

Colorado Springs School District 11



Emergency Response Plan

School District 11 Security 520-2287

Date: September 2004

Edition 2

Previous editions obsolete

SCHOOL CONTACTS

Attempt to define the type and extent of the crisis as soon as possible so that you can provide clear accurate information to those who can assist you.

1. Call 9-911 immediately if that is required.
 - ◆ Provide the 911 dispatcher with clear detailed who, what, where information.
 - ◆ Who is in need of emergency attention.
 - ◆ What has happened.
 - ◆ Where did it happen.
 - ◆ **Notify the office that an emergency exists and that 911 has been called.**
 - ◆ If you are on the phone with the 911 dispatcher, send someone to the office or to nearby classroom to notify a teacher who will notify the office of the emergency and that 911 has been called.
2. If there is an emergency situation and you are not sure about contacting 911, notify the main office immediately for assistance.
3. Crisis Response Team will call District Security (520-2287) to inform them of the situation and District Security will inform other relevant people.

SCHOOL CONTACTS Crisis Team Members (CRT)			
CRT Names	Phone Number	CRT Names	Phone Number

EVACUATION PROCEDURES

Notice to evacuate a building may be by use of the fire alarm or a P.A. announcement from the Principal or designee.

EVACUATION: ON-SITE

1. If a building **fire** is identified, the principal or designated representative must be notified immediately and the school's alarm activated.
2. If evacuation is needed for any other reason the P.A. system should be used, with specific directions to evacuate on-site or off-site.
3. Students, staff and visitors should exit the building as quickly as possible.
4. The principal will determine whether to have the Crisis Team Members assembled to assist in controlling the situation.
5. The principal or designee should immediately contact the following personnel:
 - a. **9-911**- providing as much detail as possible about the details (i.e., fire, explosion, etc.)
 - b. District 11 Security @ 520-2287
6. Staff should remember to take their student/employee rosters and lap top computers with them when evacuating the building. A map should be posted in each room listing the nearest exits.
7. Before exiting each room, the teacher or a designated student should assure the **lights are turned off**, the **windows are closed**, and the **door is closed, but not locked**. While exiting the building, if any doors to unoccupied rooms are open, they should be closed, if possible.
8. Teachers, students and staff should go to their predetermined assembly points, at least 300 feet away from the building and school access roads or parking lots. The principal will designate staff to quickly check bathrooms and other rooms while exiting the building to ensure all students have exited. Make sure students with special needs are assisted.
9. Teachers take up-to-date class roster or seating chart and when outside the building, teachers should account for their students and report this head count to the principal or designated representative, who will then forward the list to the emergency officials, once on site, noting any missing students and/or staff.
10. Record student releases.

In case of a fire alarm, DO NOT reset the fire alarm until the fire department gets to the site. Unless the evacuation is an organized drill, the only person who should reset the fire alarm is the fire department or Security Officials.

EVACUATION: OFF-SITE

1. Make sure students take their coats, if possible
2. Follow procedures for on-site evacuation
3. Proceed to off-site location and wait for instructions
4. Do not release students to anyone except parents or authorized persons
5. Set up a command center at the off-site location to deal with responding media, parents and law enforcement
6. Have student release procedures in place, but release only after police or fire department authorization
7. Record student releases
8. Staff take student/employee rosters, attendance records and lap top computers

EVACUATION PROCEDURES - ON SITE AND OFF-SITE

SHELTER IN PLACE PROCEDURES

Shelter in place -- dangerous person(s) inside the school building

1. If a staff member determines that a person is an imminent threat call the office, 9-911 and District Security @ 520-2287
2. Initiate "Shelter in Place" over PA by using common language (**THIS IS A SHELTER IN PLACE**).
3. Deactivate bell system
4. Activate crisis response team using common language, if necessary
5. Staff should keep students in their rooms with doors locked
6. Individuals located in the cafeteria or other open areas are to go to _____.
7. When securing area, direct all students to nearest classroom
 - a. Keep students seated or on the floor, away from windows
 - b. Keep everyone quiet so that instructions can be heard
8. Stay in position until principal or person in charge announces "**ALL CLEAR**" and wait for further instructions.

Shelter in place -- Person(s) outside the school building.

