



CRISIS PROCEDURE MANUAL

**HARRISBURG SCHOOL DISTRICT 41-2
HOME OF THE TIGERS**

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**BUILDING CRISIS MANAGEMENT TEAM
and
Building Chain of Command**

Crisis management team members to be contacted to assist in a crisis. Team members shall assist the building principal and superintendent with crisis procedures and other duties as directed.

_____ **Building** _____

Principal

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Outside Command Post Location _____

(Alternate Site)

(Alternate site telephone number)

2nd Alternate Site

(2nd Alternate site telephone number)

It is to be updated annually and a copy sent to the superintendent of schools by the first day of school.

BUILDING SWEEP TEAM

Sweep Team Responsibilities:

1. Prior to the evacuation of the building during a bomb threat, team members shall conduct a search immediately outside the school building to determine if the areas are safe for student passage.
2. During an evacuation, team members will direct students and staff towards safe exit routes and away from danger areas.
3. Team members shall check common areas, if safe to do so, to insure that all occupants have evacuated.
4. In the discretion of the superintendent/designee, team members shall accompany law enforcement in locating and identifying suspicious objects in the building during a bomb threat.
5. Team members shall perform other duties as assigned by the principal or superintendent during a crisis.

Building

Principal

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Outside Command Post Location _____

(Alternate Site)

(Alternate site telephone number)

2nd Alternate Site

(2nd Alternate site telephone number)

The Building Sweep Team list is to be updated annually and a copy sent to the superintendent of schools by the first day of school.

ACCOUNTING TEAM

Students/Staff Accounting Team:

1. Team members shall verify the presence of all staff at the alternate site, gather information from teachers on student accountability and report results to the command post.
2. Team members will verify the names of Sweep Team members remaining in or entering the building to search, and report results to the command post.
3. Team members shall assist the Sweep Team by directing staff and student to safe exit areas and away from danger zones.
4. If students are released for the day from the alternate site, team members shall assist with dismissal procedures, parent notification and transportation as necessary.
5. Team members shall perform other duties as assigned by the principal or superintendent during a crisis.

Building

Principal

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Team Member

Phone Number

Outside Command Post Location _____

(Alternate Site)

(Alternate site telephone number)

2nd Alternate Site

(2nd Alternate site telephone number)

The Accounting Team list is to be updated annually and a copy sent to the superintendent of schools by the first day of school.

PRINCIPAL'S CHECKLIST

1. Assure that a Crisis Procedure Manual is quickly available in the school office.
2. Identify the Building Crisis Management Team and Building Chain of Command. Alert all personnel to their assignments. Confirm that each manual and checklist has current names of the Building Crisis Management Team listed.
3. Identify, develop and implement procedures for a "Sweep Team". See page 2.
4. Identify, develop and implement procedures for an "Accounting Team for Students and Staff". See page 3.
5. Identify, develop and implement procedures for "Student Release Team" members to verify parent/guardian permission for students to be dismissed and document release times (see attached "Emergency Release Form included in this manual). See page ____.
6. Notify staff members of the messages that will be used to alert staff members of a crisis. Refer to Page ____, for the statement to be read during a lockdown or lockdown drill. Determine command post in your building (that location where Principal/Designee can be found at all times), usually the office so there is access to a telephone. Identify an alternate command post outside of the building to be used in emergencies that require building evacuation.
7. Identify specific locations where staff and students will relocate during an evacuation. Prepare a map of the locations and share it with staff and students. Update and get signatures on the Memorandum of Understanding at the beginning of each school year.
8. Prepare a "crisis kit" that includes a 1st Aid Kit, Master List of Students, a list of Parent Names/Phone Numbers, copies of building maps, two-way radios, copies of the "Emergency Release Form", a copy of the Crisis Response Manual, and a "bullhorn" (portable loudspeaker) for communicating and a list of "Sweep Team" members who will search the building after evacuation. UPDATE MASTER LIST OF STUDENTS WITH EACH CHANGE IN ENROLLMENT.
9. Prepare a Principal's Room Status Checklist which will include each teacher's name, room number, and phone extension. See Page ____.
10. Have first aid equipment and instructions in designated shelter area in your building.
11. Update building specific flipchart.
12. Review procedures for specific crises with staff at the beginning of the year and again at the beginning of the second semester. Be certain each teacher has a flipchart at his/her desk/room that is accessible to substitutes but not to the general public.
13. Review teacher checklist with staff at the beginning of the year and be certain each teacher/staff member has this list immediately available.
14. Review custodian checklist with staff at the beginning of the year and be certain each custodian has this list immediately available in his/her office.

