**THE MONTANA SMALL SCHOOLS ALLIANCE**

***ALL HAZARDS* EMERGENCY OPERATIONS**

**PLAN.**

**TEMPLATE**

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**STATE AGENCY EMERGENCY READINESS CONTACT INFORMATION**

1. Dan Rask, MSSA Guidance Specialist: (406) 221 – 6303.

<draskal24@gmail.com>

1. Tracy Moseman, OPI School Health Unit Director: (406) 444 – 3000

<TMoseman@mt.gov>

1. Amanda Domino, OPI Emergency Operations: (406) 444 – 1964

<adomino@mt.gov>

1. Holly Mook, OPI Mental Health Specialist: (406) 444 – 0773

<hmook2@mt.gov>

1. United States DOE Readiness Center: 1 -855-781-7367

<info@remstacenter.org>

1. Randy Middlebrook, Montana Contact, U.S. Dept. Homeland Security: (406) 839 – 1165

<randy.middlebrook@dhs.gov>

1. FEMA: <www.training.fema.gov/emi.aspx>
2. Brett Lloyd, Spartan Consulting (406) 431 – 9386

<brett@spartanmt.com>

1. Daniel Lee, Montana Safe Schools Center: (406) 243 – 5204

[daniel.lee@mso.umt.edu](mailto:daniel.lee@mso.umt.edu)

**Emergency Management Team** *(change as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Person** | **Home Phone** | **Cell Phone** |
| Superintendent |  |  |  |
| HS Principal (Lead teacher) |  |  |  |
| Elem. Principal(Lead teacher) |  |  |  |
| Maintenance |  |  |  |
| Transportation |  |  |  |
| Guidance |  |  |  |
| Office Staff |  |  |  |
| Kitchen Staff |  |  |  |

**Emergency Contact Numbers** *(change as needed)*

**LOCAL: 911**

Ambulance Service:

Fire Department:

Police:

**COUNTY**

Director of Disaster & Emergency Services:

Deputy Director of Disaster & Emergency Services:

DPHHS—Child Services :

County Attorney:

Juvenile Probation:

Public Welfare:

Road Department:

Sheriff’s Office:

Superintendent of Schools:

**STATE OF MONTANA**

MSSA: Dan Rask, Executive Director, Guidance Specialist: (406) 221 – 6303

EMERGENCY OPERATIONS: Amanda Domino (OPI): (406) 444 - 1964

MENTAL HEALTH: Holly Mook (OPI): (406) 444 -0773

DPHHS—Child Protective Services: 1-800-820-5437

**UTILITIES**

[PHONE] Cable MT:

[POWER]:

[LOCATOR]:

[GAS]:

Poison Control: 1-800-525-5042

**Emergency Response**

**Chain of Command**

1. The administration will make the decision to close the school.
2. The Transportation Director will arrange for busing.
3. The administration or designee will inform the staff of the decision.
4. The superintendent or designee will call board members and news media to notify the public of the decision to close school(s).
5. Staff will prepare students for transportation.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **PHONE TREE** | | | | | | |  | | | | | | |  |  |  |  |  |  | | **Link Leaders** |  | Additional Contacts |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |  | | --- | |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

**Grade Level Student Roster: *(make more as needed)***

**Grade Level: \_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name | Contact Name/Phone | Alternate Contact Name/Phone | |  |  | |  | |
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**RESPONSE SCENARIOS**

This section establishes procedures to be followed that will minimize or nullify the effects of the 49 emergencies listed below.

The emergencies outlined in this section are:

* + Accident at School
  + Aircraft Crash
  + Air Pollution Alert
  + Allergic Reaction
  + Animal Disturbance
  + Assault
  + Bees Swarming
  + Biological Agent Release
  + Bomb Threat
  + Bus Accident
  + Chemical Accident (offsite)
  + Chemical Accident (onsite)
  + Child Abuse
  + Civil Disobedience
  + Criminal Act
  + Criminal Allegations
  + Death (onsite)
  + Death of a Student (offsite)
  + Death of a Staff Member
  + Dirty Bomb
  + Earthquake
  + Explosion
  + Fire (offsite)
  + Fire (onsite)
  + Flood
  + Gas Odor / Leak
  + Hazardous Materials
  + Hostage Situation
  + Intruder
  + Irrational Behavior
  + Kidnapping
  + Medical Emergency
  + Missing Student
  + Motor Vehicle Crash
  + Pandemic Influenza
  + Poisoning / Contamination
  + Public Demonstration
  + Severe Weather
  + Sexual Assault
  + Shooting
  + Student Riot
  + Suicide Attempt
  + Suicide Contemplation
  + Suspicious Package
  + Terrorist Attack/War
  + Threat Level Red
  + Threats/Assaults
  + Utility Failure
  + Weapon

EMERGENCY RESPONSE ACCIDENT AT SCHOOL

Whether an accident is unintentional and results in minor injury or is the result of aggressive behavior on campus, it is important to complete a written report of the incident. Incident and Accident Report forms are available at the school office.

STAFF ACTIONS:

* Report accident to administration.
* Provide for immediate medical attention, including performing necessary life-sustaining measures (CPR, etc.), until trained Emergency Medical Services technicians arrive.
* For relatively minor events, take students to school office or school nurse for assistance.
* Complete a detailed Accident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Provide appropriate medical attention.
* Call 911, if needed.
* Contact parents, guardians as appropriate to seek appropriate follow-up services, if needed.

EMERGENCY RESPONSE AIRCRAFT CRASH

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill, or utility interruption.

**Aircraft crashes into the school**

STAFF ACTIONS:

* Move students away from immediate vicinity of the crash.
* **EVACUATE** students from the building using primary and/or alternate fire routes to the relocation area away from the crash scene. Take emergency response plan.
* Take attendance at the assembly area.
* Report missing students to the administration.
* Maintain control of the students a safe distance from the crash site.
* Care for the injured, if any.
* Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

ADMINISTRATOR ACTIONS:

* Call 911.
* Determine immediate response procedures, which may include **EVACUATION, OFF-SITE EVACUATION,** or **DIRECTED TRANSPORTATION**.
* If safe to do so, check school site to assure that all students have evacuated.
* Arrange for First Aid treatment and removal of injured occupants from building.
* Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
* Account for all building occupants and determine extent of injuries.
* Do not re-enter building until the authorities provide clearance to do so.

**Aircraft crashes near school**

STAFF ACTIONS:

* Notify administration.
* Move students away from immediate vicinity of the crash.
* Remain inside with students unless subsequent explosions or fire endanger the building.

ADMINISTRATOR ACTIONS:

* Call 911.
* Initiate **SHELTER-IN-PLACE**, if warranted.
* Initiate **REVERSE EVACUATION** for students and staff outside or direct them to designated area until further instructions are received.
* Ensure that students and staff remain at a safe distance from the crash.
* Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do so.

EMERGENCY RESPONSE AIR POLLUTION ALERT

Severe air pollution may affect students and staff who are susceptible to respiratory problems.

STAFF ACTIONS:

* Remain indoors with students.
* Minimize physical activity.
* Keep windows and doors closed.
* Resume normal activities after the **ALL CLEAR** signal is given.

ADMINISTRATOR ACTIONS:

* Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
* Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode.
* When notified of a smog advisory, inform all staff to stay indoors and minimize physical activity.
* Cancel all athletic competitions and practices and any other activities that require strenuous physical activity such as marching band, pep squad etc.
* Instruct employees to minimize strenuous physical activity.

EMERGENCY RESPONSE ALLERGIC REACTION

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes, and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough, and hoarseness.

STAFF ACTIONS:

* If imminent risk, call 911.
* Send for immediate help (First Aid, CPR, medical) and medication kit (for known allergies).
* Notify administration.
* Assist in getting “Epi” (Epinephrine) pen for individuals who carry them (usually in backpack), and prescription medications (kept by the high school secretary). **DO NOT** administer the medication, the injured must do so themselves.
* If an insect sting, remove stinger immediately using a sweeping motion to dislodge it. Do not squeeze the stinger or use tweezers.
* Assess situation and help student/staff member to be comfortable.
* Move student or adult only for safety reasons.
* Complete a detailed Accident Report to document what occurred.

ADMINISTRATION ACTIONS:

* If imminent risk, call 911 (always call 911 if using “Epi” pen).
* Notify parent or guardian.
* Provide 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.
* Attach a label to the person’s clothing indicating: time & site of insect sting or food ingested, name of medicine, dosage and time administered.

EMERGENCY RESPONSE ANIMAL DISTURBANCE

If there is a rabid or uncontrollable animal on campus, implement this procedure when any animal threatens the safety of the students and staff

STAFF ACTIONS:

* If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
* If the animal is inside**, EVACUATE** students to a sheltered area away from the animal.
* Notify administration if there are any injuries and complete a detailed Accident Report form.