1. If staff member determines that a person is an imminent threat call the office, 9-911 and District Security
2. Secure area by directing students to a safe, designated inside area
-Students are **NOT TO LEAVE CAMPUS** unless it is the only safe area
3. Initiate "Shelter in Place" by using common language (**THIS IS A SHELTER IN PLACE**)
4. Activate crisis response team
5. Deactivate bell system
6. Staff inside building will direct students to classroom and/or keep students confined in classrooms.
7. Custodial/staff will lock all outside doors (all will have panic bar keys).
8. The principal or person in charge will post a staff person (**WITH RADIO**) to observe main doors.
9. Students and staff will stay in position until principal or person in charge announces "**ALL CLEAR**". Wait for further instructions.
10. If students are released to parents from shelter-in-place, record the release

ROLES AND RESPONSIBILITIES

Principal/Person in Charge

- a. Determine need for shelter in place
- b. Assign roles as needed
- c. Assure injured personnel are properly assisted
- d. Decide to assemble the Crisis Team
- e. Call emergency personnel, if needed

Teacher/Support Personnel

- a. Initiate shelter in place procedure in classroom
- b. Take student roll
- c. Assist as needed and instructed
- d. Check for unsheltered students

Custodian

- a. Assist as needed and instructed
- b. Assure all doors are closed and locked from outside.

Security

- a. Check for unsheltered students
- b. Be alert for changing situation
- c. Be observant for suspect descriptions

SHELTER IN PLACE PROCEDURES

LOCK-DOWN PROCEDURES

1. Sometimes situations outside the building may warrant a curtailment of outside activities and securing the building. This would include criminal events near the building, suspects at-large, barricaded subjects off campus, but near school, gun shots heard on or around campus.
2. These procedures are called **lock-down** procedures and are different from shelter-in-place. In a lock down, activities may proceed as normal, but with heightened state of alert.
3. Announce a lock-down with a clear P.A. announcement or face-to-face notification of teachers.
4. Call District 11 Security @ 520-2287 if they are not aware of the situation already.
5. All outdoor activities should be cancelled or moved indoors.
6. All exterior doors and windows should be closed and locked.
7. The main entrance door should be closed. If left unlocked, it must be constantly monitored.
8. When the situation has returned to normal and all clear has been given by the police or District 11 Security, doors and windows may be reopened and outside activities resume as normal.
9. If the building is in a lock-down, do not dismiss students to walk home.
10. Students may be released directly to parents.

ROLES AND RESPONSIBILITIES

Principal

- a. Determine the nature of the situation
- b. Makes the PA announcement or notification of a lock-down
- c. Contact Security for additional information and assistance

Teachers

- a. Make sure students go about their work quietly
- b. Be prepared to move quickly to a shelter-in-place or evacuation
- c. Be alert

Security/Other Staff

- a. Monitor doors and hallways
- b. Monitor outdoor areas for changes in situation
- c. Assist the principal
- d. Be alert and prepared for shelter-in-place or evacuation

LOCK-DOWN PROCEDURES

GUNSHOTS ON OR NEAR SCHOOL GROUNDS

Steps of Action for gunshots on or near school grounds

1. Call 9-911 immediately
2. Announce a lock-down with clear P.A. announcement or face-to-face notification of staff
3. Notify District 11 Security @ 520-2287
4. All outdoor activities should be cancelled or moved indoors
5. All exterior doors and windows should be closed and locked
6. The main entrance door should be closed. If left unlocked, it must be constantly monitored
7. When the situation has returned to normal and an all clear has been given by the police or District 11 Security, doors and windows may be reopened and outside activities may resume
8. If the building is in lock-down, do not dismiss students to walk home unless directed to do so by Police or Security
9. Students may be released directly to parents during a lock down

ROLES AND RESPONSIBILITIES

Principal

- a. Determine the nature of the situation
- b. Makes the PA announcement or notification of a lock-down
- c. Call 9-911 and notify police of situation
- d. Contact District 11 Security for additional information and assistance

Teachers

- a. Make sure students go about their work quietly
- b. Conduct shelter in place in classroom if necessary
- c. Be alert for details, descriptions, direction of flight

Security/Other Staff

- a. Monitor doors and hallways
- b. Monitor outdoor areas for changes in situation
- c. Assist the principal
- d. Be alert and prepared for shelter-in-place or evacuation

BOMB THREAT

If a phone bomb threat is made at the school, obtain as many details as possible using the checklist below.

