

**Avon School District Crisis Management
CIVIL DEFENSE AND DISASTER PREPAREDNESS GUIDELINES (rev 8/2022)**

Teacher's Guide for Emergency Actions

Emergency Telephone Numbers

- | | |
|--|---|
| 1. BH County Emergency Management
Eric Elsberry | 605-589-4214 (Tyndall) |
| 2. BH County Sheriff's Office | 605-589-3942 (Tyndall) |
| 3. Avon Police Department
Currently using County Services | 911 or
605-589-3942 (Sheriff's office) |
| 4. Avon Fire Department | 911 |
| 5. Avon Fire Chief
Kevin Tjeerdsma | 605-660-8317 (cell)
605-286-3619 (home) |
| 6. Avon Ambulance | 911 |
| 7. Superintendent of Schools
Tom Culver | 605-286-3291 x 112 (office)
605-661-9329 (cell) |
| 8. K-12 Principal
Lindsey Fathke | 605-286-3291 x110 (office)
605-464-8927 (cell) |
| 9. Business Manager
Jordan Kortan | 605-286-3291 x113 (office)
605-464-0365 (cell) |
| 10. Administrative Assistant
Julie Mudder | 605-286-3291 0 or x114 (office)
605-464-1425 (cell) |
| 11. St. Michael's Hospital | 605-589-2100 (Tyndall) |
| 12. Bon Homme Family Practice Clinic | 605-589-2190 (Tyndall) |
| 13. Dr. Wallinga | 605-589-2190 (office)
605-369-5538 (home)
605-464-5156 (cell) |
| 14. Utilities: | |
| Northwestern Electric | 800-245-6977 |
| Central Farmers Cooperative (CFC) | 605-425-2621 |

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- C. Fallen aircraft
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III. Warning Signals to Alert Students and School Personnel

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- B. Go Home
- C. Leave building
- D. Take cover
- E. Drop
- F. Directed transportation
- G. Convert school

V. Lockdown Drill

EMERGENCY ACTION PLANS

GENERAL

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress students will look for leadership to those who are normally in an authoritative position.

Remain calm, size up the situation, and take action based on known facts.

- B. The teacher must keep the register of pupils with him or her, at all times in order to take roll in an emergency.
- C. A well-prepared and tested plan for prompt and positive actions minimize injuries and loss of life in a disaster.
- D. Outlines actions which the teacher may be called upon to execute in an emergency.
- E. All school staff members should be thoroughly familiar with this plan.
- F. In the absence of orders from his or her superiors, each school principal is authorized and directed to implement plans as described herein; or take such actions as may, in his or her judgement, be necessary to save lives and mitigate the effects of disasters. As soon as possible thereafter, he or she will notify the Superintendent's Office, telephone 286-3291.
- G. A principal may implement one or more of these EMERGENCY ACTIONS in coping with a disaster.

I. Action STAND BY

- A. The warning at the school will be disseminated by a portable PA system or by messenger.
- B. Action STAND BY consists of bringing students to the classroom or holding them in the classroom pending receipt of further instructions.

II. Action GO HOME

- A. The warning at the school shall be disseminated by a portable PA system or by messenger.
- B. Action GO HOME should be considered by the principal only if there is time to return students safely to their home.
- C. Action GO HOME consists of:
 - 1. Dismissal of classes
 - 2. Return of students to homes by most expeditious means.
- D. Action GO HOME is appropriate for, but not limited to:
 - 1. Flood threat
 - 2. Severe weather threat
 - 3. Fire

4. Strategic alert
- E. Previous knowledge of homes where adults work away from home is essential for the protection of elementary school children. Provision for the care of these children should be made in advance of ACTION GO HOME.