ADMINISTRATION ACTIONS:

* Isolate the students from the animal. Close doors and lock tables as a means to isolating the animal.
* If the animal is outside, keep students inside and institute a **LOCKDOWN**.
* If the animal is inside, initiate an **EVACUATION** outside to a protected area away from the animal.
* Gather information relating to the description of animal.
* Contact the Stillwater County Sheriff’s Office for assistance in removing the animal.
* If the animal injures anyone, seek medical assistance.
* Notify parent/guardian and recommended health advisor.
* Complete a detailed Incident Report to document what occurred.

EMERGENCY RESPONSE ASSAULT

STAFF ACTIONS:

* Notify the administration of location and number of students involved as well as the fact that you are responding to it.
* Walk briskly but don’t run to the fight.
* Do **NOT** try to break up a fight by physical means or disarm a student by yourself.
* Obtain additional help.
* Analyze the altercation, asking the following questions:
* Is the fight staged?
* Are weapons involved?
* Is the fight winding down?
* Who was the aggressor?
* Are witnesses present?
* Control the altercation by utilizing the following steps:
* Advise those watching and encouraging the fight to disperse immediately (make note of who they are).
* Yell out to the combatants by name and identify yourself and order them to stop fighting.
* If you decide to physically intervene and you are by yourself, do not step in between the combatants. Also, decide who to pull of first, the winner or the loser of the fight.
* Preferably, break up the fight using non-violent physical techniques.
* When participants are separated, do not allow further visual or verbal contact.
* Assess and determine if medical attention is needed.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Assess and determine if medical attention is needed.
* Determine if the Sheriff’s Office needs to be contacted.
* Obtain the name of witnesses and have them complete written statements.
* Allow for a cooling off period.
* Ascertain the cause of the fight.
* Preserve the crime scene for evidence.

EMERGENCY RESPONSE BEES SWARMING

STAFF ACTIONS:

* Evacuate the area immediately.
* Seek enclosed shelter or, upon attack, run without flailing arms.
* Treat the injured. Do not attempt to pull stinger out with a tweezers or fingers, as this may cause additional venom to be injected. Instead, using a swiping motion with a credit card or similar construct.
* Have the student wash the area with soap and water, apply a cold compress to reduce stinging or itching.
* Monitor the student watching for signs of an allergic reaction.
* Complete a detailed Accident & Incident Reports to document what occurred.

ADMINISTRATION ACTIONS:

* Have the area quarantined, use yellow caution tape or other control devices.
* Keep bystanders at least 300 feet away from the area.
* Post someone near the area to keep the bystanders away until the pests can be controlled.
* Notify Building Maintenance to remove the infestation.

EMERGENCY RESPONSE BIOLOGICAL AGENT RELEASE

This is an incident involving the discharge of a biological substance in a solid, liquid, or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

* postal mail, via a contaminated letter or package
* a building’s ventilation system
* a small explosive device to help it become airborne
* a contaminated item such as a backpack, book bag, or other parcel left unattended
* the food supply
* aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

**Outside the building**

STAFF ACTIONS:

* Notify administration.
* Move students away from immediate vicinity of danger (if outside, implement **REVERSE EVACUATION**).
* Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
* Follow standard student assembly, accounting, and reporting procedures.

ADMINISTRATOR ACTIONS:

* Initiate **SHELTER-IN-PLACE.**
* Shut off HVAC units.
* Move to central location where windows and doors can be sealed with duct tape.
* Call 911. Provide location and nature of the emergency and school actions taken.
* Turn on a battery-powered commercial radio and listen for instructions.
* Remain inside the building until the Fire Department determines it is safe to leave.
* Arrange for psychological counseling for students and staff.

**Inside the building**

STAFF ACTIONS:

* Notify administration.
* Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
* Implement **EVACUATION** or **OFF-SITE EVACUATION**, as appropriate. Send affected individuals to a designated area for medical attention.
* Follow standard student assembly, accounting and reporting procedures.
* Prepare a list of those who are in the affected area to provide to emergency response personnel.

ADMINISTRATION ACTIONS:

* Initiate **EVACUATION** of building or **OFF-SITE EVACUATION** to move students away from immediate vicinity of danger.
* Move cross-wind from the potential danger.
* Call 911. Provide exact location and nature of emergency.
* Designate security team to isolate and restrict access to potentially contaminated areas.
* Wait for instructions from emergency responders.
* Arrange for immediate psychological counseling for students and staff.
* Wait to return to the building until it has been declared safe by HazMat or appropriate agency.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

* Flush the affected areas with water.
* Immediately cut away contaminated clothing.
* Avoid all contact with the face and head with contaminated clothing.
* Do not use bleach or other cleansers potentially exposed skins.
* Cover the injured with a blanket, not tight clothing.
* Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

EMERGENCY RESPONSE BOMB THREAT

In the event that the school receives a bomb threat by telephone, follow the **Bomb Threat Checklist** on **the** **next page and in the forms section** to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the **Bomb Threat Checklist** as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

**Telephone Bomb Threats**

* Remain calm/courteous.
* Read phone’s visual display.
* Listen, don’t interrupt.
* Keep caller talking. Pretend hearing difficulty.
* Notice details: background noises, voice description.
* Ask: When? Where? What? How?
* Don’t touch any suspicious objects.

**Call 911**

* Listen. Do not interrupt caller.
* Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
* Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
* Notify administration immediately after completing the call.
* **DO NOT** hang up the phone.
* Complete the **Bomb Threat Checklist**.
* Complete a detailed Incident Report to document what occurred.

PERSON RECEIVING THREAT BY MAIL:

* Note the manner in which the threat was delivered, where it was found and who found it.
* Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
* Caution students against picking up or touching any strange objects or packages.
* Notify the administration.

STAFF ACTIONS:

* Evacuate students as quickly as possible, using primary or alternate routes.
* Upon arrival at the designated safe site, take attendance. Notify administration of any missing students.
* Do not return to the building until emergency response officials determine it is safe.

ADMINISTRATION ACTIONS:

* Call 911.
* If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
* Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
* Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
* Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
* If it is necessary to evacuate the entire school, use the fire alarm.
* Direct a search team to look for suspicious packages, boxes or foreign objects.
* Do not return to the school building until it has been inspected and determined safe by proper authorities.
* Avoid publicizing the threat any more than necessary.

SEARCH TEAM ACTIONS:

* Use a systematic, rapid and thorough approach to search the building and surrounding areas.
* Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
* If suspicious item is found, make no attempt to investigate or examine object.

EMERGENCY RESPONSE BOMB THREAT CHECKLIST

**REMEMBER TO KEEP CALM & DO NOT HANG UP FROM THE CALL**

When is the bomb going to explode?

Where is the bomb right now?

When did you put it there?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

How many bombs are there?

Did you place the bomb?

Why?

What is your address?

What is your name?

Where are you calling from?

Exact wording of the threat

Sex of caller: Race:

Length of call: Age

Time call received:

Date call received: **CALLER’S VOICE**

□ Calm □ Nasal □ Soft

□ Angry □ Stutter □ Loud

□ Excited □ Lisp □ Slow

□ Laughter □ Rasp □ Crying

□ Rapid □ Deep □ Normal

□ Distinct □ Slurred □ Whispered

□ Ragged □ Accent □ Disguised

□ Clearing Throat

□ Deep Breathing

□ Cracking Voice

□ Familiar *(Who did it sound like?)*

**BACKGROUND SOUNDS**

□ Factory □ Street noises

□ Machinery □ Children

□ Voices □ House noises

□ Animal noises □ Clear

□ PA System □ Static

□ House noises □ Music

□ Long distance □ Local

□ Motor □ Office machinery

□ Other *(Please specify)*

**BOMB THREAT LANGUAGE**

□ Well spoken (education) □ Incoherent

□ Foul □ Taped

□ Irrational □ Other

□ Message read by the threat maker

**REMARKS:**

Your name:

Your position:

EMERGENCY RESPONSE BUS ACCIDENT

The school maintains a 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 emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus, and other unique circumstances.

BUS DRIVER:

* Turn off power, ignition and headlights. Use safety lights, as appropriate.
* Evaluate the need for evacuation.
* Remain with the vehicle.
* Complete a detailed Incident Report to document what occurred.

STAFF ACTIONS AT THE SCENE:

* Call 911, if warranted.
* Notify administration.
* Assign a student to record the location of where all people were at the time of the accident.
* Implement basic First Aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
* Move all uninjured students to a safe distance from the accident.
* Document the names of all injured students and their First Aid needs.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Notify law enforcement, if warranted.
* Notify parents/guardians of all students on the bus as soon as accurate information is available.
* Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.
* Notify school community about the incident and status of injured students and/or staff. Prepare news release for media, if appropriate.

