

MSD of Martinsville Safety Plan

- Section 1---Reference Lists 
- Section 2---Functional Protocols 
- Section 3---Incident Action Plans: 
 - Man-Made Situations
- Section 4---Incident Action Plans: 
 - Medical/Public Health/Hazardous Materials
- Section 5---Incident Action Plans: 
 - Severe Weather/Natural Disasters
- Section 6---Incident Action Plans: 
 - After Hours/Off-site

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CENTERTON	WORK	CELL	EMAIL
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ADMINISTRATION	WORK
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Nate Dilley (Special Education)	765-342-6641x1012
Sam Arnes (Maintenance)	765-342-7896x6101
Dennis Mills (Transportation)	765-342-5597x5401
Kurt Bodell (Food Services)	765-342-6641x1007
NURSES	WORK
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BROOKLYN	WORK
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Kelly Parker (Admin Asst)	317-831-2150x1811
Amy Ferran (Clinic)	317-831-2150x1812
CENTERTON	WORK
Stephanie Manley (Principal)	317-831-3410x1910
Melissa Wood (Admin Asst)	317-831-3410 x1912
Peggy McCann (Clinic)	317-831-3410 x1927
Jon Harper (Janitor)	317-831-3410 x1925
GREEN	WORK
Paul Spahr (Principal)	765-342-0505x1110
Liz McCartney (Admin Asst)	765-342-0505x1111



Mooreville Schools	317-831-3720	
Eminence School	765-528-2222	765-996-3011
Monroe Gregg	317-996-3720	
Indian Creek	317-878-2100	
Baptist Tabernacle	765-342-0501	
Duke Energy	800-343-3525	
IPL	317-261-8222	317-261-8111
SCIREMC	765-342-3344	800-246-7362
Vectren Gas Emergency	812-464-4760	
Citizens Gas Emergency	800-427-4217	
AmTrack	800-872-7245	
ATT Business Repair	800-286-8313	



Functional Protocols

(click protocol for information)

Lockout---Code Blue

Lockdown---Code Red

**Evacuate---Code Green
(Fire)**

**Evacuate---Code Green
(Non-Fire)**

Shelter---Code Yellow

Reunification

**Resumption of Normal
Activities**

Incident Command

**Media/Information
Release**



Incident Action Plans Man-made Situations

- Intruder/Suspicious Person 
- Disruptive/Non-Complaint Person 
- Civil Unrest 
- Abduction 
- Missing Child 
- Weapons Possession/Use 
- Hostage 
- Sexual Assault 
- Mental Health 
- Communicated Threat 
- Bullying/Cyber Incidents 
- Arrest (Student/Volunteer/Staff) 



Incident Action Plans: Medical/Public Health/Hazardous Materials

- Injury or Illness (including drugs/alcohol) 
- Death 
- Food Contamination 
- Water Contamination 
- Suspected Biological Emergency 
- Anthrax Threat/Suspicious Package/Substance Exposure 
- Chemical/Hazardous Materials Release Incident 
- Radiological Release Incidents 



Incident Action Plans

Severe Weather/Natural Disasters

- Tornado 
- Flooding 
- Lightning 
- Earthquake 
- Fire 
- Utility Failure 



Incident Action Plans After Hours/Off-site

- Sporting Events 
- Bus Accidents 
- Field Trips 
- Delayed Release 



Code Blue—Lockout Secure the Perimeter

Lead Administrator Response

- 1. Announce **“Code Blue Lockout. Secure the Perimeter.”**
- Instruct students to remain in current class or if during a passing period/lunch/recess instruct them to return to class they were last in.
- 2. Ensure that outside students (P.E./lunch/recess/Weekday/field trips/traveling teachers/building trades/guests) have received the alert and are secured inside the building at assigned locations by taking attendance.
- 3. Determine if off-site returning students/staff can safely re-enter the building and if not divert to another location.
- 4. Notify central office/public safety officials of the situation that prompted the lockout.
- 5. If safe to do so, verify that the exterior doors have been secured. If not safe to do so adjust to Code Red Lockdown and/or Code Green Evacuation.
- 6. If safe to do so, verify that designated interior doors are secured. If not safe to do so adjust to Code Red Lockdown and/or Code Green Evacuation.
- 7. Movement inside the building is not restricted therefore students may change classrooms and go to restroom/clinic/lunch. Movement supervision is increased to ensure students remain inside the perimeter and for possible threat status change from outside the building.