III. Action LEAVE BUILDING

- A. Warning: The warning signal at the school for Action LEAVE BUILDING shall be the fire alarm system.
- B. Action LEAVE BUILDING consists of orderly movement of all students and staff from inside the building to an outside area of safety.
- C. Action LEAVE BUILDING is considered appropriate for, but not limited to the following:
 1. fire
 2. bomb threat (peacetime)
 3. chemical accident
 4. explosion, or threat of explosion
 5. other similar occurrences making the building unsafe

IV. Action TAKE COVER

- A. Warning:
 1. Enemy attack: The warning at the school shall be disseminated by: Portable PA system or by messenger.
 2. Other disasters: The warning shall be disseminated by portable PA system or by messenger.
- B. Action TAKE COVER consists of:
 1. Taking shelter in a properly prepared shelter in or near the school. (Fallout shelters are marked with distinctive yellow and black signs, and are stocked with food, water, medical kits, sanitation supplies, and radiation meters.
 2. If adequate shelters are not available, full utilization will be made of shielded areas within the school building. Every precaution will be taken to minimize the possibility of flying objects such as shattered glass.
- C. Action TAKE COVER is considered appropriate for, but not limited to, the following:
 1. Take cover signal
 2. Severe weather (short warning)
 3. Biological and chemical warfare attacks

V. Action DROP

- A. Warning: The warning for this type of emergency is the beginning of the disaster itself.
- B. Action DROP Consists of:
 - 1. Inside School Building
 - a. Command DROP is given (teachers should instruct the students to react in the same manner in case the catastrophe occurs while students are not at the school)
 - b. Students and staff immediately take the Civil Defense position under desks or furniture, with backs to windows.
 - c. Civil Defense Position: Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
 - 2. Outside
 - a. Earthquake: Command DROP is given, and if within any object furnishing protection tree, ditch, etc.) lie face down putting object between you and the source of light or blast/cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.
- C. Action DROP is considered appropriate for, but not limited to the following:
 - 1. earthquake
 - 2. explosion
 - 3. surprise attack
 - 4. windstorm

VI. Action CONVERT SCHOOL

- A. Notification: Notification to the school to CONVERT will be given by: Superintendent's office or other appropriate authority
- B. Action CONVERT SCHOOL means an Emergency Hospital or First Aid Station in a school would have priority over a Congregate Care Center. While school personnel are performing Congregate Care Center tasks, they assist Medical Personnel in the operation of an Emergency Hospital or First Aid Station.
 - 1. During School Hours:
 - a. dismissal of all classes
 - b. preparation of school for conversion into an Emergency hospital, First Aid Station, or Congregate Care Center
 - 2. Other Than School Hours:
 - a. alerting school staff
 - b. Preparation of school for conversion
- B. Action CONVERT SCHOOL will be implemented only upon request or direction of proper CIVIL DEFENSE OR AMERICAN RED CROSS officials.

FLOOD

I. Warning

A. Method: Portable PA system or messenger

II. The extent of the flood and the time before it arrives will dictate the course of action to be taken. The principal may initiate the following Emergency Actions:

A. Execute Action GO HOME, or

B. Execute Action LEAVE BUILDING, or

C. Provide care for students at the school, or

D. On official request, execute action CONVERT SCHOOL

BOMB THREAT

In the event of a bomb within the school, the following will be accomplished:

I. Sound the school fire alarm...this will automatically implement Action LEAVE BUILDING.

II. Caution all personnel against picking up any strange object...it could be a bomb.

III. Notify the Fire Department

IV. Notify the Police Department

V. Notify the Sheriff's Office Tyndall

VI. Notify the Superintendent's office

VII. Students and staff should not return to the building until
An authority has declared the building safe

FALLEN AIRCRAFT

If an aircraft falls near the school, the following will be accomplished:

I. The principal will determine what Actions, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of the students without waiting for direction from anyone

II. All students are to be kept at a safe distance as a precaution against possible explosion.

III. If possible, the principal will attempt to identify the aircraft (i.e. military, commercial, or private)

IV. Notify the Fire Department

V. Notify the Police Department

VI. Notify the Superintendent's office

VII. Students and staff should not return to the building until an authority has declared the building safe.

SEVERE WEATHER

Warning: by portable PA system or messenger

I. The US Weather Bureau can usually forecast severe weather with a high degree of accuracy. If time and conditions permit, action GO HOME may be implemented prior to an emergency. Local severe weather patterns should be set down and communicated to all staff members, such as what directions windstorms seem to come from, and what roadways usually block during blizzards.

