

West Central School District



Emergency Response

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EMERGENCY NUMBERS

Fire, Ambulance, Police Emergency

Emergency: 911

Dispatch Center (non-emergency): 605-367-7000 (local police, fire, emergency medical services)

Public Utilities:

Electricity: Sioux Valley Energy - 1-800-234-1960

Gas: MidAmerican Energy - 1-888-427-5632

Water: City of Hartford - 605-528-6187

City of Humboldt - 605-363-3789

Emergency Management Agencies:

County emergency management director: 605-367-4290

Poison Control Center: 800-222-1222

Crime Victim Services: 605-661-0029

County Social Services (Child Protection): 605-367-5444

Avera Behavioral Health: 605-322-4005

Southeastern Behavioral Health: 605-336-0503



FIRE EMERGENCY

Critical Information:

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

In the event of fire and/or smoke:

Staff	Building Administration
<ul style="list-style-type: none"> ● Activate fire alarm and notify building administration ● Check assigned locations where students may not hear alarm (e.g. washrooms, lunchroom, sound booths, dark rooms, pool, and locker rooms) ● Implement evacuation plan for any students needing special assistance ● Evacuate students and other staff to designated areas ● Take emergency go-kits and class roster ● If primary route is blocked or dangerous, detour to the closest safe exit ● If trapped by fire, search for the safest way to get out ● Once outside, assemble a safe distance from building and emergency apparatus ● Take student attendance ● Report missing, with last known location ● Report extra or injured students to building administration ● Shut doors 	<ul style="list-style-type: none"> ● Call 911 and notify emergency responders ● Confirm address of school ● Provide exact location of smoke or fire, if known, if unknown provide general location ● Ensure fire alarm has sounded ● Notify district administration ● Meet with fire officer ● Identify the location of fire ● Advise location of injured persons ● Provide names of any missing persons ● Provide map of facility ● Determine if students need to be transported to an evacuation site ● Notify parents or legal guardians of student reunification and release procedures (consider adding procedures to student handbook) ● Signal “all clear” when safe to re-enter school building
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

Additional Considerations

- Plan for accommodations for students or staff with special needs
- Ensure teachers have class, and staff rosters



SEVERE WEATHER

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. Building diagrams should be posted in each classroom highlighting routes to safe areas. Having your building assessed by a structural engineer is the recommended way to designate 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 extremely high.

If a tornado / severe thunderstorm WATCH includes all or part of the district area:

Staff	Building Administration
<ul style="list-style-type: none"> Review "Drop and Tuck" procedures with students 	<ul style="list-style-type: none"> Monitor National Weather Service and other weather-related information outlets Activate appropriate members of the school emergency response team to be aware of potential weather changes Consider moving all persons inside building(s) Review severe weather sheltering procedures and location of shelter areas
Superintendent	
<ul style="list-style-type: none"> Monitor National Weather Service and weather-related information outlets Notify impacted schools, buildings and programs in the district Handle all media relations 	

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

Staff	Building Administration
<ul style="list-style-type: none"> ● Initiate Severe Weather Shelter Area procedures ● Close classroom doors and turn off lights. ● Take emergency go-kit and class roster ● Ensure students are in “tuck” positions ● Take attendance and report any missing, extra or injured students to building administration ● Remain in shelter area until an “all clear” signal is issued ● In the event of building damage, evacuate students to safer areas ● If evacuation does occur, do not re-enter the building until an “all clear” signal is issued by the incident commander 	<ul style="list-style-type: none"> ● Activate appropriate members of the school emergency response team of a change in weather status ● Initiate Severe Weather Shelter Area procedures ● Move students and staff out of portable classrooms and into a permanent building
Superintendent	
<ul style="list-style-type: none"> ● Notify impacted buildings and programs in the school district ● Continue to monitor National Weather Service and other weather-related information outlets ● Provide any updated information to impacted schools, buildings and programs ● Notify parents and legal guardians accordingly ● Handle all media relations 	

If flooding occurs near or at a school:

Staff	Building Administration
<ul style="list-style-type: none"> ● Initiate Evacuation procedures as directed ● Take emergency go-kit and class roster ● Take attendance and report any missing, extra or injured students to building administration 	<ul style="list-style-type: none"> ● Monitor flood levels ● Review evacuation procedures with staff ● Notify relocation centers (Plan for locations outside of your immediate community) ● Determine an alternate relocation center if primary and secondary centers are affected ● Notify transportation resources ● If district officials and emergency responders advise evacuation, do so immediately ● Notify parents or guardians of evacuation and relocation
Superintendent	
<ul style="list-style-type: none"> ● Monitor National Weather Service and other weather-related information outlets ● Develop an action plan with local emergency management officials and transportation coordinator ● Notify any impacted buildings or programs in the district ● Handle all media relations 	



SEVERE WEATHER SHELTERING 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 buildings or immediate surroundings.

When implementing Severe Weather Shelter procedures:

Staff	Building Administration
<ul style="list-style-type: none"> ● Take emergency go-kit and class roster ● 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 ● If in a portable classroom, go to a permanent building and designated safe area ● Assist those needing additional assistance ● Do not stop for personal belongings <p>Once in safe area</p> <ul style="list-style-type: none"> ● If appropriate, implement “drop and tuck” procedures ● Take attendance ● Report any missing, extra or injured students to building administration ● Remain in safe area until “all clear” is given by building administration ● Wait for additional instructions <p>When implementing “DROP and TUCK” procedures:</p> <ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Make an announcement or sound alarm for severe weather emergency ● Move students and staff from any portable classrooms into a permanent building ● Announce “all clear” signal when the severe weather has ceased ● Monitor NOAA weather stations
Superintendent	
<ul style="list-style-type: none"> ● Monitor NOAA weather stations ● Handle all media relations 	



MEDICAL EMERGENCY

Critical Information:

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

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

Staff	Building Administration
<ul style="list-style-type: none"> ● Send for immediate help (notify health office staff or school nurse) and Call 911 ● Describe injuries, number of victims and give exact location ● If in locations with chemicals, provide MSDs to responders ● Notify building administration ● DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern ● Check victim for medical alert bracelet or necklace ● Provide information to first responders ● Disperse onlookers and keep others from congregating in the area ● If possible, isolate the victim(s) ● Direct someone (e.g. staff, student) to meet and guide the first responders ● Assist emergency medical services personnel with pertinent information about the incident ● Complete an incident report (Medical Policy) and/or document all actions taken 	<ul style="list-style-type: none"> ● Ensure 911 was called and provide any updated information ● Secure victim(s) medical emergency profile ● Activate school emergency response team ● Ensure someone (e.g. staff, student) meets and directs first responders ● Provide any additional information about the status of the victim(s) ● Provide information from the victim(s) medical emergency profile ● If needed, assign a staff member to accompany victim(s) to the hospital ● Notify district administration ● Notify victim(s) parents, legal guardians or emergency contact (Insure the most accurate information is passed) ● Coordinate debriefing and counseling resources, if necessary ● Review incident report and all actions taken by staff
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

For medical emergencies related to life-threatening allergies:

- Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to all school personnel
- The Emergency Response team should be aware of EpiPen locations and training should be provided accordingly.
- Encourage all employees with special health considerations to alert building administration



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:** Building administrators notify 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:

Staff	Building Administration
<ul style="list-style-type: none"> ● Take emergency go-kit and class roster ● Take the closest and safest way out as posted or announced ● Use a secondary route if the primary route is blocked or hazardous ● Assist those needing special assistance ● Do not lock classroom doors when leaving ● Do not stop for student or staff belongings ● Go to assembly area <p><i>When outside the building:</i></p> <ul style="list-style-type: none"> ● Check for injuries ● Account for all students ● Immediately report any missing, extra or injured students to building administration. A single point of reporting will guarantee the accuracy of the reporting and will provide for specific and exact counts of students and faculty. ● Continue to contain and maintain students ● Wait for additional instructions 	<ul style="list-style-type: none"> ● Determine evacuation routes based on location and type of emergency ● Announce 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
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

