

Crisis Management Plan

Statement of Purpose

This Crisis Management Plan has been developed to guide and assist personnel of the school district in responding in an organized and effective manner when crises or emergencies occur.

Although it is impossible to foresee every emergency that may occur and be able to prepare specifically for that situation, the effects will be minimized if there is an emergency response system in place which is organized and efficient.

In the event of catastrophic crisis, which would have a devastating effect on the well being of students and personnel, 911 would be called, and the NIMS (National Incident Management Systems) would be activated. Personnel with NIMS training will be utilized.

Definition of a Crisis

A crisis is an event or series of events that impact the operation of a school and a well-being of the school community, necessitating an organized set of responses to preserve life and health, ensure safety, minimize property damage, and to meet the informational and other human needs of the general community

A crisis may occur during school hours, and involve the physical plant, or occur off school property and outside of school hours. Events as devastating as a tornado or earthquake, as commonplace and tragic as a fatal automobile accident, or as private and frightening as a despondent student contemplating suicide: all are crises, and each calls for a differing level and intensity of response. As a general rule, the degree of response should be limited to the level required to resolve the problem adequately.

General Responsibilities for Staff

Staff With Special Training

- Staff members who possess special training (for example, certification in CPR and/or first aid techniques) may provide valuable assistance for victims of emergency situations. It is desirable for those persons to inform building principals of their skills prior to any emergency so the administrators may request assistance if cases warrant.
- If special trained staff members accept the challenge of using their skills to assist in cases of emergencies, they should continue performing their skilled technique until professional assistance arrives.
- Names should be listed on the last page of the crisis manual.

Auxiliary Staff

- Report to building principal for directions.
- Assist with building evacuation as directed.
- Assist with communications as requested by the building principal.
- Assist with monitoring and supervising students, providing assistance as needed.
- Enter and check restrooms, closet, etc., for missing persons during such procedures as building evacuation.
- Travel with injured/ill students who are transported to medical facilities, and serve as liaison until parents/guardians of the student arrive.

Secretaries

- Notify medical assistance and emergency services as requested by the building principal.
- Notify the superintendent's office of pending or existing emergencies.
- Notify parents/guardians of students, as directed by the building principal.
- Secure and maintain two copies of staff and student lists with guardian sign-outs and home telephone numbers.
- Check emergency checklist at time change annually (April & October).

Bus Drivers

- Bus drivers are to be notified in the event of any emergency that may require students to be transported.

Classroom Teacher

- Every teacher will become familiar with the various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
- Every teacher will have **grade books or class rosters** at all times during an emergency. The roster will include an alphabetical listing of all students enrolled. **Immediately take roll and account for all students.**
- If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the **first priority** of teachers will be to take whatever action is prudent or necessary for safety. The **second priority** will be to notify the office as soon as possible. The District plan of action will provide assistance.
- Teachers **will not** leave students unattended under any circumstances. An adult must be present at all times.
- Any staff member trained in CPR and/or First Aid will go to any part of the school grounds where students are reported to be injured – if and only if, the staff member is not attending students. The staff member's major responsibility will be to apply first aid to the injured. A well-stocked portable first aid kits will be kept in designated areas of the school.

- All staff not immediately responsible for students will go to the office at the onset of an emergency to receive directions from the principal.

Principal

The principal will supervise all emergency procedures during the initial stages and implement emergency operations. As soon as the nature of the emergency is identified, the principal will make sure that:

- The appropriate alarm is sounded and appropriate steps of action taken.
- The emergency scene and perimeter are secured and command post identified.
- Emergency medical and/or police aid are secured.
- Procedures to ensure safety of students are being implemented.
- Proper authorities and agencies are notified.
- Internal communication channels are established within the building and at the District level.
- Planned role assignments are reinforced.
- External communications are established.
- Administrator or designee will be on site during emergency.

The principal, in conjunction with the building Crisis Team, will also assume responsibility for ensuring that all persons receive in-service in emergency plan procedures at the beginning of the school year.

District Crisis Team

Purpose

The District Crisis Team is the main line of defense against the adverse effects of a crisis. The team can take control of the situation, assisting the Superintendent and Principal to assess the extent of the crisis, and to make vital decisions.

Mission

The mission of the District Crisis Team is to react promptly to threatened or actual crises by putting trained professionals on the scene to assess the extent of the problem, take immediate action to protect lives, health and property, and to establish appropriate communication with school administration, parents and community. Secondary missions include training teachers, staff members and students in the implementation of the Crisis Management Plan, and providing long term services to assist in countering the ill-effects of crises.

Meetings

The District Crisis Team will meet at least two times a year. Additional meetings may be called to address specific crisis-related issues or to review the crisis procedure manual. The District Crisis Team will coordinate and implement all training schedules.

General District Procedures

Notification

Any person who learns of a crisis that may affect the school community should report such knowledge to the Building Principal. The Principal will notify the Superintendent and if necessary mobilize the District Crisis Team. Options depend upon the time of day that the administration/Team learns about the crisis. In the case of an end of the day crisis, parts of the plan would be instituted immediately, with continuation the next morning. During a crisis, students and staff should continue their regular routines as much as possible.

Working With Emergency Services

If an emergency service is needed (police, fire ambulance, sheriff, etc.) tell the dispatcher specifically where to report (that location where the Team Leader can be found). **Remain on the phone until cleared to hang up by the dispatcher.** Remain there until help arrives. If it is necessary to send anyone to the hospital by ambulance, send a staff member along to serve as a liaison between hospital and the school district.

Media Procedure

Prompt and accurate information must be provided to the media. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**. After calling emergency services and following district safety procedures, it is imperative that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Building Principal. The Building Principal will relate the information to the Superintendent who will then handle the release of information to the media.

Support Room

Throughout the day of the crisis, students who are particularly upset or affected will be given the opportunity to receive support from appropriate staff, such as the student services officer.

Dismissal

Once the dismissal order is received from the proper district authority, the principal will:

- Relay dismissal instruction to every classroom by the most rapid and efficient means.
- Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance regarding parents who **have** made special arrangements for care in the event the parents are not home.
- Designated school personnel will inspect the entire structure once dismissal is completed to assure that the building is empty and any precautions dictated by the Fire plan or other specific disaster plans are taken.
- The principal may request assistance from any other source available to assure that students disperse from the school building is conducted in such a manner that hazards and congestion will be minimized.

Check Out/Reunification

Students who are particularly upset and need to leave school will be discharged to **PARENTS or GUARDIANS ONLY**. They are not to leave by themselves. In a crisis event, a reunification area will be established to reunite parents/guardians with students.

Transportation Options

In the event of a disaster or emergency, The Superintendent or designee, acting under Board authority, may close the school and arrange transportation for students.

