological attack or accident. This information is not a complete list of all factors required to be considered.**

**Indicators of a Biological Incident:**

- Symptoms may not present themselves for 1-20 days, depending on the biological agent.
- Mass absences from school

**Symptoms may include:**

- Fever
- Headache
- Chills
- Sweating
- Weakness
- Fatigue
- Respiratory distress
- Difficulty talking or eating
- Joint and muscle pain
- Nausea

**Incident Commander/  
Principal**

- Manage incident and all available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation, lockdown or shelter-in-place.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Assist emergency responders with patient care.

**School Resource Officer**

- Establish contact with local police agency.
- Assist with the lockdown or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

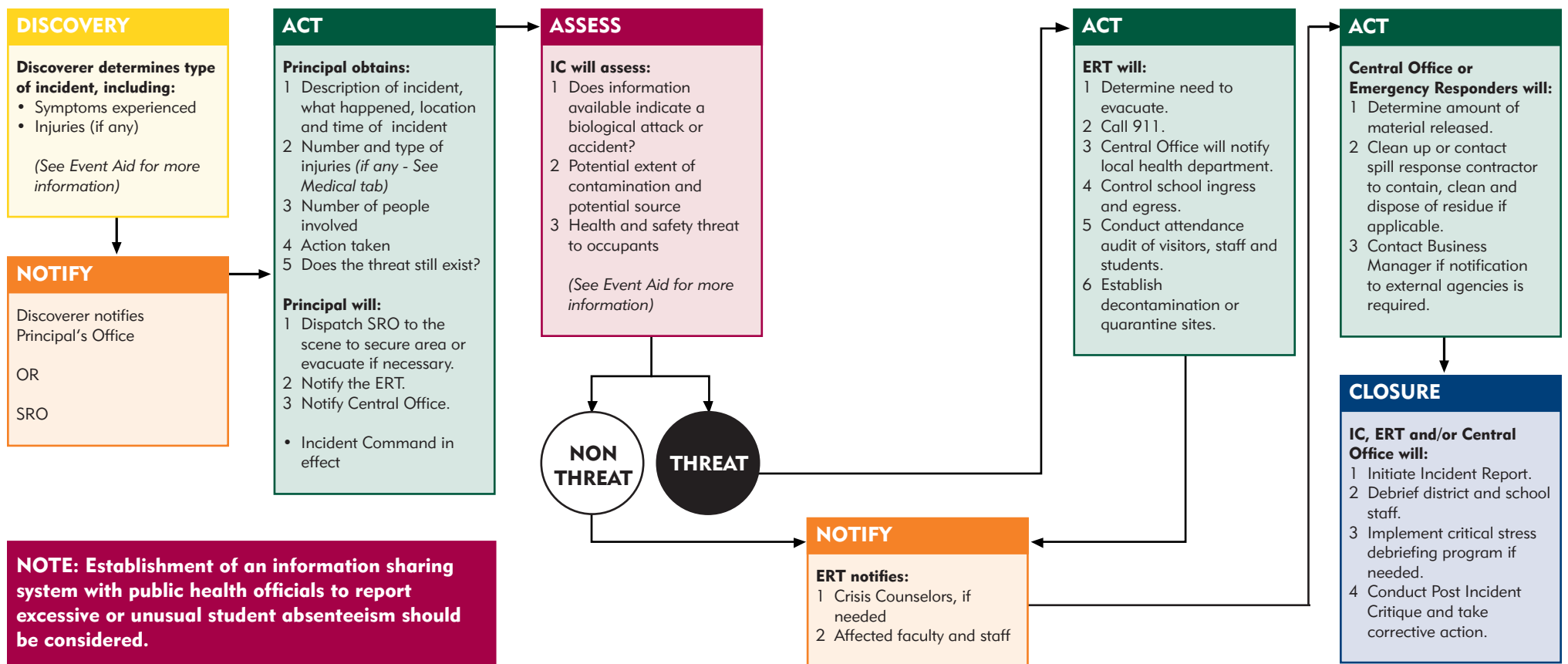
**Evacuation Coordinator**

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification  
Coordinator**

- Assist in the evacuation or shelter-in-place of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# BIOLOGICAL ATTACK/INCIDENT



## RADIOLOGICAL ATTACK/RELEASE EVENT AID

**This is a guide for assessing and responding to a radiological attack or release. This information is not a complete list of all factors required to be considered.**

**Indicators of Radiological Exposure:**

- Symptoms do not usually appear for 2-6 hours, even with high doses.