Code Blue--Lockout! Secure the Perimeter

- 8. Partial day students (walkers/drivers) may require a delayed release. Coordinate with emergency services to determine when they can be released.
- 9. Alert the Transportation Department so that additional students are not released at the school and/or field trip return.
- 10. Monitor and evaluate situational changes and adjust protocols accordingly. Prepare/assign command structure/assignments for current lockout alert and contingency for protocol status change to Code Red-Lockdown or Code Yellow-Shelter.
- 11. Communicate to staff the original reason for the alert. Provide guidance on student information release. This may be done by intercom/email/text/letter or room by room verbally.
- 12. Parental contact of factual information concerning the incident using telephone/email/text system. (Schoolmessenger). Advise that during lockout the perimeter is secured and access may be denied or delayed to the building.
- 13. Upon situational resolution notify staff and provide student information. Advise parents via mass communication method and/or take home letter.
- 14. Activate Media/Information Release functional protocol.
- 15. Conduct debriefing for staff/students/parents/community if appropriate.
- 16. Document the incident.



Code Red Lockdown

Locks, Lights, Out of Sight

Lead Administrator Response

- 1. Code Red, **“Lockdown. Locks, Lights, Out of Sight”** is announced to implement the lockdown. Activate appropriate crisis teams.
- Communicate Code Red Lockdown to any group that is on the grounds so they can secure themselves in the nearest area. If the threat is inside evaluate if Code Green Evacuate is an option for outside groups.
- 2. Fire alarm activation does not override Code Red Lockdown. If fire or smoke detected, then evacuate appropriately.
- 3. Notify central office and public safety officials of the situation requiring a lockdown.
- 4. As soon as it is safe to do so, verify that all exterior doors have been secured
- 5. As soon as it is safe to do so, verify that all main interior doors have been secured.
- 6. Notify Transportation Department so that inbound busing can be stopped. Preparation can also begin should evacuation protocols be initiated.
- 7. Activate, when it is safe to do so and if appropriate, Incident Action Plan Injury. Includes 911 notice, first aid, escorts, student tracking, scene safety and securement.



Code Red Lockdown

Locks, Lights, Out of Sight

- ❑ 8. Brief staff when it is safe to do so. Methods may include face to face communication, email, text, public address to entire building or intercom to individual room. Released information to staff may include situation details, building location, protocol reminders, possible protocol activations and information to be released to students.
- ❑ 9. Provide for student needs (medical/restroom/water/food) if the Code Red Lockdown is in place for an extended time. Code Yellow Shelter in Place may be used as a transition as students will remain in room.
- ❑ 10. Once the situation is resolved, adjust from emergency lockdown protocol to evacuation protocol, shelter in place, lockout or resumption of normal activities protocol depending on the situation. Communicate the standard protocol response shift to staff. Additional notifications to central office, transportation, students and parents and local emergency responders can be issued.
- ❑ 11. Communicate final incident disposition to staff, central office, emergency agency and command staff. Advise/provide staff with informational release for students. This may include written information.
- ❑ 12. Conduct debriefing for staff/students/parents/community if appropriate.
- ❑ 13. Document incident.



Code Green –Evacuate (Fire)

Lead Administrator Response

- 1. Sound fire alarm for fire evacuation and alert crisis teams.
- 2. Call 911 to and request fire department and law enforcement response. Notify central office when practical.
- 3. Take emergency kits from the building for transport to evacuation location. Include student/staff emergency medical supplies.
- 4. Assist or arrange for, if possible, with extraction from scene of injured person(s) and activate incident action plan injury if indicated. (First aid/escorts/tracking/information sharing.
- 5. Conduct safety sweep if possible to locate persons not evacuated.
- 6. Report to fire or law enforcement official and provide assistance as requested. Examples include key/key card access, escort, student/staff/building information, or other requested items. Provide informational/location assistance with injured/ill students or staff.
- 7. Establish school command for situational changes and adjustments. This may include student supervision injured/staging, moving students further back, out of staging areas or off-site evacuation.



Code Green –Evacuate (Fire)

- 8 .Establish communication method(s) with evacuated groups for situational briefing and instructions.
- 9. Notify Transportation Department so that standby preparations for off-site evacuation can be prepared.
- 10. Arrange for student needs especially if time period is extended. (Medical/weather exposure).
- 11. Monitor and establish additional evacuation protocol if needed. (access/safety sweep/ security/supervision/transportation).
- 12. Facilitate building evaluation to determine if all/parts or none of building can be entered. Communicate results and coordinate property inspection/emergency repair/access limitations and securement.
- 13. Communicate with school community, parents and media through established channels providing factual information and updates when appropriate by activating Media/Information Release functional protocol.
- 14. Conduct debriefing with staff/students/parents/community if appropriate.
- 15. Document incident.



Code Green—Evacuate (Non-Fire)

Lead Administrator Response

- 1. Notify appropriate public safety agencies of the situation and the evacuation.
- 2. Activate appropriate crisis teams, central office and transportation of evacuation need.
- 3. Select evacuation route(s) and destination. Activate if time allows, safety sweep team activation. Provide for supervision.
- 4. If time allows, conduct a safety sweep of the routes and the destination site. Wait for clearance notification, if time allows.
- 5. Determine announcement method (public address/intercom/room by room/telephone) and message content.
- 6. Release entire building or sectors according to determined activation communication means.
- 7. Staff and student hands should be visible to emergency services during evacuation.



