



SIOUX CENTER
CHRISTIAN
SCHOOL

Crisis Plan

updated August 2015

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- A – Threat Incident Report Form
- B – Workplace Violence Incident/Threat Report Form
- C – Notification of Emergency Conference Letter
- D – Media Parameters
- E – Bus Accident

Armed Assailant

Critical Information:

The "armed assailant" term solicits the same response no matter the dangerous weapon.

If a person displays a firearm, begins shooting, or shots are heard:

Faculty/Staff

- Evacuate or shelter all students
- Initiate LOCKDOWN WITH INTRUDER procedures
- Notify administration
- Provide location of the shooting, if known
- Take attendance and notify administration of missing students or staff as soon as the threat is removed

Administration or Designee

- Initiate LOCKDOWN WITH INTRUDER procedures
- Call 911 and notify emergency responders
- Provide the following information, if known:
 - o Location of shooter(s)
 - o Description, identity, and number of shooters
 - o Description of weapon(s)
 - o Number of shots fired
 - o Is shooting continuing?
 - o Number of injuries
- Document all actions taken by faculty and staff
- Implement MEDIA PROCEDURES

Assault

Critical Definition:

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault occurs:

Faculty/Staff (initially confronted with the situation)

- Notify administration
- Ensure the safety of students and other faculty/staff
- Defuse the situation, if possible, without putting yourself in harm's way
- Use a calm voice and low tones in addressing the assailant
- If behavior escalates, shout "Stop!" and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties
- Do not leave the victim alone
- Seal off the area to preserve evidence for law enforcement
- Document all activities using Workplace Violence Incident Report Form (Appendix B)

Administration or Designee

- Call 911 and notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- Consider LOCKDOWN procedures
- Notify parents or legal guardians of students involved
- Make appropriate referrals to school counselor
- Document all actions taken by faculty and staff and ensure completed incident reports

Bomb Threat

Critical Definition:

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, unless a device is located.

Upon receiving a bomb threat:

Faculty/Staff

- Notify administration
- Preserve evidence for law enforcement
- If written threat, place note in paper envelope to preserve fingerprints
- If the threat is written on a wall, photograph
- If the threat is over the phone, document all relevant information
- Complete Threat Incident Report Form (Appendix A)

Administration or Designee

- Call 911 to notify law enforcement
- Assess the threat by using the Threat Incident Report Form (Appendix A)
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff

If the bomb threat is determined to be credible:

Faculty/Staff

- Implement appropriate EVACUATION procedures
- Scan classroom or assigned areas for suspicious items
- Staff will be the best at telling what is out of place, or potential indicators
- **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders.
- Notify administration of findings
- Limit the use of cell phones and radios in the building

Administration or Designee

- Initiate appropriate EVACUATION procedures
- Provide additional instructions as necessary
- Direct faculty/staff to implement scanning process for suspicious items
- Bombs may be placed anywhere on school property — inside or outside
- Document all actions taken and findings by faculty/staff
- Limit the use of cell phones and radios in the building

If evacuation procedures are initiated:

Administration or Designee

- Notify staff via phone system, hardwired PA system, or by messenger. Do not use cell phones, radios, or the fire alarm system because of the risk of activating a device.
- Ensure evacuation routes and area(s) are clear of suspicious items

Demonstration/Student Unrest

Critical Information:

Demonstrations on school property could be deemed trespassing.

If the demonstration is near, but not on school property:

Faculty/Staff

- Notify administration

Administration or Designee

- Preplan for this by designating protest area around the building
- Notify and consult with law enforcement in developing a plan of action
- Notify faculty/staff
- Encourage faculty/staff not to participate in student-led or public demonstrations and to maintain the learning environment
- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. website posting, email)
- Consider LOCKDOWN procedures

If the demonstration is on school property:

Faculty/Staff

- Notify administration

Administration or Designee

- Notify and consult with law enforcement
- Identify who asks the demonstrators to leave
- Develop an action plan
- Notify faculty/staff
- Consider LOCKDOWN procedures
- Ensure safe entry into and exit from the building
- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. website posting, email)

Fire

Critical Information:

Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of fire or smoke:

