

Mountain View Whisman School District

Emergency Response and Crisis Management Plan

Annex 3

Emergency Responses

Mountain View Whisman School District

Emergency Plan

This section establishes procedures to be followed that will minimize or nullify the effects of the emergencies listed below. The response procedures are intended primarily as a ready reference for all staff to be studied and practiced prior to the occurrence of an emergency.

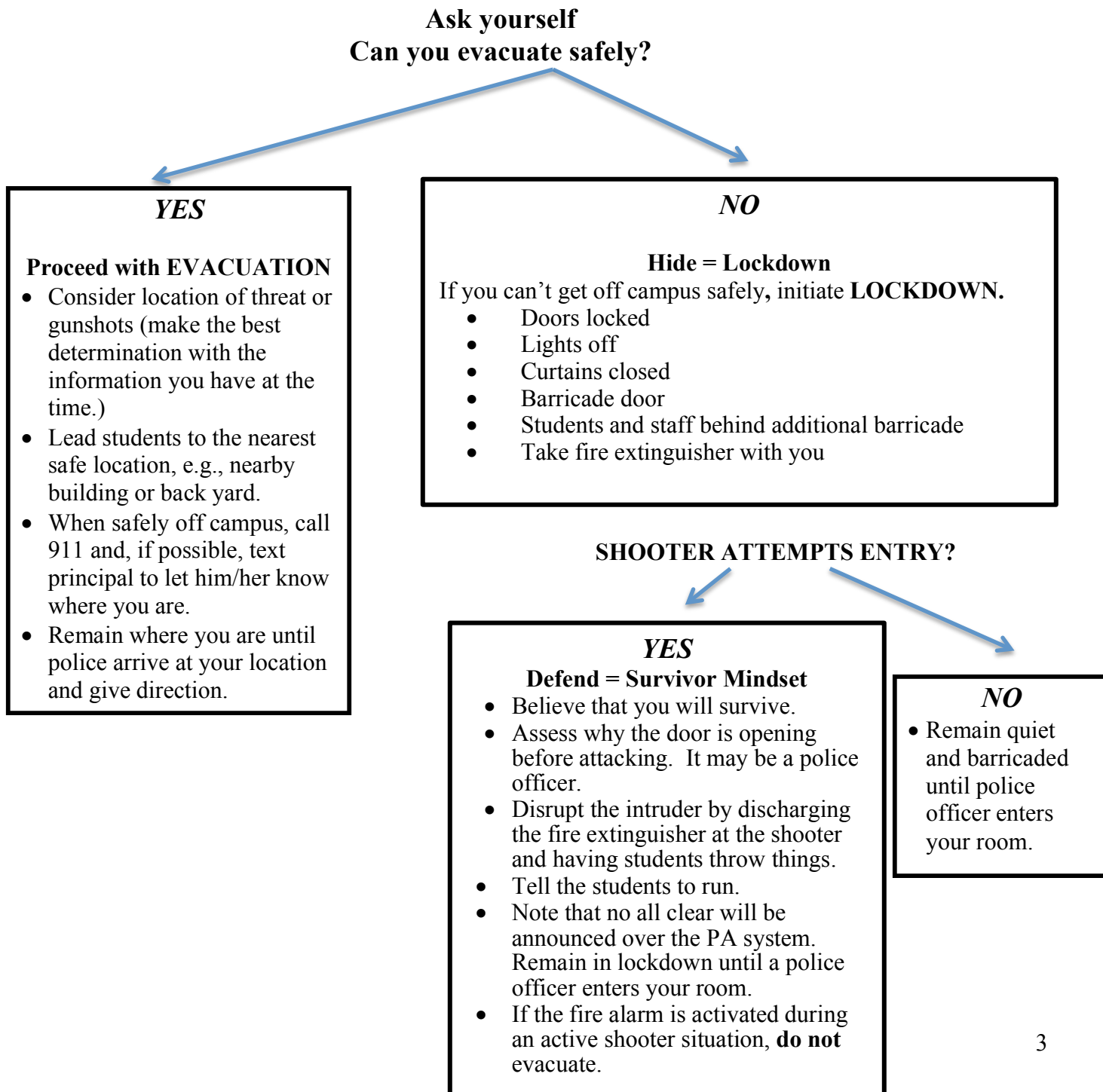
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EMERGENCY RESPONSE**ACTIVE SHOOTER**

Immediate response to a rapidly changing incident is critical. Safety must always be the foremost consideration.

If possible, an announcement over PA will communicate the threat conditions, e.g., “Shooter in black pants and red sweatshirt near room 1.” No direction will be given in the announcement as to which action to take. Each staff member will be required to make a decision on what to do in an active shooter situation based on his or her individual and/or classroom situation at the time.

Please note that there may not be time for an announcement. If you hear gunshots, you will need to make a determination of action/actions to take based on what you can see and hear at the time.



Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. The crash may also result in an explosion, chemical spill or utility interruption.

AIRCRAFT CRASHES INTO SCHOOL

STAFF ACTIONS:

- Implement **DUCK, COVER AND HOLD**. Stay away from windows and outside walls.
- After debris has settled, move students away from the immediate vicinity of the crash.
- **EVACUATE** students from the building.
- Take attendance at the assembly area.
- Report missing and injured students on the Emergency Status Report (ESR) form. Send ESR to Command Post.
- Maintain control of students a safe distance from the crash site.

PRINCIPAL ACTIONS:

- Call 911.
- Determine immediate response actions, which may include **OFF-SITE EVACUATION**.
- Notify superintendent.
- Arrange for first aid treatment and removal of injured occupants from buildings.
- Secure area to prevent unauthorized access until fire department arrives.
- Ensure that students and staff remain at a safe distance up-wind (400 yards) from the crash.
- Do not re-enter the building until the authorities provide clearance to do so.

AIRCRAFT CRASHES NEAR SCHOOL

STAFF ACTIONS:

- Notify principal.
- Move students away from immediate vicinity of crash.
- Remain inside with students unless subsequent explosion or fire endangers the building.

