

**USD 208**

**TREGO COUNTY SCHOOLS**

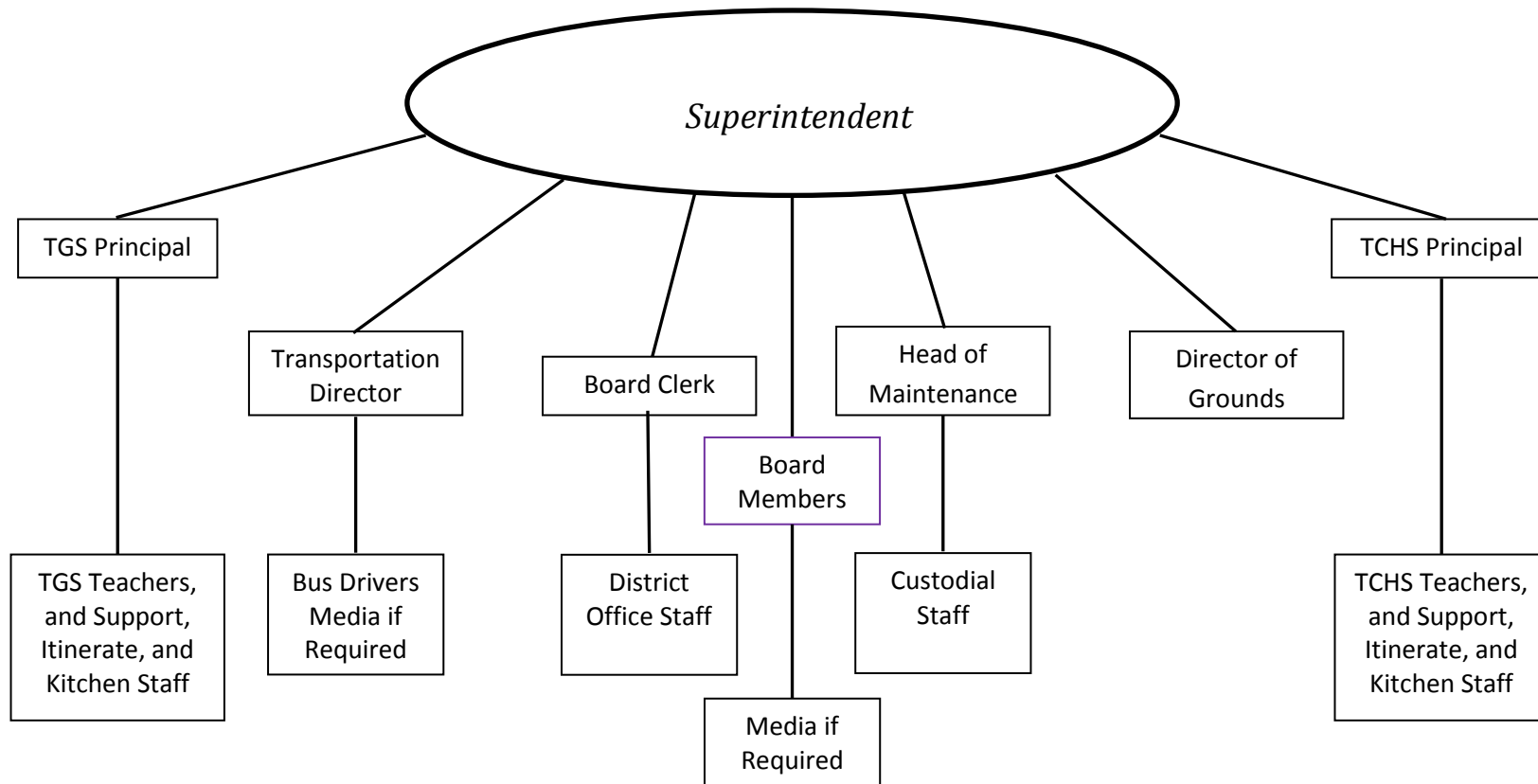
**EMERGENCY  
RESPONSE  
PLAN**

ADOPTED BY THE USD 208 BOARD OF EDUCATION AUGUST 9, 2013

## Table of Contents

USD#208 EMERGENCY CONTACT TREE.....	1
DEALING WITH NEWS MEDIA: .....	2
MAJOR STEPS IN FOLLOWING THE RESPONSE PLAN.....	3
CRISIS TEAM.....	3
RESPONSE PLAN.....	3
USD #208, 4-S Plan: Safety and Security of our Students and Staff.....	5
Emergency Codes.....	5
PROCEDURE FOR CODES.....	5
PARTIAL LOCKDOWN: .....	5
FULL LOCK DOWN: .....	6
EVACUATION:.....	7
EVACUATION SITE: .....	8
TRANSPORTATION AFTER EVACUATION:.....	8
4-S Plan.....	8
USD 208-DEALING WITH BOMB THREATS.....	9
BOMB THREAT CHECKLIST FORM.....	11
APPENDIX A: Crisis Team Members.....	12
APPENDIX B: Outside Counseling Services.....	12
APPENDIX C: Example of prepared statements to be read to students:.....	12
Death of a Student: .....	12
Death of a Parent of Student:.....	12
APPENDIX D: Example of Letter to Parents .....	13
APPENDIX E: Ways to relay information to students and allow them to grieve.....	13
APPENDIX F: Classroom Intervention Techniques.....	14

# USD#208 EMERGENCY CONTACT TREE



## **DEALING WITH NEWS MEDIA:**

- A. The Superintendent will act as the media liaison for the district. All questions, requests for information, statements, etc. are to be funneled through him/her. In his/her absence the building principal of the affected school will perform this function until the Superintendent is able to get back into the district.

If the Superintendent can return prior to the end of the school day, simply refer requests for information to the USD office for his/her return.

- B. News Media **ARE NOT** to be allowed in school buildings or on school grounds during school hours.
- C. News Media **ARE NOT** allowed to interview students on school grounds during regular school time.
- D. Under no circumstances is information to be divulged that would lead to the identification of a person or persons involved in the event.
- E. Assume that news media representatives have no knowledge as to how schools are run.
- F. Assume that news media representatives know nothing about our legal limitations in regards to the rights of privacy of our students and/or employees.
- G. Tell the truth; however, we **DO NOT** have to tell all that we know. PRIVACY RIGHTS ARE OUR PARAMOUNT CONCERN!
- H. Speak only to the issue at hand. "No comment" is a RED FLAG for media; instead say: "I am not at liberty to divulge information about specific (students, employees, persons, etc.)"
