

Psychological and Emotional Support Team

The Psychological and Emotional Recovery Team is responsible for:

- Assessing the need for onsite mental health support
- Determining the need for outside agency assistance
- Providing onsite intervention/counseling
- Monitoring well-being of school Incident Management Team, staff, and students, and reporting findings to the Operations Section Chief

Student Release Team

Reunification refers to reuniting students with their parents or guardians in an efficient, safe, and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:

- Setting up secure reunion area
- Checking student emergency cards for authorized releases
- Completing release logs
- Coordinating with the Public Information Officer on external messages

7.8 Planning Section Collects and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.

Document all activities

7.9 Logistics Section Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications centers and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop a telephone tree for after-hours communication.

Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.

Document all activities.

Sources and Use of Resources

Louisa Muscatine Community School district will use its resources and equipment to respond to incidents until the incident response personnel arrive.

The following organizations or agencies have agreed to be responsible for providing additional resources or assistance utilizing written or contractual agreement:

Examples of Resources to be provided by outside sources. List the Resource and Provider.

- First aid kit and sanitation supplies
- Counseling services
- Food/water supplies
- Security

7.10 Finance/Administration Section

Administrative Controls: The Louisa-Muscatine Community School District is responsible for establishing controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done following established local fiscal policies and standard cost accounting procedures. Activity Log:

Staff assigned within the school will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident policies, procedures, and resources
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources.
- Evacuations
 - Casualties
 - Containment or termination of the incident.

Incident Cost:

School Finance and Administration staff are responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets. The detailed records of costs for incident management and operations include:

- Personnel costs
- Equipment operations cost
- Costs for contract services to support incident management operations
- Costs of specialized supplies

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and the federal government.

Preservation of Records:

To continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water. Essential records should be protected and are stored in paper and electronic format.

Examples of Resources to be provided by outside sources. List the Resource and Provider.

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An important component of the EOP is a set of interagency agreements with various city/county agencies to aid timely communication. These agreements help coordinate services between the agencies and the Louisa Muscatine Community School District. Various agencies and services include county emergency management agency, law enforcement, county health department, fire departments, and EMS services. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event occurring in the community.

8 Information Collection, Analysis, and Dissemination

Before, during, and after an incident, school officials will assign administrative staff to monitor the weather, local law enforcement alerts, and crime reports daily. This information will be shared with school Principals with any immediate actions required identified.

9 Training and Exercises

The development of the EOP training and exercise schedule is key to the success of a school or district's ability to respond to an emergency. All school faculty and staff must have a general understanding of their role and responsibilities and are trained on all standard operating procedures and guidelines associated with emergency response. Training and exercises provide the opportunity to increase understanding and implementation of these protocols.

EOP training opportunities shall be incorporated into the annual school calendar.

Review and update (if necessary) of the EOP shall be incorporated into the annual school calendar.

Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP to staff and ensuring opportunities to attend and participate in EOP training and exercise activities.

Working with response agency partners, HSEEP compliant exercises will be conducted to train staff and evaluate the adequacy of the EOP. Following HSEEP procedures, an After Action Report (AAR) and the Improvement Plan (IP) for each exercise shall be developed and documented appropriately.

10 Administration, Finance, and Logistics

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11 Plan Development and Maintenance

The Louisa Muscatine Community School District EOP integrates with school and district policy and procedures and many stakeholders' EOPs or guidelines. The District EOP utilizes existing program expertise and personnel to support prevention, protection, mitigation, preparedness, response, and recovery efforts. The EOP is structured according to the Guide for Developing High-Quality School Emergency Operations Plans provided by the Readiness and Emergency Management for Schools, Technical Assistance Center, and follows the principles of the National Incident Management System (NIMS) and Incident Command System (ICS). Also, the EOP utilizes the Homeland Security Exercise and Evaluation Program (HSEEP) to address response, training, exercises, equipment, evaluation, and corrective action practices.

The Louisa Muscatine Community School District shall oversee or coordinate with applicable partners to conduct the following:

The EOP shall be reviewed annually and modified as necessary by the Louisa Muscatine Crisis Response Team.

The District EOP shall coordinate with external agencies that may be affected by EOP implementation, to ensure consistency and compatibility with jurisdictional plans. Substantive changes between review periods, such as changes in roles or responsibilities, will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.

