NELIGH-OAKDALE

PUBLIC SCHOOLS

Safety and Security Plan



2018-2019

**Safety**

**Article 3**

**Policy No. 3240**

 **Risk Management and Safety Committee**

 This school district is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conserving its human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee is further hereby directed to establish the Safety Committee or committees as required by Section 48-443, R.R.S., et. seq. (LB 757, Section 32, 33 & 34, 1993 legislature) or other laws. The Safety Committee(s) so established shall adopt for this school district and maintain an effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the school district's written Injury Prevention Program or as otherwise provided by law or the superintendent or the superintendent's designee.

 The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The school district shall develop and maintain a written Injury Prevention Program as required by law and the superintendent or the superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

 Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Date of Adoption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# SAFETY AND SECURITY PLAN GOAL AND PURPOSES

**Overview:**

The purpose of this manual is to provide building administrators a reference guide to use in safety/security and crisis situations.

**Goal:**

**The following procedures and guidelines are intended to enable the administrative staff and other employees of the district to deal with the unforeseen events and tragedies that may affect the ordinary functioning of students, staff, and their families. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step.**

**Purposes:**

1. **To maintain a safe environment for students and staff.**
2. **To meet the special needs of individual students by working with parents, school**

**staff, community, and/or specialists.**

1. **To communicate with staff, students, parents and the general public through the**

**most effective and practical method.**

1. **To continue effective instruction and carry out established routines, rules, and**

**regulations.**

1. **To present a unified, organized, and predicable plan of action by the school in the event of a safety, security, or crisis.**
2. **To provide for an Annual Review by a “Review Team” that is not a part of the**

**current Response Team or employed by the school district.**

1. **To comply with the Nebraska Department of Education, Rule 10: 004.01B2**

**Team/Committee Members:**

**1. The school system has a safety/security/crisis team, which includes representatives**

 **of faculty, parents, community, and law enforcement personnel. This**

 **team/committee will meet quarterly to review safety and security plans and**

 **procedures.**

**School Telephone Contact Sheet**

#####  MEMBER: Work phone: Home phone: Cell phone

**Scott Gregory 410-0157**

**Ben Dempsey 641-3198**

**Mary Schrader 929-0079**

**Lori Ehrenberg 929-3493**

**Kim Scarborough 970-466-0138**

**Beth Ramold 750-9731**

**April Knust 929-0636**

**Becky Kerkman 929-0719**

**Additional Safety/Security Members:**

**Jenny Kinnan 887-4166 776-2400 843-6322**

**Denise Gunderson 887-5290 887-4908 750-1782**

**Tina Wilson 887-4754 276-2134**

**Lloyd Meis 887-4166 929-3334**

**Head Custodian**

**Mike Mortensen**

**Fire Dept. Rep. 887-4158 887-4321 841-8223**

**Mike Wright**

**Law Enforcement 887-4335 841-9776**

**Sonya Simons (School Psychologist) 640-2873**

**Cindy Hild (Former Member) 841-3034**

**POISON CONTROL**: 1-800-222-1222 (Children’s Hospital – Omaha)

Antelope Memorial Hospital 402-887-4151

AMH Family Practice 402-887-5440

FRPS Medical Center 402-887-1313

Child Abuse Hotline: 1-800-422-4453

Antelope County Emergency 911

Black Hills Energy Gas Emergency Line  800-694-8989

Emergency:

City of Neligh: 402-887-4166

ASSAULT ON STUDENT OR STAFF

1. Notify Superintendent or Principal
2. Contact school nurse or First Reponse Team if any medical treatment is needed.

**REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING GLOVES**

1. Superintendent or Principal will assign a staff member to get the names of suspect/s and any witnesses.
2. Superintendent/Principal will assign a staff member to locate suspect and isolate, if this can be done in a non-confrontational manner.
3. Victim and Suspect statements should be taken separately.
4. Superintendent/Principal will decide if the police should be contacted to respond.

