

## Hostage

If you are a hostage, if you see a student, staff member, or visitor being held hostage, or if your whole class is being held hostage, the following are actions recommended to successfully deal with the situation. Staff should familiarize themselves with the key parts of this section, as there likely would be no time to do so should a hostage situation develop.

The first and most important rule: STAY CALM.

If you are not the hostage and you see the situation develop, call 911 immediately, and then call or send for the Principal or Designee.

Move very slowly. Keep your distance from the person who has taken you hostage. Attempt to keep some obstacles between you and the person, such as a door, desk, wall, etc.; this is especially true if the individual has a weapon. Even front line hostage negotiators do not put themselves in visible contact with the hostage-taker.

If you can see a police officer or negotiator, keep constant eye contact with them. They will guide you as to what you should and should not be doing.

NEVER argue with the hostage-taker. Always do what the hostage-taker tells you to do. Do not make any sudden moves. If you are going to move, ask the hostage-taker before you do it.

Do not promise something that cannot be delivered. This will only anger them and they will

view your response as insincere, or as your view that they are stupid.

If you are a teacher or other adult, ask the hostage taker if it is permissible for the students to leave.

Try to keep the students and others calm. The calmer they are, the safer they are. This is very important. Excitement or anger makes the hostage-taker uncomfortable and he or she may become angrier.

If the hostage-taker has a weapon, do not ask for it.

Maintain a non-threatening pose. Keep hands at your sides or folded. Do not make any sudden or rapid moves.

Do not try to take control of the situation; this is what trained police and negotiators are there to do.

If the hostage-taker is willing to listen to you, tell him or her that no one needs to be harmed.

When police and negotiators arrive at your location, do exactly what they tell you to do.

Most hostage situations last for several hours. Again, stay calm as this assists the police and negotiators. Time is always on your side.

Do not joke around with other people in the room, or with the hostage-taker. Do not demand anything from the hostage-taker. Try not to make decisions if they ask you to do so. Let the police and negotiators do that.

If the hostage-taker sets a deadline on something, try to talk them through that deadline.

Remember that this situation is not yours to resolve; trained professionals will be working to do that. However, you must do what the police and negotiators tell you to do to safely resolve this, or any, crisis.

This may be a life and death situation. Do not continue to walk towards a person with a weapon if they have told you to stop. Do not hold out your hand for the weapon. Don't intimidate. Don't refuse to do what the hostage-taker tells you to do. Don't lie, joke, or make fun of the individual or the situation. Do not underestimate the hostage taker's impulsiveness or ability to seriously harm or kill.

## Fire

### General

A fire may occur as the result of an accident or an act of arson. Fire may occur indoors or outdoors and may occur at any time of day. District staff shall not disturb any evidence of a fire until the evidence has been examined by the local or state fire marshal, and insurance agent. Should damage occur related to fire, the District's insurance agent will be alerted and permitted to examine the damage before any clean up other than that necessary to protect the immediate health and safety of students, staff, and visitors.

Fire drills shall be conducted regularly as required by Iowa Code. Fire exit routes shall be posted at all classroom doors, and in hallways, and all other appropriate locations. The Principal will ensure that these postings are kept current and in good repair. Secondary avenues of escape should be reviewed and practiced with staff regularly.

Staff are directed to periodically review the "Fire/Explosion - Evacuations" section of the District's Emergency Procedures Flipchart and to refer to that section in the event of a real fire or explosion emergency.

In the event of a fire or an explosion that you witness:

Pull the fire alarm, or call 911.

Upon hearing the fire alarm, instruct students to leave all books and other materials at their desks or workstations. Move them quickly and quietly out of the building according to the designated primary evacuation route, or if necessary, via the secondary route(s) to the evacuation site.

If evacuation takes place in the morning or during an assembly in the high school students will exit out the back doors of the building and relocate near the cornfield.

If evacuation takes place before school starts in the elementary students in the cafeteria will exit out the south doors and will meet at the bus parking area and the students in the gym will exit out the north doors and meet in the grass behind the building. Students will be held by staff until they can be reunited with their classroom teachers.

If evacuation takes place during the passing time students need to report to their previous period teacher for Attendance after they exit the building at the nearest exit.

If evacuation takes place during lunch students need to be evacuated out the nearest clear exit and students will report to their homeroom teacher that will meet them at the location where all lunch students report back of the building by the bus barn in the high school and the Elementary in the parking lot by the buses.

**DO NOT TAKE TIME TO CLOSE WINDOWS AND DOORS; DO NOT TURN OFF OR ON LIGHTS OR APPLIANCES. IF IN A LAB OR SHOP WITH OPEN GAS JETS, ATTEMPT TO SHUT THESE OFF IF IT IS POSSIBLE TO DO SO SAFELY.**

Before leaving the room, take a cell phone or designated electronic device, Emergency Red Folder, containing class lists, pictures, and other pertinent information, and exit with the students to the evacuation site.

**THERE CAN BE NO EXCEPTIONS TO STAFF PARTICIPATING IN EVACUATING THE BUILDING DURING A FIRE/EXPLOSION EMERGENCY, OR IN ANY DRILLS FOR FIRE/EXPLOSION EMERGENCY, OR ANY DRILLS FOR FIRE/EXPLOSION EMERGENCIES.**

Upon reaching the evacuation site, organize students, and take roll. Follow procedures for

reporting missing or injured students.

Students should be kept and supervised at the evacuation site until further instructions are given by the Principal or Designee.

Do not release students from the site themselves, or with any other person including parents/guardians or other relatives until approved by the Principal or Designee. Should the Principal or Designee determine that students will not return to the school that day, and are to be released to parents, release students only to parent/guardians or other designated caregivers showing on the District's Emergency Card? Have the parent/guardian or other designated person sign the student out through the established sign out location, or via the method announced to you to the Principal or Designee.

If the situation warrants, evacuation may be by school transportation.

Students, visitors, and staff should be evacuated away from the building, upwind if possible of smoke, and not reassemble within 100 feet of the building. Students, visitors, and staff need to be cautious of emergency vehicles entering the campus.

Do not return to the building until you are directed to do so. There can be no exceptions.