15. Prepare an evacuation diagram of each floor of the building under your supervision.
HS Principal – Review the Emergency Evacuation Plan – High School in this manual.
16. Prepare and update the Emergency Release form each quarter.
17. Prepare a detailed floor plan of the building under your supervision. Include the subject areas and staff members assigned to each classroom in the building.
18. Prepare a master list of staff cell phone numbers to be used for emergency notifications.
19. Receive/review updated Emergency Evacuation Plans for low-mobility or non-ambulatory students.
20. Remind staff that in an emergency it is appropriate and necessary to interrupt the principal if her/she is in a meeting – Do Not Rely on E-mail
21. Schedule two fire drills per semester (4 per year).
22. Schedule two severe weather drills per school year.
23. Schedule two lockdown drills (one per semester).
24. Invite emergency response personnel to walk through the facility to familiarize themselves with the building.

Teacher Checklist

1. Prepare two Red and two Green cards with the room number written on both sides.
2. Updated Class rosters with parent contact information.
3. Lockdown packet
4. Sub folders include:
 - a. Emergency procedures
 - b. Class rosters
 - c. School map
 - d. Office contact information
 - e. 'Plan B' packets or lessons/activities for when the teacher is going to be gone and unable to plan for a sub in advance.
5. To Go kits are prepared which include:
 - a. Red/Green cards
 - b. Updated student roster and parent contact information
6. Review procedures for students
7. Know where the alternate locations are for your building
8. Know both routes for evacuation.
9. Know where your nearest panic button is located.
10. Review operation of classroom phone system.

Custodian Checklist

1. Know where the emergency shut-offs are for:
 - a. Electricity
 - b. Gas
 - c. Water
2. Review the building evacuation procedure and responsibilities.
3. Update contact information for building administration, head custodian, and Grounds Supervisor, and district administration.
4. Have a list of the building team members – crisis management, sweep team, and accounting team.
5. Review the alarm procedures with the building principal.
6. Update phone number list for utility companies
 - a. Electricity
 - b. Gas
 - c. Water

THREAT CALL REPORT

Record the exact words used by caller:

Ask:

- ◆ Who are you?

- ◆ Why are you doing this?

If the caller refers to a bomb, ask:

- ◆ What time is it set for?
- ◆ Where is it?
- ◆ What does it look like?

Voice on the phone:

Man _____ Woman _____ Child _____
Intoxicated _____ Speech Impediment _____ Accent _____ Other _____

Background Noise:

Music _____ Children _____ Talk _____ Airplane _____
Traffic _____ Typing _____ Machines _____ Other _____

School _____

Completed By _____

Date/Approximate Time _____

ALTERNATE SCHOOL LOCATIONS

In the event an alternate site is located, a phone call MUST be made to alert the people in the alternate facility. If the alternate location is not a school, a “Memorandum of Understanding” will be signed by the school district and the property owner assuring them that students will be supervised by district employees while on the premises and that the District has insurance to cover any injuries or property damage while the students are at the alternate facility. The property owner, school, and Superintendent’s office will each have copies of the agreement.

Building principals need to plan for transporting students who are non-ambulatory to the alternate school location(s) or designated area.

Alternate site telephone number(s)

TEMPORARY SHELTER AGREEMENT FOR STUDENTS at

[SCHOOL]

[Address]

[Address]

Memorandum of Understanding

In consideration of the use of _____ (Facility) at _____ (Address) .

For a temporary shelter for students during a school district determined emergency, the Harrisburg School District agrees to defend and hold _____ harmless for any injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location.