- I. If the event involves alleged wrong doing by a school employee, do not make a strong statement one way or the other. A copy of pertinent BOE Policy can be provided. Strive to give the image that we have procedures in place and that we are going to follow them.

## MAJOR STEPS IN FOLLOWING THE RESPONSE PLAN

**After the incident has occurred; the following steps will be followed:**

The Building Principal gathers as much information as possible from the following sources:

Law Enforcement

Health Care Officials

Family

Clergy

Friends

### **Building Principal**

1. Prepares Statement for staff and students
2. Notifies Superintendent and together they determine the time and place for crisis team meeting
3. Principal activates: Alert Now System for STAFF ONLY to notify of meeting.

### **Superintendent**

1. Notifies Crisis Team
2. Notifies BOE
3. Serves as Media Liaison
4. Contacts Counseling Services

### **Staff Members**

1. Follow procedures based on the specific code called.
2. Work to maintain a calm, orderly environment.
3. Keep track of the students in your room including students you gained during the incident.

### **CRISIS TEAM**

1. The Crisis team meets to develop a plan of action to present to all staff members.
2. Staff meets and are provided the plan of action and a prepared statement to read to students.
3. Implement counseling procedures
4. Staff meeting at the end of the day
5. Crisis Team Meeting
6. Crisis Team meets one week later to evaluate response plan

The purpose of this plan is to provide direction, support, coordination of resources and effective communication to students, staff and community following a tragic death or event involving a student, staff member or one that will have an adverse effect on our community.

### **RESPONSE PLAN**

1. Information from the event is funneled to the building principal from law enforcement and/or health care officials. (If the principal is unavailable the superintendent is the contact.) As much information as is possible will be gathered by speaking with authorities, clergy, family, and/or friends.
2. As soon as all, or as much as possible, of the information is gathered; the principal shall prepare a statement that contains as many facts as are available at the time. This statement should, if at all possible, be typed by the school secretary. **Remember:** Questions from or communication with the media shall be handled by the

superintendent.