#### Follow-Up

Recheck attendance.

Upon consultation with Emergency Services and/or First Responder personnel, Superintendent or designee will determine whether to Evacuate, Lockdown, or Shelter in Place. Principal or Designee will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, Principal or Designee may move students to a relocation center. The Principal or Designee contacts Transportation Director for assistance in moving students and staff.

If the school district or staff are the cause of the incident, make such reports as are required by Emergency Services/Law Enforcement.

#### Principal or Designee:

For specific instructions regarding the Evacuation of the building during a fire or explosion, refer to the District's Emergency Procedures Flipchart.

If a fire or explosion is detected or reported, pull a fire alarm or call 911. Indicate whether ambulances are needed.

Sound the alarm indicating a fire evacuation; use the PA to announce any alternate evacuation routes made necessary by the fire or explosion, and announce any alternate relocation sites as warranted.

See to it that the Crisis Kit(s) are taken by authorized, designated personnel to the relocation site. Direct Nurses and first aid-trained staff to treat injuries.

Call the Superintendent's Office; request transportation assistance if warranted.

Evacuate all personnel, without exception, to the relocation site.

Ensure that handicapped individuals are properly assisted in the evacuation. Determine whether all students, visitors, and staff are accounted for. Without designated staff and Emergency Response personnel, search for missing students, visitors, and staff. Set up a central checkout area for parents/guardians or other designated adult caretakers to collect students, should a dismissal for the day be determined.

Signal "All Clear" only when safe to do so.

File an incident report.

## Follow-Up

Recheck attendance.

The principal will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, the Principal may move students to a relocation center. Principal or designee contacts Transportation for assistance in moving students and staff.

## Death of Student or Faculty

### General:

This section refers to situations when a death occurs on campus grounds. The types of situation that are experienced could vary from events such as a death on a sports field, a fatal accident in a classroom, a fatal heart attack, or a fatal injury inflicted by a perpetrator during a conflict.

### Teacher/Staff:

Should you find or be told of possible death, immediately notify the Principal's office and Nurse.

If a perpetrator is in the area, initiate ALICE procedures.

If there is not a perpetrator, remove students from the area and calm them.

Isolate witnesses (do not allow them to talk to anyone).

Await public officials and administrative personnel.

Return students to the classroom or designated area when advised.

File an incident report ASAP. (Forms are located in the Central Office)

Identify students in need of intense counseling.

### Principal or Designee:

Call 911 for police and ambulance.

Secure the deceased person's emergency health information and make a copy.

Contact the Superintendent. Request the Crisis Response Team to be activated.

Assist the police in locating any possible perpetrators if applicable.

The principal or designee will be responsible for notifying the parent/spouse (in person if possible), accompanied by at least one other district personnel and police authorities. Appoint a member of the Crisis Response Team to accompany the ambulance to the hospital with health information and to act as the liaison between the hospital and district. Facilitate investigations by civil authorities.

Facilitate setting up for the initial meeting of the District's Crisis Response Team, as well as orient and assist those who may be called from other districts, to coordinate a response plan. Announce counseling services and document students receiving counseling. Counselors from surrounding districts should be invited to assist the counseling team in a crisis. Draft an informational note to parents. Secure the Superintendent's approval to distribute it. Consider whether to hold a parent/community informal meeting.

Prepare a statement for students and staff.

Refer all media inquiries to Superintendent or Designee. Direct staff to do so as well.

File an incident report.

### School Nurse:

Provide privacy for the deceased.

Document approximate time and specific observations regarding ABC (airway, breathing, circulation) and LOC (loss of consciousness).

Provide a copy of the document information to EMS for hospital personnel

#### Follow-Up

Assist first responders if asked

Complete District accident form and send to the office

### **Chemical or Hazardous Materials Incident**

#### General:

A nuclear, biological, or chemical disaster is one where a radiological, biological, or chemical agent may have been released in or near the school. The proximity of the schools of the community to railroad lines, highways, and local industries using chemicals require that diligence in preparation and coordination be utilized at all times. Specific information regarding this section should be referenced by school personnel in the District's Emergency Procedures Flipchart.

The District should schedule a response drill to a release of hazardous materials at least once each school year. Local Law Enforcement, Fire Protection, and the Emergency Services Office should be included in the planning and evaluation of such drills.

#### Staff Member:

Immediately report the incident to the Principal or designee, who will call the Superintendent and Maintenance Office.

Follow the directions of the Principal or designee.

You may be instructed to Shelter in Place, or to Evacuate; refer to those sections in this Chart as directed.

If communication with the Principal or designee is not possible and the contamination is not in your immediate area, stay in your area, close doors, vents, and windows. Shut off heating/air conditioning and ventilation to the outdoors if the control to permit this is in your room.

If the suspected contamination is in your area, evacuate students and staff immediately upwind of the incident, covering all exposed skin areas, and protecting the respiratory system as much as possible.

Teachers are to take the red folder with them that contains among other things a roster of all students.

When safe to do so, take roll and inform the Principal or designee of any missing students.

When the evacuation area is reached, take roll on Navigate App if possible or student checklist to see that all students are present; signal to the Principal or Designee with the Green Card if all students are present and no one is hurt. Signal with the Red Card if a student is missing or there are injured students, visitors, or staff members in your area.

#### Follow-Up

Recheck attendance.

Upon consultation with Emergency Services and/or First Responder personnel, Superintendent or designee will determine whether to Evacuate, Lockdown, or Shelter in Place. The principal will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, the Principal may move students to a relocation center. Principal or designee contacts Transportation for assistance in moving students and staff.

If the school district or staff are the cause of the incident, make such reports as are required by Emergency Services/Law Enforcement.

Principal or Designee:

Follow the directions contained in the sections under "Evacuation Plan" or "Shelter in Place," as outlined in the District's Emergency Procedures Flipchart, as circumstances dictate. Conduct, under the direction of the Superintendent, at least one drill dealing with a Hazardous Materials leak each school year.

Upon consultation with Emergency Services and/or First Responders personnel, Superintendent

or designee will determine whether to Evacuate, Lockdown, or Shelter in Place.

If the school district or staff are the cause of the incident, make such reports as are required by Emergency Services/Law Enforcement.

