

WHITEHALL SCHOOL DISTRICT
4-47-2

***CRISIS
HANDBOOK***
2010-11

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Emergency Phone Numbers:

Alternate Locations:

Elementary and Middle School- Gather at Catholic Church 287-3893

High School- Assembly of God 287-3095

Ambulance: 911 or 287-3222

Battered Women & Rape Crisis Line: 782-8511

Bus Barn: 287-3461

Child Protective Services: (406) 225-4116

Clinic: Whitehall Medical 287-3003

Disaster & Emergency Services: Jefferson County (406) 225- 4035
Family Violence 24 Hour Crisis Line:

Hospitals:

Bozeman: Deaconess (406) 585-5000

Butte: St. James 723-2500

Dillon: Barrett Memorial (406) 683-3000

Sheridan: Ruby Valley (406) 842-5453

Jefferson County Sheriff Department: 911, (406) 225-4075 or 287-3222

Montana Road Conditions: 511

North West Energy: Electrical Emergency 1-888-467-2353

North West Energy: Gas Emergency 1-888-467-2427

Police: 911

Rocky Mountain Poison Control: 1-800-222-1222(MT)
1-800-525-5042 (Natl)

School Officials:

Superintendent: Paula Johnston 533-9298 (cell)
(406) 288-5106

High School Principal: Doug Richards 287-3210
498-1117(cell)

Victim/Witness Advocate: Ed Krasinski (406) 225-4049

Crisis Calling Tree: In the event of a crisis that occurs outside of school hours, contact the team leader who will then activate the Crisis Contingency Plan.

Team Leader: Doug Richards 287-3210: 498-1117 (cell)

Co-Team Leader: Donna Loomis 287-5169:498-6731(cell)

CRT (Crisis Response Team)

A) Crisis Response Coordinator(s):

Elementary/ Middle School- **Donna Loomis** (Paula Johnston as back-up)

High School- Doug Richards (Paula Johnston as back-up)

Replacements: Other building principal first, John Larsen (Elementary) Ken Kinzer (High School)

Responsibilities: Initial calls for emergency services.

B) Crisis Intervention Coordinators:

Elementary/ Middle School-

High School- Irene Strauss

Replacements: Tamara Kidwell (Elementary) Rita Brown (High School) **Lindsey Johnson** (as back-up for missing replacement in either school)

Responsibilities: Contact counseling/ crisis emergency personnel

C) Media Liaison:

Paula Johnston

Replacements: **Paula Johnston** (Elementary), Doug Richards (High School) Holly Harper as back-up for missing replacement in either school)

Responsibilities: Contact Newspaper(s), radio stations, etc., with appropriate information on crisis.

D) Security Liaison:

Elementary/ Middle School- **John Larsen**

High School- Doug Richards

Replacements: Paula Johnston (for either school), back-up for Elementary/Middle School is **Martha Farrand**; back-up for High School is Ken Kinzer.

Responsibilities: Helping set up “boundary lines or blockades” when necessary.

E) Medical Liaison:

Both Schools- Betty Handl

Replacements: **Ryan Keltz**

Responsibilities: Direct/ oversee medical care in case of emergency

F) Crisis Directors:

Elementary/ Middle School- **Amy Severance**, Michael Coombe.

High School- Todd Breitenfeldt, Julie Kieckbusch, Kerry Sacry

Replacements: Kim McLean (Elementary), John Stenson (High School)

Responsibilities: They should know and be able to direct team members where to go in the event of a crisis. (Ex. In case of building evacuation where to send teams) **Last ones out check all cards and return if any “Red” cards.**

G) Counseling Rooms:

For all students- Middle School Conference room, Middle School Library & computer lab, High School

Guidance office. For all staff- High School lounge.

H) Safe Areas:

Elementary/Middle School- Chorus rooms, **School Psychologist’s** office, speech room, and title room.

High School- Special Education room (those students would be sent to a regular classroom), photography room.

I) Central Communications:

All communications will be done in offices where phones are available.

J) Cell Phone Numbers:

Cell phone numbers for staff that wish to have contact available through them are available on the CCP contact sheet.

ACCIDENTS AT SCHOOL

On the playground. . . In the building or classroom. . .In physical education

For minor accidents, injuries

Have students taken to the nurse's office for assistance by a responsible person.

Accidents to and from School

If help is not on the way:

Call police or ambulance as indicated by nature of accident at 911 or 287-3222

Notify Superintendent at 287-3455 or ext. 103. (Cell 533-9298).

Notify parents, spouse or individual on emergency card.

If help is on the way:

In not reached earlier, continue to try to notify parents, spouse, or named individual.

If parents, spouse, or closest relatives are not available, discuss situation with an associate at the place of employment of parents, guardian, spouse, or closest relative.

Send a "calm" person to observe the situation.

Send an employee trained in life-sustaining techniques if indicated.

AIRCRAFT DISASTER

Aircraft crash into or near building:

Call police and fire department - 911 or Police at 287-3222 and Fire at 287-3322.

Notify Superintendent's office at 287-3455 or ext. 103. (Cell 533-9298).

Utilize emergency exit plan modified to maximize safety of students.

Students and staff should be assembled in an area as far from the crash scene as possible and should be uphill and upwind from the crash.

Provide for treatment and removal of injured building occupants.

Account for all building occupants and determine extent of injuries.

Aircraft on or near school site but no damage to building:

Notify police and fire department - 911 or Police at 287-3222 and Fire at 287-3322.

All students and staff should remain in the buildings. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.

No evacuations should occur unless subsequent explosions or fire endanger the building.

ALLERGIC REACTION

Possible Symptoms - General feeling of impending doom or fright, weakness, sweating, sneezing, short of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

First Actions:

- Assess situation, remain calm, make student/employee comfortable.
- Move only for safety reason.
- Send for immediate help and medication kit in cases of known allergies.
- Notify 911 if situation warrants.
- Notify parent or guardian.
- Administer medications, by order of a doctor, if appropriate. Apply ice pack.
- Keep warm.
- Observe for respiratory difficulty.
- Record on an attached label time and site of insect sting and name of medicine, dosage and time, if appropriate.

Preventive/Support

- Encourage parents and guardians to list health situations on emergency card for their child.
- Encourage employees having health situations affecting them to alert school nurse, principal, and work associates of any difficulties and possible remedial actions.