**Earthquake during bus trip**

BUS DRIVER ACTIONS:

* Issue **DROP,** **COVER** **&** **HOLD** instruction.
* Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.
* Set brake, turn off ignition, and wait for shaking to stop.
* Check for injuries and provide First Aid, as appropriate.
* Contact the school administration to report location and condition of students and the bus.
* Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
* If instructed to continue route, do so.
* En route to school, continue to pick up students.
* Leaving school, continue dropping off students, provided there is a responsible adult at the bus stop.
* If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route. Upon arriving at the shelter, notify the administrator.
* Remain with students until further instructions are received from administration.
* Account for all students and staff throughout the emergency

**Flood during bus trip**

BUS DRIVER ACTIONS:

* Do not drive through flooded streets and/or roads.
* Take an alternate route or wait for public safety personnel to determine safe route.
* If the bus is disabled, stay in place until help arrives
* Contact the administration to report location and condition of students and the bus.
* Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
* Account for all students and staff throughout the emergency.
* Complete a detailed Incident Report to document what occurred.

EMERGENCY RESPONSE CHEMICAL ACCIDENT (offsite)

In a chemical accident the magnitude of a disaster could result from a transportation accident or an industrial spill, involving large quantities of toxic material.

PERSON DISCOVERING SPILL:

* Alert others in immediate area to leave the area.
* Close doors to restrict access to affected area.
* Notify administration.
* **DO NOT** eat or drink anything or apply cosmetics.

STAFF ACTIONS:

* If **SHELTER-IN-PLACE,** close all doors and windows, shut off ventilation, and monitor the radio. If necessary, use tape, rags, clothing or any other available material of seal air leaks.
* If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, shallow breaths.
* If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area.
* Upon arrival at safe site, take attendance to be sure all students have been evacuated and accounted for. Notify administration of any missing students.

ADMINISTRATION ACTIONS:

* Call 911. Provide the following information:
* School name and address, including nearest cross street(s)
* Location of the spill and/or materials released
* Characteristics of spill (color, smell, visible gases)
* Name of substance, if known
* Injuries, if any
* Notify Building Maintenance.
* Determine whether to implement **SHELTER-IN-PLACE, EVACUATION,** and/or **STUDENT RELEASE**.
* Post a notice on the school office door stating location of alternate school site.

EMERGENCY RESPONSE CHEMICAL ACCIDENT (onsite)

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Any such accidents could endanger the students and staff. Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.

PERSON DISCOVERING SPILL:

* Alert others in immediate area to leave the area.
* Close windows and doors to restrict access to affected area.
* Notify the administration.
* **DO NOT** eat or drink anything or apply cosmetics.

STAFF ACTIONS:

* If an **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
* Take emergency response plan.
* Upon arrival at evacuation site, take attendance. Notify administration of any missing students.
* Upon arrival at evacuation site, take roll, and report attendance to the administration immediately. Notify the administration of any missing students.
* Do not return to the building until emergency response personnel have determined it is safe.

ADMINISTRATION ACTIONS:

* Call 911. Provide the following information:
* School name and address, including nearest cross street(s)
* Location of the spill and/or materials released; name of substance, if known
* Characteristics of spill (color, smell, visible gases)
* Injuries, if any
* Your name and telephone number
* Notify Building Maintenance to shut off mechanical ventilating systems.
* If necessary, proceed with school **EVACUATION** using primary or alternate routes, avoiding exposure to the chemical fumes.
* Post a notice on the school office door stating location of alternate school site.
* Ensure that all students have exited the building.
* Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

EMERGENCY RESPONSE CHILD NEGLECT / ABUSE

The Child & Family Services division operates a toll-free child abuse hotline 24 hours a day, 7 days a week. Centralized intake specialists screen calls, assess the level of risk to children, and prioritize reports of abuse, neglect, and abandonment according to the urgency with which social workers need to respond. The specialists forward reports of suspected child abuse, neglect, or abandonment to social workers in county offices for investigation.

§41-3-207 MCA—Penalty for failure to report

1. Any person, official, or institution required by law to report known or suspected child abuse or neglect who fails to do so or who prevents another person from reasonably doing so is civilly liable for the damages proximately caused by such failure or prevention.
2. Any person or official required by law to report known or suspected child abuse or neglect who purposely or knowingly fails to report known child abuse or neglect or purposely or knowingly

prevents another person from doing so is guilty of a misdemeanor.

STAFF ACTIONS:

* If you suspect that a child is being abused, abandoned, or neglected, you are obligated by law to call the Child & Family Services abuse hotline by phoning 1-866-820-5437.

ADMINISTRATOR ACTIONS:

* If you suspect that a child is being abused, abandoned, or neglected, you are obligated by law to call the Child & Family Services abuse hotline by phoning 1-866-820-5437.

EMERGENCY RESPONSE CIVIL DISTURBANCE

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to:

* disrupt school activities
* cause injury to staff and students
* damage property

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms.

**Inside School**

STAFF ACTIONS:

* Report disruptive circumstances to administration and avoid arguing with participant(s).
* Have all students and employees leave the immediate area of disturbance.
* Lock doors. Account for all students and remain in classroom unless instructed otherwise.
* Stay away from windows and doors.

ADMINISTRATION ACTIONS:

* If the students are engaging in civil disturbance, keep the students confined to one room in the school building.
* Set up a communication exchange with the students and staff. Try to restore order.
* If unable to calm students and violent or uncontrolled behavior is probable, notify police of situation and request assistance.
* Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

**Outside of School**

STAFF ACTIONS:

* Close and lock classroom doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from possible broken glass.
* Instruct students to **DROP, COVER & HOLD** and to keep students calm.
* Care for the injured, if any.
* Remain with students within locked classrooms until **ALL CLEAR** is given, regardless of bells and the school schedule.

ADMINISTRATION ACTIONS:

* Place the school in **LOCKDOWN**.
* Call 911.
* Move any students who are outside into the school building. If unable to do so, move a safe distance away from the incident.
* Once students are in the school building, lock and secure all exterior doors, including restrooms. Have custodians remove trash containers and other burnable items from public access.
* Cancel all outside activities.
* Maintain an accurate record of events, conversations and actions.

EMERGENCY RESPONSE CRIMINAL ACT

Criminal acts on campus may vary from theft to rape. Sexual assault and threats are covered separately, later in this section.

STAFF ACTIONS:

* Care for the victim. Provide any medical attention needed.
* Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Call 911.
* Identify all parties involved (if possible). Identify witnesses, if any.
* Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive. Police officials will coordinate activities within the crime scene and release the area to the administrator when finished.
* If an individual is armed with a weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from his/her possession. Allow police to do so.
* If the incident involves a student, notify the parents or guardians.
* Question the victim with another staff member present. Focus on the information necessary to pursue disciplinary action against the perpetrators.
* Let trained police obtain specific details about the crime, following student interview protocols.

EMERGENCY RESPONSE CRIMINAL ALLEGATIONS

Law enforcement officials and others may visit the school to interview students in relation to acts of criminality that take place outside of the school.

ADMINISTRATION ACTIONS:

* Determine the legal authority of the individual requesting to question a student on the school premises. If the legal authority does not exist, notify the individual that permission to question the student on campus is denied. If the requesting individual persists, contact the school attorney.
* Make reasonable efforts to notify parent or guardian or request to question a student on campus.
* Record request date, identification verification, and parent contact information.
* Work with legal authorities to ensure questioning occurs with the least possible disruption to the school environment.
* If the parent is not present during questioning of a student on campus, an administrator must be present during the questioning.
* **DO** **NOT** release the name, address, or phone number of any student unless such information is needed to protect the health and/or safety of the student or other individuals.
* If criminal allegations involve crimes against other students, contact the parents of those students. Inform them of the allegations made and what actions have been taken thus far. **DO NOT** provide specific details of the investigation, but refer any questions to the investigating officer.
* Communication to staff members and to parents of students not directly involved in the situation should be done on a need to know basis only.

EMERGENCY RESPONSE DEATH (onsite)

When traumatic events in a school, school district, or community occur there is an immediate need for effective services to respond to the emotional pain that accompanies loss or distress. The death of a student or faculty member is much like the death in the family. Suicide is especially significant due to the intensity and variety of the feelings that accompany such a tragedy. The school system has many similarities to the family system and like the family, has opportunities to provide a support response.

STAFF ACTIONS:

* Immediately notify the administration who will call 911.
* Secure the scene, keep students calm, and away from the death scene.
* Make a mental note of the circumstances:
* Approximate times of the incident should be noted, when emergency vehicles arrived, and what was done for the victim.
* Who observed the occurrence?
* Who reported the occurrence?
* What vehicle(s) was/were involved?

OFFICE ACTIONS:

* Only allow students to check out with custodial parent permission.
* Stop all disciplinary, scholarship, testing or special placement notifications that may be inadvertently sent to the family.

ADMINISTRATION ACTIONS:

* Call 911.
* Collect a detail incident report from each observer.
* Discourage speculation and rumors.
* Initiate a **LOCK DOWN** to keep all students in the classroom they are currently in.
* Keep a log of events and decisions.
* Assign a staff member to keep spectators away from the area, meet emergency vehicles, and assist emergency personnel when needed.