Follow-Up

Recheck attendance.

Upon consultation with Emergency Services and/or First Responder personnel, Superintendent or designee will determine whether to Evacuate, Lockdown, or Shelter in Place. The principal will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, the Principal may move students to a relocation center. Principal or designee contacts Transportation for assistance in moving students and staff.

If the school district or staff are the cause of the incident, make such reports as are required by Emergency Services/Law Enforcement.

## **Flooding**

General Information:

While a flood from an overflow from local rivers or creeks is highly unlikely, flooded classrooms, corridors, and areas from broken pipes or leaking roofs are a possibility in any District. Roads, sidewalks, and school parking lots and entries may flood due to unusual rainfall or snowmelt. Flooded areas inside or outside the buildings can result in an interruption or normal school attendance and/or activity.

Principal:

Report any unusual accumulation of water in the building, or areas leading to the building, to the Director of Maintenance.

Alert the Superintendent.

In consultation with the Director of Maintenance and the Superintendent, determine whether the building should be evacuated, or whether it should not open if early in the morning. In the event of an Evacuation, determine if there will be an Early Release. Contact the Bus Barn if the need to have students transported is determined.

Refer all media inquiries to the Superintendent's Office.

Superintendent:

Upon notification of a water emergency, direct the Principal to continue to use the building if permissible, or direct an Evacuation, following the "Evacuation Plan" outlined in the District's Emergency Procedures Flipchart.

Contact Police for traffic control if warranted.

Contact the District's insurance carrier. Direct the maintenance Director to shut off the flow of water if possible, but to not clean up the impacted area until pictures can be taken, and until cleared to do so by the insurance representative.

Prepare a media release for the District's media contacts.

Determine whether building closing/early release or late arrival protocols are warranted. 59

## Earthquake

Earthquakes strike without warning and may provide individuals only seconds to react. Intensity varies from slight tremors to great, jarring shocks. The duration can be from a few seconds to several minutes. Frequently, an area will experience aftershocks within minutes of the initial shock; these aftershocks can last for several hours or even days.

Shielding yourself and students from debris and falling objects should be your first concern, as this is the major cause of injury and death in most earthquakes. A general rule is to stay where you are when the shaking starts - if indoors, stay there and take cover. If outdoors, stay there and lay or kneel, covering your head and staying away from any walls or other debris capable of falling. Most injuries occur as people try to enter or exit buildings during a quake.

Staff Members:

When shaking/jolting starts, instruct students to move away quickly from glass windows. Take cover under a sturdy desk or table, away from cabinets and other movable objects. If in a lab, shop, or similar area where gas is on, turn off immediately.

Instruct students to shield the face with one forearm, and to shield the back of the head with the other.

Wait to evacuate until instructed to do so by the Principal or Designee. Follow the evacuation route identified to you.

The teacher should take the Red Emergency Folder to the designated evacuation area. When the evacuation area is reached, take roll on Navigate App if possible or student checklist to see that all students are present; signal to the Principal or Designee with the Green Card if all students are present and no one is hurt. Signal with the Red Card if a student is missing or there are injured students, visitors, or staff members in your area.

Do not release any student from the area by themselves or with any other person, including parents or designated adults on the emergency cards, until approved to do so by the Principal or Designee.

After an Earthquake:

Be prepared for aftershocks.

Do not use candles, matches, or other open flames.

Do not turn off or on lights or appliances until directed that it is safe to do so. If you smell gas, immediately leave the building, taking all students, visitors, and staff with you. Do not turn on or off lights or appliances.

Do not use the telephone except to report an emergency.

The custodian shall report any utility failures or maintenance problems to the Principal or Designee immediately.

The building shall be thoroughly inspected for safety before occupancy is permitted. If necessary, arrangements shall be made to transport and relocate students to designated

evacuation centers.

Principal or Designee:

Announce evacuation as soon as major shaking/jolting ends, via designated evacuation plan

route(s) to the designated evacuation site (but determine if the site is free from damage and does not pose a greater risk than school site or outdoor area).

Have all students, visitors, and staff remain in the evacuation site until it is determined that it is safe to issue an ALL CLEAR. Provide what additional directions that would be necessitated by current conditions.

Have staff report any missing or injured students, visitors, or staff members. Set up a student release site and protocols should an early release be warranted and approved by the Superintendent.

After an Earthquake:

Be prepared for aftershocks.

Do not use candles, matches, or other open flames. Do not turn off or on lights or appliances until directed that it is safe to do so.

If you smell gas, immediately leave the building, taking all students, visitors, and staff with you.

Do not turn on or off lights or appliances.

Do not use the telephone except to report an emergency.

The custodian shall report any utility failures or maintenance problems to the Principal or designee immediately.

The building shall be thoroughly inspected for safety before occupancy is permitted.

If necessary, arrangements shall be made to transport and relocate students to designated evacuation centers.

### **Utility Failure/Gas Leak**

General:

A natural gas leak may occur either indoors or outdoors and may occur during class hours or outside the typical class day. The major utilities are natural gas, electrical, water, sewer, and communications. A failure in any of the utilities will impair the ability of a school to provide meaningful instruction time. Some utility failures are outside of District buildings and some failures occur within District buildings. Depending on the possible length and nature of the utility failure it may be necessary to dismiss school and evacuate the building.

Principal or Designee:

The Principal shall evaluate the nature of the natural gas leak. Whether the natural gas odor is a light whiff or whether it is a strong persistent smell will determine the course of action taken by the Principal.

If the odor is strong, precautions must be taken to prevent a spark or other source of ignition.

Communications should be made by person-to-person contact and not through the intercom, telephone, or bell system.

If the leak is within the building, staff and students should be evacuated by person-to-person communications. If in any doubt, err on the side of caution, and quietly and without the use of electronics of any kind, evacuate the building.



The Principal shall call 911 and provide as much information about the nature and location of

the natural gas leak. The call should be placed from a location where you cannot smell natural gas to avoid creating a spark or source of ignition.

Contact the Superintendent; request that the Director of Maintenance is located and directed to the campus.

Upon the arrival of emergency services, District administrative staff and emergency services shall determine if the building should be evacuated and closed.

