

HEBRON PUBLIC SCHOOL EMERGENCY HANDBOOK

Hebron Public School

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LOCK DOWN.....27
CODE RED27
CODE YELLOW28
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Disclaimer

This manual is provided for use in emergencies. It is intended only as a GUIDELINE for staff to follow. Each emergency is different and some guidelines may not be appropriate for certain situations. We expect all staff to do their utmost to provide for the safety of students and use good judgment and common sense in handling emergency situations.

Purpose & Planning

The purpose of the manual is to assist principals and other administrators in times of emergency. At least once a year, preferably within ONE month of school starting, each building administrator will hold a meeting of ALL staff to review the procedures and appoint a School/Building Emergency Team. That team will meet at least TWO times per year and conduct drills as outlined in the SPS Emergency Operations Plan and Team Training Manual.

NOTE: If you experience an Emergency and have suggestions for making this manual more useful, please call **Hebron Public School, 701-878-4442**.

News/Media

In times of emergency, parents and others in the community will want prompt, accurate information. The best way to inform them is through the news media. The Superintendent has systems in place to keep the media informed. However, there will be media at the scene who need assistance.

In minor emergencies, the principal may be able to handle the news media. In times of crisis, the principal should get help from the Superintendent. Staff will refer all media questions to the appropriate, designated spokesperson to ensure prompt, complete, and accurate information.

KFYR AM (550) radio is the area's designated Emergency Alert Stations.

Communication Procedure

Emergency Numbers

911	Emergency (fire, police, ambulance, rural fire, sheriff)
701-323-6150	Sanford ER
1-800-222-1222	ND Poison Center
701-328-8100	State Dept. of Emergency Services or 1-800-472-2121
800-638-3278	MDU Utilities Emergency Phone Number
701-223-4582	National Weather Service (or 250-4224)
511	ND Road Report

The building leader is responsible for FIRST ensuring the safety of staff/students. As soon as practical, the principal/administrator will notify the Superintendent.

Principals

- Stephanie Hochhalter (HHS) Work: 701-878-4442 Cell: 701-426-3581
- Jenifer Hosman (HES) Work: 701-878-4442 Cell:

When necessary, the Superintendent will notify Community Relations, Facilities & Transportation, and the School Board.

Superintendent:

- Myron Schaff Work: 701-878-4442 Cell:

Transportation:

- Lee Reinbold Cell: Home:
- David Ling Cell: Home:
- LaVonne Harnish Cell: Home

If the Superintendent is unavailable, the administrative chain of command is:

Principals:

- Stephanie Hochhalter Work: 701-878-4442 Cell: 701-426-3581
- Jenifer Hosman Work: 701-878-4442 Cell:

*NOTE: The Superintendent is the head of the school district team and will also call meetings of the district team on a regular, annual basis.

Emergencies

Abducted/Missing Student

IF WITNESSED

Teacher/Staff

- Call 911 and report:
- Victim:
- Name:
- Wearing:
- Age:
- Gender:
- Hair Color:
- Height:
- Name and description of suspect
- Vehicle information
- Last known direction they were heading
- Then contact the school office *immediately*.

IF NOT WITNESSED

Teacher/Staff

- Report any missing student to the office immediately.

Superintendent

- calls the parents/guardians to verify the student's whereabouts
- if necessary will call 911

Principal

- Secure the last location where the student was seen without touching or moving anything that could disturb potential evidence.

Team members and/or teachers may be asked to search the school and/or grounds and to collect and report relevant information from students about the missing individual, such as friends in and out of school, history or incidents of harassment, family trouble, etc. Reassure other students that they are safe.

Bioterrorism

IF YOU OPEN a parcel/envelope and have possibly been exposed to a biological agent, **SET IT DOWN!** Do not touch or allow others to touch it. Call for help. Do not let anyone enter or leave the room or building. Wait until help arrives.

