

Iditarod Area School District

EMERGENCY FLIP CHART 2020-2024

**Please remember when dealing with any emergency situation you must remain calm.
Your attitude will be mirrored by others.**

Directed Response is used to move students and staff to a specified location inside the building when it is safer to remain in the building than to evacuate. Directed response is used when the location of an actual or potential threat is known and can be confined to a specific area. Example, a potentially civil disturbance is occurring outside the building.

- Take safety bag and go immediately in a calm orderly fashion to the area designated by the principal /principal teacher.
- Follow the route indicated.
- Stay with students, keeping them in a group.
- Account for all students and remain in designated area until notified by a school authority.

DIRECTED RESPONSE

Lock Down protects staff and students from a threat inside the building such as an armed intruder when it may be safer to “Shelter in place”.

Lock Down is used when it is safer to stay in an area that can be secured than it is to move through the building where the potential threat may be. Example: an armed intruder in the building.

- Lock doors and windows and pull shades immediately.
- Keep students away from doors and windows.
- If a gunshot or explosion is heard get everyone on the floor.
- Try to contact the office immediately if the emergency is in your room.
- Keep doors locked until notified by law enforcement or school administrator.
- Prepare to defend yourselves.
- Keep your safety bag with you at all times.

LOCK DOWN

Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat.

Evacuation is used when the location of the potential threat is known, allowing an evacuation route away from the threat. Example: the fire alarm is activated.

- Leave the building immediately in an orderly fashion, using designated exits. Take your safety bag with you.
- Close the doors to the fire area after people are out.
- Go to your pre-designated area.
- Account for all students and stay with them.
- Remain in your designated area until notified of an "all clear".
- Refer all media to the superintendent at (907)524-1221

EVACUATION

Fire in the school is a very serious situation. A fire will double in size every two minutes. It is very important that quick action be taken when the alarm sounds. Make sure all students know what the alarm sounds like. There should be a primary and secondary means of egress.

- Follow evacuation procedure. Take your safety bag.
- Report to pre-designated area, account for all students and remain there until given the "all clear".
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- Do not re-enter the building for any reason.
- Call 911.
- Follow the directions of the emergency responders.
- Call the superintendent and the maintenance director.

FIRE

Earthquakes strike without warning. Be prepared to begin appropriate action now. Since structural damage caused by the earthquake may mean that communication systems will stop working, be prepared to take any necessary steps without instructions from the principal/principal/teacher or other staff.

- During the shaking, keep calm and remain where you are. Most injuries are caused by falling or flying debris.
- If inside; take cover under a desk or table and hold on to it.
- If outdoors; stay outside. Move away from buildings, overhead structures and power lines.
- After the shaking; check for injuries.
- Evacuate the building. Take the safety bag.
- Account for all students.
- Remain outside until the building has been declared safe and you have been given the "all clear" to return.

EARTHQUAKE

A bomb threat or scare happens so unexpectedly. Be diligent in following the procedures as listed below.

- Do not touch or approach a bomb or suspicious device.
- Notify the principal/principal/teacher immediately.
- Identify the area clearly so it can be barricaded.
- Evacuate students from the immediate area and wait for directions.
- Take safety bag.
- Follow principal/principal/ teacher's instructions.

If you are the recipient of a threat

- Be calm. Listen closely for possible clues about the caller and bomb location, (sex, age, accent, etc.)
- In schools or District Office, quietly get the attention of someone.
- Have them call the principal/principal/teachers phone numbers.
- Record the time and hang up the phone.
- Call 911 and the superintendent.
- Report all details to law enforcement and principal/principal/teacher.

BOMB THREAT

ALLERGIC REACTIONS

Emergency injections, epinephrine auto –injectors prescribed for students with identified allergies:
When a licensed medical professional believes that epinephrine to treat an allergic reaction is necessary during school hours it will be administered in SCHOOL by (staff person or persons according to SCHOOL POLICY)

- These persons are taught by the school public health nurse to administer the injection, following established training guidelines. Only premeasured doses of epinephrine (Epi-Pen or taught EPI-PEN Jr.) may be given (This must be provided by the student's guardian).
- The injection will be given immediately after report of exposure to the allergen or at the prescribed students request due to onset of allergic reaction.
- Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen must be indicated on the licensed medical professionals order.
- Three persons in the school shall be trained in the procedure.
- These trained persons shall be regular members of the school staff to ensure the presence of at least one of the three during school hours.
- The persons trained in this procedure must be able to access the student within TWO (2) MINUTES OF ONSET OF SYMTOMS or notification.
- In situations where students are approved by the principal to carry their own epinephrine, the three trained persons must be instructed in the administration procedure in the event the student is unable to self-administer.
- The parent or guardian and licensed medical professional, as indicated must complete the appropriate authorization form. (See attached form)
- The school shall contact EMS immediately (if available, send another staff person to dial 911) and the parent or guardian when a student has been given epinephrine.