Faculty/Staff

- Activate fire alarm and notify administration
- Check assigned locations where students may not hear alarms (e.g. bathrooms, lunchroom, locker rooms, etc.)
- Evacuate students and other faculty/staff to designated areas using evacuation route or safest route
- Take emergency contact lists, class roster, and laptop
- Shut doors behind you, if possible
- Once outside, take student attendance, report missing or injured students to administration

Administration or Designee

- Communicate with emergency responders
- Provide exact location of smoke or fire, if known. If unknown, provide general location.
- Meet with fire officer
- Advise location of injured persons
- Provide names of any missing persons
- Bring blue prints of facility; point out location of control panel, annunciators, and sprinklers
- Determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of STUDENT REUNIFICATION AND RELEASE procedures
- Signal "all clear" when safe to re-enter school

Hazardous Materials

Critical Information:

In the event of a natural or propane gas leak or odor, EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place, and ventilation systems (HVAC).

In the event of a hazardous material incident inside school:

Faculty/Staff

- Notify administration
- Report location and type (if known) of the hazardous material
- Move students away from the immediate danger zone
- If safe, close doors to the affected area
- If implementing EVACUATION procedures, take emergency contacts, class roster, and laptop
- Take attendance and report missing, extra, or injured students to administration
- Render first aid as needed

Administration or Designee

- Call 911 and notify emergency responders
- Report location of leak or spill and type of material (if known)
- Report any students or faculty/staff missing or injured to emergency responders
- Develop an action plan with emergency responders [e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC)]
- Move faculty/staff and students away from the immediate danger zone
- Document all actions taken

In the event of a hazardous material incident outside school:

Faculty/Staff

- Notify administration
- Report location and type (if known) of hazardous material
- Move students away from the immediate vicinity of the danger
- If outside, implement REVERSE EVACUATION procedures

Administration or Designee

- Monitor situation
- Consult with emergency responders
- Consider implementing SHELTER-IN-PLACE procedures or EVACUATION procedures
- If there is an airborne release, shutdown ventilation system (HVAC)
- Notify families of STUDENT REUNIFICATION AND RELEASE procedures
- Document all actions taken
- Provide known hazardous materials list to the fire department
- Develop an action plan with emergency responders

Hostage

Critical Information:

If the hostage-taker is unaware of your presence, **DO NOT ATTRACT ATTENTION.**

In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

Faculty/Staff

- Do not put yourself in harm's way
- Notify administration immediately
- Keep all students in their classrooms until further notice
- Wait for further instructions

Administration or Designee

- Call 911 and notify emergency responders
- Initiate LOCKDOWN WITH INTRUDER procedures
- Preplan how local law enforcement will identify themselves to staff during clearing procedures, possibly using the department identification badges with photos
- If known, provide a description of the following:
 - Identity and description of the individual, description and location of the incident, number of hostages, number of injuries
- Seal off area near hostage scene
- Students should be moved from exposed areas or classrooms to safer areas
- As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives
- When law enforcement arrives, they will take control of the situation
- Continue to coordinate with law enforcement for the safety and welfare of students and staff
- Document all actions taken

Intruder

Critical Information:

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the **"I CAN"** rule.

- I**ntercept
- C**ontact
- A**sk
- N**otify

In the event an unauthorized person enters school property (intruder):

Faculty/Staff

- Politely greet the subject and identify yourself
- Inform the individual that all visitors must register at the reception area
- Ask the subject the purpose of his or her visit
- Escort the subject to the reception area
- If the individual refuses or his or her purpose is not legitimate, notify administration that there may be an intruder in the school
- Attempt to maintain visual contact with the individual until assistance arrives
- If possible, keep students away from the individual
- Take note of the subject name, clothing, and other descriptors
- Back away from the subject if he or she indicates a potential for violence
- Allow an avenue of escape for both the individual and yourself

Administration or Designee

- Respond to call for assistance from staff
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
- If the individual refuses or his or her purpose is not legitimate,
 - Consider initiating LOCKDOWN WITH INTRUDER procedures
 - Call 911 and notify law enforcement
 - Advise law enforcement of the intruder's location and provide a full description
 - Attempt to keep the subject in full view until law enforcement arrives
 - Provide all faculty/staff with a full description of the intruder
 - Document all actions taken by faculty/staff

Media Inquiry

When communicating with the media during an emergency:

Administration or Designee

- Notify board and all staff of emergency event
- Relay all factual information
- Update staff throughout the emergency, review details of the emergency, and dispel rumors
- Request onsite assistance with media, if necessary
- DO NOT allow media to hinder emergency responders or be put in harm's way
- Provide regular updates and press releases and let media know when to expect the next update
- DO NOT say, "No comment." It is okay to say, "I don't know."
- Monitor media reports to ensure message accuracy. Provide media with any corrected information.