If the building is to be evacuated, refer to the District's Emergency Response Flipchart, at the "Evacuation Plan" section.

In the event of a prolonged power/utility failure (more than 15 minutes), contact the Superintendent or Designee, and request assistance from the Director of Maintenance.

Teacher/Staff:

If you encounter, or students, staff or visitors report the existence of a strong natural gas smell, assist with person-to-person communications to the Principal and other staff. Ensure no sparks or other source of ignition is created.

In the event the building is evacuated and closed, the teachers are responsible for the accountability of all students until they have been properly released to their parents. Refer to the District's Emergency Response Flipchart, in the Emergency Red Folder, under the section labeled "Evacuation Plan."

School Day Occurrence

When a natural gas leak has been reported to the Superintendent's office, the Superintendent shall call the Director of Maintenance, after ascertaining whether 911 has been called by the school site.

The Superintendent also shall call the Director of Transportation to be on alert in case of an evacuation by busses from the school.

The Director of Maintenance shall dispatch maintenance personnel to the building. Working with emergency services on-site, a determination will be made to ascertain the nature of the leak. Should it be determined that the building should be evacuated and closed, the District's evacuation plan will be implemented.

The Superintendent shall institute school-closed procedures based on the severity of the potential or real explosion, in consultation with emergency services.

In the event of a utility, failure is reported to the Superintendent's office, the Superintendent shall notify the Director of Maintenance.

The Director of Maintenance shall go to the school and ascertain the nature of the utility failure. District personnel will correct in-building failures. Should the failure be outside of the building, the agencies having jurisdiction shall be notified?

Depending on the possible length and severity of the outage, the Superintendent will be contacted. The Superintendent shall determine if the building is evacuated and closed.

After-Hour Occurrence

The person responsible for the after-hours activity, upon reports of a gas leak or other utility failure, or upon finding evidence of a gas leak, shall call 911. The call should be placed outdoors and away from and upwind of evidence of a leak.

Emergency services should be requested to contact District personnel, starting with the Director

of Maintenance and the Superintendent. The Superintendent will contact the building Principal.

District personnel will meet Emergency Services and/or Utility representatives at the building and ascertain the nature of the leak or other utility failure.

The Superintendent, in consultation with District administration, Utility representatives, and Emergency Services, will determine whether the school is to be closed for the following school day.

#### Follow-Up

Recheck attendance.

Upon consultation with Emergency Services and/or First Responder personnel, Superintendent or designee will determine whether to Evacuate, Lockdown, or Shelter in Place. The principal will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, the Principal may move students to a relocation center. Principal or designee contacts Transportation for assistance in moving students and staff.

If the school district or staff are the cause of the incident, make such reports as are required by Emergency Services/Law Enforcement.

### **Tornado/Severe Weather**

#### General Information:

Local authorities shall sound siren warnings indicating severe weather conditions. Also, the district office staff monitors severe weather conditions. In response to local warnings and watches, all staff, students, and visitors to a school campus must move indoors if outdoors, and move from long clear span areas (gymnasiums, cafeterias, and libraries/media centers) to shorter clear span areas such as bathrooms, locker rooms, corridors, or if so directed, into classrooms away from windows and glass areas. Each school and site will have a posted Tornado protocol, and designated areas of refuge shall be marked. For reference, see the district's Emergency Procedures Flipchart (Tornado/Severe Weather section).

#### Staff Member:

Should the Tornado/Severe Weather alarm be activated by local officials or school district officials, instruct students to leave all books and other materials at their seats, and to move quickly and silently to the designated sheltering area.

Do not take time to close windows, doors, etc.

Take the Red Emergency Folder and Emergency supplies to the sheltering area. If you are responsible for the Emergency Kit in your area take to the sheltering area. Upon reaching the sheltering area, where space permits, students should be instructed to sit or kneel on the floor and to remain quiet.

At the first safe moment upon reaching the sheltering site the teacher should take attendance with Navigate App if possible or use the class list in Red Emergency Folder.

ALL students, staff, and visitors must go to the sheltering area until the ALL CLEAR is sounded by the principal or designee and instructions as to the next steps are given. There can be no exceptions.

If in the cafeteria and time permits students need to report to their homeroom teacher in the

Secondary Building and their classroom teachers' designated location and take shelter.

If in an assembly and time permits students need to report to their homeroom teacher in the Secondary Building and their classroom teachers' designated location and take shelter. If before school or after school and time permits students to need to report to their homeroom teacher in the Secondary Building and their classroom teachers designated location and take shelter.

If there is no time to move students take shelter in the nearest safe location.

#### Principal or Designee:

Activate the proper alarm as appropriate; announce evacuation to designated sheltering areas. Hall all staff, visitors, and students remain in the sheltering area until it is determined that it is safe to issue ALL CLEAR. Provide what additional directions may be necessitated. Have staff report any missing and/or injured students, visitors, or staff. Refer to the Emergency Procedures Flipchart (Tornado/Severe Weather section) for further assistance.

#### Follow Up:

Using the Intercom if functional, or walkie-talkies, announce the ALL CLEAR when it is determined to be safe to do so.

If there has been damage and/or injury contact 911 immediately, indicating the nature of your emergency.

Determine where there are injured students, staff, or visitors. Prepare a route for emergency help to those individuals as quickly as possible.

Prepare to issue an Evacuation to a safer site once the actual threat of a tornado has passed, should damage dictate.

Assist staff in locating any missing students, staff, or visitors.

Set up a central site for the dismissal of students, ONLY those on the student's Emergency Cards, and with teaching signing the students out., if the dismissal is at the time other than the regular end of the school day.

Have the Secretary or Designee make available the contents of the building Crisis Kits, to assist student identification, medical treatment, communications, etc.

Should there be injury or severe damage, or if the situation indicates that students and staff require counseling assistance, request that the Superintendent convene the District Crisis Response Team.

Evaluate with key staff the response, and plan ways that the response could be improved for the next similar situation.

#### Severe Weather Guidelines/Terminology:

If severe weather or tornado watch is issued, the district office and site offices will monitor weather developments closely, informing staff members most directly affected by those conditions (i.e.: Physical Education, outdoor classes, sports activities, etc.).

