

Anderson School  
District Five  
Universal Emergency  
Procedures



## UNIVERSAL EMERGENCY PROCEDURES

<p><b>A. Evacuation</b> (For use when conditions outside are safer than inside)</p> <p><b>When announcement is made or alarm sounded:</b></p> <p>Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)</p> <p>Take Emergency Medical Kit</p> <p>Take roll book for student accounting</p> <p>Assist those needing special assistance</p> <p>Do not stop for student/staff belongings</p> <p>Go to designated Assembly Area</p> <p>Take attendance; report according to Student Accounting and Release procedures</p> <p>Check for injuries</p> <p>Wait for further instructions</p>	<p><b>B. Reverse Evacuation/ Secure Perimeter</b> (For use when conditions inside are safer than outside)</p> <p><b>When the announcement is made:</b></p> <p>Take attendance; report according to Student Accounting and Release procedures</p> <p>Assist those needing special assistance</p> <p>Report to classroom</p> <p>Check for injuries</p> <p>Move students and staff inside as quickly as possible</p> <p>Ensure all perimeter doors are locked</p> <p>For schools with open campuses, additional security should be ordered</p> <p>Wait for further instructions</p>
<p><b>C. Severe Weather Safe Area</b> (For use in severe weather emergencies)</p> <p><b>When announcement is made or alarm sounded:</b></p> <p>Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)</p> <p>Take roll book for student accounting</p> <p>Occupants of portable classrooms shall move to the main building to designated safe areas</p> <p>Take attendance; report according to Student Accounting and Release procedures</p> <p>Assist those needing special assistance</p> <p>Do not stop for student/staff belongings</p> <p>Close all doors</p> <p>Remain in safe area until the "all clear" is given</p> <p>Take Emergency Medical Kit</p> <p>Wait for further instructions</p>	<p><b>D. Shelter in Place</b> (For use in external gas or chemical release)</p> <p><b>When the announcement is made:</b></p> <p>Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location</p> <p>Assist those needing special assistance</p> <p>Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)</p> <p>Take attendance; report according to Student Accounting and Release procedures</p> <p>Do not allow anyone to leave the classroom</p> <p>Stay away from all doors and windows</p> <p>Wait for further instructions</p>
<p><b>E. Lockdown</b> (For use to protect building occupants from potential dangers in the building)</p> <p>To announce, use "Plain Text" language appropriate for school level. Do not use coded language. i.e., "We are on LOCKDOWN"</p> <p>Students are to be cleared from the halls immediately and to report to nearest available classroom</p> <p>Lock all classroom doors and windows. Turn OFF lights. Close blinds if possible. Teachers take a head count and names of students.</p> <p>Move students to an area of the classroom that is not visible from hallways or windows. Stay low and hide if possible.</p> <p>Have students sit silently and REMAIN QUIET!</p> <p>Students and teachers should DEFEND themselves if in imminent danger. Place obstacles in front of door, throw objects at intruder, mass attack intruder if needed to protect life.</p> <p>Wait for an "All Clear" from the proper authorities.</p>	<p><b>F. Drop, Cover and Hold</b> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p><b>When the command "Drop" is made:</b></p> <p>Assist those needing special assistance</p> <p>DROP – to the floor, take cover under a nearby desk or table and face away from the windows</p> <p>COVER - your eyes by leaning your face against your arms</p> <p>HOLD - on to the table or desk legs and maintain present location/position</p> <p>Wait for further instructions</p>

## EMERGENCY LEVELS

### Level I - School Level Emergencies

Situations in which the scope is limited to school settings and school-based personnel and no assistance is needed (such as minor injuries, student disturbances, etc.)

### Level II - District Level Emergencies

These are events where support and involvement is required from school district personnel or members of the District Support Team. Events may include an unexpected death, suicide threats, water or power failure, trespasser, etc. While these events may require help from non-school employees, they do not reach the scope and gravity of community-level disasters needing community-wide support.

### Level III - Community Level Emergencies

These include large-scale events during which coordination of services from school, district and local community response agencies is warranted. Such events include tornado damage to buildings, flooding, fires or explosions, chemical spills requiring evacuation, death of multiple staff or students (as in a bus accident), hostage situation. In many of these situations the school's role is to implement protocols until appropriate community agencies respond and assume responsibility (such as police, fire and rescue). However, schools must be prepared to rely on their own resources until help arrives.