Inhalers: With a diagnosis of asthma and orders from a licensed medical professional, a student may be permitted by the principal to carry and use an inhaler for asthmatic conditions.

- At least three school employees shall be taught to assist in the administration of the inhaler.
- A second inhaler, to be used as back-up may be kept in the office or other school approved location accessible by the student with appropriate staff supervision as required.

FIRST AID-ALLERGIC REACTION

For field trips that are considered an extension of the school's program, arrangements for management of injury and medical emergencies shall be provided in accordance with the procedures described in this policy.

First aid supplies shall be available on all school buses and vans during field trips.

At least one school staff person shall be trained in first aid and age- appropriate CPR including adult CPR.

At least one staff member trained in CPR shall be trained to use an AED, provided that an AED accompanies the students and staff on the field trip.

FIRST AID-FIELD TRIPS

All doors to the school should be locked and secure. The only door that should be accessible from the outside is the main door located closest to the school office.

Doors should not be propped open for any reason.

Windows should not be open unless a screen is attached.

Students/staff should be encouraged not to feed animals at or around the school.

Kitchen staff should be encouraged not to leave food scraps outdoors unless they are placed in the dumpster with the lid secured.

Principal/Principal/Teacher should:

- Ensure the safety of the school occupants first.
- Ensure first aid is provided, if needed.
- Contact the trooper or VPSO if available.
- Initiate school lockdown procedures if appropriate.
- Assign staff to meet with law enforcement and direct them to the location of the animal.
- Advise the superintendent's office.
- When situation is stabilized, announce an "ALL CLEAR".
- If the animal enters the school, staff should:
- Call 911 if needed*Attempt to isolate the animal in one area of the building.
- Open a door or window to the outside if safe to do so.
- If animal does not leave the building on its own, contact police for assistance.
- Seal off area if animal is still present.
- If the animal is on or near the school, staff should:
- Have all persons outside the school re-enter if it is safe to do so or seek shelter (storage facility, etc.).
- Maintain visual contact from a safe distance.

ANIMAL INCIDENT

The cause of a possible death or injury and the circumstances surrounding the incident will affect your behavior during the event and post trauma procedures.

If death or injury is the result of aggressive behavior be it a student or intruder, protection of the students and staff becomes a key issue on how the event is handled. Call 911.

- Notify the principal/principal/teacher immediately.
- Evacuate the immediate area to ensure that students are not unnecessarily exposed to trauma.
- Do not disturb any potential evidence.
- Principal/principal/teacher will notify superintendent.
- Notify the family of the injured student or staff member.

DEATH OR SERIOUS INJURY

Location, quantity, concentration and other factors affect how a spill will be handled. Unless you are familiar with the material, risk and specific cleanup procedures, do not try to clean up the spill.

First Priority is student and staff safety.

- Notify the principal/principal teacher immediately.
- Secure the area to limit further contamination.
- Fans may need to be shut down.
- Evacuate the immediate area. Eliminate access.
- Do not attempt to clean up.
- Notify the maintenance director. He is certified for hazardous clean up.

HAZARDOUS MATERIALS/BODILY FLUIDS

Bus/ Vehicle Incident/Accident

In the event of a dangerous incident during school transportation the safety of the driver and passengers is the most important factor. Follow school board policy and refer to any of the previously mentioned school safety responses for direction. Calls to the school principal/principal/teacher and District Office should occur in every emergency situation.

- Bus drivers: Check for injuries*Call school principal/principal teacher with the accident location and report any injuries*Secure the bus and display warning signs *Keep all passengers on the bus unless it is unsafe to do so. If the threat of fire exists evacuate everyone to a safe location.
- Account for all passengers *Complete necessary incident/accident forms following the incident, (see attached forms).

Bus/ Vehicle School Personnel:

- If emergency call is received, record all accident information. Keep open communication with the driver. * Call 911 or local police if not already done by driver to assist * Notify the principal principal/teacher of estimated time of arrival of students.
- Principal's office * Contact appropriate staff *Dispatch a school representative to the scene if possible * Contact parents and /or guardians and inform them of the following: Injured dependents and the medical facility that injured dependents are being transferred to.

TRANSPORTATION INCIDENT

FIRST AID AND EMERGENCY TREATMENT

First aid shall be provided to students, school staff and campus visitors.

Any school staff member designated by the principal principal/teacher to render care, shall complete training in CPR and First Aid provided by the American Heart Association or other nationally recognized training organization. (See attached list for current School District personnel trained).

First aid supplies shall be kept in central locations in the schools and in every teacher's school safety bag, where they will remain clean, dry and available to all personnel.

SEIZURES

Since students may have epileptic seizures and/ or asthma attacks or other health conditions at school. Teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS).