Faculty/Staff

- Direct all media inquires to the principal as the school spokesperson or the assistant principal as the school alternate spokesperson.

Communication Contacts

School Spokesperson

Alternate Spokesperson

Principal

Assistant Principal

Contact Number

Contact Number

Medical Emergency

Critical Information:

The role of school faculty/staff in a medical emergency is to provide care to the victim until first responders arrive. Faculty/staff should NOT provide any first aid beyond their training. Faculty/staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, faculty/staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event of a non-responsive or life-threatening injury or illness:

Faculty/Staff

- Determine whether the individual has a health plan on file that would assist in providing the appropriate treatment, check individual for medical alert bracelet or necklace
- Send/call for immediate help
- Describe injuries, number of individuals, and give exact location
- If in locations with chemicals, provide this information to responders
- DO NOT move the individual(s), especially if you suspect a head or neck injury, unless safety is a concern
- Provide first aid and CPR as needed
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- Direct someone (e.g. faculty, staff, student) to meet and guide the first responders
- Complete an Incident Report and/or document all actions taken

Administration or Designee

- Ensure 911 was called and provide any updated information
- Secure victim medical emergency profile(s)
- Ensure someone (e.g. faculty, staff, student) meets and directs first responders
- Provide any additional information about the status of the individual(s)
- Provide information from the individual medical emergency profile(s)
- If needed, assign a faculty/staff member to accompany individual(s) to the hospital
- Notify individual family or emergency contact(s)
- Activate recovery procedures as appropriate (debriefing or coordinate counseling resources)
- Document all actions taken by faculty/staff

Missing Student

Faculty/Staff

- Notify the office with the name of the missing student
- Support faculty/staff (not working with students) should report to office to help with searching the campus after the second all call

Administration or Designee

- Call the student to the office using the intercom
- Wait two minutes and call the student a second time to the office
- All available faculty/staff will report to the office and begin a campus search
- If the student is not found on campus, the family of the student must be notified
- The child's family should be encouraged to contact authorities
- Document all actions taken by faculty/staff

Severe Weather (Tornado/Severe Thunderstorm/Flooding)

Critical Information:

Tornado shelter areas are interior hallways, interior restrooms, or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Diagrams should be posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is high.

If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:

Faculty/Staff

- Follow SEVERE WEATHER SHELTER AREA procedures
- Take emergency contacts, flashlight, class roster, and laptop
- Ensure students are in "tuck" positions and remain calm
- Take attendance and report any missing, extra, or injured students to administration
- Remain in shelter area until an "all clear" signal is issued
- In the event of damage, evacuate students to safer areas
- If evacuation does occur, do not re-enter the building until an "all clear" signal is issued by local law enforcement or fire personnel

Administration or Designee

- Inform appropriate members of the school emergency response team of a change in weather status
- Initiate SEVERE WEATHER SHELTER AREA procedures

If flooding occurs near or at a school:

Faculty/Staff

- Initiate EVACUATION procedures as directed
- Take emergency contacts, flashlight, class roster, and laptop
- Take attendance and report any missing, extra, or injured students to administration

Administration or Designee

- Know the flood level at which the building is protected
- Review EVACUATION procedures with faculty/staff
- Notify relocation centers (plan for locations outside of your immediate community)
- Determine an alternate relocation center if primary and secondary centers are affected
- If city officials and emergency responders advise evacuation, do so immediately
- Notify parents or guardians of evacuation and relocation

Sexual Assault

Critical Information:

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence, and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Faculty/Staff

