

SCHOOL CRISIS READY RESPONSE GUIDE

- ✓ This checklist is intended as a quick reference in the event of an emergency; see manual for details.
- ✓ Activate the Incident Command System using the Incident Response Team to accomplish tasks.
- ✓ Always take **"GO BOX"** when EVACUATING.

Abduction of Student

- Call 911, student's parents, Superintendent.
- Notify student's classroom teacher and get description of student's clothing/other pertinent information.
- Have available for police the student's picture, description of clothing worn, and any other pertinent information.
- At appropriate time, inform staff and students of situation.
- Initiate Crisis Recovery procedures as needed.

Active Shooter/Dangerous Intruder

- Signal/announce emergency lockdown.
- Call 911, notify Superintendent.
- Alert any groups outside to stay away from building; post Lockdown Notice if feasible.
- Turn off lights, lock doors to office.
- Gather information about intruder.
- Monitor intruder's location if possible.
- Unless higher risk to do so, wait for police to assist students and staff out of the building.
- School Response Team assesses injuries, administers aid, and sets up triage area if needed.
- Account for students and staff.
- Notify parents of injured students.
- Prepare to release/transport students.
- Initiate Crisis Recovery procedures.
- As indicated, meet with staff, students, and parents.
- Meet with district staff to determine schedule for next day(s).

Bomb Threat/Explosion

(Live bomb threat call: go to bomb threat checklist)

- Signal/announce evacuation.
- Move to predetermined assembly points 1,000 feet away from building. NOTE: Redirect evacuation routes as necessary to avoid unsafe areas.
- Notify 911 and superintendent.
- Turn off cell phones, radios, and pagers.
- Response Team designated staff quickly sweep assigned areas for stragglers and confirm that the building has been cleared.
- Note any suspicious objects to report to authorities.
- Account for students and staff in assembly area.
- Meet first responders; give them master key, school floor plans, and pertinent information.
- For bomb threat, save voice message or e-mail that contained threat.
- Prepare to dismiss/transport if necessary.
- Re-enter building after all-clear signal; via intercom, explain situation to students and staff.

Death/Suicide at School

- Call 911 and Superintendent; notify SRO.
- Secure the area and keep students away.
- Send runners with notes to staff members informing them that a medical emergency has occurred (or instruct staff to check e-mail for message from principal). Include any additional instructions (e.g., "The bell schedule will be changed and will be manually sounded at appropriate time.")
- Initiate Crisis Recovery procedures.



DISTRICT EMERGENCY NUMBERS

Superintendent	578-9150	Maintenance	599-1365
Transportation	599-9564	Communications/PR	515-5114

Fire

- Signal/announce evacuation.
- Move to predetermined assembly points; redirect evacuation routes as necessary.
- Notify 911 and superintendent.
- Response Team designees quickly sweep building (as safely feasible) for stragglers.
- Account for students and staff in assembly area.
- Prepare to dismiss/transport if necessary.

Hazardous Material/ Chemical Spill or Threat

INSIDE Building

- Remove students/staff from the area.
- DO NOT TOUCH THE MATERIAL.**
- Seal off the area(s) around and near the accident.
- Shut down HVAC.

OUTSIDE Building

NOTE: If notice comes from non-emergency sources, call 911 to confirm or refute; if confirmed or from emergency sources,

- Return all students and personnel from outside areas into the main building.
- Use intercom to inform students and staff that precautionary measures are being taken due to a report of an accident nearby.
- Close all windows and outside doors.
- Shut down HVAC, cover restroom/other vents, move students to shelter-in-place area.
- Assign designated staff to ensure that students and staff do not leave the building.
- Notify Superintendent.
- Account for students and staff.
- Contact Transportation to keep school buses out of danger area/to prepare for evacuation if appropriate.
- Be prepared to evacuate quickly, *based on the directions of emergency personnel.*
- Have first aid-trained staff members on alert.
- Remain in lockdown mode until "all clear" is received from emergency personnel.
- Use intercom to inform students and staff of the all-clear signal/message and to give brief explanation for lockdown.

Hostage Situation

- Use intercom to announce school-wide emergency lockdown; disable bell system.
- Call 911 and Superintendent.
- Clear hallways of students and staff.
- Use walkie-talkie to inform teachers on athletic fields or playground to stay away from the building.
- Teachers display red card (**medical assistance needed**), green card (**safe**), or no card (responders assume intruder in classroom) as appropriate.
- Be prepared to initiate evacuation procedures.
- Put school first responders on alert.
- Disable TVs so intruder cannot watch coverage.
- Remain in lockdown mode until further communications from emergency personnel.

Severe Weather

- Signal/announce reverse evacuation (for students outside/in mobile classrooms) and implement weather-related shelter-in-place.
- Secure windows and doors.
- Shut off utilities if appropriate.
- Follow shelter-in-place procedures appropriate for weather conditions.
- Notify Superintendent.
- Post Lockdown Notice if feasible.
- Do not dismiss students until threat has passed.
- Notify 911 if storm affected building or people.
- Assess building and evacuate unsafe areas.
- Check outside area for potential dangers (gas leaks, electrical problems, fallen debris, etc.) before evacuating building.
- Keep access clear for first responders.
- Have pertinent information for first responders.
- Assess injuries, administer aid, and set up triage area if needed.
- Account for students and staff.
- Notify parents of injured students.
- Prepare to release students.
- Help assess damage to building.
- Meet with district staff to determine schedule for next day(s).

*The School/Superintendent's Office will prepare a letter/
statement for parents/media following any of these incidents.*