If severe weather or Tornado Warning is issued, a tornado has been sighted in the area or is indicated by weather radar. Under a Warning.

### **Explosion**

#### General Information:

An explosion may occur as the result of an accident or an act of terrorism. The explosion may occur either indoors or outdoors and may occur any time of day. District staff will not disturb any evidence of an explosion until the evidence has been examined by the local fire marshal, state fire marshal, and the District's insurance agent. Should damage occur related to the explosion, the District's insurance agent will be allowed to examine the damage before clean up and before staff. First Staff to be

**Engaged with Incident:**

Activate the fire alarm.

**Principal or Designee:**

The Principal shall call 911 and provide as much information as possible about the nature of the explosion, and about the number of injuries, including those requiring ambulance services. In the event the explosion has occurred outdoors, the Principal shall begin "Shelter in Place" procedures, as outlined in the District's Emergency Procedures Flipchart.

If the explosion has occurred indoors, the Principal will activate the fire alarm and announce an Evacuation. Staff, students, and visitors should be directed away from the location of the explosion by use of the PA system, shall move away from the building, and to the extent possible, move upwind from the explosion.

Upon the arrival of emergency services, District administrative staff and emergency services will determine if the building can be re-entered, or closed to students and staff. The Principal's Designee shall have taken the Building Crisis Kit to the Evacuation Site. The Principal or Designee shall contact the Superintendent's Office immediately, and request the arrival of all District Maintenance personnel. Maintenance personnel will work in conjunction with Fire, Police, and Emergency Services personnel as they arrive on the scene. Superintendent:

The only contact with media will be through the Superintendent's Office.

The Superintendent will consider the convening of the District's Crisis Response Team.

The Superintendent will inform families of the incident via School Messenger.

**Teachers/Staff:**

Upon hearing the announcement of a "Shelter in Place" order, the teacher shall take the action prescribed in the Emergency Procedures Flipchart, available in the Emergency Red Folder, or follow directions below:

In the event of an announcement of an "Evacuation" order, take action prescribed in the Emergency Red Folder. Listen carefully for specific routing directions that may be different from the route normally taken. If you observe damage upon exiting that would be of danger to students, staff, or visitors, take prudent action to seek an alternative exit. To the extent possible, communicate the need to seek an alternate exit to the Office.

Upon arrival at the Evacuation Site, take roll and communicate by the prescribed method whether all students under your control are accounted for and are safe. Use the NaviGate app if available.

Under no circumstances are you to enter, nor are you to permit students to enter, the building until directed to do so by the administrative or law enforcement officials.

**After Hours:**

The Supervisor or staff member involved in after school activities will activate the fire alarm and will call 911 in the event of an explosion.

The Superintendent or Designee will be contacted by the school employee, if available on scene, or by Fire or Police Officials, or the Security Contractor if the explosion is first detected by them.

The Superintendent or Designee will call to the site those school employees as deemed necessary to deal with the situation. A call to the insurance carrier will be made as soon as possible.

The Superintendent will determine whether classes may be held the next day, and will communicate the decision via the usual media contacts.

#### Follow-Up

Recheck attendance.

The principal will notify for all-clear for reentry

If no all clear, after consulting with the Superintendent, the Principal may move students to a relocation center. Principal or designee contacts Transportation for assistance in moving students and staff.

### **Missing Student**

#### Teacher:

Report to Office any student who is missing.

Inform the Principal of any student who is rumored to have run away.

#### Principal's Office:

If a student has been listed or reported as missing or runaway DURING SCHOOL HOURS:

Obtain Enrollment and Emergency Cards from files; secure a photo of the student.

Search the campus, including using the ALL CALL on the PA system.

Call parents/guardians listed on the Emergency Card.

Advise parents to call the police if the student is not located within a reasonable time; note that the Parent must make this call.

Alert the Superintendent's Office.

If you have reason to believe that the student has been kidnapped or taken by a non-custodial adult, call 911 directly.

Release no information to the media; refer all inquiries to the Superintendent's Office.

Assist Law Enforcement as directed. This may involve interviewing the student's friends and classmates or assisting in these interviews.

Notify the parents/guardians immediately if the student is located by school personnel.

If a student has been listed as missing between home and school, during school hours:

Check with the parent/guardian if the student has not arrived at school.

Determine if the student is legally absent. If the answer is "Yes," stop procedures.

Can we determine if the student may be lost (trying a new way to school, just moved, stayed overnight at a different home, the first day on a bike, etc.)?

Consider if the student may be truant. A possible runaway?

Determine if friends are missing as well.

Ask parents the student's possible route(s) to school, and the usual means of transportation (walk, bike, friends, bus, etc.).

Advise the parents to call the police if a reasonable amount of time has passed and the student has not been located. Alert them that they must make this call (except in cases of running away from the school campus, or suspected or real kidnapping).

If this is a younger student, consider having school personnel drive the route, plus alternates, the student reportedly takes to school.

If this is a bus rider, alert Transportation. Request information as to whether the driver saw the person get on the bus; have the driver search the bus if the student did board.

Obtain Enrollment and Emergency Cards, plus student picture.

Alert the Superintendent's Office.

Do not release any information to the media; refer all inquiries to the Superintendent's Office.

Assist the police in locating the student.

When found, inform the parents and the Superintendent immediately.

If a student is missing between school and home, after hours:

The parent/guardian/after-school caregiver has called the school to advise of a missing student.

Express concern and a desire to help.

Secure Enrollment and Emergency Cards, as well as student picture.

If the caller is a parent/guardian, advise them to call the police if the child is not found in a reasonable time.

Ask the caller to alert the school immediately when the child is located.

Contact the teacher that had the student during the last hour of the school; determine if they have any pertinent information as to the probable whereabouts of the student.

Search the entire campus; use ALL CALL to search for the student. If friends are still available on campus, interview them, or call friends at their homes.

If not found, school personnel may want to drive the child's probable route home. If the student is a bus rider, contact Transportation for any information as to whether the child boarded the bus, and where and when he/she may have been dropped. Did the student get off with a friend at a stop other than the usual one?

If the caller was not the parent/guardian, call the parent/guardian to alert them to the situation.

