



Safety Group

# Emergency Response Flip Chart

Sample

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# ***ACKNOWLEDGMENTS***

This classroom guide has been a collaborative effort by many departments of the school district and is an extension of the Emergency Response and Crisis Management Manual.

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## ***CURRENT COMMITTEE MEMBERS 2004***

Director	Safety & Security
Risk Manager	Risk Management
Manager	Psychological Services
Program Manager	Safe & Drug Free Schools & Communities
Training Specialist	Safety & Security
Safety Manager	Risk Management

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## ***ACKNOWLEDGMENTS***

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OFFICE OF THE SUPERINTENDENT

October 1, 2004

District Staff:

This Emergency Management Plan is intended to provide school and site administrators and classroom teachers with an easy-to-use reference tool when facing a crisis or emergency situation.

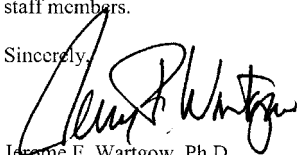
During the summer of 2004 the district held Emergency Response and Crisis Management training for each school's emergency team. This document is the classroom extension of the schools' Emergency Response and Crisis Management Manual.

The manual is divided into several parts and when collated and viewed as whole will constitute the District's Emergency Management and Critical Incident Response Plan. The information within this document will provide information to the site administrator when confronted with any critical incident.

This will be an evolving document. That means it will be reviewed and revised continually to ensure that it remains current with district policy, and federal, state, and city laws and regulations. It is critical that site administrators test the plan regularly and that all staff members be familiar with the plan and how to utilize it. It is equally critical to remember that school emergencies affect the entire district and frequently require the combined resources of the district. To resolve an emergency, the sooner you notify our Safety and Security Department, the sooner help will arrive.

Please read and review this manual and subsequent material with your staff so that all will be prepared to provide the highest level of safety and security for our students and staff members.

Sincerely,



Jerome F. Wartgow, Ph.D.  
Superintendent

JFW:sbj

# INTRODUCTION TO THE CLASSROOM GUIDE

With a shared safety awareness by school administrators, educators, security and support personnel across the nation, the need to be prepared to take quick and appropriate action has never been greater. The key to producing a positive outcome during a crisis lies in our preparation and safety prevention.

It is very important to understand that all emergencies have four distinct time periods in which action/reaction occurs. They are:

- Stage 1 -** The first 10 to 15 minutes following the onset of the crisis  
Panic most likely to occur  
Staff awareness of duties is critical to decreasing panic  
Emergency staff members must take action to implement emergency plans.
- Stage 2 -** The next 45-50 minutes  
Arrival of emergency services, administrators, news media, parents, curiosity seekers, etc.  
How do you isolate/insulate/protect students and staff from the onslaught?  
How do we restore normalcy?
- Stage 3 -** The rest of the school day
- Stage 4 -** Subsequent days

During periods 3 and 4 it is important that the actions of school staff help to provide positive messages about the school, informing all, of the actions taken to ensure the safety and well-being of staff members and students.

The purpose of this guide is to recommend actions for staff members to consider when faced with a crisis. The intent of this document is to minimize confusion when a crisis occurs. This guide is by no means an all-inclusive step-by-step guide. However, it does provide guidelines for prudent response in a variety of situations.



***Public address systems at all sites must be kept in working order.***

# ***CRISIS MANAGEMENT***

Disasters differ in their impact in many ways, including:

- Type (natural vs. perpetuated by man)
- Duration
- Degree of Personal Impact
- Potential for occurrence (containment)
- Control over future impact

Anyone can expect to feel some or all of the following:

- |                  |            |            |
|------------------|------------|------------|
| Shock            | Sadness    | Loneliness |
| Anxiety and Fear | Depression | Guilt      |
| Anger            | Healing    | Loss       |

**Teacher or Supervising Adult**

1. Intervene immediately to help victim(s) and create a safe environment
2. Inform administration and staff members with known facts
3. Provide support to address the impact of the crisis on students and staff with the aid of the in-building crisis recovery team and the District Crisis Recovery Team (DCRT)
4. Encourage restoration of normal routine

# DIRECTED RESPONSE —INSIDE THE BUILDING

**What:** **DIRECTED RESPONSE** is issued by the school Site Incident Commander or Designee. Directed Response is used to give specific instructions to move students and staff to a location **inside the building** when it is safer to remain in the building than to leave.

**When:** **DIRECTED RESPONSE** is used when the location of an actual or potential threat:


- Is known and can be confined to a specific area.
- Is far enough from the designated area that safety is ensured.



Take your grade book or attendance sheet and this emergency manual.