**REMEMBER WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE**

1. Superintendent/Principal is to make sure a written account of the incident is completed.

#### **BOMB THREAT PROCEDURES**

1. **Upon receipt of a bomb threat, the person receiving the call will make every attempt to:**

 **a. Prolong the conversation. DO NOT HANG UP THE PHONE! (use**

 **another phone to call authorities or 911)**

1. **Identify background noises and any distinguishing voice characteristics.**

**Ask the caller for a description of the bomb, where it is, and when it is due to explode.**

1. **The person receiving the threat will notify the principal.**
2. **Alert 911**
3. **Observe radio and cell phone silence.**
4. **The principal will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.**
5. **The principal will notify the superintendent’s office.**
6. **Inform staff and students of the bomb threat and any immediate directions; for example, remain in their rooms until an all clear is given or directions to evacuate.**
7. **Ask staff to make a visual observation of their classrooms/work area and inform them not to open cabinets or doors or move objects. If anything suspicious is found, DO NOT TOUCH IT! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, pieces of pipe, etc.). You will be searching for something that doesn’t belong in the classroom/work area.**
8. **Check absentee list and on each absentee from class at the time the threat was received. Account for all students; check halls and restrooms.**
9. **Ask for volunteers to participate in the search with the police/fire department.**
10. **Meet with the police/fire department and search team to decide on the procedure for checking the building.**
11. **If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Go to alternate location if needed due to a prolonged search or inclement weather.**
12. **When the building is reported to be safe, resume whatever schedule is needed for the rest of the day and debrief staff and students.**
13. **If a written threat is received, copy the contents and protect the original message(plastic or other covering) to preserve fingerprints and other identifying marks.**
14. **Use the Bomb Threat Checklist to gather helpful information.**

#####

**BOMB THREAT CHECKLIST**

##### **Time\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DO NOT HANG UP! Use another phone to call police.**

**Record the exact words used by the caller\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ask:**

**What time is the bomb set for?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where is the bomb?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What does the bomb look like?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Why are you doing this?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Who are you?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluate the voice of the caller: Background noise:**

**\_\_\_\_\_Man \_\_\_\_\_Accent \_\_\_\_\_Music**

**\_\_\_\_\_Women \_\_\_\_\_Speech impediment\_\_\_\_\_Children**

**\_\_\_\_\_Child \_\_\_\_\_Intoxicated \_\_\_\_\_Typing**

**\_\_\_\_\_Age(approx.) \_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Airplanes**

 **\_\_\_\_\_Conversations**

 **\_\_\_\_\_Machine noise**

 **\_\_\_\_\_Traffic**

 **\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_**

**Person receiving threat will immediately notify the principal.**

**Call received by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUS / VAN ACCIDENT**

If an accident occurs with District transportation:

1. The drivers should first check to see if anyone is injured, then call the Superintendent’s office, giving vehicle number and location of the accident. If anyone is injured, he/she will request a rescue squad.
2. The superintendent will immediately:
	1. Call for a rescue squad if requested by the driver
	2. Call for the police/sheriff
	3. Dispatch a van to replace the one involved in the accident
	4. Notify the parents of students involved
3. The driver should keep all students on the bus/van unless there is a reason to evacuate. The drivers should take roll and account for all students
4. If the accident occurs on a morning route, the driver should take the students to school where they should see the school nurse before reporting to class
5. If the accident occurs on an afternoon route, the driver should take the students to their regular stop and inform an adult caretaker of the accident

## BUS ACCIDENT CHECKLIST

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (get as much detail as possible)

**ASK:**

Are there any injuries?

How many people injured?

Who is injured?

What kind of injuries do they have?

**CHILD ABUSE**

1. Report abuse or suspected abuse to principal.
2. Notify nurse to document appearance of victim

(for physical abuse only)

**DO NOT INTERVIEW VICTIM**

**WRITE DOWN ANY STATEMENTS MADE BY VICTIM**

1. Superintendent will notify local police

**911**

**DO NOT CALL PARENTS**

1. Principal will fill out an incident report as soon as possible

 **STUDENT ABUSE**

(When school employee is suspected of the abuse)

1. Report abuse or suspected abuse to Superintendent

(If the suspect is the building administrator, notify the next highest superior)

1. Superintendent will notify the local police

911

1. Superintendent will notify the County Attorney’s Office

911

1. If necessary, in a physical abuse situation, notify school nurse to document appearance of victim

DO NOT INTERVIEW VICTIM OR SUSPECT

WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT

1. Superintendent will notify appropriate School Board members
2. Superintendent will make parental contact at appropriate time.

**CONFRONTATIONAL PERSON**

1. **DON’T ARGUE**. Use non-aggressive body language
2. Remain on a professional level
3. Offer to help the situation
4. Request to continue conversation in an appropriate location away from students.
5. Show interest and be a good listener
6. Attempt to defuse the situation.