When implementing Evacuation and Relocation procedures:

Staff	Building Administration
<ul style="list-style-type: none"> ● Take the emergency go-kit and class roster. ● Take the closest and safest way out as posted or announced. ● Use a secondary route if the primary route is blocked or hazardous. ● Assist those needing special assistance. ● Do not lock classroom doors when leaving. ● Do not stop for student or staff belongings. ● Remain with class en route to the relocation center ● Take attendance upon arriving at the center. ● Immediately report any missing, extra or injured students to building administration or incident command. ● Continue to contain and maintain students. ● Wait for additional instructions. 	<ul style="list-style-type: none"> ● Determine whether students and staff should be evacuated to a relocation center. ● Alert school emergency response team of emergency type and evacuation. ● Notify relocation center. ● If necessary, coordinate transportation or student process to relocation center. ● Announce evacuation. ● Specify any changes in evacuation routes based on location and type of emergency. ● Notify superintendent's office of relocation ● Implement reunification procedures at the relocation/reunification site. ● Document the reunification of all students released. ● When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water). ● An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability.
<p>Superintendent</p>	
<ul style="list-style-type: none"> ● Handle all media relations 	

Relocation Centers:

- HAEL: Playground → High School Main Gym
- HUEL: Playground/Front → Humboldt Community Center
- MS: West side of parking lot → Football Field → Bus Barn
- HS: Band/Football practice field → Bus Barn
- Admin: Service road → Bus Barn



REUNIFICATION / RELEASE PROCEDURES

Critical Definition:

Reunification procedures are used when students need to be released to parents from an alternate location.

When implementing Student Reunification/Release procedures:

Staff	Building Administration
<ul style="list-style-type: none"> • Take most current student emergency contact/pick up information to the site along with other reunification supplies. • Set up the location for reunification. • Supervise and keep students calm during these procedures. • Ensure ALL students are checked out through the documentation process for release. • Release students to authorized parents/guardians only. 	<ul style="list-style-type: none"> • Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student’s emergency information). • Notify district administration. • Coordinate messages to parents with the superintendent. • Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed. • Activate staff assigned to set up the location for reunification. • Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies. • Request transportation for students and staff including special needs transportation. • Ensure documentation of release of students (keep a log). • Release students to authorized parents/guardians only.
Superintendent	
<ul style="list-style-type: none"> • Handle all media relations 	



REVERSE EVACUATION PROCEDURES

Critical Definition:

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. 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:

Staff	Building Administration
<ul style="list-style-type: none"> ● Move all students and 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 building administration. ● Wait for further instructions. 	<ul style="list-style-type: none"> ● Make an announcement or sound alarm for reverse evacuation. ● Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm. ● Monitor the situation. ● Provide staff with any updates or additional instructions. ● Announce “all clear” signal when the emergency has ceased. ● Implement a reporting process to know where all the school’s classes are every hour of every day.
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations. 	



SHELTER IN PLACE

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, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

Staff	Building Administration
<ul style="list-style-type: none"> ● Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter. ● Assist those with special needs. ● Locate emergency go-kit and class roster. ● Take attendance and report any missing or extra students to building administration or incident commander. ● 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. 	<ul style="list-style-type: none"> ● Announce students and staff must shelter-in-place. ● Close all exterior doors and windows, if appropriate. ● Turn off the ventilation system (HVAC), if appropriate. ● Monitor the situation. ● Provide updates and instructions as available. ● Announce “all clear” when the emergency has ceased.
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations. 	

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



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.