If updates of the EOP involve substantive changes, the Louisa Muscatine Crisis Response Team will generate a draft document for distribution to relevant partners for review and comment. After a stakeholder review and comment period, the updated EOP will be submitted for final review and approval by individuals identified on the signatory page. The updated plan becomes effective upon completion of all signatures.

Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP and all updates to staff.

Each school identified in this plan is responsible for ensuring key staff have the opportunity to attend EOP training and exercise activities.

The District will ensure EOP compliance with the applicable local, state, and federal laws and procedures.

12 Authorities and References

Iowa Sample School Emergency Operations Plan

<https://educateiowa.gov/documents/school-safety/2019/01/iowa-sample-school-emergency-operations-plan>

US Department of Homeland Security Active Shooter How-To-Respond, October 2008 US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015 ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute Active Shooter Response Procedures, 2016 www.alicetraining.com WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. www.seyfarth.com 35

Functional Annexes

Before, During, and After an incident Goals and Objectives

The information provided in the annex plans section provides common protocols and procedures that will be implemented and referenced with any specific threat, incident, or hazard. Before an incident:

Goal/Objective: Staff and students will participate in drills, additional training, planning, and meetings to prepare students and staff in case of a crisis or an emergency.

During an incident:

Goals/Objectives: During a crisis or an emergency when information is received that indicates a threat, potential threat, or other hazards the Incident Commander or designee along with other necessary persons will make an assessment of the information and determine the proper action to take. During an incident, the goal of the Louisa Muscatine Community School District is to maintain the safety of all individuals that could be affected by a threat, potential threat, or hazard.

After an incident:

Goals/Objectives: After a crisis or a threat it is the goal of the Louisa-Muscatine Community School District Administration to review the event, evaluate changes that need to be made, and do follow up communication with staff, students, families, and community members.

Actions following a crisis or emergency:

The following are guidelines to follow after a crisis or emergency in the District. They are general by design because it is impossible to predict what all crises emergencies might entail. In an emergency, the District must rely on the best judgment and actions of those it empowers to make such decisions.

Superintendent or Designee:

Will make the final decision in a crisis as to the ability of a school to conduct a safe, orderly business.

Should the decision be made to close, evacuate, or lock down a school for any reason, the school will not be reopened without the consent and direction of the Superintendent. The Superintendent will be responsible to convene the District's Crisis Response Team, and/or call in assistance from other districts, should the situation warrant.

Determine the need to bring in outside agencies, contractors, insurance representatives, and direct that such contacts are made if necessary.

Principal or Designee:

Coordinate with District's Crisis Response Team, if convened by the Superintendent, to determine needs for assisting students and staff, and the agenda for any parent and community meetings.

Plan for an after-school meeting of all staff:

To brief staff that they are to say nothing to the media, but instead direct all contacts and inquiries to the Superintendent or Designee.

Visit injured students and/or staff in the hospital.

Provide information regarding any funeral arrangements. Organize plans for students and staff

Teacher/Staff:

Follow procedures established by building administration.

Report immediately to the Principal or Designee any emergency not previously dealt with or overlooked.

Be sensitive to student and staff needs for help; refer students or staff to the Crisis Response Team or other district-provided Counseling assistance should they express a need for help, or exhibit behaviors that lead you to believe they need help.

Monitor your well-being; do not be afraid to ask for help should you feel the need to do so.

Lockdown

Lockdown Procedures

Stage I Lockdown

The principal or Designee will initiate Stage I lockdown procedure using the PA system.

If outside bring student in and to their classroom immediately.

Quickly check the hallway and wave them into your classroom

Close and lock all entrances to the classroom.

Students remain in class until the all-clear is given

Put up green or red cards in the glass on your door or slide it under the door.

Continue class

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.

Stage II Lockdown (See Active Shooter Annex/Shelter in Place)

PROCEDURES

-Speak in plain language, using the words ACTIVE SHOOTER.

-Location of the incident.

-Physical description of the shooter(s).

-Type of weapon (if known).

POTENTIAL RESPONSES

In response to an active shooter event, there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

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.

