

Louisa Muscatine Community  
School District  
Districtwide Emergency  
Operations Plan



Date August 4, 2021

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## Introduction

The Louisa Muscatine Community School District Emergency Operations Plan was developed in collaboration with District personnel, teachers and district support staff, county emergency management, fire, law enforcement, public health, mental health service providers, and other community partners.

This plan guides response to likely threats and hazards identified by the planning team in an all-hazards approach. Response activities associated with specific threats and hazards are identified in the Annexes.

This plan has been recognized and approved by those listed on the following Signatory Page and is effective for Louisa Muscatine Community School District effective on June 24, 2019.

### Planning Team Members

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Mike Van Sickle	District Superintendent	
Chris Parkhurst	Jr/Sr High Principal	
Aimee Wedeking	Elementary Principal	
Amy Lantigua	Curriculum Director	
Kirk Kinsley	Building and Grounds	
Tyler Hinkhouse	Transportation Director	
Tana Fourdyce	Jr/Sr Social Worker	
Kim Van Sickle	Elementary Counselor	
Casey Cantrell	School Administration Manager	
Amy Underbakke	Jr/Sr High Student Services Support	
Lori Bashore	School Administration Manager	
Dawn Rios	District Nurse	
Mary Pat Cavanaugh	School Social Worker	

Eric Gabe	Activities Director	
	Louisa County Sheriff	Brad Turner
	Muscatine County Sheriff	C.J. Ryan
	Letts Fire Department	June Ann Gaeta

<b>Name</b>	<b>Title</b>	<b>Organization</b>
	Grandview Fire Department	Dan Conry/Tyson Wedekind
	Muscatine Fire and EMS	Jerry Ewers
Designated StuCo	Student Representative	
Designated SIAC	Parent Representative	
	Wapello Fire	Damon Moore
	Columbus Junction Fire	
	EMS /Ambulance	Linda/Tim Verink
	Emergency Management Director -Muscatine County	Brian Wright
	Emergency Management Director- Louisa County	Brian Hall

## ***1.2 Approval and Implementation***

This School Emergency Operations Plan operates within the framework of the Louisa Muscatine Community School District School Board policy. Any changes to this plan require the approval of the Board and the District Superintendent or his/her designee. This plan supersedes all previous plans.

## ***1.3 Record of Changes***

All changes to this plan must be recorded.

<b>Change #</b>	<b>Date of Change</b>	<b>Name</b>	<b>Summary of Change</b>
1	08/03/2020	Amy Underbakke	Finished changes and updated pandemic plan
2	8/04/2021	Amy Underbakke	Name Changes and updates as needed

## ***1.4 Record of Distribution***

<b>Title of Receiver</b>	<b>Name of Receiver</b>	<b>Agency</b>	<b>Date of Delivery</b>	<b># of Copies Delivered</b>
Louisa County Director of Emergency Management	Brian Hall	Louisa County Emergency Management		
Louisa County Director of Emergency Management	Brian Wright	Muscatine County Emergency Management		

## 2 Purpose

The purpose of the Louisa Muscatine Community School District Emergency Operations Plan (EOP) is to outline the responsibilities and duties of school employees, students, and parents or guardians in an emergency. The development of this plan has been done in collaboration with community response partners to ensure coordinated stakeholder participation and to best utilize available resources. This planning effort, along with training and exercises, empowers everyone involved in an emergency to act knowledgeably and quickly. The plan educates staff, faculty, students, parents, and other stakeholders on their roles and responsibilities before, during, and after an incident. This plan assures all concerned citizens that the Louisa Muscatine Community School District has established guidelines and procedures to respond to threats and hazards effectively.

This plan provides an approach to dealing with hazardous incidents and is inclusive of all situations and student populations. The attached Annex provides a systematic approach to specific threats and hazards before, during, and after the incident. The Annex also includes guidelines for functional activities used

in many different threat scenarios such as evacuation, reunification, lock-down, and shelter-in-place. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Louisa Muscatine Community School District regularly schedules training and drills for faculty and students to assure adherence to these guidelines, improve response time, and evaluate performance.