3. As soon as the statement is prepared, the superintendent is notified and a copy of the prepared statement is provided to him.
4. A meeting is held with the crisis team, if time allows, before the beginning of school. The Alert Now System for the affected school shall be activated notifying staff of time and place for a special faculty meeting.
5. The building principal and superintendent will establish a time and place to hold an emergency crisis team meeting. (See **APPENDIX: A** for Crisis Team membership).
6. The crisis team will meet and follow the agenda below:
  - A. Review staff statement
  - B. Prepare statements/communications to be read to students/parents
  - C. Assess/estimate impact of the event on all USD 208 students and staff as well as neighboring districts and attendance centers.
  - D. If deemed necessary, the superintendent will make contact with any other districts possibly affected by the tragedy.
  - E. If not already done, activate the staff Alert Now System to notify staff of early/special meeting
  - F. Determine needs for community resource people and initiate contact with them.
  - G. Verify availability of rooms for group counseling. Elementary students will stay in their classrooms with resource people coming to them. Privacy rooms will also need to be identified.
  - H. Make job assignments
  - I. Determine schedule of events
7. Time of Event:
  - A. **If** the event occurs outside the school day (weekend, overnight) a meeting of the building staff will be held before school begins. A statement will be read by all teachers in their first period class.
  - B. **If** the event occurs during the school day; staff will be contacted by a Crisis Team member and be given a prepared statement to be read to their students that day.
  - C. **If** the event occurs during summer or extended holiday breaks, the building principal and superintendent will meet and decide as to whether a meeting of the Crisis Team is necessary and how to best meet the needs of the staff and students.
8. Agenda for Staff Meeting:
  - A. Provide prepared statement for staff
  - B. Describe procedures for excusing students to counseling rooms
  - C. Generate a list of "at- risk" students
  - D. Verify the importance of taking roll, supervision, accountability, and building security
  - E. Review the day's schedule.
9. Students are not allowed to leave school during the school day unless they are accompanied by a parent.

10. Throughout the day staff will contact the parents of "at-risk" students as necessary and appropriate.
11. At the end of the first day a staff meeting will be held. The purpose of this meeting will be to assess student and staff needs, develop a new list of "at-risk" students and review any needs that will impact the next school day. Staff members who are unable to attend this meeting MUST contact their building principal to get the information.
12. Following the staff meeting, the Crisis Team will meet to assess student/staff needs as identified in the staff meeting. The team will also evaluate the implementation of the crisis response plan.

Within a week following the event the Crisis Team will again meet to review the evaluations and comments and discuss changes/modifications that may be needed in the plan. Possible areas for evaluation are:

1. In what way(s) did the plan hinder your ability to cope with the situation?
2. Did you receive adequate information throughout the crisis?
3. How well do you feel the emotional needs of the students were met?
4. Do you see any need for modifying the plan?
5. What kind of feedback did you receive from the students?

## **USD #208, 4-S Plan: Safety and Security of our Students and Staff**

### **Emergency Codes**

<b>Partial Lockdown:</b>	<u>Lock exterior building doors and allow no entry or exit into the building.</u>
<b>Full Lockdown:</b>	<u>Lock Down individual classrooms and allow no entry or exit.</u>
<b>Evacuation:</b>	<u>Evacuate the building and move to predetermined evacuation site.</u>
<b>All Available Staff to Office:</b>	All staff not supervising students report to the office immediately.
<b>All Clear:</b>	<u>All Clear and resume normal routine only for use after fire or tornados alarms. DO NOT USE AFTER A PARTIAL OR FULL LOCKDOWN.</u>

### **PROCEDURE FOR CODES**

#### **PARTIAL LOCKDOWN:**

1. Principal or the principal designee calls the code and turns off bell system.
2. Building secretary notifies the superintendent and tries to keep phone lines open at all times.
3. Custodians/maintenance will check to ensure all exterior doors of the building are locked. He/she should then report to the office to assist law enforcement and/or principal-designee when possible. If not possible to report to the office, report to the superintendent and/or outside law enforcement if needed.

4. Teachers will assist in clearing the halls then lock their classrooms.
5. Teachers near restrooms will check restroom and send students back to their assigned classroom.
6. All outdoor activities are cancelled until the partial lockdown is cleared.
7. Bells will be shut off and classroom changes will only take place when they assume normal routine or when notification has been given personally by the principal/designee to change classes.
8. Teachers near external doors will monitor them during passing periods to prevent students from leaving, letting anyone in, or going near these doors.
9. The custodian and Ag teacher will escort students between Ag shop and school building during passing periods.