Options:

- Immediate closure of school and transportation of the students either to their homes or the alternate sites.
- Holding of students at school and provision of shelter at the school (or alternative sites).
- Acceleration of regular transportation schedule.

Visitor Policies & Procedures

Definition – A non-staff person visiting any school facility. All non-staff persons entering the building must check in at the main office and sign in.

Steps of Action

- All visitors will report to the office immediately upon their arrival.
- While at the office they will state their business and how long they will need to be in the building.
- All visitors will report back to the office, prior to their leaving the building at the conclusion of their visit and sign out.

Roles

Principal	Direct visitors to office
Secretaries	Assist visitors in signing in and out

Codes

Communication will be made via the building communication system or alternative means explaining the nature of the emergency or disaster and the action to be taken.

(Example) Attention – Intruder with weapon is in the building – Lockdown now.

Attention – A tornado is moving toward the school – Execute tornado drill immediately.

Accident/Serious Injury/Illness

Definition – Emergency in which one or more persons are sick or injured. Immediate concern is to aid the injured or sick.

Announcement – Identify the situation

Steps of Action

- Call 911 emergency services if necessary
- Use protective clothing and rubber gloves
- Call the school Principal
- Stay with sick/injured person
- Request appropriate assistance from medical personnel
- If the accident/illness involves a student the Principal or designee will notify the student’s parents as soon as possible

Phone Numbers

Emergency 911
Principal 826-3241

Note – Do not make comment to the press, refer press/media to the Superintendent.

ABDUCTION

Definition – Student runs away from the school building during school hours. Student is abducted by a stranger or family member during school hours.

Signals – Announce student has run away or been abducted from school.

Steps of Action

- Notify principal office
- Contact police – emergency services when appropriate
- Contact parents
- Contact Superintendent’s Office (when appropriate)
- Follow student or observe if possible
- Gather identifying data for police
- If an “Amber Alert” is implemented the radio station will contact the Superintendent’s Office. The “Amber Alert” information will then be forwarded by email to all district staff.

Roles

Principal:

- Follow or observe student if appropriate
- Notify emergency services and parents
- Supply identifying information

Custodian:

- Follow student with principal if appropriate

Phone Numbers

Emergency 911
Superintendent 826-3828

Note – Do not make comment to the media, refer all media to the Superintendent.

ABUSE

Definition – Physical, mental or emotional abuse or neglect as defined in the Kansas law “...means the infliction of physical, mental or emotional injury or the causing of a deterioration of a child and may include but shall not be limited to, failing to maintain reasonable care and treatment, negligent treatment or maltreatment, or exploiting a child to such an extent that the child’s health, or emotional well-being is endangered.” Sexual abuse is included in the law.

Steps of Action

- Staff to whom the report is made will notify the SRS or Law Enforcement.
- Parental contact and investigation will be left up to SRS

Roles

Principal	Assist with reporting to SRS and notify authorities
Student Services Officer	Complete paper work/notify authorities
Teacher	Assess the student, and follow appropriate steps

Note – Do not make comment to the press, refer media to the Superintendent.

ASSAULT /BATTERY

ASSAULT OF A STAFF MEMBER:

- Determine the extent of personal injuries and provide medical attention as needed.
- If injury warrants, transport to a medical facility for proper care and attention. If necessary, contact EMS (911)
- Notify Police / Fire Department (911)
- Notify Central Office
- Work with the superintendent to release information about the incident.
- Prepare telephone staff, if needed.
- Notify the victim’s spouse or other person identified on personnel records and notification forms.
- If the alleged assailant is a student, notify his/her parents, remove them from the campus or event, and request a conference.
- Implement appropriate disciplinary action in accordance with Board Policy and District administrative procedures.

ASSAULT OF A STUDENT:

- Notify the Police / Fire Department (911)
- Notify Central Office

ASSISTING THE VICTIM:

- Provide medical attention if there are injuries. Keep the victim in school (at clinic) unless the injuries indicate the need for medical attention or transport to the hospital as needed. If necessary, contact EMS (911)
- Notify the victim's parents or legal guardian.

MANAGING THE ALLEGED ASSAILANT

- If possible, detain suspect until police arrive
- If the alleged assailant is a student, notify his/her parents, remove them from the campus or event, and request a conference.
- Implement appropriate disciplinary action in accordance with Board Policy and District administrative procedures.

BOMB THREAT

DO NOT USE HAND HELD RADIOS, CELL PHONES, OR INTERCOMS (may detonate bomb)

- Document the threat & record all pertinent information on the bomb threat report form
- Appraise the situation quickly, then survey the facilities to determine if a building evacuation is appropriate to ensure the safety of students and personnel.
- Notify the Police/Fire Department (911)
- **DISMISSAL OR FIRE DRILL PROCEDURES MAY NOT BE APPROPRIATE FOR ALL BOMB THREATS**

Definition - An incendiary device present in the school or on the premises which may or may not have exploded, or the threat that there is such a device.

Announcement – Sound fire alarm. (Do not announce Bomb Threat)

Warning – **Do not use cell phones or two-way radios in building under bomb threat, as it may detonate a device.**

Steps of Action

- If an explosion has occurred, teachers evacuate building and take students to alternate site.
- If phone threat is made, obtain as much detail as possible (see checklist). Notice the phone line you are on and hang up the phone. Pick the phone back up pressing the line you were on and press *57. It will tell you that you have traced the last call. Then hang up.
- Phone 911 on another line if possible.
- Notify administration
- Visually inspect your immediate area for anything out of the ordinary
- Inform administration or police of anything unusual
- If directed to evacuate, follow procedure for evacuations:
- Teachers evacuate building and take students to alternate site-leave all doors unlocked.

Teachers bring class/attendance rosters. Students leave book bags and belongings (except for coats in inclement weather).

Secretary will lock down student records/vault.

Secretary will bring student rosters listing guardians by grade level to the reunification area.

- Emergency officials will search building for bomb.
- Following the search of the building the Principal will distribute a written explanation of the incident to parents.

Lockdowns

In the event of a bomb threat, an assessment will be made whether to have the building go to lockdown or evacuation. If an actual device is found, the building will be evacuated immediately.

Bomb Threat Checklist

Don't Hang Up – Stay on the Line!