PRINCIPAL ACTIONS:

- Call 911.
- Initiate **SHELTER IN PLACE**, if warranted.
- Ensure that students and staff remain at a safe distance up-wind (400 yards) from the crash.
- Notify Superintendent.
- Fire Department officials will secure the area. Do not enter affected areas until the appropriate authorities provide clearance to do so.

If there is an uncontrollable animal on campus, implement the following:

STAFF ACTIONS:

- If the animal is outside, keep students inside.
- If the animal is inside, **EVACUATE** students to a sheltered area away from the animal.
- Notify principal.
- Report any injuries to the principal.

PRINCIPAL ACTIONS:

- If the animal is outside, initiate a **LOCKDOWN**.
- If the animal is inside, initiate an **EVACUATION** to a sheltered area away from the animal.
- Call 911.
- Notify superintendent.
- Arrange for first aid treatment and notify parents/guardians.

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- Postal mail, via a contaminated letter or package
- A building's ventilation system
- A small explosive device to help it become airborne
- A contaminated item such as a backpack, book bag, or other parcel left unattended
- The food supply
- Aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because symptoms usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds.

Determine which scenario applies and implement the appropriate response procedures.

OUTSIDE THE BUILDING

STAFF ACTIONS:

- Notify principal.
- Move students away from immediate vicinity of danger (if outside, implement **REVERSE EVACUATION**).
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.

PRINCIPAL ACTIONS:

- Initiate **SHELTER IN PLACE**.
- Shut off HVAC units.
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911. Provide location and nature of the emergency and school actions taken.

EMERGENCY RESPONSE BIOLOGICAL AGENT RELEASE (continued)

- Notify District Superintendent of the situation.
- Turn on a battery-powered commercial radio and listen for instructions.
- Complete the Biological and Chemical Release Response Checklist.
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

INSIDE THE BUILDING

STAFF ACTIONS:

- Notify principal or site administrator.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Implement **EVACUATION** or **OFF-SITE EVACUATION**, as appropriate. Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.
- Prepare a list of those who are in the affected area to provide to emergency response personnel.

PRINCIPAL ACTIONS:

- Initiate **EVACUATION** of building or **OFF-SITE EVACUATION** to move students away from immediate vicinity of danger.
- Move up-wind from the potential danger.
- Call 911. Provide exact location and nature of emergency.
- Designate security team to isolate and restrict access to potentially contaminated areas.
- Wait for instructions from emergency responders-- Health or Fire Department.

- Notify District Superintendent of the situation.
- Arrange for immediate psychological counseling for students and staff.
- Complete the Biological and Chemical Release Response Checklist
- Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

- Wash affected areas with soap and water.
- Immediately remove and contain contaminated clothing.
- Do not use bleach on potentially exposed skin.
- Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

Response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call or mail.

IF THE THREAT IS RECEIVED BY TELEPHONE:

- The person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911, telling the operator, “This is [state name] calling from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].

- Read phone’s visual display.

- Pretend that you have trouble hearing the caller.

- Notice details: background noise, voice characteristics

- Keep the caller on the line as long as possible and ask the following questions:
 - When is the bomb going to explode?
 - Where is it?
 - What does it look like?
 - Who are you?
 - Why are you doing this?
 - What can we do for you to avoid the bomb exploding?

- Complete the bomb threat checklist.

IF THE THREAT IS RECEIVED BY MAIL OR IN WRITING:

- Notify the principal

- Note the manner in which the threat was received, where it was found and who found it.

- Limit handling of the item by immediately placing it in an envelope so that fingerprints may be detected.

PRINCIPAL ACTIONS:

- Instruct staff and students to turn off all cell phones, pagers and two-way radios. Do not use those devices since explosive devices can be triggered by radio frequencies.
- Instruct staff to not turn lights off or on. Leave them as they are.
- Determine whether to **EVACUATE**. If the threatened bomb is in a corridor, modify evacuation routes to bypass the corridor. If evacuation is ordered, move staff and students at least 300 feet away.
- Notify the superintendent.
- Check absentee list for possible clues as to who might have phoned in the bomb threat.
- Do not return to the school building until it has been inspected and determined safe by the authorities.

STAFF ACTIONS:

- If directed, **EVACUATE** students as quickly as possible.
- Take attendance, notifying principal of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

Bus drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of children, location of bus, and other unique circumstances.

BUS ACCIDENT OR FIRE

BUS DRIVER ACTIONS

- Park the bus in a safe location.
- Set the emergency brake and turn off ignition.
- Use safety lights, as appropriate.
- Evaluate the need for **EVACUATION**.
- Call 911, if warranted.
- Notify District Office.
- Implement basic first aid, if needed, until emergency medical services personnel arrive.
- Move all uninjured students to a safe distance from the bus.
- Stay with disabled bus until released by District Office,

DIRECTOR OF MAINTENANCE AND OPERATIONS/TRANSPORTATION SECRETARY:

- Notify law enforcement.
- Notify parents/guardians of all students on the bus as soon as accurate information is available.
- Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.
- Notify school community and prepare press release for media, if appropriate.

<p style="text-align: center;">EARTHQUAKE WHILE STUDENTS ARE ON THE BUS</p>
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BUS DRIVER ACTIONS:**Before leaving the transportation yard:**

- Initiate communication with District Office and await instructions.
- If unable to communicate with District Office, check in with Incident Commander at Crittenden School.

While driving a route in the morning:

- Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, and overhanging trees.
- Set brake, turn off ignition and **DUCK, COVER AND HOLD.**
- Check on safety of passengers and provide first aid if needed.
- Communicate your status to the dispatcher or District Office.
- If you can safely complete your route, do so.
- If you cannot safely complete your route, proceed to the nearest school. Communicate a list of the uncompleted stops to the dispatcher or District Office. Be prepared to supply a list of student names.
- Await instructions.

While driving a route in the afternoon:

- Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, and overhanging trees.
- Set brake, turn off ignition and **DUCK, COVER AND HOLD.**
- Check on safety of passengers and provide first aid if needed.
- Communicate your status to the dispatcher or District Office.
- If you can safely complete your route, do so, but do not drop off students unless a parent or guardian is there. Return all remaining children to their respective school sites.