Contact the Superintendent's Office.

Do not release information to the media; refer all inquiries to the Superintendent.

Assist police as requested.

Alert parents immediately if the student is found by school personnel.

## **Intruder**

### Immediate

Politely greet an intruder and identify yourself as a school employee.

Inform intruders the need to register at the office and verify they go.

If the intruder refuses to sign in or leave, notify the Principal or designee at once. This may require asking another staff member to contact the office while you continue to monitor the intruder. Walk away from the intruder if you detect a potential for violence.

The principal/designee will contact 911 if deemed necessary.

The principal/designee will determine whether to announce a Lockdown or Evacuation.

### Follow-Up

Describe details of the situation (approximate time, location, description of intruder).

Take the steps outlined in the Lockdown or Evacuation sections of this document

## Student Walkout

Principal:

Upon hearing from students, parents, or staff of the potential of a student walkout: Inform the Superintendent's Office. Indicate a need for additional administrators from other schools and from the District Office to maintain order, if warranted.

Gather available information from the Counselor, informed staff.

Attempt to identify the issues and concerns that have led to the potential walkout. Attempt to determine the time and date of the action, as well as a list of students potentially involved in organizing the event.

Meet with faculty to inform them of what has been learned. Depending on timing and circumstance, this may be by an All Staff meeting, or by individually meeting with teachers and staff at their classroom doors, or in the staff workroom, etc.

Determine a course of action in advance if possible, to potentially avert the Walkout, as well as a plan to manage the action should efforts to avert it be unsuccessful.

Meet with the student leaders who are felt to be involved; attempt to avert the action, while not compromising the integrity of the school or the district. Indicate your concern that issues can be addressed in another manner and concern for the safety of students and staff.

Alert student leaders that they cannot always guarantee the peaceful actions of all the students, and therefore the Walkout is a bad idea.

Indicate that all school rules relative to behavior and attendance will be enforced by the district.

Clear with the Superintendent the assignment of staff to act as staff to oversee the leaving of students; clear their use of digital and video cameras to record behavior.

Clear with the Superintendent the need to call the police.

Refer to any media inquiries to the Superintendent's Office. Note that student leaders will often have informed the media of the prospective action.

If the event occurs, lock all outside doors to prevent random reentry that could disrupt classes.

Go outside to address the students, indicating their need to immediately return to the school, only through designated entries. Post staff to process the readmittance of students returning from the Walkout.

Recommend script of address to students (clear first with Superintendent or Designee):

"Students, we want you back in school. If you are back, using the designated entry, within five minutes, no disciplinary action will be taken. Should you not return within that time, disciplinary action will be taken. You are directed to reenter the school, give your name to the staff member at that entry, and then report immediately (to the gym, or other suitable location). You will be dismissed from there to the next class."

After the event, take necessary disciplinary action. Alert parents of those not returning as directed of the situation, and of disciplinary action to be taken.

Met as quickly as possible with the staff to inform and review.

Review still and video pictures of the event, to identify any unsafe or vandalistic behavior of students.

Meet with the student leaders after the event to determine the best course to avert a repeat of this action.

Request the Superintendent's assistance in preparing a letter home to all parents regarding the incident. Consider the value of holding a parent/student meeting to review and dialogue regarding the causes for the Walkout, actions taken by the district, etc.

## Weapons

The continued safety and health of our students, staff, and visitors is of prime concern in our District. Iowa Code outlines significant penalties for carrying, displaying, concealing, or using weapons of any kind on school campuses. This District actively supports those penalties, as outlined below (Ref. Iowa Code 502.6).

The Board believes that weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or other dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the control of the district.

Parents of students found to possess weapons or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any explosive, incendiary or poison gas.

Weapons under the control of Law Enforcement officials shall be exempt from this policy. The Principal may allow authorized persons to display weapons or other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

In conjunction with the above statement of Weapons Policy, the following set of Administrative Regulations outlines in general the position of the District relative to Weapons on school premises or at school events, or on school vehicles. The Public, Students, and Staff should refer for specific provisions within published District Policies, Administrative Regulations, and Student Handbooks. Students may not have hunting rifles, shotguns, start pistols, or any other firearms in their vehicles if the vehicle is on school property.

Students may not discharge a firearm on school property or at a school activity for any reason. Students may not have knives that are prohibited by law, nor any other object whose function or purpose is to inflict injury on another person, including but not limited to ice picks, or other such objects, bats other than for legitimate use for baseball or softball, clubs or other objects designed or modified to harm another person.

For purposes of this policy, "possession" includes but is not limited to storage in a student's locker, desk, book-bag, purse, coat, jacket or other clothing, car, bike bag, or other container or area of confinement used by the student whether personal or school-owned.

Students may not normally use non-destructive objects such as pencils, rulers, compasses, or books in



a threatening or assaultive manner. The use of any object in a dangerous way will be treated as if the item were a dangerous weapon.

The Superintendent shall promptly notify and refer to Law Enforcement or Juvenile Authorities any student who brings a firearm to school.

Students shall not possess toy weapons or "look-alike" weapons at school except with the knowledge and permission of an administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade, or who displays any object in such a manner as to reasonably place another person in fear for his or her safety shall be subject to discipline by the Principal or Superintendent, including possible suspension or expulsion.

## **Kidnapping**

Preventative activities that may help avoid child kidnapping situations include:

Maintaining a list of students who are not to be released to anyone except a particular (custodial) parent or guardian. Maintain copies of court orders of custody where appropriate.

Enrollment and Emergency Cards of such students should be red-flagged so that staff with the need to know are aware of the situation.

Before releasing a child to anyone, except the parent or guardian on the Emergency Card list, the Secretary should check with the custodial parent or guardian for approval; a record of the time and date of phone approval should be made and kept with the student's records.

When a parent phones a request to have a child released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian if needed) before the child is allowed to leave.

In the event of any doubt, the message and phone number should be written down; a return call should be made after cross-checking the phone number with those on file in the child's folder or on the Emergency Card before the student is allowed to leave.