Date of Call _____
Person Receiving Call _____
Telephone Number Call Received at _____
Exact Time of Call _____ AM PM
Exact Words of
Caller _____

Questions to Ask

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

If voice is familiar, whom did it sound like? _____
Where there any background noises? _____
Remarks _____

Callers Voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Loud	Slurred	Normal		

Stressed Accident (indicate type _____)

Bus Accident

Steps of Action

- Secure the vehicle, survey all individuals involved in the accident for injuries; calm the students, **do not move the vehicle** unless leaving it there would place the students in danger.
- Call 911 or radio the office giving:
 - Location of the accident, bus number and/or route
 - Any injuries and whether an ambulance is needed
 - Number and type of vehicles involved
- Display appropriate warning devices, do not move vehicle until instructed to do so.
- Keep all students on the bus unless safety conditions warrant their removal. If threat of fire, move children and others to a safe location at least 100 feet from the un-traveled side of the roadway.
- Administer critical first aid.
- Start making a list of the students' names that were on the bus at the time of the accident.
- Cooperate with any law enforcement officers and be prepared to provide them with the following information:
 - Name, home address, drivers license
 - Insurance card
 - Vehicle information (make, model, year, VIN)
- Obtain the same information as above from other drivers involved in the accident.
- Get names, addresses and phone numbers of all witnesses.
- Make no statements to the media or bystanders or allow them to speak with students. Give information to investigating officers and school officials only.
- Maintain radio contact with the office. The driver can designate a responsible passenger to relay radio messages if they are occupied with first aid treatment for students.
- Passengers may be released when cleared by the law enforcement officer to authorized medical personnel, a school official or another bus to complete the route.
- Upon returning to the school, assist in completing all necessary accident reports.

Roles

School Radio Operator

- Receives the emergency call from the bus driver and writes down all accident information.
- Call 911 for Police, Ambulance, or Fire if needed.
 - Give location of accident.
 - All known information regarding possible injuries.

- Contact the:
 - Superintendent
 - Principal
 - Stand by to contact parents as needed.

Transportation Director or Designee

- Go to the scene of the accident as soon as possible.
 - Take accident forms
 - Take camera, radio and/or cell phone
- If medical aide has not arrived assist with first aid.
- Get a list of all students on board with age and grade level if possible.
 - Compile a seating chart at the time of the accident.
- Take pictures of the accident scene.
- Assist the bus driver in any way possible including caring for the students.
- Go to the hospital and stay until everyone has been seen by a physician.
- Complete accident report and forward information to insurance carrier.

School Office/Principal

- Assist radio operator with notification
- Provide another bus and driver if needed
- Collect emergency health information from enrollment cards for all student on the bus.
- Appoint a staff member to go to the accident site and to report any special health consideration to the medical aide on site.
- If a student is transported to the hospital, the staff member should accompany the ambulance to the hospital with the emergency health information and should act as a liaison between the hospital and the school.
- Appoint staff to contact parents and as the information is available, inform them:
 - that their child is uninjured or injured and to what extent
 - where the student has been transported
 - how to contact the hospital
- Notify staff
- Appoint staff to stay at school until all students are either delivered home or their parents are notified.
- Refer any incoming calls to the Principal or the Superintendent.

Phone Numbers

Emergency	911
Superintendent	826-3828
Clinic	826-3266

Note – Do not make comment to the press, refer all press/media to the Superintendent.

**Intruder/Adult Not Approved Attempting
to Board the School Bus on Route**

Definition – An unscheduled passenger attempting to board the school bus without prior consent from the Office. This may apply to non-custodial parents that are attempting to delay the bus on its route to gain access to a child or an adult attempting to delay the bus by force to gain access to the driver or a student on board.

Signals – An unidentified adult attempts to gain access to the inside of the bus either by stopping a vehicle in the path of the bus or by attempting to board the bus while a regular stop is being made either to pick up or deliver.

Steps of Action

- A car pulls in front of the school bus in an attempt to block the path of the bus:
 - Do not open the door of the school bus.
 - Make radio contact with base and give your location along with a description of the person(s) and vehicle (make, model, tag, color, etc)
 - The office will call 911 with the information
 - If a weapons(s) is present, have the students slide down in the seats below the window line.
 - Keep the students calm and as soon as it is safe to do so, inspect the bus.
 - If condition of bus is okay, proceed with the route.
- An unidentified adult steps up with the students to board the school bus:
 - The driver is to ask the adult not to enter the school bus and ask them to contact the office by telephone.
 - If the adult refuses, the driver is to contact base by radio giving the location of the bus and a description (and name if known) of the adult.
 - If possible, do not proceed with route and wait for assistance.

Roles

Driver: Identify the situation and contact base with clear accurate information. Stay with and protect the students.

Dispatcher: Contact 911, and Superintendent's Office.

Health Emergency on the Bus Route

Definition – Any health issue which would require emergency medical treatment on a school bus.

Steps of Action

- The driver should evaluate the nature of the health emergency.
- The driver will call or radio the office with the location, the medical information available as well as the name of the student.
- The driver will perform first aid for the student to the best of their ability.
- The driver will maintain a radio contact with the dispatcher. The driver can designate a responsible passenger to relay radio messages.

- The driver will release the student only to authorized medical personnel, a school official or the parent or guardian.
- When the driver has completed the run they will fill out a report detailing the incident.

Roles

Dispatcher:

- Clear the air way of any other radio traffic.
- Listen to the information given, writing it down as it is given, contact emergency personnel (911) relaying the information.
- Contact the Transportation Director.
- Contact the parent/guardian of the student.
- Contact the building principal.
- Contact the superintendent's office.

Note – Do not make comment to the press, refer all Press/media to the superintendent.

CHILD LEFT AT SCHOOL

- Check the student's emergency information and call the parents. DO NOT transport the child in a private vehicle.
- Call the building principal or designee at school or at home.
- Contact local law enforcement officials if the parents cannot be reached.
- The administrator in charge should not leave until the child is safely with parents / guardian or designee.

CHILD NEGLECT / ABUSE

If you believe a child has been or may be abused or neglected or is a victim of indecency with a child, you are required by law to report these suspicions promptly as provided by law. (KSA 38-2823)

- Notify Child Protective Services. (SRS)
- Notify the principal.
- Notify school student support officer.
- Only police and CPS personnel will interview the victim.

COMMUNICATING WITH THE MEDIA

All media requests should be referred to the District Office. District staff members should refrain from making comments or statements to the media, unless instructed to do so by the building administrator.

In an effort to keep the public informed about a crisis while maintaining the educational process and student privacy, the principal or designee will consider the following:

- Contact Superintendent as soon as you become aware of a situation that may generate media interest.
- Prepare the basic facts truthfully, clearly and concisely.

- Contact Superintendent if media personnel arrive on campus uninvited. The media may come on to campus but are not permitted to enter classrooms or take pictures of students without permission.

CONFIDENTIALITY

During a crisis, it is imperative that all information relating to anyone injured or unaccounted for come from a single source with respect to confidentiality. Please contact the District Office for assistance.

STUDENT RECORDS

- Personally identifiable information in education records shall not be released without the written consent of the student’s parents, except to school officials, other schools to which the student is transferring, and federal or state educational authorities (FERPA).