When implementing Lockdown with Intruder procedures:

Staff	Building Administration
<ul style="list-style-type: none"> ● Follow ALICE - Do SOMETHING Alert - Lockdown - Inform - Counter - Evacuate ● Clear all students, staff and visitors from hallways immediately ● Report to nearest classroom ● Assist those with special accommodations ● Close and lock all windows and doors ● DO NOT OPEN THE DOOR for any reason ● If a fire alarm has been activated, do not evacuate unless fire or smoke is visible ● Shut off lights ● Stay away from all doors and windows ● Be quiet ● Report injuries to 911 ● Wait for further instructions 	<ul style="list-style-type: none"> ● Announce “LOCKDOWN WITH INTRUDER” ● Repeat the announcement several times. ● Be direct. DO NOT USE CODES ● Call 911 and notify law enforcement ● Direct all students, staff and visitors to the nearest classroom or 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 a threat has ceased as authorized by law enforcement ● Law enforcement will unlock all doors and will release each classroom when cleared.
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

Special Considerations

Lockdown prior to school starting

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Preschool activities leaders gather students and report attendance
- Admin or Custodial staff conducts sweep of the hallways and other rooms
- Administration posts an individual at the drop off location alerting parents and kids
- Staff takes attendance of students in their room
- At all clear, students report to their home room or first class to gain attendance

Lockdown during passing periods

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Admin and custodial staff check the hallways and exterior of the building
- Staff takes attendance of students in their room
- At all clear, students report to home room or next class to gain 100% attendance

Lockdown during after school activities

- Event leaders gather students and take attendance
- Admin or Custodial staff conducts sweep of the hallways and other rooms



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.

Intercept ~ Contact ~ Ask ~ Notify

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

Staff	Building Administration
<ul style="list-style-type: none"> ● Politely greet the subject and identify yourself ● Consider asking another staff person to accompany you before approaching the subject ● Inform the subject that all visitors must register at the reception area ● Ask the subject the purpose of his or her visit ● If possible, attempt to identify the individual and vehicle ● Escort the subject to the reception area ● If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building ● Follow ALICE - Do SOMETHING Alert - Lockdown - Inform - Counter - Evacuate ● Attempt to maintain visual contact with the intruder until assistance arrives ● If possible, keep students away from the intruder ● Take note of the subject name, clothing and other descriptors ● Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package) ● Back away from the subject if he or she indicates a potential for violence ● Allow an avenue of escape for both the intruder and you 	<ul style="list-style-type: none"> ● 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 subject 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 while maintaining a safe distance ● Provide all staff with a full description of the intruder ● Notify district administration ● Document all actions taken by staff ● Develop and implement a 100% visitor identification process. ● Create an easily identifiable visitor sign that all visitors must wear at all times. ● Create an environment within the school that encourages all staff and students to challenge all unregistered visitors. ● Ensure all staff and students know the visitor process and their role in accomplishing security.
Superintendent	
<ul style="list-style-type: none"> ● Encourage school resource officers, administration, and janitorial staff to do random walk-arounds before, during, and after school. ● Handle all media relations 	



ARMED ASSAILANT

Critical Information:

Armed Assailant term solicits the same response no matter the dangerous weapon (knife or fire arm). School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

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

Staff	Building Administration
<ul style="list-style-type: none"> ● Follow ALICE - Do SOMETHING Alert - Lockdown - Inform - Counter - Evacuate ● Seek immediate shelter for staff and students ● Initiate Lockdown with Intruder procedures ● Notify building administration ● Provide location of the shooting, if known ● Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed 	<ul style="list-style-type: none"> ● Initiate Lockdown with Intruder procedures ● Call 911 and notify emergency responders ● Provide the following information, if known: <ul style="list-style-type: none"> ○ Location of shooter(s) ○ Description, identity and number of shooters ○ Description of weapon(s) ○ Number of shots fired ○ Is shooting continuing? ○ Number of injuries ● Notify district administration ● Document all actions taken by staff ● Implement Media procedures ● Implement Recovery procedures
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

**Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year. Exercise Armed Assailant drills with Staff and Local law Enforcement for effective responses in a variety of different conditions and times of day.*



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

If you witness a hostage situation:

Staff	Building Administration
<ul style="list-style-type: none"> • Do not put yourself in danger • Notify building administration immediately • Keep all students in their classrooms until further notice • Wait for further instructions 	<ul style="list-style-type: none"> • Initiate Lockdown with Intruder procedures • Call 911 and notify emergency responders • If known, provide a description of the following: <ul style="list-style-type: none"> ○ 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 of the building • 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
Superintendent	
<ul style="list-style-type: none"> • Handle all media relations 	

In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams. Allow for access to digital copies if possible.