II. If a tornado or high winds develop during school hours, with little or no advance warning, the following Emergency actions will be accomplished:

A. Implement Action TAKE COVER

B. Students and staff should be assembled inside shelters or buildings

C. Close windows in high winds; open windows in tornadoes

D. Remain near an inside wall, on the lower floor if possible

E. Evacuate classrooms bearing full force of the wind

F. Avoid auditoriums, gymnasiums, and other structures with large open roof spans

G. Keep tuned to a local radio station--570 WNAX Yankton

H. Take roll if possible

I. Notify utility companies (electric/gas) of any break or suspected break:

J. If possible, contact the Superintendent's office

K. Buses should travel at right angles away from the tornado path

III. If severe blizzard conditions develop during school hours, with little or no warning, the following Emergency Actions will be accomplished:

- A. Immediate action to conserve fuel and food shall be taken
- B. Children should not be sent home unless every precaution to insure their safety has been taken
- C. The principal will direct other actions as necessary. If possible, all actions will be cleared with the Superintendent's office

CHEMICAL ACCIDENT

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or the staff, the following will be accomplished:

- I. Determine the need to implement Action LEAVE BUILDING
- II. Determine whether the students and the staff should leave the school grounds
- III. If appropriate, take action to evacuate the building, and if necessary, the area
- IV. Move crosswind--never up or down wind--to avoid fumes
- V. Maintain control of students at a safe distance from hazard
- VI. Render first aid if necessary
- VII. Notify the Fire Department
- VIII. Notify the Police Department
- IX. Take roll, if possible
- X. Notify the Superintendent's office
- XI. The principal will direct other actions as necessary.
- XII. Students and staff should not return to the building until an authority has declared it safe.

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school, or the threat of an explosion, such as those caused by leaking gas or a faulty boiler, the following will be accomplished:

- I. Explosion
 - A. Command "DROP" is given
 - B. If the explosion occurred within the building, or threatened the building, teacher should immediately implement Action LEAVE BUILDING
 - C. Sound the school fire alarm

- D. Notify Fire Department
- E. Notify the Police Department
- F. Move to an area of safety, and maintain control of students
- G. Render First Aid as necessary
- H. Fight incipient fires without endangering life
- I. Take roll, if possible
- J. Notify the Superintendent's office
- J. Notify utility companies (electric/gas) of a break or suspected break
- L. The principal will direct further action as required
- M. Students and staff should not return to the school until an authority declares the area safe

II. Threat of Explosion

- A. Sound the school fire alarm. This will automatically implement Action LEAVE BUILDING
- B. Follow the same procedures as under "Explosion"

FIRE

- I. Fire within school building: In the event a fire is detected within a school building, the following will be accomplished:
 - A. Sound the school fire alarm...this will automatically implement action LEAVE BUILDING
 - B. Notify Fire Department
 - C. Notify Police Department
 - D. Maintain control of students at a safe distance from the fire and fire-fighting equipment
 - E. Administer first aid as necessary
 - F. Fight incipient fires without endangering life
 - G. Keep access roads open for emergency vehicles
 - H. Take roll, if possible
 - I. Notify the Superintendent's office

- J. Notify utility companies (electric/gas) of a break or suspected break
 - K. The principal will determine whether action GO HOME, or any further action should be implemented
 - L. Students and staff should not return to the school until an authority declares the building safe
- II. Fire Near School. If a nearby fire poses an immediate threat, necessary action should be taken by the principal
- A. Determine whether the students and staff should leave the school building, and, if necessary, the area
 - B. If appropriate, take action to evacuate the buildings, and if necessary, the area
 - C. Notify the Fire Department
 - D. Maintain control of the students at a safe distance from the fire
 - E. Notify the Superintendent's office

EARTHQUAKE

Earthquakes usually strike without warning...the following actions, as time permits, will be accomplished:

I. Inside School Building

- A. The teachers, or person in authority, implements action DROP
- B. Try to avoid glass and falling objects...move away from windows with large glass panes, and out from under suspended fixtures
- C. Implement Action LEAVE BUILDING when the quake ends. Special consideration should be given to exit routes, as many schools have architectural ornaments over main entrances
 - 1. Do not return to buildings for any reason until they have been declared safe
 - 2. Guards should be posted at a safe distance from all building entrances to see that no one reenters
- D. Do not light any fires after earthquake
- E. Avoid touching electrical wires which may have fallen
- F. Administer first aid if necessary
- G. Take roll, if possible
- H. Request assistance as needed, through channels, from the County or City Civil Defense office
- I. Notify utility companies (electric and gas) of breaks or suspected breaks.

