

[Insert Your Own Cover]

Fire, Ambulance, Police Emergency 911

Dispatch Center _____
(to contact local police, fire, and emergency medical services)

Public Utilities:

Electricity: Company _____ Contact Person _____ Position _____
24-hr emergency number(s) _____

Gas: Company _____ Contact Person _____ Position _____
24-hr emergency number(s) _____

Water: Company _____ Contact Person _____ Position _____
24-hr emergency number(s) _____

Emergency Management Agencies:

Local emergency management director _____ (Name and numbers)

County emergency management director _____ (Name and numbers)

Poison Control Center: _____

Crime Victim Services: _____

County Social Services (Child Protection): _____

Post-Crisis Intervention/Mental Health Services: _____

EMERGENCY PHONE NUMBERS

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 (Initially confronted with the situation)

- 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 harm's way
- Use a calm voice and low tones in addressing the assailant
- If behavior escalates, shout "Stop!" and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties
- Do not leave the victim alone
- Seal off 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

Building Administration or Designee

- Call 911 and notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- Consider lockdown procedures
- Notify 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 reports

ASSAULT

Critical Information:

Demonstrations on school property could be deemed trespassing.

If demonstration is near, but not on school property:**Building Administration or Designee**

- Preplan for this by designating 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 communication venues (e.g. Web site posting, email)
- Consider lockdown with warning procedures

Staff

- Notify building administration

If demonstration is on school property:**Staff**

- Notify building administration

Building Administration or Designee

- Notify district administration
- Notify and consult with law enforcement
- Identify who asks the demonstrators to leave
- Develop an action plan
- Notify building staff
- Consider lockdown with warning 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 (e.g. Web site posting, email)

DEMONSTRATION/STUDENT UNREST

Critical Information:

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

In the event of fire or smoke:

Staff

- 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, use 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 behind you, if possible

Building Administration

- 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- Bring blue prints of facility; point out location of control panel, annunciators, and sprinklers
- Determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of student reunification and release procedures (consider adding procedures to student handbook)
- Signal “all clear” when safe to re-enter school building

Additional Considerations

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

FIRE

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

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

Building Administration

- Preplan how local Law Enforcement will identify themselves to staff during clearing procedures
- Use of department identification badges with photos
- Distribute information to staff and practice it.
- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- If known, provide a description of the following:

- Identity and description of the individual
- Description and location of the incident
- Number of hostages
- Number of injuries
- Seal off area near hostage scene
- Students should be moved from exposed areas or classrooms to safer areas 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

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.

HOSTAGE

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

- 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

Building Administration or Designee

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- Provide the following information, if known:
 - 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

**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.*

ARMED ASSAILANT

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. (Reference Potential indicators (Iowa School Safety Guide, Page 49))

In the event a staff member believes a student is a suicide risk or has attempted suicide:**Staff**

- 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 or her safe
 - Stay calm and don't visibly react to the student's threats or comments
 - Do not let the student convince you the crisis is over
 - Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

Building Administration or Designee

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached
- Determine a course of action with social worker or other mental health professional
- Contact student's parent or guardian and make appropriate recommendations
- 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
- Implement Recovery procedures

**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.*

SUICIDE THREAT OR ATTEMPT

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**

- 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
- *Do not leave the victim alone*
- 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

Building Administration or Designee

- Maintain confidentiality during the investigation
- 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
- If assault occurred on campus
- 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

Critical Information:

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

Joint Information Center (JIC)

The State of Iowa's Joint Information Center (JIC) provides a coordinated release of public information during disasters and emergencies. Housed in the State Emergency Operations Center at the Joint Forces Headquarters near Johnston, IA the JIC acts as a one-stop shop for the gathering and dissemination of incident-related information. Activities performed in the JIC include: developing press releases and other written products; facilitating news conferences; updating websites with pertinent disaster information; providing information via social media outlets such as Facebook and Twitter; monitoring media and social media reports for accuracy; planning tours for the governor and state officials to disaster-impacted areas; and responding to public inquiries. The JIC is staffed by HSEMD public information officers (PIOs) and other staff along with PIOs from other state agencies involved in the disaster response. For a very large or lengthy disaster response, PIOs from other State agencies may be asked to work in the JIC. The JIC is only operational when the Emergency Operation Center (EOC) is activated, in a State level emergency. The JIC also coordinates with partners at the local and federal government levels, along with the private sector, to ensure consistent messages are being delivered to the public.

Superintendent or Designee

- Prepare and coach district spokesperson
- 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 regular updates and press releases and let media know when to expect the next update
- DO NOT say "No comment." It is okay to say "I don't know"
- Monitor media reports to ensure message accuracy. Provide media with any corrected information.
- Track rumors and ask the media to dispel inaccurate information
- Document all contact with media

Building Administration or Designee

- 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

Staff

- Direct all media inquires to these points of contact.

Communication Contacts

List the district spokesperson and public information officer along with their alternates in case the primary contact is unavailable during a crisis. Consider pre-designating building or site spokespersons.

