

Emergency Procedures Plan



Eight Mile School District #6

Forward

The safety of students and staff has the highest priority for Eight Mile School District #6. This Emergency Procedures Plan manual has been developed by school administration and reviewed by law enforcement and is intended to prepare the staff and students to deal with emergency situations.

During any emergency, time is an important factor. All staff must be ready to react in an appropriate manner for different types of emergencies. This manual will provide general guidelines for dealing with a variety of emergency situations. While it is not feasible to develop procedures for every conceivable emergency, this manual should provide the framework for an orderly and consistent response to emergency situations that arise.

It is assumed that all staff in the district will be familiar with the procedures outlined in this manual. Teachers and non-certified staff should have a general understanding of procedures. School district administrators must have a clear working knowledge of procedures outlined in this manual.

In the event of an emergency, coordination of responses is vital. Roles and responsibilities of different employees are explained throughout this manual. It is important that everyone know and understand their role. The Superintendent shall be responsible for coordination of responses whenever possible. If the Superintendent is unavailable during an emergency, a school principal shall be assigned responsibility for coordination of a response. While following an appropriate chain of command during any emergency is very important, no one should hesitate to call 911 if they encounter an emergency and are unclear what to do.

All staff are encouraged to read and study this manual. The fate of a few or many will depend on how we react to emergency situations. We must be prepared. You may contact the Superintendent, your building principal, or the School Resource Officer for further information or explanation of duties under the District's Emergency Procedures Plan

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**Responsibilities of the
SUPERINTENDENT OR DESIGNEE**
General Guidelines

- Call 911 if police, fire or ambulance as needed
- Activate the Crisis Team if needed
- Set up a Crisis Command Center if needed
- Verify the details (who, what, where, when, why, extent of crisis, location and condition of those involved)
- Define the problem
- Consider the options
- Notify and activate appropriate people
 - Local law enforcement, fire department, EMS
 - School administrators, secretaries, other staff as needed
 - Student transportation as needed
- Allow public safety agencies decision-making authority after they arrive and act as advisory to district policy and procedures.
- Perform or delegate the following duties:
 - Identify and list injured or dead, listing condition and what hospital transported to, if applicable.
 - Disseminate information to staff, students, parents, and media.
 - Prepare a telephone script with accurate information for secretaries.
- Plan initial press release if necessary.
- Continue to assess need for support services
- Initiate and follow through with post-crisis recovery plan
- Anticipate parents removing students from the school once word of the crisis begins to spread
- Be available for updates regarding the situation
- Keep staff informed as necessary
- Have secretary bring daily absence list if evacuating
- If necessary, initiate appropriate evacuation or lockdown procedures:
 - Ensure that building is cleared (completely emptied) after evacuation
 - Collect names of missing students from attendance taken after evacuation
 - Compare with daily absence list
 - Follow up on missing students
 - In the event of an early release, building administration should remain at schools until notified that all students were delivered home
- If it is necessary to keep students in classrooms without declaring a lockdown, turn off the class bell system and announce to remain in areas until further notice
- Re-assign staff as necessary based on the situation
- Avoid early release in crisis, if situation allows
- Allow for monitoring, counseling, and support
- Follow through with appropriate crisis management plan

(Continued on next page)

Responsibilities of Superintendent of Designee
General Guidelines Continued

- Remain visible, available, and supportive
- Maintain crime scene, when applicable:
 - Do not touch anything unless absolutely necessary
 - If weapons are involved, maintain possession of the weapons until law enforcement arrives, then obtain a written receipt for the weapons
- Allow public safety agencies decision-making authority after they arrive
- Prepare a telephone script with accurate information for secretaries
- If anyone is transported to the hospital, send a staff representative to the hospital to support the injured and families and relay information back to the school
- After consultation with public safety agencies:
 - Notify emergency contact listed for the victims
 - Identify siblings or family members and have staff escort them to the office. Students are sent home once proper care and support are established.
- Inform staff and students of the incident as appropriate to the situation
- Prepare a letter or handouts to send home with students, if necessary
- Hold staff information meeting prior to staff release
- Refer any questions from the media to the Superintendent's office
- Document incident thoroughly and as soon as practical, and oversee documentation by other staff involved, including:
 - Description of the facts -- time, location, duration, involved parties, injuries or property damage
 - Rationale for intervention choice
 - Description of actions -- notification of others, plans implemented, recovery steps
 - Whether incident was preventable
 - Preventative measures implemented, if applicable, to prevent a similar situation
 - Administer discipline, if appropriate
 - Other documentation required by the district
- Continue to assess need for support services
- Plan next day's events, making every attempt to return to a normal routine as quickly as possible
- Prepare a telephone script and instruct secretaries on how to handle phone calls regarding the incident
- Initiate and follow through with appropriate post crisis recovery plan
- Share knowledge gained from crisis with others

**Responsibilities of the
TEACHERS**
General Guidelines

- Remain calm and in control.
- Call 911 if police, fire or ambulance is needed.
- Follow procedures and any verbal instructions from school administration, law enforcement or emergency personnel.
- Conduct bomb searches in your room only with police or fire department.
- Lead appropriate lockdown or evacuation of students.
- Teachers with classes in session should take their emergency folders during evacuations and drills.
- Attendance should be taken upon arrival at evacuation point or shelter, and any absences reported to building administration.
- If you do not have responsibility for students at the time of the crisis, report to area as instructed by administration for assignment.
- Stay with students at all times, unless directed by administration to do otherwise. In that case, another individual will be assigned responsibility for those students.
- If you have relevant new information about the crisis, attempt to contact the office by phone or PA system. Do not send a student or leave the classroom unattended.
- Document any unusual events that occur, taking notes, names and descriptions.
- Complete any necessary documentation as soon as possible after the incident, as directed by administration.
- Notify the Crisis Team of students or fellow staff you feel need counseling

**Responsibilities of the
NON-CERTIFIED STAFF**
General Guidelines

- Remain calm and in control.
- If police, fire department, or ambulance is needed, contact the main office, which will contact 911. (See Alerting 911 on page 14 of this manual) If you cannot contact the main office or deem that the emergency absolutely cannot be delayed, CALL 911.
- Follow procedures and any verbal instructions from administration, law enforcement or emergency personnel.
- If you have relevant new information about the crisis, attempt to contact the administration.
- Document any unusual events that occur, taking notes, names and descriptions.
- Complete any necessary documentation as soon as possible after the incident, as directed by administration.
- Notify the Crisis Team of fellow staff you feel need counseling.