IF THE SITUATION DOESN’T CALM DOWN

1. Notify the Superintendent - Ext. 221 or Principal - Ext. 226

1. Superintendent will notify police (if necessary)

## Phone # 911

1. Superintendent will complete incident report

**DEALING WITH THE MEDIA (CRISIS RELATED ISSUES)**

Guidelines

1. Make sure you are authorized to speak to the media. In most cases the superintendent is the media liaison.
2. Don’t release names of victims or persons involved.
3. Inform the media when you are not authorized to comment, and direct them to the proper person or office.
4. Be of assistance, but remain in control.
5. Don’t delay sharing information, but make sure you have the facts.

**If contacted by the media by telephone, explain that once information can be released their call will be returned. Ask for their name, phone, company name and press deadline. Make sure you follow through with them.**

**Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the school.**

**SUDDEN DEATH**

 **If happens on campus:**

 1. Secure area, disturb as little as possible – limit access until police arrive

1. Contact school nurse/trained first aid personnel.
2. Contact superintendent/principal.
3. Call 911 (ambulance and police)
4. Lock down building and hold classes in rooms.
5. Separate all witnesses until police arrive. (to the extent possible, witnesses should not speak with each other nor anyone else)

**Document any statements made by witnesses**

**DO NOT CONDUCT INTERVIEWS WITH WITNESSES**

1. Contact Superintendent/principal. Inform situation and steps taken.
2. Superintendent to contact parents at appropriate time if given permission by law enforcement.
3. Refer to Dealing with Media section of this handbook.

ADMINISTRATOR’S CHECKLIST for a death in a student, staff member, or their immediate family:

- Verification of death (spouse, parent, hospital, police, mortuary)

- Inform the teacher(s)

* + Notify head of Crisis Team
	+ Together, verify information regarding tragedy
	+ Notify the superintendent/principal if not already informed
	+ Determine areas where crisis team members can meet with students, maintain list of students who are counseled for notification of parents
	+ Cancel meetings/appointments that are not of an urgent nature.
	+ Keep staff updated on circumstances as new information becomes available
	+ Notify BOE members
	+ Identify staff who are in need of emotional support
	+ Emphasize the need to use prepared statements to control rumors
	+ Reschedule activities when necessary or appropriate
	+ Contact the family personally and offer support and condolences
	+ Arrange for appropriate staff to attend services
	+ Plan and provide follow-up visits with the family

**MEDICAL EMERGENCY – Response to Victim**

 A Medical Emergency includes life-threatening situations such as heart attack, air obstruction, severe bleeding, or drug overdose. We should have a list of staff trained in CPR and First Aid procedures.

Building Employees trained in First Aid/CPR:

Entire Staff has had CPR training.

In case of First Aid Emergency:

1. Notify the office of the location and name of the victim.
2. Specify the type of injury or medical condition and apparent need for emergency services.
3. School office team shall:
	1. Contact emergency team members.
	2. Have trained team members assess situation and begin necessary treatment
	3. When necessary, call 911
	4. Explain the situation
	5. Give school name and address
	6. Tell the EMT’s which door to enter
	7. Have staff stationed at doors to keep crowd away
	8. Meet the EMTs at the door to take them to accident site
	9. Contact staff and/or students if necessary
4. If it is necessary to send the victim to the hospital by ambulance and the parent is not at the school, a staff member assigned to the First Response team should go along to serve as a liaison between the hospital and school/parent. The staff member should stay at the hospital until the parent arrives. As soon as possible, the staff member should relay information regarding the condition of the victim to the school office.

**Note:**

If illegal drugs are suspected, contact police to see if investigation is warranted