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:

Staff	Building Administration
<ul style="list-style-type: none"> ● 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 danger (in the immediate vicinity of the incident) ● Notify building administration ● Complete Threat Incident Report 	<ul style="list-style-type: none"> ● Initiate Lockdown with Intruder procedures when necessary ● CALL 911 ● Notify district administration ● Document the incident ● When safe, convene the appropriate staff to evaluate the threat
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

If threat is identified but there is no immediate risk:

Staff	Building Administration
<ul style="list-style-type: none"> ● Complete a threat assessment ● Notify building administration and student services staff ● Maintain confidentiality 	<ul style="list-style-type: none"> ● 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 ● Notify district administration ● 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
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

BOMB THREAT

Critical Definition:

ALL bomb threats must be taken seriously until they are assessed. The decision to evacuate rests with the school, not emergency responders, **UNLESS** a device is located.

Staff	Building Administration
<ul style="list-style-type: none"> Notify building 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 phoned threat, document all relevant information Complete Threat Incident Report Form 	<ul style="list-style-type: none"> Call 911 to notify law enforcement Assess the threat by using the Threat Incident Report Form Consult with emergency responders, as time permits Determine credibility of threat Document all actions taken by staff
Superintendent - Handle all media relations	

If the bomb threat is determined to be credible:

Staff	Building Administration
<ul style="list-style-type: none"> Implement appropriate Lockdown/Secure Perimeter 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 building administration of findings Limit the use of cell phones and radios in the building 	<ul style="list-style-type: none"> Initiate appropriate Lockdown/Secure Perimeter procedures Provide additional instructions as necessary Direct 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 staff Determine if evacuation procedures should be initiated Limit the use of cell phones and radios in the building
Superintendent - Handle all media relations	

If Evacuation Procedures are initiated:

Staff	Building Administration
<ul style="list-style-type: none"> Implement EVACUATION / RELOCATION PROCEDURES procedures Take emergency go-kit and class roster 	<ul style="list-style-type: none"> Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device Ensure evacuation routes and area(s) are clear of suspicious items
Superintendent - Handle all media relations	

***When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located*



WEAPON

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:

Staff	Building Administration
<ul style="list-style-type: none"> ● Notify building administration immediately and provide the following information: ● Location, identity and description of the individual <ul style="list-style-type: none"> ○ Description and location of weapon(s) ○ Whether the individual has threatened him or herself or anyone else ● Limit information to staff and students on a need to know basis ● Stay calm and do not call attention to the weapon 	<ul style="list-style-type: none"> ● Notify law enforcement that a weapon is on school grounds ● 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 ● Notify district administration ● Conduct weapon search, if needed ● DO NOT approach the individual alone. ● Consider these factors: <ul style="list-style-type: none"> ○ Need for assistance from law enforcement ○ Best time and location to approach individual ○ Description, location and accessibility of weapon(s) ○ Safety of persons in the area ○ State of mind of the individual ● If the individual displays or threatens with the weapon(s): <ul style="list-style-type: none"> ○ DO NOT try to disarm him/her ○ Avoid sudden moves or gestures ○ Use a calm, clear voice ○ Instruct the individual to place the weapon down ○ Use the individual's name while talking to them ○ Allow for escape routes. Back away with your hands up ● If the individual is a student, notify parent or guardian ● Document all actions taken by staff ● File report according to district policy
Superintendent - Handle all media relations	

Per district policy, a weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or bodily harm.



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:

Staff	Building Administration
<ul style="list-style-type: none"> ● Notify building administration ● Ensure the safety of students and other staff ● Work as a team in response ● Defuse the situation, if possible, without putting yourself in danger ● 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 area to preserve evidence for law enforcement ● Identify the assailant by name and description (e.g. clothing, height) ● If the assailant has left the building, determine direction and mode of travel ● If assailant leaves in a vehicle, provide description of the vehicle and license number ● Identify any witnesses ● Document all activities 	<ul style="list-style-type: none"> ● 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 district administration ● Notify parents or legal guardians of students involved ● Make appropriate referrals to student services or student assistance team ● Document all actions taken by staff and complete incident report
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	



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.