Code Green—Evacuate (Non-Fire)

- 8. Ensure that evacuation materials (safety kits/attendance/medical) are taken to evacuation destination.
- 9. Sweep the building for students and adults who may not have been able to evacuate the building, if it is safe for you to do so.
- 10. Maintain situational awareness and report any relevant observations to the proper authority.
- 11. Report to evacuation destination or assign administrator to establish command there. If remaining at location report to emergency services command. Establish communication between locations and command assignments.
- 12. Determine if return to building is possible or if alternative release/family reunification protocol is to be implemented.
- 13. Provide instructions and information to command structure at location, evacuation site and public through mass communication methods. Activate Media/Information functional protocol and/or Reunification functional protocol as needed.
- 14. Conduct debriefing for staff/students/parents/community if appropriate.
- 15. Document the incident.



Code Yellow—Shelter in Place

Lead Administrator Response

- 1. If evacuation is not practical quickly make the decision to shelter in place.
- 2. Make announcement over the public address system or by other communication means according to the appropriate hazard and desired response. Shelter for Tornado! Drop, Cover and Hold. Shelter for Bomb! Drop, Cover and Hold. Shelter for Hazmat! And Seal. Shelter in Silence.
- 3. Ensure that all outdoor students and personnel have been moved into facility, unless re-entry would increase exposure to the hazard. If so, redirect to another location.
- 4. Ensure that all students/teachers away from facility have been redirected. Notify Transportation so that student release is stopped or redirected.
- 5. Verify that shelter locations are suitable locations before redirection and add Code Green functional protocols to redirection.
- 6. Notify central office and public safety of shelter reason and status.
- 7. Ensure that maintenance staff provides sealing materials. Maintenance can also monitor air quality and air exchange systems (HVAC/Kitchen Hoods/Chemistry Hoods).



Code Yellow—Shelter in Place

- 8. Ensure that proper sealing of rooms is completed.
- 9. Monitor the situation and continue response or adjust based upon command information/instructions. Communicate information to staff and advise staff of student information release. Communicate information with parents via mass communication device.
- 10. Provide for student/staff needs (medical/injury) as indicated.
- 11. Shelter in Silence can be used at the conclusion of Code Red Lockdown to transition students/staff into a less restrictive environment, but require them to remain in the room.
- 12. Prepare for possible evacuation protocols along with reunification protocol.
- 13. Activate Media/Information Release functional protocol.
- 14. Conduct debriefing for staff/students/parents/community if appropriate.
- 15. Document the incident.



Reunification

Lead Administrator Response

- 1. Determine with central office administration and emergency personnel when/how reunification will proceed. Including release location, identified hazards, traffic control and patterns, staging areas for buses/vehicles and site security.
- 2. Order the creation of attendance lists for the time of the separation. This can be on site or through technology. Maintain three copies of the list and ensure that all are transported to the reunification location. Distribute one copy to the family liaison, one to lead administrator at the location and one to emergency services command.
- 3. Note all students who are away from the general population for medical or other reasons and their current location. Coordinate this with family liaison and emergency staff. Facilitate notifications/escorts/transportation to the student.
- 4. Notify staff where and when the reunification process will take place.
- 5. Instruct media liaison to inform the media where and when the release process will begin. Include traffic approach and parking information along with building access location or if they are to stay in the vehicle. Advise that identification is required to pick up the student and that only persons listed on the emergency cards are eligible to pick up students.
- 6. Determine if walkers will be released or require parental sign out. Determine if driving students can/will be released or require parental sign out. Determine if bus routes will be conducted and students released or if they require parental sign out.
- 7. Inform parents the same information through mass communication systems. Consider lifting student use electronic device restriction if it does not interfere with response or process.



Reunification

- 8. Work with family liaison and staff to assure students are released in an orderly fashion to the proper parent/guardian or authorized agent. Document whom student is released to and time.
- 9. Release authorized driving/walking students with safety instructions.
- 10. Determine meeting location for parent/student without transportation and document release information.
- 11. Provide written information for the student/parent. Provide reason for separation, property recovery, potential hazards, returning to location and/or reference to future information to be provided.
- 12. Maintain custody of family liaison release copy showing time and person that student was released to. Check the list for undocumented students and account for them.
- 13. Advise staff that the location is clear and that reunification has been terminated. Conduct final sweep of evacuation site for remaining person(s).
- Provide staff with information about the incident and any initial remediation plans. Post incident debriefing and identification of staff needs can also be accomplished.
- 14. Provide information that the Reunification Process is complete and release staff from assignments. Provide parental information concerning the incident and any immediate remediation along with building restrictions and short-term plans.
- 15. Conduct debriefing for staff/student/parent/community if appropriate.
- 16. Document incident.