ADMINISTRATION—DAY TO DAY OPERATIONS

DAY ONE

* Administrators and counselors meet.
* If needed, provide additional counselors from community resources:
* Mental Health
* Ministerial Association
* Brief the teachers regarding the students’ behavior of what to expect and how to deal with it.
* Have all students report to their first period class. Keep school day as normal as possible.
* Provide rooms and additional staff for students who wish to talk on an as-needed basis.
* There will be an obvious void in the classroom with the student missing. Make a counselor available to follow the student’s schedule.

DAY TWO

* Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
* Provide extra supervision in non-instructional areas such as:
* restrooms,
* locker rooms, and
* areas of the school infrequently used.
* Send information home to parents concerning the situation and alert them to any dangers of which they should be aware.
* Encourage parents to attend the funeral with their children.
* A committee, made up of counselors, administrators, and other personnel with pertinent experience, will meet to formulate follow-up procedures regarding the tragedy.

DAY THREE

* Try to get things back to normal as soon as possible.
* Do not refer to the death as a suicide.
* Do not allow anyone to describe the suicide as a heroic act.
* Do not fly the school flag at half-mast.
* Do not observe a moment of silence in school.

EMERGENCY RESPONSE DEATH of a STUDENT (offsite)

A student’s death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student’s family and the school community.

STAFF ACTIONS:

* Allow students who wish to meet in counseling office or other appropriate place to do so. Encourage students to report any other students who might need assistance. Arrange with facilitator/counselor to individually escort each student to the counseling support site.

OFFICE ACTIONS:

* Stop all disciplinary, scholarship, testing or special placement notifications that may be inadvertently sent to the family.

ADMINISTRATION ACTIONS:

* Contact the student’s family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
* Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
* If the death occurred in the evening or weekend, implement the staff phone tree so that staff members are informed about the occurrence. Notify teachers prior to notification of students.
* Meet with staff as soon as possible so that everyone understands the response plan.
* Determine whether additional resources are needed and make appropriate requests.
* Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
* Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
* Go to each of the student’s classes and notify his/her classmates in person.
* Prepare a parent/guardian information letter and distribute it to students at the end of the day.
* Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for community resource persons to meet with affected students.
* Make arrangements with the family to remove the student’s personal belongings from the school.
* Meet with your staff to evaluate the response and determine what additional resources might be needed.
* Thank all those who assisted.

EMERGENCY RESPONSE DEATH of a STAFF MEMBER

A reported death or serious illness among the school community may have a profound effect on students and staff alike.

ADMINISTRATION ACTIONS:

* Verify the death and obtain as much information about it as possible.
* Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
* If the death occurred in the evening or weekend, implement the staff phone tree so that staff members are informed about the occurrence. Notify teachers prior to notification of students.
* Contact the decedent’s family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
* Meet with staff as soon as possible so that everyone understands the response plan.
* Determine whether additional resources are needed and make appropriate requests.
* Develop a plan for notifying students and sharing information about availability of support services. Do not use the public address system.
* Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for staff who want or need support and assistance.
* Facilitate classroom and small group discussions for students.
* Prepare a parent/guardian information letter and distribute it to students at the end of the day.
* Determine who from the decedent’s family will secure the personal belongs. Make arrangements to remove the personal belongings from the school after school hours. Do not clean out personal belongings in the presence of students or staff.
* Meet with your staff to debrief at the end of the day and determine what additional resources might be needed.
* Thank all those who assisted.
* Continue to monitor staff and students for additional supportive needs.

EMERGENCY RESPONSE DIRTY BOMB

A dirty bomb is a mix of explosives, such as dynamite with radioactive power or pellets, set off to scatter dust and smoke in order to produce radioactive contamination. The main danger from a dirty bomb is from the explosion, which can cause serious injuries and property damage. While the radioactive materials used in a dirty bomb are probably insufficient to create immediate serious illness, they can be dangerous to health if inhaled. Low levels of radiation exposure do not cause noticeable symptoms. Higher levels of radiation exposure may produce nausea, vomiting, diarrhea and swelling and redness of the skin.

**Outside, close to the incident**.

STAFF ACTIONS:

* Cover nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
* Move students quickly to the closest suitable shelter to shield them from radiation. Keep them isolated from individuals inside at the time of the explosion. Do not risk contamination of those who were not outside.
* Avoid touching any objects thrown off by the explosion—they might be radioactive.
* Follow standard student assembly, accounting, and reporting procedures.
* Immediately cut away outer layer of clothing and mouth cover and seal in a plastic bag, if available. Removing outer clothes may get rid of up to 90% of radioactive dust. Put plastic bag away from the population where others will not touch it until authorities provide further instructions.
* Supervise decontamination station where students and staff may shower or wash with soap and water. Do not come into contact with water runoff.
* Do not return outside after decontamination. Remain in safe area, isolated from those who are unaffected, until emergency response personnel arrive.

ADMINISTRATION ACTIONS:

* **DO NOT MIX POPULATIONS.** For those outside at the time of the explosion, initiate **REVERSE EVACUATION** to a separate building or location. Isolate them from those already inside. Do not risk contamination of those inside at the time of the explosion.
* Call 911. Provide location and nature of the emergency and school actions taken.
* Set up decontamination station where students and staff may shower or wash with soap and water.
* Prepare a list of those who are in the affected area to provide to emergency response personnel.
* Turn on a battery-powered commercial radio and listen for instructions.
* Arrange for medical attention for those injured by the explosion.
* Arrange for psychological counseling for students and staff.

**Inside, close to the incident**

STAFF ACTIONS:

* Keep students calm. Instruct students to **DROP, COVER & HOLD**.
* Turn off classroom fans and air conditioning systems. Seal windows and air vents with duct tape. Close all curtains and blinds.
* Do not consume water or unpackaged food that was out in the open. Wash the outside of any container before opening it.

ADMINISTRATION ACTIONS:

* **DO NOT MIX POPULATIONS**. For those inside at the time of the explosion, initiate **SHELTER-IN-PLACE** procedures. Turn off HVAC system.
* Move to central location where windows and doors can be sealed with duct tape.
* Call 911. Provide location and nature of the emergency and school actions taken.
* Turn on a battery-powered commercial radio and listen for instructions.
* Remain inside the building until the Fire Department determines it is safe to leave.
* Arrange for psychological counseling for students and staff.

EMERGENCY RESPONSE EARTHQUAKE

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards, and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

**Inside Building**

STAFF ACTIONS:

* Give **DROP, COVER & HOLD** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
* Check for injuries, and render First Aid.
* After shaking stops, **EVACUATE** building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency response plan.
* Check attendance at the assembly area. Report any missing students to administration.
* Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
* Stay alert for aftershocks
* **DO NOT** re-enter building until it is determined to be safe.

ADMINISTRATION ACTIONS:

* Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
* Send search and rescue team to look for trapped students and staff.
* Post guards a safe distance away from building entrances to assure no one re-enters.
* Determine who will inform public information media as appropriate.
* **DO NOT** re-enter building until it is determined to be safe by appropriate facilities inspector.
* Determine whether to close school. If school must be closed, notify staff members, students and parents.

**Outside the building**

STAFF ACTIONS:

* Move students away from buildings, trees, overhead wires, and poles. Maintain position until shaking stops.
* After shaking stops, check for injuries, and render First Aid.
* Check attendance. Report any missing students to administration.
* Stay alert for aftershocks.
* Keep a safe distance from any downed power lines.
* **DO NOT** re-enter building until it is determined to be safe.
* Follow instructions of the administration.

**During non-school hours**

ADMINISTRATION ACTIONS:

* Inspect school buildings with Building Maintenance to assess damage and determine corrective actions.
* Determine if damage is apparent to determine the advisability of closing the school.
* Notify fire department and utility company of suspected breaks in utility lines or pipes.
* If school must be closed, notify staff members, students and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.

EMERGENCY RESPONSE EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

STAFF ACTIONS:

* Initiate **DROP, COVER AND HOLD ON**.
* If explosion occurred inside the school building, **EVACUATE** to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
* Check to be sure all students have left the school site. Remain with students throughout evacuation process.
* Upon arrival at assembly area, check attendance. Report status to administration.
* Render First Aid as necessary.
* Do not return to the building until the emergency response personnel determine it is safe to do so.
* If explosion occurred in the surrounding area, initiate **SHELTER-IN-PLACE**. Keep students at a safe distance from site of the explosion.

ADMINISTRATION:

* Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to **EVACUATE** the building. **EVACUATION** may be warranted in some buildings but others may be used for **SHELTER-IN-PLACE**.
* Ensure all students have exited the building.
* Call 911. Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
* Secure area to prevent unauthorized access until the Fire Department arrives.
* Notify emergency response personnel of any missing students.
* Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
* Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
* Determine if **STUDENT RELEASE** should be implemented. If so, notify staff, students, and parents.
* If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

EMERGENCY RESPONSE FIRE (offsite)

A fire in an adjoining area, such as a wildfire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

STAFF ACTIONS:

* If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
* Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
* Take attendance at the assembly area. Report any missing students to administration.
* Remain with students until the building has been inspected and it has been determined safe to return to.