PERSONNEL RECORDS

- An employee’s personnel file is available to that employee or designated representative.
- An employee has the right to release any or all records from his/her personnel file. The school or district may only release items included under “public information.”
- The name of the employee, position held, salary, and length of service in the education institution are public information. Anyone requesting this information must follow the proper procedure as outlined in the District Policy.

CONTAGIOUS DISEASES

ACTUAL / RUMOR

- Confer with the BCC nurse or superintendent for information and directions as necessary.
- BCC nurse will notify Central office.
- Central office will alert building Crisis Team, if necessary.
- Decide on the method of communication (memo to be read in all classes, announcements on speaker system, letter to parents, etc.)
- Meet with key student(s) individually or in groups to show consensus on the issue.
- BCC nurses and superintendent will notify the Ford County Health Department.

CRIMINAL TRESPASS

Definition – Criminal trespass is the presence of any person on school property who has no legitimate business at the school and may, or may not have any students who attend the school. This may apply to strangers, or to known persons who are interfering with the

operation of the school. School staff are to stop any stranger and inquire as to their business in the building and then contact the office to be sure the visitor is known. Law enforcement officers will be called when any person poses a threat to the safety of students or staff. If the intruder is in the classroom, a staff member should send a student to the school office for help or should use the intercom.

Signals – Announce that an intruder is in the building

Steps of Action

- If a situation arises in which an emergency places or has the potential to place student and staff in imminent danger, the school office shall be notified immediately.
- The building principal shall identify the threat and determine the extent of danger to students and staff.
- Upon identification and verification, the emergency plan shall be activated.
 - The staff should immediately detain students already in their classroom and summon students located outside into a room. The doors and windows should be locked and shades drawn. Classroom doors should remain locked at all times.
 - The custodian will lock all outside doors.
 - All staff who are not directly supervising students at the time should report to the office.
- Notification of police shall be made immediately upon implementation of the emergency plan by the building principal.
- Upon the arrival of police the administration will provide the briefing and latest developments to these officials.
- If evacuation of the building is required, teachers should bring their grade books and take attendance.
- Until the “All Clear” signal is given, it is imperative that teachers keep students inside their room and as calm as possible and wait for additional instructions.
- At the end of the school day, a staff meeting of all school personnel will be held to give a summary/explanation of the incident.
- A statement should be read to the students detailing the incident before they are excused for the day.
- At least one practice drill for the lockdown procedure will be held each semester.
- Substitute teacher should check out a room key at the beginning of the day and return it to the office at the end of the day.

Roles

- Principal: Announce warning signal. If necessary designate a command post.
- Secretary: Phone 911 and central office. Take emergency student lists with home phone numbers to the command post.
- Teachers: Stay with and protect children, provide first aid, take roll. Lock room and stay there until administrator/law enforcement unlock door or give all clear.

Other Staff: Provide first aid and assist with evacuation, if necessary.

Note- Do not comment to the press, refer all media to the Superintendent.

CUSTODY PROCEDURES

In order to comply with the difficulties inherent in this sensitive and volatile issue, the principal or designee should consider the following procedures:

- Insist on accuracy of the student record information pertaining to custody, court orders and releases.
- Comply with information provided on the student demographic sheet.
- Maintain a current file of legal documents pertaining to appropriate students.
- Insure that a copy of the student's birth certificate is also on file – listing the parents' names.
- Direct a school secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian.
- Direct secretary to tag appropriate student demographic sheets.
- When a parent telephones a request that a child be released from school, confirm the identity of the caller (by a separate call to the parent or guardian, if needed) before the child is permitted 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 emergency card.
- It is not the policy of this district to become involved with custody situations, only to comply with court documents.
- When in doubt, don't hesitate to call the Superintendent for assistance.

DEATH OF STUDENT / EMPLOYEE

In the event of the death at school of a student or employee:

- Notify Emergency Medical Services (911)
- Notify the police department (911)
- Notify Superintendent's Office
- Clear students from the area
- Inform the BCC nurse
- Meet with the Building Crisis Team
- Alert counselor at the school in which siblings are enrolled
- Work with the Superintendent to release information about the incident.
- **DO NOT ALLOW MEDIA ACCESS TO STUDENTS IN SCHOOL BUILDING**
- Offer counseling, paying particular attention to friends of the deceased and persons with recent losses or a history of suicide threats or attempts.
- Determine the most effective method to inform other students' parents about the death, what the school is doing, and what reactions to expect from their child.
- Hold a faculty meeting as soon as possible to process feelings and to plan for the anticipated reaction of students.
- Relay additional information (funeral arrangements, etc) as it becomes available.

In the event of the death off campus of a student or employee:

- Verify the information.
- Notify Superintendent (826-3828)
- Meet with the faculty to give an appropriate response and answer concerns or questions. Formulate a plan of action for faculty response and student assistance.
- Inform the student body in an appropriate manner. Some students need individual notice; others may benefit from small group notification.
- Work with Superintendent to release information about the incident.
- Communicate with the parents and various school constituencies to provide information regarding the death and any reactions they might expect from their students. Offer school assistance and counseling services that may be needed.
- Inform the faculty/staff and student body about funeral arrangements. Notify the appropriate committee or personnel to coordinate memorials, cards or other expressions of concern.
- Plan follow-up counseling for the student(s) and faculty/staff as needed.
- If it involves elementary or middle schools, and if the children want to attend the funeral services, release them to parents or guardians only.

Definition – Death of a staff member or student. The death may be accidental, intentional or due to illness.

Steps of Action

On School Grounds:

- Summon emergency help 911.
- Isolate area
- Move witnesses to a separate area. The police will need to know where possible witnesses were during the incident.
- Notify Superintendent's office
- Notify support staff
- Contact outside resources and provide crisis intervention as needed.

Off School Grounds:

- Confirm death
- Implement calling tree to inform staff
- Contact Superintendent's office
- Contact outside resources and provide crisis intervention as needed.
- Hold staff meetings at the appropriate time.
- Provide support for people involved.

Roles

Principal:

- Call 911 if necessary
- Provide health information on victim if necessary
- Contact Superintendent's office
- Determine contact for victim's family
- Provide informational note to family including condolences

Staff:

- Remain Calm
- Notify Principal's office
- Calm students and relocate to a safe place in the room if necessary.
- Isolate Witnesses
- Identify students in need of counseling and refer at the appropriate time.

Student Services Officer:

- Arrange support personnel if necessary
- Provide follow up with staff and students who were affected by the death.

- **Note** – Do not comment to the press, refer media to the Superintendent.

EVACUATION OF BUILDING

In the event that a school or district facility needs to be evacuated, the superintendent will contact the transportation personnel to make arrangements to transport students to an alternate school location as determined by administrators at the time of the emergency.