The principal/building leader will direct the custodian to shut off air handlers and vents and to lock all entrance doors and announce a

SHELTER IN PLACE. Calls will be made to 911, the school/building team, and the Superintendent.

Team members/teachers may be directed to search and clear all common areas of students and staff and to look for suspicious packages and people.

At the direction of Police, Public Health or Fire, the building may need to be evacuated. If so, take school and classroom emergency kits and follow steps for **EVACUATION**. Reunification procedures will be established to release students to their parents.

Blizzard

The district office will decide whether to close school or limit bus routes by 6 AM during a blizzard or storm situation. The news media will be notified and the employee phone tree will be activated.

If bus routes are closed during the school day, arrangements will be made for students to be transported to their pre-identified safe houses.

Custodians will prepare for power failure, check the heating system and vents, and monitor large span roofs (gymnasiums) in case of significant snowfall.

In storms, monitor the *Emergency Alert System* or tune to **KFYR AM**

Bomb Threat

1. Take information from phone call, attempt to get as much detail as you can.
TAKE NOTES FOR LAW ENFORCEMENT PERSONNEL
 - a. Where bomb is placed?
 - b. Time it is to go off?
 - c. What type of bomb?
 - d. Where is it located?
 - e. Did you place the bomb in school?
 - f. Why is the bomb placed in the school?
 - g. What is your address?
 - h. What is your name?
 - i. What is your phone number?

Keep individual talking as long as possible. (Attempt to obtain voice information, background sounds, cellphone...)

DON'T HANG UP THE PHONE (Use another phone to call 911)

DO NOT USE CELL PHONES OR TWO-WAY RADIOS---THEY CAN TRIGGER A BOMB!!!

2. Inform administration immediately.
3. Call Sheriff's Department (911)
4. Prepare for evacuation.
 - a. Evacuation is to be scheduled and confirmed by the Sheriff's Department. Announcement of evacuation will be made on the intercom. All students will go to St. John's Church--Parish Hall. Students will not go to lockers or take backpacks to Parish Hall.
5. **BOMB SEARCH PROCEDURES**
 - a. Sheriff's Department will be in charge.
 - b. For instructors: Make a quick visual sweep of your classroom, Ceiling, Walls, Floor, Doorway (inside and out)
 - c. Don't move anything. If a suspicious object, report to administration. (Back packs, coats, hooks, are to stay at their desks.)
6. Instructors will be in charge of their class. Roll call to be taken at Parish Hall.
7. A plan of action will transpire after Law Enforcement surveys the situation.
8. If school is dismissed early, buses and students will be excused from St. John's Parish Hall. Students will be excused to parents or another adult as directed by parent.
9. Sheriff's Department will give the All Clear Notification prior to anyone entering the building.

Special Notes of Information:

1. Bombs can be hidden in objects like briefcases, tool boxes, pipes, backpacks.
2. If you see an item of suspect, give location, description to administration who in turn to give to Sheriff's Department
3. Staff should avoid turning off lights or closing doors or windows.
4. Teachers need to take computer, roll sheet along to Parish Hall,
5. Do not reenter building until declared safe by the Sherriff's Dept.
6. Crisis Intervention Team may be asked to assist with student feelings for recovery.
(Crisis Intervention Information kept in the Superintendent's book shelves)

If **EVACUATED** off-site, take kits.

REUNIFICATION procedures will be established.

Bomb Incident

If a suspicious object, device or bomb is located, **DO NOT TOUCH THE OBJECT!**

Notify the school office. **DO NOT USE A CELL PHONE OR RADIO near the object.**

Evacuation Procedure:

- Evacuate all people out of the immediate area, beginning with that floor and the floors above and below the object.
- Evacuation may be to the Marshaling Area or off-site.
- Take school classroom emergency kits
- Do a quick visual check for suspicious objects
- Lock classroom doors

If safe to do so:

- Staff may be directed to search for bombs, using the Bomb Search Card.
- Custodian may be directed to
- turn off the gas
- search the boiler room
- search all custodial areas
- search roof

Again, **DO NOT** use a cell phone or radio to communicate!

