

**UNIFIED SCHOOL DISTRICT
NO. 289**

CRISIS RESPONSE PLAN

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PHILOSOPHY

The board of education and administration of UDS 289 acknowledge the necessity to prepare a Crisis Management Plan in the event that a crisis should occur. Our children have a basic need for security and safety. Any event which threatens that feeling of safety and security shall be considered a crisis. There are unlimited possibilities for crisis situations that could impact the district. While it is impossible to address every possibility, it is our goal to develop a plan which may be modified to meet the needs of our district if and when a crisis situation should occur.

Ryan Bradbury
Superintendent of Schools
USD #289
Wellsville, KS

POLICY STATEMENT

The Crisis Procedure Plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and property.

The Principal will be the planning coordinator for each area and will involve the necessary staff to accomplish the objectives of the crisis plan. Faculty responsible for implementation of the plan will be assigned by position.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergencies.

At least once a year, the plan will be reviewed and the staff will be updated regarding new procedures.

A chain of command that will include names and telephone numbers of the persons to succeed the Principal in the event of his absence or incapacitation will be designated and provided to all faculty members.

CRISIS RESPONSE TEAM

	<u>School</u>	<u>Home</u>	<u>Cell Phone</u>
Superintendent	Ryan Bradbury	785-883-2388 ext.7000	785-633-2530
Coordinators:			
Building Level	Marcia Munsell	785-883-2996 ext.1000	913-481-0188
Building Level	Bryan Kindle	785-883-4350 ext.5001	785-393-3666
Building Level	Josh Adams	785-883-2057 ext.6000	785-418-4561
Communications	Brad Burkdoll	785-883-2057 ext.6001	
First Aid/Nurse	Elyse Janzen	785-883-2996 ext.1020	
HS Counselor	Alissa Buenger	785-883-2057 ext.6020	
MS Counselor	Makaela Willis	785-883-4350 ext.5020	
Elem. Counselor	Kelly Lawrence	785-883-2996 ext.1021	
Maintenance Dir.	Ryan Adams	785-883-2388 ext.5080	785-760-0859
Food Service Dir.	Carolyn Forhy	785-883-2388 ext.6060	660-679-7212
Transportation Dir.	Ryan Bradbury	785-883-2114	785-633-2530
School Psychologist	Linda Normile	785-883-2996 ext.1022	
Family Services Coord.	Janet Delgado	785-883-2996 ext.2109	785-764-0965
Technology Director	Walt Wehr	785-883-2388 ext. 5091	

Chain of Command for Wellsville Schools

Wellsville High School

- Josh Adams
- Brad Burkdoll
- Bryan Kindle
- Alissa Buenger

Wellsville Middle School

- Bryan Kindle
- Josh Adams
- Makaela Willis

Wellsville Elementary School

- Marcia Munsell
- Kelly Lawrence
- Linda Normile

Teachers will escort their students to the designated areas as appropriate. Teachers will notify the administration of any students who are missing so that a building search may be conducted. Teachers will take a current roster with them.

Individual responsibilities may vary due to the expertise of individual members of the team.

Responsibilities include:

Coordinators:

District Level – Superintendent

Building Level- Building Principal– Building Counselor

- Responsible for assembling crisis team information/informing team

Communications Coordinator:

Superintendent

- Responsible for verbal and written communication.
- All media contacts.

Support Services Coordinators:

Medical:

Superintendent – District Nurse - Building Principal

- Works as a liaison between medical services and district

Parent

Building Principal

- Liaison between parents and school
- Coordinate parent pick-up of students

Law Enforcement:

Superintendent – Building Principal

- Liaison between law enforcement and the school

Special Services:

Family Services Coordinator – School Psychologist

- Coordinates counseling when needed

Student:

Building Principal – Building Counselor

- Liaison between students and the district
- Coordinates services specific to student needs and information

Funeral Home/Clergy:

District Secretary – Building Secretary

- Act as a liaison between funeral homes and school
- Act as a liaison between clergy and school

When the district is in a crisis situation every action must be communicated immediately to all members of the crisis management team.

IMMEDIATE COMMUNICATIONS PROCEDURE

EMERGENCY SERVICES 911

STEP 1 In a **non-emergency**, the following administrative numbers may be used:

Police	Wellsville	785-883-2691 or 785-883-4425
Franklin County Sheriff	Ottawa	785-229-1200
Highway Patrol	Olathe	913-782-8100
Fire	Wellsville	785-883-2228
Ambulance	Franklin County	785-229-7300
Poison Control Center		800-222-1222
Emergency Room	Ransom Memorial	785-229-8300
Olathe Medical Center		913-791-4200
Stop School Violence Hotline		877-626-8203
DCF (Department for Children and Families)		800-922-5330

Tell the dispatcher specifically where the command post is (that location where the person in charge or his designee can be found at all times). Remain there until help arrives.

STEP 2

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between hospital and district administration, with instructions to relay progress reports as soon as possible.

STEP 3

Immediately report crisis to:
Superintendent of Schools, Office – 785-883-2388 x7000 Cell 785-633-2530

If unavailable, contact the person listed under Step 4. Superintendent or designee will contact coordinators and Communications Coordinator.

STEP 4

Administrative chain of command (person in charge). If the Superintendent or information coordinator is not available, person(s) listed below will handle ALL media relations.

	<u>Office</u>	<u>Cell</u>
Josh Adams	785-883-2057	785-418-4561

EMERGENCY CODES/DEFINITIONS

Extension 6201 – District wide announcement over ALL phones

Announcement: *Announcements to the staff will be clear and give specific instructions for what is necessary.*

Guidelines for Understanding and Responding to a Crisis

Here are some of the emotions you may observe in your students (or in yourself) following a tragedy:

Numbness, shock, and denial – After a sudden death, you don't want to believe it has happened; you had preparation for its occurrence.

Confusion – Why did this happen? I don't understand the circumstances. How could this happen to someone I know?

Fear – Could something like happen again? (Always answer yes)

Will – something like this happen again?

Grief – Sadness, crying, a deep sense of personal loss.

Anxiety – A difficulty in explaining or understanding the tragedy; things are not the same at school or in my class.

Depression – Emptiness, unhappiness.

Guilt – An irrational feeling of responsibility for the event. What could I have done to prevent it?

Anger – Why did someone do a violent, senseless thing? Why did others let it happen? Anger can be directed toward a specific person or persons or be a general feeling or anger.

Here are some of the changes in behavior that you may see. Most, if not all of these changes, will be temporary. Children are resilient and do bounce back.

Lack of concentration – Inability to focus on schoolwork, household chores, or other leisure activities.

Lack of interest in usual activities – Their minds are preoccupied with other thoughts and feelings and what would usually be very enjoyable may not have much appeal.

Greater dependency – A need to feel protected may result in the wanting to do more with you or not have you away from them for long periods of time; some kids may not want to be alone.

Problems with sleeping and eating – Difficulty going to sleep, occasional bad dreams or a decreased or increased appetite are common physical reactions to a stressful event.

Overly quiet or overly talkative or a combination – Students may need to talk about a tragic incident over and over again, asking questions that may be unanswerable but needing to ask them anyway. This repetition is often a healthy way of working through the grief process; on the other hand, a student may not want to talk about it much with you, preferring to discuss it with friends, classmates, parents – those who may have been closer to the tragedy; or the student may not want to talk with anyone about it.

Here are some things that teachers and parents can do to help a child through this difficult time:

Listen – Don't interrupt, he/she needs to be heard.

Accept feelings – They are valid feelings for this student, even though your feelings may not be similar ones.

Empathize – Let the child know that you recognize his/her sadness, confusion, anger, or whatever feelings he/she has about the tragedy.

Reassure – The student is not responsible for what happened.

Accept – The student may not want to talk about the trauma right away. Let him/her know you are willing to listen whenever he/she needs to talk about it.

Be tolerant of temporary changes.

Maintain as much of a routine as possible.

Provide additional activities if the students seem to have excess energy.

Don't hesitate to ask for help – This help can be sought out from other parents, the school staff, or an outside professional.

Suggestions

DO'S

- Do listen to the students and wait after you've asked a question to give them adequate time to respond.
- Do allow students the opportunity to express any and all thoughts regarding the incident without judging or evaluating their comments.
- Do be aware of your voice tone, keeping it low, even, and warm.
- Do help the students see that everyone shares similar feelings (i.e., "We're (not you're) all stunned that something like this could happen here" or "A lot of us (not you) are feeling angry.")
- Do expect tears, anger, resentment, fear, inappropriate laughter (often due to tension and discomfort), stoicism (apparent non-reaction).
- Do expect some students to become phobic and have sudden overwhelming concerns that may seem illogical to you but are very real to them.
- Do expect that other feelings of loss may emerge.
- Do give accurate information about the incident. If you don't know the answer, say so. When possible, squelch any rumors that may exist by either giving the facts, or researching what the "facts" are and reporting back.

DON'TS

- Don't give "should, ought, or must" statements (i.e., "You shouldn't feel like that." "We mustn't dwell on this")
- Don't use clichés (i.e., "Be strong." "It could've been worse.")
- Don't ask questions without being ready to listen.
- Don't try to make them feel better; let them know that it's okay to feel what they're feeling.