**Responsibilities of the
OFFICE STAFF**
General Guidelines

- Assist school administration and others at evacuation or relocation centers.
- Assist with the release of information to media and parents.
- Monitor district bus radio traffic
- Be available as a district contact at hospital in the event that students or staff are sent to the hospital.
- Perform other duties as determined by school administration.
- Deal with all requests in a calm and professional manner. Indicate that the district is aware of an emergency situation and is taking appropriate steps. If you have not received directives from school administration as to what information may be shared, advise callers that information will be made public through the school's messaging system or through local news media.
- All request for information from the media should be directed to the Superintendent or his designee.
- No confidential information (names of staff or students, specifics about the emergency, conversation between administrators) should be release under any circumstances.
- If the school has been evacuated and requests are made to pick up students, refer parents to appropriate relocation centers.
- Try to keep conversations short so phone lines are available for necessary outgoing and incoming calls.

Responsibilities of the CRISIS TEAM

General Guidelines

The Emergency Procedures Plan shall contain the names of all current Crisis Team members. The Crisis Team Members sheet should be updated annually. Crisis Team members will:

- Meet with building administration to assist with decision-making.
- Meet and assist public safety officials.
- Clear schedules to deal with crisis, utilizing staff on prep or others.
- Assigned duties:
 - Meet and assist arriving public safety agencies
 - Redirect non-emergency traffic as necessary
 - Clear commons and restrooms during lockdown and evacuations
 - Locking and monitoring entrance doors to building during lockdown with clearance
 - Assess need for support services
 - Support staff and students
- Complete any necessary documentation as soon as possible after the incident, as directed by administration.
- Counseling needs:
 - Generate a list of students affected by the event, including students who do not self-refer.
 - Designate someone to speak personally with staff members specifically involved with the crisis and provide support if necessary.
 - Meet with individual students affected by the event, maintaining a log for follow-up.
 - Meet with affected classes or groups upon request.
- Create a post-crisis recovery plan appropriate to the situation.
- Assist with post-crisis community information meeting.

Crisis Team members should have immediate access to (or carry on them if appropriate) the following items at all times from the Main Office:

- Personal Cellular Phone — keep charged
- Flashlight with extra batteries
- Two-way radio
- Emergency Procedures Plan manual
- Medical Supplies and Equipment — first aid kit

Crisis Team members should also keep the Main Office updated on their current medical knowledge such as CPR and First Aid certifications. This information must be listed in each site's Emergency Procedures Plan manual.

CRISIS TEAM MEMBERS

2022-2023

Position	Name	Cell Phone	Secondary Phone
Superintendent	Matt Schriver		
High School Principal	Steve Morben		
Elementary Principal	Gary Fisher		
School Counselor	Connie Stump		
Business Manager	Janae LaDue		
Secretaries	LaRae Falcon		
	Tana Turcotte		
School Resource Officer	Jaidyn Johansen		

CPR/First Aid Certified Persons in the School

Name	Room	Extension	Certification	
_____			<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
_____			<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
_____			<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid
_____			<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid

ALERTING 911

Civil authorities have found that during an emergency, 911 can be inundated with calls for the same emergency because numerous people are reporting the emergency at the same time. Therefore, the district is required to make a list of who is responsible for calling 911 in an emergency.

During an emergency: Staff members should contact the main office in their building immediately according to the list below. The first person on the list would then call 911 and report the emergency. If that person is not in the building, the next person would then be responsible for making the call, and so on.

SCHOOL YEAR: 2021-2022

Position	Current Employee
1. Superintendent	Matt Schriver
2. High School Principal	Steve Morben
3. Elementary Principal	Gary Fisher
4. Business Manager	Janae LaDue
5. Main Office Secretary	LaRae Falcon
6. Elementary Secretary	Tana Turcotte
7. School Counselor	Connie Stump

EMERGENCY PHONE NUMBERS

Emergency	911
School Resource Officer (Jaidyn Johansen)	701-609-2251 701-978-8838
Williams County Sheriff's Office	701-577-7700
Trenton Fire Department	701-572-8137
Natural Gas - Montana-Dakota Utilities Company (MDU)	701-572-1600
Electrical - Lower Yellowstone Rural Electric Cooperative (LYREC)	406-488-1602

MEDIA PROCEDURES

DISTRICT SPOKESPERSON:

- All staff must refer media to the District Spokesperson.
- The School District assumes responsibility for issuing public statements during an emergency.
- The Superintendent serves as the District Spokesperson unless he/she designates a spokesperson. If the District Spokesperson is unavailable, an alternate assumes responsibilities.

District Spokesperson:	<u>Matt Schriver</u>	<u>Phone Numbers</u>
	Superintendent	Office: 701-774-8221 x155
		Cell: 406-489-1463

Alternate District Spokespersons:	<u>Steve Morben</u>	<u>Phone Numbers</u>
	High School Principal	Office: 701-774-8221 x153
		Cell: 218-234-1617

	<u>Gary Fisher</u>	<u>Phone Numbers</u>
	Elementary Principal	Office: 701-774-8221 x152
		Cell: 406-230-2865

DURING AN EMERGENCY, ADHERE TO THE FOLLOWING PROCEDURES

- The Building Administrator relays all factual information to the Superintendent.
- Establish a media information center away from affected school.
- Update the media regularly. Do not say "No comment."
- Do not argue with the media.
- Maintain log of telephone inquiries. Use scripted response to inquiries.