**Symptoms may include:**

- Nausea
- Vomiting
- Diarrhea
- Dizziness
- Fatigue
- Headache

**Staff will:**

- Close windows and doors.
- Ensure students do not chew gum, eat, drink or place objects in mouth.
- Have students cover nose and mouth with cloth, tissue, towel, handkerchief or other material.
- Take attendance and keep class roster in your possession.
- Await further instructions.

**Principal will (if possible and practical):**

- Keep exposure to a minimum.
- Establish location for evacuation and decontamination at the direction/approval of the IC.
- Contact Central Office Environmental Health and Safety Department for recommendations.
- For those schools within the Ten Mile Emergency Planning Zone of a nuclear power plant, please refer to required response plans or protocols.

**Incident Commander/  
Principal**

- Manage incident and all available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation, lockdown or shelter-in-place.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Assist emergency responders with patient care.

**School Resource Officer**

- Establish contact with local police agency.
- Assist with the lockdown or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

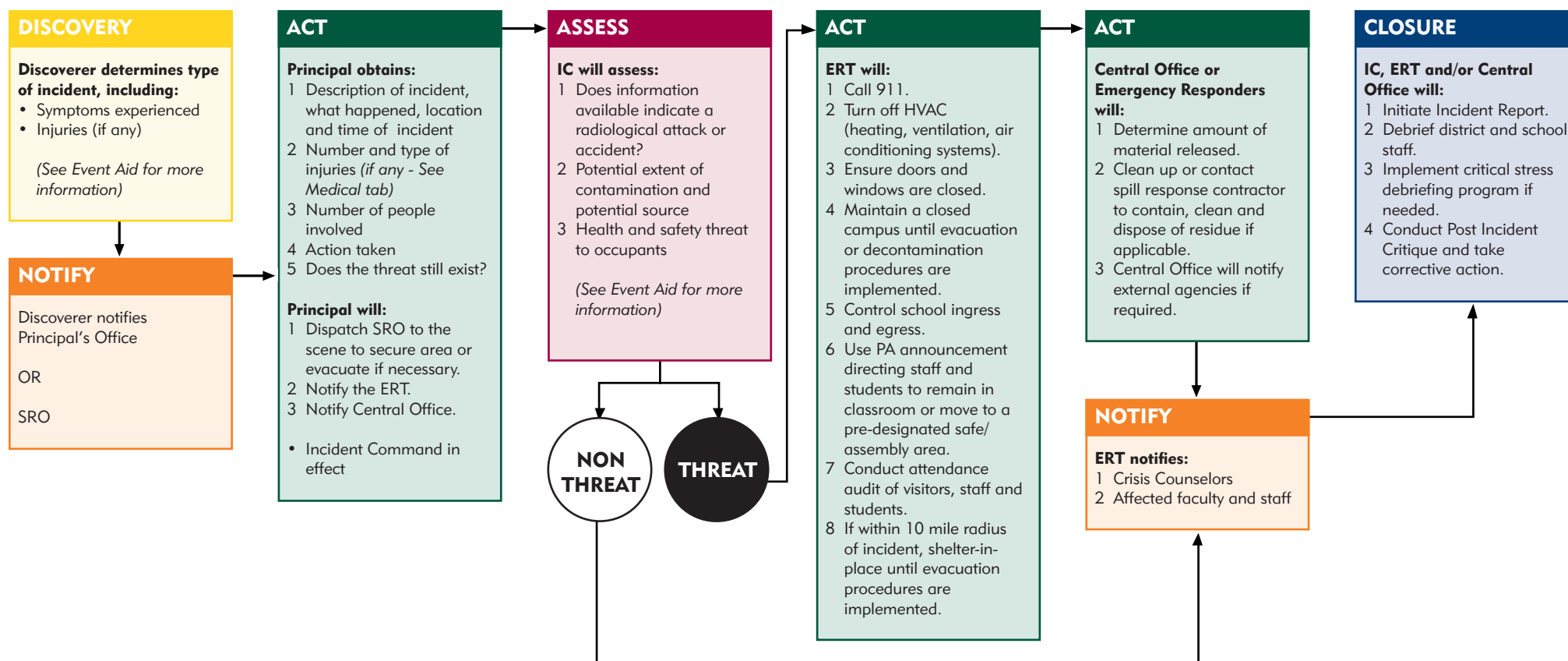
**Evacuation Coordinator**

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification  
Coordinator**

- Assist in the evacuation or shelter-in-place of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# RADIOLOGICAL ATTACK/RELEASE





## NUCLEAR ATTACK/RELEASE EVENT AID

**This is a guide for assessing and responding to a nuclear attack or release. This information is not a complete list of all factors required to be considered.**

A nuclear attack or release includes the explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material and the seizure of sabotage of nuclear facilities.