ANGRY PARENT/EMPLOYEE

Handling an Angry Parent

- Be courteous and confident.
- Remain calm.
- Do not touch the person.
- Keep a reasonable distance.
- Listen to what they have to say.
- Allow the person the opportunity to vent.
- Meet in a neutral, protected location.
- Leave the door open or have another staff member join you.
- Avoid blame - focus on what can be done.
- Ask:

“How can I help you get the services you/your child need?”

“How can we work together?”

“What kinds of support can we put in place to help your child succeed?”

ASSAULT BY AN INTRUDER

- Determine the extent of crisis.
- In continued danger, move other potential victims from area.
- Provide first aid.
- Question victim - obtain description of assailant and report of events
- Contact Police at 911 or 287-3222
- Notify Superintendent.
- Instruct person answering phone to direct all requests to Superintendent.
- Complete Police information for charges.
- Prepare a written memo for staff and parents.
- Schedule follow-up programs for staff and students.
- Call emergency staff meeting.

Specifics:

1. Extent of the Crisis:

- A. Request Police assistance when assailant(s) are outsiders.
- B. Determine the number of victims. Determine the necessity of first aid or counseling.
- C. Determine the amount of threat still pending - was this an isolated incident which is not over? Is there continued danger to the individuals already involved or to any other potential victims?

2. Move Others to Safety:

If the assailant has not been contained and continues to be a threat to others, inform staff (via PA) to keep their students in the classrooms, away from the halls, door, or windows. Staff should remain calm and quietly move their students to other parts of the building, if so directed. Inform staff of potential plans as soon as possible.

3. Provide First Aid:

Provide first aid for victim(s) via nurse's aide, trained staff member or 911. Have someone at the entrance to meet and direct the ambulance staff to the victim and designate a staff member to accompany victim(s) in the ambulance.

4. Question the Victim.

Make notes which can be shared with the Police upon their arrival. Make them as complete as possible as these may be helpful in a court case.

5. Contact the Police by calling 911 or 287-3222.

6. Notifications:

- A. The Superintendent's Office should be contacted as soon as possible.
- B. The Superintendent will handle all media and community inquiries.
- C. The parents (or spouse) of the victim should be notified as soon as possible.
- D. Inform staff of the situation as soon as possible through the Crisis Team.
- E. The Transportation Company, in extreme emergencies, to take students home.
- F. Superintendent or designated person will inform students of the facts as soon as possible so they do not have to deal with rumors .
- G. Inform other schools as soon as possible, through Superintendent and Crisis Team.
- H. Provide counseling support for students and staff dealing with trauma through Crisis Team.

7. Telephone Answerer: Prepare a statement for individuals who answer the telephones to read. Instruct them that any further inquiries should be made to the Superintendent. Give them the telephone number for the caller to use as a reference.

8. Police Information for Charges:

The police will need to be sure of details from you, as well as from the victim. Assault/Battery are chargeable offenses.

9. Written Memo for Staff and Parents:

As soon as the immediate crisis/danger is over, the staff and parents need to know what occurred and what actions were taken. Individuals with the facts can help stop rumors and misperceptions.

10. Follow-Up Programs:

Your school guidance counselors can arrange special counseling for students and staff as needed.

11. Call an emergency staff meeting.

B

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BOMB THREAT Bomb Threat/Telephone Threats

The building principal must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources. The principal acts in such a manner that reflects the best safety interests of those under his/her charge. Bomb and other threats may be originated in writing, in person, over the telephone, or related through a second source.

Basic Documentation - The Individual taking the call should:

1. Keep the caller on the line as long as possible.
2. Notify the principal.
3. Write down all the information obtained in the EXACT words. Use the record sheet immediately following the instruction page; place copies of the bomb threat sheet at switchboard and other appropriate phone locations.
4. Find out what time the bomb is due to go off.
5. Document in writing, as soon as possible, other types of threat contacts including:
 - A. Specific time message is received.
 - B. Date and day of week.
 - C. Exact wording of message.
 - D. Estimation of sex, age, cultural background of person making call.
 - E. Make note of background noises, tone of voice.

Bomb Threat Identification: Send a runner to notify all staff. (Use fire evacuation maps to verify all areas are notified.)

Authorities to be involved:

1. Police - 911 or 287-3222
2. Superintendent - Extension 103, or 287-3455. (Cell 533-9298).

The building administrator or designee shall:

1. Notify the authorities
2. Consider the safety of the students and staff as the prime factor. If advised, direct students and staff to safe areas off the campus. ***Nothing is to be touched or altered and desks and lockers are NOT to be opened.***

High School – Assembly of God - Key is in the High School Office.

Middle and Elementary Schools - Catholic Church - Key and code in Middle School Office.

Do not re-enter the building until authorized.

1. Alert staff of situation and implement building search procedure. (See below.)
2. School activities should be continued as normally as possible in designated safe areas.
3. The recommendation to close school must come from the Superintendent.
4. Submit written reports as appropriate to Superintendent following the incident.

Checklist

- Listen carefully to the caller to gain as much information as possible. Notify the principal immediately if the caller is in the building.
- If the call appears to be a crank call, ask teachers to survey their instruction area and nearby restrooms.
- Check absentee list for possible clues to who might have phoned in the bomb scare.
- If the call could be real inform the Principal. If he is not available, contact law enforcement .**
- ALL COMMUNICATIONS NEED TO BE VIA PERSONAL CONTACT. Send a runner to inform all necessary parties.**
- Evacuate the building. DO NOT USE THE PUBLIC ADDRESS SYSTEM OR TURN LIGHTS ON OR OFF OR USE CELL PHONE OR LAND LINES.**
- Notify the Superintendent’s office.
- Follow directions given by the police regarding return to the building.
- If necessary, contact transportation to arrange for early dismissal.
- Follow-up activities.

Confidential building search procedure for use by STAFF ONLY:

The principal and/or designee will:

- A. Call Police Department.
- B. Call Superintendent’s Office
- C. Call Maintenance Department (Kathy 118, Cell Phone 533-9294)
- D. Notify the school staff designated to search by a prearranged signal over the intercom.

A fire drill will be called about 15 minutes before threatened time, if any.