MEDIA STATEMENT

- Create a general statement before an incident occurs. Adapt the statement to the crisis.
- Refrain from exaggerating or sensationalizing the crisis.
- Emphasize the safety of students and staff first.
- Briefly describe the school's plan for responding to the emergency.
- Issue a brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to the media.

SHELTERING PROCEDURES

General Guidelines

Sheltering provides refuge for students, staff and public within the school building during an emergency. Shelters or safe areas are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

STAFF AND STUDENTS:

- A School Administrator instructs students and staff to assemble in safe areas. Bring all persons inside building(s). If in a common or unsecured area (such as the cafeteria), seek shelter in the nearest storm shelter.
- Take attendance upon arrival at the safe area. Notify the Crisis Team of any missing students.
- Staff in the area will assist students with special evacuation needs as dictated by their Individual Education Plan.
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Instruct students to sit on the floor, with feet on the floor, knees up, head between knees and arms encircling the knees for any tornado sighting or imminent danger of damage to the building.
- Do not allow students to leave the area until instructed.
- All persons must remain in safe areas until notified by Building Administrator or emergency responders.

CODE RED

PURPOSE OF CODE RED

Code Red is used for dangerous and unstable situations when there is an immediate or imminent threat to human life and any evacuation in response to the emergency would jeopardize more lives than remaining in a secured location.

Code Red is an emergency lockdown designed to quickly safeguard as many people as possible, reduce potential casualties, and attempt to contain any dangerous persons so law enforcement authorities can stop the threat. Code Red means the school has no control of a deadly situation, and it must be handled only by law enforcement officers.

CODE RED INITIATION

The decision to call a Code Red shall only be made by a building administrator, a designee of the administrator in his/her absence (See *Alerting 911*, page 14), or the School Resource Officer. This person will call 911 immediately.

When practical, the Command Center for Code Red will be the Main Office

If the Main Office is under a Code Red, the Command Center will be determined by law enforcement

PA or Radio Announcement (to be repeated 3 times):

"Attention please... Assume Code Red — Lockdown with No clearance. Everyone secure your rooms or take shelter immediately. All staff remain in your areas. "

Only Law enforcement personnel can clear a Code Red. Ignore any other announcements or alarms. Law Enforcement will go classroom-to-classroom after they have determined no further threats exist.

WHAT TO DO

DO WHAT IS NECESSARY FOR YOUR STUDENTS AND YOU TO SURVIVE!

- If it is safe to do so, evacuate with your students.
- **If in unsecured area:** Seek shelter in the nearest room that is locking down or remain hidden if you cannot reach a room in time.
- **If you are outside:** Proceed immediately to the nearest safe location. Stay with students
- **If in your classroom:** Secure all students in your area immediately. There is no time to search for other people. Make sure all doors are locked! Take attendance and get your Emergency Procedures Plan manual.
- **Shut OFF all lights** and remain out of view from door windows. Lock door, barricade entrances to the room by putting larger objects in front of the doors. Close outdoor curtains.
- **DO NOT continue classes STOP** and keep students **QUIET** and **HIDDEN**.
- **DO NOT dismiss students** for any reason — only Law Enforcement will clear rooms.
- **DO NOT allow use of cellular phones** unless you are reporting an actual emergency.
- **If your phone rings** answer it by picking up the receiver but not talking.
- Help keep students calm and assure them this is the safest place for them right now.

Disregard ALL communications from anyone other than uniformed Law Enforcement. Law Enforcement will have keys, come to your room, and personally escort everyone to safety. Ignore all building alarms, including the fire alarm.

CODE YELLOW

PURPOSE OF CODE YELLOW

Code Yellow is used for urgent situations that require prompt activation of the school Crisis Team when (1) evacuation in response to the situation would either risk more harm than remaining in a secure location or (2) the suspension of regular school activities is deemed necessary in order to handle the incident in the most efficient manner.

Code Yellow is a shelter-in-place modified lockdown. It safeguards all students in rooms, restricts access to the school, and provides extra staff to handle a variety of situations. Code Yellow is a cautionary signal, which could be preparation for a Code Red, and suspends most regular school activities while awaiting further instructions from administration officials.

CODE YELLOW INITIATION

The decision to call a Code Yellow shall only be made by a school administrator, a designee of the administrator in his/her absence (See *Alerting 911*, page 14), or the School Resource Officer.

Command Center for Code Yellow is the Main Office.

PA or Radio Announcement (to be repeated 3 times):

"Attention please...Assume Code Yellow — Lockdown with clearance. Please secure students and your rooms at this time. Any unassigned staff please report to the Main Office."

Administrators, their authorized designees, or the School Resource Officer are the only persons who are authorized to announce or clear a Code Yellow, which can be done via the PA system.