Evacuation

The Louisa-Muscatine Schools shall devise, practice, and evaluate regularly the routes and procedures necessary to maintain a sound Evacuation Plan. Said Evacuation Plan will be communicated regularly to Law Enforcement and Fire and other Emergency Response organizations. Parents will regularly be informed that the district has such plans, although the details will only be communicated on a "need to know" basis in the event of an actual emergency. This is to ensure that traffic perimeters are enforceable by Law Enforcement, and that removal of children from an evacuation site or the school itself in an emergency is orderly, and that no child remains unaccounted for.

Administrators and Staff are referred to their Emergency Procedures Flip Chart for specific instructions relative to Evacuation.

In general, Teachers and Staff will:

Be familiar with the Evacuation Plan for the school.

Evacuate when you hear the Evacuation announcement or fire alarm.

Take your Red Folder with you.

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.

Not take time to close doors, windows, or turn on or off lights or electrical devices.

Will take the time, if possible, to turn off any gas jets in labs or shops.

Leave the building in an orderly and quiet manner, along the route that has been announced, if different from the previously arranged route, or along the route that has been previously arranged and practiced.

Be prepared to maintain order should bus evacuation be implemented.

See to it that students are always evacuated at least 100 feet from the building, and out of the way of any emergency vehicles.

Understand that ALL STAFF will evacuate when the announcement or alarm to do so has been sounded. There will be NO EXCEPTIONS, except as authorized by the Superintendent of Law Enforcement or other Emergency Responders.

Reassemble students where designated, and account for all students, plus visitors and other staff

for whom you are responsible.

Report any missing students, visitors, or staff.

When the evacuation area is reached, take roll on Navigate App if possible or student checklist to see that all students are present; a 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.

NEVER release students to parents or guardians, or any other individual, until established procedures for the reunification of children with parents/guardians have been fully implemented, and administrators have authorized the release of students.

Return to your room/area when directed that it is safe to do by the administration. In general, Principals and Designees will in the event of an emergency requiring Evacuation: Sound the alarm or use the ALL CALL to announce an evacuation and to provide any exit directions that depart from the usual exits that have been previously arranged and practiced. Call 911 and describe the emergency, and the location of the reassembly area for the evacuation. Advise whether ambulances are needed.

- Contact the Superintendent's Office. Advise whether bus transportation will be required.
- Direct a designee to contact the relocation site if it is an indoor facility.
- Have the designee take the Crisis Kit and leave the facility, heading toward the evacuation site.
- Advise the nurse and other trained staff to render first aid as needed.
- Ensure that caretakers are assisting all students and staff in need of special help during evacuation.
- Direct custodians, if deemed safe to do so, to turn off all motors, fans, and power-driven equipment.
- Establish a check out area for parent-student reunification should students be sent home without returning to classes. DO NOT permit staff to dismiss students to anyone other than those adults authorized on the Student Emergency Cards.
- Determine whether students, visitors, or staff are missing; with law enforcement and proper designees, search for missing students, visitors, or staff.
- Signal an ALL CLEAR when appropriate to do so.
- Complete an Incident Report.
- Meet with Staff at the earliest advisable time to evaluate the Evacuation, and make recommendations for changes in the procedure if warranted.
- Prepare, with Superintendent, a statement for parents regarding the incident. Disseminate as directed by the Superintendent. Set a parent/community meeting date for a review of the incident, if determined advisable.
- Discuss the need of having the Superintendent convene the District's Crisis Team and the advisability of requesting mutual assistance for other Team Members from cooperating Districts.

Family Reunification

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school is unsafe and a remote site is needed.

General:

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school is unsafe and a remote site is needed.

Teachers/Staff:

- Provide a list of students that you have with you upon arrival at the reunification site using Navigate if possible.
- Provide a list of students missing from your group.
- Ensure special needs students and staff are assisted.
- Be prepared to help retrieve students upon parent/guardian arrival for pickup.
- Support students and staff in any way necessary.

Superintendent/Principal/Designee

- After consulting with an emergency Incident Commander (police, fire, or other emergency personnel) if applicable, determine which relocation sites are necessary.
- Follow procedures for releasing students

Notify contact person at the relocation site(s) to prepare for the arrival of students
 Designate a Reunification commander at each site
 Send personnel to staff the reunification site
 Notify families through the district communication system
 Notify media

Site Lead:

Establishes command post
 Organize staff and mental health teams to report to the site
 Check-in all non-uniformed personnel who arrive to assist
 Set up an area and staff to check-in and our parents and students
 As students are checked out direct families to exit the relocation area to make room for other families to reunite with students.