**Example:** A potentially violent disturbance is occurring outside the building.

**Teacher or Supervising Adult**

1. Follow all instructions as given by the Site Incident Commander.
2. When directed, proceed immediately, in a calm orderly fashion, to the area designated by the Site Incident Commander.
3. **Consider individuals with disabilities that may need assistance evacuating.**
4. Stay with students, keeping them in a group. 
5. **ACCOUNT** for all students and remain in designated area until contacted by staff or a supervising adult.
6. **IMMEDIATELY** report any children not accounted for to the school administration.

Follow the guidelines in the Evacuation Plan for Individuals with Disabilities



**REMEMBER:** When the Fire Alarm is activated, elevators go to the first floor and lock. If individuals with mobility impairments are on floors other than the main floor, follow the school's Evacuation Plan for Individuals With Disabilities. Notify the office of the location (Evacuation Staging Area) and the names of the individuals needing evacuation assistance and they will notify responding emergency personnel. The emergency responders are better equipped to evacuate these individuals.

## DIRECTED RESPONSE — INSIDE THE BUILDING

## ***ROOM CLEAR***

**What:** **ROOM CLEAR**, issued by the teacher or supervising adult, is used to send students away from a potential threat, such as a violent disturbance in the classroom.

Successful use of **ROOM CLEAR** requires students to understand that they must go directly to the designated area when a **ROOM CLEAR** order is issued.

**When:** **ROOM CLEAR** is used when the teacher elects to remain in the dangerous situation but can send students to a designated safe area.

**Example:** A dangerous situation arises in the classroom, such as a violent disturbance.

### **Teacher or Supervising Adult**

1. Tell students to go immediately to the agreed-upon designated area.
2. **Consider individuals with disabilities that may need assistance evacuating.**
3. Notify office immediately by phone or send a student or responsible person.  
Include as much information as reasonable and the requested response, such as, call **911 and Security at xxx-xxx-xxxx or extension number 33911.**
4. **Remain calm.** Reassure everyone involved that everything possible is being done to return the situation to normal.
5. **ACCOUNT** for all students and report any missing students to administration. All students shall remain in the designated area until contacted by staff or a supervising adult.

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## ***ROOM CLEAR***

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# SECURED ROOM

**What:** Your classroom or office becomes a **SECURED ROOM** when all doors are locked and windows are closed and locked. This emergency direction is used when it may be more dangerous to leave the building by **Directed Evacuation** than it is to stay in a secured room.

**When:** **SECURED ROOM** is used when:

- It is safer to stay in your current room, that can be secured, than to move to where the potential threat may be encountered.

**Example:** An armed or out of control intruder is in the building.

**Teacher or Supervising Adult**

1. Lock classroom doors and windows.
2. Call and/or notify the school office of the circumstances and notify Security Dispatch at xxx-xxx-xxxx or extension number 33911. If an emergency, call 911 as well as Security Dispatch.
3. Tell the person answering the telephone who you are, where you are and follow their directions.
4. Keep students quiet and away from doors and windows.
5. Maintain a **calm** environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
6. If a gunshot or an explosion is heard, **STOP AND DROP TO THE FLOOR.**
7. Remain in secured classrooms until notified to release class by staff or a supervising adult.
8. **ACCOUNT** for all students.
9. **IMMEDIATELY** report any children not in classroom to administration.



**DO NOT HANG UP!**  
Just lay the phone  
down so authorities  
can hear what is  
happening.

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# SECURED ROOM

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# DIRECTED EVACUATION—NON-FIRE EMERGENCY

**What:** **DIRECTED EVACUATION** is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, a bomb threat, or a hazardous material spill.

**When:** **DIRECTED EVACUATION** is used when the location of a potential threat is known allowing:

- An evacuation route away from the threat.
- A gathering point outside the building that is as far as possible from the threat.

**Example:** A hazardous spill has contaminated a part of the building.

Take your grade book or attendance sheet and this emergency manual.

**Teacher or Supervising Adult**



1. Consider weather conditions and ensure students have appropriate clothing.
2. Leave building immediately, in a calm orderly manner, using only the exits and directions given.
3. Consider individuals with disabilities that may need assistance evacuating.
4. Move (and remain) at least **100** feet away from the building.
5. Stay with students, keeping them in a group.
6. **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, if possible.
7. **IMMEDIATELY** report any missing children to administration per your School's Student Accountability Procedure.
8. **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so.
9. Refer all media who want to speak with you or students to on-site media spokesperson.

Follow the guidelines in the Evacuation Plan for Individuals with Disabilities.