## Accidents at School

### Staff actions:

- Report accident to school nurse and/or principal/office; call District Nurse and/or 911 if warranted
- Provide for immediate medical attention including performing necessary life-sustaining measures (CPR, etc.), until trained Emergency Medical Services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

### Principal or Team actions:

- Provide appropriate medical attention, call 911 if needed
- Complete appropriate documentation
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed

### Other suggested preventive/supportive actions:

- Post in the office or school clinic the names of building staff who have completed first aid or CPR training
- Post general procedures in the clinic explaining when parents are to be notified of minor mishaps
- Provide staff with a one-page list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., District First Aid Manual, Blood borne Pathogen Program)
- Provide in-service training in basic first aid for staff (utilizing the school nurse or other trained health professional)
- Provide a standard location for placement of classroom emergency procedures
- Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies

## AIDS / HIV infection

### Principal, Team, Staff:

- Exercise appropriate caution when informing others about an individual with AIDS or HIV infection (i.e., don't panic and spread word indiscriminately to everyone that an individual has aids or HIV infection. **This is confidential information**)
- Make certain that those individuals who contact the child on a regular basis know, and insist they maintain confidentiality. Those individuals would include:
  - Principal
  - School nurse
  - Teachers
  - School secretary
- Unless directed by a physician otherwise, allow the individual unrestricted school attendance and activities
- If a child does not have control of their bodily functions and body fluids, or may bite others, their environment should be more restricted

### Tips for teachers:

- AIDS is not spread through casual contact. It is only spread through sexual contact or through blood or other body fluids
- Daily activities (including sports and classroom functions) should not be altered unless contact resulting in cuts or injury is common or expected
- If a child cuts themselves and is bleeding take the following actions:
  - Put on clean latex gloves
  - Clean the wound with antiseptic cleaner
  - Bandage the wound securely
  - Dispose of any blood contaminated items by placing them securely in two plastic bags and disposing of them
  - Clean any blood spills up with appropriate cleaning solution

## Aircraft Emergency

### Aircraft Crash Into Building:

#### Staff Actions:

- Notify Principal
- Move students away from immediate vicinity of crash

#### Principal, Team:

- Call 911
- Notify District Support Team, District Office
- Determine whether to implement evacuation procedures
- Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash
- Provide for first aid, treatment and removal of injured occupants from school buildings
- Account for all building occupants and determine extent of injuries
- Wait for instructions; you will be advised when it is safe to re-enter the building

## **Aircraft crash near school site but no damage to building:**

### **Staff Actions:**

- Notify Principal
- Move students away from immediate vicinity of crash

### **Principal, Team:**

- Call 911
- Initiate Shelter in Place plan if warranted
- All students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or go to designated area until further instructions are received
- No evacuations should occur unless subsequent explosions or fire endanger the building

## **Allergic Reaction**

### **Possible Symptoms:**

- Skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue
- Restlessness, sweating, fright, shock
- Shortness of breath, vomiting, cough, hoarseness

### **Staff First Actions:**

- If imminent risk, call 911
- Send for immediate help (Operations: First aid, CPR, medical) and medication kit (for known allergies)
- Assist in getting “Epi pen” (Epinephrine) for individuals who carry them (usually in backpack), and prescription medications (kept in office)
- If an insect sting, remove stinger immediately
- Notify principal
- Assess situation help student/employee to be comfortable
- Move only for safety reasons

### **Principal, Team:**

- Call 911, depending on circumstances
- Notify parent or guardian
- Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated
- Observe for respiratory difficulty
- Record on an attached label: time & site of insect sting or food ingested, name of medicine, dosage & time administered

### **Preventive/Supportive Actions:**

- Emergency health card should be completed by parents for each child, and should be easily accessible by school personnel
- Bus drivers should have emergency sheets for all known acute reactors
- Encourage employees with special health considerations to alert building director and work associates of any difficulties and possible remedial actions

## **Assault**

When student(s) or staff has been assaulted use the following guidelines:

### Staff observing the incident:

- Report to school principal the type and number of injuries and if assailant is still in area
- Give a good description of the assailant (clothing, height, etc.)
- Give location of the assault
- If assailant has left the building on foot give direction of travel
- If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
- Administer first aid, and get medical attention if needed

### Principal, Team:

- Call 911 if warranted, or notify school law enforcement
- Give type and number of injuries
- Advise if assailant is still in building or on the property
- Give description of assailant
- Give direction of travel and type of vehicle
- If threat still persists determine whether to initiate Lockdown
- Notify District Support Team, District Office as appropriate
- Document actions and complete incident reports

## Bomb Threat

### **In the event of a Bomb Threat to the school or facility:**

#### **Staff Actions:**

- The person receiving the call should make every attempt to:
- Prolong the conversation as much as possible
- Identify background noises & voice characteristics
- Engage the caller to give description of bomb, where it is, and when it is due to explode
- Determine the caller's knowledge of the facility
- **AVOID HANGING UP THE PHONE** (Use another phone to call authorities)
- Complete the Bomb Threat - School Report (next page)
- The person receiving the call will immediately alert the principal or person in charge (without hanging up)

#### **Principal, Team:**

- Call 911 and District Support Team
- Using standard procedures, evacuate the school immediately; **NOTE:** modify evacuation routes if necessary based on possible location of bomb
- If what appears to be a bomb is found: **DO NOT TOUCH IT**; the police department will take charge
- Turn off cell phones and **DO NOT** transmit with radios
- Leave the immediate environment as it is
- Avoid altering any electrical items or systems (**DO NOT** turn on or off lights, **DO NOT** change thermostat, etc.)
- Avoid opening and closing doors
- Evacuate personnel at least 300 feet from the building; during inclement weather and a possible prolonged search, move students to an Alternate Building Location
- Check absentee list for possible clues to who might have phoned in the bomb scare
- Follow standard student accounting and reporting procedures
- After an "all clear" by emergency personnel, return to class

**BOMB THREAT - SCHOOL REPORT**

(Completed by person receiving the call **AFTER INITIATING CALL TRACING**)

Date \_\_\_\_\_ Time of call \_\_\_\_\_

Bomb threat was received on telephone number \_\_\_\_\_

Exact language/wording used by the caller \_\_\_\_\_

\_\_\_\_\_

**Record the following information as provided:**

What time is it set for? \_\_\_\_\_ Where is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

What is your name? \_\_\_\_\_

**Additional Information (check/fill in):**

Gender:  Male  Female Describe \_\_\_\_\_

Age:  Adult  Child Describe/estimate age \_\_\_\_\_

Speech:  Normal  Excited Describe \_\_\_\_\_

Speech:  Slow  Fast Describe \_\_\_\_\_

Did the caller have an accent? Describe: \_\_\_\_\_

Did you recognize the caller's voice? Describe: \_\_\_\_\_

Background noises:  music  traffic  machine  voices/talking  
 airplanes  typing  children  TV / radio  
 other \_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person receiving call:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

**Notification:**

School Principal \_\_\_\_\_ Time \_\_\_\_\_

Police \_\_\_\_\_ Time \_\_\_\_\_

## Call Tracing

The following procedure should be followed immediately after receiving any phone call where call tracing would be helpful in identifying the caller or caller's location. Such calls are considered annoyance phone calls.

When an annoyance call has been received and the phone hung up...

1. Immediately dial \*57 from the school phone that the annoyance call was received
2. The trace starts right away (as soon as you initiate it)
3. If the trace was successful, a recorded message will be played
4. Each time used, the BellSouth Annoyance Call Center receives a message
5. The telephone number, date, and time of call are documented by BellSouth (if call is traceable)

### *Hints:*

- In an emergency, call your local law enforcement agency immediately.
- Contact your local law enforcement agency (864-260-4444) for further investigation. It's not necessary to contact the BellSouth Annoyance Call Center (ACC).
- The ACC does not take deterrent action on your behalf.
- However, we will release your trace information to your law enforcement agency for investigation.
- You may have your law enforcement agency contact the ACC for further information. To contact the ACC, go to [contact.bellsouth.com/acc](http://contact.bellsouth.com/acc) or call 1.888.966.6222. Then identify yourself as a Call Tracing customer.