- Don't isolate anyone – each will need to feel a part of the group.
- Don't expect the students to “get over” the grief/recovery process within a certain time.
- Don't assume a person is not grieving/reacting just because they don't look or act like it. Let them know you are available at any time (i.e., six weeks or three months from now), IF YOU REALLY ARE.
- Don't let students interrupt each other, allow each person to finish his or her own statement.
- Don't discount a person's right to hurt.

SCHOOL CLOSING INFORMATION

In case of an emergency or weather related emergency, the Superintendent of Schools will determine if the school will be open for the day. Early dismissal will be determined by the Superintendent of Schools, also.

Information on schools closing or early dismissal will be available by radio and television stations and power announcement:

MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, website, and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore MUST BE AVOIDED.

ALL STAFF: After calling emergency services and following safety procedures for your building, it is imperative that employees immediately relay factual information regarding any emergency or disaster to the Superintendent or their designee. The superintendent will handle the release of information and media.

ALTERNATE SCHOOL LOCATIONS

The first preference for an alternate site will be the alternate school. If the alternate school has also been affected, use the following list for alternate sites.

In the rare event an alternate site is needed, a telephone call MUST be made to alert the people in the alternate facility.

Telephone numbers for alternate sites:

Pep-8	Wellsville Baptist Church	Third and Main Street	883-2640
9-12	United Methodist Church	302 Locust	883-2737
	Wellsville Library	115 West Sixth Street	883-2870
	Wellsville City Hall	411 South Main Street	883-2296

If indicated sites are not available, teachers will be notified of an alternate location for their classes.

PRINCIPAL CHECKLIST

1. Ascertain that a Crisis Plan is prominently displayed by each telephone in the building.
2. Confirm that each manual and checklist has current names of the Crisis Management Team listed.
3. Determine building command post, usually the office. Appoint a person to stay by the telephone during emergencies.
4. Assign written chain of command and distribute copies to all personnel.
5. Have first aid equipment and instructions in a designated area.
6. Review teacher checklist with staff at the beginning of the year and be certain each teacher has a copy for their classroom.
7. Review custodian checklist with staff at the beginning of the year and be certain each custodian has a copy for their work area.
8. Team members will arrange for checking all restrooms, vacant rooms, and locker rooms during evacuation.
9. Secretary will secure all records and office valuables in the vault.
10. Confirm that roll count of students is received at command post.
11. Students are not to be released to anyone except parents, guardians, or their designees.

TEACHER CHECKLIST

1. Take all necessary crisis items. (Attendance sheets, etc.)
2. Teachers will escort students to designated areas when appropriate.
3. Organize students for attendance. Check by placing students in lines.
4. Check the student roll immediately.
5. Students should remain quiet and prepared for directions.
6. Wait for further instructions.

CUSTODIAL CHECKLIST

1. Cut off electricity, gas and water supplies ONLY if directed to do so by the District Coordinator.
2. In the event of an earthquake or crisis that damages a building – provide the Person in Charge with a condition report and damage survey. Always send two people for initial damage assessment.
3. Immediately contact the Person in Charge and report emergency actions taken.

NATIONAL CRISIS RESPONSE

ELEMENTARY:

1. The principal will collect and disseminate information to the faculty including what information, if any, should be shared with students.
2. Teachers are discouraged from disrupting their normal activities more than necessary.
3. Information will be sent home to parents letting them know how the situation was addressed at school. Information will also be included as a guideline for parents to help them support their children. Parents will be urged to notify the counselor if their child shows signs of stress or worry. Information will be sent home with students detailing signs of stress and worry.
4. Counseling will be made available for students who need individual or group intervention.

MIDDLE/HIGH SCHOOL

1. The principals will collect and disseminate pertinent information to the student body through the faculty, via a written statement prepared by the administration and counseling department.
2. Counseling will be made available for students who need individual or group intervention.
3. Teachers are discouraged from disrupting their normal activities more than necessary.

Refer to Guidelines for Understanding and Responding to a Crisis section of the Crisis Response Plan, page 8

STUDENT RUNAWAY/ABDUCTION

1. The teacher will notify the school office and remain with the rest of the class. The teacher should notify the office with a description of the clothing worn (if available).
2. The principal will maintain communication with the school/police via cell phone and/or radio. The principal may follow the student, if it is appropriate, in the case of a student runaway.
3. The building secretary will notify the Superintendent, police, parent(s), and/or guardian(s). The building secretary will have a picture of the child in the office. She will notify the other classroom teachers and counselors.
4. The administrator in charge will gather a description of the vehicle and other pertinent information to relay to the police department.
5. All staff members without a class assignment or other direct assignment should report to the building office.
6. The Superintendent's secretary will act as a liaison and notify all other schools (especially those with siblings of the abductee) to be on the lookout for suspicious characters.

CHILD ABUSE / NEGLECT REPORTING

Steps of Action:

1. Department for Children and Families, DCF (formerly SRS) will be notified in all cases of suspected abuse / neglect (physical or mental). DCS telephone number is 800-922-5330.
2. The staff member who suspects child abuse will notify SRS, the building administration, and/or counseling department. The reporting staff member will document the report using the form on the following pages.
3. Parental contact and investigation will be left up to SRS/law Enforcement.

It is not the role of the school to determine, investigate, or substantiate suspected abuse.

Reporters are kept confidential.

PERSONNEL ROLES:

Bldg. Administrator:

Contact the Wellsville Police Chief. May assist staff members, counselor, or nurse with reporting.

School Nurse:

Complete paperwork.

Counselor:

Assist staff / nurse and provide follow-up with social workers.

Teacher:

Counselor, principal, and/or report directly to DCF of suspect situations.

Social Worker:

Assess students and provide follow-up.

FIRE / EVACUATION PROCEDURES

If you are the first to notice the fire, pull the fire alarm. Report the fire to the school office. Use the phone or intercom if the phone is not available.

SIGNALS: Continuous ringing of the alarm or an intercom announcement.

STEPS OF ACTION:

1. Pull the fire alarm; report to the office; use the intercom or phone available.
2. Close all doors to confine the fire. Turn off the lights.
3. Teacher will double check the room to ensure total evacuation and will be the last person to leave the room.
4. Evacuate the building to an assigned place at least 100 feet or more from the building.
5. In case of a blocked exit, find the closest alternative exit.
6. Take a class list with you and take roll upon arrival at the assigned position.
7. Notify the designated person at the command center of any missing students.
8. Restrooms, hallways, and unoccupied rooms will be checked by assigned staff, custodian(s), and principal(s).
9. Designated administrators at the command center will verify all staff members and students are accounted for.

PERSONNEL ROLES:

Bldg. Administrator:

Establish Command Post (radio). Supervise the student body, and check for injuries. Assign roles to auxiliary persons as required. Procedures will be in place to verify all staff members and students are accounted for once the building is evacuated.

Secretary:	Call 911 and USD 289 District Office. Take the procedure guide, student directory, and list of students who checked out of the building earlier in the day, to the command post.
Teacher:	Evacuate the building and remain with students. Take attendance. Provide proper documentation if a student is released to parent / guardian.
Auxiliary Staff:	Assist with evacuation. Report to principal at command post. Check bathrooms and other spaces for additional persons. Administrator designee will accompany a student if taken to the hospital by ambulance. Serve as liaison until family members are present. Shut off power to affected facilities.
Transportation:	Provide buses to evacuate students to other schools or alternative facilities as commanded by the administrator in charge.
Bldg. Admin:	Establish command posts. Maintain communication with 911, emergency personnel and staff members. Administer first aid. Assist with evacuation. Set up a perimeter to keep unauthorized persons out of the area.
Maintenance:	Provide necessary equipment and barricades. Assist with keeping unauthorized persons out of immediate area.
Supt's Secretary:	As school liaison, notify other schools of the situation.

HIGH SCHOOL FIRE EVACUATION PROCEDURES

North Quad, Rooms 110, 111, 112, 113, 114 and 115, use Northwest exit.

Room 117 – Use Northeast exit from Commons Area.

Room 116 – Use the door that exits outside.

Rooms 100, 101, 102, 103 and 126 – Use front doors.

South Quad, Rooms 104, 105, 106 and 107, Mac Lab, and Library – use Southwest exit.

Rooms 119, 121, and varsity dressing rooms – Exit through your doors.

Room 118 – Use front doors by District Office.

Rooms 122, 122 A, 123, 125, and 126 (Classes South of District Office) – Use middle school doors west of room.

Note: During any emergency procedure, it is extremely important for teachers to retain their grade books for verification of class rolls. We must be certain that all students are accounted for as soon as possible.

MIDDLE SCHOOL FIRE EVACUATION PROCEDURES

From the east/west hallway, Rooms 215, 217, 218, 219, and 220 will exit through the west doors.

From the east/west hallway, Rooms 211, 212, 213, and 214 will exit through the south door.