**MEDICAL EMERGENCY – Response of Students and Staff**

1. Classroom teachers should close the doors to their classrooms (to minimize confusion)
2. Students in the classroom where the emergency is taking place should be moved to a neighboring classroom as soon as it is possible to do so without creating additional confusion or threat to the victim’s well-being.
3. The emergency team, along with a building administrator, shall report to the location of the emergency, assess the situation, and begin necessary treatment within the scope of their training. IF the medical emergency involves a serious injury, staff present and the emergency team should follow the following measures:
	1. The victim should not be moved unless his/her location is potentially dangerous
	2. The staff member present should reassure the victim and keep the victim quiet and lying down until the emergency team or emergency personnel arrives
	3. All personnel and students not involved with the emergency or administration of first aid should be directed away from the scene.
4. The staff members should be aware of the members of the emergency team and should be prepared to supervise that teacher’s students as soon as the emergency team member leaves his/her classroom to assist with the medical emergency.
5. Office personnel should notify the parents (spouse) of the victim as soon as possible. All known details should be relayed to the family. Be clear, and concise, informing only what is known; do not speculate, but be tactful, using a manner to avoid the creation of undue panic. Make sure to include who, what, where, when, and why.
6. Once the medical emergency has been resolved or the victim transported to the hospital, resume whatever schedule is needed for the remainder of the day.

**ELECTRICAL MALFUNCTION**

1. Superintendent/principal will contact custodian
2. Superintendent/principal will notify teachers to continue to have classes until further notice.
3. Superintendent/principal will accompany custodian to locate the problem
4. Call 911 if concerned about a fire or safety hazard.
5. Superintendent/principal to call local electrical company with concerns/inquiries

City Office: 402-887-4066

1. Superintendent will contact Board of Education and advise of situation and any assistance needed.

## Possible Considerations

open/close school

cafeteria food preparation capabilities

move students to alternate site

transportation adjustments

parental notification

media notification

1. If there is a need to handle the media, use guidelines in crisis handbook.
2. Complete detailed incident report at earliest opportunity

**FIELD TRIP INCIDENT**

***BE PREPARED:*** make sure the trip coordinator and the school has the following:

1. Student list by assigned vehicle
2. Supervision list by assigned vehicle
3. Chaperon list by assigned vehicle
4. Map of intended route
5. List of medical needs and conditions
6. List of any important phone numbers significant to the trip, including principal’s home phones, students’ home numbers
7. Trip coordinator should carry or have access to a cell phone if possible.

(On Site Responsibility)

1. Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate
2. Contact home school administrator with update and actions being taken.

(Home School Responsibility)

1. Superintendent should consider deploying personnel to the scene, hospital, police or to appropriate locations.
2. Handle media using guidelines in this crisis handbook.
3. Make sure a detailed incident report is completed at the earliest opportunity.

#### **FIRE DRILLS/PROCEDURES**

1. **Fire drills will be held each month. Regular drills will be held and coordinated with the Neligh-Oakdale Fire Department. The majority of the drills will not be announced.**
2. **Teachers are to instruct students as to the proper method and route for exiting the buildings.**
3. **In the event of a fire drill/fire all personnel(employees, teachers, and students)will leave the building immediately.**
4. **Each person will proceed away from the building until he or she is 75 feet from the building.**
	1. **Eastward elementary and staff will proceed to the playground area. The shop, gym, weight room, and rooms 103, 205, 207, and 209 on the east side will proceed to the sidewalks leading to the playground area. All other rooms will proceed to the sidewalks by the marquee.**
	2. **Westward elementary and staff will exit the building and proceed to the east or west sidewalks north of the building.**
5. **All employees are to take part in the drills and will leave the building.**
6. **The teacher is usually the last to leave the room. Shut the windows and close the doors. If any exit is blocked, the first one to reach that exit shall hold up both hands. That is the signal to use another exit.**
7. **Check roll after you are outside with your group and make sure that all students are accounted for. Take your Green/Red folder for this purpose. The green folder indicates all students accounted for; the red sign signifies student/s missing.**
8. **The fire signal indicating a fire or a fire drill, is a constant shrill ringing of the fire alarm bell. This is very different than the school bells.**
9. **All students will return to their rooms when given the all clear.**

**GAS LEAK (KNOWN OR SUSPECTED)**

1. DO NOT activate the fire alarm system or any other electrical equipment LEAVE AS IS.
2. Notify superintendent/principal and custodian immediately.
3. Principal or Superintendent will notify each class to evacuate building by sending personnel to each floor.
4. Evacuate the building using the standard fire alarm routes. (Teachers should be sure to take roll book & take roll once outside)
5. Call 911 as evacuation is taking place.
6. Evacuate to designated area or building no less than one (1) block from school. ***LUTHERHAN CHURCH OR THE WILLOWS***
7. Superintendent should have available for the fire department upon their arrival:
	1. Custodian
	2. Location/s of leaks if known
	3. Knowledge of anyone remaining in the building
	4. Floor plans and internal systems information
8. Refer to guidelines for handling the media in crisis handbook, if necessary.
9. Complete a detailed incident report at the earliest opportunity.