Bus Accident

1. Bus routes: The driver will call the office to indicate problem indicating if there are any injuries.
2. Office will Call 911 Description of accident, location, and injuries.
3. IF OFFICE DOES NOT RESPOND--ASK FOR ASSISTANCE FROM ANYONE WITH YOUR TWO-WAY RADIO.
4. Parents will be notified of bus accident and assistance is on its way.
5. The driver will keep the students calm. If injuries, the driver will take care of injuries to the best of his ability prior to ambulance arriving.
6. The driver will keep the students on the bus, unless there is a reason to evacuate.
7. The driver should check the student roll call to make sure that there is an accurate list of students involved in accident.
8. IF BUS DRIVER IS INCAPACITATED TO FOLLOW ABOVE DIRECTIONS, make sure that older students are informed of procedures early in fall of things to do in case of accident.
9. Crisis Intervention Team may be asked to assist with student feelings for recovery.

Cyber Threat

1. Investigate allegations
2. Place student(s) in a safe place. Call parents involved.
3. Call 911 to investigate
4. Notify staff and School Board Members
5. Notify parents of the recipients of the threats
6. Send memo to all parents of incident that was found; i.e.—A file was found school's computer of a threatening manner. The school has notified the Sheriff's Department who is investigating the incident.
7. Periodic update will be sent as information and situation is resolved.
8. Crisis Intervention Team may be asked to assist with student feelings for recovery.

Epidemic

The principal will communicate with Custer Family Health Department to determine if there is an epidemic. If so, contact the district office.

Public Health may set up an examination area and/or immunization area at the school. Parents of ill students will need to be notified. In some cases, students may only be released to parents when directed by Public Health.

The Superintendent will contact other schools and make appropriate safety recommendations. Teachers should watch students for signs of illness and refer them to the building Principal. They should also teach students about the illness and precautions to take.

Explosion

Students and staff should duck and cover until explosion(s) cease.

As soon as possible, report detailed information to the school/building office about the explosion and any injuries.

The office will call **911** and report the explosion.

When directed:

- Take school and classroom kits and **EVACUATE**.
- Avoid damaged or dangerous areas.

Evacuation may be to the Marshaling Area of off-site. Teachers will:

Reunification procedures will be established.

Report incident to the district office. The custodian will shut off the gas and air handling systems.

Fire

On the first day of school, each instructor is to remind students of the School's Fire Drill Procedure as outlined below.

1. Use the following procedure for evacuating the building and accounting for students.
 - a. Students are not to leave the classroom or study hall unless directed by the instructor in charge. The person in charge must always determine what exit is safe to use.
 - b. Pupils, teachers, and other employees must leave the building through the nearest safe and unobstructed exit. A sign has been posted in each classroom, grades 7-12, indicating the NORMAL Fire Exit Route. In the event that the NORMAL exit is blocked, calmly turn and head for the next nearest exit. **MOST IMPORTANT -USE GOOD JUDGEMENT.**
 - c. Pupils must not be allowed to get their wraps or go back into the building unless permission is granted by rite Fire Chief. Superintendent. or Principal.
 - d. **ALL PERSONNEL MUST LEAVE THE BUILDING.** The only people allowed in the building are those designated to assist in putting out the fire.
 - e. The instructor must immediately close all doors and windows, turn off lights when all students me out of the room.