ADMINISTRATION ACTIONS:

* Determine if **EVACUATION** of school site is necessary.
* Call 911 to determine the correct action for your school site.
* If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact the transportation director for **OFF-SITE EVACUATION** and **DIRECTED TRANSPORTATION** by bus.
* Report any missing people to the emergency response personnel.
* Direct inspection of premises to assure that all students and personnel have left the building.
* Post a notice on the office door stating the temporary new location.
* Monitor radio station for information.
* Do not return to the building until it has been inspected and determined safe by proper authorities.

EMERGENCY RESPONSE FIRE (onsite)

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the “fire is out”.

**Within School Building**

STAFF ACTIONS:

* **EVACUATE** students from the building using primary or alternate fire routes. Maintain control of the students a safe distance from the fire and firefighting equipment.
* Take emergency response plan.
* Take attendance. Report missing students to the administration.
* Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

ADMINISTRATION ACTIONS:

* Sound the fire alarm to implement **EVACUATION** of the building.
* Immediately **EVACUATE** the school using the primary or alternate fire routes.
* Call 911.
* Direct search and rescue team to be sure all students and personnel have left the building and report any missing students to the emergency response personnel.
* Ensure that access roads are kept open for emergency vehicles.
* Notify appropriate utility company of suspected breaks in utility lines or pipes.
* If needed, notify the Transportation Director for **OFF-SITE EVACUATION** by **DIRECTED** **TRANSPORTATION**.
* Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

EMERGENCY RESPONSE FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

STAFF ACTIONS:

* If warranted, **EVACUATE** students using evacuation plan. Take attendance before leaving the campus.
* Take emergency response plan.
* Remain with students throughout the evacuation process.
* Upon arrival at the safe site, take attendance. Report any missing students to administration.
* Do not return to school building until it has been inspected and determined safe by property authorities.

BUS DRIVER ACTIONS:

* If evacuation is by bus, **DO NOT** drive through flooded streets and/or roads. **DO NOT** attempt to cross bridges, overpasses or tunnels that may be damaged by flooding.

ADMINISTRATION ACTIONS:

* Determine if evacuation is required.
* Notify local law enforcement of intent to **EVACUATE**, the location of the safe evacuation site and the route to be taken to that site.
* Delegate a search team to assure that all students have been evacuated.
* Issue **DIRECTED TRANSPORTATION** instruction if students will be evacuated to a safer location by means of buses and cars.
* Post a notice on the office door stating where the school has relocated.
* Monitor AM radio weather station 790 for flood information.
* Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

EMERGENCY RESPONSE GAS ODOR / LEAK

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the administration. If an odor is detected outside the building, it may not be necessary to evacuate.

STAFF ACTIONS:

* Notify administration.
* Move students from immediate vicinity of danger.
* Do not turn on or off any electrical devices such as lights, computers, fans, etc.
* If the building is evacuated, take student attendance and report any missing students to administration.

ADMINISTRATION ACTIONS:

* Determine whether to move to alternate building location.
* If gas leak is internal, evacuate the building immediately.
* Call 911.
* Notify utility company.
* If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses.
* Do not return to the building until it has been inspected and determined safe by proper authorities.

EMERGENCY RESPONSE HAZARDOUS MATERIALS

The nature of the material and the proximity of the incident to the school site will determine which ACTION should be implemented. Emergency Services may order **EVACUATION** of the school. See also **BIOLOGICAL AGENT RELEASE** and **CHEMICAL ACCIDENT**.

STAFF ACTIONS:

* Follow standard student assembly, accounting and reporting procedures.
* Report names of missing students to the administration.
* Do not take unsafe actions such as returning to the building before it has been declared safe.

ADMINISTRATION ACTIONS:

* Call 911, if necessary.
* If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
* Initiate **EVACUATION**. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If evacuating by foot, move cross-wind to avoid fumes, never upwind or downwind.
* Isolate anyone suspected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
* If time is available, initiate **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the hazardous materials.
* Wait for instructions from emergency responders.
* Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
* Upon return to school, ensure that all classrooms are adequately vented.

EMERGENCY RESPONSE HOSTAGE SITUATION

Hostage situations may unfold rapidly in a variety of ways. Events may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Specific actions by school staff will be limited pending arrival of law enforcement officers. It is their responsibility to bring the situation to a successful conclusion. When as much of the school has been evacuated as can be accomplished, school staff should focus on providing support as needed to the police department, communicating with parents, and providing counseling for students.

STAFF ACTIONS:

* If possible, assist in evacuating students to a safe area away from the danger.
* Alert administration.
* Account for all students.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS

* Call 911. Provide all known essential details of the situation:
* Number of perpetrators and description.
* Type of weapons being used
* Number and names of hostages
* Any demands or instructions the hostage taker has given
* Description of the area
* Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police to arrive.
* Protect building occupants before help arrives by initiating a **LOCKDOWN** or **EVACUATION** (or combination of both) for all or parts of the building.
* Secure exterior doors from outside access.
* When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
* Gather information on students and/or staff involved and provide the information to the police.
* Identify media staging area, if appropriate. Implement a hotline for parents.
* Account for students as they are evacuated.
* Provide recovery counseling for students and staff.

EMERGENCY RESPONSE INTRUDER

All public schools should post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office.

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and cameras and staff to monitor entryways.

STAFF ACTIONS:

* Notify administration. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
* Keep intruder in view until law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
* Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows. Remain inside rooms until the **ALL CLEAR** instruction is announced.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Initiate a **LOCKDOWN**.
* Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her an opportunity to vent. Attempt to be helpful. When talking to the intruder, use phrases such as:
* “What can we do to make this better?’
* “I understand the problem, and I am concerned.”
* “We need to work together on this problem.”
* As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
* Keep subject in view until police or law enforcement arrives.
* Take measures to keep subject away from students and building.
* Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
* When scheduling a meeting with an individual known to be aggressive, arrange for another staff member to be present.
* Be available to deal with the media and bystanders and keep site clear of visitors.

EMERGENCY RESPONSE IRRATIONAL BEHAVIOR

A risk to the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. Possible indicators include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

STAFF ACTIONS:

* Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.
* Notify administration.
* Protect individual from injury.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Keep the individual under continuous adult supervision.
* Keep the individual on campus until parent/guardian has been notified.
* Arrange appropriate support services for necessary care of individual.
* If the individual actively displays dangerous behavior or there is reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).
* Notify school nurse, school psychologist, counselor, or social worker.
* School professional (psychologist, counselor, social worker, nurse) should recommend next steps to the administration. The next steps may include:
* Provide parents/guardian with the names and phone numbers of mental health resources
* Recommend that the parents make an immediate contact with a therapist.
* Request that parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.
* Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.
* Provide follow-up collaborative support for the student and parents (as indicated) within the school.
* Develop a safety plan prior to the student’s return to school.
* Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

EMERGENCY RESPONSE KIDNAPPING

STAFF ACTIONS:

* Notify administration, providing essential details:
* Name and description of the student
* Description of the suspect
* Vehicle information
* Move students away from the area of abduction.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Verify information with the source of the abduction report.
* Call 911 for assistance.
* Provide a picture and complete information on the student: name, age, description, home address, emergency contact information, and custody information if known.
* Provide suspect information to the police, if known.
* Contact the parents/guardian of the student involved and establish a communication plan with them.
* Obtain the best possible witness information.
* Conduct a thorough search of the school/campus/bus.
* Relay current information to police, parents and essential school staff.
* Designate a staff member as a key contact to personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
* Advise the law enforcement dispatcher of the staff member key contact’s name and number.
* Provide the key contact with access to school records.
* Ask key contact to be available at school by phone beyond the close of the school day, if needed, until dismissed by the administration or law enforcement.
* When the child is found, contact all appropriate parties as soon as possible.

EMERGENCY RESPONSE MEDICAL EMERGENCY

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need First Aid care, while others may require immediate medical attention. **This is not a First Aid manual**. When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to administration. Refer to the medical flipchart for immediate care.

STAFF ACTIONS:

**Universal Precautions when Treating a Medical Emergency**

* Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
* Wash hands thoroughly after providing care.
* Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
* Notify administration.
* Stay calm. Keep individual warm with a coat or blanket.
* Begin First Aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
* Do not give the individual anything to eat or drink.
* Complete a detailed Accident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Assess the victim (ABC) – Airway, Breathing, Circulation.
* Call 911, if appropriate. Provide:
* School name, address including nearest cross street(s) and fastest way for ambulance to reach the building
* Exact location within the building
* Nature of the emergency and how it occurred
* Approximate age of injured person
* Caller’s name and phone number
* Do not hang up until advised to do so by dispatcher.
* Assign staff member to meet rescue service and show medical responder where the injured person is.
* Assemble emergency care and contact information of victim.
* Assign a staff member to remain with individual, even if he or she is transported to the hospital; report status to the administration.
* Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
* Advise staff of situation (when appropriate). Follow-up with parents.