The person receiving the threat should:

1. Complete the checklist below as completely as possible while on the phone.
2. NOTE the number the call is coming from if you have a display phone, and NOTE the exact time.
3. Call the principal or internal emergency number. Principal will decide if evacuation should occur.
4. Call 444-7000 or 9-911 (if needed).
5. Notify District 11 Security @ 520-2287
6. Note caller I.D. display on phone if it has a display

BOMB THREAT CHECKLIST

If you receive a phone call that there is a bomb in the building, ask the caller the following:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of a bomb is it?
5. What will cause the bomb to explode?
6. Did you (the caller) place the bomb?
7. Why did you (the caller) place the bomb?
8. What is your name?
9. What is your address (where do you, the caller live?)
10. Sex of the caller _____ Age _____ Race _____ Length of call _____

Caller's Voice (Circle appropriate descriptions)

Calm	Laughing	Lisp	Angry	Crying	Rasp
Excited	Normal	Deep	Slow	Distinct	Ragged
Rapid	Slurred	Soft	Clearing throat	Nasal	Accent
Loud	Stutter	Cracking Voice	Disguised	Familiar	Deep Breathing

If voice is familiar, who did it sound like? _____

Background Sounds (Circle all that apply)

Street Noise	House Noises	Kitchen	Motor	Animal Noises	Factory Machinery
Voices	Office	Clear	PA System	Static	Local
Long Distance	Office Machinery	Booth	Other _____		

Threat Language (Circle all that apply)

Well spoken (educated)	Foul	Incoherent	Irrational	Taped
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Message read by threat maker _____

Remarks: Internally: Report call immediately to school principal or office security. Fill out completely immediately after bomb threat.

Date _____

BOMB THREAT CHECKLIST

ADDITIONAL BOMB THREAT PROCEDURES

EVACUATIONS

In the event the principal decides to evacuate, follow building evacuation plan.

1. All staff should, in the process of evacuating, look for unusual or suspicious noises or devices.
2. **DO NOT** touch anything suspicious.
3. **Some devices are activated by radio wave frequencies: *Do not* use cellular phones, radios, or walkie-talkies.**
4. ***Stay away from the parking lot -- go to designated areas. At least 300' from site.***

BOMB THREAT IN WRITTEN FORM:

DO NOT handle the note after finding out what it is. Protect the note for police, by placing it into a plastic or paper bag or envelope.

Call the principal or internal emergency number immediately.

E-mail bomb threat -- leave on screen and do not touch.

LETTER/PACKAGE BOMB OR MAILED HAZARDOUS SUBSTANCE

Mail handlers should be trained on what could be suspicious. A suspicious letter/package could contain any of the following:

Foreign mail	Misspelling of common words	Excessive postage	Odd noises
Handwritten messages	Oily stains/discoloration/odor	Special delivery	Poorly typed addresses
Restrictive markings	Lopsided or uneven envelope	Incorrect titles	Protruding wires or tinfoil
No return address	Excessive weight	Excessive securing material (i.e. tape)	Powder leaking
Rigid envelopes, bulky	Packages with odd noises	Titles but no names	

1. If any of the items listed above are identified on a package, do not open the package. Secure the area around the item and contact the principal.
2. Persons who touched the letter should wash their hands if powder or liquid is leaking.
3. The person who identified the suspicious package should not "broadcast" the matter and cause panic, but contact the principal giving as much detail about the situation as possible.

ROLES AND RESPONSIBILITIES

Principal/person in Charge

- a. Account for all students/personnel.
- b. Assign roles as needed.
- c. Determine need for evacuation.
- d. Decide to assemble Crisis Team.

Secretary

- a. Call emergency personnel, as instructed.
- b. Take roster to assembly site.

Teacher/Support Personnel

- a. Evacuate students and take attendance.
- b. Report attendance to principal.
- c. Assist as needed and instructed.

Custodian

- a. Keep access roads open.
- b. Assist as needed and instructed.
- c. If device is found TURN OFF GAS.

Security

- a. Be alert for unusual objects
- b. Assist principal

ADDITIONAL BOMB THREAT PROCEDURES AND MAIL THREAT PROCEDURES

EXPLOSION AND SIMILAR EVENTS

STEPS OF ACTION FOR EXPLOSIONS OR SIMILAR EVENTS

If there is an explosion at a building, staff should prepare their students for evacuation after the explosion, using the fire evacuation procedures. **Determine quickly if toxic material is present outside the building. If so, shelter in place, close doors, windows, shut down air handling, etc.**

EXIT NOT IMMEDIATELY FEASIBLE

1. If exit from the building cannot be completed immediately, students should be instructed to seek cover under their desks, if possible.
2. When seeking shelter under desks, students should cover their heads with their hands or books and assume a kneeling position on the floor until debris ceases flying. Do not exit the building until it has been determined that the outside situation is safe.