- If you cannot safely complete your route, proceed to the nearest school. Communicate a list of the uncompleted stops to the dispatcher or District Office. Be prepared to supply a list of student names.
- Await instructions.

While driving for a field trip:

- Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, and overhanging trees.
- Set brake, turn off ignition and **DUCK, COVER AND HOLD**.
- Check on safety of passengers and provide first aid if needed.
- Collaborate with teachers to assess situation.
- Communicate your status to the dispatcher or District Office.
- If the group is away from the bus, proceed to the designated meeting location and wait for them to return.
- If roads are clear and safe, return to the original school site.
- If roads are not clear, request the dispatcher or District Office to provide instructions or directions for alternative routes. If unable to communicate by radio, consider using cell phone or text messaging.
- If you determine that you cannot return to the District safely, locate the nearest police officer or emergency worker for assistance, including the location of the nearest emergency shelter. Use all means possible to communicate with District Office.
- If able to return to District, contact District Office upon return and await instructions.

While driving without students:

- Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, and overhanging trees.
- Set brake, turn off ignition and **DUCK, COVER AND HOLD**.
- Initiate communication with District Office and await instructions.

- If unable to communicate with District Office, proceed to the nearest school and check in with Incident Commander.

<p style="text-align: center;">FLOOD WHILE STUDENTS ARE ON THE BUS</p>

BUS DRIVER ACTIONS:

- Do not drive through flooded street and or/ roads.
- Do not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
- Take an alternate route or wait for public safety personnel to determine safe route.
- If bus is disabled, stay in place until help arrives.
- Contact the District Office to report location and condition of students and bus.

Chemical accidents the magnitude of a disaster could result from a transportation accident or an industrial spill, involving large quantities of toxic material. It could also result from spilled cleaning chemicals or a broken gas main.

PERSON DISCOVERING SPILL:

- Alert others in immediate area to leave the area.
- Close doors and restrict access to the affected area.
- Notify principal.
- DO NOT eat or drink anything or apply cosmetics.

PRINCIPAL ACTIONS:

- Call 911.
- Determine immediate response actions, which may include **SHELTER IN PLACE, OFF-SITE EVACUATION, and/or STUDENT RELEASE.**
- Notify Superintendent and Director of Maintenance and Operations.
- Post a notice on the school office door stating location of alternate school site.
- Send home with students for parents/guardian, a brief written description of the emergency, how it was handled, and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- If **SHELTER IN PLACE**, close all doors and windows and shut off ventilation.
- If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick, shallow breaths.
- If **EVACUATION** is implemented, direct all students from the building.
- Upon arrival at safe site, take attendance. Notify principal of any missing students.

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to

- Disrupt school activities;
- Cause injury to staff and students; and/or
- Damage property

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classroom.

INSIDE SCHOOL

STAFF ACTIONS:

- Notify principal.
- Avoid arguing with participants.
- Have all students and employees leave the immediate area of disturbance.
- Lock doors and stay away from windows.
- Account for all students and remain in classroom unless instructed otherwise by the principal or law enforcement.
- Report any injuries to the principal.

PRINCIPAL ACTIONS:

- If students are engaging in civil disobedience, try to keep students confined to one room in the building.
- Try to restore order.
- Call 911.
- Notify superintendent.
- Send home with students for their parents/guardians, a brief written description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.

OUTSIDE SCHOOL

PRINCIPAL ACTIONS:

- Call 911.
- Move any students who are outside into the school building. If unable to do so, have students lie down and cover their heads.
- Once students are in the building, lock and secure all doors, including restrooms.
- Cancel all outside activities.
- Maintain an accurate record of events, conversations and actions.

STAFF ACTIONS:

- Lock doors.
- Close blinds and stay away from windows.
- Instruct students to **DUCK AND COVER**.
- Account for all students and remain in classroom unless instructed otherwise by the principal or law enforcement.
- Report any injuries to the principal.
- Remain with students within the locked classroom until all clear is given, regardless of bells and school schedule.

Criminal acts on campus may vary from theft to rage. If you are a witness to, the victim of, or are involved in any on-campus incident, **DO NOT PLACE YOURSELF AT RISK**. Your primary function is to observe and report information.

PRINCIPAL ACTIONS:

- Call 911.
- Notify superintendent.
- Identify all parties involved, if possible. Identify witnesses, if any.
- Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate areas until the police arrive.
- If an individual is armed, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from his/her possession.
- If the incident involves a student, notify the parents/guardians.
- Let police obtain information about the crime.

STAFF ACTIONS:

- Care for the victim. Provide any medical attention needed.
- Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until the police arrive.

A reported death or serious illness among the school community may have a profound affect on students and staff alike.

PRINCIPAL ACTIONS:

- Verify the death and obtain as much information about it as possible.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- Contact the decedent's family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
- Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Develop a plan for notifying students and sharing information about availability of support services. Do not use the public address system.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for staff who want or need support and assistance.
- Facilitate classroom and small group discussions for students.
- Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Determine who from the decedent's family will secure the personal belongs. Make arrangements to remove the personal belongings from the school after school hours. Do not clean out personal belongings in the presence of students or staff.
- Meet with your staff to debrief at the end of the day and determine what additional resources might be needed.
- Continue to monitor staff and students for additional supportive needs.

A student's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound affect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student's family and the school community.

PRINCIPAL ACTIONS:

- Call 911 and the District Office. Verify the death and obtain as much information about it as possible.
- Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- Determine whether additional resources are needed and make appropriate requests.
- Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services, and the referral process for students and staff who want or need counseling support and assistance.
- Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
- Go to each of the student's classes and notify his/her classmates in person.
- Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.

EMERGENCY RESPONSE DEATH OF A STUDENT (continued)

- Make arrangements with the family to remove the student's personal belongings from the school.
- Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.

STAFF ACTIONS:

- Allow students who wish to meet in counseling office or other appropriate place to do so. Encourage students to report any other students who might need assistance. Arrange with facilitator/counselor to individually escort each student to the counseling support site.