From the north/south hallway, Rooms 206, 207, 208, and 209 will exit through the southeast doors. The administrative office will also exit through the southeast doors.

From the north/south hallway, Room 205 will exit through the west door by the north restrooms. This room is currently occupied by two afternoon classes.

From the north/south hallway, Room 200, 201, 202, 203, and 204 will exit through the east doors next to the multi-purpose room.

From the gym, exits include the southwest door of the gym or the east doors in the east/west hallway.

Note: During any emergency procedure, it is extremely important for teachers to retain their grade books for verification of class rolls. We must be certain that all students are accounted for as soon as possible.

ELEMENTARY SCHOOL FIRE EVACUATION PROCEDURES

Office complex, media center, cafeteria and D101 exit through front doors.

A101 – 1110 and D109 exit through A Pod or front doors.

B101 – B109 and D108 exit through B Pod.

B110 exit through BC hallway doors.

C101 – 110 and D107 exit through C Pod.

D102 – D106 exit through D hallway.

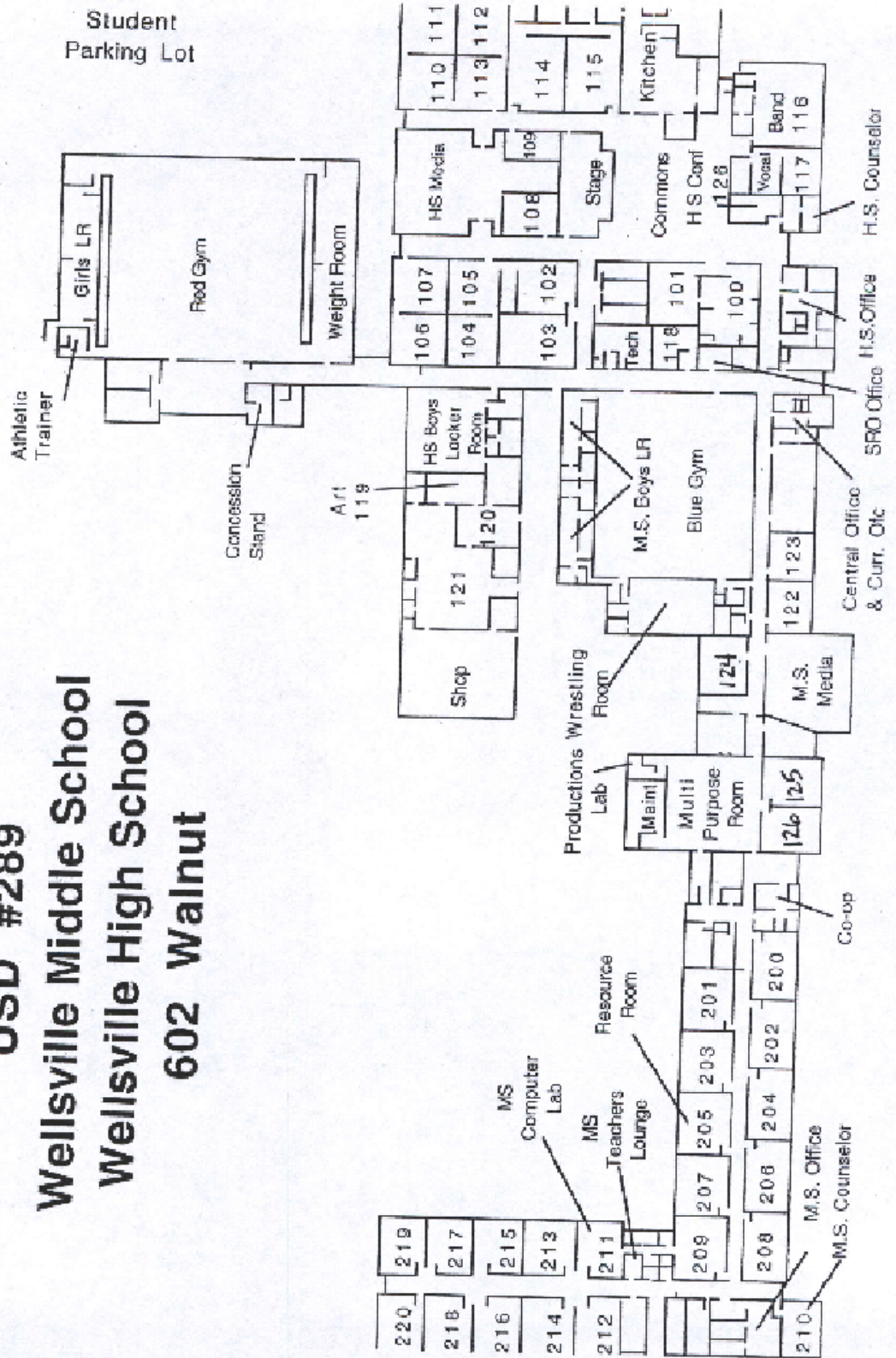
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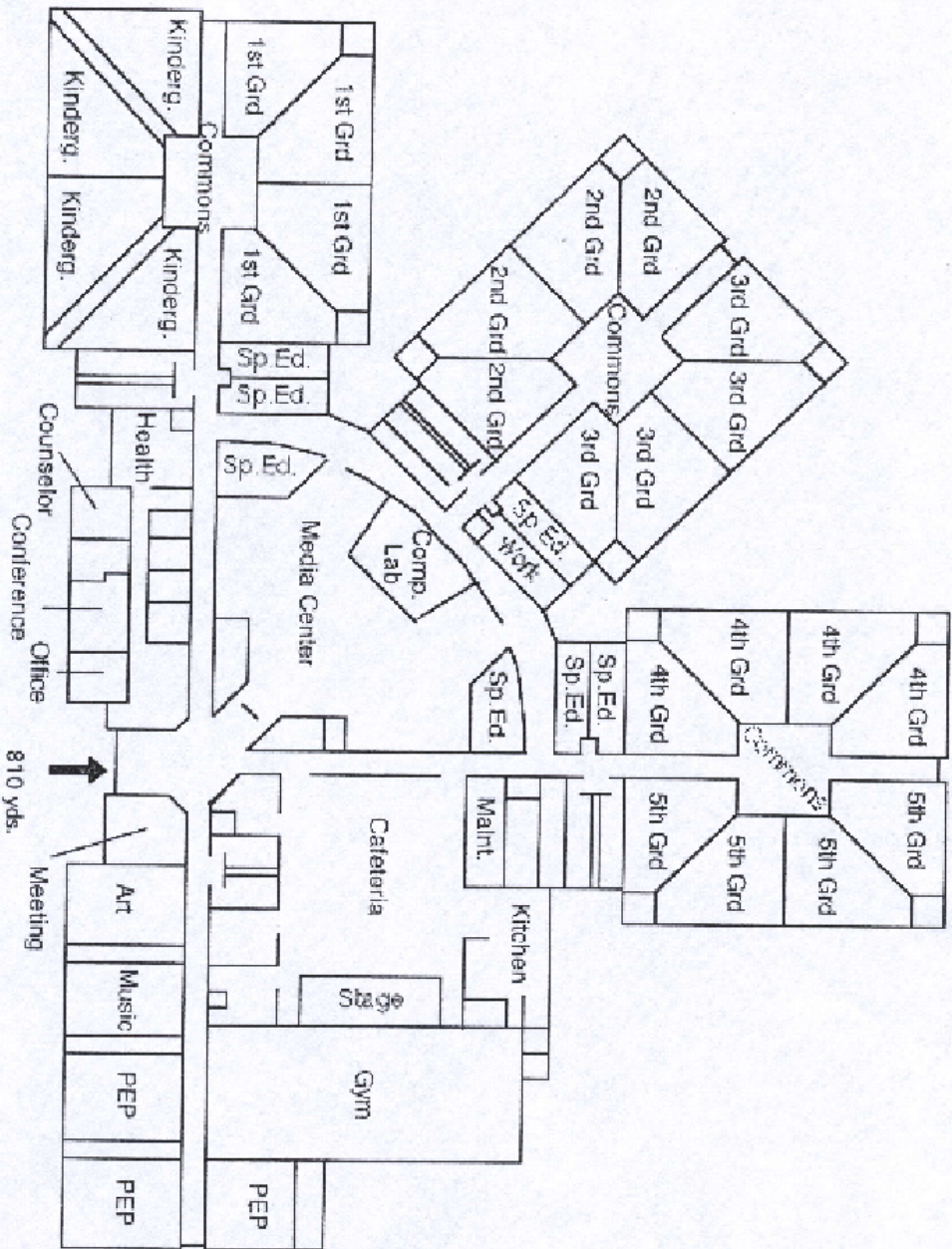
USD #289

Wellsville Middle School
Wellsville High School

602 Walnut



Wellsville Elementary School USD #289



ACCIDENT OR INJURY

This is an emergency in which one or more persons are sick or injured. Immediate concern is to aid the injured or sick.

Immediate steps of action are:

1. Call the school nurse.
2. Contact school administration to call emergency services (911), if necessary.
3. Stay with the injured / sick person(s).
4. Request appropriate assistance from a person trained in First Aid, if such a person is available.
5. AEDs are located in middle school east/west hallway outside the south multipurpose room doors, in the high school hallway just past the class composites in just before entering breezeway, and in the elementary, outside the stage door off D Pod hallway.