EXPLOSION CHECKLIST

1. Sound fire alarm and evacuate per fire evacuation plan, if necessary. Staff, teachers bring roll books/class attendance, or student/employee rosters. If it appears that toxic materials are present outside, but not inside the building, shelter in place. Turn off all air handling equipment and close all doors and windows.
2. Call 9-911
3. Shut off electric, water and gas.
4. Close exterior doors and windows
5. Notify District 11 Security @ 520-2287
6. Convene Crisis Team
7. Establish a Command Post with communications capability on site.
8. Arrange for student transfers to designated evacuation center
 - a. Keep list of who went where
 - b. Keep list of injured and where taken
 - c. Set up system to check parent I.D. prior to release of evacuation students
 - d. Contact Transportation for buses if needed
9. Provide First Aid if needed
10. Assist emergency personnel in locating injured persons as requested by fire/police

ROLES AND RESPONSIBILITIES

PRINCIPAL/PERSON IN CHARGE

- a. Account for students
- b. Assign roles
- c. Insure that evacuation or shelter-in-place is completed
- d. Insure that injured are assisted
- e. Establish command post
- f. Convene Crisis Team

SECRETARY

- a. Call Security and Emergency personnel
- b. Take roster to assembly site
- c. Assist as instructed

TEACHERS

- a. Evacuate students and take roll
- b. Report roll to principal
- c. Assist as instructed

CUSTODIAN

- a. Shut off electric, water, and gas
- b. Close exterior doors/windows
- c. Assist as instructed

SECURITY

- a. Assist with evacuation
- b. Check all rooms/buildings for students, staff
- c. Role as assigned

EXPLOSION AND SIMILAR EVENTS

ENVIRONMENTAL HAZARDS

Exterior Release

1. Verify information through District Security or 9-911. Ascertain whether to evacuate or shelter in place.
2. Provide for emergency medical care
3. Notify District 11 Security @ 520-2287
4. Convene Crisis Response Team
5. Estimate the extent of injuries to students or potential physical
6. List all hospitalized and evacuated individuals and their location
7. Shelter in place
 - Close all exterior doors and windows
 - Turn off main gas supply
 - Shut down main electrical power sources to close all ventilation sources **only if there is a significant danger from contaminated air**

Interior release or if instructed by Fire Department to Evacuate

1. Determine direction of prevailing wind
2. Evacuate to off site location using cross wind route to avoid fumes
3. Ascertain if City has predetermined temporary shelter site(s)
4. Contact transportation to provide buses for transportation if necessary or proceed to off-site evacuation location
5. Teachers must bring their class roll or attendance books
6. Prepare special needs students and personnel for evacuation
7. Organize students with shelter sites supervisor before allowing them to leave buses (school administrator should remain in charge of the students)
8. Security or Communications and Community Services (CCS) will assist with media
9. Establish system to check identification of parents (release students only to a parent or guardian with legal custody) and record student releases
10. Debrief Crisis Response Team

PRINCIPAL

- a. Determine if hazard actually exists by contacting D-11 Security or Fire Dept.
- b. Ensure Fire Dept./Police Dept. are contacted
- c. Ascertain if shelter in place or evacuation is required
- d. Convene crisis team
- e. If shelter in place, ensure ventilation is shut down, gas turned off and all exterior doors and windows closed
- f. Determine number of injuries or potential physical danger
- g. Ensure tracking of individuals taken to hospitals or evacuated persons is done
- h. Set up command center
- i. If evacuation required determine if city/county has predetermined evacuation location
- j. Ensure transportation contacted for bus transportation
- k. Compose media release
- l. Debrief crisis response team

SECRETARY

- a. Contact District 11 Security @ 520-2287
- b. Contact Fire Dept. and Police Dept. 9-911 or 444-7000
- c. Contact transportation
- d. Any other tasks assigned by Administrator
- e. Contact maintenance Dept.

NURSE

- a. Determine number of injuries
- b. Determine potential for physical danger

TEACHER

- a. If shelter in place, ensure doors and windows are closed in room
- b. Ensure doors locked and closed
- c. Ensure all students accounted for
- d. Place appropriate placard in exterior window to advise responders of injuries
- e. If evacuation - ensure all students accounted for
- f. Take role sheets
- g. Guide students to evacuation points
- h. Other tasks as instructed
- i. Prepare special needs students and personnel for evacuation

CUSTODIAN

- a. If shelter in place - shut all doors and windows that aren't closed by teachers
- b. Shut off gas
- c. Shut down ventilation system
- d. Ensure emergency equipment car
- e. Ensure entrances and exits are not blocked, so emergency vehicles can enter
- f. Any other assignments as instructed
- g. Determine direction of prevailing wind

SECURITY

- a. Assist in shelter in place as directed
 - b. Assist in evacuation as instructed
- c. Any other assignments as directed