The students will be supervised by district employees while on your premises.

You will be notified by the school district before any students are brought to your facility.

This contract will continue from year to year unless either party gives 30 days written notice of termination.

Phone Number to Call: 743-2567 extension _____

Principal

Date

School Business Manager

BUILDING CRISIS PROCEDURE

Step 1

Press the panic button if able to AND/OR notify the office immediately.

Call 9-1-1 immediately

Give the dispatcher as detailed a report as possible

Tell the 911 dispatcher exactly where the person in charge (most likely the principal) can be found and a description of the person in charge

- 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 school administration, with instructions to relay progress reports as soon as possible.
- Call parent/guardian of injured student – Call spouse/family of injured staff member

Step 2

Report crisis at once to the Superintendent of Schools, extension 3002 or 941-1570

OR

Central Office Administrative Assistant – extension 3020

Step 3

If necessary, alert your alternate site(s) _____
Telephone Number(s)

WHAT TO DO NEXT

- ❖ Activate Building Crisis Management Team
- ❖ Communicate the nature of the crisis to students and staff by activating the signal to evacuate or by making the announcement to secure classrooms.
- ❖ Set up Command Post and stay put.
- ❖ Notify on-site Emergency Personnel of the location of students with disabilities.
- ❖ Dispatch Sweep Team to assigned areas checking restrooms, vacant rooms, and lockers.
- ❖ Secure all doors to the building if appropriate.
- ❖ Confirm roll count of students to the Command Post.

THREATENING CALL / BOMB THREAT

1. **Use your “Threat Call Report” to record as much information as possible.** While it is unlikely the caller will stay on the line long, attempt to get and record as much information as possible.
2. **Upon receipt of a call that threatens harm to people or facilities, the person receiving the call should make every attempt to:**
 - Prolong the conversation as much as possible
 - Identify background noises
 - Note distinguishing voice characteristics
 - Determine the caller’s knowledge of the facility
 - Try to get a description of the bomb, where it is, and when it is due to explode
3. **During the call, attempt to signal another person to get the principal immediately.**
4. **When the caller hangs up, the person receiving the call will immediately:**
 - activate the “last call trace” procedure
5. **Notify the principal of the threat – The principal will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.**
6. **The principal will notify Emergency Personnel and the Superintendent (ext 3002 or 941-1570) or Central Office Administrative Assistant (ext 3020).**
 - **Notify the 911 dispatcher of the incident and tell them the number of the line the threatening call was on. The 911 will most likely want the person who took the call to remain on the line to give a detailed report of the call.**
7. **Share last call trace information with SRO or other police officer.**
8. **Principal - Alert staff members via e-mail to make a preliminary search before taking any action.** Send the e-mail, then make an announcement for staff members to check their e-mail – this is the signal for staff members to search their areas. Staff members should look for items that don’t belong in their room or nearby hallway and report suspicious items to the administration, but **DO NOT TOUCH**.
9. **Emergency Personnel will assess the situation** and advise administration as to whether an evacuation or more intensive search is warranted.