The building administrator should set up a command post, if it has not already been done so. The building administrator will coordinate with the superintendent or designee at the command post. All student's parent(s) or guardian(s) will be notified.

The school nurse will supervise the medical care of the injured or sick person(s).

The building secretary will notify the USD 289 District Office for emergency services.

The teacher is to remain with the students and account for all students on roll. The teacher will notify the school office.

The superintendent's secretary will act as school liaison and notify the other schools in the district and coordinate efforts with them, if their assistance is needed.

The transportation department will provide buses to transport non-injured students to a "safe" area or alternate evacuation area.

The buildings and ground department will coordinate with the command post and other buildings and grounds personnel to provide barricades, necessary equipment or assistance.

The business staff will report to the command post for assignment.

The technology department will obtain a master list of all students in attendance and report to the command post. The technology department will assist the accounting for injured students and personnel.

The auxiliary staff will assist with communications and first aid, as appropriate.

EMPLOYEES CERTIFIED IN CPR AND FIRST AID:

School nurse, bus drivers, coaches

(Each building will maintain a current list of all building employees certified in CPR and first aid.)

ILLNESS / INJURY ON FIELD TRIP

- School nurse will prepare a medical bag with medications and instructions for children participating in field trips, including a copy of emergency procedures and specific instructions to follow for fragile children (i.e. seizures, asthma attack, etc.). Most district vans and all district buses are equipped with a business band radio.
- Minor Emergency (ex: temperature, vomiting, small laceration): Standard first aid should be applied. The school is to locate the parents and a designated location for parents to pick up student is to be established.
- Severe Emergency (ex: broken leg or any type of injury that student cannot be moved): Apply standard first aid. IF the medical bag has a radio, call Building Administrator to contact 911, call for an ambulance for transport, and to locate parents(s) to meet at the hospital.
- Classroom teachers should stay with child until parents/ambulance arrives, therefore leaving the other classroom teacher(s) in charge of both classes.
- Nurse should include in the medical bag all supplies and equipment necessary for the needs of students participating in the activity/field trip.

DEATH

DEATH RESPONSE PROCEDURES

The primary goal is to give the death of student or district employee as low a profile as possible while providing assistance to the family, friends, and involved staff members. The administration will make all decisions regarding the use of outside assistance and what role they might assume. The Crisis Response Team should be made available to serve as resource persons for any help needed.

Immediately upon learning of a death all Building Level Coordinators and Special Services Coordinators should be notified. A decision should then be made regarding bringing in additional persons (Mental Health Center Personnel, etc.).

The building principal should notify his staff of a faculty meeting as soon as possible. Details of the occurrence can be covered so that the teaching staff can have “facts”, (time, place, manner) and help reduce rumors. A written statement will be provided to be read to students. Discussion of “how to cope” rather than why the death occurred should be stressed. If necessary, specific members selected by the Building Level Coordinators, can speak with the faculty to go over intervention and coping strategies.

Faculty members and friends who were particularly close to the victim should be contacted as soon as possible and offered individual counseling.

School should not be dismissed for deaths or funerals, if at all possible. If the school is consulted about funeral arrangements, weekend or late afternoon times are preferable.

If media is involved they should be referred to the Media Coordinator. Media should be requested to avoid an appearance of “sensationalism”, recognizing that deaths may “cluster”.

Teachers should read the written statement and briefly discuss the death with their homeroom class or other students, if they can comfortably do so. They need to explain to students the services available to them and facilitate the students’ expression of their own feelings. They need to avoid any “martyr” concept that may come from a discussion or why the person died.

The Building Level Coordinators and Special Service Coordinators should meet at the end of the day with the principals to determine future needs and procedures.

High-risk students should be identified and watched for symptoms of withdrawal or depression. The staff should refer these students to the counselor immediately.

Depending upon the circumstances, parents may be made aware of potential signs of depression and offered information about resources made available to them.

During the following weeks, students who might be considered at-risk should be monitored by the entire staff.

The Crisis Response Team should meet within two (2) weeks to evaluate their response procedures.

The primary goal should be to restore the school climate to “normal” as soon as possible.

STEPS OF ACTION:

1. Summon emergency help (911).
2. Isolate the area where the death occurred (or may be in the process thereof).
3. Move all those who witnessed the death to a separate location.
4. Notify support staff needed to assist.
5. Notify USD 289 District Office.
6. Notify all building principals (be particularly aware of siblings of victim).
7. Arrange notification of next-of-kin and provide support as needed.

The administrator in charge will determine the need to reassign staff for class supervision, change of schedule, or moving location of classes. The administrator in charge will also determine the time and method for communication to the remaining staff, students, and public about the death. The belongings of the student / staff member shall be secured for either police or the family. The administrator in charge shall notify the USD 289 Crisis Intervention Team. The administrator in charge will also determine plans for remainder of the week.

The counselor and school nurse will establish follow-up for staff and students who might be affected by the death as part of their participation with the USD 289 Crisis Intervention Team.

The building secretary will notify 911 for emergency services, the USD 289 District Office, and the Wellsville Police Department. The building secretary will communicate appropriate memorials from the funeral home. The building secretary will make sure that the name of the victim is removed from mailing lists, billing lists, memos, absence call lines, etc., as quickly as possible.

The superintendent’s secretary will act as school liaison and notify other schools in the district of the occurrence, especially if there is a sibling or relative in another school.

GENERAL GUIDELINES:

1. Funerals should not be conducted in school facilities.
2. School is normally not dismissed for funerals.
3. Memorials, i.e., planting a tree(s) or donating functional gifts in memory of the deceased, are not appropriate.

SUDDEN LOSS OF UTILITIES

Electricity, Gas, Water, and Telephone

SIGNALS: In the event there is a sudden loss of electricity, gas, water, and/or telephone, the Building Administrator and/or designee will alert the staff and give directions.

STEPS OF ACTION:

1. Teacher should remain calm and reassure the students to remain calm.
2. If not in their classroom, the teacher needs to immediately move students to their assigned classroom.
3. The Maintenance Director will notify KCPL or Kansas Gas Service, or the City of Wellsville.
4. The Technology Director will notify Touchtone and Century Link
5. Students will be relocated to a “safe” area or host facility, if necessary.

IF INDOORS:

- When advised by District Coordinator, evacuate building.
- Proceed to alternate site for your school, if situation requires evacuation.
- If possible, students will be sent home by walking or bus, if appropriate, or parents can pick them up. Information on student pickup will be supplied by the school district administration and broadcast on radio and television.

IF OUTDOORS:

- Return to building and await further instructions.

*****Do not use telephones during a severe storm or power outage.**

PERSONNEL ROLES:

Bldg. Administrator:

Will call the District Office to notify them of the loss of electricity, loss of telephone service, or broken gas, water, or sewer lines. In case of loss of telephone, use radio or cellular phone to notify the District Office.

Supt's Secretary:

In case of loss of electricity will call KCPL at 1-800-544-4852. (Use KCPL account number 2537-91-5519 when calling to report an outage at the Middle School or High School. Use KCPL account number 7030-16-4063 when calling to report an outage at the Elementary School.)

In case of loss of telephone, will call Century Link 1-800-786-6272 (Acct# 3144235173)

In case of broken gas pipe, will call the gas company – Kansas Gas Service – 1-888-482-4950

WEATHER RELATED EMERGENCIES

SEVERE STORMS

If a severe storm or other weather related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.

School district personnel will be advised whether or not they are to report to work.

If a storm develops during the day, the Superintendent will determine the action to be taken and advise principals. The news media will be informed by the school administration for the procedures being followed.

TORNADO

DEFINITION:

WATCH: Conditions are favorable for a tornado or severe weather. Take action as needed.

WARNING: Tornado may be imminent. Take shelter. Weather reports should be monitored continuously.

SIGNALS:

- Tornado watch and warning will be monitored via radio in the school office.
- In the event of a warning, the alarm will be activated sounding continuing intermittent alarm sounds.
- Community sirens will sound.

STEPS OF ACTION:

1. Students and staff will take cover according to drill procedures.
2. All students will remain at the school until the warning is over and will only be released by the administrator in charge when it is safe to do so.

TRANSPORTATION:

1. Follow the Emergency Bus Evacuation guidelines in the Transportation Department Handbook.
2. If using a ditch or depression in the ground for cover, all students should lay as close to the ground as possible with their hands over their head, away from trees, the bus, and other obstructions.
3. If using a basement as cover, students should sit close to the wall and place their heads between their knees with their arms over their heads.
4. If a single building or individual buildings have been struck, transportation will provide buses to move students and staff to the other school, an alternate site, or home, depending upon the decision of the administrator in charge.

Bldg. Administrator:

The administrator in charge will designate a command post. The administrator in charge will supervise the student body and maintain contact with the staff.

Bldg. Secretary:

The building secretary will monitor the radio in the event of a watch.