ENVIRONMENTAL HAZARDS/HAZARDOUS MATERIAL SPILLS

SERIOUS INJURY/DEATH EVENTS

IF THE EVENT OCCURS ON SITE OR AT A SCHOOL FUNCTION

1. Call 9-911
2. Notify parents/guardians or next of kin that student was injured severely or is seriously ill and what medical facility transported
3. Notify District 11 Security @ 520-2287
4. Decide if Shelter in Place may be required to protect students and/or scene
5. Notify any siblings at the school that their sibling has been severely injured or is seriously ill
6. Decide whether Crisis Team needs to be convened
7. Initiate death/suicide response team
8. Establish Counseling Center with assistance from Post Trauma Teams

PHYSICAL INJURIES

1. Call 9-911 for emergency assistance if necessary
2. Assess injuries
3. If number of students involved or severity indicates, activate crisis response team
4. Notify District 11 Security @ 520-2287
5. Provide assistance to medical personnel, if needed
6. Isolate the incident by removing uninjured students from the site
7. Notify parents of the injured, as well as siblings attending the school

ROLES AND RESPONSIBILITIES

PRINCIPAL/PERSON IN CHARGE

- a. Assure that 9-911 and District 11 Security are called @ 520-2287
- b. Ensure parents/guardian/next of kin contacted
- c. Decide if Shelter in Place needed
- d. Decide if Crisis Team needs activation
- e. Initiate death/suicide response team
- f. Ensure that checklist is completed
- g. Assist in establishing a counseling center

DISTURBANCES-LARGE GROUPS/GANGS

- Students threatening to become disorderly (non gang)
 1. Determine severity of the disturbance
 - If disturbance is severe or seems likely to become severe notify District 11 Security @ 520-2287 for additional assistance
 1. Meet with students immediately
 2. Attempt to identify student's or group issues
 3. Remain calm and direct in approach with students
 4. Utilize campus security officers, teachers and staff to dismiss bystanders and isolate situation
 5. If appropriate, use formal or informal student leaders to facilitate discussion and mediation
 6. If possible remain among students until behavior changes and they agree to meet and talk
 7. Persuade students to return to class or normal activity
 - a. explain to them consequences of disciplinary violations
 - b. give no ultimatums - only choices
 8. Remove any students who continue to be disruptive or troublesome
 9. If necessary, suspend or take necessary disciplinary action as needed - remain reasonable
-
- Students who are disorderly (non gang)
 1. Investigate and determine severity of disturbance
 2. If disturbance is severe or seems likely to become severe
 - A. Activate crisis team
 - B. Call 9-911 and District 11 Security @ 520-2287
 - C. Utilize campus security, teachers, staff to dismiss bystanders and isolate situation
 - D. Meet with students immediately if possible
 - E. Explain legal prohibition against causing disturbances on school grounds
 - F. Try to persuade students to return to class or normal activity
 - G. If needed, have police or District 11 Security remove students who continue to be disruptive; file charges if necessary
 - H. If necessary, suspend or take appropriate disciplinary action
 - I. Document date, time and action
 - J. Prepare media statement, communicate to staff, students and parents, with assistance of District 11 Security and Executive Director
-
- Disorderly non-student (not gang related)
 1. Investigate and determine severity of disturbance
 2. If disturbance is severe or could become severe
 - A. Activate crisis response team if necessary
 - B. Call 9-911 District 11 Security @ 520-2287
 - C. Utilize staff, teachers and campus security officers to isolate problem & dismiss bystanders
 - E. Remain calm & direct in your approach
 - F. Explain legal probation against causing disturbance on school property
 - G. Issue warning letter, if practical (need only warn once)
 - H. Document date, time of warning
 - I. Prepare media statement and communicate to staff, students and parents, with assistance of District 11 Security and Executive Director
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- Altercation or violence between groups or gang members
 1. Assess the danger including injuries, number of involved students, location of altercation, and presence or absence of weapons
 2. Call 9-911 and District 11 Security @ 520-2287
 3. Convene crisis response team if necessary
 4. Provide first aid to injured students
 5. Separate and interview witnesses. Do not let witnesses speak to one another until authorized by police.
 6. Prepare plans to halt further retaliation
 7. Document all decisions, statements and actions
 8. Debrief crisis team
 9. Reassure parents, students and faculty that appropriate steps are being taken
 10. Prepare media statement and communicate to staff, students and parents, with assistance from District 11 Security and Executive Director