Search by staff:

Following the signal, the staff will conduct a thorough search of assigned areas as outlined below. If anything is found, it should not be touched in any way. Get an adult to “watch it” while you report it personally to the principal. Following the search, each staff member responsible for searching areas (all teachers and others) must send a note to the office reading, for example, “Kidwell - Clear.”

Responsibilities for search effort:

High School: (divide into areas and make assignments)

Middle School: (divide into areas and make assignments)

Bomb Threat Report Form

Questions to ask:

1. Make numerous copies and keep them at the telephones in the offices for immediate use.
When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Is the voice familiar to you? Who does it sound like?

Exact wording of threat:

Threat Language

- Well spoken (educated)
- Foul
- Irrational
- Taped
- Incoherent
- Message read by threat maker: _____

Date _____ Time _____ Sex of caller _____ Culture _____

Age _____ Length of Call _____ Number at which call was received _____

Remarks:

Background Sounds:

- Street
- Office Machinery Music
- Long Distance House Noise
- PA system Static
- Voices Other _____
- Motor
- Local
- Booth Breathing
- Animal noises
- Disguised
- Ragged
- Clearing Throat
- Familiar
- Other _____

Caller's Voice

- Calm Distinct
- Angry Slurred
- Slow Whispered Crying
- Rapid Cracked Voice
- Soft Stutter Accent
- Loud Nasal
- Laughter Raspy Deep
- Normal Deep

BUS ACCIDENT

Goals:

- Safety
- Containment
- Effective communication
- Mobilization
- Assessment and follow-up

Prevention: Have a clear operation plan and be familiar with that plan. Maintain a bus accident folder, including a list of each bus number, names, and emergency telephone numbers of all occupants.

Intervention:

In the event that a bus accident occurs and the school has been contacted for assistance, the principal and superintendent determines and coordinates the appropriate responses. Interventions may include:

At the Scene:

1. Provide emotional support.
2. Be available and attend to the injured, as directed by emergency medical personnel.
3. Be available and attend to the uninjured and account for all.

At the school:

1. Provide emotional support and coordination.
2. Attend to the affected students.
3. Provide information to faculty.
4. Call Mental Health for assistance, as needed.
5. Contact parents of students involved.

At the hospital: Provide emotional support for the injured and their families.

Postvention:

1. Send letter to parents. See sample.
2. Assess the response and arrange follow-up. (Crisis Team)

BUS/AUTO ACCIDENT ON SCHOOL TRIPS

Precautionary Measures Before Leaving District

1. Take along a list of students in attendance. Include for each a home telephone number, names of parents, parents' work phone, home address, and any health information.
2. Take along a list of chaperons and teachers who are in attendance on the trip, their home addresses and home phone numbers, name and work telephone of spouse or nearest relative and medical and health information on each.
3. Follow board policy and administrative regulation on field trips.

In the event of an accident:

1. Stay calm.
2. If threat of fire exists, move children to a safe place.
3. Call emergency vehicles/services: Police, fire, ambulance, highway patrol for locality and begin administration of first aid.
4. Call principal of school.
5. Notify Superintendent.
6. Notify Bus Company.

Do not issue statements to the press. Refer press to civil authorities in charge or to the Superintendent.

CHILDNAPPING / LOST CHILD

Checklist

- If child does not get off assigned bus, contact bus driver or bus barn at 287-3461.
- Call Superintendent's office at 103 or 287-3455. (Cell 533-9298).
- Notify parents of child.
- Identify team to work on the crisis while rest of school maintains routine.
- Telephone Police - 911 or 287-3222.
- Obtain full description and pull out school picture.
- Search school building and grounds.
- If child napping, try to obtain description of suspect.
- When child is found, contact Superintendent, notify teacher, and fill out Crisis Team Report.
- Prepare memo to inform staff and parents of incident and actions taken.
- Arrange for counseling for staff and students, if necessary.
- Call emergency staff meeting.

Specifics:

1. Immediately after it has been determined that a child has been lost/taken, contact the Police.
2. Call the Superintendent's Office to report the incident.
3. Contact the parents of the child involved. Establish a communication plan with them if necessary.
4. Identify a team to work on the crisis. Designate personnel to deal with phone communications, etc., and other administrative staff to assist as appropriate. If the incident occurs during the school day, classroom routine should be maintained.
5. Pull the school picture of the child and obtain a full description of the child including clothing to assist the Police.
6. Conduct immediate search of school building and grounds.
7. In cases of child napping, obtain from witnesses a description of the suspect.
8. When a child is found, contact the Superintendent's office, notify teacher and fill out the Crisis Team Report.
9. Prepare a memo to staff outlining the situation. Give factual information, as appropriate, to allow them to respond to student's questions knowledgeably. Prepare an appropriate memo to parents.
10. If appropriate, arrange for counseling assistance for students and staff.
11. Call an emergency meeting.

Prevention activities which may help avoid child napping situations are as follows:

1. School secretary should have at her desk a list of students who are not to be released to anyone except a particular parent or guardian.
2. Emergency cards of such students should be tagged.
3. Before releasing a child to anyone except a parent or guardian on the list, the school secretary should check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval should be made and kept.
4. When parent telephones a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross checking the phone number with those on file in the child's folder or on the emergency card.

In the event of a child napping:

1. Phone the parent.
2. Notify the police.
3. Notify the superintendent.

Do not release any information to the press. Refer requests for information to the Superintendent.

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DEATH

Death of a Student or Staff Member

1. Contact Crisis Team Leader and follow Crisis Contingency Plan.
2. Notify the Superintendent's office.
3. Prepare a fact sheet giving accurate, up-to date information.
4. Hold a faculty meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-rest students.
5. Contact family of the deceased. Preferably an administrator and Crisis Team member should visit the family at their home and offer assistance.
6. Hold a faculty meeting at the end of the day to review the day's events.
7. Notify all bus drivers by written memo to be alert for students who show signs of emotional distress, along with the telephone number for drivers to use to reach a guidance counselor.
8. Personal contact should be made with the driver of the bus which goes into the neighborhood of the student who has died. Supply a school staff member to ride the bus if that seems necessary.
9. Refer to Crisis Intervention Handbook for other helpful information.