- Notify administration immediately
- Maintain confidentiality during the investigation
- Direct the individual (e.g. student or faculty/staff) not to repeat any information elsewhere in the school, especially if not the direct alleged victim
- Do not leave the alleged victim alone
- Ensure the short-term physical safety of the alleged victim
- Notify student services to provide care and secure immediate medical treatment, if needed
- Preserve all physical evidence, personal effects, as well as the potential crime scene

Administration or Designee

- Inform Level 1 investigator and maintain confidentiality during the investigation
- If a faculty/staff person heard the report, remind them the information is protected by federal law and instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
- If assault occurred on campus, notify appropriate law enforcement
- Designate a faculty/staff member who has a positive relationship with the alleged victim to review the types of support she or he may need
- Encourage the alleged victim/family to seek support from a rape crisis center
- Take action to control rumors
- Document all actions taken by faculty/staff and ensure completion incident reports

Suicide Threat or Attempt

Critical Information:

Writing, talking, or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

In the event a faculty/staff member believes a student is a suicide risk or has attempted suicide:

Faculty/Staff

- Stay with the student until assistance arrives
- Notify school administration and student services (counselor, nurse)
- Ensure short-term physical safety of the student, provide first aid if needed
- Listen to what the student is saying and take the threat seriously
- Assure the student you will find help to keep him or her safe
- Stay calm and don't visibly react to the student's threats or comments
- Do not let the student convince you the crisis is over
- Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

Administration or Designee

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained, or a parent or guardian cannot be reached
- Initiate LOCKDOWN WITH INTRUDER or EMERGENCY EVACUATION if there is a threat
- Contact student's parent or guardian and make appropriate recommendations (Notification of Emergency Conference – Appendix C)
- Do not allow the student to leave school without a parent or guardian
- Document all actions by faculty/staff
- Follow-up and monitor to ensure student safety

Suspicious Package or Mail

Critical Information:

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

If you receive a suspicious package or letter by mail or delivery service:

Faculty/Staff

- **DO NOT OPEN** package or letter
- **DO NOT MOVE** the package or letter
- Notify administration
- Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement

Administration or Designee

- Notify law enforcement
- Document all actions taken by faculty/staff

If a letter/package contains a written threat but no suspicious substance:

Faculty/Staff

- Notify administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form (Appendix A)

Administration or Designee

- Call 911
- Preserve evidence for law enforcement and turn the letter or package over to law enforcement
- Document all actions taken by faculty/staff

If a letter or package is opened and contains a suspicious substance:

Faculty/Staff

- Notify administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Isolate the people who have been exposed to the substance to prevent or minimize contamination
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form (Appendix A)

Administration or Designee

- Call 911
- Preserve evidence for law enforcement, turn the letter or package over to law enforcement
- Consult with emergency officials to determine:
 - Need for decontamination of the area and the people exposed to the substance
 - Need for evacuation or shelter-in-place
- Notify parents or legal guardians

Threat

Critical Information:

A threat is the expression of intent to harm one's self, another person, or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled, or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

In the event of IMMEDIATE danger:

Faculty/Staff

- Take immediate action to secure or isolate the individual making the threat
- Prevent access to potential weapons
- Prevent access to the individual's backpack, purse, locker, cell phone, or other personal property that may contain a weapon
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
- Notify administration

Administration or Designee

- Initiate LOCKDOWN WITH INTRUDER procedures
- Call 911
- Document the incident

If threat is identified but there is no immediate risk:

Faculty/Staff

- Notify administration
- Complete a Threat Incident Report Form (Appendix A)
- Maintain confidentiality

Administration or Designee

- Convene the appropriate staff to evaluate the threat
- Notify law enforcement
- Conduct search of school and personal property, if needed
- Interview the individual posing a threat
- Develop an action plan
- Contact parents or legal guardians
- Inform them of the situation, any concerns, and course of action
- Obtain permission to exchange information between agencies
- Document any referrals, actions taken, and decisions made

Utilities Failure – Electrical

Faculty/Staff

- Remain with students in the classroom and keep students in the classroom if there are any downed lines outdoors
- Use classroom flashlight if needed
- Faculty/Staff without students should report to the office area for further instructions

Administration or Designee

- Contact custodian to determine the extent of the outage
- Call utilities company at 722-0761
- Instruct support faculty/staff to a hallway in order to support teachers/classrooms

Utilities Failure – Gas Leak (DO NOT USE ELECTRICAL ALARMS OR SWITCHES)

Faculty/Staff

- notify administration immediately
- be prepared for emergency evacuation

Administration or Designee

- Close gas lines
- Contact custodian to determine the extent of the leak and ventilate area
- Call utilities company at 722-0761
- Implement EMERGENCY EVACUATION if necessary

Weapons

Critical Information:

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident.