EMERGENCY RESPONSE MISSING STUDENT

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.

STAFF ACTIONS:

* Confirm that student attended school that day. Notify administration.
* Provide description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
* Bring all students indoors. Immediately lock exterior access to the school and secure the campus. Do not let any individuals leave. Do not let unauthorized individuals come onsite.
* Take attendance in the classroom and report any other missing students to the office. Keep students in secure areas until notified to resume regular school activities.

ADMINISTRATION ACTIONS:

* Call 911 and explain the situation.
* Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
* Conduct an immediate search of the school campus/bus, as appropriate.
* Gather information about student to provide to law enforcement authorities:
* photo
* home address
* parent contact numbers
* class schedule
* special activities
* bus route /walking information
* Notify parents/guardians if the student is not found promptly.
* If case involves abduction, begin gathering witness information for the police. Interview friends, attempt to locate the last person to see student.
* Double-check circumstances:
* Did someone pick up the student?
* Could the student have walked home?
* Is he or she at a medical appointment or another activity?
* Assist police with investigation. Provide a photo and complete information on the missing child. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.
* Designate a staff member as a key contact to personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
* Advise law enforcement dispatcher of the staff member key contact’s name and number.
* If missing during bus transportation, provide law enforcement with child’s bus stop location and nearest other bus stops.
* Exchange phone numbers (household, cell phone, school key contact) with parents/guardian.
* When the child is found, contact all appropriate parties as soon as possible.
* Arrange for counseling of students, as needed.

EMERGENCY RESPONSE MOTOR VEHICLE CRASH

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

STAFF ACTIONS:

* Notify administration.
* Move students away from immediate vicinity of the crash.
* **EVACUATE** students to a safe assembly area away from the crash scene. Take emergency response plan.
* Take attendance at the assembly area.
* Report missing students to the administration.
* Maintain control of the students a safe distance from the crash site.
* Care for the injured, if any.
* Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

ADMINISTRATION ACTIONS:

* Call 911.
* Determine immediate response ACTION, which may include **EVACUATION, OFF-SITE EVACUATION,** or **DIRECTED TRANSPORTATION**.
* Check school site to assure that all students have evacuated and notify the emergency response personnel of any missing students.
* Arrange for First Aid treatment and removal of injured occupants from building.
* Secure the area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
* Ensure that students and staff remain at a safe distance from the crash.
* Account for all building occupants and determine extent of injuries.

EMERGENCY RESPONSE PANDEMIC INFLUENZA

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza

(flu) and avian influenza in the following aspects:

* It is a rare global outbreak which can affect populations around the world.
* It is caused by a new influenza virus to which people do not have immunity.
* Depending upon the specific virus, it can cause more severe illness than regular flu and can

affect young healthy people more so than older, sick people.

The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to schools and the community. Individual schools may be closed temporarily to contain spread of the virus.

STAFF and STUDENT ACTIONS:

**Respiratory Hygiene Etiquette**

* Cover your cough and sneeze with a tissue
* Wash hands with soap and water or a waterless hand hygiene product
* Place used tissues into a sealed bag
* Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
* Practice “respiratory hygiene etiquette”.
* Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water).
* Implement online homework assignments so that students can stay home.

**ADMINISTRATION ACTIONS:**

* Activate heightened surveillance of illness within school site. Gather data on symptoms of students and staff who are sick at home.
* Insure that students and staff members who are ill stay home.
* Send sick students and staff home from school immediately.
* Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette
* Monitor bulletins and alerts from the Department of Health and Human Services.
* Keep staff informed of developing issues.
* Assist the Department of Health and Human Services in monitoring outbreaks.
* Respond to media inquiries regarding school attendance status.
* Implement online education, if necessary, so that students can stay home.
* Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

EMERGENCY RESPONSE POISONING/CONTAMINATION

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

STAFF ACTIONS:

* Notify administration.
* Call the Poison Center Hotline at 1-800-222-1222.
* Administer First Aid as directed by poison information center.
* Seek additional medical attention as needed.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Call 911.
* Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
* Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
* Provide list of potentially affected students and staff to responding authorities.
* Provide staff with information on possible poisonous materials in the building.
* Confer with Department of Health and Human Services before the resumption of normal school activities.
* Prepare communication for families advising them of situation and actions taken.

PREVENTATIVE MEASURES:

* Keep poisonous materials in a locked and secure location.
* Post the Poison Control Center emergency number (1-800-222-1222) in the front office.
* Keep record of the names of building personnel who have special paramedic, First Aid training, or other special lifesaving or life-sustaining training.

EMERGENCY RESPONSE PUBLIC DEMONSTRATION

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

STAFF ACTIONS:

* Do not allow students to be interviewed by the media or join in the demonstration.

**ADMINISTRATION ACTIONS:**

* Obtain information on when, why and how many people are expected. Identify the spokesperson for the group.
* Contact Sheriff’s Office and advise them of the situation.
* Notify staff of the planned demonstration.
* Develop an information letter to parents.
* Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.
* Designate a staff member to handle incoming calls during the demonstration.
* Establish areas where demonstrators can set up without affecting the operation of the school.
* Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

EMERGENCY RESPONSE SEVERE WEATHER

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. An emergency response is required when this type of weather poses any risk to the staff and students. Assure that each student’s method of returning home is safe and reliable.

TYPES OF ALERTS

* **WATCHES—**Indicate that conditions are right for development of a weather hazard. Watches cover a larger area and usually have lead times of approximately 1-2 hours (tornado or thunderstorm), 3-12 hours (flash flood), and 12-36 hours (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 usually have lead times of approximately 30 minutes 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 inches of snow, dense fog, etc.). Advisory lead

times are the same as Warnings.

SEVERE THUNDERSTORM / LIGHTENING

* **Severe thunderstorm watch—**Conditions are conducive to the development of severe thunderstorms in and close to the watch area.
* **Severe thunderstorm warning—**A severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

STAFF ACTIONS:

* **During a *watch…***
* Return to the school building from all outdoor activities.
* Ensure substitutes are aware of the situation and procedures.
* Continue instruction as scheduled.
* **During a *warning*…**
* Severe thunderstorms can rapidly develop into tornados, be prepared to follow procedures for such an event.
* Review procedures with students.
* Close the blinds and shades of your window then move students away from the windows.
* Turn off and unplug all electronic devices in the classroom.
* Avoid using the phone.
* Stay away from faucets and sinks.

ADMINISTRATOR ACTIONS:

* Report to site following a storm by 6 a.m. to check for power outages, flooding, etc.
* Monitor weather forecasts to determine onset of storm conditions that may affect school operations.
* Initiate a **REVERSE EVACUATION.**
* Ensure substitutes are aware of the situation and procedures.
* Notify utility companies of any break or suspected break in utility lines.
* Upon passage of the storm, return to normal routine.

TORNADO

* **Tornado watch—**Conditions are conducive to the development of tornadoes in and close to the watch area.
* **Tornado warning—**A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

STAFF ACTIONS:

* **During a *watch…***
* Return to the school building from all outdoor activities.
* Ensure substitutes are aware of the situation and procedures.
* Continue instruction as scheduled.
* Upon passage of the storm, return to normal outdoor routines.
* **During a *warning*…**
* Move students into the hallways, in front of their classrooms (primary), the gym and music corridors (intermediate), and lockers (high school) by grade level.
* Take attendance and report to the administration.
* Keep away from all windows.
* All modular classrooms will evacuate into the school building.
* Avoid large-span roof areas such as school gymnasiums and cafeteria.
* Instruct the students to cover their head and eyes with a blanket or jacket to protect against flying debris and broken glass.
* Multiple tornadoes can emerge from the same storm, so do not go back into the classroom until instructed to do so.
* Do not leave a building to attempt to "escape" a tornado.
* Upon passage of the storm, return to normal routine.
* **If outside…**
* Try to get inside and seek a small protected space with no windows.

If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.

* **Following the storm…**
* Be prepared to **EVACUATE**.
* Do reenter the building until directed to do so.

OFFICE ACTIONS:

* Secure all records, locking all file cabinets and vaults.

ADMINISTRATOR ACTIONS:

* During a *watch…*
* Monitor weather forecasts to determine onset of storm conditions that may affect school operations.
* Initiate a **REVERSE EVACUATION.**
* Review **DROP COVER & HOLD** procedures with students.
* Announce over the school intercom when a *watch* has been issued.
* Field trips, sporting events, and other activities outside the school building will be postponed.
* Be prepared to move students from mobile classrooms into the building.
* During a *warning…*
* Report to site following a storm by 6 a.m. to check for power outages, flooding, etc.
* Direct Building Maintenance to **TURN OFF** gas supplies to the school buildings.
* Check non-classroom areas for students.
* Shut double hallway doors.
* Ensure substitutes in the building are aware of the situation and procedures.
* Direct the Transportation Director that busing will be postponed as long as the warning is in effect.
* Notify utility companies of any break or suspected break in utility lines.