2. To make it possible to account for everyone we will use the following procedure:
 - a. All elementary students, K-6 will assemble to the south of the elementary building in an area designated by the Elementary Principal.
 - i. Grades: 6, 4, 2, and 1 will assemble on the east side of the side walk to the south entrance to the elementary building starting with grade 4 at approximately the middle of the block.
 - ii. Grades: 5, Title I, Grade 3 and Kindergarten will meet on the west side of the entrance sidewalk assembled in that order
 - b. Grades: 7-12 will meet on the east side of the building on the sidewalk across the street from the school, starting with grade 7 at the southwest corner of the block, ending the senior class assembled to the north by the Schneider apartments.
 - c. Elementary students, grades 1-6 that are involved in P.E. and Music at the time of the drill me to report to their elementary class for roll call. Class is assembled south of the building. Use the shortest distance for evacuation. (The music teacher and the PE teacher are responsible to escort students to the area designated by the elementary principal.)
 - d. Each instructor is responsible for taking roll call and should have class roll sheets available at all times.

NOTE: IMPORTANT--After each instructor, grades 7-12 has completed the roll call. the advisor is to report absences to the school secretary who will be standing at the east entrance of the building.

- e. The superintendent and principals will account for the teachers and other school personnel.
 - f. **STUDENTS ARE NOT TO BLOCK DRIVEWAY TO THE SCHOOL. NO FOOLING AROUND WILL BE TOLERATED DURING THE DRILLS. FIRE DRILLS ARE A VERY SERIOUS BUSINESS. CONDUCTED TO ENSURE SAFE EVALUATION FROM THE BUILDING IN THE EVENT OF AN EMERGENCY.**
3. Some do's and don'ts for quick reference
 - a. Do investigate if you see or smell smoke.
 - b. Do
 - i. Get students out if fire is suspected.
 - ii. Sound fire alarm (Pull Stations are located throughout the building,
 - iii. CALL911: State location of fire.
 - c. Do ... Keep roll call sheet handy at all times.
 - d. Do ... Take roll call fast
 - e. Do ... Instructors, 7-12, report your absences to the school| secretary immediately.
 - f. Do ... Help kids get ready for roll call.
 - g. Do ... Make room for the fire trucks to get to the school building.

- h. Do ... Become familiar with the location of FIRE ALARM STATIONS IN OUR SCHOOL.
- i. Do ... PLEASE NOTE _____
TURN OFF LIGHTS WHEN LEAVING THE ROOM. INSTRUCTORS SHOULD CHECK TO SEE THAT ENTRANCE DOORS TO THE BUILDING ARE ALSO CLOSED WHEN STUDENTS ARE OUT.

STUDENTS ARE TO LEAVE CLASSROOM IN AN ORDERLY (SINGLE FILE, QUIET MANNER. (NO TALKING)

- j. Don't ... Call the office for office personnel to investigate. This procedure may not allow for enough time to evacuate the building.

NOTE: STUDENTS AND PERSONNEL ARE NOT TO ENTER THE BUILDING UNTIL THE O.K. SIGNAL HAS BEEN GIVEN BY THE SUPERINTENDENT OR PRINCIPALS, IF THE FIRE CHIEF IS IN THE BUILDING, HE WILL NOTIFY THE ADMINISTRATION WHEN THE "ALL CLEAR" IS GIVEN.

Flood

Monitor the Emergency Alert Systems (KFYR radio stations). Coordinate decisions with the district team and Facilities and Transportation.

REMAIN IN SCHOOL: during a Flash Flood Warning (unsafe to travel). Discontinue use of buses, if conditions warrant.

EVACUATE: Flash Flood Watch or Dam Failure; take school and classroom kits. Close schools temporarily, if flooded or threatened. Coordinate authorized release of students. Transfer students to other schools or alter the school schedule, if necessary.

If flooding of school building has occurred, do not re-occupy until buildings have been assessed for structural integrity and an environmental health assessment for mold, etc., is done.

Custodian will shut down utilities, if necessary. If flooding occurred, check building interior and exterior for damage. Determine status of utilities; coordinate with utility companies prior to turning power and gas back on.

Food Poisoning

Coordinate with Bismarck- Sanford Medical (Poison Control) to determine food contamination or multiple student or staff illnesses due to food served. Notify the district team and Head Cook.