## Bus Accident

Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designated procedures for handling emergency situations. The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

**In the event of a Bus Accident:**

### Staff at the Scene:

- Call 911, if warranted
- Call principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency
- School staff at the scene of a school bus accident will move all uninjured students to a safe distance from the accident
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school

### Principal, Team:

- Notify District Support Team, District Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

## Chemical Material Spill

Chemical accidents may originate inside or outside building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

### Accidents originating outside the building:

#### Staff actions:

- Notify principal, team
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)

#### Principal, Team:

- Initiate Shelter in Place, shut off HVAC units
- Call 911, notify District Support Team, District Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

### Accidents originating inside the building:

#### Staff actions:

- Notify principal
- Move students away from immediate vicinity of danger

#### Principal, Team:

- Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation
- Call 911 if warranted, notify District Support Team, District Office

- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be up wind, up hill, and up stream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe, or lighting matches, candles, or other fires which could cause a gas or electrical fire.

## Death or Serious Illness

### **In the event of a reported Death or Serious Illness outside the school setting:**

#### **Staff actions:**

- Notify principal

#### **Principal, Team:**

- Verify the death/illness; if it is a death, contact the coroner's office
- Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent
- Notify District Support Team, District Office
- Notify teachers prior to school by using a phone tree or during school prior to notification of students
- Schedule a faculty meeting as soon as possible to: share the details that are known, review procedure for the day, and to discuss the notification of students, availability of support services and the referral process for students needing assistance
- Contact the family or visit the home to offer condolence and support
- Allow students who wish to meet in guidance office or other appropriate place to do so; students should be encouraged to report any other students who might need assistance
- It may be necessary to designate multiple areas for crisis team/community resource persons to meet with affected students
- Contact parents of those students who are affected by the crisis
- Notify the bus driver of the students involved in the accident or death
- Students who are extremely upset should have parents contacted to determine appropriate support needed after leaving school
- Offer assistance to parents of impacted students
- If deemed necessary by building principal, at the end of the day a faculty meeting may be called to disseminate additional information

## Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

### If inside:

- Initiate Drop, Cover and Hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
- Leave doors open to minimize jamming if the building shifts
- Do not attempt to run through building or outside due to risk of falling objects; if in a room with no desks or furniture, get against inside wall or inside doorway and crouch
- After initial shock, initiate Evacuation and standard student accounting

### If outside:

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Follow standard student accounting procedures
- Do not attempt to enter building until authorized to do so
- Do not light fires or touch fallen wires
- Be alert for instructions from principal

### Assembly Areas:

- Earthquake safe areas will be away from the building and overhead power lines
- Keep everyone away from underground gas and sewer lines
- Call 911, District Support Team, District Office
- In the event of after shocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not reenter building until given “all clear” from emergency response

## Fire

### In the event of a fire:

- Sound alarm
- Call 911, District Support Team, District Office
- Implement Evacuation procedures to outside Assembly Area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Do not reenter building until given “all clear” by emergency responders
- Determine if arrangements need to be made for transportation to Alternate Building Location or if school is to be dismissed

Additional steps for our school/facility (if any):

#### CLASSROOM EVACUATION PROCEDURES:

- Teacher should be the first to the door to assess the situation.
- Teacher should activate movement to Safe Area using the best Fire Exit Route at the time. Students should move quickly and quietly.
- A designated student reaching the outside exit door first will hold it open for the other students.
- Teachers should check the room to be sure everyone has exited and windows are closed.
- Teachers should take emergency go-kits (roster, crisis management plan, signal card). Women should take their purses. Close the door.
- Students will follow the evacuation route determined by the teacher and report to the Safe Area.
- Students who are not in the classroom when the alarm sounds should report to their teacher in the Safe Area.
- The teacher must account for all students after the evacuation. Students who are unaccounted for must be immediately reported to the area leader.
- Everyone will remain in the Safe Area until an official re-entry signal is given.
- Access roads will be kept open for emergency vehicles.
- The custodial staff will help in directing workers/fireman in finding fire hydrants, water mains, switches, etc. and will assist them until the danger has passed.
- Teachers and staff with handicapped students will assist these students from the building.

### **Gas Leak**

All school personnel, including cafeteria managers and custodians, shall immediately report any suspect gas leak to the principal.