WINTER WEATHER

* **Winter weather advisory—**When a significant winter storm or hazardous winter weather is occurring, imminent, and is an inconvenience.
* **Winter storm watch—**A significant winter weather (i.e., heavy snow, heavy sleet, significant freezing rain, or a combination of events) is expected, but not imminent, for the watch area; provides 12 to 36 hours notice of the possibility of severe winter weather.
* **Winter storm warning—**A significant winter storm or hazardous winter weather is occurring, imminent, or likely, and is a threat to life and property.
* **Blizzard warning—**Winds that are 35 mph or greater, blowing snow that will frequently reduce visibility to 1/4 mile or less for at least three hours, and dangerous wind chills are expected in the warning area.

STAFF ACTIONS:

* Return to the campus if reasonably safe to do so.
* Remain with students. Make arrangements for special needs, snacks and quiet recreational activities.
* Upon passage of the storm, return to normal routine.

ADMINISTRATION ACTIONS:

* Report to site following a storm by 6 a.m. to check for power outages, flooding, etc.
* Monitor weather forecasts to determine onset of storm conditions that may affect school operations.
* Suspend all outdoor activities and postpone sporting events.
* Determine whether school will be closed or remain open.
* Upon passage of the storm, return to normal routine.
* Review with staff how to activate staff and parent phone trees.
* Have kitchen staff remain at the school until students can be transported home.
* Notify utility companies of any break or suspected break in utility lines.

HEAT WAVE

* **Heat Advisory—**Issued when the heat, or combination of heat and humidity, is expected to become an inconvenience for much of the population, and a problem for some.
* **Excessive Heat Warning—**Issued when the heat, or combination of heat and humidity, is expected to be dangerous for a large portion of the population.

STAFF ACTIONS:

* Consider postponing field trips and other activities outside of the building or making appropriate arrangements.

ADMINISTRATION ACTIONS:

* Monitor weather forecasts to determine onset of storm conditions that may affect school operations.
* Instruct the Athletic Director to reschedule or postpone contests and practices.
* Limit outdoor activities.
* Warn Building Maintenance to prevent over exertion.

**EMERGENCY RESPONSE…..SEXUAL ASSAULT**

Sexual assault can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can occur by a stranger in an isolated place, on a date, or in the home by someone who is a friend or acquaintance. Depending on the situation, the victim should not eat or drink, change clothes or shower while awaiting police. Sexual assault and abuse is any type of sexual activity that a person does not agree to, including:

* inappropriate touching
* rape
  + vaginal, anal, or oral penetration
* attempted rape
* sexual intercourse that is not wanted
* child molestation

STAFF ACTIONS:

* Determine if immediate medical attention is needed. If so, call 911.
* Isolate the victim from activity related to the incident.
* Avoid asking any questions except to obtain a description of the perpetrator.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Call 911 if the assault is physical.
* Close off the area to everyone.
* Assign a counselor/staff member to remain with the victim.
* Review possible need for a **LOCKDOWN** until circumstances surrounding the incident are known.
* Notify victim’s family.
* If child abuse is suspected, notify law enforcement or Child Protective Services.
* The police will coordinate collection of evidence and questioning of the victim and suspects. Cooperate with any law enforcement agency conducting investigations.
* Discuss with counselors how to handle emotional effects of the incident on student and staff population. Plan appropriate school events for next day.
* Coordinate statements to media, families and community. Be aware of rumors that may start from this type of incident and address those rumors directly using facts.

EMERGENCY RESPONSE SHOOTING

Immediate response to a rapidly changing incident is critical. In most cases, initiate **LOCKDOWN** procedures to isolate students from danger or send them to a secure area. Safety must always be the foremost consideration.

STAFF ACTIONS:

* Remain calm and alert administration.
* Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger. Institute **LOCKDOWN** or **EVACUATION**, as appropriate.
* Provide First Aid for victims, if needed.
* Account for all students. Maintain order in assembly area or shelter. Wait for instruction.
* Assist police officers – provide identity, location and description of individual and weapons.

ADMINISTRATION ACTIONS:

* Remain calm. Do not confront the shooter(s).
* Assess the situation:
* Is the shooter in the school?
* Has shooter been identified?
* Has the weapon been found and/or secured?
* Depending on the situation, initiate **LOCKDOWN** or **EVACUATION**, as appropriate.
* Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, injuries/casualties, actions taken by the school (e.g. **LOCKDOWN**).
* Assist police in entering the school; provide officers with critical information.
* Ensure injured students and staff receive medical attention.
* If shooter has left, secure all exterior doors to prevent re-entry.
* If a firearm is known to exist, do not touch it. Allow a law enforcement officer to take possession of the weapon.
* Keep crime scene secure. Organize **OFF-SITE EVACUATION**, if necessary, or prepare to continue with classes.
* Isolate and separate witnesses.
* Gather information for police about the incident and everyone involved with it:
* Name of suspect(s)
* Location of shooting
* Number and identification of casualties and injured
* Current location of the shooter(s)
* Prepare written statements for telephone callers and media.
* Prepare letter for students to take home to their parent or guardian.
* Arrange for immediate crisis counseling for students and staff.
* Provide liaison for family members of injured students and staff members.
* Debrief staff.
* Provide informational updates to staff, students and their families during the following few days.

EMERGENCY RESPONSE STUDENT RIOT

A student riot is an assemblage of students whose purpose and conduct threatens the safety and security of the school community and school property. Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with instructions. Providing a timely opportunity for students to vent, in a safe and constructive atmosphere, should prevent the escalation of violence.

STUDENT ACTIONS:

* In a violent situation, immediately notify the first available adult.
* Do not retaliate or take unnecessary chances to quell the disturbance.
* Move away from the area of agitation.
* Hold on to belongings to the extent that it is safe to do so; do not pick up anything and do not go back for anything until receiving clearance to do so.
* Stay calm and reassure fellow students.
* Assist teachers and staff in accounting for students.
* Share all relevant information with law enforcement, teachers, and school staff.
* Follow directions from school administrator or law enforcement directions about where to go.
* Do not speculate to others or perpetuate rumors.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Initiate **LOCKDOWN**, if warranted.
* Identify why the disruption is occurring.
* If necessary, call 911.
* Clearly communicate to all students (via announcement or by other means), in the presence of staff or adult witnesses, that students should either attend classes or move to a designated safe area.
* Inform students that they will be suspended or possibly arrested if they do not comply with instructions.
* Assign staff member to be responsible for media relations and for setting up a staging area for the media.
* Notify parents about the incident, as appropriate.
* After insuring physical safety of those involved, provide crisis intervention or counseling to meet psychological needs of students and staff.

EMERGENCY RESPONSE SUICIDE ATTEMPT

Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, talk about not being worth living and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interests of the student, whose health, life or safety may be endangered

STAFF ACTIONS:

**Steps for Suicide Intervention**

1. Stabilize individual
2. Assess risk
3. Determine services needed
4. Inform
5. Follow-up

* Inform administration of what was written, drawn, spoken and/or threatened.
* Move other students away from the immediate area, but remain with the troubled student until assistance arrives.
* Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g., gun, knife, drugs, etc.). If possible, calmly remove them from the student and the immediate environment. **DO NOT** struggle if you meet resistance.
* Calmly move the student to a pre-arranged, non-threatening place away from other students where an administrator or counselor and a telephone will be close by.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Call 911 if immediate threat exists to the safety of the student or others.
* Calm student by talking and reassuring until police arrive. Try to have the student relinquish devices for and means of harming self. If individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
* Cancel all outside activities
* Initiate a **REVERSE EVACUATION** and **LOCKDOWN.**
* Determine if the student's distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evaluated. Provide a list of referral sources and telephone numbers.
* If allegations warrant, refer student to Child Protective Services. Contact parents/guardians and inform them of actions taken.
* Arrange for medical or counseling resources that may provide assistance.

EMERGENCY RESPONSE SUICIDE CONTEMPLATION

Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, talk about not begin worth living and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interests of the student, whose health, life, or safety may be endangered.

STAFF ACTIONS:

* Send for the counselor and administration as soon as aware student is contemplating suicide and informs them of what was written, drawn, spoken, and/or threatened.
* Take each threat seriously.
* Never leave the student alone.
* When counselor arrives, isolate the student from other students if possible.
* The counselor talks calmly to student and determines the seriousness of the threat.

**ADMINISTRATION ACTIONS:**

* Determine if the student’s distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evaluated.
* Contact parents or guardian with witnesses if possible.
* If allegations warrant, refer student to Child Protective Services.
* If you cannot contact parent, contact person(s) on emergency card. Do not discuss nature of emergency. Script*:*

“You’re listed on the emergency card and we need to get in contact with the student’s parents immediately. Do you have a number or a way of reaching the parent?”