**FULL LOCK DOWN:**

1. The principal or the principal designee calls the code and turns off bell system. Any staff member can call a lockdown when a threat is identified.
2. When possible the principal should be available to work with law enforcement to locate and isolate the intruder(s)
3. The building secretary notifies the superintendent and tries to keep phone lines open at all times.
10. Custodians/maintenance will check to ensure all exterior doors of the building are locked. He/she should then report to the office to assist law enforcement and/or principal-designee when possible. If not possible to report to the office, report to the superintendent and/or outside law enforcement to see what assistance can be provided.
4. Teachers will clear the hall immediately outside their classroom door (unless the threat seems close) then lock classroom doors, turn out lights, make sure all cell phones are turned off, and add any additional students to their roster.
5. All cell phones should be turned off so they do not signal to the shooter that students are in a classroom.
6. Ignore fire alarms and any announcements made over the intercom.
7. If shots are fired, get students on the floor and keep them there.
8. Teachers will have students sit quietly in a predetermined secure section of the classroom; this may change based on the direction the shooting is coming from.
9. High school students left in the halls should move away from the sound of the shooting and exit the building when possible and find the nearest law enforcement official, teacher, or school administrator.
10. Students in the restrooms should remain in the restroom, pull the stall door closed and hide by squatting with their feet on the seat of the stool.
11. All students should remain in their lockdown location until the room is cleared by the proper



authority using the appropriate procedure.

12. All staff and students will be sent to a secure area to be debriefed before being released to their parents or to go home.
13. In the central location, give your attendance materials to the principal/designee
  - A. You will be needed to supervise students, accompany students to phones, supervise doors, help keep lists of students leaving and with whom or who was contacted, etc.
  - B. Students and staff are not allowed to leave until a thorough accounting of all personnel and students has been made.
  - C. Students who are visibly upset will not be allowed to leave school premises unless they are accompanied by a parent or other responsible adult who will assume responsibility for their wellbeing.
  - D. A list shall be maintained of those students and with whom they leave.
  - E. Students who appear to be "OK" will be allowed to leave only after contact has been made with their parents or responsible adult. A list shall be maintained as to with whom contact was made and permission given for them to leave.
  - F. Parents and other concerned adults are NOT allowed in the central location. Students will be brought to them once all students and staff have been accounted for.

#### **EVACUATION:**

Each attendance center will prepare an EVACUATION NOTEBOOK. This book will contain a complete listing of all enrolled students by grade, phone number, parents name and secondary contact information. This notebook must be updated regularly so that the information in it is up-to-date and accurate.

A designated person will be responsible for taking the notebook to the evacuation site. A "back up" person will also be designated in the event the primary person is absent or otherwise unavailable. The building administrator is NOT one of the designated people.

1. Principal or the principal designee calls the **EVACUATION** code with the use of a portable bull horn or individually to each classroom and turns off bell system.
2. Building secretary notifies the superintendent and aids in the communication with law enforcement.
3. Teachers will follow normal fire drill procedures except that no bells or intercom are to be used.
4. Students and staff members will NOT to be allowed to go to their lockers or cars.
5. All students will leave their back packs and other personal items in the school.
6. Teachers should leave everything except their grade books or class rosters.
7. Students and staff will NOT be allowed back into the school or to move their vehicles until they are

declared safe by law enforcement.

8. Teachers will keep their students together and supervise them until the all clear has been given by the proper authority or students are dismissed.
9. Buildings will not be used for ANY REASON until they have been declared safe by law enforcement.

**EVACUATION SITE:**

1. **Superintendent's office will make necessary arrangements to have buildings open and:**
  - A. High School: Superintendent's Office will inform the principal/designee at the time of evacuation
  - B. Grade School: Superintendent's Office will inform the principal/designee at the time of evacuation
2. Attendance of students and staff will be taken using the master list in the evacuation notebook.
3. Media will be contacted by the Supt's. Office as to the incident and the location of the students
4. Students will be dismissed from the evacuation site before the normal end of school if their parent or responsible adult picks them up at the evacuation site.
5. Students not picked up by THEIR parent or guardian will be dismissed at the normal school dismissal time.

**TRANSPORTATION AFTER EVACUATION:**

Buses will be routed to the evacuation sites at dismissal time.

Suburbans will be used to take teachers home (if cars are not yet cleared by law enforcement).

**Note:** Once law enforcement has been contacted and are on the scene, they shall take the lead in dealing with the situation.