Reunification Locations: (personnel will be notified as needed for site reunification) Reunification locations:

Louisa-Muscatine Elementary
 Louisa-Muscatine High School
 Letts
 Grandview
 Fruitland

Family Reunification

Purpose

The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed

Responsibilities

Reunification Elementary to High School

Elementary Students:

Secretaries/Crisis Team Leads:

Secretaries will be located in the High School office/Elementary Office

Crisis Team Members will use the Counselors

Parents will be escorted to the High School Cafeteria or Elementary Cafeteria to wait for students to be picked up. Runners Support Staff

1. Responsible for communication between the office staff and teachers
2. The primary responsibility is to bring students and parents to the office to check out separately. Reunification High School to Elementary

Teachers:

Secondary Students:

Secretaries/Crisis Team Leads:

Crisis Team members, nurse, will use the Counselor's room

****When contacting the media the Superintendent or designee will be responsible for doing all communication with the media.**

****Administration will be responsible for making sure all students have been returned to parents/guardians.**

In case of an emergency that will require us to move off-campus, the Superintendent or designee will be responsible for contacting the Transportation Director for busing details and instructions. Students will not be permitted to drive off campus when an emergency has taken place that we need to relocate

Shelter-In-Place

General Information:

Shelter in place is the use of any classroom or office to provide temporary shelter from a hazardous material release or when we are unable to dismiss at our regular time.

Hazardous Material Release:

- Chemical Plant Accident.
- Chemical Train Derailment.
- Chemical Truck Overturning.
- Pipeline Rupture.

Teacher/Staff Responsibilities:

- Move all students indoors.
- Close all windows and doors to the shelter.
- If needed use materials to seal doors, windows, and vents.
- Continue to follow the instructions given over the PA system.
- Take roll-on Navigate App if possible or student checklist to see that all students are present.
- Do not allow anyone to leave the shelter until the "all clear."

For a detailed set of Shelter in Place directions, consult the District's Emergency Procedures Flipchart. The District should conduct a simulated Shelter in Place drill at least once each school year, in cooperation with the local Law Enforcement, Emergency Services, and the District's Safety Committee. Principal Responsibilities:

- Contact the Superintendent or Designee, who will contact other necessary administrators.
- Receive information and instructions to shelter in place, rather than evacuate, due to a nearby hazardous material release.
- Activate the school shelter in place plan by an announcement on the PA system.
- Require all persons in outside areas to go indoors.
- Ensure that appointed caretakers assist handicapped students.
- Ensure that maintenance immediately shuts off all heating, cooling, and ventilation systems for the entire campus.
- Consider instructing teachers to seal doors and windows with duct tape in severe cases.
- Allow no one to leave the shelter during the emergency.
- Use reasonable judgment in allowing outsiders into a shelter during the height of the incident.
- Be in contact with the Police and Fire Departments for continuous information and instructions until the incident is under control.

Announce the current status of the incident at frequent intervals over the PA system until "all clear."

Teacher/Staff Responsibilities:

Move all students indoors.

Close all windows and doors to the shelter.

Continue to follow the instructions given over the PA system.

Do not allow anyone to leave the shelter until the "all clear."

Pandemic Response Plan

Louisa-Muscatine Community School District

Infectious Disease or Pandemic Plan

Louisa-Muscatine Schools is committed to protecting the health of our students and staff from

contagious diseases. Due to the proximity of students in school, inefficient containment of respiratory fluids, and sometimes inefficient handwashing practices, children can easily transmit illness to one another which can increase the outbreak of contagious illnesses. This plan will provide guidance and procedures to reduce illness transmission and progression in periods of increased outbreak and pandemic periods.

Infectious disease or Pandemic Plan Components:

Louisa County Health Department (LCHD) and/or the Iowa Department of Health (IDH) will notify Louisa-Muscatine Community School District (LMCSD) Superintendent and Nursing services if the Center for Disease Control (CDC) declares an infectious disease threat or pandemic event.

School Superintendent will :

Infectious Disease Prevention and Reduction Strategies

Infectious Disease Education: LMCSD will help prevent the spread of any infectious disease by providing education to students, staff, and the community. Healthy hygiene, eating, exercise, and disease prevention habits will be taught to students and promoted to the LMCSD community.