The district will refer news media to Public Health. Provide triage areas and an interview room for EMS and Public Health. Report ill students and staff to school office. Contact parents.

Hazardous Materials

Report all spills of hazardous materials to the school/building office. Call 911.

If you smell NATURAL GAS

- **DO NOT use cell phone!**
 - **DO NOT turn light switches on/off or do anything to create spark or static electricity.**
1. Chemical accidents of disastrous magnitude could include such things as tank truck accident, train accidents, farm anhydrous tanks, or acts of violence.
 - a. Call 911. Describe situation.
 - b. Notify the office.
 - c. Notification to all building personnel/students.
 - d. Normal procedures would be to stay in building unless building is in jeopardy of the safest temporary existence.
 - e. Windows and doors closed.
 - f. If anyone comes in contact with the chemical, remove the contaminated clothing and flush the area with cold running water for 15 minutes
 - g. Crisis Intervention Team may be asked to assist with student feelings for recovery.

Upon direction of the Incident Commander, a decision will be made whether to SHELTER IN PLACE or EVACUATE. Contact the district office.

If SHELTER IN PLACE:

- close and seal all windows and doors using duct tape, wet towels or clothing
- but don't go into the hallway to get water
- Shut off fans and close vents.

If you must EVACUATE before emergency responders arrive

- Take school and classroom kits and close the doors
- Check wind direction, and evacuate perpendicular to the wind, not into the chemical.
- Avoid plumes, clouds and obvious chemical substances
- Once at the Marshaling Area, take roll

Students and staff may need to evacuate off-site. The district will arrange transportation.

Custodian will shut off air handling system and class change bell system.

Intruder

Violence in School

1. CALL 911. Briefly describe the danger and assistance is needed. Describe location.
2. LOCK DOWN ORDERED BY COMMUNICATION VIA INTERCOM

(Signal: LOCK DOWN, All individuals are to remain in their classrooms until further notice, this is a LOCK DOWN.)

3. If Lock Down is ordered; lock door. keep students away from door and windows. close windows, pull shades. If furniture is available, use for cover, lie flat and cover head, remain quiet. Calm student. Backpacks, books, coats are to remain at student's desks.
4. If intruder is not in your classroom, remain in classroom until further information or directions.

Violence in Classroom

1. Get students out of the room/area if possible
2. Notify office of intruder in classroom.
3. LOCK DOWN ORDERED BY COMMUNICATION VIA INTERCOM

(Signal: LOCK DOWN, All individuals are to remain in their classrooms until further notice, this is a LOCK DOWN.)

4. If students can't leave, order them to use furniture for cover if permissible.
5. Make no attempt to disarm perpetrator unless he/she willingly gives up weapon.
6. Talk in a calm way to the gunman. Keep his attention on you. Buy time until law enforcement arrives.
7. Do what the gunman asks.
8. Observe details of gunman, weapons and what he touches.
9. If the gunman flees, do not pursue.
10. Crisis Intervention Team may be asked to assist with student feelings for recovery.

Mass Casualties

(Plane crash, tornado, lightning)

Incident occurs outside the school/building: **SHELTER IN PLACE.**

School Team: Search commons areas for students and staff.

Teachers: Keep students away from windows.

Building is struck: Refer to “**Structural Collapse**”

Call 911. **Notify district office.**

Neighborhood Threat

(Sex offender, escaped prisoner, fire/explosion in neighborhood, etc.)

Notify 911 unless contacted first by Fire or Sheriff’s Department. Determine whether to LOCKDOWN, EVACUATE or SHELTER IN PLACE.

*If EVACUATE

- Take school and classroom kits
- Notify district office
- Report any suspicious observations to school office/law enforcement.

Structural Collapse

Call 911 and report damage/injuries to school office.

If safe to do so, EVACUATE to Marshaling Area with school and classroom kits, but **STAY AWAY FROM WALLS!**

If safe, custodian will shut off gas supply and air handling system.