DISASTER

Destruction of Part or Whole of Building (tornado, plane crash, bomb, etc.) Checklist

- Call 911 or 287-3222
- Obtain information on extent of damage.
- Evacuate using fire alarm or move students into safe areas in building.
- Assign one adult to supervise others in attending to injured.
- Assign staff member to assist rescue personnel.
- Call Superintendent's office.
- Arrange for dismissal of students
- Handle all distribution of information to public through Superintendent.
- Call emergency staff meeting.

Specifics:

1. Call 911 for immediate help.
2. Damage: Inspect extent of damage and injuries.
3. Evacuation: If there is no danger outside the building, use fire alarm to evacuate building. Safe Areas: Identify areas away from problem area and route to be taken by classes in going to safe areas. Designate which classes/groups of students should go to which area.
4. Attend to injured: Assign adults to attend to injured, with one adult designated as "in charge."
5. Meet rescue personnel: Have staff members direct rescue personnel to problem area and assist in providing access as needed by rescue personnel. Make Head Maintenance Person available to assist rescue personnel.
6. Notify the Superintendent of the plan being implemented.
7. Dismissal: Arrange for dismissal with Bus Company. Elementary schools may have to follow emergency closing procedures for students and need to inform parents of plans for dismissal.
8. Information:

- A. Consider briefly summarizing the situation for all students and adults, prior to dismissal, by PA or preferably by informing teachers and having them explain to students.
- B. If time permits, prepare a written memo to parents detailing the situation and how it was handled, including plan for follow-up, to be sent home with students or distributed the following day.
- C. Call an emergency staff meeting after students leave to explain the situation and any plans for follow-up.
- D. Involve the Superintendent in all information being prepared and distributed and refer media and other calls from the general public to that office.
- E. Call an emergency staff meeting.

DISMISSAL

Disaster Preventing Dismissal (tornado, sniper, plane crash, etc.)

Checklist

- Gather information
- Identify safe areas in building.
- Direct staff to escort students to identified areas.
- Call Superintendent's office.
- When situation is "clear," return students to class
- Arrange for dismissal, if appropriate, by calling Superintendent and Transportation.
- Prepare memo/letters to inform staff and parents.
- Distribute information to public via Superintendent.
- Call emergency staff meeting.

Specifics:

1. Information may be received from a variety of sources:

- a. Telephone calls
- b. Superintendent's office
- c. Radio or television
- d. Visual observation

Ascertain specifics such as extent of immediate danger, possible length of time danger may exist.

2. Safe areas: Consider large areas at the interior of the building away from numerous windows and outside walls which have a reliable source of lighting. Designate which classes/groups of students should go to which area. Evacuate outbuildings to main building.

3. Move students: Use the PA if working, or a system of notes sent by messengers to inform teachers and other adults of the situation and where to bring students.

4. Superintendent: Notify of plan being implemented. Call police and maintain contact as necessary.

5. All "clear": Monitor situation to ascertain when danger is removed. Direct teachers and other adults to escort students back to class when situation is clear.

6. If crisis interferes with normal dismissal, arrange with Transportation and the Superintendent's office to dismiss students following normal procedures. Elementary schools will want to inform parents of early dismissal.

7. Information:

A. Consider briefly summarizing the danger and its resolution for all students prior to dismissal by PA or preferable by informing teachers and having them explain to students.

B. Consider preparing a written memo to parents detailing the situation and how it was handled to be sent home with students or distributing it the following day.

C. Prepare written memo to staff summarizing the situation and how it was handled.

8. Handle all distribution of information through the Superintendent's office.
9. Call emergency staff meeting.

Early Dismissal

In most emergencies students will remain and be cared for at school. In the event of an emergency affecting the school that prohibits re-entry to the building, students and staff will be moved immediately to a designated alternate site.

Once the dismissal order is determined necessary, the principal will:

1. Relay dismissal instructions to every classroom by most rapid and efficient means.
2. Notify alternate school locations if their facilities are needed.
3. Contact radio and TV media and provide information to be relayed to parents regarding dismissal, transportation, and location of alternate sites if used.
4. Designated school personnel will inspect the entire structure once dismissal is complete to assure the building is empty and appropriate precautions as specified in the plans have been taken.
5. If possible, students will be sent home, or parents can pick them up at school or alternate location. Information on student pick up will be supplied by the administration and broadcast on radio and television.

E

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EARTHQUAKES

DURING AN EARTHQUAKE:

1. Seek cover of a strong table or desk and wait until quaking stops.
2. Provide for handicapped persons.
3. Remain calm.
4. Replace phones after shaking stops.

IN THE EVENT OF A MAJOR EARTHQUAKE EVACUATION SHOULD NEVER BE AUTOMATIC!!! There may be more danger outside your building than there is inside. There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared. The lighting inside the building may be out and it will be dark. Before any decision is made to vacate all or part of the school, the principal will determine that there is:

1. A safe route out.
2. A safe place to assemble. This needs to be an open area away from overhead hazards such as the football field or playground. Pay special attention to the following:

- Power lines
- Trees
- Areas near buildings that may have debris fall on them
- Routes past concrete block walls
- Covered walkways
- Places under which large gas mains run
- Areas near chain link fences (can be electric shock hazard when live wires touch).
- Hazardous materials storage areas.

CLASSROOM EARTHQUAKE PROCEDURES:

1. "Duck and cover" until the shaking stops. Tell students about the probability of aftershocks and that they should again "duck and cover" until the shaking stops.
2. Wait to hear from an administrator or the designated scout about what to do. **In circumstances in which a lot of time passes and you do not hear anything, you will have to make decisions yourself.**
3. If you are in a dangerous classroom - the ceiling has collapsed, wires are cracking, broken glass or chemicals are all over the floor, you smell gas or smoke - you will want to leave, **BUT** you must do some reconnaissance before you move to safety.
4. Appoint someone to be in charge while you find the best way to get out and the safest place to go. You may not need to go outside, but merely move from one inside room to another.
5. Account for all your students before you leave the room. **If your room is dangerous, you may want to take injured people with you, or move them a short way to a safer room. If you must leave an injured person, post a large, visible sign indicating the person is there. Do not leave a child unattended!!!**
6. Use a flashlight if it is dark. Be alert, as you lead people down hallways, to anything (dangling lights, ceiling struts, broken glass, slippery floors) that could hurt them.
7. Once you get to your new, safe place, communicate your location to the administrator - by sending a runner or returning to your room to post a note if you can do so safely.