- Follow proper emergency escape procedures in the event a building must be evacuated.
- File out of the classroom in an orderly fashion, single file.
- Designated person should check adjacent restrooms, vacant rooms and storage areas.
- Teachers should carry their class roll books with them when evacuating the building.
- Some special education students will need special assistance and transportation.
- Parent/guardian release forms will be provided by the communications department to staff at the alternate school location. These forms must be signed before allowing a child to leave the premises.

EVACUATION OF PERSONS WITH DISABILITIES

MOBILITY IMPAIRED:

- Persons having mobility impairments may or may not use wheelchairs. Be familiar with:
 - How many people usually are needed for assistance
 - If person has catheter bag, brace, oxygen tank, prosthetic device or other equipment
 - If person can be moved from a wheelchair if necessary or how to best move the person down stairs in a wheelchair.
 - NEVER carry an individual backwards down a flight of stairs.
 - USE THE BUDDY SYSTEM

VISUALLY IMPAIRED:

- Although most visually impaired persons will be familiar with their surroundings, it is necessary to:
- Assist in guiding the person to safety. Explain destination to the person as you assist them and describe any physical obstacles, number of steps, etc.
- Maintain physical contact with the person.
- Upon reaching the assigned assembly area, orient the person to their surroundings. Stay with the person until emergency is over.
- USE THE BUDDY SYSTEM

HEARING OR SPEECH IMPAIRED:

Communication varies with persons who are deaf, hard of hearing or speech impaired.

Audible alarms may not be heard.

- To gain attention of the person, turn the lights on and off, tap the person on the shoulder, wave your hands, etc.
- Explain the situation through gestures or writing in short, concise words what is happening and what to do. Example: "FIRE. GO OUT REAR DOOR TO THE RIGHT. LEAVE NOW!"
- Stay with the person and continue to assist them throughout the emergency.
- USE THE BUDDY SYSTEM.

EXPLOSION / FIRE

- Evacuate the building, taking proper shelter at least 1000 feet away to provide the greatest safety for students and staff. Teacher should take class roll book. Do not take personal belongings.
- Close windows and doors, time permitting.
- Call 911
- Teachers should take roll and report to the principal or designee.
- Contact the superintendent and the communications office.

Definition – A fire in the building or on the premises requiring evacuation of the building.

Signals – Continuous ringing of fire alarm

Steps of Action

- Pull fire alarm
- Phone 911
- Report information to principal's office
- Close all windows and doors
- Teachers take class list of students – supervise evacuation
- Evacuate building using established evacuation routes
- Evacuate to a safe distance from the building – take roll
- Move to alternate building site in case of inclement weather

Roles

Principal:

- Supervise evacuation until fire/emergency personnel arrive
- Establish Command Post
- Notify District Crisis Team & Superintendent's office.
- Assign roles as needed. (First Aid, search, communication, etc.)
- Do not deploy search and rescue team for missing persons – wait for fire/emergency personnel to arrive, then give them the information
- After fire, release student and staff to return to building or home

Custodian:

- If no danger to self – shut off utilities. (Electricity, gas, and water)
- If no danger to self – check bathrooms and other spaces for other people

Teachers:

- Close windows and doors
- Evacuate students
- Take roll
- Report missing and injured students to principal

Other Staff

- Assist with evacuation
- Assist with supervision of students
- Report to Command Post to support as needed

Phone Numbers

Emergency 911
Superintendent 826-3828

GAS LEAK

Natural gas leaks can occur inside or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide poisoning, and suffocation. You should suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs.

- If the smell of gas is faint, open windows or doors and evacuate the area.
- If the smell of gas is strong, evacuate the building and move upwind from any smell.
- If a person is unconscious, do not enter the area without breathing protection. Remove all persons from the area and contact the school nurse.
- Call 911

For all gas leaks:

- Contact your building principal or designee... call 911
- Contact the superintendent (826-3828)
- If necessary, contact Kansas Gas (888-482-4950)

HAZARDOUS MATERIALS

For Direct Contact:

- Evacuate the area to avoid fumes.
- Remove contaminated clothing & flush the area with cold running water for 15 minutes. If flushing the eye area, position the flow into the eye while holding the eyes open.
- Notify your building principal or designee immediately... call 911
- Do not enter spill area alone.

Definition – Chemical spill (or suspicion of) in or near school building. Toxic fumes are identified as a potential problem.

Signals – If toxic fumes are identified as constituting an emergency. Emergency Officials will notify school and determine appropriate steps. Evacuation procedures may be necessary.

Steps of Action

- Report spill to the office.
- Principal will notify the custodians.
- Take appropriate steps as directed by Emergency Officials. This can include evacuation or moving all students inside in case of a chemical spill near school which gives off large amounts of toxic fumes.
- Evacuate students to alternate location.
- Notify Superintendent's Office.

Roles

Principal

- Report emergency (when necessary)
- Supervise appropriate phone calls.

Secretary Make appropriate phone calls.

Custodian Assist Principal with personnel.

Teachers Supervise student evacuation , when necessary.

Phone Numbers

Emergency 911

Superintendent 826-3828

In-place Sheltering for a Mass Chemical Exposure

- Bring children inside.
- Close and lock all doors and windows to the outside (windows often seal better when they are locked).
- Turn off all heating or cooling systems (switch inlets to the “closed” position and seal any gaps around window-type air conditioners).
- Turn off all exhaust fans in kitchens, bathrooms and any other space.
- Seal all openings with tape and trash bags.
- Close as many internal doors as possible in the building.

- Use plastic trash bags to cover and seal bathroom exhaust and grilles.
- Close the drapes, curtains or shades over windows to protect against possible explosion from the outside. Stay away from external windows to prevent possible injury from flying glass.
- If the vapors begin to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- Once the order for In-Place Sheltering has been issued **DO NOT** leave the building until you have official notification that the danger has ceased.

INJURY

In the event of injury to a staff member:

- Determine the event of personal injuries and provide medical attention as needed.
- Notify nurse if available.
- If necessary and injury warrants, transport to a medial facility for proper care and attention. If necessary, contact Emergency Medical Services. (911)
- Notify the victim's spouse or other person identified on personnel records and notification forms.
- Notify Central Superintendent's Office
- Provide appropriate information to staff, faculty and student(s) to develop an environment of concern and support.