Schools should address sexual assault as a crisis or emergency when:

- A rape or sexual assault occurs on campus
- A member of the victim’s family or friend requests intervention
- Rumors of an alleged incident are widespread and damaging

In the event of a sexual assault or notification of a sexual assault:

Staff	Building Administration
<ul style="list-style-type: none"> • Notify building administration immediately • Complete all required reports (Law Enforcement, or district policy) • Maintain confidentiality during the investigation • Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim • <i>Do not leave the victim alone</i> • Ensure the short-term physical safety of the victim • Notify the school nurse or student services to provide care and secure immediate medical treatment if needed • If appropriate, preserve all physical evidence • Preserve personal effects, as well as the potential crime scene 	<ul style="list-style-type: none"> • Maintain confidentiality • If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so • Notify appropriate law enforcement • Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need • Determine needs for peer support • Encourage the victim to seek support from a rape crisis center • Take action to control rumors • Document all actions taken by staff and complete incident reports • Store all records related to sexual assault incidents and services provided in a confidential administrative file • Without putting staff or students in harm’s way, secure the potential crime scene until law enforcement arrives
Superintendent	
<ul style="list-style-type: none"> • Handle all media relations 	



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 staff member believes a student is a suicide risk or has attempted suicide:

Staff	Building Administration
<ul style="list-style-type: none"> ● Stay with the student until assistance arrives ● Notify school administration, counselor, social worker or school psychologist ● 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 of your concern ● Assure the student you will find help to keep him/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 	<ul style="list-style-type: none"> ● Call 911 or law enforcement if the student needs medical attention, has a weapon or needs to be restrained ● Determine a course of action with counselor, social worker or other mental health professional ● Contact the student's parent or guardian and make appropriate recommendations. Contact law enforcement if a parent or guardian cannot be reached. ● Do not allow the student to leave school without a parent or guardian ● Notify district administration ● Document all actions by staff ● Follow-up and monitor to ensure student safety
Superintendent	
<ul style="list-style-type: none"> ● Handle all media relations 	

**School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.*



DEMONSTRATION / STUDENT UNREST

Critical Definition:

Demonstrations on school property could be deemed trespassing.

If demonstration is near, but not on school property:

Staff	Building Administration
<ul style="list-style-type: none"> • Notify building administration • Direct media inquiries to Superintendent 	<ul style="list-style-type: none"> • Preplan for this by designating a protest area around the building • Notify district administration • Notify and consult with law enforcement in developing a plan of action • Notify building staff • Encourage 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 lockdown with warning procedures
Superintendent	
<ul style="list-style-type: none"> • Contact appropriate stakeholders • Handle all media relations 	

If demonstration is on school property:

Staff	Building Administration
<ul style="list-style-type: none"> • Notify building administration 	<ul style="list-style-type: none"> • Notify district administration • Notify and consult with law enforcement • Identify who asks the demonstrators to leave • Develop an action plan • Notify building staff • Consider Secure Perimeter procedures (see lockdown procedures) • Ensure safe entry into and exit from the building • Monitor situation and make decisions based on developing information • Consider communication venues
Superintendent	
<ul style="list-style-type: none"> • Contact appropriate stakeholders • Handle all media relations 	



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 a school building:

Staff	Building Administration
<ul style="list-style-type: none"> • Notify building 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 go-kits and class roster • Take attendance and report missing, extra or injured students • Render first aid as needed 	<ul style="list-style-type: none"> • Call 911 and notify emergency responders • Report location of leak or spill and type of material (if known) • Report any students or staff missing or injured • Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC)) • Notify district administration • Move staff and students away from the immediate danger zone • Keep staff and students from entering or congregating in danger zone • Document all actions taken
Superintendent	
<ul style="list-style-type: none"> • Handle all media relations 	

In the event of a hazardous material incident outside a school building:

Staff	Building Administration
<ul style="list-style-type: none"> • Notify building 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 • Avoid turning on and off lights 	<ul style="list-style-type: none"> • Monitor situation • Notify district administration • Consult with emergency responders • Identify the need for evacuation • Develop an action plan with emergency responders • Consider implementing Shelter-in-Place procedures • If there is an airborne release, shutdown ventilation system (HVAC) • Document all actions taken - Provide known hazardous materials to the fire department
Superintendent	
<ul style="list-style-type: none"> • Notify parents or legal guardians of student reunification and release procedures • Handle all media relations 	



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. We suggest posting the attached document in mail opening locations.