#### Staff actions

- Notify principal
- Move students from immediate vicinity of danger

#### Principal, Team:

- If gas is internal, implement Evacuation procedures
- Call 911, District Support Team, District Office
- Notify gas company
- Determine whether to move to Alternate Building Location
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students, or shelter students on buses
- Do not reenter building until given “all clear” by emergency responders

## Hostage Situation

### Staff Actions:

- Notify school principal
- Keep all students in their classrooms until further notice

### Principal, Team:

- Initiate Lockdown
- Call 911, District Support Team, District Office
- Notify all students outside their classrooms (including those outside the building) to report to the nearest safe classroom
- Under no circumstances shall the students be evacuated from the building without approval and/or assistance
- If the hostage taker or armed person can be contained in one section of the building, students should be moved from exposed areas of classrooms to a safer part of the building
- As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn approaching visitors of the danger

## Kidnapping

### Kidnapping or lost child, actions to take

#### Staff actions:

- Notify the principal with description of suspect
- Move other children (if present) away from area of abduction

#### Principal, Team:

- Call 911
- Notify District Support Team, District Office
- Contact the parents of the child involved; establish a communication plan with them
- Identify a team to work on the crisis; designate personnel to manage with phone communications, etc., and other administrative staff to assist as appropriate; if the incident occurs during the school day, classroom routine should be maintained
- Provide a school picture and obtain a full description of the child (including clothing) to assist the police
- Conduct immediate search of school building and grounds
- In cases of kidnapping, obtain from witnesses a description of the suspect
- When a child is found, contact the appropriate parties as needed
- Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions knowledgeably; prepare an appropriate notice for parents
- If appropriate, arrange for counseling assistance for students

- Call emergency staff meeting if necessary

## Poisoning

In the event of the poisoning or suspected poisoning of a student or an employee:

### **Immediate Actions:**

- Call 911
- Call the Poison Center Hotline (1-800-222-1222)
- Administer first aid directed by poison information center
- Notify principal
- Utilize building personnel with knowledge of poisonous materials, first aid training, etc.
- Notify parents
- Seek additional medical attention as indicated

### **Preventive Measures:**

- Keep poisonous materials in a locked and secure location
- Post the Poison Control Center emergency number in the front office, school clinic, etc.
- Post the names of building personnel who have special paramedic, first aid training, or other special lifesaving or life-sustaining training
- Provide staff with information on possible poisonous materials in the building

## Rape / Sexual Abuse

When a school is notified that a rape or other sexual abuse may have occurred, the Emergency Management Team, the District's Support Team and the school must protect the identity and right to privacy of the alleged victim and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff will be directed at assisting the victim, addressing and minimizing the fear of fellow students, and quelling the spread of rumors. Services provided to the victim and her/his family must be kept confidential and should be coordinated with outside providers, such as a rape crisis center, children's advocacy center, or hospital emergency room.

Rape / Sexual Abuse becomes a crisis to be managed by school staff only when one or more of the following conditions exist:

- A rape or other sexual abuse occurs on campus
- A member of the alleged victim's family requests intervention
- The alleged victim's friends request intervention
- Rumors and myths are widespread and damaging
- Students witness police action or emergency services response
- 

When one or more of the above conditions exists, the following should be implemented:

- Direct the person providing the information, and others who hear the report, not to repeat it elsewhere in the school
- Ensure the short-term physical safety of the student
- The school nurse, counselor or other staff shall administer first aid and secure immediate medical treatment

- Notify appropriate law enforcement, and/or rape crisis center
- Designate the school counselor or staff member closest to the alleged victim to talk about the types of support he or she needs
- Determine which peers close to the victim may need support
- Take action to quell rumors
- Store all records related to rape or other sexual abuse incident and services provided in a confidential file

## Suicide

### INTRODUCTION

Hinting, writing, or talking about suicide is a call for help, and must be taken seriously. When confronted with a situation in which life-threatening behavior is present, immediate mobilization of all appropriate resources is paramount. Under such conditions, commitment to student confidentiality is superseded by the imperative for initiating life saving intervention.