**Some examples are:**

- Detonation of a thermal nuclear bomb.
- Bombing of nuclear facility or transportation vehicle.
- Use of dirty bomb (use of an explosive device to disseminate radioactive material).
- Dissemination of radioactive material with a spray device.

**NOTE:** The amount of radiation from a “dirty bomb” is unlikely to give you radiation sickness or cancer (dependent on time, rate and distance).

**See also *Radiological Release/Incident.***

**Incident Commander/  
Principal**

- Manage incident and all available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation, lockdown or shelter-in-place.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Assist emergency responders with patient care.

**School Resource Officer**

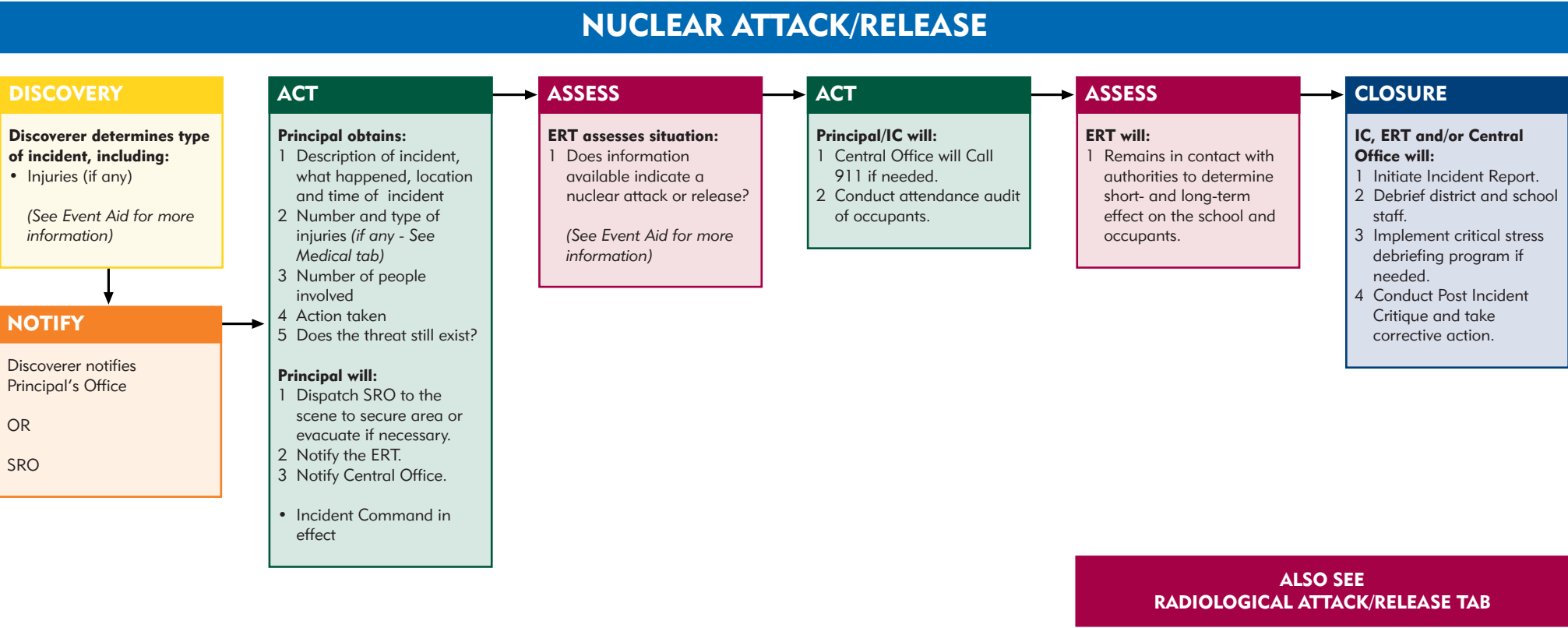
- Establish contact with local police agency.
- Assist with the lockdown or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

**Evacuation Coordinator**

- Report to the IC to receive initial instructions.
- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification  
Coordinator**

- Assist in the evacuation of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an “All Clear” is announced.



EXPLOSION EVENT AID

**This is a guide for assessing and responding to an explosion. This information is not a complete list of all factors required to be considered.**

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials.