## 3 Scope

The Louisa Muscatine School Emergency Operations Plan outlines the expectations of faculty, staff, and administrators, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during and after an incident. This plan also includes references and authorities defined by federal, state, and local government mandates and identifies specific threats, hazards, and vulnerabilities.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous materials accidents, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response. The Louisa Muscatine activator shall have the authority to determine when an incident has occurred and when to implement the procedures contained within this Emergency Operations Plan.

**Threat:** A natural or man-made occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Vulnerability:** Characteristics of the school that could make it more susceptible to the identified threats and hazards.

## 4 District Overview

### 4.1 District Buildings and Population

Building Name	Day Time Population	After Hours Population	Phone Number
District Office	5	varies	3197263541
Bus Garage	4	varies	
Elementary School	500+	varies	3197263634
Jr./Sr. High School	450+	varies	3197263421

### 4.2 District Geographical Concerns

Geographical Concerns
Multiple Jurisdictions/Counties: Louisa Muscatine Community School District is located in Louisa County, but part of our student population as well as our Emergency Services are located in Muscatine County
Proximity to communities to provide emergency services: Louisa Muscatine Community School district is a rural school district.
Schools WGS
Proximity to water, Issues of Flooding, bridges, etc. Many of Louisa Muscatine CSD student population are located along the Mississippi River and flood frequently.
Proximity to power plants (nuclear, ethanol, etc.) and chemical plants: Bieri Grain is located 4 miles away, pack liquid nitrogen in Fall and Spring are concerns. Bayer is located 8 miles away, fertilizer chemicals are concerns.
Highway and road systems provide limited access to campus
Railroad tracks transporting hazardous materials: A railway system that transports hazardous chemicals is located 1.7 miles from school.
Distance from Safety Services (Fire/EMS) - impact of extended response times: Muscatine SWAT:15 minute response time; Grandview Fire Department: 3 miles, volunteer fire, min. time 20 minutes; L-M County Sheriff: 6 miles, response time 5 minutes; Letts Fire Department: 4 miles, volunteer, 20 minutes; Fruitland Fire Department: 8 miles, volunteer fire, response time 40 minutes; Muscatine Fire and EMS Services: 13 miles, Non-volunteer fire, 20 minutes.

### 4.3 District Social/Cultural Issues

Social or Cultural Issues
Economic situations of impacted families (i.e., parents may not have transportation to meet their child at the reunification site, food, technology resources).
Religious beliefs



## 5 Planning Assumptions

Louisa Muscatine Community School District may deviate from this EOP if the following assumptions prove not to be true during operations. The EOP assumes:

Some emergencies occur with little or no warning.

A single site incident such as a fire, gas main breakage, or hazardous materials exposure could occur at any time without warning. The employees of the school affected should not wait for direction from local response agencies before activating this plan and protecting lives and property.

In a major catastrophe, the district and/or schools may need to rely on its resources and be self sustaining for up to 72 hours.

Assistance from law enforcement, fire, and emergency managers will be available in serious incidents. However, the district and/or school must be prepared to carry out the initial response until this external assistance arrives. In some rural locations, this may be an extended time.

In most cases, law enforcement or fire service personnel will assume Incident Command, or establish unified command, depending on the type of emergency.

There may be numerous injuries of varying degrees of seriousness to students, faculty, and/or staff. A rapid and appropriate response will reduce the number and severity of injuries. Conducting regular drills and exercises on the threats/hazards identified in this plan can improve the district's readiness to respond to incidents and reduce incident-related losses. Incident management will be conducted in a manner consistent with the principles contained in the US Department of Homeland Security National Incident Management System documentation.

An intentional threat against the District, a school, or a student will result in law enforcement and security response actions.

A large-scale emergency requires an effective and coordinated response between all community stakeholders and partners and will help to reduce the impact of the emergency on students, faculty, and staff, minimize public concern, and assist in recovery efforts.

Schools in the district shall coordinate their emergency actions with this plan

## Concept of Operations

Priorities for incident management include:

Protect and save lives, and protect the health and safety of students, faculty, staff, visitors, responders, and recovery workers.

Protect property and mitigate damages and impacts to individuals, the community, and the environment.

For this plan, we define incidents, emergency, disaster as:

Incident - An incident is a situation that is limited in scope and potential effects

Emergency - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

Disaster - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources

Epidemic -An epidemic is defined as "an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population." Pandemic -A pandemic is defined as "an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people". This EOP is based on an all-hazards approach and may be activated in its entirety or part, based on the specific needs of the emergency and by the decision of district leadership. The emergency functions of agencies involved in emergency management will generally parallel normal day-to-day operations. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency and/or redirected to the accomplishment of emergency tasks by the district.