If unsafe, **SHELTER IN PLACE.** Duck and cover until building stabilizes. Notify district office.

School/building team will check common areas for students, staff, and/or suspicious packages or people, as well as assist with reunification if **EVACUATE.**

Suicide/Death

There may be a suicide or death at school or outside of the school setting that affects students and staff. While these incidents do not usually necessitate a formal Lockdown, Shelter in Place, Evacuation or Tornado Response, they may require the assistance of the Community Crisis Team.

To access the crisis team, contact your school counselor, KAYLA KNOLL

Tornado

To provide for safest protection for our students it is recommended that students be assembled in the interior hallways and basement of school.

Most injuries are to the head, so one of the recommended protective positions will be used in that of sitting on the floor, back to the wall draw knees up toward face. and cover the back of head with your hands.

THE FOLLOWING AREAS WILL BE USED AS SAFETY AREAS:

Grades K-1-2-3: Girl's locker room. Use the single door to the gym. East Door. **KEEP THE LIGHTS ON WHEN MOVING THE STUDENTS TO THE LOCKERROOM.** (If there is an actual emergency, the lights will probably be available, or the emergency lights will be on to assist in the evacuation.)

Grades 4-5-6: Boy's locker room. Use double doors to the gym, and follow west and north wall to the locker room **KEEP THE LIGHTS ON WHEN MOVING THE STUDENTS TO THE LOCKERROOM** (If there is an actual emergency, the lights will probably be available, or the emergency lights will be on to assist in the evacuation.)

Music: If elementary students are in music room, take students downstairs to their respective locker room.

PE: If elementary students are in music room, take students downstairs to their respective locker room.

Grades 7-12: Each instructor is responsible to get students assembled and roll call taken. and to supervise their students.

- A. SHOP CLASSES – Assemble in the Boys Locker Room. Use the door in the north hallway.
- B. MUSIC & COMPUTER/BUSINESS ROOMS – Assemble in the Girls Locker room.
- C. ITV ROOM – Meet downstairs in the old building, using basement hallway.
- D. CLASSES IN THE OLD BUILDING - assemble in the basement of old building
- E. PE CLASSES IN THE GYM – Assemble in the Girls Locker Room
- F. CLASSES IN THE EAST HALLWAY – assemble in the basement of old building

NOTE: The school secretary will take roll call. Please have absentees from your class ready for her to check with the master absentee sheet.

Tornado Response

School Emergency Team:

- Keep the School's NOAA All Hazards Weather Radio on at all times.
- If radio sounds, tune to Emergency Alert System (KFYR AM radio 550) for information such as the approximate location/direction of the tornado.
- Make announcement to students and staff to move to the tornado shelter areas such as: basements, interior halls, bathrooms, hallways against walls and away from glass.
- If the building is hit, call 911.

All Students & Staff:

- Get beneath heavy furniture/desks or line up along the wall of an interior hallway on the lowest floor/level available.
- Kneel on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.
- Stay away from windows/glass.
- Avoid auditoriums, gyms, or other rooms with wide free-span roofs.
- Prohibit cell phone use by students unless the MUST contact emergency personnel. They are not to call their parents or anyone else at this time.

Head Custodian:

- If a tornado strikes, check all utilities after it hits. The tornado may have broken gas, electrical, or water lines.
- If necessary, turn off electrical current, gas, and water in the building.
- Check the entire building for damage before allowing students/staff in.
- Report findings to the principal/Superintendent.

Support Team & Teachers:

- Each teacher will check for student injuries.
- Students will help check on other students in the class.
- Each teacher will report to the principal or a support team member regarding the welfare of the students in the class.
- Prohibit cell phone use by students unless the MUST contact emergency personnel. They are not to call their parents or anyone else at this time.

Utility Emergency

Natural Gas Leak, Faulty Boiler, Possible Explosion, Etc....