J. If possible, notify Superintendent's office

K. The Superintendent will determine the advisability of closing the school. If possible, try to seek the advice of a competent authority about the safety of the building

II. On School Grounds

A. The teacher, or other person in authority, implements Action "DROP"

B. The safest place is in the open...stay there until the quake is over

C. Move away from buildings, trees, and exposed wires

D. Do not run!

III. On the Bus

A. If possible, the bus driver will pull to the side of the road away from any buildings, and issue command "DROP" when students are on the bus.

B. Set brakes

C. Turn off ignition

D. Wait until quake is over, then contact appropriate school officials for instructions

IV. Walking to and from School

A. The safest place is in the open...stay there

B. Move away from buildings, trees, and exposed wires

B. Do not run!

C. After the quake is over, if on the way to school, continue to school; if on the way home, continue home

WAR WARNING

I. Strategic Warning (pre-attack)

A. Description and meaning

1. This is a notification that enemy-initiated hostilities may be imminent
2. Dissemination will be by news media--radio, TV, and newspaper (no public warning signals)
3. No estimate can be made of the duration of a STRATEGIC WARNING Condition
4. The warning time may vary from several hours to several days

B. The following will be accomplished:

1. Prepare to implement Action GO HOME if necessary
2. Notify the Superintendent's office
3. Take the necessary steps to close the school
4. Notify the appropriate officials when completed

II. Attach WARNING SIGNAL (Actual attack--take cover)

A. Description and meaning

1. Attack imminent

- a. receipt of warning from the North American Air Defense Command (NORAD) through Civil Defense Office
- b. Confirmed information that hostile forces have been detected and are committed to an attack.
- c. Confirmed information that an allied nation or a US territory or possession has been attacked with nuclear weapons
- d. Confirmed information that an attack has taken place within the North American Continent

2. Dissemination

- a. 3-5-minute warning tone on sirens, or series of short blasts, on a public warning device
- b. Monitor Radio Receiver (EBS)-- our area
570 AM WNAX Yankton
- c. Bell and lights system

B. The following will be accomplished:

1. Execute Action TAKE COVER
2. Turn on the battery operated AM radio, and tune to the local station that is part of the Emergency Broadcast System for official information. The local radio station which is part of the EBS for our area is WNAX Yankton, 570 AM
3. Take precautions to minimize the possibility of persons being struck by flying objects such as glass
4. Make contact with appropriate authorities if the shelter has civil defense shortwave radio
5. If possible, notify the school office (Supt.) x112 or 0
6. Take roll, if possible
7. Plan quiet activities that will relieve tension
8. Remain in the shelter until other action is advised or directed by proper authorities
9. Utilize school and community coordination for Civil Defense to organize for the care of students over an extended period

NATURAL DISASTERS

Warning

III. Attention or Alert Signal

A. Description and Meaning:

1. Local Emergency Notification

- a. to be used to get public attention in time of peacetime emergencies
- b. to be sounded at option of local government officials according to local CD planning
- c. to be activated for "short-fuse" types of disaster (i.e. tornadoes, flash floods)
- d. it shall mean to all persons in the US, Listen for essential information on your local EBS station 570 WNAX Yankton

2. Dissemination

- a. 3-5-minute steady tone on public warning device
- b. bell and light system
- c. Voice communication system

B. The following will be accomplished:

1. Determine the type of disaster present
2. Take proper action for school system
3. Notify proper officials

EMERGENCY PROCEDURES--TORNADO

WARNING SYSTEM: 1. Tornado watch: Possibility of tornado exists
2. Tornado warning: tornado has been spotted or indicated on radar

Tornado Safety Areas: Designated areas:

Avon School: Entire lower floor in main school building from Office room #15 to janitor's room #11.
Second Floor Hallway main school building
Weight Room #1114A gym basement
Hallway shop building

STAY AWAY FROM WINDOWS TO AVOID FLYING GLASS

GENERAL INSTRUCTIONS:

1. The school superintendent shall be responsible to monitor weather conditions on radio and keep administration informed
2. Windows should be left open during a tornado

3. If children are out on the playground or involved in an outdoor activity, teacher in charge shall bring them into the building and into a shelter area
4. Children should crouch away from windows. Be on knees and elbows with hands over head. Teachers should instruct students to respond to a given command such as "Everybody Down"
5. If a bus is caught in the open with a tornado approaching, escort the children to a nearby ditch or ravine and have them lie down, face down, hands over heads. Make certain they are far enough away so the bus will not tip on them.