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

Staff	Building Administration
<ul style="list-style-type: none"> DO NOT OPEN package or letter Notify building 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 	<ul style="list-style-type: none"> CALL 911 and notify law enforcement Notify district administration Document all actions taken by staff
Superintendent - Handle all media relations	

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

Staff	Building Administration
<ul style="list-style-type: none"> Notify building 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 	<ul style="list-style-type: none"> Notify appropriate law enforcement personnel Preserve evidence for law enforcement and turn the letter or package over to law enforcement Document all actions taken by staff
Superintendent - Handle all media relations	

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

Staff	Building Administration
<ul style="list-style-type: none"> Notify building 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 	<ul style="list-style-type: none"> Call 911 and notify law enforcement Preserve evidence for law enforcement Turn the letter or package over to law enforcement Consult with emergency officials to determine: <ul style="list-style-type: none"> Need for decontamination of the area and the people exposed to the substance Need for evacuation or shelter-in-place Notify district administration
Superintendent - Handle all media relations	

**When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.*

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ **Isolate area immediately** ▪ **Call 911** ▪ **Wash your hands with soap and water**



To order this poster, call 1-800-332-0317.

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MEDIA INQUIRY

Critical Information:

All media inquiries must be referred to the district superintendent. The school district, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

Staff	Building Administration
<ul style="list-style-type: none"> ● Direct all media inquiries to the Superintendent 	<ul style="list-style-type: none"> ● Notify district administration and all staff of emergency event ● Direct all media contacts to superintendent, or media point of contact ● Relay all factual information to superintendent, or media point of contact ● If directed by administration, designate a site spokesperson ● Update staff throughout the emergency, review details of the emergency and dispel rumors ● Inform superintendent and points of contact of any media presence at the building. Request onsite assistance with media if necessary
Superintendent	
<ul style="list-style-type: none"> ● Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agencies protocols. ● DO NOT allow media to hinder emergency responders or be put in harm's way ● Provide relevant updates and press releases as needed ● Monitor media reports to ensure message accuracy. Provide the media with any corrected information. ● Monitor social media, track rumors and ask the media to dispel inaccurate information ● Document all contact with media 	

Threat Incident Report Form

ALL THREATS

Date: _____ Time: _____ Location: _____

Recorded By: _____

Means of Threat: _____ Phone _____ Written _____ Face _____ Package _____

Students Involved: _____

Staff Involved: _____

PHONE THREAT

Phone Number Shown on Caller ID: _____

Exact Words of the Threat: _____

Questions for the Caller:

Where is the bomb, chemical, or hazard? _____

What does it look like? _____

What kind of bomb or hazard is it? _____

When is it going to explode or be activated? _____

What will cause it to explode or be activated? _____

Did you place the bomb or hazard? _____

If no, who did? _____

If yes, why did you place it? _____

What is your name? _____

Where are you calling from? _____

What is your address? _____

Callers Voice (Circle all that apply):

Calm	Stutter	Giggling	Laughter	Stressed	Disguised	Slow	Distinct
Deep	Nasal	Lisp	Sincere	Crying	Loud	Soft	Angry
Squeaky	Raspy	Slurred	Drunken	Broken	Rapid	Excited	Normal
Young	Middle Aged	Old	Incoherent	Accent: _____			

Is the voice familiar? Who? _____

Background Noises (Circle all that apply):

Voices	Airplanes	Street Noise	Vehicles	Music	Clear	Static	Horns
Bells	Motor	PA System	Trains	Factory	House Noises	Party	Quiet

Animals: _____ Other: _____