Teachers:

The teachers will supervise their class(es). The teachers will take attendance sheets and take roll in their designated area.

Maintenance/Custodial:

Maintenance/custodial staff will monitor the radio. They will maintain communication with the principals and superintendent of schools.

TORNADO SHELTERING AREAS

High School:

- Rooms 102, 103, 104, 105, 106, 107, 116, 117 are to stay seated in their classrooms.
- Rooms 118, 122, 122 A, 123, 124, 125, and 126 and are to report to Room 117.
- Rooms 110 and 111 are to report to Room 106.
- Rooms 112 and 113 are to report to Room 104.
- Rooms 100, 101, 114, and 115 are to report to Room 116.
- Rooms 119 and 121 are to report to Room 103.
- PE/Strength Training classes report to Room 102.

DO NOT LEAVE DESIGNATED AREA UNTIL INSTRUCTED TO DO SO BY THE OFFICE.

Middle School:

- Will report to the Band room and/or the Choir room.

DO NOT LEAVE DESIGNATED AREA UNTIL INSTRUCTED TO DO SO BY THE OFFICE.

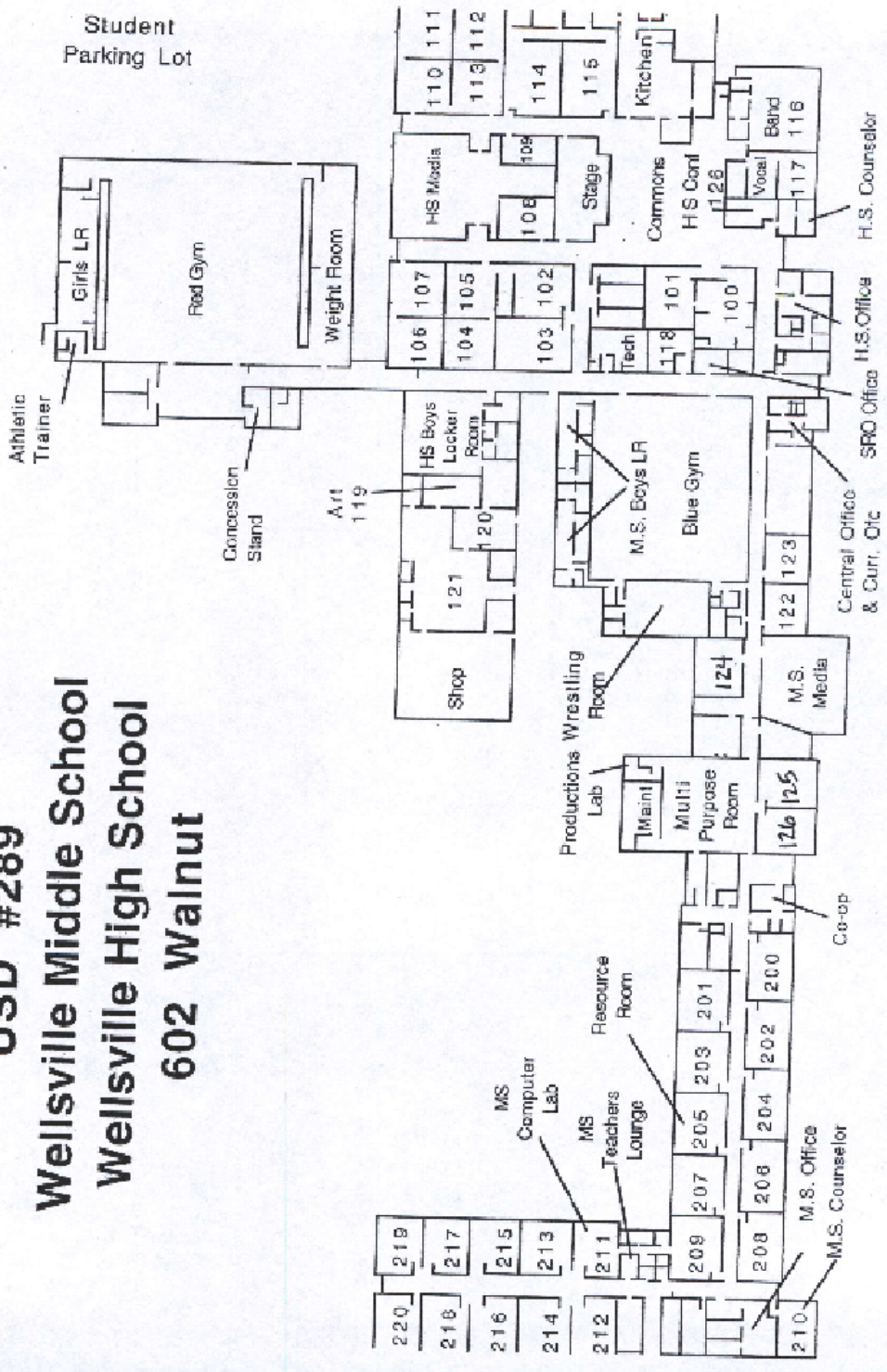
Elementary School:

- Rooms A101 – A110 go to “A” Hallway.
- Room B101 – B110 and D108 go to “B” Hallway.
- Rooms C101 – C110 go to “C” Hallway.
- Rooms D101 – D106 and Media Center go to “D” Hallway.
- Room D107 report to “C” Hallway.
- Room D109 report to “A” Hallway.
- Office Complex report to “A” Hallway.
- Cafeteria report to “D” or “A” Hallways.

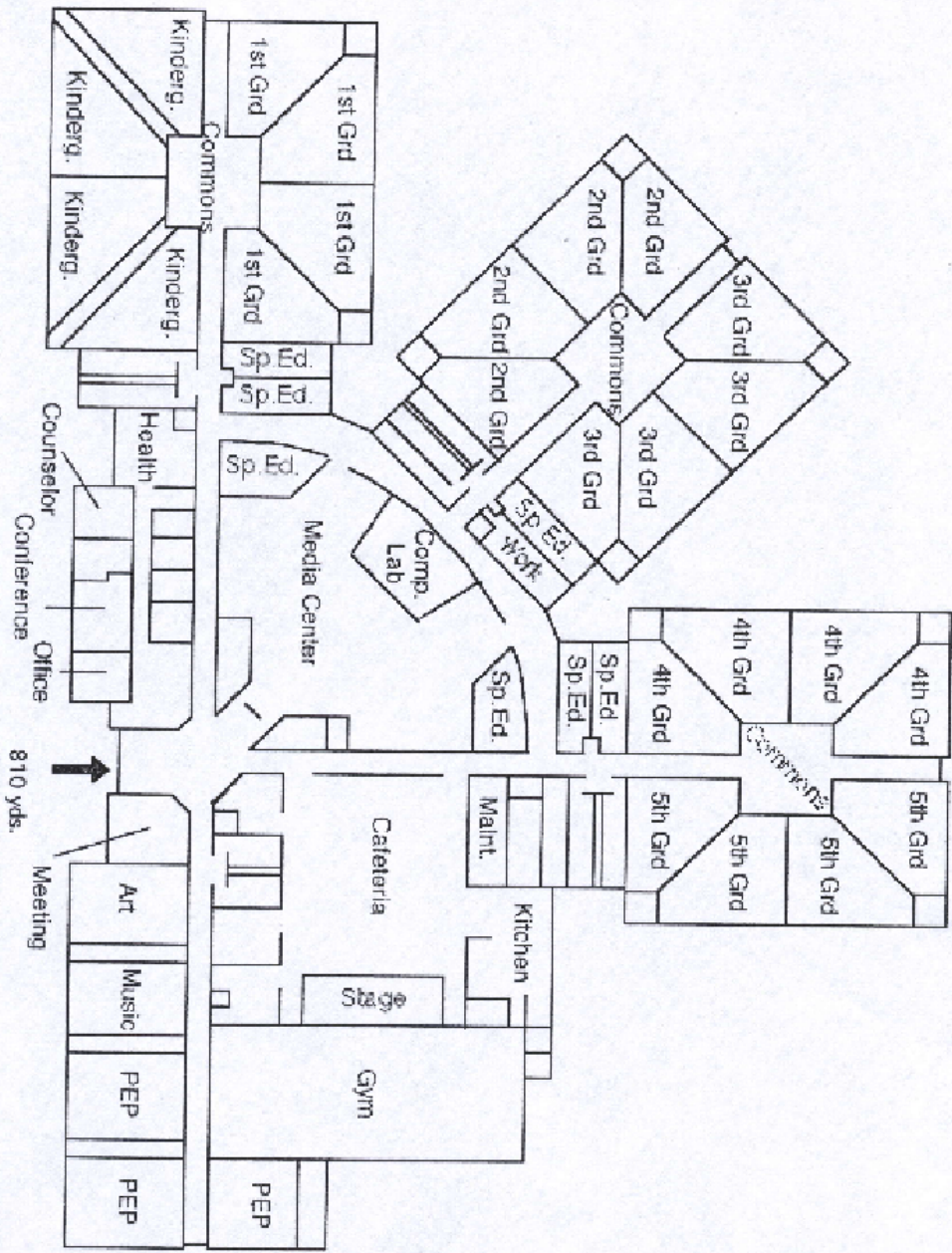
DO NOT LEAVE DESIGNATED AREA UNTIL INSTRUCTED TO DO SO BY THE OFFICE.