#### **CHEMICAL SPILL/TOXIC FUMES**

If spills/fumes occur outside the school building:

1. **Keep students inside.**
2. **Close windows.**
3. **Don’t step in spilled material.**
4. **Establish contact with the superintendent’s office.**
5. **Be prepared to evacuate the building.**
6. **If students are outside, move upwind.**

**Emergency 911**

**Poison Control: 800-222-1222 (Children’s Hospital – Omaha)**

**National Response Center: Report Oil & Chemical Spills 800-424-8802**

**Intruder in the Building/Lockdown**

1. Notify Superintendent/principal.
2. The superintendent or designate will announce there is an intruder in the building and direct all teachers to lock down their classrooms until further notice. In the event a hostage situation prohibits use of the intercom system, a designated adult messenger will be sent to classrooms.
3. All employees should direct students not in class to a safe area –
	1. Lock all classroom doors
	2. Keep students in the room, ignore all passing bells
	3. Move students to the safest place in classroom
	4. Take accurate roll and account for any missing students, if possible communicate to the office the names of missing students.
	5. Turn off lights and close blinds or drapes
	6. Employ immediate sheltering action for those exposed to danger
	7. Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
	8. In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/blinds only if safe to do so
	9. In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter, lie down, stay motionless.
	10. Be ready to move students instantly; know possible escape routes, including windows.
	11. If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building when safe to do so.
	12. If possible, report status to office.
4. Students are to leave classrooms only when given the “all clear” from law enforcement. Law enforcement will escort students and staff from building.
5. A headquarters for law enforcement will be designated on school grounds according to need.
6. All media calls will be handled by Superintendent’s office.
7. The crisis team will meet to deal with the aftermath.
8. The principal and superintendent will determine the need to notify parents.

### HOSTAGE SITUATION

1. **Call 911**
2. **Don’t do anything to escalate the situation before the police arrive.**
3. **Designate personnel to monitor hallways and other areas of the building to direct students not in class to a safe area.**
4. **Assign a staff member to liaison with police.**
5. **Inform office staff as to appropriate information to give to callers.**
6. **Principal or his/her representative will sound a preplanned alarm, example:**

**1) In buildings with intercom system:**

**“Teachers and students, proceed immediately with safety procedures in your**

**classrooms and work areas. Do this now!”**

**2) Other buildings could use a designated bell ring.**

1. **Teachers should not allow students to leave the classroom and should direct**

**them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by the police or administration. Each school has a designated alternate site.**

1. **Make a list of those being held hostage. Teachers must take head count of class.**
2. **Keep the media informed of the situation so parents will have accurate information.**
3. **Plan how to inform families of students and staff directly affected.**

**LOCKOUT PROCEDURES:**

**1. Lockout procedures will be most commonly used when an incident is occurring outside of the school building or off school property.**

**2. All exterior doors must be locked and the main entrances monitored by administrators or assigned personnel.**

**3. No unauthorized personnel will be allowed into the building.**

**4. The normal school day will continue, and outside activity may be denied depending on the circumstances.**

#### **EVACUATION PLAN/ALTERNATE SCHOOL LOCATIONS**

Although it is highly unlikely, some safety and security situations may require that school be evacuated and the students be relocated. If emergency/administrative personnel determine that the building will be unsafe for some time:

1. **Notify the superintendent’s office.**
2. **Make arrangements for the transportation of special needs students.**
3. **Keep the media informed of evacuation/relocation plans so parents will have accurate information.**

**Following preplanned evacuation procedures, students and staff will proceed to the following locations:**

1. **Eastward students and staff should proceed to the Lutheran Church Fellowship Hall.**
2. **Westward students and staff should proceed to the Willows.**
3. **Administrators and designated personnel should sweep through the buildings to make certain all students are out.**

**MISSING STUDENT**

**Instructor/Staff Procedures**

* **If a student (who has been present during school hours) is deemed missing, contact the main office.**
* **If the student returns, notify the office.**

**School Administrative Procedures**

**These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step. The Administration may delegate procedural steps as needed to speed up the process.**