In the event of injury to a student:

- Notify the county health nurse
- Notify the building principal or designee
- Notify Superintendent's Office
- Notify the parent/guardian or nearest relative as indicated on the student's Emergency Card.
- The building principal or designee will appoint a staff member, along with the Emergency Card to follow the ambulance to the hospital. If at all possible, the nurse should remain on the campus. If a child is transported to an area hospital, the building administrator or a member of his/her staff should accompany the child to the hospital until the situation is secure and the child is out of danger. Refer press inquiries to the Superintendent (826-3828)

In cases of illness, WHEN PERSONS ON THE ENROLLMENT SHEET CANNOT BE REACHED:

Among the first actions to be considered are:

- Utilize district emergency care techniques and notify the county health nurse.
- If emergency transportation is needed from building site, call 911 to transport the student to the doctor or hospital. Do not transport in a personal vehicle. A school person should accompany the ambulance.

KIDNAPPING

- Verify that the student is missing. Have the building searched.
- Notify the building principal or call the police department (911)
- Notify the superintendent
- Notify the student's parents
- Meet with the Crisis Team, if necessary.
- Work with the superintendent to release information about the incident.
- Offer counseling services for those students who need them.

LARGE EVENT EMERGENCY

Definition – A meeting or program where large numbers of students and or adults are gathered in one place in the building. Example: Christmas music program, school carnival, athletic events, etc.

Signals – Announcement over public address system.

Steps of Action

- Empty the building, using these procedures:
 - Using public address system,
 - Point out emergency exits to crowd;
 - Stress the need to keep exits open;
 - Inform as to exit procedures.
- Call 911, indicating: place; type of emergency; injuries, if any; number of people involved; which entrances to be used.
- Mark the access to the building for emergency vehicles.

Roles

Principal:

- Notify emergency services. Supervise emergency procedures. Use P.A. or alternative communication system to alert others who might be in the building.
- Designate staff member to lead students/audience in appropriate procedures.

Custodian:

- Mark entrance of emergency vehicles. Guide emergency vehicle to the appropriate entrance.

Phone Numbers

Emergency	911
Superintendent	826-3828

Note – Do not make comment to the press, refer media to Superintendent

LOCK DOWN PROCEDURES

LOCK DOWN PROCEDURES – HAZARDOUS MATERIALS

- “Lock Down” will be announced over the intercom.
- Facility maintenance staff will be called to immediately turn off all power to ventilation systems
- A towel or item of clothing should be placed at the bottom of the door and all windows shut
- Site administration will secure all doors leading to the outside
- If needed, a decontamination area will be set up by emergency personnel
- Only site administrators members can order a lock down

LOCK DOWN PROCEDURES – INTRUDER OR INCIDENT IN THE BUILDING

- “Lock Down” will be announced over the intercom.
- Students should be locked down in the room they are occupying at that time.
- If students are in hallway, advise them to go to the nearest room.
- Clear hallways and rest rooms.
- Close and lock all doors and windows, cover windows in doors.
- Cover windows.
- Keep students away from doors and windows.
- Only site administrators can order a lock down.
- Take roll to see who is missing from the room.

MISSING / RUNAWAY CHILD

- Upon notification of a missing student, the building administrator will check attendance records to see if the child has been dismissed for any legitimate reason.
- Conduct a search of the grounds and school facilities to determine if the student is in another location on the campus.
- Check the student information card for identification information and emergency phone numbers.
- Contact the student’s parents to see if he/she is at home and left the building with permission or authorization.
- Notify Superintendent’s office
- Notify the principal and/or contact appropriate authorities, emergency or law enforcement agencies.
- Cooperate with authorities to expedite the search and investigation procedures.
- Communicate all pertinent facts to the appropriate faculty/staff to ensure an orderly operation of instructional activities.
- Work with Superintendent’s Office to release information about the incident.

NOTIFICATION OF STAFF, STUDENTS & PARENTS

STAFF RESPONSIBILITIES

During a crisis event, teachers are expected to do the following:

- Share information with students when an announcement directs them to do so.
- Discuss / validate feelings, experiences.
- Keep semblance of schedule, but make accommodations.
- Respect the wishes and privacy of the family.
- Discuss impact of the event (suspend regular curriculum for a bit)
- Be available as the situation demands.
- Do NOT talk to the press.
- Get coverage for a class if you want a break or are feeling overwhelmed.
- Contact the office if you want support.

INFORMING STUDENTS OF A TRAGEDY

- Begin with one sentence warning “We received bad news.”
- Tell who died and basic information on how.
- Stress that it is important for all to have respect for each other and compassion.
- Share information about availability of Safe Room set aside for students.
- If you know information about the funeral or family plans, share it.
- How will they get updates on information?
- Mention that they need to be where there is an adult present – not hanging out in the locker room, bathrooms, etc.
- Talk about the school day remaining pretty much on schedule.
- Share that you can take some time now to just talk about how this is for them.

PACKAGES - SUSPICIOUS

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings
- Cut and paste lettering
- Letters addressed to person by title only with no name
- Stains on the outside of the envelope
- NO RETURN ADDRESS
- Incomplete mailing address (BHS, Bucklin, Ks only)
- Excessive weight
- Uneven weight or package contains bulky items
- Wires or aluminum foil
- A postmark that does not match the return address

If You Locate or Receive a Suspicious Package, One That Contains a Threat and or Contains Powder

- Do not try to clean it up
- Do not allow anyone else to touch the package and do not shake it or handle it excessively
- Place the package in a plastic bag or carefully cover with a plastic bag. If you do not have a bag, cover the envelope with clothing, a trashcan, etc.
- Leave the room, close and lock your office or classroom door. Stay nearby but clear the adjacent work areas.
- Keep your hands away from your face and wash your hands immediately with soap and water.
- Call Law Enforcement immediately
- List all persons who may have been in contact with the package
- Law Enforcement will notify Ford County Communications and Emergency Management
- Building custodians will be contacted to shut down air handling and ventilation equipment.

POWER OUTAGE

- Verify the loss of power
- Appraise the situation quickly; including surveying the facilities, to determine if a building evacuation is appropriate to ensure the safety of students and staff.
- District maintenance personnel should be notified for appropriate and immediate response to determine the proper action to correct the problem.
- Notify Superintendent's office.
- Meet with the Crisis Team, if needed.
- Inform the faculty / staff and students of the loss of power via the PA system. All students should remain in their classrooms and wait for further directions from the office or building administrator. **DO NOT RELEASE STUDENTS.**
- A determination should be made whether or not services can be promptly restored. If not, notification should be made as to the dismissal of classes, according to District guidelines and procedures.
- Work with Superintendent to release information about the incident.
- Arrange transportation for all bused students including special populations. This should be coordinated through the building administrator and transportation services.
- Inform the student body, teachers, and staff of the time frame for dismissal and when school will resume again.

SEXUAL HARASSMENT / ABUSE

Every report of sexual harassment shall be taken seriously. Always report such claims to the building administrator and superintendent. School policy states that any district employee who receives information about sexual harassment or sexual abuse of a student

that may be reasonably characterized as known or suspected child abuse or neglect shall make the report to appropriate authorities, as required by law.