LMCSD will review information about how germs spread in a developmentally appropriate way with all students.

How Germs Spread: Illness such as influenza and colds are caused by viruses that infect the nose, throat, lungs, and gastrointestinal tract. Flu and cold viruses are inhaled by another person. Germs are spread through infected persons passing germs through shared food or ineffective hand washing. Germs are also spread by droplets expelled from infected persons cough or sneeze. When these droplets are inhaled, or a contaminated object is touched, the germs are transferred to that individual. When the person touches their mouth, eyes, or nose the illness spreads. The length of time germs can live on various surfaces depends on the virus.

LMCSD will teach and promote health prevention practices using classroom teaching

opportunities and informational building posters.

Cover your cough

Cover your mouth and nose with a tissue when you cough or sneeze.

Cough or sneeze into your upper sleeve, not your hands.

Wash your hands after you cough or sneeze, or use hand sanitizer

Wash hands often: Soap and water hand washing routines will be encouraged at least 4 times per school day. Handwashing will occur upon arrival to school, after coughing and/or sneezing in hands, before eating snacks or lunch after bathroom use, and after recess. These handwashing procedures will be reviewed and enforced with students.

Wet hands with water, apply soap, and scrub hands together for at least 20 seconds.

Thoroughly rinse under warm, running water.

Dry hands completely with a paper towel or hand dryer. If needed, use a paper towel to turn off the faucet and open restroom doors.

Stay home when you're sick: A fundamental defense against the spread of illness is to stay home when you are sick. This includes students, staff, and volunteers. In times of infectious disease outbreak, sick leave policies for staff and students will be reviewed, modified (if needed), clearly communicated, and consistently enforced.

Handbook criteria for illness will be communicated and strictly enforced.

Wear appropriate protective equipment: When working with students with suspected infectious disease, staff will wear appropriate protective equipment and follow proper safety procedures to prevent further virus spread.

LMCSD will monitor and track illness/disease during times of potential infectious disease outbreak. Building secretaries will inform the nursing staff and administration of increased absenteeism due to illness. If a building has 10% or more of their total enrollment absent due to illness, the building nurse will report it to the Iowa Department of Public Health through its online reporting system. <http://redcap.idph.state.ia.us/surveys/?s=C4XNALH3R9>

Staff are trained to be alert to children who are ill. Examples of symptoms include fever, frequent cough and/or sneezing, sore throat, vomiting, and/or diarrhea. Students with any of these symptoms will be sent to the school nurse's office for evaluation.

During periods of suspected or identified infectious disease outbreak staff will: Staff evaluating or having contact with possible infected students will wear appropriate personal protective equipment when deemed necessary.

Students who have a fever, cough/sneezing will stay in the nurse's office or supervised quarantined area until parents arrive. Having an ill person distanced can help slow or prevent the spread of infectious illness.

LMCSD will follow strategic disinfection and cleaning procedures: High contact areas such as door handles, railings, computer keyboard and screens, bathroom faucets and surfaces, drinking fountains, telephones, and table/desktops will be disinfected daily. Routine disinfecting procedures will be amplified during an increased time of infectious illness. This advanced protocol will be initiated by the district superintendent in consultation with building principals, nursing staff, and building and grounds director.

LMCSD buses are cleaned regularly during the school year. During periods of suspected or

confirmed infectious disease outbreak, increased cleaning procedures will be initiated based on guidance from our health authorities.

LMCSD nutrition services follow strict safe food handling and storage practices from the reception of food from trucks to the meal service to students and staff. Hazard Analysis and Critical Control Point (HACCP) principles are followed in each step of the food preparation process. Nutrition staff receive training when hired and during the school year. This training includes education on good personal hygiene and proper food handling practices. The kitchen staff is not allowed to come to work if they have fever, diarrhea, or vomiting. Some modifications may be made to the foodservice program during periods of suspected or confirmed infectious outbreak. Nutrition Service Departments will continue to follow guidance from the United States Department of Agriculture (USDA).

LMCSD will encourage and enforce social distancing measures during suspected or identified infectious disease outbreaks. Some social distancing practices are discouraging hand to hand contact, sharing of food, drink, or personal items, avoiding personal and/or social contact of one's eyes, nose, or mouth. Maintaining a personal distance between individuals as determined by the CDC, LCPH, and IDH will be encouraged. Cancellation or postponement of non-essential meetings, gatherings, assemblies, field trips, workshops, or training may be deemed necessary by the Superintendent in collaboration with the area health authorities. The Superintendent may also consider having flexible hours and attendance policies to maintain social distancing and reduce illness in district building facilities. Iowa Department of Education guidelines will be followed if altered schedules conflict with necessary state required instructional days.