EVACUATION PROCEDURES

1. Prior to evacuating the building, the "Sweep Team" will conduct a search of the school grounds immediately outside of the building to determine that it is safe to exit the building. A custodian will search the roof of the building, also.
2. Alert staff and students that a situation has arisen that requires evacuation of the school building. Ask students to "Please remain calm and stay with your class and teacher. We will evacuate the building when the fire alarm sounds. Do not use cell phones or walkie-talkies within a block of the building during the bomb alert; they could activate a bomb. Call 911 to notify them you are using a fire alarm to evacuate the building.
3. Principal shall establish an emergency command post at a predetermined location and take the building Crisis Kit to the command post.
4. Students shall move to their specific assigned emergency locations at predetermined locations at least 300 feet from the building.
5. Teachers shall take roll and report status (all present or accounted for OR list of names of any students unaccounted for) to the emergency command post through predetermined "Accounting Team for Students" member. Staff should supervise and reassure students throughout the duration of the emergency. Staff should make an effort to keep students together in their assigned emergency groups.
6. Deploy staff around the perimeter of the area to insure students don't leave on their own.
7. Communicate with students and faculty that the school will be thoroughly searched before students are asked to return to the building.
8. "Sweep Team" will check hallways, classrooms, and storage areas for suspicious items. Appoint an accountability person from the "Accounting Team for Students and Staff" who will verify the people staying in the building and forward the list to the Emergency Personnel.
9. If students are to return to the building, explain the precautions that have been taken to make sure the building is safe. Direct students and staff to return to a specific class period.
10. Students who want to leave must have parent/guardian permission confirmed by a "Student Release Team" member and sign out with a specific departure time noted.
11. A debriefing session will be held for school staff and Emergency Personnel to discuss the event, review the response effort, and identify areas to be improved. Debriefing sessions may need to be conducted for students, staff, parents, and other community members depending on the extent of the crisis.

ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.
3. Have the following available to cover or enclose suspicious material:
 - Large garbage bags
 - Large “zip lock” plastic bags
4. Keep the room locked that contains the air handling equipment for the building.

Suspicious Unopened Letter or Package (see “How to identify suspicious letter/package” on next page)

1. Do not shake or empty the contents of any suspicious envelope or package. If package is leaking, ticking, has protruding wires or foil, etc., go to item #4 below and notify your supervisor.
2. PLACE the envelope or package in a plastic bag to prevent leakage of contents. Then place the bagged envelope or package in a second bag.
3. If you do not have any container, then COVER the envelope or package with a large garbage bag, paper, trashcan, etc. and do not remove this cover.
4. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading powder to your face or elsewhere.
6. What to do next...
 - Notify the principal
 - Contact Emergency Personnel **OR call 911** to notify the police
 - Report the situation to the Superintendent @ extension 3002 or 941-1570 or Central Office Administrative Assistant at extension 3020.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder and powder spills out onto surface

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with a large garbage bag, paper, trash can, etc. and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away). If you have powder on your skin or clothing, avoid contact with others until you have washed and been de-contaminated.
3. WASH your hands with soap and water to prevent spreading powder to your face or elsewhere.

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4. What to do next...
 - Notify the principal
 - Call 911 to notify the police
 - Report the situation to the Superintendent @ extension 3002 or 941-1570 or Central Office Administrative Assistant at extension 3020.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
7. LIST all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

Room Contamination by Aerosolization:

For example: seeing or smelling an unusual substance in the air, warning that air handling system is contaminated, or warning that a biological agent was released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away). Keep students and staff members away from the area.
4. SHUT down air handling system in the building, if possible.
5. What to do next...
 - Call 911 to notify the police
 - Notify the principal
 - Report the situation to the Superintendent @ extension 3002 or 941-1570 or Central Office Administrative Assistant at extension 3020.
 - Principal will decide if the exposure is limited to a confined area that can be secured or if it is necessary to evacuate the building immediately.
7. LIST all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

How To Identify Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following...

Excessive postage	Handwritten or poorly typed addresses
Incorrect titles	Title, but no name
Misspellings of common words	Excessive weight
Oily stains, discolorations or odor	No return address
Lopsided or uneven envelope	Protruding wires or aluminum foil
Visual distractions	Ticking sound
Marked with threatening message, time sensitive, or urgent	
Excessive security material such as masking tape, string, etc.	
Marked with restrictive endorsements, such as "Personal" or "Confidential"	
Shows a city or state in the postmark that does not match the return address	
Has return address or postmark from the USA or another country from which you do not expect mail.	
Mail sent to your school in the name of a student or to "any classroom", etc.	

If questions, notify your supervisor

Hostage / Shots Fired

Any staff member or student who observes an intruder who is carrying a weapon (firearm, knife, etc.) in the building or on the school grounds should:

- Press the panic button if able to AND/OR notify the office immediately.
 - Report the last known location of the intruder, direction of travel, description of the individual, and type of weapon.
1. Staff member receiving the intruder notification will gather the above information and immediately notify the principal or designee.