### 5.1 Key Areas of Emergency Planning

Key Areas of Emergency Planning

In the event of an incident, the Louisa Muscatine Community School District will adhere to the six key areas of emergency planning and incident management, which include:

Prevention - Consists of actions that reduce risk from human-caused incidents. Prevention planning can also help mitigate secondary or opportunistic incidents that may occur after the primary incident.

Protection - Reduces or eliminates a threat to people, property, and the environment. Primarily focused on adversarial incidents, the protection of critical infrastructure and key resources is vital to local jurisdictions.

Mitigation - Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities, which lessen the undesirable effects of unavoidable hazards.

Preparedness - Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

Response - Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include evacuation, rescue, and other similar operations.

Recovery - Recovery is both a short-term and long-term process. Short-term operations seek to

restore vital services and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the school to its normal pre-disaster, or an improved, state of affairs. The recovery period is also an opportune time to institute future mitigation measures, particularly those related to the recent emergency.

## **5.2 National Incident Management System**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding all responding entities to work seamlessly before, during, and after an event, regardless of the cause, magnitude, location, or complexity. This system ensures that those involved in incident response understand their roles and have the tools to be effective. The ultimate goal of NIMS is to protect and mitigate the impact on life or property.

The Louisa Muscatine Community School District recognizes that staff and students will act as first responders in an incident. Adopting NIMS enables staff and students to respond more effectively and enhances cooperation, coordination, and communication among school officials, responders, and emergency managers.

NIMS compliance for the district and schools includes completing the following: Adopt the use of the Incident Command System (ICS). All staff and students who assume roles described in this plan will complete IS-100.SCA: Introduction to Incident Command System for Schools.

Complete the NIMS awareness course IS-700 (Introduction to NIMS).

Incorporation of the district EOP into the County Hazard Mitigation Plan.

Train and exercise of the plan. All students and staff are expected to participate in training and exercising of the threat/hazard annexes and the functional annexes included in this plan. Each school is charged with ensuring the training and equipment for response and recovery operations are in place.

The Incident Commander at each school will be delegated the authority to direct all incident activities within the school jurisdiction. The Incident Commander will establish an incident command post and provide an assessment of the situation to the Superintendent, Principal, or other officials, identify incident management resources required, and direct on-scene incident management activities from the incident command post. If no incident commander is present at the onset of an incident, the most qualified individual will assume command until relieved by a qualified Incident Commander. An incident warranting multi-jurisdictional resources and emergency response activities will employ the Unified Command Structure.

### **5.2.1 Communications**

This section outlines the Louisa Muscatine Community School Districts' communication plan that follows clear communication between school, staff, students, families, community, media, and emergency responders.

Regarding the Louisa Muscatine Community School Districts

Commitment to Student Safety

Since parents are an integral part of the education process, we are reaching out to inform and educate families. In an emergency, parents want to be sure their children are safe. To that end, parents and guardians need to be informed of the following information:

Schools continue to be one of the safest places your child spends time. The safety of each child is the first concern of our school staff. Our district has crisis plans in place for each building.

The staff has been trained in emergencies. We conduct routine drills with staff, students, and our local police and fire departments.

Adults will always stay with your child until you can safely reach him/her, or he/she can be transported home safely.

Your child will ONLY be released to those persons listed on your emergency information documentation or when specific permission is granted by the parent. This information must be correct and updated as needed. You should keep a copy of this information so that you can periodically check to be sure that it is accurate and current.

It is also necessary that the nurse's office has medication information for your child that is accurate and current. Even if your child takes their medication home, in case of an extended stay, the school needs to know what medications are vital for a prolonged period. If you have any questions about this, please discuss this with your school nurse.

When we need to relay emergency information to parents/guardians, we will use a variety of means to get the information to you as quickly and accurately as possible. Those means may include:

Our first concern in an emergency, or the aftermath of an emergency, is the safety of your child and the safety of our staff. Your cooperation in reinforcing safe practices at home, and your patience in the event the schools face an evacuation or a lockdown are appreciated and essential to the well-being of everyone.