**Types of Explosives:**

- Mechanical
- Chemical
- Nuclear/radiological

**Also See Bomb Threat Tab**

**Staff will:**

- 1 Stay calm.
- 2 Do not operate radios or electronic equipment.
- 3 Evacuate to designated assembly area.
  - Leave doors open as you exit
  - Move at least 1000 feet away
  - Do not remove any items from the school as you exit
- 4 Take attendance.
- 5 Immediately report any missing persons to the principal or his/her designee.
- 6 Do not re-enter the school.

**Incident Commander/  
Principal**

- Manage incident and all available resources to assist responding agencies as required.
- Secure the area.
- Call 911 if needed.
- Alert the Central Office.
- Prepare for an evacuation, lockdown, or shelter-in-place.

**Custodian**

- Direct the shutdown of utility lines or systems appropriate for the emergency.
- Coordinate efforts of and act as a liaison to public utilities.
- Prepare to assist rescuers with manpower, materials and equipment.
- Provide auxiliary power, lighting, etc. as needed.
- Re-activate utilities and systems, when appropriate, with assistance from District Maintenance Department.

**Medical First Responder**

- Treat injured or those with an illness.
- Establish a triage area if needed.
- Track patient care.
- Assist emergency responders with patient care.

**School Resource Officer**

- Establish contact with local police agency.
- Assist with the lockdown or the evacuation of the school.
- Secure the area.
- Assist emergency responders.

**Evacuation Coordinator**

- Report to the IC to receive initial instructions.
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- Missing occupants should be reported to the IC.
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**Reunification  
Coordinator**

- Assist in the evacuation of occupants.
- Assist teachers in taking attendance.
- Prepare the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

# EXPLOSION

## DISCOVERY

**Discoverer determines type of threat or device including:**

- Explosion
- Fire
- Death & Injuries
- Structural Damage

## NOTIFY

Discoverer notifies Principal's Office immediately

OR

SRO

Use messenger or school telephone

## ACT

**Principal obtains:**

- 1 Description of incident, what happened, location and time of incident
- 2 Number and type of injuries (if any - See *Medical tab*)
- 3 Number of people involved
- 4 Action taken
- 5 Does the threat still exist?

**Principal will:**

- 1 Dispatch SRO to the scene to secure area or evacuate if necessary.
  - 2 Notify the ERT.
  - 3 Notify Central Office.
- Incident Command in effect

## ASSESS

**ERT assesses situation:**

- 1 Has the explosion affected the school occupants, the school itself, school operations, or transportation?

(See *Event Aid* for more information)

## ACT

**ERT will:**

- 1 Call 911.
- 2 Use a messenger to signal evacuation of staff and students to a designated assembly area:
  - Radio signals and/or electrical devices can activate explosive devices.
  - DO NOT USE radios, cell phones, electronic bells or PA systems.
- 3 Report any unaccounted students to first responder on the scene (Fire, Police, Emergency Medical Services).
- 4 Conduct attendance audit of occupants.

(See *Evacuation Tab* for more information)

## ASSESS

**ERT will:**

- 1 Remain in contact with authorities to determine short- and long- term effect on the school and occupants.
- 2 Will the Crisis Counselors be needed?

## CLOSURE

**IC, ERT and/or Central Office will:**

- 1 Initiate Incident Report.
- 2 Debrief district and school staff.
- 3 Implement critical stress debriefing program if needed.
- 4 Conduct Post Incident Critique and take corrective action.

**ALSO SEE  
BOMB THREAT TAB**

## RECOVERY

### **Damage Assessment Team**

The Damage Assessment Team should comprise at least the following individuals:

- Maintenance
- Health & Safety
- Central Office
- Outside contractors, for example:
  - Structural engineers
  - Electricians
  - Plumbers
  - Disaster cleanup services

### **Disaster Recovery Team**

The Disaster Recovery Team should comprise at least the following individuals:

- Principal
- Technology Department
- Director of Maintenance
- Health & Safety
- School Resource Officer
- Director of Transportation

### **Relocating School Classes**

Should an incident require relocation of school classes:

- School should coordinate with Central Office to designate alternate sites for conducting classes, utilizing unoccupied classrooms, portables, and other common-use facilities at nearby schools.
- Should there be a lack of sufficient space in district facilities, other locations should be considered (e.g. library, churches, Boys/Girls Club).
- Transportation should be contacted and alternate routes be established.
- Appropriate notification procedures should be activated to inform parents and students of relocation procedures.

### **Preparing School/Facility for re-entry**

- Repairs/cleanup recommended by Damage Assessment Team should be completed.
- Check to ensure all utilities are working.
- Ensure school is free of debris.
- Check doors and windows to make sure they lock properly.
- Ensure air quality is safe.