SEE ALSO CRIMES IN PROGRESS

DISTURBANCES-LARGE GROUPS/GANGS

CRIMES IN PROGRESS

- If crime is in progress
 1. Call 9-911 (Do not attempt to contact area command of the Police Department)
 2. Partial list of “In Progress Crimes” that need to be reported by dialing 9-911
 - a. Homicide
 - b. Sexual Assault
 - c. Assault
 - d. Arson
 - e. Burglary
 - f. Gang activity which may result in personal injury.
 - g. Fights
 - h. Disruptive actions that include threats of harm.
 3. Other “In Progress” that are non emergency criminal events (call CSPD 444-7000)
 4. As a witness to any “In Progress” criminal event.
 - a. Gather as much information as safely as possible about the perpetrators i.e. descriptions of individuals, vehicle description and license plate numbers, etc.
 - b. Direction of travel of fleeing perpetrators
 - c. Write down what you observed as soon as possible
 - d. Separate any other witnesses to protect integrity of their observations
 5. Consider a shelter in place or evacuation if there is danger to students, for protection of students from traumatic events, or if crime scene protection is an issue

ROLES AND RESPONSIBILITIES

Principal/Person in Charge

- a. Account for students
- b. Assign Roles
- c. Assure injured personnel/students are assisted
- d. Determine if Crisis Team should be assigned
- e. Determine if a shelter-in-place or evacuation is needed
- f. Assign security or another staff person to protect the crime scene

Secretary

- a. Call emergency personnel, as instructed
- b. Take roster to assembly site if evacuated
- c. Assist as needed and instructed

Teacher/Support Personnel

- a. If evacuation, take student roll
- b. Report to principal
- c. Assist as needed and instructed
- d. Be alert for details, descriptions, directions or flight

Custodian

- a. Keep access roads open
- b. Assist as needed and instructed
- c. Be alert for details, description

Security

- a. Assist in moving students and staff out of harm's way
- b. Be alert for details, descriptions, direction of flight
- c. Treat injured
- d. Protect the crime scene until police arrive

HOSTAGES

On Campus or Campus Involved

1. Call 9-911 and notify District 11 Security @ 520-2287
2. Cooperate with hostage taker as much as possible and try to calm him/her (once CSPD hostage negotiation team arrives they will begin communication with the individual).
3. Assess situation (weapons, number of students, location, closed exit, etc.)
4. Attempt to reduce number of hostages immediately by sheltering students in the building away from the hostage taker or evacuating to your off-site location.
 - Secure the building
 - Keep all students away from the area
 - Lock all doors
 - Inform staff to go to shelter in place or evacuate off site. Deactivate change of class bell.
5. Have multiple copies of building floor plan available for police.
6. Convene school crisis team
7. Set up incident command center with communications capabilities.
8. Give pertinent information about the incident to police.
9. Have attendance roster available to use as a checklist when releasing students.
10. Track where injured and/or evacuated students/staff are taken.
11. Document information about decisions made and what occurred.

Near Campus, but campus not involved

1. Notify District 11 Security @ 520-2287
2. Convene crisis response team
3. Depending on situation, lock down or shelter-in-place
4. Do not release students until cleared to do so by District 11 Security or law enforcement

Roles and Responsibilities

Principal/Person in Charge

- a. Determine extent of situation
- b. Initiate a shelter in place or evacuation
- c. Assemble Crisis Team Members, if necessary

Teacher/Support Personnel

- a. Conduct shelter in place in classroom, if necessary
- b. Assist as needed and instructed

Security

- a. Determine threats location
- b. Assemble active gun team, enter threat area and attempt to neutralize
- c. Remove injured

HOSTAGES ON OR NEAR CAMPUS

STUDENT WITH WEAPONS

Possession or Exhibition of a firearm or other dangerous weapons.

1. If a student is identified as possessing or is alleged to be in possession of a weapon, the principal, assistant principal and security should be contacted immediately and provided with as much detail as possible about the student, the type of weapon(s), and where the weapons may be located.
2. Do not confront the student about having a weapon. The principal or assistant principal and security will attempt to isolate the student and determine if a weapon is indeed present.
3. Activate the crisis response team if warranted
4. Activate shelter-in-place if situation warrants.

Gun Discharge

1. Call 9-911
2. Notify District 11 Security @ 520-2287 and police even if no injuries result
3. Remove students from affected area
4. Activate crisis response team
5. Consider shelter-in-place or evacuation as necessary
6. If possible, do not confront student with weapon; wait for security to attempt to isolate student for confiscation of weapon
7. If injuries are involved, follow procedures in "Physical Injury Section."