## **5.2.2 Initial Response**

School personnel will most likely be first on the scene. Staff and faculty are expected to take charge

and manage the incident until it is resolved, or command is transferred to someone more qualified and/or an emergency response agency with legal authority assumes responsibility. Faculty and staff will seek guidance and direction from the school district and local officials who will function under Unified Command.

Communication between administration/designee and staff:

School personnel will be notified when an incident occurs if feasible and will be kept informed as additional information becomes available.

Forms of communication:

Remind/text alerts from school administration

Phone calls from the administration  
 School E-mail  
 Staff Meetings  
 School-wide PA system  
 Two-way radio communication

The Superintendent is responsible for the activation of the district-wide EOP. The school principal or designee is responsible for the activation of the school EOP, including all necessary procedures to ensure the protection of life and/or property. The principal or designee will assign an Incident Commander based on who is most qualified for that type of incident.

External Communication/Follow up Communication:

Louisa Muscatine Superintendent or designee will communicate with parents, media, and the community at large. Messages may be sent through letters, through the district phone system, or other forms of communication such as local TV/Radio, and social media sites.

#### Incident Command Order of Succession

<b>Position</b>	<b>Primary Title</b>	<b>Primary Name</b>	<b>Secondary Title</b>	<b>Secondary Name</b>
Incident Commander	Superintendent	Mike Van Sickle	Jr/Sr Principal	Chris Parkhurst
Public Information Officer (PIO)	Superintendent	Mike Van Sickle	Elementary Principal	Aimee Wedeking
Safety Officer	SAM officer	Casey Cantrell	SAM Officer	Lori Bashore
Planning Section Chief	Student Services Coordinator	Amy Underbakke	Student Services	Amy Underbakke
Operations Section Chief	Jr/Sr Counselor	Christina Meierotte	Elementary Counselor	Kim Van Sickle
Finance/ Administration	Business Manager	Charles Domer	Superintendent	Mike Van Sickle
Logistics	Curriculum Director	Amy Lantigua	Student Services Coordinator	Amy Underbakke

## 6 Organization and Assignment of Responsibilities

### 6.1 Organization

Emergency Management for Louisa Muscatine Community School District - Louisa Muscatine Elementary Building - Louisa Muscatine Secondary Building is comprised of the following:

#### Site Safety and Security

The Superintendent or Designee (Jr/Sr Principal, Elementary Principal, Curriculum Director) is responsible for:

- Assume the overall direction of all incident management activities based on the procedures outlined in the district Crisis Manual.
- Takes steps to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocol depending on the type of incident.
- Arrange for transfer of students, staff, and other individuals as needed.
- Communicates with emergency personnel.
- Keeps other administrators and the crisis response team informed of the situation.
- Makes contact with students, staff, families, and communities as needed.
- Transfers command to first responders as they arrive.
- Establish post-incident meetings with various groups.

Upon activation of the District EOP, the Superintendent or Designee assumes the role as incident commander, unless delegated

#### Policy Group

The Policy Group is Composed of the following:

- Superintendent
- School Board President
- Other

In complex incidents, the Policy Group will be convened. (Louisa Muscatine Community School District Board Room)

The role of the Policy group is to:

- Support the on-scene Incident Commander with strategic guidance, information analysis, and needed resources
- Provide policy and strategic guidance
- Help to ensure that adequate resources are available
- Identify and resolve issues common to all organizations
- Keep elected officials and other executives informed of the situation and decisions Provide factual information, both internally and externally through the Joint Information Center (JIC)

## **District Departments**

District and school departments will support emergency response operations through the performance of their normal roles and responsibilities. If called upon, school departments will activate personnel and implement appropriate response actions identified in the plan, or as directed by the Incident Commander or school administration.

Activation of the ICS for a school event may be modified as needed to best serve the nature of the incident. When the ICS is activated, staff will direct the efforts of their departments according to their respective procedures for emergency operations.

Transportation - Upon Learning of an incident, the Transportation Coordinator/Director will report directly to the Incident Commander for assignment unless otherwise notified. Crisis Management Team -Upon Learning of an incident, will report to the Incident Commander and provide support as needed.