The district shall not retaliate against a student who, in good faith, reports perceived sexual harassment, abuse or assault.

If sexual harassment is suspected:

- Contact your building principal and apprise him/her of the situation. If the situation involves a building administrator, contact the superintendent.
- If deemed necessary, a formal complaint may be submitted to the Superintendent.
- Report to the County Attorney.

SEXUAL ASSAULT

- Notify the Principal, Law Enforcement, County Attorney, and Child Protective Services. (per statutes responsibility)
- Notify Superintendent's Office
- Notify the victim's parents or legal guardian as necessary
- Determine the extent of personal injuries and provide medical attention as needed.
- Arrange transportation to a medical facility for proper care and attention. Contact Emergency Medical Services (EMS) if necessary (911).
- If the alleged assailant is a student, notify his/her parents, and have him/her detained.
- Implement an emergency removal, or other appropriate immediate action, to diffuse the crisis.
- Work with Superintendent to release information about the incident.
- Implement the appropriate disciplinary action in accordance with Board Policy and District administrative procedures.
- Offer appropriate counseling for all the parties involved.
- Communicate to parent groups and constituencies information to reassure proper measures have been taken.

SHOOTING

In the event of a shooting or threat of a shooting:

- Call 911. The Sheriff's Department can serve as a first responder if available.
- Notify the building administrator / main office
- Activate Building Crisis Plan / Assess
- Notify Superintendent
- Activate District Crisis Plan, if necessary.
- Work with the Superintendent to release information about the incident.

STRANGER ON CAMPUS

Loitering on a school campus, in a school building or near a school campus is a misdemeanor. Follow these procedures when a stranger is suspected of loitering:

- Any person on school property that does not cause alarm may be approached by a teacher, building administrator, or other school personnel, greeted and escorted to the school office.
- If any person's actions or appearance is suspicious, the office should be notified. The principal may approach the intruder to determine the nature of their presence and business on school property.
- Check for identification and determine the legitimacy of the person(s) presence on campus.
- If the person cannot produce satisfactory identification, or give a legitimate reason for being on the campus, and if the action of the person is deemed to be a threat to the safety of students, faculty, or the orderly management of the instructional program, the Sheriff's Department should be contacted and the person should be removed.
- The building administrator will determine whether or not to activate the Building Crisis Plan.
- Notify Superintendent's Office.
- If the situation was witnessed by students or staff, inform them of the facts and resolution of the problem.

SUICIDE ATTEMPT

Definition – If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in any danger of harming himself/herself, that employee must report the situation immediately according to the following procedure.

Steps of Action

- If a person has threatened or has displayed a cluster of alarming warning signs, appears to have a plan or in imminent danger and requires intervention, the counselor and building Principal will be contacted immediately. The following procedures are to be followed:
 - Do not leave the person alone.
 - Confidentiality shall be maintained throughout these procedures unless the safety of the person is at stake.
 - If there is a concern for the person's immediate safety call 911 for assistance.

Roles

Teacher

- Do not leave the person alone.
- Call counselor and building Principal.
- Escort student to counselor's or principal's office

Student Services Officer/Principal

- Do not leave the person alone.
- Contact parent/guardian.
- Try to diffuse the situation
- Meet with the person and parent/guardian (if appropriate) to arrange for referral sources.

Note – Do not make comment to the press, refer press/media to Superintendent.

- Notify the Sheriff's Department (911)
- Notify the BCC nurse to determine action as recommended by Poison Control (911, 1-800- etc)
- Notify Superintendent.

DO NOT ALLOW MEDIA ACCESS TO STUDENTS IN SCHOOL BUILDING!!!

SUICIDE

Should a suicide attempt be completed on your campus:

- Notify the Sheriff's Department (911)
- Notify BCC nurse
- Activate Building Crisis Plan and Lock Down Procedures
- Secure area until arrival of police and other responding units.
- Notify Superintendent
- Meet with Crisis Management Team to determine actions.
- Assist law enforcement in contacting parents of the deceased.
- Follow District Crisis Management Plan
- Work with Superintendent to release information about the incident.

DO NOT ALLOW MEDIA ACCESS TO STUDENTS IN SCHOOL BUILDING.

- Do not fly the flag at half-staff or hold a public memorial because of “copy cat” behaviors associated with suicide.

TORNADO

Definition – Watch - conditions are favorable for tornado or severe weather. Monitor - take action as needed. Warning – A tornado has been spotted or indicated by radar. Take shelter. Weather reports should be monitored continuously.

Signals

- Every effort will be made by Emergency Preparedness to notify the central office should a tornado approach. (Use cell phones if unable to get through on regular lines).

- Internal steps of action will also proceed if community tornado sirens are sounded.
- Warning will be: Announced over Public Address system.

Steps of Action

- Students should proceed to the designated area and assume a kneeling position against the wall with head down and hands covering head. All persons should stay away from windows and doors at all times.
- Teachers should keep their class rosters with them and stay with their students.
- Wait for “all clear” signal before returning to classroom.
- School activity busses will not load in the event of threatening weather at principal or sponsor discretion.
- On the bus – When a tornado watch is issued, the driver will plan where to take the students for shelter. When a tornado warning is issued, the bus driver will take the students to appropriate shelter. If shelter is not available the driver will evacuate the students from the bus and instruct them to lie on their stomachs; with their arms over their heads, until the emergency has passed. If possible the bus driver will inform the transportation director of all developments and plans.

Roles

Principal:

- If necessary designate a command post, supervise student body, and maintain contact with staff. Provide missing list to authorities, if needed establish/deploy search teams. Identify in writing each student and provide picture if possible. Listen to radio for updates.

Secretary:

- Remain near the office phone and monitor radio.
-

Teachers:

- Supervise the students.

Custodian:

- Report to the principal, be prepared to turn off the gas or electricity.

Notes – Do not comment to the press, refer all media to the Superintendent.

WEAPONS

- Teachers and other students should not attempt to approach or confront the individual reported to have a weapon.
- Contact the school principal.
- The Sheriff should isolate the students and confirm the allegation of a weapon.

POSSESSION / EXHIBITION OF A FIREARM OR OTHER WEAPON

- All weapons should be confiscated, the Law Enforcement should be notified, and the student should be taken into custody.
- Parents shall be notified and appropriate disciplinary actions initiated according to the guidelines established in Board Policy.
- Notify Central Office.
- Work with the Superintendent to release information about the incident.