A dirty bomb is a mix of explosives such as dynamite with radioactive powder or pellets, set off to scatter dust and smoke in order to produce radioactive contamination. The main danger from the dirty bomb is from the explosion, which can cause serious injuries and property damage. While the radioactive materials used in a dirty bomb are probably insufficient to create immediate serious illness, they can be dangerous to health if inhaled. Low levels of radiation exposure do not cause noticeable symptoms. Higher levels of radiation exposure may produce nausea, vomiting, diarrhea, and swelling and redness of the skin.

OUTSIDE, CLOSE TO THE INCIDENT

PRINCIPAL ACTIONS:

- **DO NOT MIX POPULATIONS.** For those outside at the time of explosion, initiate **REVERSE EVACUATION** to a separate building or location. Isolate them from those already inside. Do not risk contamination of those inside at the time of the explosion.
- Call 911.
- Notify superintendent.
- Identify those who are in the affected area.

STAFF ACTIONS:

- Cover nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- Move students quickly to the closest suitable shelter to shield them from radiation. Keep them isolated from individuals inside at the time of the explosion.
- Avoid touching any objects thrown off by the explosion – they might be radioactive.
- Account for all students.
- Immediately remove outer layer of clothing and cover and seal in a plastic bag. Put bag away from populations where others will not touch it.

INSIDE, CLOSE TO THE INCIDENT

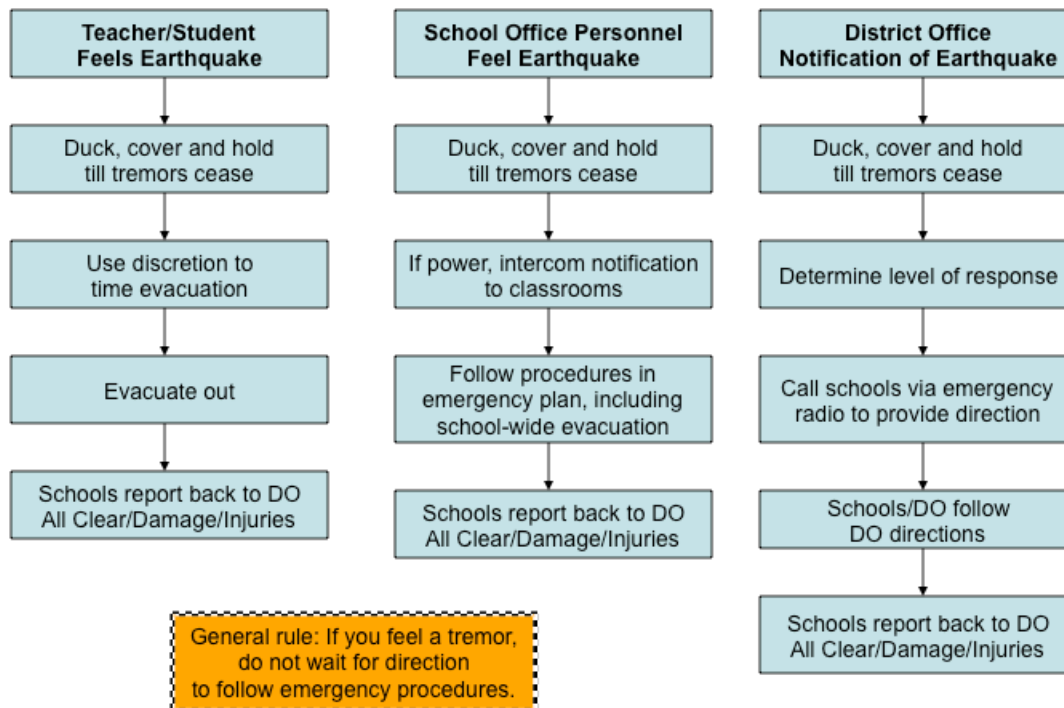
PRINCIPAL ACTIONS:

- **DO NOT MIX POPULATONS.** For those inside at the time of explosion, initiate **SHELTER-IN-PLACE**.
- Turn off air conditioner/heating systems.
- Move to central location where windows and doors can be sealed with duct tape.
- Call 911.
- Notify superintendent.
- Identify those who are in the affected area.

STAFF ACTIONS:

- Instruct students to **DUCK AND COVER**.
- Turn off fans and air conditioning systems. Seal windows and air vents with duct tape. Close curtains and blinds.
- Do not consume water or food that was out in the open.

Earthquakes usually strike without warning. The immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

EARTHQUAKE PROCEDURES**ACTIVATE INCIDENT COMMAND SYSTEM.****STAFF ACTIONS DURING SCHOOL HOURS:**

- Take roll and send Emergency Status Report to Command Post.
- Assume duties as assigned in Incident Command System. (See more detailed job descriptions in binders located in emergency shed).
- Do not light fires or touch fallen wires.
- During a major emergency incident, students will only be released to the parent/guardian or another adult specified on the emergency card. **There will be no exceptions to this policy.**

DURING NON-SCHOOL HOURS

If an earthquake occurs during non-school hours and the earthquake is of a magnitude 6.0 or greater:

It is the responsibility of all full-time custodians and Maintenance and Operations staff to visit their school and check for damage (if at all possible). The District will authorize overtime pay.

- Determine what type of damage has occurred:
 - ✓ **No Damage** – no action is required.
 - ✓ **Minor Damage** – (can wait for repair). Call the Maintenance and Operations Department the next day and request repair.
 - ✓ **Major Damage** – (broken water or gas main). Turn off the main shut off valves and contact the Director of Maintenance and Operations.
 - ✓ **Emergency Damage** – (fire, electrical poles down, building collapse). Turn off main gas and water shut off valves (if no danger to self). Turn off main electrical switch (if no danger to self). Call 911 and call the Director of Maintenance and Operations.

The Superintendent will make the determination if a school should be closed. If a school or schools must be closed, the Public Information Officer will communicate pertinent information to parents and the media as soon as possible.

Emergency response will depend on the type of explosion (smoke bomb, chemical lab accident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

PRINCIPAL ACTIONS:

- Determine whether to **EVACUATE**. Evacuation may be warranted in some buildings, but others may be used for **SHELTER IN PLACE**.
- Call 911.
- Secure area to prevent unauthorized access until Fire Department arrives.
- Notify the superintendent.
- Determine if Student Release Procedure should be implemented. If so, notify staff, students and parents.
- Do not return to the school building until it has been inspected and determined safe by the authorities.
- If damage to school requires closure (decision to be made by superintendent), notify parents and staff of school status and alternate site for classroom instruction.