NOTE: Many of the Following Steps will Occur Simultaneously

2. CALL 9-1-1 IMMEDIATELY

- The individual who calls will stay on the line with the 911 dispatcher. Be prepared to describe the exact location of the hostage situation, this is very important for the safety of responders and possible hostages.
 - Tell the 911 dispatcher exactly where the person in charge can be found and a description of the person in charge. For example, "Principal Jones will be at the South Middle School Parking Lot. He is wearing a dark blue suit and a red tie."
3. Principal will use the phone system to direct staff members to lockdown the entire building by stating and repeating:

"Emergency Lockdown"

Classroom Lockdown Procedures

NOTE: In the event the intruder begins shooting or assaulting people in your room, the students and staff member should exit the room, leave the building through the nearest exit, and run immediately to (the alternate site).

- When the lockdown announcement is made, staff members will clear all students from the hallways and have them go to the nearest classroom. Students and staff members will be confined in their room until notified of evacuation plans or that the situation is clear.
- Staff members will lock all doors and windows and turn off the room lights.
- Staff members will have students move away from windows and doors and sit near an interior wall out of the line of sight from hallway windows.
- Remind students to remain quiet, no talking.
- Account for the students in the classroom.
- Use red and green cards to communicate with emergency responders. Place the appropriate colored card on a hook on the sidelight or under the classroom door and in an outside window if the room has outside windows.
 - A green card in the windows indicates the classroom is safe.

- A red card indicates that emergency assistance is needed as soon as possible
- No card will indicate to law enforcement the need to enter the room, as the intruder may be present.
- Assure students that they are safe, that actions are being taken to resolve the problem – the administration is in charge in the command post and the Emergency Personnel are on their way.
- When you are contacted by the office, indicate “We are safe.” Report to the office if you have any students missing or if you have any extra students in your room at the time.
- Once your room is secured, DO NOT leave the room until escorted by Emergency Personnel or you are given permission to leave by the administration.

<p>If your room is secure and all students are accounted for respond: “We are safe.”</p> <p>Report if you have any extra students in your room or if you are missing any students.</p>	<p>If the intruder is in your room, respond: “We are locked down.”</p>
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Intruder in Your Room

- If the intruder gains access to your room, staff members and students directly involved in the incident should follow orders from the subject without heroics.
 - If the intruder tells a teacher or others to leave the room or area, the people need to leave to avoid angering the intruder or escalating the situation.
 - Attempt to calm and distract the subject to gain time for police response.
 - Avoid soliciting demands.
 - Avoid bargaining or making concessions.
 - NEVER exchange yourself or anyone else for a hostage.
 - Avoid giving orders to the intruder.
 - Do not make suggestions to the intruder.
 - DO NOT ask acquaintances or family members to talk to the subject.
 - If you are contacted by the office while the intruder is in the room, respond with the phrase “we are locked down”.
 - In the event the intruder begins shooting or assaulting people, the students and staff member should exit the room, leave the building through the nearest exit, and run immediately to (the alternate site).
4. The principal or designee will confirm notification of the police and notify the Superintendent or Central Office Administrative Assistant at extension 3020 of the action taken.
 5. If possible, school bells or alarms should be switched off to avoid confusion. If bells/alarms can’t be disabled, announce to disregard all bells and alarms.