WHAT TO DO

- **If in unsecured area:** Assist with helping to clear the immediate area of students and direct them to the nearest safe and supervised location. You have limited time to check commons areas and restrooms. Get to a locked room. The Crisis Team reports to the office.
- **If outside:** Return to the school with your students and secure them in the gym or the nearest safe location that is locking down. Remain with your students until instructed otherwise.
- **If in classroom:** Secure all students in the immediate area. You have limited time to gather students nearby in commons areas or restrooms. Make sure doors are locked, take attendance, and get your Emergency Procedures Plan manual.
- You MAY leave lights ON but close any window curtains or shades if available.
- You MAY continue class quietly so that any PA announcements can be heard.
- DO NOT dismiss students for any reason unless instructed by administration.
- WAIT for administration officials to give further instructions, updates, or information either in person or via the PA system.
- Help keep students calm and assure them this is the safest place for them right now.
- **Custodial Staff :** *Immediately* do a perimeter check of the building. Lock all exterior doors and double-check classroom doors in hallways. Report to the main office.
- **Office Staff:** Lock the main entrance and have an assigned staff member guard the doors. Only emergency personnel or authorized staff may pass until instructed otherwise.
- Contact District Office administration if not already done.
- Advise any other buildings connected to the school of the code situation so they can activate their own emergency plans.

SHELTER-IN-PLACE

PURPOSE OF SHELTER-IN-PLACE

Shelter-In-Place is a set course of action to cover potential school emergencies. It is designed as the default plan that can reasonably provide the most safety until more details are known or instructions given by authorized personnel. Shelter-In-Place is basically a **Code Yellow** or **CODE RED** situation except you are taking immediate action by yourself instead of waiting for an announcement.

CRITERIA FOR SHELTER-IN-PLACE

- You become aware that an event has occurred that may qualify as a school emergency.
- You reasonably believe that taking immediate and independent action would cause less risk than waiting for an investigation or announcement from proper officials.

WHAT TO DO

- Assess the situation. Use common sense.
- Initiate Shelter-In-Place by immediately gathering any students nearby and getting to a safe and secure location.
- Continue classes or other actions as normal so as not to cause unnecessary alarm in others. Keep students inside and ignore any bells and alarms. Wait for official instructions from school administration. This is basically a **Code Yellow** situation.
- If your knowledge of the situation gives you a reasonable belief that there is an imminent threat to human life, you should respond in the same manner as in a **CODE RED**, e.g. gun shots.
- Only leave the room if there is a condition that would pose an imminent threat to you and others by remaining in the room, e.g. fire. Take students out of the building and to the designated Evacuation Point. Report your location and status to the main office or other appropriate authorities.

You do not have to wait for an announcement before taking action on a school emergency or potential emergency of which you already have knowledge!

BUILDING EVACUATION

PURPOSE OF EVACUATION

Evacuation is used when there is an elevated or severe concern for school safety but remaining in the building might endanger more lives than the risk of evacuation.

EVACUATION INITIATION

The decision to call a Building Evacuation shall only be made by a school administrator, a designee of the administrator in his/her absence (See *Alerting 911*, page 14), or the School Resource Officer.

Office Staff will immediately **CALL 911** (See *Alerting 911*, page 14) and:

- Report the emergency and advise them of the Evacuation Point location.
- Request assistance with traffic control to help evacuees get to the Evacuation Point as quickly and safely as possible.
- Request Emergency Medical Services to standby at the Evacuation Point.
- Contact adjoining buildings and advise them of the situation

*The Command Center for Evacuations will be determined by Administrators on-scene.
This generally will be at the Evacuation Point itself.*

PA or Radio Announcement

"Attention please, we will be conducting an evacuation drill at this time. All doors should be left open. If you are supervising a class, please evacuate to [evacuation point location] with your students and await further instructions from Administration. If you are not supervising a class, please assist in checking for students and proceed with them to the evacuation point. "

WHERE TO EVACUATE

The designated Evacuation Points for Trenton School are the following depending on the nature of the evacuation:

- Trenton Football Field
- Trenton School Bus Barn
- TISA Gym
- St. John the Baptist Catholic Church
- Trenton Fire Department
- Grand Treasure Casino

These locations could also serve as the parent/student reunification location.

WHAT TO DO

- **School Administrator:**
 - Issue evacuation orders.

(Continued on next page)

- **Staff with Students:**
 - Follow Fire Drill procedures and route unless the particular route is blocked or considered hazardous. Staff should have a secondary escape route prepared.
 - Students should not bring bags, purses, or other items with them. This decreases the risk of any concealed weapons and assists law enforcement with maintaining the safety at the scene.
 - Bring your Emergency Procedures Plan manual. This includes an Evacuation Point map.
 - Exit to designated Evacuation Point immediately.
 - Attendance should be taken immediately upon arrival at Evacuation Point. Report any missing persons or other concerns to administration officials.
 - Wait for “all clear” or further direction from administration officials.
- **Staff with No Students:**
 - Quickly report to the Evacuation Point for assignments. Extra staff may be assigned to check a particular area of the school and make sure all persons are evacuated.
- **Crisis Team Members:**
 - Immediately check in with administration upon arrival at the Evacuation Point.
- **Office Staff or Administration:**
 - **CALL 911** when possible
 - If time permits evacuation routes, parking areas, safe areas, and the Evacuation Point should be briefly checked for secondary threats prior to the evacuation.
 - Notify Superintendent, Building Administration, and School Resource Officer if these people have not been contacted already.
 - Once all students and extra staff are clear from the building, report to the Command Center at the Evacuation Point.
 - Bring Emergency Procedures Plan manual with you!
 - Coordinate with public safety officials to determine if evacuation to the Off-Site Relocation Center is necessary. If so, activate emergency transportation plan and notify the Relocation Center.
 - Advise all staff and students not to return to affected area of evacuation until notified in person by an administrator or public safety official.
- **Everyone:**
 - **Exit the school** and report to the Evacuation Point in a prompt and orderly fashion.
 - Under no circumstances should *any* school official remain in the building other than to assist with the immediate evacuation of students. The first priority is getting everyone to safety.
 - DO NOT use any cellular phones, radios, or otherwise activate/deactivate any electrical devices while within the affected area.
 - No one may reenter the evacuated area unless directed to do so by an administrator, police officer, or fire department official. Crisis Team members or certain staff may be called upon to assist emergency personnel as needed.