STAFF ACTIONS:

- Initiate **DROP, COVER AND HOLD**.
- If explosion occurred inside building, **EVACUTE** and keep students at a safe distance from the buildings and away from emergency vehicles.
- Take roll and report status to principal.
- Provide first aid as necessary.
- Do not return to the building until emergency response officials determine it is safe.
- If explosion occurs in the surrounding area, initiate **SHELTER IN PLACE** and wait for instructions from principal or emergency personnel.

Should any fire endanger students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the building for belongings. If the area is full of smoke, students and staff should be directed to crawl along the floor close to walls, which will make breathing easier and provide direction. Before opening any door, place the back of your hand one inch from the door near the top to feel if it is hot.

All fires, regardless of size, which are extinguished by school personnel require a call to the Fire Department to verify that the fire is out.

WITHIN SCHOOL BUILDING

STAFF ACTIONS:

- **EVACUATE** students from the building.
- Take attendance at the assembly area.
- Report missing and injured students on the Emergency Status Report (ESR) form. Send ESR to Command Post.
- Maintain control of the students a safe distance from the fire and emergency equipment.

PRINCIPAL ACTIONS:

- Sound the fire alarm.
- Call 911.
- **EVACUATE** students and staff.
- Notify superintendent.
- Arrange for first aid treatment and removal of injured occupants from buildings.
- Ensure that students and staff remain at a safe distance up-wind (400 yards) from the fire.
- Do not re-enter the building until the authorities provide clearance to do so.

NEAR THE SCHOOL

PRINCIPAL ACTIONS:

- Call 911.
- Determine the need to implement **EVACUATION** or **SHELTER IN PLACE**. If not, continue with school routine.
- Notify Superintendent
- If needed, contact bus dispatch for **OFF-SITE EVACUATION** by bus.
- Notify parents and media of location of evacuated students. Post a notice on the office door stating the temporary location.
- Do not enter affected areas until the appropriate authorities provide clearance to do so.

STAFF ACTIONS:

- If students are to be evacuated, take attendance to be sure all students are present before leaving site.
- Take attendance at the off-site evacuation location.

FIRE AFTER SCHOOL HOURS

The principal and superintendent will determine if school will open the following day.

If school is to be closed, the Public Information Office will notify parents and media as soon as possible.

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes streams to rise. Flooding may also occur as a result of damage to water distribution systems such a failure of a dam or levee.

PRINCIPAL ACTIONS:

- Determine if **EVACUATION** is required.
- Notify superintendent.
- Notify local police department of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Notify parents/guardians and media of location of evacuated students.
- Post a notice on the office door stating where the school has relocated.
- Do not return to building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- Take roll.
- If directed, **EVACUATE**, following direction from the principal or emergency personnel.
- Upon arrival at evacuation site, take roll. Report any missing students to the principal.

All school personnel shall immediately report any gas odor or suspected gas leak to the principal.

STAFF ACTIONS:

- Notify the principal.
- Move students from immediate vicinity of danger.
- Do not turn on any electrical devices such as lights, computers, fans, etc.
- If odor is severe, leave the area immediately.
- If building is evacuated, take roll and report any missing students to principal.

PRINCIPAL ACTIONS:

- If gas leak is internal, **EVACUATE** immediately.
- Call 911.
- Notify superintendent.
- Determine whether to move to alternate building location.
- Do not return to building until proper authorities have determined that it is safe to do so.

The nature of the material and the proximity of the incident to the school site will determine which emergency action should be implemented. Police, Fire or Public Health may order evacuation of the school.

PRINCIPAL ACTIONS:

- Call 911.
- If there is the threat of airborne toxicity, shut off ventilation system in affected area.
- Initiate **EVACUATION**. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If evacuating by foot, move crosswind to avoid fumes, never upwind or downwind.
- Isolate anyone expected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
- Notify superintendent.
- Wait for instructions from emergency responders.
- Do not allow return of students or staff to school grounds until declared safe by emergency responders.
- Upon return to school, ensure that all classrooms are adequately aired.

STAFF ACTIONS:

- Follow standard student assembly, accounting and reporting procedures.
- Report missing students to principal.
- Follow directions of principal and/or emergency personnel.
- Do not return to school grounds until declared safe by emergency responders.

EMERGENCY RESPONSE

HOSTAGE SITUATION

Hostage situations may unfold rapidly in a variety of ways. Events may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Specific actions by school staff will be limited pending arrival of law enforcement officers. It is their responsibility to bring the situation to a successful conclusion.

When as much of the school has been evacuated as can be accomplished, school staff should focus on providing support as needed to the police department, communicating with parents, and providing counseling for students.

PRINCIPAL ACTIONS:

- Call 911. Provide all known essential details of the situation:
 - ✓ Number of hostage takers and description
 - ✓ Type of weapons being used
 - ✓ Number and names of hostages
 - ✓ Any demands or instructions the hostage taker has given
 - ✓ Description of the area
- Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police to arrive.
- Protect building occupants before help arrives by initiating **LOCKDOWN** or **EVACUATION** (or combination of both) for all or parts of the building.
- Gather information on students and/or staff involved and provide the information to the police. If a parent of a student is involved, gather information about the child.
- Notify superintendent.
- Implement hotline for parents.
- Account for students as they are evacuated.
- Provide recovery counseling for students and staff.

STAFF ACTIONS:

- Protect students by implementing a **LOCKDOWN** or **EVACUATION**.
- Alert the principal.
- Take roll and report missing students to principal.

All schools should post a sign asking visitors to register at the office. An intruder is a non-student who loiters or causes a disturbance on school property.

PRINCIPAL ACTIONS:

- Request intruder to leave campus.
- If actions are threatening or if intruder is armed, initiate **ACTIVE SHOOTER PROTOCOL**.
- Call 911.
- Notify superintendent.
- Provide a site map and master keys to public safety personnel.
- Be available to deal with media.