EVACUATION OF BUILDING

1. At the sound of the fire alarm, all personnel must walk rapidly into the hall and exit by the designated door in each room. The teacher will close the windows, check to see that all students are out of the room and close the door. Designated personnel will check restrooms and other common areas of the building.
2. The first pupils outside must move away from the building so that they do not block the exit for those following. When outside the building, Elementary students will walk to the grassed area of the playground. Middle and High School Students will go to the grassed area between the tennis courts and the football field.
3. Everyone must stay outside until told to return to the building.
4. If it is unsafe to return to the building, students will be taken to alternate sites: High School – Assembly of God - Key in High School office. Elementary and Middle School - Catholic Church - Key in Middle School office.
5. Teachers are to take roll of students outside to determine that all are safely outside. Attendance will also be taken again at the alternative site if it is unsafe to return to the building.

F

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FIGHTING

Physical violence between two or more students

Goals:

- Safety
- Effective communication
- Mobilization
- Containment
- Assessment and follow-up

Prevention:

Have a clear operation plan and be familiar with that plan. Be alert to patterns of stress and agitation in students. Be familiar with information provided regarding managing a potentially dangerous person.

Intervention:

Intervening and managing physical altercations and/or fist fights require making a judgment call. There may be several goals at one time and individual circumstances will determine the priorities of your interventions. Interventions may include:

1. Disperse the crowd and ensure the safety of the students.
2. Call for help and assistance in managing the incident.
3. Focus on diffusing the fight.
4. Attend to medical needs.
5. Be knowledgeable about intervening with individuals who are dangerous.

Postvention:

Assess the response and provide the follow-up of situation. (Crisis Team)

FIRE / ARSON / EXPLOSIVES

Checklist

- Sound alarm; evacuate building
- Call 911 or 287-3222 for police and 287-3322 for fire.
- Determine if there are any serious injuries.
- Call superintendent at 103 or 287-3455. (Cell 533-9298).
- Arrange transportation for dismissal, Bus Barn at 287-3461.
- Determine building status for return to classes.
- Follow-up activities.
- Call emergency staff meeting.

Specifics:

1. Sound alarm. Evacuate building if serious threat of danger. Prior arrangements should be made for the evacuation of any handicapped persons.
2. Call 911 and ask for required emergency services.
3. If there are serious injuries, notify necessary rescue personnel, such as school nurse.
4. Call Superintendent's office and notify of incident and actions.
5. In all probability, school will have to be dismissed and arrangements for transportation will have to be made. Students and staff will have to be informed. A portable bullhorn should be available to make announcements to students and staff who have been evacuated from the building.
6. If the building is damaged, several different steps may have to be taken. Severe damage will require delayed repair work - another location for classes will have to be scheduled through the Superintendent's office.
7. Prepare written memo for staff to advise of follow-up procedures. Send letter for parents home with students.
8. Call emergency staff meeting.

G

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GAS LEAK

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside the building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down.

If a leak is in or near the building:

- Evacuate the building immediately, following building evacuation plan.
- Get students a safe distance from building.
- Turn off the main gas valve.
- Location: _____
- Phone Fire Department - 911 or 287-3322.
- Phone Superintendent - 103 or 287-3455 (Cell 533-9298).
- Phone Gas Company at **Northwestern Energy's** emergency number at 1-888-467-2427.

Keep students at a safe distance until the problem has been corrected.

H

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HAZARDOUS MATERIAL / CHEMICAL SPILL (Toxic vapors, liquids, or major fire/explosion)

Inside the building:

1. If the threat is obvious or imminent, evacuate the area immediately.
2. Check the Material Safety Data Sheet (MSDS)* to determine the urgency of the situation.
3. Notify the building principal as soon as possible.
4. Close all doors and windows in the area to make the area an airtight environment.
5. Notify the building Maintenance person as soon as possible.
6. If evacuation is required, direct all evacuees out of the upwind side of the building.
7. Evacuees will walk or use provided transportation - no private vehicles.
8. Alternate sites will depend on the wind direction and distance needed for safe refuge.
It is generally expected that we will use the Catholic Church for the Elementary and Middle School, and Assembly of God for the High School.
9. Notify Environmental Health and Safety Office (list numbers).

**(In a lab file, principal's office, or maintenance office.)*

Spill outside the building:

1. Ensure that all students are in the building and that they remain there.
2. Shut off all outside air ventilators.
3. If you are not alerted to the situation by division personnel, phone Environmental Health and Safety.
4. Notify Superintendent.
5. Keep telephone lines clear for emergency calls only.
6. Release students to parents or designee only.

Students outside the building:

1. Move students upwind if possible, and back inside the building.
2. Do not step in or get near any spilled materials.

HOSTAGE - Armed/Dangerous Intruder Situations

Checklist

- Contact the police - 911 or 287-3222.
- Secure all classroom areas to prevent intrusion.
- Notify the Superintendent at 103 or 287-3455. (Cell 533-9298).
- Instruct staff to keep all students in their present areas, unless otherwise directed or common sense dictates exiting the building quickly and quietly without using the main halls. This may have to a judgement call made by individual teachers.
- Keep telephone lines open for police use.
- Keep maps of the building and grounds available in more than one area of the facility.
- Identify individuals familiar with the building to assist the police in locating and isolating the intruder.
- Prepare written memo for staff and parents.
- Complete and submit Crisis Report.
- Schedule follow-up programs for students and staff to review security plan.
- Call emergency staff meeting.

Specifics

1. Contact the Police: Hostage-taking or endangering the safety of others are criminal offenses.

2. Secure all classrooms: The more closely contained the intruder can be kept, the less danger there is to others and the easier it is for the police to apprehend the individual.

3. Notification:

- The Superintendent's Office should be contacted as soon as possible.
- The Superintendent will handle all media and community inquiries.
- Keep staff well informed. A Crisis Team, identified for the school can effectively deliver information to the other staff members so your time can be used for other actions/decisions.
- The Transportation Company will provide buses for evacuation of students from the safe location to their homes if they ride the bus. They must be notified by the superintendent for the need for early dismissal. Phone 287-3461.
- The students will be able to deal with the situation by being informed of the facts as soon as possible, rather than receiving their information through rumors.
- The other schools should be given the basic information as soon as possible since siblings/neighbors will quickly learn of the disturbance.
- The parents of the school community will need to learn about the safety of their own children, to be informed where to pick them up if needed, and to learn the facts to reduce the rumor factor.
- After the crisis is over, the Superintendent may wish to arrange a special press conference to give the media the same information that has been shared with the parents.