If you are aware of a weapon on school property:

Faculty/Staff

- Notify administration immediately and provide the following information:
 - Location, identity, and description of the individual
 - Description and location of weapon(s)
 - Whether the individual has threatened him or herself or anyone else
- Limit information to faculty/staff and students on a need to know basis
- Stay calm and do not call attention to the weapon

Administration or Designee

- Call 911 to report that a weapon is in school
- Provide location, identity and description of the individual
- Provide description and location of weapons
- Develop an action plan for response
- If the weapon is located on an individual, isolate the individual
- If the weapon is in a locker or in a backpack, prevent access to that area
- Determine whether to initiate LOCKDOWN, EVACUATION or other procedures
- Conduct weapon search, if needed
- DO NOT approach the individual alone. Consider these factors:
 - o Need for assistance from law enforcement
 - o Best time and location to approach individual
 - o Description, location, and accessibility of weapon(s)
 - o Safety of persons in the area
 - o State of mind of the individual

If the individual displays or threatens with the weapon(s):

- o DO NOT try to disarm him/her
- o Avoid sudden moves or gestures
- o Use a calm, clear voice
- o Instruct the individual to place the weapon down
- o Use the individual's name while talking to them
- o Allow for escape routes. Back away with your hands up
- o If the individual is a student, notify parent or guardian
- o Document all actions taken by faculty/staff

Evacuation/Relocation Procedures

Critical Definition:

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

- Bomb threats: Administrators notify faculty/staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire, but know the alternate route and practice the alternate route
- Hazardous materials: Total avoidance of hazardous materials is necessary, as fumes can overcome people in seconds. Plan route accordingly.

When implementing evacuation procedures:

Faculty/Staff

- Take emergency contacts, flashlight, class roster, and laptop
- Take the closest and safest way out as posted or announced
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or faculty/staff belongings
- Go to predetermined assembly area

When outside the building:

- Check for injuries
- Account for all students
- Immediately report any missing, extra, or injured students to administration
- Wait for additional instructions

Administration or Designee

- Determine evacuation routes based on location and type of emergency
- Announce or sound the fire alarm for evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Monitor the situation and provide updates and additional instructions as needed
- Announce "all clear" signal once it is safe to re-enter the building

Relocation Centers:

Primary Relocation Center
FIRST REFORMED CHURCH

Address:
160 10th St. SE

Secondary Relocation Center
FIRST CHRISTIAN REFORMED CHURCH

Address:
321 2nd St. SE.

Phone: 722-1861

Phone: 722-0717

Reverse Evacuation Procedures

Critical Definition:

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside the building. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

When implementing reverse evacuation procedures:

Faculty/Staff

- Move all students and faculty/staff inside as quickly as possible
- Assist those needing additional assistance
- Report to your classroom
- Take attendance
- Report any missing, extra, or injured students to administration
- Wait for further instructions

Administration or Designee

- Make an announcement for reverse evacuation
- Direct staff to blow "designated whistle" to notify any classes that may be too far away from the building to hear the announcement or alarm
- Implement LOCKDOWN WITH WARNING
- Provide faculty/staff with any updates or additional instructions
- Announce "all clear" signal when the emergency has ceased

Lockdown Procedures

Critical Definitions:

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building.