STAFF ACTIONS:

- If you observe an intruder on campus, notify the principal.
- Isolate intruder from students. Lock classroom doors. Close windows and blinds.
- Implement **LOCKDOWN** as directed by principal.

See Lockdown procedure below.

LOCKDOWN

A lockdown will be signaled with a call over the intercom.

- Teachers should quickly check halls and get students into the classrooms.
- Lock the doors and close windows and blinds.
- Take roll and send email to office staff and principal noting if all students are present.
- Keep students quiet and in one corner of room away from windows and doors.

- If someone knocks on the door, do not answer.
- Remain in classroom with doors locked and blinds closed until emergency personnel give an all clear or you are escorted out of the classroom.

EMERGENCY RESPONSE

IRRATIONAL BEHAVIOR

A risk to the lives and safety of students and staff may exist if there is a serious display of disordered thought or behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior to self or others, incoherent or disjointed speech, and self injurious behavior such as hitting head or cutting self.

Attempts should be made to use de-escalation techniques, calming strategies, etc.

STAFF ACTIONS:

- Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.
- Notify principal.

PRINCIPAL ACTIONS:

- Keep the individual under continuous adult supervision.
- Call 911, if necessary.
- If the individual is a student, notify parent/guardian.
- Arrange appropriate support services.
- Notify superintendent.

PRINCIPAL ACTIONS:

- Verify information with source of the abduction report.
- Call 911.
- Notify superintendent.
- Provide a picture and complete information on the student: name, age, description, home address, emergency contact information and custody information.
- Provide suspect information to the police, if known.
- Contact the parent/guardians
- When the child is found, contact all appropriate parties as soon as possible.

STAFF ACTIONS:

- Notify principal, providing essential details:
 - ✓ Name and description of the student
 - ✓ Description of the suspect
 - ✓ Vehicle information
- Move students away from area of abduction.

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement. A lockdown could be implemented if a dangerous person is on campus, if there are shots fired, or if there is nearby police activity.

The **LOCKDOWN** can be a “Code Red” or a “Code Blue.”

Code Red Lockdown

- Doors must be locked
- Blinds must be closed
- Students must huddle in a corner away from doors and windows or lay flat on the floor and students must remain quiet
- Barricades must be built

Code Blue Lockdown

- Doors must be locked
- Blinds must be closed
- Students may remain in their seats and quiet teaching activities may continue

An announcement for **Code Red Lockdown** or **Code Blue Lockdown** will be made over the PA system.

PRINCIPAL ACTIONS:

- Initiate **LOCKDOWN**
- Call 911.
- Notify superintendent.
- Provide a site map and master keys to public safety personnel.
- Be available to deal with media.

STAFF ACTIONS:

- Teachers should quickly check halls and get students into the classrooms.
- Lock the doors and close windows and blinds.

- Take roll and send email to office staff and principal noting if all students are present.
- If someone knocks on the door, do not answer.
- Remain in classroom with doors locked and blinds closed until emergency personnel give an all clear or you are escorted out of the classroom.

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. This is not a First Aid manual. When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal,

PRINCIPAL ACTIONS:

- Assess the victim (ABC — Airway, Breathing, and Circulation)
- Call 911, if appropriate.
- Provide: School name, address including nearest cross street(s) and fastest way for ambulance to reach the building
 - ✓ Exact location within the building
 - ✓ Nature of the emergency and how it occurred
 - ✓ Approximate age of injured person
 - ✓ Caller's name and phone number
- Do not hang up until advised to do so by dispatcher.
- Assign staff member to meet rescue service and show medical responder where the injured person is.
- Assemble emergency care and contact information of victim.
- Notify superintendent.
- Monitor medical status of victim, even if he or she is transported to the hospital.
- Assign a staff member to remain with individual, even if he or she is transported to the hospital.
- Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- Advise staff of situation (when appropriate), being sensitive to HIPPA laws. Follow-up with parents.

Universal Precautions:

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

EMERGENCY RESPONSE MEDICAL EMERGENCY (continued)

STAFF ACTIONS:

- Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- Notify Principal/Site Administrator.
- Stay calm. Keep individual warm with a coat or blanket.
- Ask school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- Do not give the individual anything to eat or drink.

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, notify **everyone** who was notified of the incident that the student is no longer missing.

PRINCIPAL ACTIONS:

- Call 911 and explain the situation.
- Conduct an immediate search of the school campus/bus, as appropriate.
- Gather information about the student to provide law enforcement authorities:
 - ✓ Photo
 - ✓ Home address
 - ✓ Parent contact numbers
 - ✓ Bus route/walking information
- Notify parent/guardian if the student is not found promptly.
- Notify superintendent.
- Double check circumstances.
- Did someone pick up student?
- Could the student have walked home?
- Is he or she at a medical appointment or another activity?
- When the child is found, contact all parties as soon as possible.

STAFF ACTIONS:

- Confirm that student attended school that day. Notify principal.
- Provide description of student, including height, weight, clothing worn that day, backpack, where last seen and when.

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL ACTIONS:

- Call 911.
- Determine immediate response procedures, which may include **EVACUATION**, **OFF-SITE EVACUATION**, or **SHELTER-IN-PLACE**.
- Arrange for first aid treatment until emergency personnel arrive.
- Secure area to prevent unauthorized access until emergency personnel arrive.
- Ensure that all students and staff remain a safe distance from the crash.
- Account for all students and staff.
- Notify superintendent.

STAFF ACTIONS:

- Notify principal.
- Move students away from immediate vicinity of crash.
- In the event of an evacuation, take roll and report missing students to principal.
- Care for injured students, if any.
- Do not reenter building until declared safe by emergency personnel or principal.

If a staff member or student ingests or is exposed to poison, follow the section below that most relates to the incident.

SWALLOWED POISONS:

- Notify the principal who will call 911.
- Notify the superintendent and nursing staff.
- DO NOT INDUCE VOMITING UNLESS DIRECTED BY EMERGENCY PERSONNEL.

INHALED POISONS:

- Notify the principal who will call 911.
- Notify the superintendent and nursing staff.
- Carry the victim to fresh air.
- Loosen all tight clothing,
- Keep victim warm and as quiet as possible.