4. Secure hallway doors and keep students in present areas: Do not let students into hallways. It may be more prudent to exit the building quickly and quietly by an alternate route. This may have to be a judgment call, but avoid trapping students in a dead end area.

5. No Personnel Circulating: For the same reason as #4, all staff should be protected from involvement in the crisis where possible.

6. Telephone Answerer: Prepare a statement to be read by the individuals who answer the telephones. Instruct them that any further inquiries should be made to the Superintendent. Give them the telephone number for the caller to call - 287-3455. (Cell 533-9298).

7. Keep phone lines open: The police and other public safety personnel will need access to the phones with highest priority.

8. Maps in more than one location: School maps will be most helpful to the police in locating the intruder and planning strategies for the apprehension. More than one area should house current maps in case the intruder has “holed up” in the area where the maps would usually be found.

9. ID persons familiar with the facility: Persons familiar with the entire building should be available to discuss the interior room arrangements, etc. These individuals should be available at the chosen school map location away from the scene.

10. Written memo for staff and parents: As soon as the immediate crisis/danger is over, the staff and parents will need to know not only what occurred, but why you took the action you did.

11. Serious incident report: Complete and submit Crisis Team Report within 24 hours.

12. Follow-up activities: Guidance counselors, and others in the crisis plan, can provide counseling for students and staff.

13. Call emergency staff meeting.

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INJURY

Checklist

- Promptly render proper first aid. Call nurse if on duty.
- Notify parent/guardian or spouse.
- If severe, call ambulance - 911 or 287-3222
- Designated staff member accompanies student to hospital.
- Fill in an accident report from nurse's office.
- Report accident according specifics.
- If injury is serious, call emergency staff meeting.

Specifics:

1. Teacher, person in charge, school nurse promptly renders proper first aid.
2. Notify parents if judged necessary based on severity of injury. If parent is not notified at the time of accident, telephone later or send note home with student.
3. If severe injury, arrange transportation for student to hospital emergency room. Notify parent or guardian of action taken as soon as possible.
4. If student taken to hospital, principal or designated representative should accompany and remain with the student until parent or guardian, or physician assumes charge.
5. Record all accidents on an accident report form.
6. Call emergency staff meeting if the situation warrants.

INTRUDER/TRESPASSER

Checklist:

- Determine the whereabouts of the intruder/trespasser.
- Isolate the individual.
- Determine the extent of the crisis.
- Make reasonable notes for potential court case.
- Move other students and staff from area.
- Contact police at 911 or 287-3222
- Notify superintendent.
- Instruct person answering the telephone to direct all requests to the Superintendent.
- Complete and submit police information for charges.
- Prepare a written memo for staff and parents.
- Complete Crisis Team Report.
- Schedule follow-up activities for staff and students, including security plan review.

- Call emergency staff meeting.

Specifics:

1. Determine whereabouts of the intruder: Use school maps to assist police and staff members in locating intruder.
2. Isolate intruder from rest of building and students.
3. Determine the extent of the crisis:
 - Trespasser with no safety hazard may be dealt with through informing the intruder of the offense being committed. If trespasser refuses to leave, wait for the police to arrest. If the trespasser has previously been warned (placed on notice) trespass charges may be filed without the arrest of the offender.
 - Trespass with threat to others' safety will require assistance from the police. Trespass charges should be filed.
4. Make notes. Recording what has occurred can provide information important to the police and in subsequent court cases.
5. Move other students/staff: Staff may be asked to keep their students in certain areas, or to keep them out of certain areas. Staff should move students as quietly and quickly as possible when directed to do so.
6. Contact the police: Trespassing is a misdemeanor or felony, depending upon the location of the intrusion.
7. Notification:
 - The Superintendent's office should be contacted as soon as possible
 - The Superintendent will handle media and community inquiries.
 - Keep staff informed of actions. A Crisis Team, identified for the school, can effectively deliver information to other staff members so that the administrator's time can be used for other decisions/actions.
 - The Transportation Company can, in extreme emergencies, provide buses for early dismissal. They will be notified by the superintendent.
 - The students will be able to deal with the situation by being informed of the facts, as soon as possible, rather than receiving their facts through rumor.
 - Other schools should be given the basic information as soon as possible by the building principal or superintendent since siblings/neighbors will quickly learn of the situation.
 - The parents of the students in the community will need to learn the facts, just as their children have learned them, to reduce the rumor factor.
 - After the crisis is over, the Superintendent may wish to arrange a special press conference to give the media the same information that has been shared with the parents.
8. Telephone Answerer: Prepare a statement for the individual who answers the telephone to read. Instruct them that any further inquiries should be made to the Superintendent. Give callers the phone number.
9. Police information for charges: The police will need to be sure of details from you, as well as from others interviewed. Trespassing is a misdemeanor or felony, depending upon the location of the intrusions.
10. Written memo for staff and parents: As soon as the immediate crisis/danger is over, the staff and parents will need to know now only what occurred, but why you took the action you did.
11. Crisis Team Report: Submit it within 24 hours.
12. Follow-up activities: Counselors will provide counseling for students and staff as needed. The building security plan should also be reviewed.
13. Call emergency staff meeting.

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LIFE-THREATENING CRISIS

When a life-threatening situation is perceived to exist, a building administrator or person in charge of the building or office should:

1. Call the ambulance - 911 or 287-3222.
2. Apply first aid and life-sustaining techniques using trained persons on staff.
3. Names of trained staff:

4. Call parent/guardian, or spouse immediately.

LOCK DOWN MODES

If a lock down is needed, an announcement will be given as to the nature of the lock down. Follow the instructions until you are told differently.

Protect Mode

Intruder or non custodial parent. There may be violent behavior or the possibility of violence.