**If an incident occurs on the playground, teachers on duty are to send students into the building and contact the office AS SOON AS POSSIBLE!**

**EARLY KNOWLEDGE OF A THREATENING SITUATION COULD BE CRITICAL; contact your building office as soon as possible!**

**4-S Plan**

The goal of this plan is to maintain order, provide for the safety of students and staff, and to not disrupt classrooms any more than is possible. Students and teachers will not be alerted unless it is determined that there is a threat of bodily harm.

This plan is to be used in the event there is a person or persons in the school building who pose a threat to the safety and security of students and staff.

All individuals entering a building are required to stop in the main office and register as guest and obtain a visitor's pass.

Staff members are to stop all individuals without a visitor's pass and inquire as to his/her business and assist them to the office to register.

A decision may need to be made at this time if the person poses a threat to the safety of the students and staff.

The office should be contacted by intercom, phone, or in person if possible.

- A. Supt. will act as the liaison for media and law enforcement

## **THE CRISIS TEAM WILL MEET AT THE END OF THE DAY**

### **USD 208-DEALING WITH BOMB THREATS**

#### Phone Call Received:

1. Keep caller on the line as long as possible and DO NOT Hang up
2. If a student answers the phone, they should get an adult to the phone as soon as possible.
3. Signal to someone to alert the principal/designee
4. Complete the "Bomb Threat Checklist" (attached)
5. Write down any further impressions of the caller on the "Checklist."
6. ONCE CALLER HAS HUNG UP, ATTEMPT TO TRACE THE CALL BY DIALING \*69

#### Principal:

1. Turn off bells and intercom system
2. Contact Superintendent's Office
3. Notify teachers of the threat: Evacuation
4. Stay on site to assist law enforcement when needed.
5. If suspicious package(s) is found DO NOT TOUCH-evacuate building

#### Superintendent:

Superintendent will contact the following before proceeding to the affected school:

1. Call Local Law Enforcement & Highway Patrol
2. Contact administrators in other buildings
3. Contact director of maintenance and director of transportation
4. Enact Emergency Response Plan when incident is concluded.

#### Evacuation to Designated Area: **EVACUATION**

*See page 6 for complete evacuation procedures*

1. Fire drill procedures to be used; however, **NO BELLS OR RADIOS SHOULD BE USED:** these can set off an electronic trigger device. Go to each room or use a portable bull horn.
2. Teachers are to take class rosters with them and take roll at the designated evacuation site.
3. The designated keeper of the evacuation notebook will also take roll at the designated evacuation site.
4. Stay out of building; until all-clear is given by law enforcement or superintendent.
5. Upon returning to building, give roll/attendance to principal's office
6. Enact Response Plan

**REMEMBER:** Students are to leave back packs in the school; Staff and Students **WILL NOT** go to their cars or move their vehicles until permission is given by law enforcement.

**All evacuated buildings are under the jurisdiction of law enforcement until they declare the buildings to be safe.**

# BOMB THREAT CHECKLIST FORM

## I. LOGCALL

Facility \_\_\_\_\_ Person Receiving Call \_\_\_\_\_

- a. Date reported: \_\_\_\_\_
- b. Time call received: \_\_\_\_\_ Time call ended: \_\_\_\_\_
- c. Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. ASK THESE QUESTIONS:

- a. When is the bomb going to explode? \_\_\_\_\_
- b. Where is the bomb right now? \_\_\_\_\_
- c. What kind of bomb is it? \_\_\_\_\_
- d. What does it look like? \_\_\_\_\_
- e. What will make it explode? \_\_\_\_\_
- f. Did you place the bomb? \_\_\_\_\_
- g. Why did you place the bomb? \_\_\_\_\_
- h. What is your address? \_\_\_\_\_
- i. What is your name? \_\_\_\_\_

## III. IDENTIFY CHARACTERISTICS

- a. Description of caller's voice \_\_\_\_\_  
 Male     Female     Young     Middle Age     Old     Accent  
 Taped Message     Disguised     Well Spoken     Excited  
 Used foul language     Whispered     Loud     Intoxicated--slurred speech  
 Speech Impediment
- b. Did the caller's voice sound familiar? \_\_\_\_\_

## IV. IDENTIFY BACKGROUND NOISES

- Machinery     Traffic     Traffic/pay phone     Static     Music     Voices
- House noises (TV, radio, vacuum cleaner, etc.)