1. Using Fire Alarm system. Evacuate Building Immediately.
2. Call 911. Describe the situation, location
3. Turn off main gas valve to building, if appropriate.
4. Office should notify MDU of problem. **701-456-0141**
5. If evaluation from Fire Drill setting is needed, St. John's Parish Hall will be used.
6. Staff and students should not return to school until officials declare it safe.
7. Crisis Intervention Team may be asked to assist with student feelings for recovery.

Violence: No Weapons

(Student altercations, riots, gang fights, intruders, disruptive person, etc.)

School staff will deal with these situations on a case-by-case basis and will call for assistance when needed.

Call 911 depending on incident.

Violence: Weapons

(Shooter(s) in the school, hostage situation, etc.)

**Everybody should get to a safe location ASAP and CALL 911.
Report violent incident, description of weapons, and suspects to office.**

- The office will **LOCKDOWN**
- Office orders a **LOCKDOWN** via the school PA system.

Teachers will:

- Lock classroom doors
- Leave window coverings open for police snipers to see the suspect(s).
- Keep students under desks and away from doors and windows.
- **Do not leave the room until directed by emergency responders.**

The principal and staff should:

- Try to keep the suspect in sight by using security cameras, listening through the door, visually seeing the suspect, etc.
- Tell 911
- The location of suspects
- Number of suspects
- Description of suspects
- Demands of the suspects,
- Number and types of weapons seen.

Turn off school bells and silence fire alarms. **DO NOT evacuate into the hallway if the fire alarm sounds.** It may be intentional and the intruder may be present.

Stay in the classroom until escorted to safety, unless danger from smoke or fire is observable and imminent. Contact district office when possible.

Shelter in Place

School Emergency Team:

- Determine that sheltering in place is necessary. Call 911; Report status.
- Isolate area or individuals in contaminated area, if necessary.
- Inform support team of which hazardous areas to stay away from
- Ensure air-handling units are turned off and vents closed, if necessary.

Support Team:

- Safely report to staging area for briefing.
- Check non-classroom areas for students and staff. Direct them to the nearest occupied classroom. Assist teachers in preparing for sheltering.
- Close and lock exterior doors, windows, and other windows if there is a chemical spill so that emergency responders can get into the building.

Teachers:

- When students are safely inside room, close all windows and doors.
- Don't let anyone out of the room or open the door until directed by emergency responders.
- Prohibit cell phone use by students unless they **MUST** contact emergency personnel. They are not to call their parents or anyone else at this time. To do so may tie up phone lines.

BUS LOADING PROCEDURES

School Emergency Team:

- Determine if busing is needed.
- Contact Facilities & Transportation.
- Determine loading site at school, if different from Marshaling Area.
- Determine Reunification Site.
- Notify district team to implement communication plan for parent pick up.

Support Teams:

- Inform teachers of bus loading site & Reunification Site.
- Assist teachers with students.
- Count off; load bus to capacity. (Classroom groups may not be able to stay together!)
- Be sure a teacher or staff member has a Student Sign Out Form, located in Classroom Emergency Kits.
- Collect forms for release of students.

Teachers:

- Load buses as directed by the Support Team member. (You may NOT be riding with your classroom group!)
- Using the Student Sign-Out Form, make a list of all students on the bus with you. No one leaves the bus until Student Sign-Out Form is completed!
- Supervise students at the Reunification Site.
- Do not allow students to leave until authorized to do so.

REUNIFICATION

The reunification site may be your own school, an off-campus site, or the bus.

School Emergency Team:

- Determine which team member (mostly likely the Assistant Principal) will coordinate the reunification efforts.
- Determine reunification site.
- Notify district team to start communication plan for parent pick up.
- Go to the site and prepare for reunification.
- Establish a student release procedure and area (away from student holding area).
- Help establish a parent information area (away from re-unification area).
- Get copy of Student Sign Out Form from teachers or Support Team members as to students' location (bus, holding area, reunification site, triage area, hospital, and morgue).
- If student (or staff) deaths are probable, you will need separate areas to reunite parents and students who may leave vs. those who are unaccounted for.