6. The principal or designee will systematically contact each classroom via classroom phones to gather information about the status of students and staff members. A "Room Status Checklist" will be used by the building administrator to take notes on conditions in each classroom.
7. Staff members should contact the command post to update the nature and location of threat if it can be done safely.
8. Principal will gather and record information about the incident.
 - Who is the hostage taker (name, physical description, clothing description)?
 - Who is being held (number of hostages)?
 - Lay of the room.
 - What are intruder's motives and emotional state?
 - Are there significant health problems of anyone directly involved?
 - Any weapons observed? If so, what?
9. Principal/designee will meet the responding officer at the designated contact site. The principal/designee will take a set of building keys and a school floor plan map to the contact site and point out the last known location of the intruder on the map.
10. Police and school officials will establish a command post.
11. The Central Office will arrange for busses to be brought to the school. After the building is secure, under the direction of the police, students and staff will be evacuated via school bus to a designated secure relocation site. The school building and grounds are considered a crime scene so police will supervise any movement on campus until their investigation is completed.
12. Information for parents and Parent Reunification Plan procedures will be shared through the media as well as at the relocation site away from the immediate crisis area.
13. Police and school officials will designate a place and time to communicate with the media. Police and school officials will plan who will speak to the media and what information will be shared.
14. Police will determine when students will be released at the relocation site. Prior to release, students will be screened to determine if they have knowledge that may be helpful to the incident investigation.
15. Prior to leaving, students must have parent/guardian permission confirmed by a "Student Release Team" member. They must sign out with a specific departure time noted.
16. A debriefing session will be held for school staff and Emergency Personnel to discuss the event, review the response effort, and identify areas to be improved. Additional debriefing sessions will be conducted for students, staff, parents, and other community members.

SHELTER IN PLACE

1. Staff members who have a student, parent/guardian, or other person tell them about an incident of a suspicious person attempting to approach or abduct a student will immediately notify the principal or designee, in person or by phone.
2. The principal will report the incident to the Emergency Personnel or call 911 if the incident appears to be an emergency.
3. The principal will notify the Superintendent of the incident.

Custodians – After-School Hours - Suspicious Persons Notification Procedures

Custodians are to use the following procedures if they are suspicious of a person who is on school property or attempts to enter the school building after school hours or over the weekend.

1. Press the panic button if able to AND/OR notify the office immediately.
2. Call 911 to report the incident.
3. Contact the principal or your supervisor to report the incident.

DEATH - STUDENT/STAFF MEMBER

1. The Principal will notify the Superintendent immediately - extension 3002 or 941-1570 or Central Office Administrative Assistant at extension 3020. The Superintendent will activate the District Crisis Response Team, a team of counselors and school psychologists trained to assist students and staff in dealing with the crisis.
2. The Principal will notify the Building Crisis Management Team members.
3. Building Crisis Management Team members will meet to develop a plan of action and responsibilities will be delegated at that time.
4. SchoolReach should be activated when a death occurs when school is not in session.
5. A building staff meeting, including all persons employed at that building, will be held to
 - a. present facts of crisis and answer questions.
 - b. relate school district policy in a crisis.

- c. Identify high risk students and relate strategies to deal with student reactions
 - d. present plan for individual classroom meetings.
6. An announcement will be prepared for teachers to read to students in their classrooms.
 7. Teachers in the classroom will:
 - a. acknowledge student feelings
 - b. dispel rumors
 - c. let students know where counseling is available
 8. The District Response Crisis Team will provide counseling to staff and students.

Death of a Student/Staff During the School Day

In most cases, no determination of death will be made at the school site. CPR and other first aid measures should be continued until the ambulance arrives to take the victim to the emergency room.

It may be appropriate to send a nurse or other designee to the emergency room to meet the family, stay with them and report information back to the school administration.

Follow the steps and the procedures listed above to help students and staff deal with the crisis.

FIRE / EXPLOSION

1. Activate the fire alarm signal to evacuate immediately.
2. Notify the Superintendent at extension 3002 or 941-1570 or Central Office Administrative Assistant at extension 3020.
3. At the sound of the fire alarm, all students must walk as rapidly as possible into the hall and out the exit nearest their room without crowding or running.
4. Students shall move to their specific assigned emergency locations at predetermined locations at least 300 feet from the building.
5. Teachers shall take roll and report status through the use of Red/Green cards if students are all present or if someone is missing. The teacher will report the status (all present or accounted for OR list of names of any students unaccounted for) to the emergency command post through predetermined "Accounting Team for Students" member. Staff shall supervise and reassure students throughout the duration of the emergency. Staff shall make an effort to keep students together in their assigned emergency groups.
6. "Sweep Team" will check hallways, classrooms, and storage areas to make sure everyone is out of the building.