BUILDING EVACUATION RELOCATION CENTERS

- | | | |
|--|--|------------------------------|
| • TISA Gym | 331 4 th Avenue East, Trenton | 701-572-8316 |
| • St. John the Baptist Catholic Church | 205 2 nd Street, Trenton | 701-572-6731 |
| • Trenton Fire Department | | 701-570-4299 (Leana Nielson) |
| • Grand Treasure Casino | 4118 147 th Ave NW | 701-577-4770 |

ABDUCTED/MISSING STUDENT

General Guidelines

FIRST STEPS

- School administration and teachers should have a list of students who are not to be released to anyone except a particular parent or guardian.
- Students should never be released from the classroom to anyone except office staff.
- Teachers should send anyone requesting a student's release to the office.
- Contact building administration.

ADMINISTRATION (If abduction is suspected)

- **IF WITNESSED, CALL 911** and report pertinent information, such as name and description of the victim and suspect, if known; vehicle information; last known direction they were heading, etc. Then call the school office immediately.
- **IF NOT WITNESSED**, report any missing students to the office immediately.
- **Intercom Announcement**
"(Student's name), please report to the main office"
- Contact parent(s)
- Search the campus for the missing student.
- Notify the Superintendent or a principal.
- If necessary, an administrator will call 911 or the School Resource Officer.
- If necessary, an administrator should secure the last location where the student was seen without touching or moving anything that could disturb potential evidence.
- School staff may be asked to search the school and/or grounds and to collect and report relevant information from students about the missing individual, such as friends in and out of school, history or incidents of harassment, family trouble, etc.
- Reassure other students that they are safe.

ASSAULT (Physical or Sexual)

General Guidelines

FIRST STEPS

- Ensure the safety of students and staff first.
- Notify the Building Administrator or Police Liaison Officer.
- Defuse the situation, if possible. Control the scene and demand that the combatants stop.
- Clear onlookers.
- Notify CPR/First Aid certified persons in school building of medical emergencies (List of certified persons: See *Crisis Team Members*, page 13).
- Seal off area where assault took place.

ADMINISTRATION

- Call 911, if necessary.
- Notify police if a weapon was used, the victim has any physical injury causing substantial pain or impairment of physical condition, or the assault involved sexual contact. (Sexual contact is the intentional touching of the anus, breast, buttocks or genitalia, even if covered by clothing, of another person in a sexual manner without consent.)
- Notify the Superintendent and parents/guardians of students involved in assault.
- Document all activities. Obtain statements from the combatants and witnesses.
- Carry out disciplinary actions in accord with district policies.
- Assess the counseling needs of victim(s) or witness(es). Implement post-crisis procedures, if deemed necessary.

DEMONSTRATION OR DISTURBANCE

General Guidelines

BUILDING ADMINISTRATOR:

- Ensure the safety of students and staff first.
 - Inform staff of the disturbance
 - Instruct all staff to stay away from windows if disturbance is outside.
 - Allow no visitors to enter building except those with proper identification
 - Shut off bells, if applicable.
 - Building administrator may initiate lock-down procedures.
- Notify the Superintendent of the situation.
- Communicate with the demonstrators:
 - Ask demonstrators to disperse.
 - Contain unrest. Seal off area of disturbance.
 - Attempt to identify leader.
 - Move people involved in disturbance to an isolated area, if possible.
 - Do not negotiate with demonstrators.
- Notify police, if necessary.
- Document incidents with an audio recorder (cassette, iPod, etc.) or take detailed notes.

TEACHERS:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you receive an all-clear signal from the Building Administrator.
- Make a list of students absent from classroom.
- Document all incidents.

EXPLOSION

General Guidelines

If you see, hear, or suspect a possible explosion or loud noise of any sort, it could constitute a variety of emergency situations including, but are not limited to, car crashes, mechanical failures, chemical reactions, natural disasters, or acts of terrorism or violence. If you suddenly hear or suspect any unknown noises, unidentified flashes of light, shaking or movement of the building itself, you should act quickly to safeguard students.

TEACHERS AND STAFF:

- Immediately conduct a **SHELTER-IN-PLACE** with your students by returning them and any nearby students to your room. Close/Lock the door and await further instructions from administration. You do not have to wait for a formal announcement; you should take this action on your own.
- If you are not supervising students, assist with checking hallways and commons areas. Direct students to the nearest safe room being supervised by a staff member. If no staff member is present, you should remain with the students temporarily until further instructions are received from administration officials.
- DO NOT let students leave the room. A **SHELTER-IN-PLACE** IS NOT a lockdown, although similar in many respects. The first priority is getting everyone to a safe and sturdy location while Administration and/or Public Safety officials investigate the cause of the incident and determine the next best course of action.
- You may leave on lights but remain quiet to listen for further instructions. Direct all concerns to the main office.
- Take note of any students who are unusually calm or anxious or who have extra school bags or similar items in their possession.
- DO NOT use cell-phones or activate/de-activate any electrical items.
- Do not evacuate your room unless you notice something out of the ordinary and suspect it could possibly be some type of explosive or similar device. If this occurs, notify the office by phone and head for the evacuation point with your students. (See *Building Evacuation-Relocation Centers* page 23)
- If the concern is a student with a suspicious item, treat the situation as you would for weapons in the classroom. (See *Weapons*, page 40)

CRISIS TEAM MEMBERS:

- Report to the main office and stand by for further instructions.
- Be prepared if the school is placed into **Code Yellow** or **CODE RED** by quickly reviewing your Emergency Procedures Plan manual.

MAIN OFFICE:

- Contact an administrator to inform them of the situation, if they have not already been apprised.
- Contact all members of the Crisis Team if this has not been done already.