1. Lock all doors to your room and turn off lights
2. Pull the blinds down and stay away from the windows.
3. Move or hide students in safe corner of the classroom.
4. Make no personal phone calls.
5. Students that are out of class will need to seek refuge in nearest, supervised classroom; staff member will e-mail the other staff member to let them know the student is in their classroom and is safe.
6. Stay in the room until it becomes obvious that you must evacuate by safest means possible. (You may need to use windows, etc.) Tell students where to meet after evacuation.
 - A. See Evacuation page 16
7. If still in building wait for "all clear" signal from the main office.

Inspection Mode

Teachers who are not supervising students can return to their classrooms or stay where they are or assist as needed.

Students in restrooms or halls must return to classrooms immediately.

Classes to remain where they are until notification from office.

Classes should resume normal activity but students stay in classrooms, classroom doors stay closed until further notice.

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NON-CUSTODIAL PARENT The first time a non-custodial parent comes to see a child at school, it is necessary to make contact with the custodial parent to determine if that is allowed. Do not release the student to see the parent without contacting the custodial parent. If there are any questions, do not let the child see the parent, and give the parent the phone number of the Department of Family Services - (406) 225-4116.

P

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PERCEIVED CRISES

Perceived crises are conditions or situations, often community-based, that are perceived as potentially affecting a large number of people. Examples of perceived crisis include racial event, school rivalry situations, events in which a group feels left out or not represented, introduction of new school procedures without adequate warning, real or perceived unsafe conditions such as toxic fumes or food poisoning, gang-related activities, or rumors about people with HIV/AIDS or other contagious conditions. It is the task of those in charge to defuse any irrational response.

Prevention:

- Identify situations in advance that may be perceived crises.
- Establish open lines of communication with students and staff.
- Develop a procedure for dealing with the public and the media.

Intervention:

- For any health condition, immediately contact the appropriate health authorities.
- Don't panic. Project a sense of calm and control.
- Gather detailed and accurate information about the perceived crisis.
- If necessary, call a team meeting to assess the situation and make decisions on what actions to take.
- Provide appropriate faculty, staff and those individuals or groups affected by the situation with specific information.
- Designate someone who would act as a single point of contact for controlling rumors. Keep lines of communication open; a feeling that secrets are being kept can increase the sense of crisis.
- Have trained individuals available to speak with small groups of students/staff.
- Take all actions that you have determined necessary to prevent a more serious situation from developing.

Postvention:

- Conduct stabilizing activities as soon as possible to project an atmosphere of normal conditions.
- Conduct follow-up and assessment activities with them members and other staff.

POISONING

In the event of poisoning or suspected poisoning of a student or employee:

Immediate actions:

- Call ambulance - 911 or 287-3222
- Call Poison Control Center - 1-800-525-5042.(Natl) 1-800-222-1222 (MT)
- Administer first aid suggested by the poison information center.

Preventive Measures:

- Post information from the Poison Control Center regarding emergency numbers.
- List the names of building personnel who have specific life-saving or life-sustaining training.
- Provide staff information on possible poisonous materials in the building.

POWER FAILURE/LINES DOWN

Power failure*

- Notify Superintendent
- Notify Power Company --1-888-467-2353.
- Notify maintenance personnel -

Lines down in area*

- Notify Superintendent
- Have an adult in the area of the downed lines to prevent children and other people from going near them.
- Notify Power Company --1-888-467-2669.
- Notify maintenance personnel -

**Note that telephone notification may require use of cellular phone, depending on whether the regular telephone line is also down.*

RAPE

Battered Women and Rape Crisis at 782-8511

Family Violence Crisis 24 Hour Line at **1-800-655-7867 (MT) 1-800-799-7233 (Natl)**

When a school is notified that a rape has occurred to a student or staff member, the Crisis Team and the school must protect the identity and right to privacy of the rape survivor and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff will be directed at minimizing the fear of fellow students and quelling the spread of rumors. As opposed to convening a Crisis Team meeting and alerting the student body, services provided to the victim and her/his family should be kept confidential and should be coordinated with outside providers, such as rape crisis team or hospital emergency room.

Rape only becomes a crisis to be managed by school staff when one or more of the following conditions exist:

- A rape occurs on campus.
- A member of the rape survivor's family requests school intervention
- The rape survivor's friends request intervention.
- Rumors and myths are widespread and damaging.
- Students witness police action or emergency services response.

When one or more of the above conditions exists, the following should be implemented:

- Direct the person providing the information not to repeat it elsewhere in the school.
- If the rape occurred on campus, notify the appropriate law enforcement office/and or local rape crisis team.
- If office staff members heard the report, tell them not to repeat or give out any information within or outside school unless they are specifically told to do so.
- Designate the Crisis Team member closest to the victim to talk to her/him about the types of support he or she and the closest friends need, and the person(s) the rape survivor would like to provide that support.
- Provide space in the school for the rape survivor and identified peers to receive support services. Provide necessary passes to release these students from class to receive services.

Rape is a crime of violence. For the rape survivor, it often is an experience of fear, loss of control, humiliation, and violence. Rape survivors may experience a full range of emotional reactions. It is extremely beneficial for rape survivors to seek emotional support regarding the assault. Monitor any school intervention in a rape incident with the following checklist.

Rape Response Checklist:

School involvement in incident due to:

- Rape occurrence on campus.
- Survivor's family requests school intervention.
- Survivor's friends request intervention
- Rumors and myths are widespread and damaging.
- Students witness Police/emergency services.
- Information provider/recipients informed not to repeat information elsewhere.
- Steps taken to protect survivor's identity and right to privacy.
- Law enforcement and rape crisis agency notified if appropriate.
- Crisis Team member closest to victim designated to talk with student and determine type of support and support provider desired.
- Rape survivor encouraged to seek additional support from community rape crisis agency.
- Space provided on site for rape survivor and identified peers to receive support services.
- Action taken to quell rumors.
- All records related to rape incident and services provided stored in confidential file.

S

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SHOOTINGS /WOUNDINGS / ATTACKS

Checklist:

- Assess the situation
- Call 911 and request police and ambulance
- Use emergency signal - all students and staff are to stay in classrooms, secure the door and stay on the floor.
- Establish a command post with several telephones available.
- Implement first aid procedures until rescue service arrives
- Notify Superintendent
- Keep a written memo for staff and parents.
- Implement necessary follow-up activities.
- Call emergency staff meeting.