* **Seek information from staff and students to determine when the student was last seen.**
* **Announce missing student’s name over the PA system. “Student’s Name, please report to the principal’s office.**
* **Contact Police.**
* **Initiate lock down procedure. (If Necessary)**
* **Review security camera for information related to the incident.**
* **Search school and grounds for missing student.**
* **Phone missing student’s parent or legal guardian and advise them the police have been notified.**
* **When police arrive at school, advise them of all known facts relating to the missing student.**
* **If student is located, contact parent or legal guardian and police.**

**RAPE / SUSPECTED RAPE**

1. Get the victim to the guidance office, free from any disruptions.
2. DO NOT leave the victim alone.
3. Notify the superintendent/principal.
4. DO NOT attempt to interview the victim; however make note of any. statements made by the victim.
5. DO NOT allow victim to wash or remove any items of clothing.

REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES

1. Superintendent will contact the police department to respond.
2. Get permission from police if the school is to contact parents.
3. Refer to Dealing with the Media section of this handbook if necessary.
4. Superintendent will assure a written account of the school’s actions are on file.

#### **TORNADO DRILL PROCEDURES**

When the tornado siren sounds, students are to follow the instructions of the teacher in charge and proceed to the proper area as quickly as possible. A bell system will be used to warn teachers and students of a tornado warning. In the Eastward facilities there will be three (3) thirty second blasts. At the Westward facility the intercom system will be used to inform students and teachers to move to the designated shelter areas. The strictest type of discipline are necessary. There should be no talking, laughing, or confusion.

Procedures to follow:

1. Stay with your class and keep order.
2. Students are to take positions in the east-west corridors, basement, tunnels.
3. All students are to take a sitting position and protect their heads.
4. Make sure not to position yourself where you may be hit by flying glass.

Places to avoid:

1. Lobby
2. New Gym
3. Old Gym
4. Ag Shop
5. Wood Shop
6. Band Room
7. North-South Corridors
8. Multi-purpose room at Westward

Eastward facility shelter will be in the basement rooms and hallways.

**All Rooms above ground are to go to the nearest staircase and proceed down to the basement.**

**Rooms B2-B-8 is to take positions in their rooms.**

**Westward facility: All students will take shelter in the basement.THREATENED SUICIDE**

**If a person is in immediate danger:**

1. Notify superintendent/principal
2. Superintendent should assign someone to call 911 to apprise of situation

**ASK THAT EMERGENCY RESPONSE BE MADE WITHOUT SIRENS**

1. Talk calmly with the person until appropriate personnel arrive

Remember . . .

 Be positive

 Engage the person in conversation

 DO NOT become confrontational

 DO NOT make fast movements toward the individual

1. When trained personnel arrive, defer to their judgment on the course of action to be taken.

If the person is not in immediate danger but has expressed the thought of suicide:

1. Escort person to guidance counselor or member of SCIP team for appropriate intervention.
2. Notify superintendent/principal of actions taken.
3. Principal or superintendent will assure that the situation will be documented.

**WEAPON FOUND ON PROPERTY**

**A WEAPON ON SCHOOL PROPERTY IS A CRIME.**

**A WEAPON FOUND ON SCHOOL PROPERTY IS EVIDENCE.**

**IF A WEAPON IS FOUND ON SCHOOL PROPERTY,**

**TAKE THE FOLLOWING ACTION:**

1. Don’t handle unless necessary
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify superintendent/principal
5. Superintendent should call the police 911
6. Cover the weapon from view of the public (cloth, wastebasket, box)
7. Close off student traffic from the area of the weapon
8. Assign someone to meet police to lead them to weapon location
9. Refer to dealing with the media section of this handbook if necessary
10. Superintendent to complete an incident report

**WEAPON SUSPECTED ON STUDENT**

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind.
3. Treat all weapon related information (rumor) to be accurate and plan appropriately DO NOT PUT ANYONE IN HARM’S WAY
4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

**type of weapon**

**age of suspect**

**mental state of suspect**

**victim risk factor**

**past history of suspect, if known**

**suspected location of weapon (on person or elsewhere)**

## ACTION

1. notify superintendent/principal
2. call police 911
3. don’t attempt to stop suspect if flight from building is attempted
4. Attempt, in a non-confrontational way, to get suspect to a private office or near an exit.
5. allow student to flee from building
6. do not allow student access to bookbags, backpacks without first checking contents
7. avoid confrontation

FOLLOW-UP

1. Superintendent will complete an incident report
2. Refer to Dealing with the Media section of this handbook if necessary