The guidelines which follow offer three (3) levels of suicide risk with students:

- 1) **Suicidal Threat or Ideation**
- 2) **Suicide Attempt**
- 3) **Suicide Completed**

### Do's and Don'ts Regarding Suicidal Ideation

**DO LISTEN** to what the student is saying and take the suicidal threat seriously.

**DO GET HELP** by contacting a school counselor, psychologist, principal or other appropriate resource. Never attempt to handle a potential suicide by yourself.

**DO OBSERVE** the student's nonverbal behavior. Facial expressions, body language, and other concrete signs are often more telling than what the student says.

**DO ASK** whether the student is thinking about suicide. If the indication is "yes," ask how she/he plans to do it and what steps have already been taken. This will help you determine how serious the threat is (if risk is imminent take immediate action).

**DO ASSURE** the person that you care and you will find help that will keep him/her safe.

**DO STAY** with the student, and if possible, assist with transfer to appropriate mental health professional. The student has placed trust in you, so you must help transfer that trust to another person.

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**DON'T** leave the student alone for even a minute.

**DON'T** act shocked, allow yourself to be sworn to secrecy, or brush aside a threat.

**DON'T** let the student convince you that the crisis is over. Often the most dangerous time is precisely when the person seems to be feeling better. Sometimes the student may appear happy and relaxed simply because they have come to a decision (even if that decision is suicide).

**DON'T** take too much upon yourself. Your responsibility to the student in a crisis is limited to listening, being supportive and getting her/him to a trained mental health professional/therapist.

## **Suicidal Threat or Ideation**

**In the event a staff member has reason to believe that a student is a suicide risk or has made a suicidal threat they should:**

Staff actions:

- Keep the student under continuous adult supervision
- Notify the principal and the counselor, social worker, or school psychologist, but do not leave the student alone

Principal, Team:

- If, after meeting with the student, the counselor deems the situation to be an emergency and believes the student to be in imminent danger, the counselor or other mental health professional shall:
- Contact the student's parents/guardians and make appropriate recommendations for treatment
- If the student has a therapist, recommend that parents make an immediate contact with that person or provide to the parents/guardians the names and phone numbers of mental health resources (agencies, therapists, hospitals, etc.)
- Have parents sign a release form to allow communication between the school and the treating agency
- If the parent/guardian is unavailable or uncooperative regarding emergency services, contact the Department of Social Services to intervene on behalf of the student (potentially a medical neglect referral)
- Make a follow-up check with the family, student, or treating agency, as appropriate, to ensure that adequate care has been afforded
- In collaboration with any specific treatment plan formulated for the student by the treating agency, meet with the student's teachers to alert them of the risk and to request that they assist in monitoring the student's behavior
- Document all actions taken on behalf of the student (i.e., referrals, phone contacts, follow-up activities, etc.)
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## **Suicide Attempt**

In the event of an actual suicide attempt:

Staff Actions:

- Notify principal
- Ensure the short-term physical safety of the student

Principal, Team:

- Call 911, District Support Team, District Office
- School nurse, counselor or other staff shall administer first aid until emergency responders arrive
- The student will be kept under constant observation at all times
- The school principal, (or other designated professional) will communicate with appropriate school personnel, parents/ guardians, counselors, to establish immediate plan of action
- The school counselor, social worker or school psychologist will refer the parents/guardian to a therapist or other appropriate professional for implementation of

long-term plan of action for the student (in follow-up to immediate physical safety needs)

- Follow-up should be made by counselor with parent/guardian to determine that treatment services were obtained, current status of the student, if additional services are needed, etc.
- Document all actions taken on behalf of the student (i.e., referrals, phone contacts, follow-up activities, etc.)

## **Suicide Completed (Off campus)**

School staff should exercise caution when discussing an “apparent suicide” with students.

Often there will be ongoing investigations by the police department, and parents or other relatives may be reluctant to accept the terrible nature of the death. When the cause of death is clear, it is best to request permission from the parents to talk about the suicide with other students. Parents often want to know what is being done to assist classmates, and they often want to know what impact the suicide will have on friends.

If news of death by suicide is received, the principal or designee shall initiate efforts to address emotional reactions within the school community and to decrease the potential for a contagious effect.