Business and Finance - Will be responsible for contacting outside resources that would need to be included for financial assessments for the district

Food and Nutrition - May provide dietary support depending on the length of a situation or may provide support for possible food contamination.

School Nurse - Will respond to an incident when treatment is needed for injury

## **6.2 Responsibilities**

### **Students**

Responsibilities include:

Cooperate during emergency drills and exercises, and an emergency.

Learn to be responsible for themselves and others if the emergency warrants.

Understand the importance of not being a bystander by reporting situations of concern to appropriate staff.

Develop a general awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.

### **Other Staff (Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Incident Commander if requested or activated.

### **Parents/Guardians**

Responsibilities include:

Understanding their roles during a school emergency.

Encourage and support school safety, violence prevention, and incident preparedness programs within the school.

Participate in volunteer service projects for promoting school incident preparedness. Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.

Practice incident management preparedness in the home to reinforce school training and ensure family safety.

Report any suspicious activities to the school that raises concern for the health and safety of students and/or staff.

### **Building Administrator/Principal**

The principal may serve as the Incident Commander or delegate that authority to a qualified individual if the Superintendent has delegated command to the principal or is out of the district. At all times, the principal retains the responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the policy group and the Incident Commander.

### **Instructional Assistants**

Responsibilities include assisting teachers and administration as directed.

### **Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

Supervise students under their charge.

Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols

Direct students in their charge to inside or outside assembly areas, following signals, warning, written notification, or intercom orders according to established incident management procedures.

Give appropriate action command during an incident.

Take attendance when class relocates to an outside or inside assembly area or evacuates to another location

Report missing students to the Incident Commander or designee.

Execute assignments as directed by the Incident Commander or ICS supervisor. Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.

Render first aid if necessary. School staff should be trained and certified in first aid and CPR if possible.



### **School Nurses/Health Assistants**

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise the administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

### **Counselors, Social Workers, and Psychologists**

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster
- Execute assignments as directed by the Incident Commander
- Prepare for post-incident staff and student support

### **Secretary/Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Assist the Principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed. (i.e., acting as messengers, etc.)

### **Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment
- Keep Incident Commander or designee informed of the condition of the school

### **Transportation/Bus Drivers**

Responsibilities include:

- Supervise the care of students if a disaster occurs while students are on the bus.
- Transfer students to a new location when directed.
- Execute assignments as directed by the Incident Commander

Transport individuals in need of medical attention.

### **Food Service/Cafeteria Workers**

Responsibilities include:

Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.

Execute assignments as directed by the Incident Commander.

## **7 Direction, Control, and Coordination**

### **7.1 Incident Command**

The Incident Command System (ICS) organizational structure can be modified to adjust to the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organizational structure expands as functional responsibilities are delegated.

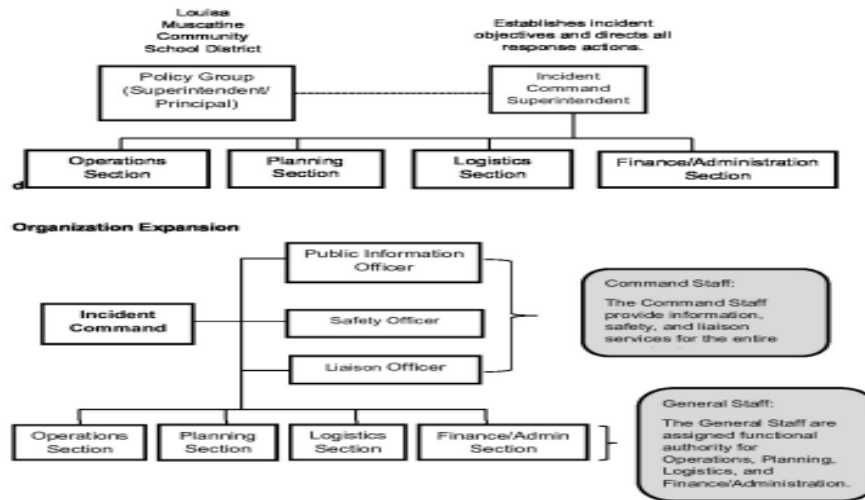
This Emergency Operations Plan will be activated using the implementation of the Incident Command System (ICS). When needed, separate functional elements will be established and subdivided to enhance internal organizational management and external coordination.