**NOTE:** If the fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building.

**ALL STAFF, STUDENTS AND VISITORS MUST EVACUATE THE BUILDING. NO EXCEPTIONS!**

## DIRECTED EVACUATION--NON-FIRE EMERGENCY

# ***BUILDING LOCKDOWN / MODIFIED LOCKDOWN***

**What:** A building lockdown consists of moving all students, staff, and visitors off playgrounds and school grounds into the school, securing all entrances and denying access to any unauthorized person. All students will remain in their classrooms with classroom doors and windows closed and locked. The Site Incident Commander will release from lockdown when the danger is contained or has subsided.

A modified building lockdown is issued by the Site Incident Commander and follows the procedures of a lockdown with the following exception. The students and staff are not restricted to their classrooms and can move around the building. All exterior doors will remain locked until the lockdown is lifted.

**Examples:**

- When police are engaged in a search of the immediate area for an armed suspect.
- Hazardous material spill in the immediate area.
- Severe weather warnings.
- Any time that it is determined to be in the best interest of the students or staff due to circumstances that are beyond the control of the school.

**Teacher or Supervising Adult**

1. Follow directions of the Site Incident Commander.
2. Close windows and doors.
3. Lock all building perimeter and classroom doors during a “Building Lockdown”.
4. Lock all building perimeter doors during a “Building Modified Lockdown”.
5. Escort students at all times during a modified lockdown.

# DANGEROUS PERSON ON CAMPUS

- What:** A dangerous person could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized person. To reduce the possibility of dangerous persons on campus:
- All staff and students should be instructed in stranger awareness.
  - Direct all strangers or visitors to the office for registration and credentialing. (The school should have a visitor badge procedure in place.)
  - Notify the security officer (if assigned) or the office immediately of suspicious persons or behavior.
  - Report suspected or actual weapons or serious altercations immediately.

**Teacher or Supervising Adult** [Refer to “Gun/Weapon on Campus” for “Methods of Notification”]

1. Report immediately to home rooms or designated safe area.
2. Notify office immediately of dangerous (or suspicion of dangerous) person.
3. From classroom phone call **911 and Security** at xxx-xxx-xxxx or **extension number 33911**.  
Consider using a cell phone if no classroom phone is available.
4. If the dangerous person is not in your room, follow **DIRECTED RESPONSE** instructions from the office.
5. Stay with students, keeping them together.
6. **ACCOUNT** for all students and remain in the area to which you were sent. (Or rejoin your students as soon as possible if a ROOM CLEAR is issued.)



If at recess or outside the building, go immediately to closest **safe cover**.

In the event of a **sniper**, do not lie down in open area. **Run to closest safe cover.**

# ***STRANGER ON CAMPUS***

**What:** All unauthorized / non-staff individuals are to be considered a “Stranger”.

**Teacher or Supervising Adult**

- Politely greet the visitor/stranger.
- Direct all strangers or visitors to the office for registration and credentialing .
- Notify the school office immediately of suspicious persons or behaviors.
- Avoid physical contact with the stranger. **DO NOT** use physical force to escort the stranger to the office. Notify the office immediately.



**NOTE:** If there is a threat of potential danger, **DO NOT** confront the stranger. Use extreme caution and notify the school office immediately.

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# ***STRANGER ON CAMPUS***

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# ***SUICIDE THREAT OR ATTEMPT***

**What:** Suicide or the threat of suicide in young persons is one of the fastest growing issues facing society. The threat of suicide should never be taken lightly and should be reported immediately to persons specifically trained to provide professional assistance. It is not uncommon for such a threat to culminate in real danger to others and those who are trying to assist. Teachers should make every effort to:

- Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the individual. Psychological Services will provide prevention assistance.
- Protect students from becoming unintended victims.
- Protect students from witnessing a traumatic event.

## **Teacher or Supervising Adult**

1. Notify the office immediately. (Provide individual's name if known, as well as location and status of the individual, and the presence of weapons).
2. Issue **ROOM CLEAR** to remove students from the scene.
4. Remain **CALM** and reassure students that everything possible is being done to return the situation to normal.
5. **DO NOT** return to the room without the assistance of professional support staff.
6. When the Site Incident Commander, police and/or medical personnel have arrived, rejoin your students in the designated **ROOM CLEAR** area.



**NOTE:** Extreme caution should be used when faced with this type of incident.

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# ***SUICIDE THREAT OR ATTEMPT***

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# MISSING / LOST CHILD

**What:** A missing or lost student or child is any student / child who is known to have reported to school, been in route to or from school, or boarded a school bus and now cannot be located.