### **Opening the School**

- Disaster Recovery Team should perform final walk-through of facility to ensure that facility is ready to be re-opened.
- Appropriate notification procedures should be activated to inform parents and students when school will be reopened.

## RECOVERY

### Post-Incident Critique

After any type of emergency, a post incident critique should be conducted by school and/or district leaders. All stakeholders, including school team members, district team members, police, fire, EMS, public health and other community members affected by the incident should participate in the post-incident critique.

- The post-incident critique should be conducted within 72 hours after the incident has ended.
- A good sample from all school and community stakeholders should be represented in the post-incident critique.
- A school team leader should be chosen to manage the critique.
- A recorder should be assigned to document all issues/findings.
- A summary of the incident should be handed out to all participants.
- Participants should be given an appropriate amount of time to discuss their observations.
- Post-Incident Debriefing Report should be developed to identify gaps in the plans, programs, and procedures.
- Post-Incident Debriefing Report should identify all findings and assign responsibility to resolve the issues.
- The Post-Incident Debriefing Report should also include a timeline showing when the issue will be resolved.
- Issues that arise should be resolved as quickly as possible.
- Plans should be revised as necessary.

### Critical Incident Stress Management

- Activate your post-incident response team.
- Team should identify and address short-term and long-term recovery issues.
- Establish a partnership with local and state mental health resources.
- Ensure that proper contact information is documented so that Template School Corporation Mental Health resources can be notified of changing needs or potential problems.
- Strategies should be established to reassess mental health needs of victims and relatives to evaluate and refer ongoing treatment if Critical Incident Stress Management is not restoring children to pre-incident levels.
- Conduct debriefing daily or as needed to ensure changing conditions are accommodated.

# AFTER HOURS ACTIVITIES

**This is a guide for assessing and responding to emergencies occurring after school hours. This information is not a complete list of all factors required to be considered.**

**Preparedness**

- School should designate a person-in-charge for every after-hours event or activity. Depending on the event, this can be the senior ranking school administrator, faculty member organizing the event, athletic director/head coach, and sometimes could be a teacher or custodian. The person-in-charge is responsible for all emergency procedures during the activity or event.
- The person-in-charge should understand the roles and responsibilities of the Incident Commander (IC).
- The person-in-charge should familiarize themselves with the basic emergency response procedures listed in the emergency response plan (evacuation, sheltering, lockdown, and notification of emergency responders).
- Note: If outdoor event, person-in-charge should be familiar with sheltering areas inside the district facility and have access to them.
- If applicable, person-in-charge should work with local public safety agencies (e.g. police, fire, EMS) to develop a plan-of-action for the event.
- Before any event begins, occupants or attendees should be advised of basic emergency procedures.

**Response**

- Activate school alarm system or outdoor PA system, and alert occupants via PA system to evacuate, shelter-in-place, or lockdown.
- Call 911.
- Meet outside responders at emergency access points.
- Provide critical information to arriving emergency responders.
- Call the Superintendent or administrator on duty.
- Ensure that all school occupants are in a safe location, whether inside or outside the school.

**Recovery**

- Ensure that all school occupants have exited or re-entered the school safely.
- Assist school occupants in getting home safely.
- File an Incident Report.
- Participate in Post-Incident Critique within 72 hours.

AFTER HOURS PROCEDURES AND VITAL SCHOOL INFORMATION

SIMPSON COUNTY EMERGENCY RESPONSE PLAN MARCH 2006

- This pouch should contain the following forms:
- School Roster
  - Emergency Response Team Assignments
  - Emergency Response Assembly Areas
  - School Communications Plan/Phone Tree
  - Bomb Threat Checklist Form
  - First Aid/CPR Trained Personnel Form
  - Medical and Special needs Procedures
  - School Emergency Drill Schedule
  - Post-Incident Debriefing Report
  - Evacuation Diagram
  - Shelter-in-Place Form
  - Emergency Shut-off Locations for Utilities/HVAC
  - School Diagram/Map of the school

- ABBREVIATIONS USED:**
- CCT** Crisis Communications Team
  - ERT** Emergency Response Team
  - ERP** Emergency Response Plan
  - HAZMAT** Hazardous Materials
  - IC** Incident Commander
  - ICP** Incident Command Post
  - IMS** Incident Management System
  - MSDS** Material Safety Data Sheets
  - NIMS** National Incident Management System
  - PIO** Public Information Officer
  - SRO** School Resource Officer