2009-2010

USD #289
Wellsville Middle School
Wellsville High School
602 Walnut



Wellsville Elementary School USD #289



EARTHQUAKE PROCEDURES

STEPS OF ACTION:

Teachers should remain calm and reassure the students to remain calm.

IF INSIDE:

1. Stay inside.
2. Take cover under a desk, table or bench.
3. Do not try to leave the building during the shaking of the earthquake. The danger of falling objects is great.

IF OUTSIDE:

1. Move into the open, away from buildings, streetlights, and utility wires.
2. Once in the open, stay there until the shaking stops.

IF IN A MOVING VEHICLE:

1. Stop quickly and stay in the vehicle.
2. Move to a clear area away from buildings, trees, overpasses, or utility wires.
3. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

AFTER: Be prepared for aftershocks.

1. Maintain cover position until notified.
2. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quakes.
3. Notify first aid of injuries.
4. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
5. Stay out of damaged buildings. Return home only when authorities say it is safe.

CHEMICAL SPILL / ALERT

SIGNALS:

In the event there is an emergency drill or warning of a chemical spill by a highway transport, railroad car, or manufacturing plant, the school will be notified via telephone by the 911 system or the Wellsville Police Department. Office personnel will alert the staff and students. Staff and students should return to their classroom and follow directions as outlined below.

STEPS OF ACTION:

1. Teachers should remain calm and reassure the students to remain calm.
2. If not in their classroom, teachers need to immediately move their students to their assigned classroom.
3. Close all windows and doors.
4. Shut off all outside ventilation (air conditioners, heaters, fans, etc.).
5. Cover leaky areas such as doors and windows with towels or masking tape.
6. Remain calm until an "all clear" report is issued from the plant or involved agencies and communicated by the office or emergency personnel.
7. Evacuation of the building will occur only by orders of the administration or emergency personnel.

PERSONNEL ROLES

Bldg. Admin:	The building administrator will assign roles to auxiliary personnel as required. Procedures will be placed to verify that all staff members and students are accounted for.
Secretary:	The building secretary will remain near a centrally located telephone.
Teacher:	Teachers will remain with students.
Auxiliary Staff:	Establish a command post and set up a secure perimeter. Assist with emergency personnel.
Custodial/Maint Staff:	The custodial staff will maintain radio communications with the principal. They will provide barricades or necessary equipment. Maintenance/custodial personnel will aide police as necessary.
Transportation:	The transportation department will be on stand-by in the event an evacuation is deemed necessary by the superintendent, designee or emergency personnel.

SUICIDE PREVENTION

The Jason Flatt Act SB323 Effective May 13, 2016

On May 13, 2016 Governor Sam Brownback signed The Jason Flatt Act – Kansas in memory of Cady Housh (SB323) into law, making Kansas the 19th state to pass The Jason Flatt Act since 2007. The Bill was sponsored by Senator Greg Smith of Kansas Senate District 21. Major components of the legislation are: Requiring suicide prevention training for school district personnel; amending K.S.A. 2015 Supp. 75-2319 The board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents or legal guardians. Such programming shall include, at a minimum:

1. At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials; and
2. A building crisis plan developed for each school building. Such plan shall include:
 - o Steps for recognizing suicide ideation;
 - o Appropriate methods of intervention; and
 - o A crisis recovery plan

STEPS OF ACTION:

1. If the student has threatened or has displayed warning signs, appears to have a plan, or is in imminent danger and requires intervention, the counselor, building administrator(s) will be contacted immediately. The following procedures are to be followed:
 - Do not leave the student alone.
 - Administrator will contact the student's parent(s) or guardian(s).
 - Crisis counseling techniques will be used as appropriate to try to defuse the situation.
 - Building administrator(s), counselor(s), and other consultants will collaborate to determine the severity of the situation.
 - Do not allow the student to go home unsupervised. A parent / guardian or other adult must assume direct responsibility for the student before allowing him / her to leave the school.
 - If the student's parent / guardian cannot be reached and the student is suicidal, the Wellsville Police Department will deal with the matter.
2. After the immediate crisis has been resolved, the building administrator and counselor will meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student.
 - The school counselor will remain in close contact with the student's parents / guardians. The counselor will be the liaison between student, parent / guardian, school, and any involved community agency.
 - A release of information will be requested to be signed by the parent / guardian to provide opportunities for open communication between agencies (if appropriate).
 - Regularly assigned classroom teachers will be assisted in appropriately dealing with the student.

- Parent/Guardian will be advised to arrange for treatment through outside sources. Failure to provide professional support may result in school officials reporting negligence to the Department of SRS.
3. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at stake.
 4. The Transportation Director is to be notified of the potential problem on the bus route.

GUN ON SCHOOL PROPERTY (INSIDE OR OUTSIDE)

IF A GUN IS REPORTED TO BE ON SCHOOL PROPERTY STEPS OF ACTION FOR REPORT OF GUN INSIDE

ALICE training will be used to Alert, Lockdown, Inform, Counter or Evacuate.

Gun out, Shots Fired, Immediate Crisis

1. Immediately call 911 and building administrator. Announcement will be made as to where the shooting has taken place with exact information. Teachers will use their ALICE training to make appropriate decisions for the students.
2. When students leave the building they are to run to a safe place. A designated place to run will be our maintenance building on 4th street.
3. The administrator or staff member in charge will call the USD 289 District Office (883-2388 x 3122, 3131, 1100). Personnel from the district office will be assigned to the perimeter of the school (driveways, entrances, etc.), wherever the administrator in charge has designed for their presence.
4. The intercom system, if possible, should be used by the administrator in charge or designee to communicate specific instructions to staff throughout the building during the event.
5. In the event that students are outside the building when an inside event occurs, their adult staff member should keep them outside the building and take them to a safe location away from the building, such as the other school, home, or a business.

Student or Phone Warning of Potential Presence of Gun or Weapon

1. If this is a "student (phone call, etc.) reported sighting" and not in the opinion of the administration to be an immediate crisis, the administration will immediately investigate the reported sighting and all situations leading toward and from that point.
2. Administration will take all precautions deemed necessary to isolate individual or individuals reported to have a gun or weapon in the possession on school property.
3. All privacy situations will be followed wherever possible, but the primary responsibility of all involved at this point in time must be for the safety of all other students and employees of USD 289.
4. If, during the course of their initial investigation, it is deemed to be an emergency situation, the administration may render the initiation of the emergency crisis steps listed above and call for a "Crisis Inside" announcement to be made over the intercom and all subsequent steps followed.
5. If a gun or weapon is taken from a student / person, the district discipline procedures will be immediately initiated.

STEPS OF ACTION FOR REPORT OF GUN OUTSIDE SCHOOL

- ~~1.~~ **Announcement will be clear as to instructions for each building. ALICE training will be used to Alert, Lockdown, Inform, Counter or Evacuate.**
2. If students are caught outside, they should immediately take cover in the nearest safe position. If a class is outside, the staff member in charge will be solely responsible for making the decision as to the best option for cover available at the time.

A district-wide Crisis Intervention Team is established and will be coordinated by the counseling staff of the buildings if they determine the necessity. Board of Education members are to be notified of any of the above items as soon as possible.

PERSONNEL ROLES:

Building Administrator:	Ensure building is locked down. Maintain communication with building administration and staff members.
Teachers:	Remain with students unless you had to evacuate. Students will be accounted for at a later time. Lock doors and windows if this is the best line of defense. Inform as necessary the office of your situation. Counter as best you can against the intruder. Keep students away from windows and close the window blinds as necessary.
Custodial Staff:	Maintain communication with principal.
Secretary:	Call 911, USD 289 District Office. Monitor the radio with the building administration and maintenance / custodial staff and relay any pertinent information in a timely manner.
Supt's. Secretary:	As school liaison, notify all other schools of the situation.
Bldg. Admin:	Secure the perimeter. Maintain communication with 911, USD 289 District Office, principal(s), maintenance / custodial staff, and emergency personnel.

BOMB THREAT/HOSTAGE/ DRIVE-BY SHOOTING

BOMB THREAT PROCEDURES

Upon receipt of a bomb threat, the person receiving the call should make every attempt to:

1. Prolong the conversation as much as possible. DO NOT HANG UP THE PHONE – EVEN AFTER THE CALL IS COMPLETE.
2. Notify someone else in the office while you are on the phone. This person should notify the District Coordinator.
3. Follow the bomb threat checklist.
4. Identify background noises.
5. Note distinguishing voice characteristics.
6. Interrogate the caller as to the description of the bomb, where it is, and when it is due to explode.
7. Determine the caller's knowledge of the facility.
8. **DON'T HANG UP THE TELEPHONE.** Use another telephone to call the authorities.