**Examples:** A child who has fallen asleep on the bus.  
A child who has fallen asleep under a school desk.  
A child who has wandered off to locations unknown.  
A child that has been taken from the school by an unknown person(s).

(See **STUDENT ABDUCTIONS** in this Flip Chart.)

## Teacher or Supervising Adult

1. Immediately search the classroom for the child. (closets, under desks, etc.).
2. Ask other children if they know where the child may be.
3. Immediately report the missing child to the school office.
4. Furnish a physical description and clothing information to the Site Incident Commander.  
( Age, height, weight, color of hair, color of eyes, color of shirt, pants, etc.)
5. Advise the Site Incident Commander of any problems that are known to you regarding the child.
6. **REMAIN CALM**
7. **ACCOUNT** for all students and staff.



**DO NOT** delay notifying the school office if the child cannot be found.

# ***STUDENT ABDUCTION***

**What:** Abduction is forcibly seizing and carrying a child from one place to another by means of enticement or persuasion to hide or imprison that child.

**Example:** During a custody dispute, a parent attempts to pick up a child without proper authorization.

## **Stranger Alert**

If children, staff or parents express concern about a stranger loitering on or near school property, or following students between home and school, report it immediately to the **Police, 911** and **Security, xxx-xxx-xxxx or extension number 33911**.

## **To avoid Abductions**

- Report suspicious persons to office immediately.
- Require that students be sent/escorted to the office and released by administrative personnel.
- Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file.
- Do not accept a substitute for the designated parent or guardian without proof of prior approval from the parent/guardian. If approval is written, make and keep a copy of this authorization. If in doubt, attempt to contact the designated parent or guardian before release or **DO NOT** release the child.
- Designated parents or guardians, or substitutes for them, who appear at the classroom to remove a child **MUST** have a Visitor's Badge or be accompanied by an administrative staff member to show that the office is aware they are here to pick up the child.

## **~~Teacher or Supervising Adult~~**

1. Report abductions, or attempted abductions, to the office immediately.
2. Provide student identification (Name, age, etc.).
3. Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
4. Treat custody dispute problems as a possible abduction.
5. **REMAIN CALM.**
6. **ACCOUNT** for all students and staff.

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# ***STUDENT ABDUCTION***

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**STUDENT / STAFF EMERGENCIES ON CAMPUS**

- What:** The cause of possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behavior during the event and during post-trauma procedures.
- If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled.
  - **NEVER** presume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

**Teacher or Supervising Adult**

1. Notify office immediately and with the following information: **NAME, LOCATION, CONDITION.**
2. A first-aid certified staff person should be sent immediately to your location by the Site Incident Commander.
3. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma or danger (e.g., **ROOM CLEAR** if in the classroom).
4. Do not move injured students or staff that have apparent head, neck or spine injuries. Shelter them in place and move the rest of the students away from the immediate area.
4. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
5. **ACCOUNT** for all students and remain with them until contacted by staff or a supervising adult.



**NOTE:** Be Aware of Bloodborne Pathogen exposure.  
Use Personal Protective Equipment as required.

# SHOOTINGS OR STABBINGS ON CAMPUS

**What:** Shootings and stabbings and other forms of violence on our nation's school campuses have become a major concern for students and staff alike. The short- and long-term disruption to the educational process cannot be measured when the fear of such incidents is present. The actions of staff and students during and following such an incident is critical to restoration of normalcy.

**Teacher or Supervising Adult**

REMAIN CALM—and follow instructions from the Site Incident Commander, if given; otherwise use the following steps.

- 1. Take cover if necessary. **USE EXTREME CAUTION!**
- 2. Assess the situation. Provide for your own safety and the safety of the students and staff under your control.
- 3. If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance, if it is safe to do so.
- 4. If no one is available, personally notify the office immediately, request medical assistance and return to the victim, if it is safe to do so.
- 5. Attempt to identify the individuals involved in the incident:

Race	Sex	Clothing	Height / Weight	Distinguishing Features
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- 6. If a vehicle is involved, attempt to identify (**CYMBAL**)
  - Color of vehicle
  - Year
  - Make
  - Body (two door, four door etc., type of vehicle)
  - Anything else of importance (direction of travel, unusual markings, damage to car, etc.)
  - License number
- 7. **DO NOT DISTURB THE CRIME SCENE.**



**NOTE:** Let police handle any questions regarding criminal investigations. Administration and staff should focus on what the school is doing and what is going to happen tomorrow.