LMCSD will collaborate with local and state health agencies as infectious disease outbreaks affect our schools. Information gathered from these agencies and recommendations from these agencies will help determine when school schedules should be altered or canceled. This local and state information will also guide decisions regarding the length or extent of school closure. The Superintendent will take recommendations from state and local authorities, geographic proximity to illness, outbreaks at neighboring school districts, and other relevant information into consideration when making cancellations or school scheduling decisions.

LMCSD will provide accurate, consistent, and timely communication with staff, students, parents, and community stakeholders. The Superintendent along with the Health and Safety team will review critical information and deliver common health messages and educational information as it is received.

LMCSD will continue certain essential operation programs even during a school closure event. The Superintendent can determine the department closure necessity based on the current safety circumstances and district need. Altered schedules, work from home options technology-based meetings may be exercised at the Superintendent's discretion. School personnel who report to school during a school closure should take precautions; social distancing, and/or wearing personal protective equipment as recommended by health agencies.

LMCSD may provide learning at home resources for students. We hope that students stay engaged in learning when class schedules are altered or canceled. These learning activities may or may not be mandated according to Iowa Law.

LMCSD will diligently work to restore a safe and healthy learning environment for students and staff. During the recovery phase assessments will be done to evaluate facility disinfection measures, staffing needs and, if needed, access to mental health resources.

The Superintendent may need to develop a plan for students/staff to make up for lost school days. The Superintendent will collaborate with the Iowa Department of Education on these matters. LMCSD will continue to remain in contact with local and state health authorities regarding further outbreak possibilities.

Medical/Illness

When a student becomes ill or is injured at school, the student's parents are to be notified by the School Nurse or the Principal as soon as possible after these individuals are aware of the incident. The school district, while not responsible for the medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.

Staff members should familiarize themselves with provisions outlined for Serious Injury in the District's Emergency Procedures Flip Chart/or see below, as maintained in the school's office and each teacher's Emergency Folder.

Teacher/Staff

If a student is seriously ill or injured, immediately notify the Principal's office and Nurse. If it is a life-threatening situation call 9-1-1 immediately and if there is another person with you have them contact the Principal's office and Nurse

Make the injured person comfortable (Administer emergency first aid if necessary)

If you have the opportunity to remove other students from the area

Return students to the classroom when advised

It will be the responsibility of the Principal or the School Nurse to file an accident report with the Superintendent within 48 hours after the student is injured at school if the student received medical attention or in any other case deemed important at the discretion of the Nurse or Principal. This includes students on Field Trips, on school transportation, or those competing in school-sanctioned events, whether at a district school or as a visitor to another school.

Parents/guardians will be required to complete a medical emergency authorization indicating the procedure to be followed, if possible, in an emergency involving their child. It will be the responsibility of the parents/guardians to provide the district with updated information on the medical authorization form.

Administration in conjunction with the School Nurse is responsible to develop rules and regulations governing the procedures in the event a student should become ill or be injured at school. These rules will be published in the Student/Parent and Staff handbooks. Principals are required to familiarize staff members with these rules and procedures.

Threat and Hazard Specific Annexes

Contaminated Food/Drink

Teacher/Staff Member:

When notified by the administration or Food Service staff that water or food is contaminated or not safe, take necessary action to prevent students, staff, and visitors from eating or drinking.

Report to Food Service staff and the Principal immediately if you suspect that food or water is in some way contaminated.

Report to the Principal/Office and/or School Nurse if children become ill in large numbers in your classroom within a short period of each other.

Principal or Designee:

Upon notification of potentially contaminated food or water, immediately use ALL CALL to direct staff to not permit students, staff, or visitors to eat or drink until notified it is safe to do so.

Contact the Superintendent's Office.

Contact the School Nurse; in consultation with the Nurse and the Superintendent, determine if it will be necessary to contact Emergency Medical personnel, including ambulance services.

Determine whether an Early Release or Evacuation is advised; consult with the Superintendent.