From another telephone immediately notify the police: 911

1. The Principal will confirm notification of the police.

2. The district will immediately go into building lock down procedures.
3. Exit routes will be checked to make sure they stay clear.
4. The Superintendent and or their designee will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
5. If it is decided to evacuate the building, teachers will evacuate the classrooms in pairs, one teacher leading two classes, the other teacher following the two classes. By doing this we can ensure that all students are not led into danger or left behind.

If the call indicated a time the bomb is due to explode, and school authorities determine the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.

Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to alternate locations.

After all students have been evacuated, all utilities should be turned off.

Check absentee list for possible clues to who might have telephoned in the bomb scare.

Attendance will be taken when students are assembled away from the school.
Give roll count to Person in Charge.

*****NOTE:** The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes, and pieces of pipe have been used. You will be looking for something that doesn't belong.

If what appears to be a bomb is found, **DO NOT TOUCH IT**. The fire department will take charge.

Be Aware – Be Observant – Be Alert

Report any suspicious object – do not inspect – just report!

If remaining in building – leave lights on, close door.

If evacuation building – leave lights on, leave door open.

If remaining in building after signal is given, move student to secure area of room away from sight access.

Police may request staff involvement in explosive device search. Staff members are familiar with site environment. Police will need cooperation, identification, and information concerning unfamiliar items or suspicious objects.

Report suspicious items – Do Not attempt to open!

If evacuating, listen carefully to specific instructions. The evacuation plan will include varied locations.

Evacuation routes will be the same as FIRE (Primary / Secondary exit routes) procedures.

If suspicious object is near assigned exit, students / staff will need to be evacuated through Secondary exit route.

Students should report to assigned area in case of ALL STUDENTS. Report unaccounted for students to the designated Crisis Response team member. Provisions will be necessary to assist special needs students in case of evacuation.

In case of evacuation, students are to be moved as far from the building as feasible (500-1,000 feet is recommended). If inclement weather conditions exist, parents will be called and / or a predetermined site will be made available.

Updated 10/2020

Relocation sites: First Baptist Church, United Methodist Church, if necessary. Teachers should stay with students at all times unless instructed by the principal or designee to do otherwise. Return to building only after being instructed to do so.

No electronic devices (radios, cellular phones, walkie-talkies, two-way radios, etc.) should be used. Pagers should be turned off.

SIGNALS: Announcement on intercom or alternative sound system.

RECEIVING A BOMB THREAT CALL:

1. Remain calm. Listen for background noise such as motors running, music, etc. Make an estimate of the age (student or adult) of the voice on the phone.
 2. Make notations on form provided on following page or on notepaper.
 3. Note the exact time. This is important, since most bombs are activated by some type of watch or clockwork device, which restricts the "bomber" to a 12 hour period of time.
 4. If caller specified a time, ask caller to repeat the exact time. Note whether or not the caller used the 24-hour time system.
 5. Ask for the location of the bomb.
 6. Inform the caller that the building has personnel in it and a bomb could result in death or injury to innocent people.
 7. Ask all the questions on the call sheet that could be helpful in locating the bomb or determining if it is a hoax.
 8. As soon as the caller hangs up, immediately report the above information to the administrator or person in charge of receiving the information and then call 911.
- The Superintendent of Schools, or designee, will be the official and only spokesperson for the event.
 - The person in charge or the event refers to the person who has the best command of the event at hand. This person can be an administrator from within the building, district, or an appointed designee.
 - One single phone line will be available at school locations to help ensure proper communication.

STEPS OF ACTION:

1. **Stay in contact** with the source of information in as safe a location as possible, for as long as possible.
2. ***“Teachers please lock your classroom doors and take cover. All students outside classrooms report immediately to the nearest classroom.”*** should be communicated to all staff members in the most efficient manner.
3. Turn off ALL radios, cell phones and other electronic devices. Communicate by land-line phone only.
4. **Hallways are to be vacant.** All staff not assigned to students are to report to the office for instructions. Students not in a classroom are to step into the nearest classroom and follow that teacher’s directions. All classes not in a secure area will be moved by their teachers to the nearest secure room and the doors will be locked.
5. The intercom system, if possible, should be used by the administrator in charge or designee to communicate specific instructions to the staff throughout the building during the event.
6. In the event that children are **outside the building** when an inside event occurs, their **adult staff member is to keep them outside the building** and take them to a safe location away from the building such as an adjacent school, home, or business.

PERSONNEL ROLES:

SRO/Bldg. Admin:	Organize search teams to check building. Check with the administrator to determine whether the building should be evacuated or the alarm be termed false. Secure the scene; maintain communication with office personnel, USD 289 District Office, and 911.
Secretary:	Stay in contact with the source of information in as safe a location as possible, for as long as possible. Phone the Building Administrator/SRO. Take an emergency list of students, showing home phone numbers, to command post.
Supt’s. Secretary:	As school liaison, notify other schools in the district.
Maintenance/Custodial Staff:	Be available to assist the Building Administrator by being assigned to building entrances and keep unauthorized persons (media, parents, etc.) from entering the building. No person (students, staff, etc.) should be allowed to leave the building until authorized to do so by the person in charge.
Teacher:	Remain with students as ordered. If building is evacuated for a bomb threat, take roll once you reach a safe area. Take attendance records with you. Check you room and immediate surrounding areas for anything suspicious. If you find something suspicious, do not pick up the item, but tell the administrator in charge or the School Resource Officer.
Auxiliary Staff:	Assist with the evacuation if necessary. Report to the principal or his/her designee. Be available to assist with checking the building. Assist administrators with building entrances to keep unauthorized persons (parents, media, etc.) from entering the building. No persons (students, staff, etc.) should be allowed to leave the building until authorized to do so by the person in charge.
Transportation:	Provide buses for evacuation to alternate school (or home) if deemed necessary by the administrator in charge.

USD 289 BOMB THREAT CHECKLIST

BE CALM!

Exact time of call (Month, day, year, time) _____

Exact words of caller _____

QUESTIONS TO ASK:

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

CALLER'S VOICE: (Circle all that are appropriate.)

Calm	Laughter	Stutter	Squeaky
Angry	Giggling	Lisp	Stressed
Excited	Crying	Raspy	Clearing Throat
Slow	Normal	Deep	Deep Breathing
Rapid	Distinct	Ragged	Cracking Voice
Soft	Slurred	Sincere	Disguised
Loud	Nasal	Broken	Accent
Familiar			

If voice is familiar, whom did it sound like?

BACKGROUND SOUNDS : (Circle all that are appropriate.)

Street Noises	Factory Machinery	Music
Crockery	Animal Noises	House Noises
Voices	Clear	Local
PA System	Static	Long Distance
Motor	Other _____	

THREAT LANGUAGE: (Circle all that are appropriate.)

Well Spoken (Educated)	Incoherent
Taped	Foul
Irrational	Message Read by Threat Maker

HOSTAGE SITUATION OR UNWANTED INTRUDER IN BUILDING:

1. ***“Teachers please lock your classroom doors and take cover. All students outside classrooms report immediately to the nearest classroom.”*** should be communicated to all staff members in the most efficient manner.
2. The building administration and/or 911 and the District Office will be immediately notified.
3. **Hallways are to be vacant.** All staff not assigned to students are to call the office via phone to see if they can be of assistance. At no time are they to be in the hallways when the area has not been secured. All students not in a classroom will immediately step into the nearest classroom and follow that teacher’s direction. All classes not in a secure area should move the nearest secure area and lock all doors.
4. The intercom will be used (if possible) by the administrator in charge to communicate specific instructions to the staff throughout the building during the event.
5. After the event has been deemed safe, the building administrator will assign designated personnel to the building entrances and will have the responsibility of **keeping unauthorized persons (parents, media, etc.) from entering the building.** No person (students, staff, etc.) should be allowed to leave the building until authorized to do so by the person in charge.
6. In the event that children are outside the building when an inside event occurs, their adult staff member is to keep them outside the building and take them to a safe place such as an adjacent school, home, or business.

DRIVE-BY SHOOTING (OUTSIDE THE BUILDING):

“Teachers please lock your classroom doors and continue teaching. All students outside classrooms report immediately to the nearest classroom.”

1. Is to be communicated to all staff in the most expedient manner.
2. **Hallways are to be vacant.** All staff not assigned to students are to report to the office for instructions.
3. Teachers will immediately lock their doors and keep students away from doors and windows. Students not in their classroom will immediately step into the nearest occupied classroom and follow that teacher’s directions. Teachers who have their class in any other area should move immediately to the nearest enclosed area and lock the doors.
4. If students are caught outside, they should immediately take cover in the nearest safe position. If a class is outside, **the staff member in charge will be solely responsible** for making the decision as to the best option for cover available at the time.
5. The administrator in charge or designee will immediately call the building administrator and/or 911, and the USD 289 District Office. The building administrator will immediately take charge of the outside threat.
6. The maintenance/custodial staff will immediately lock all outside doors.

A district-wide Crisis Intervention Team is established and will be coordinated by the counseling staffs of the buildings if they determine the necessity.

Board of Education members are to be notified on any of the above items as soon as possible.