# ***ASSAULT AND / OR BATTERY***

**WHAT:** Assault is the alleged and / or actual physical contact causing bodily harm to another person.  
(Ref: Board Policy--JKD/JKE-E-Grounds for Suspension / Expulsion)

## **Clarification of Assault**

### **School Employee/Student**

- Any incident of alleged physical or extreme emotional abuse or neglect of a student by a school employee could be defined as assault. The Site Incident Commander will notify the Area Superintendent to determine further action. (Refer to Child Abuse section for abuse definitions.)
- Parents will be notified along with the police and Security.

### **Student / Student**

- Any incident where a student is physically injured or in imminent danger of physical injury by another student or students on school grounds could be defined as assault.
- Any incident where a student is physically injured or in imminent danger of physical injury by another student or students off school grounds and / or off school time, could be defined as assault.

## **Sexual Assault**

- Refer to the **CHILD ABUSE / SEXUAL ASSAULT REPORTING** section of this document.

## **Teacher or Supervising Adult**

1. Notify School Office
2. Administer First Aid as appropriate
3. Follow school procedures for parental notification
4. Follow school procedures for Police notification
  - **Call 911--In an emergency**
  - **Call Police at xxx-xxx-xxxx--If not an emergency**
  - **Call Security Dispatch (in all cases)—xxx-xxx-xxxx or extension number 33911.**
5. Complete and submit the Student Injury / Incident Report

**FIRE OR EXPLOSION**

**WHAT:** Intentionally set fires are among the most common of dangerous school incidents. Failure to respond appropriately to a fire or explosion regardless of size can have devastating results to students, staff and buildings. Explosions similarly can have devastating results and frequently result in mass casualties. Uncontrolled fires and explosions can and frequently do result in other fires and explosions occurring. **YOU MUST ACT QUICKLY.**


**Teacher or Supervising Adult**

1. Follow instructions for a fire evacuation.

2. When evacuating, move a minimum of 100 feet away from the building.


3. **ACCOUNT** for all students and remain in your designated area until contacted.

4. **REMAIN CALM** and stay with your students.



Take your class roster when evacuating

**AND**




Follow the guidelines in The Evacuation Plan for Individuals with Disabilities.

**REMEMBER:**

- If a student or staff member's clothing catches fire, do not allow him or her to run. Running will fan the fire.

**STOP, DROP, AND ROLL**
- Try to smother the fire by wrapping the person in a heavy fabric, coat, rug, curtain, etc., and rolling them on the ground. If fabric is not available, roll the person on the ground unwrapped.



**ALL** pulled fire alarms, fires that have been put out, and active fires, **MUST** be reported to the Fire Department and to Security Dispatch.

Emergency Fire--911

Non-Emergency Fire- xxx-xxx-xxxx

Security Dispatch-- xxx-xxx-xxxx or Extension number 33911

**STARTING A FIRE IS CONSIDERED AGGRAVATED ARSON**

# HAZARDOUS MATERIAL SPILL

- What:** Hazardous materials are those products or compounds that are flammable, reactive, corrosive, or toxic and may represent a potential hazard to facilities and/or human health.
- Location, quantity, concentration and other factors affect how a spill will be handled.
  - The first priority is student and staff safety.

**DO NOT TRY TO CLEAN UP THE SPILL**

**Teacher or Supervising Adult**

1. Issue a **ROOM CLEAR** and then secure the area.
2. Notify the school office immediately.
3. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
4. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
5. Attempt to contain the material if possible when leaving area by shutting doors, windows, etc.
6. **ACCOUNT** for all students and staff.
7. Remain in designated area until directed to leave.



**DO NOT TRY TO CLEAN UP THE SPILL!**

***BOMB OR SUSPICIOUS DEVICE***

**What:** Any unusual looking devices or devices that look out of place should be considered suspicious.

**Example:** An unattended briefcase that is leaning against an outside wall could be considered suspicious.

**Teacher or Supervising Adult**

- 1. Do not touch or approach a bomb or suspicious device.
- 2. Get all students/staff out of the immediate area with **Directed Response** or **Room Clear**, as appropriate.
- 3. Notify the office immediately of the location of the device.
- 4. Proceed from the area in a controlled manner.
- 5. Follow the Site Incident Commander’s instructions for appropriate emergency procedure.
- 6. **ACCOUNT** for all students and remain in designated area until contacted.



**DO NOT PULL THE FIRE ALARM**  
ELEVATORS MAY BE NEEDED FOR EVACUATION

(Bomb Threat Checklist is on the back of this page.)

***CHECKLIST WHEN YOU RECEIVE A BOMB THREAT***

Time and date of call: School and name of recipient of the threat:  
Telephone number where call was received:  
Exact words of caller:

**QUESTIONS TO ASK:**

- 1. When is the bomb going to explode?
- 2. Where is the bomb?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. Why are you doing this?
- 6. Where are you calling from?