### **Staff Actions:**

- Notify principal
- Avoid spreading rumors
- Watch for warning signs in other students who may be affected by the news

### **Principal, Team:**

- Verify the information with the coroner’s office
- Notify District Support Team
- Identify any family member(s) that may be at school and provide crisis counseling
- If the media requests information, refrain from discussing any details relating to the deceased student; school staff may wish to describe assistance being offered on behalf of students
- Call a faculty meeting or send an e-mail alert to:
- Disclose all relevant facts
- Have school counselor or other appropriate professional describe how students may react to the news and suggest how teachers can address questions and reactions
- Allow time for school staff to ask questions and express their feelings; some staff may be particularly upset and may request and/or require support
- Outline procedures for the remainder of the school day
- Distribute a written statement announcing the information to be released to students and determine the method of making the statement
- Provide support meetings for school personnel if the need exists; refer employees to an employee assistance program as indicated
- Compile a list of other students deemed to be at risk; consider immediate counseling opportunities as part of the school and district’s commitment to responsible follow-up and recovery
- Allow students to leave class during the day to receive support offered from school personnel, the District Support Team and other designated volunteer resources (such as a Drop in Room)

- Avoid any large group meetings or assembly of students (in order to maintain order and control)
- Consider an after school faculty meeting; the following points may be covered:
- Debrief the events of the day
- Provide for the emotional support for all staff
- Review the characteristics of high-risk students and compile an additional list based on staff observations of student reactions during the day
- Announce the plans made by the family for services
- To the extent possible, make efforts to ensure that regular routine is followed
- In general, recognize a tragic loss of life, without emphasizing the means of death. Activities to be avoided include special memorial services within the school building, flying the school flag at half mast, special yearbook notices, large student assemblies; suicide should not be ignored nor should it be romanticized or sensationalized; it should be dealt with thoughtfully, carefully and compassionately

## Trespasser/Intruder

### Staff action:

- Notify the principal and give description and location of the subject
- Keep subject in view until police or law enforcement arrives
- If possible keep subject away from students and building

### Principal, Team:

- Call 911, District Support Team, District Office
- Give description and location of subject
- Determine whether to initiate Lockdown procedures
- Keep subject in view until police or law enforcement arrives
- Take measures to keep subject away from students and building
- Advise subject that they are trespassing and need to leave the school property

## Weapons

### Staff actions:

- If danger exists, seek immediate shelter and direct students to seek immediate shelter
- Notify principal

### Principal, Team:

- Call 911, District Support Team, District Office
- Give location, identity and description of the individual
- Give description and location of weapons
- If weapon is on an individual, isolate the individual
- If weapon is in a locker or in a backpack, prevent access
- If individual has the weapon out:
  - Remain calm; avoid sudden moves or gestures**
  - Do not attempt to take the weapon from the individual**
  - Using a calm and clear voice instruct the individual that they need to place the weapon down**
  - Use the individuals name while talking to them**
  - Try not to raise your voice—but, if this becomes necessary, do so decisively and with clarity**
- Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis

- Determine whether to implement lockdown, evacuation or other procedure

## Weather Emergencies

**Watches:** Indicate that conditions are right for development of a weather hazard. Watches cover a larger area than Warnings. Watches have lead times of approximately 1-2 hrs (tornado or thunderstorm), 3-12 hrs (flash flood), and 12-36 hrs (river flood or winter storm).

**Warnings:** Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 min. or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms).

**Advisories:** Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 in. of snow, dense fog, etc.). Advisory lead times are the same as Warnings.

Upon Issuance of a **Watch or Advisory**, Principal, Team:

- Activate appropriate members of Emergency Management Team to be alert for possible change in weather status
- Monitor weather reports for change in conditions

Upon Issuance of a **Warning**, Principal, Team:

- Implement Severe Weather Safe Area procedure
- All students and staff shall proceed to designated safe areas
- Students and staff will sit on the floor and cover their heads with their hands and arms.
- Remain quiet to hear further instructions
- Occupants of portable classrooms shall move quickly to the main building to designated shelter areas
- Follow standard student accounting and reporting procedures
- Occupants of shelter areas shall remain in that area until the “all clear” is given
- In the event of building damage, students shall be evacuated to safer areas of the building or from the building
- If Evacuation occurs, do not reenter the building until given “all clear” from emergency responders
- If building is damaged:
- Call 911, Notify District Support Team, District Office
- Administer first aid