Each year parents or guardians will be requested to update the Student Health Information Form with the students' current health condition and any known major health conditions or allergies that may require school personnel to provide emergency care.

Any staff member can contact 911, EMS.

Staff members at every school shall be trained to administer emergency procedures needed in life threatening situations.

In general, those trained shall be staff members most likely to be in immediate proximity to the student, staff person, or visitor in an event of an emergency.

FIRST AID-SEIZURE

When a student is identified by a staff person as potentially suicidal i.e.; verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers the student will be seen by the principal/principal/teacher within the same school day to assess risk and facilitate referral.

For youth at risk:

- School staff will continuously supervise the student to ensure their safety.
- The principal/principal/teacher will be made aware of the situation as soon as possible.
- The school principal/principal/teacher will contact the student's parents or guardian and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local emergency department.
- Staff will ask the students parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

SUICIDE ASSESSMENT AND REFERRAL

In the event of a suicide attempt adhere to following steps listed below.

- First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
- School staff will supervise the student to ensure the student's safety.
- Staff will move all other students out of the immediate area as soon as possible.
- If appropriate, staff will immediately request a mental health assessment for the youth.
- The school or principal/principle/teacher will contact the student's parent or guardian.
- Staff will immediately notify the principal/principal/teacher regarding in-school suicide attempts.
- The school will engage, as necessary, the crisis team to assess whether additional steps should be taken to ensure student safety and well- being.

SUICIDE ATTEMPT

In the event of a suicide it is imperative to follow these guidelines as written.

- Verify the death. Principal/principal/teacher will confirm the death and determine the cause through communication with the coroner's office, local clinic, the student's parent or guardian, or law enforcement. Even when a case is perceived as being obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has confirmed as suicide but the parent or guardian will not permit the cause of the death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- Assess the situation. The principal/principal teacher will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, to determine which students are most likely to be affected. They will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If death occurred during a school vacation, the need for a scale of postvention activities may be reduced.
- Share information. Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students and parents/guardians with an acknowledgment that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause and information about the resources available to help students cope with their grief. Public address system announcements and school wide assemblies should be avoided.
- Avoid suicide contagion. It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is too prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.
- Initiate support services. Students identified as being more likely to be affected by the death the principal/principal/teacher should contact appropriate health agencies and tribal partners.

SUICIDE

To avoid kidnapping – Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file. DO not accept substitutes for the designated parent or guardian. Example: during a custody dispute, a parent attempts to pick up a child without proper authorization.

Stranger Alert

If children, staff or parents express concern about a stranger loitering on or near the school or following students between home and school, report it immediately to the VPSO or Alaska State Troopers.

- Provide a description of the person to law enforcement. Call 911.
- Report kidnapping or attempted kidnapping to the office immediately.
- Note the person's appearance and any other information about him or her.
- Initiate the appropriate emergency procedure if necessary.
- Call 911.
- Refer all media inquiries to the superintendent at 907-524-1221.

STRANGER ALERT

Absent exigent circumstances such as a fire in the immediate area, schools should call 911 and lockdown. This ultimately will result in less targets for the shooter(s), reduce confusion for arriving officers, help contain the situation and minimize the chance of an accidental shooting by responding officers.

- Have a signal code.
- Lock doors
- Establish safe area
- Account for students
- Do not open the door until law enforcement arrives.
- Communicate.
- Once the school is in lockdown, minus exigent circumstances, no one should leave their position of safety.
- Classrooms should be locked and students should be instructed to stay quiet, get down low and sit out of view of the windows.
- A door or window placard system can be used to help identify your location as being either occupied by non-hostiles (Green Color) or in need of medical treatment (Red Color)
- No color indicated would result in law enforcement treating the location as a potential suspect location.

Rule of thumb for school staff:

- Call 911 and stay on the phone.
- Meet law enforcement if possible.
- Isolate and evacuate as soon as possible.
- Collect as much information as possible. Don't try to be a hero.
- Allow police first responders to make contact.

All principals/principal/ teachers should have Crisis Response Box ready and available with up to date student/parent information for documented release of students after or during a crisis situation.

ACTIVE SHOOTER

The decision to cancel school has generally been made in response to temperatures below -50 degrees.

- School may also be cancelled due to events such as, but not limited to, natural or man-made disasters and civil disturbances.
- In an extreme weather condition during the school day, early closure might be considered but is highly unlikely.
- The weather risk would have to be significantly greater than both the risk to students and effort required for parental notification.

SEVERE WEATHER CONDITIONS

In the event of a power outage which occurs frequently, please follow the instructions below.

- Call your principal/principal/teacher for all power, telephone, water interruptions.
- If you smell gas evacuate the building and call 911 from a cell phone outside of the building.
- Then call your principal/principal/teacher and the maintenance director.

UTILITIES INTERRUPTION