**DESCRIPTION OF THE CALLER’S VOICE:**

**Gender:** Male Female  
**Age of caller:** Child Youth Adult Older Adult  
**Background Noise or Identifying Sounds:**  
Calm Disguised Nasal Angry Broken Stutter Slow  
Sincere Lisp Rapid Giggling Deep Crying Squeaky  
Excited Stressed Accent Loud Slurred Normal

**Is the voice familiar? If so, what / who did it sound like?**

**Time caller hung up:**



**REMINDER**  
**ALWAYS CALL 911**  
**AND**  
**CALL SAFETY AND SECURITY AT xxx-xxx-xxx**  
**OR EXTENSION NUMBER 33911**

## ***BOMB THREAT***

**WHAT:** Bomb threats may be communicated in many ways. Some of these are by telephone, mail, courier, video, audio, and e-mail. **TAKE ALL BOMB THREATS SERIOUSLY.**

### **Recipient of the Threat**

1. Refer to the Bomb Threat Checklist. (Posted above on facing page)
2. Contact the office immediately.
3. **REMAIN CALM.**
5. **Call or have someone call 911 and Security Dispatch, xxx-xxx-xxxx or extension number 33911.**
4. Follow the Site Incident Commander's instructions.

### **Teacher or Supervising Adult**

1. Follow the Site Incident Commander's instructions for appropriate emergency procedure.
2. Avoid running and other movement, since this can detonate some devices.  
Keep movement to a minimum.
3. **ACCOUNT** for all students and staff.

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***BOMB THREAT***

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# GUN / WEAPON ON CAMPUS

**What:** Any firearm, similar appearing device or item that could be used as a weapon that is detrimental to the welfare or safety of students or staff.

**Teacher or Supervising Adult**

If you become aware of a gun or weapon on campus, contact the front office immediately without alerting student(s) and/or suspect(s), if at all possible. Suggested methods of notification:

**Student observed the Gun / Weapon**

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**DO NOT TOUCH THE WEAPON**
1. Send reporting student to the office, if possible.
  2. If the reporting student is unable/unwilling to report, follow the steps below. The student may remain anonymous.
  3. Should a student observe a gun/weapon, instruct them **NOT TO TOUCH IT.**

**Teacher observed the Gun / Weapon**

1. Send sealed message with trusted student that includes:
  - Your name and location
  - The name/description of the suspect
  - Any information regarding the weapon’s location and type.
  - Current situation
2. Discreetly call the office if the suspect is not present.
3. Seek assistance from another teacher in reporting the incident.
4. **WAIT FOR RESPONSE FROM THE SITE INCIDENT COMMANDER.**

**IN ALL CASES - USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.**



**Stay Calm! If a suspect threatens you with a weapon, follow the suspect’s directions.**

**DON’T TRY TO BE A HERO.**

## ***ELECTRICAL OUTAGE***

**What:** When the electrical power goes out due to any cause.

### **Teacher or Supervising Adult**

1. **STAY CALM.** Reassure the students.
2. Remain in the area unless directed to go to another designated area.
3. Use a flashlight to account for all students or wait for a staff person to come to your room or area with a flashlight.
4. If moved to another area, **ACCOUNT** for all students and take your class roster with you.
5. Wait to be contacted.



**REMEMBER:** Do not use candles or matches for a light source.

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***ELECTRICAL      OUTAGE***

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## ***SCHOOL BUS OR FIELD TRIP EMERGENCY***

**What:** Any transportation accident and / or student or staff injuries on field trips.  
Method of transportation includes School Bus or an Authorized Personal Vehicle

### **Teacher or Supervising Adult**

#### **If this is a school bus accident:**

1. Follow the instructions of the bus driver and assist as needed.
2. Stay with the students.
3. Evaluate first aid needs of the students.
4. Release students only to parents, guardians or authorized representative.  
Record name of person to whom students were released.
5. Record the following information for the students and staff who are transported to the local hospital:
  - Which hospital
  - Name of student or staff member
  - Type of injuries, if known
6. Submit the required Pupil Accident Report within 48 hours

#### **If the accident involves an approved personal vehicle:**

1. Notify the school immediately.
2. Call **Security Dispatch at xxx-xxx-xxxx or extension number 33911.**
3. Follow instructions listed under School Bus Accident

#### **If a student or staff member is injured on a field trip:**

1. Notify the school immediately.
2. Evaluate first aid needs of the student or staff member.
3. Stay with the students.
4. Release students only to parents, guardians or authorized representative.  
Record name of person to whom students were released.
5. Record the following information for the students and staff who are transported to the local hospital:
  - Which hospital
  - Name of student or staff member
  - Type of injuries, if known
6. Submit the required Pupil Accident Report within 48 hours



**Carrying a Cell Phone is Recommended**

# SPILLED BODY FLUIDS

**What:** All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with disease such as Hepatitis B, HIV or other serious illnesses.