Support Team:

- Assist Reunification leader.
- Act as runners to locate students when the student's parents or other adults arrive.
- If possible, keep all areas free of media.

Teachers:

- Keep students on the buses until authorization has been signed to release student, UNLESS an indoor shelter area has been arranged.
- Supervise students on the bus with you. Discourage cell phone use until authorized.
- Be alert to any medical needs of the students on your bus.
- Request assistance from Support Team members.

All:

- If you have walked to the reunification site and it is not open, do the best you can to keep the group together until the **Student Sign-Out Form** is completed and students can be released to their parents/designee.
- If you are on a bus, keep students on bus until the indoor reunification site has been established OR you are directed to dismiss students directly

CRITICAL RESPONSES

School Emergency Team:

- Call 911.
- Activate alarms, if warranted, such as in the case of a fire. In the case of a chemical spill or bomb, use the PA system or classroom runners.
- If an alternate Marshaling Area must be used, make the announcement BEFORE sounding alarms.
- EVACUATE!
- Go to Marshaling Area; check that all students and staff are accounted for.
- If safe and directed to do so:
- Allow school building to be re-entered; notify teachers and Support Team.
- Assure all students are accounted for upon re-entering building.

Support Team:

- If possible, search all hallways, restrooms, unoccupied classrooms, and common areas for students. DO NOT enter smoke-filled hallways!
- Direct unclaimed students to nearest classroom group and, when possible, notify School Command Post so they are aware of students' whereabouts.
- Check with teachers in Marshaling Area and list missing students.
- At Marshaling Area or once they re-enter the building, escort unclaimed students to their classroom teacher and update School Command Post.
- Direct traffic in hallways; help teachers escort students back into building.

Teachers:

- Tell students where to go before anyone leaves the classroom.
- Notify Support Team of students with disabilities; need help to evacuate.
- Take Classroom Emergency Kit and evacuate with Teacher Partner.
- Follow the assigned evacuation path OR evacuate from the nearest safe exit Or as directed by Support Team member or Emergency Responders.
- DO NOT EVACUATE INTO: smoke, chemical spills, school parking lots, or near a suspicious object.
- Upon arriving at the Marshaling Area, take roll.
- Notify Support Team members of any missing students.
- Monitor students until directed otherwise. Discourage cell phone use until authorized.
- When instructed, re-enter building and return to classroom with students.
- Report any found students to Support Team members, so the students can be escorted to the appropriate classroom.

LOCK DOWN

A Lockdown is a protective action employed to safeguard students, faculty, staff, and visitors when there is an imminent threat approaching the campus, on campus, or in the school. The following announcements are made to inform staff of a lockdown situation:

CODE RED

1. Students and staff, we are in a code red. Please lockdown now.
 - a. Everyone is to stay where they are.
 - b. Classroom teachers are to:
 - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds.
 - iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the 'Safe Corner'.
 - v. Turn out lights and computer monitors.
 - vi. Keep students quiet.

Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

- c. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
 - d. Any students in the lunchroom should stay in the lunchroom, lock all doors and find a safe area.
 - e. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
 - f. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
 - g. Anyone in the hallway should move to the closest classroom immediately.
 - h. Cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
 - i. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
 3. An administrator will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

CODE YELLOW

“Students and staff, we are in a code yellow, Community Lockdown”

This means there is something in the community that poses a threat to the school, i.e., bank robbery, shots fired, police chase, etc. All outside activities should cease and students/staff should move into the building. All outdoors must be locked and lockdown signs hung on entrance doors. Students can move within a building if needed.

CODE GREEN

“Students and staff, we are no back to code green. Please return to your normal activities.”

The lockdown is over and normal school activities are resumed. A mandatory staff meeting will be held at the close of the school day after a Code Red incident. A staff meeting after a Cody Yellow incident will be at the superintendent’s discretion.