ROLES AND RESPONSIBILITIES

Principal/Person in Charge

- a. Determine extent of situation
- b. Initiate a shelter in place, if necessary
- c. Assemble Crisis Team Members, if necessary
- d. Call 9-911 and District 11 Security @ 520-2287

Teacher/Support Personnel

- a. Conduct shelter in place in classroom, if necessary
- b. Assist as needed and instructed

MISSING CHILDREN AND ABDUCTIONS

Witnessed Abduction or Attempted Abduction

1. Call 9-911
2. Notify District 11 Security @ 520-2287
3. Locate and separate possible witnesses. Gather facts about the abduction and a description of the suspect from witnesses
4. Notify parents or guardian of the child
5. Convene the crisis team
6. Meet with faculty as soon as possible. (Ask police what information can be released to staff).

Missing child, no abduction witnessed

1. Verify that the child is missing. Have the building and grounds searched.
2. Notify Police Department and District 11 Security
3. Notify Parents or guardians
4. Convene crisis team
5. Question child's friends for information and give pertinent information to police

Principal

- a. Ensure 9-911 called immediately
- b. Ensure District 11 Security is contacted immediately
- c. Direct that witnesses be located and separated
- d. Ensure parents/guardian of child is advised
- e. Convene crisis team
- f. Decide plan of action if missing
- g. Verify child is missing
- h. In either missing or abducted situation contact counselors

Secretary

- a. Call 9-911
- b. Call District 11 Security @ 520-2287
- c. Advise Campus Security officers if applicable
- d. Any other assignments as instructed

Teacher

- a. Identify friends or witnesses of missing/abducted child
- b. Separate them from others
- c. Any other tasks as assigned

Custodian

- a. Assist as directed in search for child
- b. Assist in separation of witnesses
- c. Any other tasks as assigned

Security

- a. Assist in search of child
- b. Gather pertinent information
- c. Assist in separating witnesses from each other and other students
- d. Check video tapes for possible leads
- e. Any other tasks as instructed

SEVERE STORM: TORNADO WATCH/WARNING

Tornado Watch

1. If a tornado watch is initiated, the National Weather Service will notify the school over the school's weather radio.
2. Designated school storm spotter(s) should watch the skies and notify the principal if the situation should be escalated into a tornado warning.
3. In a tornado watch, the school staff should be informed of the situation and be alert for future direction from the front office.
4. No classes should be allowed outside during a tornado watch.
5. The principal will designate personnel to assure that all interior and exterior doors and windows are closed.
6. Notification of a tornado watch escalated into a tornado warning will come from the National Weather Service over the school's weather radio.

Tornado Warning

1. When notified of a tornado warning or if a funnel cloud is sighted, the principal will alert staff of the approaching storm and will initiate the school's tornado plan.
2. When the tornado warning is announced over the intercom, teachers/students should exit their rooms proceed to the designated tornado shelter.
3. **Teachers should take class rosters, seating charts or lap top computers and report any missing students to the principal.**
4. Students are to leave belongings and travel quietly to assigned areas, where they will sit quietly.
5. Students on playing fields should immediately be brought into the school and sent to their assigned areas.
6. The principal will announce the "all clear" signal once the danger passes. Staff and students may then return to their classroom

ROLES AND RESPONSIBILITIES

Principal/Person in Charge

- a. Decide whether or not to keep students at dismissal
- b. Account for all students/personnel
- c. Assign roles, as needed

Teacher/Support Personnel

- a. Assist as needed and instructed

Athletic Director

- a. Train coaches in storm spotting

Coaches

- a. Be trained in storm spotting
- b. Determine dismissal of practice

SEVERE WEATHER: LIGHTNING AND FLOODING

Lightning identified during school

1. In the event a thunder/lightning storm is identified during school and students are outside, they should be brought back into the school until the lightning subsides. Other classes are not permitted outside until the weather conditions improve.
2. The principal will notify teachers when it is safe to let students back outside.

Lightning identified during dismissal

In the event lightning is identified during school dismissal, the principal, will decide if the students should be kept in the building until the lightning subsides.

Lightning identified after school

It shall be the responsibility of each coach or outdoor activity leader(s) to direct students to shelter in the event of lightning at an after school event.

Flooding

1. If storm is accompanied by severe flooding, relocate students and staff to safe area.
2. Prepare special needs students, all other students and personnel for full evacuation.
3. Activate Crisis Response Team.
4. Advise District 11 Security @ 520-2287
5. Advise District Transportation for buses to provide transportation to evacuation site.
6. Teachers take attendance or roll books; verify attendance, advise principal.
7. Follow standard evacuation procedure.
8. Set up system to check the identification of parents for release of students.
9. Keep record of those persons who have been hospitalized or evacuated and where they have been taken.
10. Document all student releases.