The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. The Executive/Senior Leadership (Principal, Superintendent, etc.) has the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the students and facilities. These responsibilities do not mean that the Executive/Senior Leadership assumes a command role over the on-scene incident operation. Rather, the Executive/Senior Official:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan.

- Oversees resource coordination and support to the on-scene command from an Operations Center.

## 7.2 Incident Management



The School/District Incident Commander will be integrated into the Incident Command structure or assume a role within a Unified Command structure.

If a school emergency is within the authority of the first-responder community (i.e. emergency requiring law enforcement or fire services, etc.) Command will transition to the appropriate agency and a Unified Command structure will be formed. In the event, there is a transfer of command, a briefing between individuals transferring command shall occur.

## 7.3 Incident Command Post

Every incident must have some form of an Incident Command Post (ICP). The ICP is the location from which the Incident Commander oversees all incident operations. There is generally only one ICP for each incident, but it may change locations during the event. The ICP also provides a location where operations may be conducted under the Incident/Unified Command System (ICS). The ICP will be positioned outside of the present and potential hazard zone but located within safe proximity to the emergency site. The ICP is generally responsible for incident response management as follows:

- Serves as a temporary field location for tactical-level on-scene incident command and management.

- Provides an on-site headquarters for the Incident Commander, Command Staff, and General Staff.

- Serves as a field collection point for tactical intelligence and analysis.

The Incident Command Post provides the initial securing of the perimeter of the area, coordinates the actions of the operating units, and remains operational during the field actions (rescue, response, recovery, etc.) as required.

## 7.4 Incident Commander

The Incident Commander (IC) is the primary person in charge of the incident and will establish incident objectives based on the following five primary objectives:

- Life Safety
- Protect Public Health
- Incident Stabilization
- Property and Environment Preservation
- Reduce adverse psychological consequences and disruptions

Additionally, the IC will manage the incident scene. He or she must keep the Executive/Senior Administration and the Policy Group informed and up-to-date on important matters about the incident. The first staff person on the scene will assume the role of Incident Commander until a more qualified individual, Superintendent, Principal, or designee can assume command. School-related responsibilities and duties include:

- Exercise the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local resources.

- Establish an Incident Command Post (ICP) and provide an assessment of the situation to the Executive/Senior Administration, which may also include the Policy Group or other officials, recommend incident response activities, identify incident management resources required, and direct the on-scene incident management activities from the ICP.

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.

- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).

- Coordinate media relations and information dissemination with the Principal. Serve as the primary on-scene contact for outside agencies assigned to the incident, establish unified command as necessary, develop a working knowledge of local/regional agencies, and assist in accessing services when the need arises.

- Document activities.

- Assume the overall direction of all incident management procedures based on actions and procedures outlined in this EOP.

- Determine whether to implement incident management protocols (e.g., Evacuation, Shelter-in-Place, Lockdown, etc.), as described in the appropriate Functional Annex in this document.

- Determine whether to implement incident management protocols (e.g., Evacuation, Shelter-in-Place, Lockdown, etc.), as described in the appropriate Functional Annex in this document.

- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.

- Work with emergency services personnel.

- Keep the Executive/Senior Leadership and Policy Group informed of the situation.

## 7.5 Unified Command

Unified Command applies ICS to incidents involving multiple jurisdictions or agencies. It enables schools and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

The Incident Commanders within the Unified Command will make joint decisions and speak as one voice. Any differences are worked out within Unified Command. Each Incident Commander is responsible for overseeing the actions of their agencies. For example, within Unified Command, law enforcement would not tell school personnel how to manage activities associated with threat/hazard or functional annexes (i.e. parent-student reunification, etc.). The following occurs under Unified Command:

- The Incident Commander, through the Incident/Unified Command System, coordinates the actions of their responding unit on the scene.

- Advises School Leadership and the District of needs that may include resources or personnel from other departments/schools as required.

- Isolates the incident site and maintains control of the inner and outer perimeters.

- Establishes tactical communications and designates a primary radio channel.

- Facilitates tactical planning and contingency planning.

- Brief first responder personnel.

- Designates a staging area for supporting agencies.

- Ensures documentation of decisions and activities.

- Provides situational updates to the Policy Group.

- Approves requests for additional resources or the release of resources.

- Approves additional alerts as needed.