SKIN CONTAMINATION:

- Notify the principal who will call 911.
- Notify the superintendent and nursing staff.
- Flush skin with water for 15 minutes in a direction away from affected parts.

EYE CONTAMINATION:

- Notify the principal who will call 911.
- Notify the superintendent and nursing staff.
- Hold eyelid(s) open and flush with water. Continue flushing for 10-15 minutes. Do not use any chemicals.

CHEMICAL BURNS:

- Notify the principal who will call 911.
- Notify the superintendent and nursing staff.
- Wash contaminated area with large quantities of running water. DO NOT DO THIS STEP IF THE CHEMICAL BURN IS CAUSED BY PHOSPHORUS.
- Cover area with loosely applied cloth.
- Do not use ointments, greases, powders, or other drugs.
- Treat victim for shock by keeping him/her flat and warm.

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

PRINCIPAL ACTIONS:

- Obtain information on when, why, and how many people are expected.
- Identify the spokesperson for the group
- Contact local police department for the school's jurisdiction and advise them of the situation.
- Notify staff of the planned demonstration.
- Notify superintendent.
- Develop an information letter to parents.
- Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.
- Designate a staff member to handle incoming calls during the demonstration.
- Establish areas where demonstrators can set up without affecting the operation of the school
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

STAFF ACTIONS:

- Do not allow students to be interviewed by the media or join in the demonstration.

Sexual assault and abuse is any type of activity that a person does not agree to, including:

- Inappropriate touching
- Vaginal, anal or oral penetration
- Sexual intercourse that is not wanted
- Rape
- Attempted rape
- Child molestation

Sexual assault can be verbal, visual or anything that forces a person to join in unwanted sexual contact or attention. It can occur by a stranger in an isolated place, on a date, or in the home by someone who is a friend or acquaintance. Depending on the situation, the victim should not eat or drink, change clothes or shower while awaiting police.

PRINCIPAL ACTIONS:

- Call 911 if the assault was physical.
- Close off the area to everyone
- Assign a staff member to remain with the victim.
- Review possible need for **LOCKDOWN** until circumstances surrounding the incident are known.
- Notify the victim's family.
- If child abuse is suspected, notify law enforcement.
- Notify the superintendent.
- The police will coordinate collection of evidence and questioning of the victim and suspects.
- Discuss with counselors how to handle emotional effects of the incident on staff and student population.
- Coordinate statements to media, families and community.

STAFF ACTIONS:

- Determine if immediate medical attention is needed. If so, call 911.

- Isolate the victim from activity related to the incident.
- Avoid asking any questions except to obtain a description of the perpetrator.

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. An emergency response is required when this type of weather poses any risk to the staff and students. Assure that each student's method of returning home is safe and reliable.

SEVERE STORM

PRINCIPAL ACTIONS:

- Monitor weather forecasts and weather-related communications to determine onset of storm conditions that may affect school operations.
- Report to site by 6 a.m. to check for power outages, flooding, etc.
- Confer with superintendent to determine whether school will be closed or remain open.
- Assign staff to activate staff and parent phone trees.
- Post school status on school website.
- Notify utility companies of any break or suspected break in utility lines.
- Take appropriate action to safeguard school property.
- Upon passage of the storm, return to normal routine.

WINDSTORM

PRINCIPAL:

- Monitor weather forecasts to determine onset of storm conditions that may affect school operations
- Notify utility companies of any break or suspected break in utility lines.
- Keep staff and students in sheltered areas of the building until winds have subsided and it is safe to return to the classroom.
- Take appropriate action to safeguard school property.
- Upon passage of the storm, return to normal routine.

STAFF ACTIONS:

- Evacuate any classrooms bearing full force of wind.
- Initiate **TAKE COVER** with students in the shielded areas within the building. Stay away from windows.
- Take attendance. Report any missing students to principal.
- Close all blinds and curtains.
- Avoid auditoriums, gymnasiums and other structures with large roof spans.

A student riot is an assemblage of students whose purpose and conduct threatens the safety and security of the school community and school property. Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with instructions.

Providing a timely opportunity for students to vent, in a safe and constructive atmosphere, should prevent the escalation of violence.

STUDENT ACTIONS:

- In a violent situation, immediately notify the first available adult.
- Do not retaliate or take unnecessary chances.
- Move away from the area of agitation.
- Hold on to belongings to the extent that it is safe to do so; do not pick up anything and do not go back for anything until receiving clearance to do so.
- Stay calm and reassure fellow students.
- Assist teachers and staff in accounting for students.
- Share all relevant information with law enforcement, teachers, and school staff.
- Follow directions from school administrator or law enforcement directions about where to go.
- Do not speculate to others or perpetuate rumors.

PRINCIPAL ACTIONS:

- Initiate **LOCKDOWN**, if warranted. Alert superintendent and other school administrators about the incident.
- Control student ingress and egress from campus.
- Identify why the disruption is occurring. If necessary, notify police to request assistance.
- If disruption is non-violent, notify school resource officer or school education officer.

- Clearly communicate to all students (via announcement or bullhorn), in the presence of staff or adult witnesses, that students should either attend classes or move to a designated safe area.
- Inform students that they will be suspended or possibly arrested if they do not comply with instructions.
- Assign staff member to be responsible for media relations and for setting up a staging area for the media.
- If student disruption persists, after a second warning, take appropriate disciplinary action as outlined by the Student Responsibilities and Rights Handbook.
- Notify parents about the incident, as appropriate.
- After insuring physical safety of those involved, provide crisis intervention or counseling to meet psychological needs of students and staff.

Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, talk about not being worth living and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interests of the student, whose health, life or safety may be endangered.

PRINCIPAL ACTIONS:

- Call 911 if immediate threat exists to the safety of the student or others.
- Calm student by talking and reassuring until police arrive. Try to have the student relinquish devices for and means of harming self. If individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
- Cancel all outside activities.
- Determine if the student's distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evaluated. Provide a list of referral sources and telephone numbers.
- If allegations warrant, refer student to Child Protective Services.
- Contact parents/guardians and inform them of actions taken.
- Arrange for medical or counseling resources that may provide assistance.