ROLES AND RESPONSIBILITIES

Principal/Person in Charge

- a. Account for all students/personnel
- b. Assign roles as needed-activate storm spotters
- c. Assure injured personnel are properly assisted
- d. Decide to activate Crisis Team

Teacher/Support Personnel

- a. Be on alert for further instructions
- b. Evacuate students to designated area
- c. Report missing students
- d. Assist as needed and instructed

GENERAL CONCERNS

- Managing crises is a team effort. Do not try to do it alone. Contact District 11 Security and your Executive Director for advice and assistance.
- In major events, the District will convene the Crisis and Emergency Operations Committee. This is a committee of specialists in leadership, instructional support, facilities, transportation, budget, safety and security. Their job is to assist you in getting the building back to normal.
- Anytime a serious event occurs at school, principals should consider a carefully worded communication to parents and the community. There are often legal implications or privacy issues to be considered. Your Executive Director, CCS Director and Security Director can help with this.
- In severe events such as criminal conduct, homicide, suicide, natural death, war, etc. it may be necessary to engage in postvention or post trauma stress debriefing. Teams of specialists have been pre-assembled to respond to schools. You can access these teams via District 11 Security, your Executive Director or Special Education. These teams will help with grief processing for students and staff, make referrals for long term counseling and help return your building to normal. The sooner the team's advised and summoned, the easier the transition to normalcy will be.
- Attach updated copy of Crisis Intervention Cluster Teams yearly

MEDIA RELATIONS DURING A CRISIS

Do not get caught up in the dilemma between the privacy expected by employees and students and the public's right to know. These guidelines will assist administrators in maintaining communication and control before and during a meeting with reporters.

1. Notify Superintendent's Office immediately, preferably the Public Information Officer. If help is needed in dealing with the media, the Public Information Officer or District Security Director will assist.
2. Control media presence. Media may be on school property only with permission.
3. Understand the press may interview a student off-campus if the student wants to be interviewed. The school has no jurisdiction with the press off campus.
4. Avoid rumors and supposition. Be truthful and relay only facts.
5. Be honest. Do not leave out the facts even if you would rather not see them discussed. This doesn't mean that you need to volunteer every detail, but if asked, do not dodge the issue.
6. Be tactful, calm, and helpful. Present your school's side fairly.
7. Be dispassionate. Avoid getting too emotionally involved but do not be afraid to show genuine feeling for the human factors involved in the situation.
8. If you do not have the answers, say so. Inform the reporters that "we are working toward a solution" or "that is all the information we have at the present time".
9. Any legal issues or questions should be resolved by Administrative Personnel prior to the press conference.
10. Do not speculate or comment on arrests or police investigations. The police will handle those inquiries. If asked, simply reply that the police are investigating and are the best source of information on criminal matters.
11. If a crime has occurred, meet with the police spokesman first, as they may not want particulars of the crime or incident released.
12. Never volunteer personal information involving students or staff.
13. Give no gory details of an incident or accident.
14. Do not give the name of the hospital to which injured were transported.
15. Consider everything you say to reporters to be "on the record".
16. Do not allow reporters to sit in on informal meetings or discussions.
17. You are the best judge of when and where a press conference will be held.
18. The Crisis will determine the response to the media. If there will be more than one meeting with reporters, consider setting up an information command post. Use this location to collate information by meeting with staff, students, and/or police. Make sure your staff knows ahead of time where this command post will be located. Make sure your staff knows to refer all reporters and cameramen to you. Allow no one from your school or building to speak to the press without express permission from you.
19. Do not take a definite position on an issue until all facts are collected.
20. Consider everything you say to the press as "on the record". Do not ask for "off the record" privileges; avoid "no comment" statements to the press.

MEDIA RELATIONS DURING A CRISIS

POSTVENTION/POST TRAUMA SERVICES

1. If an administrator has a crisis that he/she feels needs the assistance of the District 11 Postvention and Post Trauma Team he/she would contact the school mental health provider (social worker or school psychologist) in their building and/or the Cluster Coordinator of their cluster. The Cluster Coordinator would activate the Cluster Crisis Team (and others if needed) to assist in the school crisis. The mental health provider, along with the administrator and/or counselor, in the building will coordinate the Crisis Team's postvention crisis response within the building.
2. The building administrator, Crisis Team Leader or Crisis Team Cluster Coordinator should call the cluster executive director and District 11 Security to inform them of the team's activation.
3. Ensure that the updated Crisis Intervention Cluster Team Sheet is attached behind this sheet.