Resumption of Normal Activities

Lead Administrator Response

- 1. Consult with emergency responders, central office and command structure to determine if clear status or protocol change to another code is recommended.
- 2. Provide clear status notification via public address, bullhorn, personal contact or other communication methods.
- 3. Notify transportation to resume normal routine.
- 4. Determine information to be given to staff member and the information given to students. This may be done over the public address system, email or other communication methods. Prepare and distribute written release for staff and students to take with them. Provide information to parents through mass communication system.
- 5. Provide increased supervision and presence to facilitate clear status.
- 6. Conduct debriefing for staff/students/parents/community if appropriate.
- 7. Utilize, if needed, Media/Information Release functional protocol.
- 8. Document incident.



Incident Command

Definition

- An incident is an occurrence, caused by either human or natural phenomena, that requires response actions to prevent or minimize loss of life, or damage to property and/or the environment. Incident Command is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations. (FEMA)
- Incident Commander is the primary person in charge at the incident; and sets the incident objectives, strategies and priorities and has overall responsibility for the incident. It is the only position that is filled each incident. Command Staff/Management Functions need not be assigned during each incident, but the Incident Commander must assume their roles if they are not assigned. Span of control for a group is from 5 to 7. Unity of command and communication flows through the command staff and management functions units if assigned.



Incident Command

Command Staff includes:

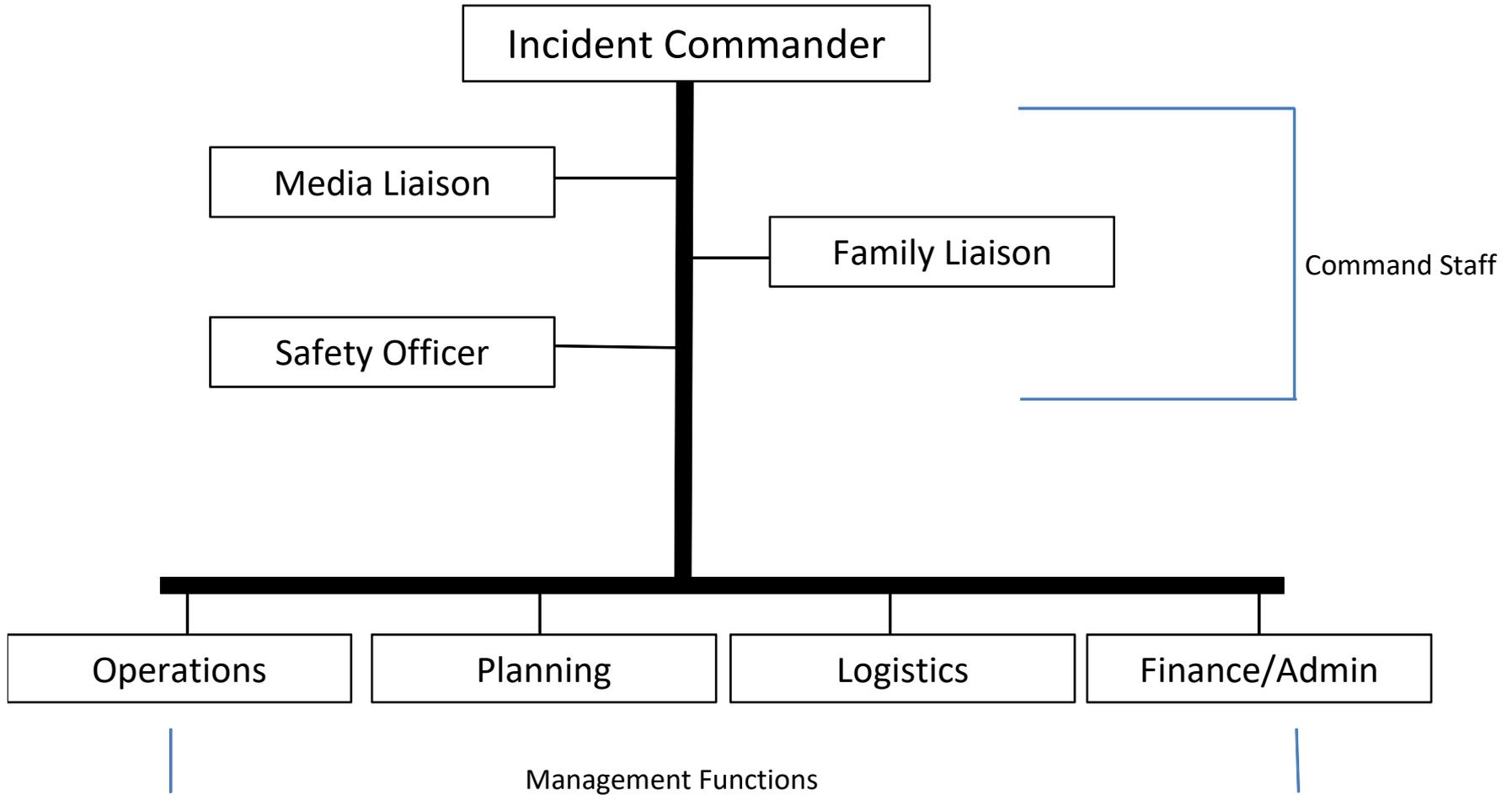
- Public Information Officer: Serves as the conduit for information to internal and external stakeholders, including the media or parents.
- Safety Officer: Monitors safety conditions and develops measures for assuring the safety of all personnel. Serves as Point of contact and coordinator for other agencies.
- Family Liaison: Point of contact for family members of students and staff.
-
- Command/Management Functions may be assigned, but if they are not the incident commander has responsibility for all unassigned areas. Transfer of command can be done after a briefing if desired.