STAFF ACTIONS:

- Inform the Principal of what was written, drawn, spoken and/or threatened.
- Move other students away from the immediate area, but remain with the troubled student until assistance arrives.
- Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g., gun, knife, drugs, etc.). If possible, calmly remove them from the student and the immediate environment. Do NOT struggle if you meet resistance.
- Calmly move the student to a non-threatening place away from other students.

EMERGENCY RESPONSE

SUSPICIOUS PACKAGE

The following list shows some types of parcels that should draw immediate concern:

- Foreign mail, air mail and special delivery
- Restrictive markings, e.g., “Personal”
- Handwritten or poorly-typed addresses
- Titles but no names
- Misspelling of common names
- Excessive weight, unevenly distributed
- No return address
- Excessive postage
- Excessive masking tape, string
- Oily stains or discoloration
- Protruding wires or tin foil
- Rigid envelope

PRINCIPAL ACTIONS:

- Call 911.
- Notify superintendent.
- Make a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.
- Prevent others from coming into the area.
- Ask everyone who has been in contact with the package to remain until instructed to leave by Public Safety or Public Health responders.
- If powder spills out, shut off the ventilation system, heating system, or air conditioner
- Public health and safety staff will determine the need for decontamination and initiation of prophylaxis treatment.
- Advise staff when the emergency is over.
- Go home, take a shower and wash clothes. Do not use bleach on your skin.

STAFF ACTIONS if package is unopened and not leaking:

- Do not open package. Do not pass it around to show it to other people. Do not bend, squeeze, shake or drop package.
- Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.

EMERGENCY RESPONSE SUSPICIOUS PACKAGE (continued)

- Leave the room promptly and prevent anyone from entering.
- Notify principal.

STAFF ACTIONS if package is leaking:

- Do not sniff, touch, taste, or look closely at the spilled contents.
- Do *not* clean up the powder.
- Put the package on a stable surface.
- Leave the room promptly and prevent anyone from entering.
- Wash hands thoroughly with soap and water.
- Notify principal.

Thorough crisis planning will carry the school and district a long way in responding to a terrorist incident during school hours. A terrorist attack may result in the following:

- Damage beyond school boundaries;
- Victims who are contaminated or seriously injured;
- Widespread fear and panic;
- A crime scene to protect.

CIVIL DEFENSE WARNING OF POSSIBLE ENEMY ATTACK

PRINCIPAL ACTIONS:

- Move students to closest suitable shelter.
- If the above is not advisable, remain in school building as place of shelter.

STAFF ACTIONS:

- Keep students calm.
- Close all curtains and blinds.

ENEMY ATTACK WITHOUT WARNING

STAFF ACTIONS:

- Keep students calm.
- Close all curtains and blinds.
- Instruct students to **DUCK AND COVER.**

Threats occur when a belligerent or armed person on the school site bullies, intimidates or coerces others, targeting an individual, particular group or the entire school community. Threats may be received by written note, email communication, phone call or orally.

PRINCIPAL ACTIONS:

- Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:
 - 1) Is the individual moving towards violent action?
 - 2) Is there evidence to suggest movement from thought to action?
 - ✓ High violence potential qualifies for arrest or hospitalization.
 - ✓ Safety is endangered when there is:
 - (a) Sufficient evidence of repetitive/intentional infliction of emotional distress upon others; or
 - (b) Sufficient evidence of the unintentional infliction of emotional distress upon others.
- Call 911, if the safety of students or staff is endangered.
- Provide exact location and nature of incident and school response actions.
- Isolate the threatening person from other students and staff, if it is safe to do so.
- Initiate appropriate response actions, which may be **LOCKDOWN** or **EVACUATION**. Cancel all outside activities.
- Respond to students who are prone to overt displays of anger in a calm, non-confrontational manner. If an immediate threat is not clearly evident, attempt to diffuse the situation.
- If an individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.

STAFF ACTIONS:

- If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and cover their heads. Keep students calm.
- Inside the classroom, institute **LOCKDOWN**. Close all curtains and blinds.
- Remain with students until **ALL CLEAR** is given.

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL:

- Notify utility company.
- Notify superintendent of loss of service.
- Determine length of time service will be interrupted.
- Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- If disruption in service will severely hamper school operation, after consultation with superintendent, make determination if relocation or early school closure is warranted.
- Use messengers with oral or written word as an alternate means of faculty notification.

The brandishing of any weapon poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected, but not in use. Safety must always be the foremost consideration. A person wielding a weapon will usually respond best to calm, reasonable talk. In addition to calming the individual, talking allows time for law enforcement officials and other professionals to arrive.

STAFF ACTIONS:

- Remain calm. Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger.
- Alert the principal.
- Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
- Provide first aid for victims, if needed.
- Account for all students.

PRINCIPAL ACTIONS:

- Remain calm. Depending on how the situation unfolds, initiate **LOCKDOWN** or **EVACUATION**, as needed. Do not confront the suspect.
- Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, actions taken by the school (e.g. **LOCKDOWN**).
- Identify command post for police to respond. Assist police to enter the school. Provide officers with critical information. Accompany the police officer to the student suspected of having a weapon.
- If suspect has left, secure all exterior doors to prevent re-entry.
- Notify superintendent.
- Isolate and separate witnesses. Instruct them to write a statement of events while waiting for police to arrive.

WEAPON (continued)

- Gather information about the incident for the police:
 - ✓ Name of student with weapon.
 - ✓ Location of witness when weapon was seen.
 - ✓ What did the student do with the weapon after it was displayed?
 - ✓ What is the current location of the student with the weapon?

- Reserve a private area for the student to be taken and questioned. Allow police officer to thoroughly search student with another adult witness present. Police officer should take possession of and secure any weapon located.

- Assign an administrator to remove all of the suspected student's belongings (book bag, clothing, etc.) from the classroom. Do not allow the student to pick-up or carry his own belongings.

- Search student's belongings, including, but not limited to, backpack, purse, locker, and auto, if applicable.

- Notify parents/guardians.

- Follow procedures for student disciplinary actions. Take photo of weapon to be included in the expulsion proceedings.

- Secure a detailed written statement from witnesses including staff.

- Provide post-event trauma counseling for students and staff, as needed.