7. Members of the Building Crisis Management Team are responsible for keeping the fire lane(s) to the building open.
8. Students and staff will remain outside until emergency personnel declare the area safe.

SEVERE WEATHER

Tune in weather alert radio when weather appears threatening.

A weather alert radio has been placed in the office of each building

Evacuate classroom in orderly manner to interior hallway, turn away from windows or other expanses of glass. Avoid auditoriums, gyms, or any room with a wide free span roof. If evacuation is not possible, take shelter under desks or tables. If possible, cover head with coat or other clothing to minimize injury.

TORNADO WATCH - means no funnel clouds have been sighted, but tornadoes can be expected to occur. If a **Tornado Watch** is declared, be prepared to evacuate quickly, take cover, and be alert for special instructions.

TORNADO WARNING - means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast. Persons should take cover immediately.

SEVERE WEATHER BUS EMERGENCY

The District has identified shelters where bus students may be taken in the event a severe thunderstorm or tornado occurs while routes are in progress. School buildings are included as shelters.

If severe weather is imminent during the hours students are riding buses, all principals are to insure that someone is at their buildings until bus routes have been completed. School staff will remain at the school until all of the busses are in. Principals should see that the main building doors remain unlocked so students may be delivered to the building. In addition, principals or their designee should be prepared to direct students to shelter and supervise them while in the building. Principals should identify a person to act in their place in the event they are not in the building on a day when a severe storm occurs.

HAZARDOUS MATERIAL SPILLS

Evacuate and secure the spill area.

Call 911 to notify the emergency personnel of the hazardous spill.

Keep students and staff away from the area.

Avoid toxic fumes or contact with the material.

If outside, stay upwind of the spill.

Operations Manager shall determine whether the building air handling system shall be shut down.

If evacuations are necessary, all students should be evacuated according to evacuation policy.

PLANE CRASH

Be prepared to evacuate if advised to do so, following fire drill plans with possible modifications.

SCHOOL BUS ACCIDENT

In the event a school bus carrying students from your school is involved in an accident, notify the Superintendent extension 3002 or 941-1570 or the Central Office Administrative Assistant at extension 3020. Take care to gather factual information from the bus driver or Emergency Personnel.

The bus driver and administrator, if present, should keep all the passengers together and make a list of all the students on the bus at that time. Children should not be released until Emergency Personnel assess for injuries or complete necessary interviews. Use bus lists and emergency contact information to contact parents via phone so they are aware of what has transpired. If students are released to parents at the scene, utilize the emergency release form to confirm the release. Another bus will be dispatched to complete the route if necessary.

Work to dispel any rumors by presenting factual information. Forward news media inquiries to the Superintendent or designee.

EMERGENCIES DURING STUDENT TRAVEL

Medical Emergencies

In town student activity, away from building: These steps are to be followed in handling emergencies when students are at an activity away from the building.

Step 1

CALL 911 FOR INJURIES

If the group has more than one supervisor, one will go to the hospital with injured students to serve as a liaison between the hospital and school administrators. Be sure to find out the name of the hospital to which the student is being transported

Step 2

REPORT THE EMERGENCY TO YOUR ADMINISTRATION

Contact and make a full report to your building principal or district administration. If you are the only supervisor with your group, contact the administration to send a representative to the hospital to serve as a liaison between the hospital and district administration.

Traveling out of town/country: When traveling out of town, the supervisor shall obtain an Activity Travel Kit the which includes a card with emergency telephone numbers to reach the Building or Activity Chain of Command (see Page 1 of Building Crisis Management Plan), names, addresses and telephone numbers of parents/guardians whose sons/daughters are traveling with the group, and a copy of the student's medical release form/information.

If an emergency occurs when a student is traveling out of the country on school related activities and needs to return home, an adult will accompany the student.

POWER OUTAGE

The District should prepare for a potential power outage by making sure the building has alternate light sources in the event of power failure. Staff members should be alerted that if they are not supervising students at the time of the power outage, they should automatically report to the school office. With those preliminary actions in place, the following steps should be followed.