Management Functions:

- Operations: Conducts operations to reach the incident objectives. Establishes the tactics and directs all operational resources
- Planning: Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.
- Logistics: Provides resources and needed services to support the achievement of the incident objectives.
- Finance and Administration: Monitors costs related to the incident. Provides accounting/procurement/ time recording and cost analyses with documentation.



Incident Command



Incident Command

Notes:

- Span of Control is 5-7 team members which can lead to expansion of sections/strike teams. Potential optional duties for strike teams listed below.
- Operations Section “Strike Teams” include search and rescue/first aid/evacuation/shelter care/facilities/crisis intervention/student release
- Planning Section “Strike Teams” include resources/situation/documentation/demobilization/technical specialists.
- Logistics Section “Strike Teams” include ordering/obtaining and accounting for equipment and supplies/communication planning and resources/food services/incident facilities.
- Finance/Admin Section “Strike Teams” include procurement/contracts/leases/vendor payment/collect cost data/provide estimate/cost control.



Media/Information Release

Lead Administrator Response

- 1. Notify central office of potential for media release request.
- 2. Do not allow media on school grounds during the emergency situation. Inform media that, for the safety of students and staff, school grounds are restricted during an emergency. Advise that a school media liaison or emergency services public information officer will be available for information release. Direct media to media staging area for contact purposes.
- 3. Formulate potential questions and information to release with consideration to legal authority to release such information. Restrictions may exist for student, health (HIPPA/FERPA), incident specifics or other areas. Define those restrictions and remain consistent in denial of restricted information requests. Consult central office for additional guidance.
- 4. Brief staff and provide approved information to students before releasing information to the media. Advise staff/students that if questioned the media is to be referred to the lead administrator or media liaison if that position is established. Advise staff the location of the media staging area and if the media strays beyond it and creates an increased security risk or disruption that the lead administrator or designee should be contacted.
- 5. Coordinate closely with emergency services/law enforcement and refer all public safety questions to the appropriate public safety official. In particular, do not discuss specifics of ongoing criminal investigations or medical treatment.



Media/Information Release

- 6. Conduct periodic joint press conferences with public safety officials. Information should only be released at media staging area. Provide local media with situational information for immediate communication to the school community.
- 7. Provide authorized information only, avoiding “off the record” discussions and off camera conversations with the media or others in the staging or other areas. Cameras may be recording sound or pictures of these discussions.
- 8. Do not allow student interviews without parental permission.
- 9. Background information sheets should be made available for the media. These sheets can reduce the length and number of interviews.
- 10. Coordinate with emergency services any observed or reported security concern or disruption created by the media.
- 11. Consider using other media sources such as twitter/web page/Schoolmessenger/Facebook etc. for release of information.
- 12. Document the incident.



Intruder/Suspicious Person

Lead Administrator Response

- 1. Obtain a location, direction of travel, number, description and descriptive actions of the intruder(s) or suspicious person.
- 2. Determine if lockout, lockdown or evacuation is appropriate and communicate functional protocol action. Care should be taken to direct students outside or inside the building away from the incident location.
- 3. Call 911 and report the information and your action to emergency services. Emergency services may request that you stay on the telephone to provide additional information that you have and for arrival/entrance notification.
- 4. Notify central office.
- 5. Follow emergency services instructions and prepare for protocol adjustment.
- 6. Upon incident conclusion complete resumption of Normal Activities (Clear) protocol.
- 7. Conduct debriefing for staff/students/parents/community if appropriate.
- 8. Document the incident.



Disruptive/Non-Compliant Person

Lead Administrator Response

- 1. Evaluate behavior level, disruption level and location to determine functional protocol code issued and begin functional protocol code response(s).
- 2. If appropriate, call 911 to activate emergency services. Establish entry option and escort.
- 3. Notify central office.
- 4. Identify that it can be dangerous for administrators and/or staff to approach unruly persons.
- 5. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s) in the area and identify potential routes/options of escape. For example, take a position behind a counter and avoid enclosed areas or corners. Avoid/control areas that contain weapons or objects that may be used as weapons. . Evaluate your physical surroundings.
- 6. Speak to staff and the individual(s) in a calm and firm manner. If appropriate, advise the individual that emergency services has been notified.
- 7. Attempt to contain the situation by ordering students and staff away from the individual(s) if appropriate.
- 8. Visually scan the person for signs of a weapon. These can include bulges in clothing or exposed weapon parts (handle/clip/stock). Notify emergency services of any observations.
- 9. Coordinate emergency services arrival (entry point/escort/updated information).
- 10. When event is concluded complete Resumption of Normal Activities and/or Media/Information Release functional protocol(s). Consider media options such as Schoolmessenger/Facebook/twitter/web page for information release.
- 11. Conduct debriefing for staff/students/parents/community if appropriate.
- 12. Document the incident.