Specifics:

1. Notify the Police and other necessary emergency staff.
2. Determine if the perpetrator is still on premises - determine number of victims and identify witnesses.
3. The emergency message to staff and students should convey the seriousness of the situation. Follow-up announcements will be necessary to keep everyone informed. Prepare a general statement of the facts.
4. Establish a command post to handle the load of the Crisis Team and to direct the press and concerned members of the community to the Superintendent's office.
5. Implement necessary first aid procedures through trained staff, school nurse, physical education department or and athletic trainer. Direct rescue personnel to injured and give any required assistance. Designate staff member to accompany victim(s) in ambulance.
6. Contact Superintendent's office.
7. Identify a place where a log of events is to be kept. Record all significant events, actions, and individuals that are involved.
8. Keep staff informed through a memo or emergency staff meeting. Parents may be informed through a letter sent home with students.
9. Follow-up management should be well-delegated. Crisis counseling for students and staff may be needed, and security concerns should be considered. All staff will assist in restoring building to normal state. Reopen school as soon as possible.
10. Call emergency staff meeting.

SUICIDE THREATS

Crisis Intervention Procedures for Potentially Suicidal Students

Referral

Go to a Member of the Crisis Team

Students at risk can self-refer or be referred to the crisis team by school staff, parent, friend, neighbor, or other person from the community. Students at risk range from those talking of hopelessness, to those writing poems with suicidal intent, to students telling

someone of planning to harm themselves. Team members might include principals, psychologists, counselors, teachers, social workers, and nurses. The team member receiving the referral should gather pertinent information from the referral source before contacting other team members.

Team Consultation

Designate Case Manager, Gather Information

When possible, the available team members gather to designate a case manager, considering the following factors: 1) existing relationship with the student, 2) time and coverage constraints, 3) seriousness of the problem, and 4) experience of the members. The team or case manager reviews the student's records and gathers information from staff who know the student.

Crisis Interview

Conduct Interview

The case manager interviews the student on the day of the referral. The case manager determines the extent of suicidal thinking and attempts. For severe cases, ensure the safety of the student through adult supervision.

Team Review

Team Members Decide Plan

The case manager returns as soon as possible to the available team members to discuss the case and formulate a plan of action. Depending on the seriousness of the case, the team may wish to consult with other members not initially involved or discuss case with County Mental Health. Plans formulated by the team might range from no further involvement, to monitoring by specific staff member, to referral for counseling within the school setting, to asking parents to take immediate action with their child.

Outside Contacts

Parents Notified

Parents of all interviewed students will be contacted by the case manager on the same day of referral and interview. Parents will be told of the reason for referral, the outcome of the interview, and the plans formulated by the team. When the suicide potential is significant, the case manager needs to ascertain that the parents accept responsibility to follow through with the team's recommendations. If the student is danger to self and the parents cannot be located, then the case manager contacts the Crisis Intervention Unit of the Mental Health Department. In extremely dangerous situations, the police may be called first to ensure the safety of the student. Follow-up remains the responsibility of the case manager unless explicitly agreed to by other staff members. The case manager documents the case and shared information with other team members.

V

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VANDALISM

- Photograph any willful and malicious destruction of school property. (Graffiti, broken windows, etc.)
- For minor damage, simply note the time, date, and type of damage for your records.
- For serious acts of vandalism (hate crimes or gang-related activity) report them to the principal and the police.
- Notify the maintenance person(s) to clean up and repair the damage as soon as possible to avoid encouraging future acts of vandalism.
- Aggressively prosecute all vandals to convey that you will not tolerate this type of offense.

- Collect restitution by having the offender pay money or provide labor to clean and/or repaired the damage he or she has caused.

W

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WEAPONS

Checklist:

- Assess the situation.
- Notify Police at 911 or 287-3222
- Gather information.
- Isolate individual or suspect.
- Do not use force or touch the person or weapon.
- Remain calm.
- Tell another administrator what the situation is.
- Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
- Notify Superintendent.
- Refer media questions to Principal.
- Call emergency staff meeting.

Specifics:

1. Assess the situation.
2. Notify police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police. If necessary, have a map of the school available for police.
3. Gather as much detailed information as possible. Try to determine:
 - Location, identity and detailed description of individual
 - Location and description of weapon.
 - Any pertinent background information on individual, including possible reason for carrying a weapon.
4. Isolate individual or suspect. (If weapon is in a locker or elsewhere, prevent access to it.)
5. Confer with police when they arrive. They will advise you how they intend to proceed.
6. If interaction with the individual is eminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.
7. Remain calm. Try not to raise your voice - but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
8. Be certain that at least one other administrator is aware of the situation but limit information to staff and students on a need to know basis.
9. Notify the superintendent.
10. Use PA or notes to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
11. Refer media questions to Superintendent.
12. Call emergency staff meeting.

Handling a Weapon-Wielding Student

- ◆ Evacuate the area
- ◆ Evaluate the perpetrator
- ◆ Isolate

- ◆ Negotiate
- ◆ Remain calm
- ◆ Report incident to law enforcement
- ◆ Keep a safe, non-intimidating distance
- ◆ Avoid abrupt sporadic movements
- ◆ Get help
- ◆ Avoid heroics
- ◆ Don't threaten
- ◆ Notify the superintendent.

WEATHER

Tornado, Inclement Weather

Goals:

- Safety
- effective communications
- mobilization
- containment
- Assessment and follow-up

Prevention:

Post and practice mobilization plan.

Definitions:

Severe Weather Watch: Forecast of severe weather in area; normal activities continue; no school wide announcement; principal monitors the situation.

Severe Weather Warning: Severe and dangerous weather situation approaching. Be prepared.

Intervention:

1. Principal alerts staff of impending situation. Call emergency numbers as needed; call superintendent.
2. Evacuate classrooms according to plan; provide for the handicapped.
3. Move students quickly and quietly to designated area, underground shelter if available or interior hallways on the first floor. Avoid windows, auditoriums, gyms, and any wide span or overhead structure. North and east walls are preferable to south and west walls. Sit in fetal position with face and head protected.
4. Get word to all students and staff who are outside and who are in outlying buildings.
5. Check for and provide care for injured.
6. Secure tool box
7. Account for all students/staff/others.
8. Determine status for safe return to classes or dismissal (principal)

Prevention:

Assess the response and prepare follow-up of situation. (Crisis Team)