- Establishes immediate priorities.

- Coordinates any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate).

- Determines security boundaries.

- Performs other duties as required by the situation.

- Ensures the completion of an incident After Action Report (AAR).

## 7.6 Public Information Officer

The Public Information Officer (PIO), Superintendent, Principal, or designee is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.

- Check-in with Incident Commander and receive a situation briefly.

- If necessary, establish and supervise a Joint Information Center (JIC) with PIOs from the other responder agencies.

- Coordinate press releases among response organizations.

Designate a media center and facilitate scheduled press briefings.

Ensure all press releases and public information are reviewed and approved by the Incident Commander, or designee.

Monitor news media outlets reports of the incident.

Prepare periodic briefings to Executive Policy Group on public information activities and submit draft press releases for review and approval.

Any crisis or disaster becomes a matter of public record as soon as local emergency personnel arrives. Such events are newsworthy, and the news media have a right and an obligation to report them. The Louisa-Muscatine Community School District staff and board members must recognize their obligation to cooperate with all legitimate news organizations regarding crisis events. The District's philosophy is to cooperate with the media to the fullest extent possible and respond to all media inquiries promptly.

The media spokesperson will be the Superintendent/designee.

In a crisis, all formal statements to the news media should come from the Superintendent or designee.

Calls from the media should be routed to the Superintendent's office.

In any building-level crisis, the news media may contact the school building involved before calling the Central Office. Building Principals should confer with the Superintendent before releasing information.

If the Superintendent/designee is unavailable to talk with the media, the person taking incoming calls should get the name, number, and media affiliation and inform them that someone will return the call as soon as possible.

Arrangements will be made with students/faculty for interviews at the discretion of the superintendent/designee.

Parental permission will be required for students to be interviewed.

The components of a media statement or communication to parents and the community should include the following:

Brief details of the event itself.

Concern for the health and welfare of our employees, students, and the community must be communicated as a top priority.

The statement that the school is prepared for such events in advance and has specific policies and procedures for such occurrences.

The action(s) taken to date.

A telephone number for concerned parents to call for additional information if needed.

Notice of assembly for parents, community, etc. if needed.

The official spokesperson will make every effort to respond to media inquiries within 30 minutes, even if only to report that the situation is being evaluated and we are unable to respond at this time. Under no circumstances should the phrase "no comment" or "off the record" be used.

## **7.7 Operations Section**

The Operations Section directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan and implement an Incident Action Plan.

- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if a danger exists or directed by Incident Commander and assist in securing the facility.

- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.

- Provide access to psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.

- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.

- Document all activities.

### **Search and Rescue Team**

Search and Rescue Teams search the entire school facility, entering only after they have checked for signs of structural damage and determined that it is safe to enter. SR Teams are responsible for ensuring that all students and staff evacuate the building, or it is unsafe to move an individual, that their location is documented so professional responders can locate them easily and extricate them. Other responsibilities include:

- Identifying and marking unsafe areas

- Conducting initial damage assessment

- Obtaining injury and missing student reports from teachers

### **First Aid Team**

First Aid Teams provide triage, treatment, and psychological first aid services. Other responsibilities of the First Aid Team include:

- Setting up first-aid stations for students

- Assessing and treating injuries

- Completing the master injury report

Note: The Logistics Section provides first aid to responders. This team is dedicated to students, faculty, staff, or visitors.

### **Evacuation/Shelter/Care Team**

Evacuation, shelter, and student care includes accounting for students, protection from the weather, providing for sanitation needs, and providing food and water. Other responsibilities include:

Accounting for the whereabouts of all students, staff, and volunteers

- Setting up a secure assembly area

- Managing sheltering and sanitation operations

- Managing student feeding and hydration

- Coordinating with the Student Release Team

- Coordinating with the Logistics to secure space and supplies

### **Facility Security Response Team**

The Facility Security and Response Team is responsible for:

- Locating all utilities and turning them off, if necessary

- Securing and isolating fire/hazmat

- Assessing and notifying officials of fire/hazmat

- Conducting perimeter control

### **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.**

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

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

### 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.

## 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](http://www.alicetraining.com) WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. [www.seyfarth.com](http://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:

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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](http://www.alicetraining.com)

WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. [www.seyfarth.com](http://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.

## 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.