Civil Unrest

Lead Administrator Response

- 1. Evaluate behavior level, disruption level and location to determine functional protocol code to be issued and begin functional protocol response(s). Code Blue-Lockout, Code Red-Lockdown, Code Green-Evacuate can be used individually or in combination.
- 2. Call 911 emergency services and request law enforcement response. Provide dispatcher personnel with all available information regarding the location, descriptions and actions of participants. If you have any indication that participants have weapons advise dispatch.
- 3. Coordinate building entry point, directions and informational updates for emergency services.
- 4. Notify central office.
- 5. If you are in a safe position to observe the participants, visually scan them for any signs that they may have a weapon. If weapon is observed or suspected notify law enforcement immediately.
- 6. Notify Transportation Department so that student release is terminated and preparations can proceed should Code Green- Evacuate be implemented.
- 7. Monitor situational changes and adjust functional protocols accordingly. Additional protocols of Shelter in Place-Code Yellow may be needed if agents are used. Reunification, Resumption of Normal Activities and Media/Information Release may be implemented as needed.
- 8. Conduct debriefing for staffs/students/parents/community if appropriate.
- 9. Document the incident.



Abduction

Lead Administrator Response

- 1. Obtain descriptive situational information about the nature (voluntary/non-voluntary) of the incident and involved person (missing/suspect). Call 911 and remain connected until released.
- 2. Contact central office.
- 3. Advise staff of incident information and conduct a preliminary search if it is safe to do so. Evaluate/implement the activation of Code Blue-Lockout or Code Red-Lockdown functional protocols.
- 4. Communicate situational information with staff, emergency services and central office and updates as needed.
- 5. Coordinate parental information with emergency services including instructions and contact.
- 6. Determine if siblings are enrolled in other school and advise that school to ensure that they are monitored closely and provided authorized information.
- 7. Review any closed circuit video available for information.
- 8. Prepare for possible activation of Media/Information Release/Resumption of Normal Activities functional protocol(s).
- 9. Conduct debriefing for staff/students/parents/community if appropriate.
- 10. Document the incident.



Abduction

Lead Administrator Response

- 1. Obtain descriptive situational information about the nature (voluntary/non-voluntary) of the incident and involved person (missing/suspect). Call 911 and remain connected until released.
- 2. Contact central office.
- 3. Advise staff of incident information and conduct a preliminary search if it is safe to do so. Evaluate/implement the activation of Code Blue-Lockout or Code Red-Lockdown functional protocols.
- 4. Communicate situational information with staff, emergency services and central office and updates as needed.
- 5. Coordinate parental information with emergency services including instructions and contact.
- 6. Determine if siblings are enrolled in other school and advise that school to ensure that they are monitored closely and provided authorized information.
- 7. Review any closed circuit video available for information.
- 8. Prepare for possible activation of Media/Information Release/Resumption of Normal Activities functional protocol(s).
- 9. Conduct debriefing for staff/students/parents/community if appropriate.
- 10. Document the incident.



Weapons Possession/Use

Lead Administrator Response

- 1. Conduct rapid assessment and implement Code Red-Lockdown or Code Green Evacuation functional protocol(s). Do not attempt to verify that a weapons assault has taken place prior to making this decision to avoid delay.
- 2. Dial 911 and advise of situation/location/injuries/description and remain connected until dismissed by emergency services to provide updates.
- 3. Notify central office.
- 4. It is normally best not to attempt to confront or disarm anyone who is in possession of any weapon. It is normally preferable to move students under your care away from armed individuals unless you feel that it will escalate the situation or place them in greater danger.
- 5. Be prepared to adjust entire building or sector into a separate or changing functional protocol(s) (Code Red-Lockdown, Code Green Evacuation or Reunification).
- 6. Coordinate response with emergency services. Include display of hands for evacuation and leaving items at location. Coordinate and document location of students at other locations including evacuation locations or treatment centers.
- 7. Coordinate scene preservation instructions with law enforcement.
- 8. Activate Reunification/Media/Information Release/Resumption of Normal Activities functional protocol(s).
- 9. Maintain communication and supervision with students/families at treatment centers. Facilitate parental transportation, other student(s) transportation or other services if needed.
- 10. Provide debriefing with emergency services, central office, staff and student population or arrange for follow-up consultation(s).
- 11. Evaluate and coordinate building remediation. Include release of building or area, safety inspection and repair, decontamination or cleaning of building, Prepare alternate site if needed.
- 12. Document the incident.