EMERGENCY RESPONSE SUSPICIOUS PACKAGE

The following list shows some types of parcels that should draw immediate concern:

* Foreign mail, air mail and special delivery
* No return address
* Restrictive markings, e.g., “Personal”
* Excessive postage
* Handwritten or poorly-typed addresses
* Excessive masking tape, string
* Titles but no names
* Oily stains or discoloration
* Misspelling of common names
* Protruding wires or tin foil
* Excessive weight, unevenly distributed
* Rigid envelope

STAFF ACTIONS if package is unopened and not leaking:

* Do not move or open package. Do not pass it around to show it to other people.
* Do not bend, squeeze, shake or drop package.
* Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.
* Leave the room promptly and prevent anyone from entering.
* Notify administration.

STAFF ACTIONS if package is leaking:

* **DO NOT** sniff, touch, taste, or look closely at the spilled contents.
* **DO NOT** clean up the powder.
* Leave the room promptly and prevent anyone from entering.
* Wash hands thoroughly with soap and water.
* Notify the administration.

ADMINISTRATION ACTIONS:

* Call 911.
* Make a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.
* Prevent others from coming into the area.
* Ask everyone who has been in contact with the package to remain until instructed to leave by law enforcement officials.
* If powder spills out, shut off HVAC.
* Public health and safety staff will determine the need for decontamination and initiation of prophylaxis treatment.

EMERGENCY RESPONSE TERRORIST ATTACK / WAR

Thorough crisis planning will carry the school and district a long way in responding to a terrorist incident during school hours. A terrorist attack may result in the following:

* Damage beyond school boundaries;
* Victims who are contaminated or seriously injured;
* Widespread fear and panic;
* A crime scene to protect.

**Civil Defense Warning of Possible Enemy Attack**

STAFF ACTIONS:

* Keep students calm.
* Close all curtains and blinds.

ADMINISTRATION ACTIONS:

* Remain in school building as place of shelter.

**Enemy Attack Without Warning**

STAFF ACTIONS:

* Keep students calm.
* Close all curtains and blinds.
* Instruct students to **DROP, COVER & HOLD.**

EMERGENCY RESPONSE THREAT LEVEL RED

These are actions to take when the Homeland Security Advisory System risk is set at “Threat Level

Red”, specific to the community.

**During school hours**

OFFICE STAFF ACTIONS:

* Require identification check for anyone entering school other than students, staff and faculty.
* Escort visitors to location in school building.

ADMINISTRATION ACTIONS:

* Listen to radio and TV for current information and instructions.
* Initiate ACTION appropriate for the situation. Action may likely involve **DROP, COVER & HOLD, EVACUATION,** or **SHELTER-IN-PLACE.**
* Continue to monitor media for specific situation.
* Be alert and immediately report suspicious activity to proper authorities.
* If circumstances and time allow, move students to closest suitable shelter.
* Remain in building as place of shelter.
* Close school if recommended to do so by appropriate authorities.

EMERGENCY RESPONSE THREATS / ASSAULTS

Threats occur when a belligerent or armed person on the school site bullies, intimidates or coerces others, targeting an individual, particular group or the entire school community. Threats are presented as overt hostility. They may received by written note, email communication, phone call or orally. The procedure below applies to an oral threat.

STAFF ACTIONS:

* If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and cover their heads. Keep students calm.
* Inside the classroom, institute **LOCKDOWN**. Close all curtains and blinds.
* Disconnect the school television system in classrooms so the individual cannot view news coverage and see locations of police/students/etc.
* Remain with students until **ALL CLEAR** is given.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:
* Is the individual moving towards violent action?
* Is there evidence to suggest movement from thought to action?
* High violence potential qualifies for arrest or hospitalization.
* Safety is endangered when there is: (a) sufficient evidence of repetitive/ intentional infliction of emotional distress upon others; or (b) sufficient evidence of the unintentional infliction of emotional distress upon others.
* Call dial 911 if the safety of students or staff is endangered. Provide exact location, nature of incident, action taken.
* Isolate the threatening person from other students and staff, if it is safe to do so. Initiate appropriate ACTION, which may be **LOCKDOWN** or **EVACUATION**. Cancel all outside activities.
* Respond to students who are prone to overt displays of anger in a calm, non-confrontational manner. If an immediate threat is not clearly evident, attempt to diffuse the situation.
* If an individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
* Facilitate a meeting with student(s) and family to review expectations.
* Facilitate a staff meeting to review plans for keeping school safe. Enlist the support of community service providers.

EMERGENCY RESPONSE UTILITY FAILURE

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

**ADMINISTRATION:**

* Notify utility company. Provide the following information:
* Affected areas of the school site
* Type of problem or outage
* Determine length of time service will be interrupted.
* Determine desired action, which may include **DIRECTED TRANSPORTATION**, relocation of students and staff, notification of parents, and alternate food service.
* If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
* Use messengers with oral or written word as an alternate means of faculty notification.
* Implement plan to provide services without utilities or with alternate utilities.

**A. Plan for Loss of Water**

Toilets: Utilize alternative facilities in Vo-Ag building or main campus building.

Drinking Water: Purchase water and receptacles at local gas station.

**B. Plan for Loss of Electricity**

Closure of school.

**C. Plan for Loss of Natural Gas**

Closure of school.

EMERGENCY RESPONSE WEAPON

The brandishing of any weapons poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected but not in use. Safety must always be the foremost consideration. A person wielding a weapon will usually respond best to calm, reasonable talk. In addition to calming the individual, talking allows time for law enforcement officials to arrive.

STAFF ACTIONS:

* Remain calm. Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger.
* Alert administration.
* Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
* Provide First Aid for victims, if needed.
* Account for all students.
* Assist police officers – provide identity, location and description of individual and weapons.
* Complete a detailed Incident Report to document what occurred.

ADMINISTRATION ACTIONS:

* Remain calm. Depending on how the situation unfolds, initiate **LOCKDOWN** or **EVACUATION**, as needed. Do not confront the suspect.
* Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, ACTION taken by the school (e.g. **LOCKDOWN**).
* Assist police to enter the school. Provide officers with critical information. Accompany the police officer to the student suspected of having a weapon.
* If suspect has left, secure all exterior doors to prevent re-entry.
* Isolate and separate witnesses. Instruct them to write a statement of events while waiting for police to arrive.
* Gather information about the incident for the police:
* Name of student with weapon.
* Location of witness when weapon was seen.
* What did the student do with the weapon after it was displayed?
* What is the current location of the student with the weapon?
* Reserve a private area for the student to be taken and questioned. Allow police officer to thoroughly search student with another adult witness present. Police officer should take possession of and secure any weapon located.
* Remove all of the suspected student’s belongings (book bag, clothing, etc.) from the classroom. Do not allow the student to pick-up or carry his own belongings.
* Search student’s belongings, including—but not limited to—backpack, purse, locker, and auto.
* Notify parents/guardians.
* Follow procedures for student disciplinary actions. Take photo of weapon to be included in the expulsion proceedings.
* Secure a detailed written statement from witnesses including staff.
* Provide post-event trauma counseling for students and staff, as needed.

Provide informational updates to appropriate parties during next few days

**Incident Report**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of incident:**

**Time of incident:**

**Location of incident:**

**Witnesses:**

**Describe in your own words the incident:**

Signature

Printed Name

Date

**Accident Report Form**

Every employee of \_\_\_\_\_\_\_\_\_\_ Schools is to report on this form all accidental injuries which may require doctor’s services, or which will keep a student out of school for any period of time.

**Who was hurt?**

Name:

Address:

Gender: ❑ Male ❑ Female Age:\_\_\_\_\_ Grade:\_\_\_\_\_

**When did the accident happen?**

Date: Time: ❑ AM ❑ PM

**Where did the accident happen?**

Did it occur at school? ❑ Yes ❑ No If yes, where:

If it occurred on the street, where?

Was it an automobile accident: ❑ Yes ❑ No If yes, where…

❑ the way to school❑ home from school❑ during the school day

**Were there any witnesses?**

Witnesses: ❑ Yes ❑ No

Name:

Name:

**What was injured?**

Was an ambulance called? ❑ Yes ❑ No

Injury:

Part of body:

Cause:

Contributory Cause:

Any additional description of injury:

**How did the accident occur?**

Description of how accident occurred:

Printed Name & Position

Signature & Date

**BUILDING EVACUATION ROUTES** *(Include Alternate Routes)*

**BUS EVACUATION ROUTES** *(Include Alternate Routes)*

**INCIDENT FOLLOWUP SUMMARY**

Summarize the handling of this incident by personnel. Also indicate anything that could have or should have been handled differently.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What manner of follow-up will be necessary?

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**PLAN REVIEW LOG**

**Team Members Present:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Taken:**

**DRILL LOG**

**Type of drill conducted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Who was involved?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary of drill and suggested changes** *(if any)***:**

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