School Secretary:

Release students ONLY to names on the Emergency Card unless the parent has called to verify another person; if suspicious of any circumstances, report to the Principal or Designee immediately and then cross-check by calling the parent/guardian before allowing the student to leave. Be especially aware of students who have parents or other adults in their lives who they are prohibited from seeing via the order of a court, or another legal document.

Have all students and the adult taking them to sign out before they leave the building.

In the event of a kidnapping/unauthorized removal of a student:

Staff Member:

NEVER voluntarily release a student to anyone other than the person(s) listed on the student's Emergency Card without verifying your authorization to do so from the office. Require that all students leaving the school do so through the school office, using the checkout procedures; do not allow them to leave directly from your classroom or activity area. Should any unauthorized person attempt to remove a student against his/her wishes or by not using the normal checkout procedures:

Immediately contact the Principal or Designee and the Secretary in the Office. Attempt to identify any vehicle used to remove the student, including license plate numbers, state of issuance, description of the car, and the direction the car was driving when leaving the campus.

Attempt to identify the person who removed the student, including height, weight, hair color, glasses, complexion, clothing worn, etc.

Release no information to the media or community; refer all inquiries to the Principal or Superintendent.

Principal or Designee:

Upon the report of the unauthorized removal of a student, direct the Secretary to dial 911, and to contact the Superintendent or Designee, as well as the parent/guardian listed on the student's Emergency Card.

Release no information to the media or community; refer all inquiries to the Superintendent or Designee.

Inform the Superintendent that you will require the assistance of the District's Crisis Team.

Assist Law Enforcement in any way they specify.

If there are siblings in the student's family, as shown on the Enrollment or Emergency Cards, contact the Principal of that school immediately; if the sibling(s) is in your school, determine where they are immediately, and remove them to a secure place in the office until directed to release them by Law Enforcement or the Superintendent.

Call an All Staff meeting to discuss the situation as soon as time and circumstances permit, immediately after school, or first thing the next morning.

Collaborate with the Superintendent on a statement to home to parents, as well as determine the

advisability of holding a parent/community meeting to discuss the event.

Follow-Up:

Hold a staff meeting immediately after school, or before school the next morning, to describe what has occurred, and what is currently happening in regards to the situation. Alert staff that students, staff, and parents will be heightened in their concern and behavior; Superintendent will convene the District's Crisis Response Team.

Superintendent may determine to call other districts to assist their Crisis Response Personnel.

Soon after the event hold a parent meeting to describe the situation and field questions.

Evaluate everything done as a response to this incident; making adjustments in response and protocols to improve where warranted.

## **Disgruntled Individuals**

General:

This section refers to an individual, student or adult, who is angry and otherwise exhibiting behaviors that may be a threat to the safety of students, staff, or visitors on the campus, or at school activities.

Teachers/Staff:

When encouraging a person who is exhibiting inappropriate behavior, including one who is angry or otherwise irrational, politely greet the individual, identify yourself as a school employee, talk calmly, and attempt to direct the individual to the Office or the administrator in

charge if at a school event.

Do not touch the individual.

Where possible, immediately contact the Principal or Designee without being confronted with the individual. You may need to use the ALL CALL to the Office, or to send another staff member, if no other option is available, a student to the Office to locate the Principal or Designee.

Do not isolate yourself with the individual.

Do not leave the person alone with students.

If you are unable to deal with the person in any way, leave the area immediately, taking students and other staff members and non-threatening visitors with you. Attempt to reach the Office or call the office from a more secure area.

If the situation warrants and an administrator is not available to call 911, call 911 and then contact the Superintendent's Office immediately.

In the event of a dangerous intruder in the building, it may be necessary to keep students in classrooms or other enclosed areas. In this event, an announcement will be made indicating the implementation of a CODE RED or a CODE YELLOW Lockdown. Reference to the District's Emergency Procedures Flipchart, under the "Lockdown" section, and take the action outlined there. If unable to get to your classroom and your Emergency Red Folder, take students and staff under your control to a lockable area of the school, and lock the door, awaiting further instructions from administration.

Should circumstances warrant, the Principal or Designee may determine to evacuate the

building. If that announcement is made, refer to the District's Emergency Procedures Flipchart, under the heading of "Evacuation," and take prescribed steps.

#### Principal or Designee:

Upon hearing of an angry and/or irrational individual in the building, relieve the staff member dealing with the individual, telling the staff member to gather students under his/her direction, and return them to the classroom or other safe location on the campus.

Identify yourself to the individual, and ask them to come to the office with you, or to leave the building. If the individual continues to be uncooperative, call 911 or direct that a staff member does so on your behalf. Do not leave the individual alone in the building or on the campus.

Do not touch the individual, unless in an emergency for which you feel qualified, to prevent the individual from harming a student or another staff member less able to defend him or herself.

Direct someone to contact the Superintendent.

Unless your safety is jeopardized, stay in proximity of the individual, keeping students and staff out of the area, until the Police arrive.

If necessary, issue a Lockdown Level II, or take action to implement an Evacuation.

## Suicide

### General:

Any written or verbal reference by a student to suicide, to dying, ending his or her life must be immediately reported to administration.

Stay with the student. Maintain constant visual contact with students until the Counselor or Crisis Response Team members arrive to escort the student for evaluation.

The Principal is to be called, who will inform the family.

The Principal or Counselor will refer to the student to a clinical setting for further evaluation and treatment.

If a parent refuses to accept a referral, report to child protective services.

Follow up the conversation with a parent with a letter.

The Principal or Designee will contact the Superintendent. In consultation with the Principal and possibly the Counselor or members of the Crisis Response Team, Law Enforcement may be called.

Never delay reporting. This reporting includes a third party reference such as another student letting you know of their concern for a friend who's been talking about suicide. Staff members must report this type of conversation; they may not promise a student to keep this type of information from school officials.

The Principal, upon learning of a potential suicide from any source, is to contact the Counselor and inform the Crisis Response Team.

The Principal, with the Counselor and/or members of the Crisis Response Team is to meet immediately with the youth.

Develop an understanding of the crisis, assess the seriousness of the situation, and assess the risk of the youth in crisis. (See attached - Assessing the Risk and checklist).

Consult with team members to arrive at a consensus of the interventions to be implemented.