- Your school custodian should be familiar with safe cleanup and disposal procedures. Ask him or her for assistance.

**Teacher or Supervising Adult**

1. Wear disposable latex gloves at all times when dealing with another person's body fluids.  
**( Insure that there are disposable latex gloves in the classroom. )**
2. Avoid getting another person’s body fluids in your eyes, mouth, open sores or wounds.
3. If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the building principal immediately.
4. Clean up spilled fluids with a germicidal disinfectant or with a **FRESHLY-MADE** solution of one part bleach to nine parts water (1:9). (Contact the FM for assistance)
5. Place contaminated fluids and cleanup materials, including the gloves, in a red biohazard bag, seal the bag and place it in the authorized Secondary Container. (Contact the FM for assistance)
6. After removing gloves, follow good hand-washing practices.
7. See the Bloodborne Pathogen Program guide (available from your school office) for more information about related exposure and clean up issues.
8. If a student is exposed, send him or her to your school nurse for recommendations for follow-up care.



**Remember:** The UNIVERSAL PRECAUTION:  
**“ASSUME ALL BODY FLUIDS ARE CONTAMINATED”**

# SEVERE WEATHER

## TORNADOS AND OTHER WEATHER CONDITIONS

**What:** Severe weather is any weather condition that might cause damage or injury to students and staff.



Consider all Reports of Severe Weather as Serious.

**Weather Conditions:**

Tornado Watch - Issued by the National Weather Service when tornadoes are possible in the area.

Tornado Warning - Issued when a tornado has been sighted or indicated by weather radar. The Emergency Sirens will sound when the City and County has been notified by the National Weather Service.

High Winds - Stay or move inside the building and stay away from windows

Hail - Move inside the building. Do not stay outside.

Snow - Follow the directions of the Site Incident Commander for information on the closing of school.

**Teacher or Supervising Adult**

- 1. Follow the directions of the Site Incident Commander.
- 2. Go to the area designated in your school's emergency plan.
- 3. Wait for further instructions.



The inside safe area for my classroom is:

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# CHILD ABUSE / SEXUAL ASSAULT REPORTING

**What: Child Abuse / Neglect**

- A non-accidental, physical or mental injury caused by the acts or omissions of the child's caretakers.
- Neglect is failure on the part of the child's caretaker to provide adequate food, clothing, shelter, supervision or medical treatment.

**What: Sexual Assault**

- Any physical contact or verbal attack of a sexual nature to a student, with or without, physical force or violence.

**Teacher or Supervising Adult**

School employees are legally obligated to report, or ensure a report is made, about any suspected or alleged child abuse.

**Reporting Definitions:**

**Child Abuse and / or Neglect by family**

- Notify your building social worker, psychologist, nurse or administrator. If none are available make the call yourself.
- Notify Department of Human Services at xxx-xxx-xxxx
- Notify School Administration
- Complete and file a CAR 983

**Child Abuse by unknown persons**

- Notify your building social worker, psychologist, nurse or administrator. If none are available make the call yourself.
- Notify Police Department at xxx-xxx-xxxx
- Notify School Administration
- Complete and file a CAR 983

**Child Abuse by School Employee**

- Notify Police Department at xxx-xxx-xxxx, **AND**
- Notify the School Administration. They will notify Safety and Security, the Area Superintendent and complete and file an incident report.

**Sexual Assault by Student / Other**

- Notify Police Department at xxx-xxx-xxxx, **AND**
- Notify School Administration. They will notify Safety and Security, the Area Superintendent and complete and file an incident report.

**Sexual Assault by School Employee**

- Notify Police Department at xxx-xxx-xxxx, **AND**
- Notify School Administration. They will notify Safety and Security, the Area Superintendent and complete and file an incident report.



**CHILD ABUSE HOTLINE**  
**(xxx-xxx-xxxx)**



**REFERENCE NOTE**

- Child Abuse and Neglect Bulletin, 2004
- District Policy—JLF-R

Always verify that Policies and Bulletins are current.

## When in doubt, REPORT!

No one within the School District has the authority to veto the reporting.



**REMEMBER**

- The medical and safety needs of the child are the top priority.
- Parents will be notified by the Department of Human Services caseworker, and not by school personnel, after the initial report is made.
- The Police Department will notify the parents if the child is taken into custody.
- All reports must be submitted to the Manager of Social Work Services.