When implementing lockdown with warning procedures:

Faculty/Staff

- Cover exterior windows
- Keep students away from windows
- Continue classes. Move on announcement only
- Wait for further instructions

Administration or Designee

- Announce "lockdown with warning"
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce "all clear" signal when the threat has ceased

When implementing lockdown with intruder procedures:

Faculty/Staff

- Three things to remember for possible options: GET OUT, HIDE OUT, TAKE OUT
- Evacuate all students, faculty/staff, and visitors from hallways immediately
- If in a classroom, lock, block, and barricade door
- DO NOT OPEN THE DOOR for any reason
- Shut off lights
- Stay away from all doors
- Be quiet
- If possible, evacuate the building through classroom fire exits
- If evacuating, go to primary evacuation site
- Assist those with special accommodations
- If intruder enters your room, try to disorient them by throwing things at them

Administration or Designee

- Announce "lockdown with intruder"
- Repeat announcement several times giving location of intruder
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, faculty/staff, and visitors to evacuate or go to a secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to primary evacuation site
- DO NOT lock exterior doors
- Announce "all clear" signal when threat has ceased as authorized by law enforcement

Special Considerations:

Lockdown prior to school starting

- Faculty/Staff gathers all students in the hallways into their classrooms or other rooms
- Administration and custodial staff check the hallways and exterior of the building
- Administration posts an individual at the drop-off location alerting parents and kids
- Faculty/Staff takes attendance of students in their room
- At all clear, students report to their homeroom or first class to gain attendance

Lockdown during passing periods

- Faculty/Staff gathers all students in the hallways into their classrooms or other rooms
- Prepare GET OUT, HIDE OUT, or TAKE OUT
- Administration and custodial staff check the hallways and exterior of the building
- Faculty/Staff takes attendance of students in their room
- At all clear, students report to homeroom or next class to gain 100% attendance

Lockdown during after school activities

- Event leaders gather students and take attendance
- Administration or custodial staff checks the hallways and other rooms

Severe Weather Shelter Procedures

Critical Definition:

Severe Weather Shelter procedures are implemented during a severe weather emergency. "DROP and TUCK" procedures are used in severe weather emergencies or other imminent danger to the building or immediate surroundings.

When implementing severe weather shelter procedures:

Faculty/Staff

- Take emergency contacts, flashlight, class roster, and laptop
- Take the closest and safest route to shelter in designated safe area
- Use secondary route if primary route is blocked or dangerous
- If outside, return to main building
- Assist those needing additional assistance
- Do not stop for personal belongings

Administration or Designee

- Make an announcement or sound alarm for severe weather emergency
- Announce "all clear" signal when the severe weather has ceased
- Monitor weather stations
- Consider shutting off the gas feeds

Once in safe area

- If appropriate, implement "DROP AND TUCK" procedures
- Take attendance
- Report any missing, extra, or injured students to administration
- Remain in safe area until "all clear" is given by administration
- Wait for additional instructions

When implementing "drop and tuck" procedures:

- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet
- If physically unable to perform, sit on the floor
- Tuck your head down and place your hands on top of your head and neck
- Do not lie flat on the ground

Shelter-In-Place Procedures

Critical Definition:

Sheltering-in-place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering-in-place provides refuge for students, faculty/staff, and the public inside the school during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

Faculty/Staff

- Clear the halls of students and faculty/staff immediately and report to the nearest available classroom or other designated shelter area
- Assist those with special needs
- Take emergency contacts, flashlight, class roster, and laptop
- Take attendance and report any missing or extra students to administration
- Do not allow anyone to leave the classroom or shelter area
- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release

- Close and tape all windows and doors
- Seal the gap between the floor and the bottom of the door

If sheltering-in-place because all evacuation routes are blocked

- Seal door
- Open or close windows as appropriate
- Limit movement and talking
- Communicate your situation to administration or emergency officials
- Stay away from all doors and windows
- Wait for instructions

Administration or Designee

- Announce students and faculty/staff must go to shelter areas
- Close all exterior doors and windows, if appropriate
- Turn off ventilation system (HVAC), if appropriate
- Announce "all clear" when the emergency has ceased

Student Reunification/Release

Critical Definition:

Student reunification and release procedures should be communicated to parents when the need occurs.

When implementing student reunification/release procedures:

Administration or Designee

- Designate a location for reunification of students
- Activate faculty/staff assigned to set up the location for reunification.
- Coordinate messages to parents with public information officer
- Notify emergency responders for assistance with traffic control, crowd control, and medical needs as needed
- Assign faculty/staff to take most current student emergency contact/pick up information to the site along with other reunification supplies
- Provide for student support services at the reunification site for students and parents
- Ensure documentation of release of students
- Zero tolerance policy on unauthorized adults attempting to pick up children.