GUN DISCHARGED

- Notify the Law Enforcement (911)
- Notify Superintendent's Office
- The weapon should be confiscated and the student taken into police custody
- The student shall be expelled for no less than 180 school days
- If there are no injuries:
 - a. Remove all students from the area
 - b. Inform the school crisis team and counseling services of the incident
 - c. Secure District counseling services as needed
- Work with Superintendent to release information about the incident

Definition – When a student or intruder enters any school property with a weapon. The goal is to maintain calm and order and avoid escalation of a dangerous situation. In most cases the school will go to lockdown. In all cases district staff will follow instructions given by law enforcement.

Signals – Announcement will be made explaining the situation.

Steps of Action if Weapon is Suspected

Staff who first discovers the situation:

- Notify the principal's office as soon as possible and advise whether the weapon is suspected or clearly visible.
- STOP! Do not approach the student/intruder or attempt to confiscate the weapon unless a risk free opportunity presents itself.
- When the police arrive do as they instruct.

Principal:

- Call police
- Accompany police to the student. Bring the student to the office for a meeting.
- Have the student bring backpack, purse, books and other possessions. Depending on the situation the police may ask the student to immediately produce the weapon.
- Notify parent of child suspected of having a weapon.
- Ensure that at least two adults and the police officer are present at the meeting.
- If search yields nothing, two adults, the police officer, and the student go to the student's locker for a search. School officials should conduct the search.
- If a weapon is found, police officer will remove student from campus.
- Call Superintendent's office.

- Follow disciplinary action as outlined in student handbook.
- Send a letter home to parents explaining the situation.

Steps of Action if weapon is Visible

- Staff who first discovers weapon:
- Notify the principal's office as soon as possible
- Try to calm the student/intruder or try to confiscate the weapon
- STOP! Do not approach the student/intruder or try to confiscate the weapon unless a risk free opportunity presents itself.
- Evacuate quietly, if allowed. Take class roll book.
- If evacuation is not allowed, wait for the police to arrive and do as they instruct.

Principal:

- Call police.
- Unless otherwise advised by police initiate a lockdown of the building, which means all teachers will lock doors and turn off light. Do not use fire alarms.
- Call the Superintendent
- Escort the police to the scene.
- Stay out of view of the student/intruder.
- Work with the police as directed to secure the area/school.
- Send a letter home to parents, explaining the situation.

Note – Refer all media to the Superintendent

Confrontations with individuals Displaying a Weapon

- The following guidelines are to be used in dealing with individuals who are displaying a weapon of some sort:
- Try to notify the office as soon as possible.
- Do not move in front of a weapon
- Do not try to forcibly disarm the offender unless a risk free opportunity presents itself.
- Never back the offender into a corner.
- Keep a safe, non-intimidating distance.
- Always give the offender a way out.
- Avoid abrupt sporadic movements.
- Talk quietly and calmly to the offender. Do not agitate them.
- Allow yourself an escape route.
- Ask for permission to evacuate the area.

WEATHER-RELATED CLOSINGS

OVERNIGHT WEATHER-RELATED CLOSINGS

- Most weather-related closings occur overnight.
- Only the superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day.

- Staff and students, along with parents, should be reminded to listen to the area radio station for weather closing announcements. Other radio and television stations will also carry weather closing announcements.
- Building principals may activate their calling trees for telephone calls to staff to confirm the weather closings.
- Building principals may wish to develop plans for checking on building security and develop plans to aid students and staff who arrive at a building unaware of a weather closing.

CLOSING DURING THE SCHOOL DAY:

- Only the superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day.

Information on daytime weather closings will be communicated to the building principal from the superintendent's office.

WEATHER EMERGENCY

BEFORE AN EMERGENCY OCCURS:

- Develop a knowledge and an understanding about the characteristics of hazardous weather by reading and teaching students about the subject.
- Become thoroughly familiar with your school's plan for your room and the rooms nearby.
- Conduct practice drills under the direction of your building administrator.
- Know your campus chain of command in the event your principal is off campus, injured or otherwise unable to take command.

IN THE EVENT OF A WEATHER EMERGENCY:

- Be alert to developing situations
- Cancel outdoor recess or PE classes. Avoid use of telephones, electrical appliances, or prolonged contact with plumbing.
- Keep your class roll book ready
- Stay calm. Continue with class assignments.
- Establish an appearance of confidence. Speak slowly, softly and distinctly
- If evacuation becomes necessary, move quickly and in an orderly way to the designated shelter area.
- Take your roll book with you.
- Turn out the lights and close the door when you leave your classroom.
- Designated person should check adjacent restrooms, vacant classrooms and storage areas.
- Make sure all students have assumed the required "safe position" before taking your own position.
- Stay put until you've been assured that the weather condition has passed.

AFTER A WEATHER EMERGENCY:

- Promptly administer first aid to any injured persons.

- Take class roll. Immediately report all injured or missing.
- If possible to return to class, do so quickly, quietly and in an orderly way.
- If return to class is not possible, wait for instructions from designated authorities.
- When you do return to the classroom, reassure your students of their safety.
- Discuss and evaluate your response to the emergency.

Listing of personnel with First Aid and CPR Training:

- Bartholomay, Karren
- Brown, Barbara
- Carlin, Rich
- Constantin, Jules
- Copeland, Lori
- Dusin, Melissa
- Dusin, Tim
- Evans, Megan
- Evans, Rick
- Fisher, Mike
- Hokanson, Stephen
- Landis, Skip
- Leon, Kathy
- Martin, Linda
- Price, Becky
- Scott, Rob
- Wyrick, Greg

EMERGENCY TELEPHONE NUMBERS

SCHOOL PERSONNEL:

BOARD OF EDUCATION:

Becky Barnhardt	620-826-3226	620-826-5042 ©
Bill Carr		620-408-5083 ©
Sherry Curtis	620-826-3466	620-826-5531 ©
Shane Jones	620-826-3642	620-826-5035 ©
Dwann Seacat	620-826-3723	620-826-5313 ©
Nathan Thompson		620-789-0136 ©
Shana Tilley	620-826-9931	620-339-5656 ©

ADMINISTRATION:

Skip Landis	620-826-3828	620-272-7321
Tim Dusin	620-826-9967	620-826-5535
Sandy Schadegg	620-855-3911	620-826-5540

CUSTODIAN:

Mike Fisher	620-826-3654
Judy Porsch	620-826-3798
Rick Evans	620-826-3610

CITY OFFICES:

ALL EMERGENCIES:	911
Ford County Sheriff	620-227-4646
Bucklin Police Dept	620-826-3888
American Red Cross	620-225-4921 (Dodge City)
Minneola Hospital	620-885-4264
Bucklin Clinic	620-826-3266
City Hall	620-826-3581

UTILITIES:

Victory Electric	800-279-7915
City of Bucklin	620-826-3581
Kansas Gas Service	888-482-4950
AT&T	877-286-0200