District Public Information Officer (PIO)

Alternate District (PIO)

Name

Name

Contact Number

Contact Number

District Spokesperson

Alternate District Spokesperson

Name

Name

Contact Number

Contact Number

MEDIA INQUIRY

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**

- 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

Building Administration

- 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
- Keep a DOT HAZMAT Guide Book, or NIOSH

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

- 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

Building Administration

- 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)
- Notify parents or legal guardians of student reunification and release procedures
- Document all actions taken - Provide known hazardous materials to the fire department

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 please reference (School Safety Guide Page 11).

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

- 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

Building Administration or Designee

- 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)
- Activate Recovery procedures as appropriate (debriefing, or coordinate counseling resources)
- Document all actions taken by staff / Conduct After Action Review (AAR)

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
- Students should advise staff and nurse on EpiPen locations. (Teachers should request training by Nurse)
- Encourage all employees with special health considerations to alert building administration

MEDICAL EMERGENCY

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**

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

Building Administration or Designee

- Initiate Lockdown with Intruder procedures
- CALL 911
- Notify district administration
- Document the incident

If threat is identified but there is no immediate risk:**Staff**

- Complete a Threat Incident Report Form
- Notify building administration and student services staff
- Maintain confidentiality

Building Administration or Designee

- Convene the appropriate staff to evaluate the threat
- Notify law enforcement
- Conduct search of school and personal property, if needed
- Interview the individual posing a threat
- Develop an action plan
- 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
- Implement Recovery procedures

THREAT

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

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

Building Administration or Designee

- Call 911 to report that a weapon is in school
 - Provide location, identity and description of the individual
 - Provide description and location of weapons
- Develop an action plan for response
 - If the weapon is located on an individual, isolate the individual
 - If the weapon is in a locker or in a backpack, prevent access to that area
- Determine whether to initiate Lockdown, Evacuation or other procedures
- Notify district administration
- Conduct weapon search, if needed
- DO NOT approach the individual alone. Consider these factors:
 - 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):
 - 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

Staff members should be familiar with definitions of weapons within their school district's policies.

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

- 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

Building Administration or Designee

- CALL 911 and notify law enforcement
- Notify district administration
- Document all actions taken by staff
- Mitigation: Train staff, volunteers, or students on mail procedures annually
- Mitigation: Post information on suspicious packages in mail room or mail opening area

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

Staff

- 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

Building Administration or Designee

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

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

Staff

- 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

Building Administration or Designee

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

**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 PACKAGE OR MAIL

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



UNITED STATES
POSTAL SERVICE



To order this poster, call 1-800-222-0282.

Poster 52
September 2005
PSN 726-07-000-100

SUSPICIOUS PACKAGE OR MAIL

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

- 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
 - 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 yourself

Building Administration

- 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 in courage’s all staff and students to challenge all unregistered visitors.
 - Ensure all staff and students know the visitor process, and their role in accomplishing security.
 - Reporting procedures should be included in the student handbook.
 - Create a hall monitor program, through volunteers, or staff.
 - Encourage school resource officer, administration, and janitorial staff to do random workarounds before, during, and after school.

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 or severe thunderstorm WATCH includes all or part of the district area:

District Administration

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
- Notify impacted schools, buildings and programs in the district

Building Administration or Designee

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
- Activate appropriate members of the school emergency response team to be aware of potential weather changes
- Notify head custodial staff of potential utility failure
- Consider moving all persons inside building(s)
- Consider closing windows, if it is safe to do so
- Review severe weather sheltering procedures and location of shelter areas

Staff

- Review "Drop and Tuck" procedures with students

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

District Administration

- Notify impacted buildings and programs in the school district
- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
- Provide any updated information to impacted schools, buildings and programs

Building Administration or Designee

- 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
- Notify parents and legal guardians according to district policy

Staff

- Initiate Severe Weather Shelter Area procedures
- Close classroom doors
- 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

If flooding occurs near or at a school:

District Administration

- Monitor NOAA weather radio, all-hazard or emergency alert radio stations
- Develop an action plan with local emergency management officials and transportation coordinator
- Notify any impacted buildings or programs in the district

Building Administration or Designee

- Know the flood level which your building is protected
- 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

Staff

- 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

Threat Incident Report Form (Locate this by Phone)

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:									
<i>Questions for the Caller:</i>									
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?									
Why did you place the bomb or hazard?									
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 Noises	Vehicles	Music	Clear	Static	Horns		
Bells	Motor	PA System	Trains	Factory	House Noises	Party			
Quiet	Phone Booth								
Animals:									
Other:									

Critical Definition:

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

Upon receiving a bomb threat:

Building Administration or Designee

- 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

Staff

- 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

If the bomb threat is determined to be credible:

Building Administration or Designee

- Initiate appropriate Lockdown 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

Staff

- Implement appropriate Lockdown 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

If Evacuation Procedures are initiated:

Building Administration or Designee

- 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

Staff

- Implement Evacuation procedures
- Take emergency go-kit and class roster

***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.*