FIRE

General Guidelines

IN THE EVENT A FIRE, SMOKE FROM A FIRE, OR GAS ODOR HAS BEEN DETECTED

- If fire is in your area:
 - R RESCUE** Remove those in immediate danger and close the door.
 - A ALARM** Pull the fire alarm, if you are first to see fire.
 - C CONTAIN** Close doors and windows, if safe to do so.
 - E EXTINGUISH** Use fire extinguisher, water, etc., to put out the fire, only if safe to do so.
- Evacuate students and staff from the building and, if directed, go to the Evacuation Point.
- No one may re-enter buildings until fire or police personnel declare entire building safe.

STAFF

- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked.
- Teachers take class roster.
- Teachers take roll after being evacuated. Report missing students to an administrator or Crisis Team member immediately.

BUILDING ADMINISTRATOR

- Notify the Fire Department (**CALL 911**) and Superintendent.
- Delegate staff to report to campus entrances.
 - Arriving emergency agencies are to be directed to the appropriate area.
 - All non-emergency traffic is to be directed away from building.
- After consulting with appropriate official, move students to an appropriate site if the weather is inclement or the building is damaged.
- Notify students and staff of termination of emergency and instruct them to resume normal operations.

AFTER THE EMERGENCY

- Resume normal operations.
- The Superintendent or other administrator must report the incident to the Fire Marshal.

HAZARDOUS MATERIALS

General Guidelines

INCIDENT OCCURRED IN SCHOOL:

- Notify a Building Administrator.
- **CALL 911.** Report identity and/or location of hazardous material if known.
- Evacuate to an upwind location, taking the class roster with you.
- Seal off area of leak/spill. Close doors.
- Secure/contain area until fire personnel arrive.
- The fire officer in charge may recommend additional shelter or evacuation actions.
- Consider shutting off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Follow procedures for sheltering or evacuation.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY:

- Fire or Police will notify school officials.
- Consider need for closing outside air intake, evacuation of students to a safe area, or sheltering students in the building until transportation arrives.
- The fire officer in charge of the scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers are to take class roster with them.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations after consulting with fire officials.

HOSTAGE

General Guidelines

WITNESS TO HOSTAGE SITUATION:

- If hostage taker is unaware of your presence, do not intervene.
- **CALL 911** immediately. Give dispatcher details of situation; ask for assistance from police department.
- Seal off area near hostage scene.
- Notify an Administrator.
- Initiate **CODE RED**
- Keep detailed notes of the events.

IF TAKEN HOSTAGE:

- Follow instructions of the hostage taker. Do not make sudden moves.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible. Allow the suspect space.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue, make suggestions, or try to negotiate.
- Attempt to turn on intercom to allow the office to monitor your room.
- Attempt to send someone to the office to get help.
- Let the suspect leave the school if they want.
- Try to memorize a description of and important statements made by the suspect.
- Do not touch things that the suspect touched. If shots are fired, tell everyone to get to the floor, seek cover, or get behind objects in the room.

INJURY (SERIOUS)/DEATH

General Guidelines

IF INCIDENT OCCURRED ON SCHOOL PROPERTY

- **CALL 911.** Do not leave the victim unattended.
- If possible, isolate affected students/staff member.
- Initiate First Aid if trained.
- Notify the Building Administrator.
 - Initiate **CODE YELLOW**
 - Notify CPR/First Aid certified persons in school building of medical emergencies (List of certified persons: See *Crisis Team Members*, page 13).
 - Notify the parent(s), guardian(s), or spouse of affected the student or staff person.
- Do not move the victim unless evacuation is absolutely necessary.
- Designate a staff person to accompany the injured/ill person to the hospital.
- Direct witness(es) to the school counselor. Contact parents if students are sent to the counselor.

IF INCIDENT OCCURRED OFF SCHOOL PROPERTY OR OUTSIDE SCHOOL HOURS

- Activate the school Crisis Team, as needed.
- Notify staff if incident happened before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.

MEDIA:

- The Building Administrator refers media to the district spokesperson per media procedures. (See page 16)

POST-CRISIS INTERVENTION

- Meet with school counselor. If necessary, an administrator should contact local counseling centers for more counselors. (See *Emergency Phone Numbers*, page 15)
 - Determine the level of intervention for staff and students.
 - Designate rooms as private counseling areas.
 - Escort affected student's siblings and close friends and other "highly-stressed" individuals to counselors.
 - Assess stress level of staff. Recommend counseling to overly stressed staff.
 - Follow-up with students and staff who received counseling.
 - Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

INTRUDER

General Guidelines

School protocol requires all visitors to enter through the secured main entrance (Door 1) of the building. School office staff should always welcome and offer assistance to anyone who enters the building with whom they are not familiar. Inquire about the nature of their reason for being at the school. If the person refuses to answer these questions or does not comply with directives from office staff, then this person should be considered an intruder.

INTRUDER - AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY:

- Ask another staff person to accompany you before approaching the intruder.
- Politely greet the intruder and identify yourself.
- Inform the intruder that all visitors must sign-in at the main office.
- Ask the intruder the purpose of his/her visit, if the intruder's purpose is not legitimate, ask him/her to leave.
- Accompany the intruder to the exit.
- Notify an Administrator or School Resource Officer of the situation.

IF INTRUDER REFUSES TO LEAVE:

- Warn the intruder that he/she is trespassing and if he/she does not leave immediately the police will be contacted.
- Keep watch on the person at all times.
- Send another person to get help.
- Move away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in the school, whether he/she is carrying a weapon or package, etc.).
- Wait for an Administrator or School Resource Officer to arrive before leaving the situation.