# **COMMUNICATING WITH THE MEDIA**

## **Teacher/Supervising Adult**

- The site incident commander or designee will determine whether to request that staff from the Communications Office be on-site at the school.
- The role of the Communications Office is to be the single information source, freeing up school staff to handle the emergency.
- School staff should refer reporters to the Communications Office.
- The site incident commander or designee will provide information and updates to the Communications Office.
- Staff from the Communications Office will serve as official spokesperson or work with the site incident commander to identify other spokespersons (if appropriate).
- The Communications Office will:
  - Field all media inquiries and requests for interviews.
  - Coordinate with responding agencies to determine appropriate release of information.
  - Develop key messages.
  - Provide letters to families and employees and official statements, news releases, fact sheets and website notices.

The Communications Office can be reached by calling **xxx-xxx-xxxx** or **extension number 33414**.

## **Tips and Suggestions for Talking with the Media**

While the Communications Office will often handle media inquiries, there may be times when speaking with a reporter is necessary. At these times:

1. Provide accurate information; we want to be the reliable source of information in crisis situations.
2. Speak conversationally, otherwise your voice will go up in pitch and sound strained. (Do not repeat the reporter's question when answering. Just provide a quick, clear answer.)
3. Answer each question succinctly and then stop speaking. Do not embellish, elaborate or change your statements. Don't let a reporter's friendly sympathetic manner lead you to provide additional information or assume that your comments are off the record.
4. If you do not know the answer, say so. If appropriate, indicate when you would be able to supply the information.
5. If the information is known, but you cannot supply it, say so and explain why (e.g., an injured student's parents have not been contacted yet and you do not want to release the name). It is best not to say "no comment." This phrase makes you sound evasive.
6. If a reporter interrupts you, stop speaking, wait for him or her to finish and then continue with what you were saying.
7. If a reporter asks more than one question at a time, ask which question you should answer first. This will help you avoid sounding confused or rattled.

RESOURCES

Board Policy--JKD/JKE-E \*

Board Policy--JLF-R \*

Child Abuse and Neglect Bulletin-2004 \*

Emergency Management Plan For Schools

School Fire Drill Plan

School Evacuation of Individuals with Disabilities

Student Accountability Procedure

Emergency Responce and Crisis Management Manual-2004

Web Sites for Emergency Threat Levels  
www.fema.gov/youareready    www.ops.state.co.us

American Red Cross    www.redcross.org

www.ed.gov/emergencyplan    www.ready.gov

\* Review all Policies and Bullentins Annually  
Emergency and Non-Emergency Telephone Numbers (listed on back of this page)



**EMERGENCY AND NON EMERGENCY TELEPHONE NUMBERS**

<u>EMERGENCY ONLY</u>		<u>911</u>
<u>Public Schools</u>		
<b>Safety and Security Department</b>		
• Dispatch		<b>XXX-XXX-XXXX</b>
• Safety and Security Director’s Office		XXX-XXX-XXXX
<b>District Crisis Recovery Team Office (Psychological Services)</b>		XXX-XXX-XXXX
<b>Transportation Department Emergencies</b>	5 AM-10 PM M-F	XXX-XXX-XXXX
	All Other Times	<b>XXX-XXX-XXXX</b>
<b>Facility and Operations Emergencies</b>	7 AM-3:30 PM M-F	XXX-XXX-XXXX
	All Other Times	<b>XXX-XXX-XXXX</b>
<b>Hazardous Material Office</b>		XXX-XXX-XXXX
<b>Risk Management Office</b>		XXX-XXX-XXXX
<b>Worker’s Compensation Office</b>		XXX-XXX-XXXX
<b>Worker’s Compensation Clinics</b>		
<b>HEALTHONE</b>		
• Aurora Clinic		XXX-XXX-XXXX
• Bryant Street Clinic		XXX-XXX-XXXX
• Centennial Clinic		XXX-XXX-XXXX
• Lodo Clinic		XXX-XXX-XXXX
<b>OCCMED COLORADO</b>		
• Aurora Clinic		XXX-XXX-XXXX
• Thornton Clinic		XXX-XXX-XXXX
<b>Fire Department</b>		
• Non-Emergency Dispatch		XXX-XXX-XXXX
• Emergency		<b>911</b>
<b>Police Department</b>		
• Non-Emergency Dispatch		XXX-XXX-XXXX
• Emergency		<b>911</b>
<b>Poison &amp; Drug Center</b>		<b>XXX-XXX-XXXX</b>

**REMEMBER--IF YOU CALL 911, YOU MUST CALL 33911**