PERSONNEL ROLES:

Bldg. Administrator:

The administrator will call 911 and the USD 289 District Office. Determine the need for evacuation and notify staff accordingly. Gather information from staff on anything suspicious, and assist with injuries. Assign auxiliary person to first aid assistance at evacuation site. Designate command post if not already established and coordinate efforts with the Superintendent.

Secretary:

Take an emergency list of students, showing home phone number of students, to command post.

Supt’s Secretary:

As school liaison, notify other schools in the district.

Office Staff:

Be available to report to the school to assist with students leaving the building.

Maintenance/Custodial:

Be available to assist building administration by being assigned to building entrances and keep unauthorized persons (media, parents,

etc.) from entering the building. No person (students, staff, etc.) should be allowed to leave the building until authorized to do so by the person in charge.

- Teacher:** Remain with your students as ordered. If building is evacuated, take roll once you reach a safe area. Take attendance records with you.
- Auxiliary Staff:** Assist with the evacuation if necessary. Report to the principal or his/her designee. Assist building administration with building entrances to keep unauthorized persons (media, parents, etc.) from entering the building. No persons (students, staff, etc.) should be allowed to leave the building until authorized to do so by the person in charge.
- Transportation:** Provide buses for evacuation if alternate school (or home) if deemed necessary by the administrator in charge.

EXPLOSIONS

STEPS OF ACTION: (if indoors)

1. Notify building principal or designee.
2. Follow directions as given by the Superintendent.
3. If advised to evacuate, proceed to alternate site as directed.

STEPS OF ACTION: (if outdoors)

1. Notify building principal or designee.
2. Follow directions as given by the Superintendent.

PERSONNEL ROLES:

- Bldg. Administrator:** Establish a command post. Supervise the student body, and check for injuries. Assign roles to auxiliary personnel as required. Procedures will be in place to verify all staff members and students are accounted for.
- Bldg. Secretary:** Call 911 (if needed) and USD 289 District Office. Take procedure guide, student directory, and list of students who checked out of building earlier in the day, to the command post.
- Teacher:** Remain calm. Remain with students. Take attendance. Provide proper documentation if a student is released to parent / guardian.
- Auxiliary Staff:** Assist with duties as assigned by building administrator.

Depending on the nature of the explosion, students may be sent home by walking, or bus, or parents can pick them up at the alternate location. Information on student pickup will be supplied by the Media Coordinator through a press release.

NUCLEAR DISASTER PROCEDURES

In the event that the Fallout Shelter is not available, take the following steps:

1. Remember **SHIELDING IS REQUIRED**. This means to move to the center of the building away from outside walls or any openings to the outside.
2. The heavier, thicker, and denser the shielding material is between you and the outside, the better the protection.
3. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
4. If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempt of Civil Defense officials to get information to you through special terms, public address systems, or on a door-to-door basis.

BUS ACCIDENT

PROCEDURE FOR REPORTING AND FOLLOW-UP:

Driver or responsible student will:

1. **Notify 911 immediately, if possible.** If not possible go to step 2 so that the information may be relayed to 911.
2. Report accident immediately by radio or telephone to the Transportation Director (785-883-2114) or Superintendent (785-883-2388 x 3122).
3. Give this information:
 - Exact location of accident
 - Injury situation

Person taking the call will:

1. Write down and confirm exact location of accident.
2. Notify police (911). Give exact location of accident and injury situation as reported.
3. Confirm notification of Superintendent and Transportation Director.
4. Notify Law Enforcement Liaison.

Superintendent or Transportation Director will:

1. Confirm notification of police.
2. Notify the offices not receiving the original call.
3. Notify transportation director to send back-up bus to accident site, if requested by law enforcement.
4. Notify designated persons (response team) to report to the accident site.

5. When authorized, the building secretaries will notify parents of students involved and have them report to the transportation department or other site if selected.
6. Notify building offices with instructions to send parents to the transportation department if they come to their student's building.

Driver of back-up bus will, when authorized:

1. Report to Law Enforcement Liaison.
2. Bring all uninjured students to the Transportation Department when released by law enforcement.
3. The school nurse will ride the back-up bus returning to the transportation department with uninjured students, if possible.

Transportation Director or Student and Parent Liaisons will:

1. Interview student and parent prior to release of student.
2. Release all students to their parents or guardians individually, keeping written records so that each student may be accounted.
3. Notify all other drivers of the accident.

All staff members and drivers will:

1. Refer all press inquiries to the Superintendent and/or designee

Press releases will:

1. Be handled by the Superintendent, Communications/Information Manager, or the appointee.
2. Be given to all press representatives at the same time, if possible, by reading a prepared statement.
3. In the case of a bus accident, all press conferences will be held in the HS front parking lot.

Crisis team members on site will:

1. Assist as needed.
2. Keep records of disposition of all injured students (hospital taken to, if known) in conjunction with medial liaison. When authorized by a building coordinator, a crisis team member will be assigned to each hospital that is involved in treating accident victims.
3. Report to the transportation department when no longer needed at the accident site for interviewing.
4. The remaining members of the Crisis Intervention Team should plan to arrive at the transportation department in advance of the back-up bus and disseminate information.
5. Be available for future assistance as needed.

GENERAL RESPONSIBILITIES FOR STAFF

CLASSROOM TEACHERS:

1. Every teacher will become familiar with the various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure the process is as orderly as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every teacher will have grade books or class rosters at all times during an emergency. The rosters will include an alphabetical listing of all students enrolled. **Immediately take roll and account for all students.**
3. If a hazard to the safety of the students and adults is identified, or if students or adults are in danger in any way, the **first priority** of teachers will be take whatever action is prudent or necessary for safety. The **second priority** will be to notify the office as soon as possible. The district plan of action will provide assistance.
4. Teachers **will not** leave students unattended under any circumstances. An adult must be present at all times.
5. All staff not immediately responsible for students may be utilized by the administrator or designee at their discretion at the outset of an emergency.

FOOD SERVICE STAFF:

1. Any emergency related to operation of the cafeteria should be reported to the district office immediately.
2. When an alarm sounds, all cafeteria personnel must evacuate the cafeteria area immediately. All windows and doors should be shut; and all stoves and ovens should be turned off. Personnel should evacuate to the area immediately outside the cafeteria (100 feet or more).
3. If students are in the cafeteria, food service personnel should assist in getting students evacuated.
4. If the emergency involves evacuation of teachers and students from the school, cafeteria personnel should assist teachers in control of students, if warranted.

BUILDING ADMINISTRATOR:

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

1. The appropriate alarm is sounded.
Procedures to ensure safety of students are implemented.
2. Internal communication channels are established within the building and at the district level.
3. Planned role assignments are reinforced.
4. Administrator or designee will be on site during emergency.

The principal, in conjunction with the USD 289 Crisis Intervention Team, will also assume the responsibility for ensuring that all persons receive annual in-service in emergency plan procedures. The principal will ensure the plan contains specific information for the site.

STAFF WITH SPECIAL TRAINING:

1. Staff members who possess special training (for example, certification in CPR and/or first aid techniques) may provide valuable assistance for victims of emergency situations. It is desirable for those persons to inform building principals of their skills prior to any emergency so the administration may request assistance if cases warrant.
2. If specially trained staff members accept the challenge of using their skills to assist in cases of emergencies, they should continue performing their skilled techniques until professional assistance arrives.
3. Name of those individuals with special training are kept in the offices of each school and are listed in **"5. ACCIDENT OR INJURY"** section of the flip chart – **STAFF WITH SPECIAL TRAINING.**

NURSE:

1. Supervise care of injured/ill persons, as needed.
2. Administer first aid or other professional service as needed.
3. Complete follow-up paper work, and share information with appropriate administration.
4. A well-stocked portable first aid kit will be kept by the nurse at all times.

COUNSELORS AND SPECIAL SERVICES COORDINATORS:

1. Assist building administrators as necessary.

AUXILIARY STAFF:

1. Report to the building principal for directions.
2. Assist with building evacuation.
3. Assist with communications as requested by the building principal.
4. Assist with monitoring and supervising students, providing assistance as needed.
5. Enter and check rest rooms, closets, etc., for missing persons during such procedures as building evacuations.
6. Be available to travel with injured/ill students who are transported to medical facilities, and serve as liaison until parents/guardians of the students arrive.

SECRETARIES:

1. Notify school nurse and emergency services as requested by the building principal.
2. Notify the USD 289 District Office of pending or existing emergencies.
3. Notify parents/guardians of student, as directed by building administrators, counselors and the superintendent.

TRANSPORTATION:

1. The Transportation Director is to be notified in the event of any emergency.
2. The Transportation Director will have buses ready to evacuate any school's students and staff to a safe location if deemed necessary by administrator in charge.

BUILDING/GROUNDS:

1. Director of Buildings and Grounds is to be notified in the event of any emergency.
2. Director of Building and Grounds will notify appropriate personnel and/or including securing buses if appropriate.

EMERGENCY SIGN-OUT SHEET

***Only use this form if the principal has authorized staff to release students!**

**STAFF
MEMBER**

TIME	STUDENT NAME	RELATIONSHIP	SIGNATURE	DESTINATION
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