The Administrator may initiate **CODE RED** or **CODE YELLOW** depending on the situation. (see pages 19, 20)

POWER OUTAGE

General Guidelines

TEACHERS AND STAFF:

- Immediately conduct a **SHELTER-IN-PLACE** (page 21) with your students by returning them and any nearby students to your room. You DO NOT have to wait for a formal announcement and should take this action on your own.
- If you are not supervising students, assist with checking hallways and commons areas. Direct students to the nearest safe room being supervised by a staff member. If no staff member is present, you should remain with the students temporarily until further instructions are received from administration.
- DO NOT let students leave the room.
- Emergency lights will activate to provide some light for hallways and other areas of the school. Fire doors may also close. This is a normal response, and nothing you should be worried about.
- Crisis Team members or other unassigned personnel will visit each classroom to provide updates on the situation.
- Be prepared if the school is placed into **CODE RED** or **Code Yellow** by quickly reviewing your Emergency Procedures Plan.

CRISIS TEAM MEMBERS:

- Report to the main office and await further instructions.
- Equip yourself with a two-way radio, working flashlight, and personal cellular phone.
- Radios used solely by the school will be turned to the channel designated by the school.
- Crisis Team members or other authorized personnel will visit each classroom to update staff on the situation.

MAIN OFFICE:

- Contact an administrator, in addition to Crisis Team members, to inform them of the situation if this has not been done already.

SHOOTING

General Guidelines

STAFF AND STUDENTS:

- **CALL 911**
- If outside: Make yourself as compact as possible, put something between yourself and the shooter, do not gather in groups.
- If inside: Turn off the lights and lock all doors and windows.
- Check the halls for wandering students and bring them immediately into your classroom, even if they are from another classroom. When it is safe to do so, notify the office if you have students from another class in your room.
- Students, staff and visitors should crouch under desks without talking and remain there until law enforcement gives the “all clear”.
- Teachers take roll and immediately, when it is safe to do so, notify the office or an Administrator of any missing students.

BUILDING ADMINISTRATOR/POLICE LIAISON:

- Assess the situation as to:
 - The shooter's location
 - Any injuries
 - Potential for additional shooting.
- **CALL 911** and give as much detail as possible about the situation.
- An Administrator or designee will:
 - Initiate **CODE RED**.
 - Notify the Superintendent of the situation if not already aware.
 - Refer media to the district spokesperson per media procedures. (See page 16)
- Assist students and staff in evacuating from immediate danger to a safe area.
- Care for the injured as carefully as possible until law enforcement and paramedics arrive.
- The Superintendent, with the help of the Building Administrator, will prepare information to release to the media and parents/guardians.
- The Reunification Policy will go into effect.
- Hold an information meeting with all staff.
- Initiate a grief-counseling plan.

SUICIDE/SUICIDE ATTEMPT IN SCHOOL

General Guidelines

SUICIDE ATTEMPT IN SCHOOL:

- Intervene prior to an attempted suicide, as appropriate.
- Verify information.
- Try to isolate the suicidal person from other students. Prevent others from witnessing a traumatic event, if possible.
- **CALL 911**, if the person requires medical attention, has a weapon, or needs to be restrained.
- Calm the suicidal person.
- Notify the school psychologist/counselor, building administrator and appropriate crisis intervention/mental health hotline number (see *Emergency Phone Numbers*, page 15).
- An Administrator will
 - Initiate **CODE YELLOW**
 - Notify the parent/guardian if the suicidal person is a student.
 - Notify the Superintendent if not already notified.
 - Schedule a meeting with parents and the school counselor to determine the course of action.
 - Determine method of notifying staff and students. Initiate grief counseling plan as appropriate.

IF ATTEMPT RESULTS IN DEATH/SERIOUS INJURY:

- **CALL 911**. Do not leave the victim unattended.
- Notify CPR/First Aid certified persons in school building of medical emergencies (List of certified persons: See *Crisis Team Members*, page 13).
- Isolate the victim if possible.
- If death occurs, attempt to keep the scene untouched as law enforcement will consider the area a crime scene.
- Notify the Building Administrator.
- The Building Administrator will
 - Initiate **CODE YELLOW**
 - Notify the parent/guardian if the victim is a student.
 - Notify the Superintendent if not already notified.
 - Determine the method of notifying students, staff and parents. Avoid any large group announcements.
- An Administrator refers media to the district spokesperson per media procedures. (See page 16)
- Implement a grief-counseling plan as appropriate.

THREAT BY MEANS OF BIOLOGICAL, CHEMICAL, OR EXPLOSIVE AGENT

General Guidelines

DO NOT USE TWO WAY RADIOS OR CELL PHONES DURING A BOMB THREAT!

UPON RECEIVING A PHONE CALL OF A THREAT TO THE SCHOOL

- Note as much information about the call as possible, including the caller's speech patterns and any background noise. Get another person's attention for them to call 911 and to notify an Administrator or the School Resource Officer.
- Immediately after the phone call has ended, complete the *Bomb Threat Phone Report*, page 37, and the *Caller Identification Checklist*, page 38.)

UPON RECEIVING A LETTER THAT CONTAINS A THREAT

- Immediately notify law enforcement.
- Avoid any unnecessary handling of note. It is considered evidence by law enforcement.
- Place note in a plastic bag, if available.

EVACUATION PROCEDURE

- An Administrator may evacuate a section of the building or the entire building by sections as deemed necessary.
- The Administrator should notify staff and students as follows:

On PA announce: *"Attention please, we will be conducting an evacuation drill at this time. Teachers please escort students to designated evacuation points. Classroom doors should be left open".*

Do not use the words: "Bomb Threat", "Chemical or Biological Agent", "Terrorism"

Areas to be avoided while evacuating may be included in announcement.