1. Contact Head Custodian/Director of Building and Maintenance to report the power outage and for assistance in determining the potential length of the outage.
2. Notify the Superintendent.
3. Have the crisis team and other staff not supervising students report to the school office.
4. Establish your crises center of operation. Have the administrative assistant or other designated person stay in the office to monitor calls.
5. Immediately send staff to inform all students and teachers to stay in their present location until further notice. Do not allow movement of students in the halls until definite plans have been made regarding safe procedures for student movement.
6. Determine the cause of the power outage. Call Excel Energy at _____ or Southeastern Electric at _____ to determine the probable length of the power outage.
7. Secure all doors and station a staff member at the front door to monitor traffic into and out of school.
8. Station teachers or other staff in key positions in the building so all hallways have an adult supervising the halls. The key positions should be determined prior to the start of the school year and included in the crises manual. If possible, assign a specific person to each strategic area prior to school starting and include in your crises manual procedures.
9. Classrooms with no light from windows, emergency lights or skylights can move to a classroom or area where there is some light available. Take roll to make sure no one is lost in the process.
10. Caution: many sinks, urinals and toilet stools are now electronically controlled and won't operate without power.
11. If parents come to pick up their children, have a "Student Release Team" member document student departures and parent signatures on the "Emergency Release Form" (Page ____).
12. Determine with the Superintendent if there will need to be special accommodations made for dismissing students and busing students home.

13. If the power is not going to be restored by dismissal time, coordinate staggered dismissal times of individual classrooms. Teachers need to accompany students to their lockers and the designated dismissal exit.

EMERGENCY STUDENT DISMISSAL PROCEDURES

In the event an emergency requires schools to dismiss early, parents/guardians will be notified through: SchoolReach, the Harrisburg School District app, as well as local radio and television station announcements. Principals shall communicate to parents/guardians that they need to predetermine where a child will go when school is dismissed because of an emergency and no one is home when the child arrives. Once the dismissal order is received from the proper school authority, the principal will:

1. Relay dismissal instructions to each classroom.
2. Remind students of the necessity to follow the special arrangements made for their care in the event their parents are not at home.
3. The “Sweep Team” will inspect the building once dismissal is completed to assure all students have left the building and other specific actions are taken as dictated by other emergency plans.

EMERGENCY EVACUATION PLAN – HIGH SCHOOL

STUDENTS WITH PHYSICAL DISABILITIES/SPECIAL MEDICAL NEEDS

Physical Disabilities

1. Each building must have designated “safe areas” which are identified as the location to which students with physical disabilities can go when they cannot use the elevator. Several safe areas should be located on the second floor and students with physical disabilities should be going there during fire drills.

Safe areas should allow for up to four chairs with approximately a 4 x 4 area for each chair and should be free of combustible debris. Safe areas need to be located near building exits or windows. Students should not, however, be in danger of toppling downstairs as others are rushing towards the door or stairs.

(When the safe zones have been identified, the Fire Marshall should be notified. The Fire Marshall will tour the selected areas and make note of them for the Fire Department.)

2. Identify one adult, in each class attended by students with physical disabilities, who will be responsible for assisting students to the safe area. Whenever the student with a physical disability is in the building, the adult in charge of the student at that time will assist the student to the safe area. This adult will remain with the student until the emergency is over or the student is removed by emergency personnel.
3. Notify the on-site emergency personnel of the students’ locations.

Special Medical Needs

Identify adults to assist students with special medical needs. These adults will be responsible to monitor the physical and medical needs of these students and will remain with the students until the emergency is over or the student is released. The school nurse and emergency personnel will be notified of the location of students with special medical needs

MEDIA PROCEDURE

In a crisis situation, the School District will use local media to provide prompt and accurate information to the public. Please use the following media guidelines:

ONLY the Superintendent or designee will release information to the media. Clearly communicate that all media inquiries should be directed to the media spokesperson.

Designate a location to serve as media headquarters.

Brief staff on how to get media to the designated location as quickly and courteously as possible, without commenting on the situation.

Brief staff on how to direct and expedite media phone calls.