BOMB THREAT PROCEDURE

1. Anyone that answers the telephone and receives a bomb threat, please leave the telephone off the receiver and report to the Superintendent.
2. Open all windows in each room.
3. The fire alarm will be sounded and the building will be cleared immediately. The students will be taken to the athletic field--until the gymnasium has been checked and declared safe. Then students will be taken to the gymnasium and seated on the bleachers. Students will remain in the gymnasium until the main building has been declared safe for return.
4. Teachers who have noticed anything unusual or strange in their rooms should report immediately to the Superintendent.
5. A listing of all students absent should be given to the school principal as soon as possible.
6. School will not be dismissed unless the Superintendent deems it necessary.
7. Students and staff are cautioned not to touch any unusual objects or delay clearing the building in any way.
8. An attitude of calm should prevail, and the teacher in charge should display this calm in carrying out the evacuation of the building.

Avon School District 4-1 Lockdown Procedure

In the event of any emergency/vital critical incident (VCI) that may require a LOCKDOWN, the school site administration and school police will work cooperatively and keep one another informed. The school superintendent, principal, administrative designee or School Police makes the decision to go into LOCKDOWN.

All staff members of the Avon School District are required to wear on their person, at all times, the identification badge and a room key in order to properly lock down any room.

1. There will be an announcement over the school intercom **“STATING THE BUILDING IS IN LOCKDOWN AND PASSING ON AS MUCH INFORMATION AS POSSIBLE TO STAFF AND STUDENTS.** Announcements will be made by administration, administration designee, or law enforcement.
 - A. Respond to alert:
 - a. Employees in OUTDOOR areas move to safe alternate location: “Avon Fire Hall”
 - b. If safe to do so, run.
 - c. Employees and visitors INDOORS will be allowed to choose their best option after LOCKDOWN has been announced. If possible, employees, students and visitors may exit the building and continue to the rally point (Avon Fire Hall). Any staff, students and visitors that do not feel it is safe to exit the building may LOCKDOWN and BARRICADE in closest room.
 - d. SWEEP any occupants in the immediate area into your room, including bathrooms.
 - e. LOCK all doors.
 - f. CLOSE windows and blinds and BARRICADE door and SPREADOUT throughout the room.
 - g. TURN off lights.
 - h. STAY CALM, STAY QUIET, STAY LOW, STAY OUT OF SIGHT AND SILENCE CELL PHONES.
 - i. DO NOT unlock door for any reason, including a fire alarm. Law enforcement and/or administration will unlock doors and clear each room in the building.
 - j. FLOOR LEADERS COMMUNICATE KNOWN THREATS to the office/command post by cell phone, text, radio. (e.g., “intruder on third floor”)
 - k. DO NOT use phone intercom system. Updates for the location of the intruder will be given over the phone intercom system.
 - B. Assess situation:
 - a. Inventory any injuries or other problems.
 - b. Take complete roll of all employees and/or students in your supervision and be prepared to report when requested.
 - c. If there are any serious injuries/medical emergencies in your room, notify floor leader immediately so that information can be forwarded to command center.
 - C. Defend:
 - a. As a last resort and only when your life is in imminent danger, attempt to incapacitate the intruder. Act with physical aggression and use any improvised weapon to DISARM, DISTRACT and DELAY the intruder to gain control.
 - b. Care for any employees and or students in your supervision.
 - c. Wait for law enforcement and/or administration to unlock doors and clear each room in the building.
 - D. Reunification:
 - a. Once your room has been cleared by law enforcement and/or administration, proceed to the unification site (Avon Fire Hall) with all employees/students under your supervision.
 - b. When exiting the classroom and/or building all persons should move quickly and safely, keeping hands visible at all times.
 - E. Location specific directions:
 - a. Auxiliary Gym: Move immediately to the main gym girls’ locker room or exit building.
 - b. Main Gym: Move to girls’ locker room or exit building.
 - c. Library/Computer Labs: Lockdown in these rooms, or exit building.
 - d. Shop Building: Lockdown or exit building.
 - F. All staff members should direct all media contact or requests to the administration.