- Evacuation routes, parking areas and safe areas should be quickly checked for secondary devices prior to evacuation.
- Prior to leaving the room, examine room for any unusual or suspicious objects. If seen, do not touch. Report any unusual activities/objects immediately to the appropriate officials.
- Students and staff should be evacuated to designated site (see individual site's plan)
- Teachers take attendance after being evacuated to a safe location.
- After consulting with appropriate officials, building administrator may move students to another site if necessary. This may include being evacuated by bus. Follow directions as they are given in a calm, orderly manner.
- Once the Building Administrator or law enforcement has declared the emergency terminated, return to normal operations.
- Building administration will notify parents/guardians as necessary
- **Note: Teachers and staff know what has been disturbed or added to their work area and may be asked by fire or law enforcement personnel to help search.**

THREAT OF VIOLENCE VIA BIOLOGICAL, CHEMICAL, OR EXPLOSIVE AGENT

PHONE REPORT

Remember to **REMAIN CALM**

1. Date and time call received: _____
2. Name of caller (if available on caller ID): _____
3. Phone number of caller (if available on caller ID): _____
4. Exact words of caller (to the best of your recollection): _____

5. Remain calm and be firm. Keep the caller talking and ask these questions:
 - a. Where is the package/device? _____
 - b. What does the package/device look like? _____
 - c. Will it explode? _____
 - i. When will it explode? _____
 - ii. What will cause it to explode? _____
 - iii. How do you deactivate it? _____
 - d. Why was it put there? _____
 - e. Did you place it there? _____
6. If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.

THREAT OF VIOLENCE VIA BIOLOGICAL, CHEMICAL, OR EXPLOSIVE AGENT

CALLER IDENTIFICATION CHECKLIST

Caller's identity: _____

Caller's gender: ___ Female ___ Male

Approximate Age: ___ Adult ___ Juvenile Age: _____ Years

Origin of Call: ___ Internal ___ Local ___ Long Distance

Caller's Voice:

___ Accented	___ Angry	___ Broken	___ Calm	___ Crying
___ Deep	___ Disguised	___ Distant	___ Distorted	___ Drunken
___ Excited	___ Fast	___ Incoherent	___ Irrational	___ Laughing
___ Lisp	___ Loud	___ Nasally	___ Raspy	___ Rational
___ Righteous	___ Sincere	___ Slow	___ Slurred	___ Soft
___ Squeaky	___ Stressed	___ Stutter		

Background Noises:

___ Airplanes	___ Animals	___ Bells	___ Factory Machines
___ Horns	___ Music	___ Office Machines	___ Party
___ Quiet	___ Street Traffic	___ Trains	___ Voices

Familiarity:

___ Did the caller sound familiar?

___ Did the caller appear familiar with the building or area by his/her description of the location?

Name of person receiving the call: _____

Telephone number call received at: _____

Which line did the call come in on? _____

Report threat to an Administrator and Call 911

WEAPONS

General Guidelines

GENERAL RULES TO FOLLOW IF CONFRONTED BY SOMEONE WITH A WEAPON:

- Stay calm.
- Talk in a normal tone of voice.
- Make no sudden moves.
- Do what you are told.

STAFF OR STUDENT WHO IS AWARE OF A WEAPON BROUGHT TO SCHOOL:

- Immediately notify a building administrator, teacher or police liaison officer.
- Tell building administrator, teacher or police liaison officer the name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If a teacher suspects that a weapon is in a classroom, the teacher should not leave the classroom. The teacher should discretely notify the office of the situation and for assistance (i.e. text, email, phone call).
- Try to keep the suspected student in the classroom without alerting him/her to your suspicions.

SCHOOL ADMINISTRATOR:

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Activate lock down procedures, as necessary.
- Notify the Superintendent.
- Ask another administrator or the police liaison officer to join you in questioning the suspected student or staff member.
- Isolate the suspect from the weapon, if possible.
- Accompany the suspect to a private office to wait for the police.
- Keep detailed notes of all events and why a search was conducted. If the suspect threatens you with the weapon:
 - Do not try to disarm suspect.
 - Back away with your arms up.
 - Stay calm.
- Notify parent(s)/guardian(s) if suspect is a student. Explain why a search was conducted and results of the search.
- Document the incident, per reporting requirements established in policy or state statute.

WEATHER

(Winter Weather/Blizzards)

General Guidelines

School administration will decide whether to close school, start late, or dismiss early in the event of a blizzard or winter storm situation.

School Closure

- School administration will monitor winter weather warnings as they approach the area.
- Decisions regarding school closure will be made by taking into consideration the following:
 - Forecasts from the National Weather Service;
 - Current and projected road conditions;
 - Ability for school buses to run their routes safely; and
 - The actions of surrounding districts.
- If school administration determines that a closure, late start, or early dismissal is warranted, notifications will be sent out via the following:
 - the district's social media pages (Facebook, etc.);
 - an "all call" through the district's messaging system (currently this is through PowerSchool);
 - the district's website at www.trenton.k12.nd.us;
 - various television stations (currently to WDAY, KFYP, and KX).

WEATHER

(Tornados & Severe Thunderstorms)

General Guidelines

THE NATIONAL WEATHER SERVICE HAS ISSUED A SEVERE THUNDERSTORM OR TORNADO WATCH IN AN AREA NEAR SCHOOL:

- Monitor Emergency Alert Stations (see page 17) or NOAA Weather Radio (National Weather Service). The District Office will also be monitoring this station.
- Bring all persons inside the building.
- Close all windows and blinds.
- Review tornado drill procedures and the location of safe areas.
Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings. Get under a desk, if possible.
- Review "drop and tuck" procedures with students.

THE NATIONAL WEATHER SERVICE HAS ISSUED A SEVERE THUNDERSTORM OR TORNADO WARNING IN AN AREA NEAR SCHOOL:

- Move students and staff to safe areas.
- Close classroom doors.
- Remind teachers to take class rosters.
- Ensure that students are in "tuck" positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an "all clear" signal.