Hostage

Lead Administrator Response

- 1. Determine functional protocol to be issued and method of communication.
- 2. Location of situation may allow for a different functional protocol for sectors of the building.
- 3. Call 911 and report situational information, location and functional protocol in place. Remain connected to 911 operator until told to disconnect so that updated information and/or emergency services arrival can be coordinated.
- 4. Contact central office.
- 5. Accurate, concise and coordinated communication with emergency services and staff is required. Define information to be communicated with staff, students and emergency services.
- 6. Media/Information release is controlled through the functional protocol. Coordinate releases with emergency services to ensure that the situation is not escalated.
- 7. Prepare for additional or changing protocols such as Code Blue-Lockout, Code Red-Lockdown, Code Green-Evacuate (non-fire), Reunification, Resumption of Normal Activities (Clear) and/or Media/Information Release.
- 8. Conduct debriefing with staff/students/parents/community if appropriate.
- 9. Document the incident.



Sexual Assault

Lead Administrator Response

- 1. Evaluate if functional protocol is indicated. Active incidents may require Lockout-Code Blue and or Lockdown-Code Red.
- 2. Notify 911 of incident information and functional protocol status. Notify central office and child protection services.
- 3. Protect the victim by moving them to a private area and provide supervision and first aid if needed.
- 4. Protect the scene and evidence from the victim by not cleaning the area or allowing the victim to clean. Control access to the area and people.
- 5. If known monitor and isolate the potential suspect only if it is safe to do so.
- 6. Assist emergency services personnel with known information, private interview/treatment and other items as requested.
- 7. Implement functional protocols which may include Reunification, Resumption of Normal Activities (Clear) and Media/Information Release.
- 8. Arrange for possible student needs (counseling/victim support).
- 8. Conduct debriefing with staff/students/parents/community if appropriate.
- 9. Document the incident.



Mental Health

Lead Administrator Response

- 1. Implement appropriate functional protocol for active incidents.
- 2. Advise central office and crisis teams if necessary for active incident response and after incident planning.
- 3. Maintain structure and stability within the schools. Activate the appropriate crisis teams if necessary.
- 4. Provide teachers and parents with information about what to say and do for children at schools and residence. Coordinate support services. This information can be transmitted to students directly from the teacher. Avoid public address announcements.
- 5. If it is safe to do so, have school psychologists and counselors available to talk to students and staff who may need or want support. Coordinate and authorize outside sources of assistance.
- 6. Provide for staff debriefing after students have left and present intervention strategies and options.
- 7. Implement Media/Information Release Protocol.
- 8. Conduct debriefing for staff/students/parents/community if appropriate.
- 9. Document the incident.



Communicated Threat

Lead Administrator Response

- 1. Collect information communicated by the threat from the person that received it.
- 2. Relay information to emergency services through 911. Have call taker remain with you so that you communicate directly with emergency services. Do not hang the phone up where the call was received.
- 3. Have call taker complete documentation form and maintain open line (even if the caller disconnects).
- 4. Contact central office and coordinate preferred response. Consult with responding public safety official and quickly determine whether it is best under the circumstances to sweep then evacuate, or sweep in place. Provide instruction, “All staff initiate a sweep in place, please report your findings” Designate person(s) who will sweep open areas. Evaluate potential risks of explosive devices inside the building, explosive devices outside the building (including a car bomb.), explosive devices placed in/or near evacuation routes or sites or other hazards such as person with firearms whom may lie in wait outside.
- 5. If multiple bomb threats are received over time, be sure to rotate evacuation routes and site to make it more difficult for someone to pattern your evacuation responses and target evacuees with explosives, firearms or chemical agents.
- 6. Sweep the evacuation route for suspicious, persons, objects (which could contain an explosive device) or other safety hazards prior to the evacuation if appropriate.
- 7. Have designated staff or public safety official direct student safely across any streets that must be crossed.



Communicated Threat

- 8. Remind staff members and students not to utilize cellular or digital phones or portable radios unless a life-threatening emergency exists.
- 9. Request that uniformed personnel escort staff and students to the evacuation site and remain with them until and unless they are instructed to return to the building. Establish command structure at the evacuation site, complete attendance and evaluation of all persons evacuated.
- 10. Prepare and implement when needed Reunification, Resumption of Normal Activities (Clear) and Media/Information functional protocols.
- 11. Document incident details.
- 12. Coordinate Media/Information Release with public safety official(s) and central office and prepare informational documents. Determine if release can best be served through announcement, written document, mass communication methods or public meeting.
- 13. Conduct debriefing for staff/students/parents/community if appropriate.



Bullying/Cyber Incidents

Definition

- Bullying (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted an objectively hostile school environment that:
 - (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.