Reach an agreement with youth, or if an agreement is not possible, define interventions.

Inform family.

Assess the family's ability to provide support.

Refer family for assessment.

Arrange for daily contact with the Counselor as often as necessary until the youth has regained balance (resolved the crisis).

Contract with youth as to how they will attempt to manage day-to-day, solutions they will implement, activities they will engage in at school, etc.

Link youth with twenty-four-hour crisis centers to use should the situation escalate after school hours. Call the National Youth Crisis Hotline at 1-800-448-4663.

Request outside evaluation, outside counseling.

Transport or request transport to an emergency facility if danger is imminent. Contact the police if a weapon or other dangerous object may be involved or there is a potential for escalating violence.

Upon hearing of a suicide in progress, the Principal or Designee, or the Counselor, should immediately call 911. Alert the Principal or Designee if this has not been done already. The Principal or Designee is to contact the Superintendent at once. Contact the Nurse, who will initiate appropriate First Aid.

Initiate appropriate life-saving measures as deemed to be necessary.

Assessing the Risk of Suicide or Other Harmful Behavior; a Guide for the Crisis Response Team:

What happens when youngsters say "yes"? The immediate task is to assess the possible risk involved. This necessitates asking questions. You need to know if they have thought about how they would kill themselves. The more specific the plan, the higher is the risk. If they have a when, where, and how, it is serious. It is necessary to ascertain if the means are available to them - for example, is there a gun in the house? If the means are available, the risk is greater. Find out if they are using drugs; there is a 50% correlation between suicide and drugs. In addition to these factors, if there is a history of suicide in the family, and/or a parent has been chronically depressed, the risk is greater still. If someone they know has recently completed suicide, the risk is higher. When the suicidal person is focused solely on dying as a solution (tunnel vision) and cannot attach him or herself to any future possibility, the risk may be higher.

This tunnel vision is often expressed by using words and phrases like "always", "never", and "either/or". "It will always be this way", "It will never change", "Either you make this relationship work or I'll kill myself". Other high-risk factors include the history of physical/sexual victimization, witness to violence, poor impulse control (regardless of whether the suicide is deemed low-risk a child with a history or poor impulse control who is thinking about suicide is in fact, a very high-risk as they may lack the ability to this things through but rather have the thought and act on it). Homosexual preference is also a risk factor.

Be aware that when assessing risk, the higher the number of risk factors present, the higher the risk. This does not mean, however, that if only a few of the risk factors are present there is little likelihood for an attempt. Someone who has no plan, only ideation, but has a history of poor impulse control, could be considered high-risk. We reiterate the importance of a second opinion by another member or your crisis team and/or by an outside referral source. The determination of risk, and the subsequent interventions, should not be the responsibility of one person.

#### Additional Risk Factors

If a student refuses to agree to a "no suicide" contract, the risk may also be higher. A "no suicide" contract is an agreement that the student agrees to call for help if he/she is feeling suicidal. When using this contract, being realistic with the student is essential. Indicating that you may not be able to get back to him/her immediately and that he/she is to wait for your call is realistic. Some professionals provide the potentially suicidal person with the 24-hour suicide prevention center number and instruct the center to call them immediately should the student call. They also instruct the student of this agreement.

### VERBAL OR WRITTEN THREATS OF SUICIDE

#### Teacher/Staff:

- Contact the counselor and/or Principal or Designee.

- Take the threat seriously.

- Tell the student you are concerned. However, you may not assure the student that this is a "secret" between yourself and him/her. You must get help, and you must refer the student to the Counselor and Administration.

- Do not leave the student alone.

- Continue to express interest in the student after the crisis is over.

#### Counselor:

- Talk privately with the student and assess the seriousness of the threat (see checklist).

- Ask directly if the person has entertained thoughts of suicide.

If the threat is serious:

Do not leave the student alone.

Notify the Principal's office.

Notify the parents/guardians.

Continue to counsel the student.

Give the student and parents the number for National Youth Crisis Hotline (1-800-448-4663).

Provide parents with other community resources for counseling.

Ask the parent/guardian to acknowledge the suicidal threat. If they refuse, see release form; further, with the Administration and members of the Crisis Response Team, meet to consider a referral to Child Protective Services.

Work with the parents, students, administrators, and teachers to monitor the student.

Principal:

Inform the Superintendent.

Remain in contact with the counselor about the situation.

Parents may be required to show proof of psychological consultation before the student is permitted to return to school.

#### SUICIDE ATTEMPT IN PROGRESS

Teacher:

Send for Principal and Counselor.

Try to calm the student and others.

In a calm voice, ask the student for permission to evacuate the rest of the class.

Evacuate, if necessary to the lobby.

Return students to the classroom when advised.

In the event of the death of a student, be prepared to assist the Principal with notification of next of kin.

The teacher/Staff will complete the incident report ASAP.

Principal:

Activate the Crisis Response Team. Call 911 for police and ambulance.

Notify Nurse.

Notify Parents.

Appoint a member of the Crisis Response Team to handle arriving parents. Call the Superintendent's office who will ensure that the necessary administrators are notified. Direct the emergency responders to the scene.

If suicide prevented:

Require parents to show proof of psychological consultation before the student is permitted to return to school. (If parents refuse, make note of refusal and indicate time and date). Authorize increased counseling services to the student.

Facilitate any investigations by district and civil authorities.

If suicide not prevented:

The Principal will call 911.

Inform staff (all staff meetings). The Principal will contact the Superintendent and parents.

Prepare classroom announcements for teachers to read to students. (see below) Authorize increased counseling services to students and staff.

Hold a mandatory staff meeting at the end of the day so staff can inform administration and

Crisis Response Team members as to what was and wasn't helpful, of what staff needs to make the next day a bit easier, to identify additional students who staff are concerned about, to give additional directions as to expectations and schedule changes for the next day.

Facilitate any investigations by district and civil authorities.

Do not remove or touch anything at the scene. (Suicide is a criminal offense that must be investigated.

The Principal should prepare, with assistance from the Counselor and/or members of the Crisis Response Team, a classroom announcement to be read by all teachers to their students at the beginning of the next school day (see below).

Refer all media inquiries to the Superintendent or Designee.