## **APPENDIX A: Crisis Team Members**

1. Building Principals
2. Counselors
3. Nurse
4. School Psychologist
5. Superintendent

## **APPENDIX B: Outside Counseling Services**

1. High Plains Mental Health: 1-800-432-0333; 785-628-2871; 1-785-743-2770
2. Quinter High School Counselor: 754-3660
3. Ellis High School Counselor: 726-3151
4. Norton School Counselors: High School: 877-3330 or 3338 Junior High; 877-5851 or Grade School: 877-5113
5. Northwest Kansas Educational Service Center: 800-821-9333

## **APPENDIX C: Example of prepared statements to be read to students:**

### **Death of a Student:**

I am sorry to inform you that a fellow student (name) was killed last night in an automobile accident. He lost control of his car southwest of town as he was returning from a hunting trip. He was pronounced dead on arrival at the hospital. Death was attributed to internal injuries received as a result of being thrown from the car. When funeral arrangements are definite, information will be made available to you.

Groups will be available for those wanting to share their feelings about this tragedy. Your classroom teacher will provide you with a pass to take to the office where you will be assigned to a grief group. At the end of class you will have the option of (A) returning to class, (B) remain with the group, or (C) change to a different group by contacting the school office.

### **Death of a Parent of Student:**

We are sorry to inform you that (student name) has received word that their (mother, father) died last night. Specific details are not known. If you have questions or concerns about this situation please visit the counselor or principal. This is a very difficult time for (student name). Please provide them with your support and understanding.

## **APPENDIX D: Example of Letter to Parents**

Date:

Dear Parent/Guardian;

We regret to inform you that (student name) a student at (name of school) has died (reason). The accident occurred (date and time). (Also, [name of student] was injured and is [condition].)

Students have been notified of this situation. Please be aware of your child's needs as a result of this situation.

Counselors and community clergy have been made available during the school day to work with the students; help them share grief and to answer questions. If you have any questions, please contact the school at (phone number).

If you want your child to attend the funeral, please make the appropriate arrangements with the school office. The school policy regarding excused absences will be followed. Students will not be attending the funeral as a class.

Thank you for your cooperation and understanding in this matter.

Sincerely,

Principal

## **APPENDIX E: Ways to relay information to students and allow them to grieve.**

In the event a classroom discussion takes place following the suicide/death of a student please keep the following in mind:

1. Encourage the expression of feelings
2. Try not to allow the discussion to glamorize /romanticize the act
3. Remember it does not take strength of will to commit suicide-just the opposite
4. Do not allow someone to become larger in death than they were in life
5. Reinforce that this person's death was a tragedy
6. Let students know that it is natural to experience a sense of guilt or shared responsibility
7. No one person is responsible.

## **APPENDIX F: Classroom Intervention Techniques**

### **Elementary:**

1. Set students in a circle on the floor in order to break barriers
2. Tell the truth-stop the rumors
3. Tell students that all feelings are ok-sadness, anger, tears
4. Read a story on death (animal, pet) and allow for feelings to be expressed.
5. Share and emphasize (a) the student is not coming back, (b) people don't forget you
6. Share open sadness
7. Don't minimize feelings
8. Discuss ways to remember the person
9. There may be a need to discuss the funeral-tell them what to expect
10. Students may need to be touched: hold hands, hug, arms around shoulders, etc.
11. Have recess after the discussion.

### **Secondary:**

1. Tell the truth-stop the rumors
2. Discuss ways of dealing with feelings:
  - A. talk with people they trust
  - B. remind them of help from the counselor or special grief group counselors
  - C. listen to each other
3. Discuss ways to remember the person
4. Share in each other's sadness

### **Procedures/Considerations:**

1. If staff members are asked questions about the incident before they have official information, they should respond with the statement(s): "I have no information on that" or "I can't comment on that at this time."
2. Updated information will be provided periodically when it is available.
3. Below are in-appropriate actions in the event of a death because they tend to glorify death:
  - A. Flying the flag at half-mast
  - B. Observing a moment of silence at any gathering
  - C. Holding a memorial service in the school
  - D. A memorial page in the yearbook
  - E. Memorial plaques
4. The following are suggestions of appropriate memorials:
  - A. Blood Drive
  - B. Letters of remembrance to the family
  - C. Outdoor plantings and/or furniture
  - D. Funds donated to charities and/or prevention activities