Refer all media inquiries to the Superintendent or Designee.

Prepare for the Superintendent a draft of a letter to be sent home to parents.

Superintendent:

Upon the report of a food or water contamination, contact the County's Public Health Department.

If criminal activity is suspected, contact 911, and ask for Police assistance

Have members of the Crisis Response Team contact local hospitals and medical care facilities, alerting them that they may have a significant reporting of ill students and staff. Determine what actions need to be taken to restore the food supply or the water system to a healthy state, in consultation with the Health Department officials and the District's own Food Service and Maintenance staff; be prepared to cancel school until that safety can be assured. Alert the District's media outlets of the nature of the suspected problem, and the actions being taken to ensure student, staff, and visitor safety.

If food is suspected, have office staff contact the supplier, and ask that the representative come to the district immediately.

Contact the insurance carrier, detailing the incident.

Closing of Schools

General:

The closing of schools for any compelling reason will be the responsibility of the Superintendent, or in his or her absence, the Designee responsible for the closing of schools.

In the event of bad weather, or other community or school emergency, parents, students, and employees are asked to monitor radio and television stations for information regarding school closings prior to the opening of the school day.

It is the policy of the District to be open for classes every scheduled day for the scheduled number of hours. The Superintendent is responsible for closing schools, delaying start times, dismissing early, or keeping the school open beyond the regular school day in the case of extreme weather or emergency conditions. The Superintendent or Designee will notify the Transportation, the Principals, and Maintenance staff of the decision to delay, cancel, or dismiss early.

All decisions regarding such decisions will be communicated to local and regional media for broadcast to district patrons, at the direction of the Superintendent or Designee.

Common Areas Evacuation/Take Cover

In general, Teachers and Staff will:

Be familiar with the Evacuation Plan/Shelter Plan for the school.

Evacuate when you hear the Evacuation announcement or fire alarm. If you hear the tornado alarm, find your sheltering location.

Take your Red Folder/Phone

When reunited with your class 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.

In general, Teachers and Staff will:

Be familiar with the Evacuation Plan/Shelter Plan for the school.

Evacuate when you hear the Evacuation announcement or fire alarm. If you hear the tornado alarm, find your sheltering location.

Take your Red Folder/Phone/Building key with you

When reunited with your class 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.

Evacuation

Assembly:

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.

Staff will then line up and students will find their homeroom teacher for attendance Before School:

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 before school starts in the secondary, students will exit out the back doors and meet in the grass behind the building. Students will find their homeroom teachers by the bus barn.

Passing Time (Secondary Building)

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

Cafeteria

In the Secondary Building if an evacuation takes place during lunch students need to be evacuated out the nearest clear exit and students will report to their homeroom teacher who will meet them at the back of the building by the bus barn.

In the Elementary students in the cafeteria will exit out the south doors and will meet at the parking lot by the buses. Students are to remain with staff on duty until they can be reunited with their classroom teacher.

Taking Shelter

Cafeteria:

If in the cafeteria and time permits, students need to report to their homeroom teacher and their classroom teachers' designated location and take shelter.

Assembly:

If in an assembly and time permits, students need to report to their homeroom teacher and their classroom teachers designated location and take shelter.

Before School

If before school or after school and time permits students need to report to their homeroom teacher and their classroom teachers designated location and take shelter.

Lack of Time for Movement:

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

Active Shooter/Active Aggressor

POLICY:

It is the policy of the Louisa Muscatine Community School District to provide an active shooter 49

emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the school site. Our active shooter response plan is based on giving employees the authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

DEFINITIONS:

For purposes of this policy: An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on Louisa-Muscatine CSD grounds. In most cases, active shooters use firearm(s) and display no pattern or method for the selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A Lockdown may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

The first employee to identify an active shooter situation will ALERT others at the site. At Louisa Muscatine we will use the Intercom, Radios, School Messenger, Phone, etc). Do not use the fire alarm.

-Speak in plain language, using the words ACTIVE SHOOTER.

-Location of the incident.

-Physical description of the shooter(s).

-Type of weapon (if known).

Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to INFORM them of all details available.

PROCEDURES

-Speak in plain language, using the words ACTIVE SHOOTER.

-Location of the incident.

-Physical description of the shooter(s).

-Type of weapon (if known).

POTENTIAL RESPONSES

In response to an active shooter event, there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door.

Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.
FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations: When appropriate, be able to provide information that you know:

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an "ALL CLEAR" will be given. You may not be allowed back into the school.

c. 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.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an "ALL CLEAR" will be given. You may not be allowed back into the school.

REFERENCES:

US Department of Homeland Security Active Shooter How-To-Respond, October 2008 US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015 ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute Active Shooter Response Procedures, 2016 www.alicetraining.com

WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. www.seyfarth.com

Bus Accident/Emergency

Very specific actions must be taken when there is a bus or school vehicle accident or emergency. The safety of students and staff is the first consideration in every incident when the District transports passengers.

Bus Driver Responsibilities:

In the case of an accident, the bus driver is in charge.

If passengers are in danger, evacuate the vehicle and move the children and others to a place of safety.

Contact the Bus Barn by radio, or by any other means available. Ask them to contact the Principal, Law Enforcement, and the Superintendent.

If after hours, contact the designated school official for after hour incidents.

Do not leave the students unsupervised.

Call 911 for emergency assistance if the situation warrants, such as in cases of imminent danger or injury.

Administer first aid where needed.

Do not discuss the matter with media representatives; refer all inquiries to the Superintendent or Designee.

Bus Barn/Transportation Responsibilities:

Upon a call from a driver or coach that there has been an accident involving a school vehicle, take all actions required by law.

Contact the Superintendent and Principal. Determine if the Superintendent will contact the

insurer, or whether that is the Transportation Director's responsibility in this case.

Contact the Department of Transportation (DOT).

Direct the driver to remain calm, to move him/herself and all passengers to a place of safety.

Superintendent or Designee:

Alert, or designate someone to alert, the district's insurance carrier.

Render assistance at the school site as needed; make sure the Principal has been contacted.

Prepare a statement for parents and the media. Direct the Principal to contact parents.

Ensure that all legal contacts, requirements, and reports are met.

Make sure that appropriate Law Enforcement has been notified.

Consider whether to convene the District's Crisis Response Team to work with students and staff.

Teacher/Staff/Coach/Director:

Have the roster of your students on the vehicle available.

Remember that you are to take the lead and direction of the bus driver if you are not the driver; bus drivers are required to be in charge in an emergency if they are not too injured to do so. In the case of an injury to the driver, take responsibility to move students and staff to a place of safety. Initiate first aid procedures as warranted.

If you are the driver, or the driver is incapacitated, contact the District's Transportation Office if open, or the designated District representative if after hours.

Refer all media inquiries to the Superintendent's Office.

Principal:

In the event of being contacted regarding a school vehicle emergency, determine that the Superintendent has been contacted.

Attempt to determine the names of the students on the bus; be prepared to contact parents when told to do so by the Superintendent.

Depending on the time of day, and on the severity of the accident, call a staff meeting to alert them as to the nature of the accident.

Bomb Threat

The continued safety and health of our students, staff, and visitors is of prime concern in our District. Serious actions are to take place when the district receives such a threat, and serious school district and legal penalties are prescribed for those who materially and substantially disrupt the school environment by placing a bomb or other incendiary device, or who threaten to do so. Such a threat, or the placement of a device, has been determined to be a threat to the health and safety of students, employees, and visitors in school district premises or property within the jurisdiction of the school district. A-Bomb Threat could take the form of:

PHONE THREAT

VERBAL OR E-MAIL REPORT

SIGHTING

Staff Member:

If a Phone Threat, complete the Record of Bomb Threat Form (attached).

Alert Principal or designee.

Prepare to evacuate; if possible, take the Emergency Folder and phone with you, and take specified actions regarding the accounting for students under your direction.

If there is a Report of a Bomb, alert the Principal or designee immediately.

Do not confront students or attempt to look for a bomb yourself.

Prepare to Evacuate.

If there is a Sighting of a Bomb, alert the Principal or designee or office immediately.

Move students/staff away from area immediately.

DO NOT TOUCH DEVICE

Prepare to Evacuate.

Under any Evacuation circumstances, do not return to the building until authorized by school officials, in consultation with Law Enforcement to do so

Principal or Designee:

Call 911.

Evacuate the building following the Evacuation Plan.

Contact Superintendent or designee.

Collect Record of Bomb Threat Form if completed and turn over to law enforcement.

Refer all media inquiries to Superintendent or designee.