Bullying/Cyber Incidents

Lead Administrator Response

- 1. Evaluate the observed or reported action (physical, verbal, social/relational/electronic or written communication) to determine if functional protocol activation is appropriate.
- 2. Provide for immediate needs of victim and suspect.
- 3. Timely investigate or cause the investigation the circumstances of the reported incident and document your investigation and your findings. Consider factors such as history between the individual, power differential, repetition and/or gang membership.
- 4. Report or cause to be reported the findings of the investigation to the student and parent of the targeted student and the bully in an expedited manner.
- 5. Provide documentation and upward communication to the superintendent for reporting requirements.
- 6. Evaluate and provide if needed additional resources (service/instruction) to all involved persons. Document services offered or accepted.
- 7. Conduct debriefing for staff/students/parents/community if appropriate.
- 8. Document the incident.



Arrest (Student/Volunteer/Staff)

Lead Administrator Response

- 1. Attempt to obtain information relating to the arrest to determine if the situation could have an impact on the individual's fitness to serve or attend the organization. Utilize only official and legitimate sources of information which may include law enforcement agency records, jail booking records and/or court records.
- 2. Compare the alleged actions of the staff member or volunteer with school policies on conduct before taking action. Consult with immediate supervisor and/or central office concerning policy and status determinations.
- 3. If a determination is made that the individual should be separated/suspended from the organization, consider whether it may be appropriate to inform him or her verbally and in writing immediately. Consider issuance of trespass warning and collection of staff keys or cancellation of key cards.
- 4. Care should be taken if the arrest is made during school hours or on school grounds to minimize the disruption to the school day. Coordinate with emergency services and/or central office a strategy to accomplish this.
- 5. Document information and actions taken.
- 6. In some cases, a carefully worded letter to parents and/or a carefully planned meeting with parents may be needed to address concerns. Consult with central office, public information staff, and school district legal counsel as to message content and restricted information.
- 7. Conduct debriefing for staff/students/parents/community if appropriate.
- 8. Document the incident.



Injury or Illness (including drugs/alcohol)

Lead Administrator

- 1. Call 911 emergency services personnel, if needed. Report exact location and nature of injury and facility address. Remain connected until released by emergency services.
- 2. Provide immediate first aid according to your training level and notify nurse/first responders on the grounds.
- 3. Provide escort for emergency services personnel inside the building.
- 4. Evaluate the mechanism of injury and secure the area. Initiate Code Red-Lockdown, if needed to secure the area and to allow for treatment. Evaluate other students in area for signs of injury or illness.
- 5. If criminal activity is suspected notify law enforcement and secure the scene. Provide suspect information/location if known and facilitate contact.
- 6. Activate Code Green-Evacuate, if needed to move staff/students away from hazard. Code-Green-Evacuate can be used for a sector or the entire building.
- 7. Activate Code Yellow-Shelter in Place if indicated to restrict movement.
- 8. Assign staff to injured person(s) if it is safe to do so. Staff will remain with the injured person(s) throughout the process and report status/location.
- 9. Arrange for notification of family members/siblings of status and location of student. Provide updates as needed. Arrange for transport if needed and collection of siblings who may be students in other buildings.
- 10. Notify staff and students of releasable information.
- 11. Document the incident through Incident Forms and document the incident area. Contact witnesses if appropriate and consult with emergency services personnel for completed reports.
- 12. Conduct debriefing for staff/students/parents/community if appropriate.
- 13. Document the incident.



Death

Lead Administrator Response

- 1. Evaluate activation of Code Red-Lockdown Locks, Lights, Out of Sight or Code Green-Evacuate. Code Blue-Secure the Perimeter may be used for outside incidents and Code Yellow-Shelter in Silence can be used to restrict movement.
- 2. Call 911 Emergency Services advise of situational information and remain connected until dismissed. Arrange for escort to meet them if it is safe to do so.
- 3. Evaluate possible mechanism of death and verify that others are not injured or ill. Activate Injury/Illness Incident Action Plan if needed.
- 4. Secure the scene to prevent expansion of incident and for documentation and evaluation of incident circumstances. Use blood borne pathogens exposure procedures.
- 5. Identify potential witnesses and provide supervision until transferred to emergency services personnel. Assist emergency services personnel with requests. These may include supervision, separation, interview areas and/or contact information.
- 6. Activate Reunification functional protocol and Media/Information Release functional protocol if needed. Determine communication method and coordinate with emergency services personnel for release of information. Coordinate post incident follow-up for staff and students.
- 7. Assist with removal of personal items when cleared to do so. Inventory and package them and arrange transfer at a later date. Remove student from mailing, mass calling system or other communication methods to avoid inadvertent contact.
- 8. Conduct debriefing for staff/students/parents/community if appropriate.
- 9. Document the incident.



Food Contamination

Lead Administrator Response

- 1. As soon as you become aware of a potential contamination situation, Call 911 and request emergency services personnel.
- 2. If qualified staff is available, direct them to begin first aid as appropriate to their level of training. Contact Poison Control Center 1-800-222-1222 if the substance is known.
- 3. Take immediate action to prevent others from consuming food or beverages until the actual source of the contamination can be determined. This may include Code Yellow-Shelter in Silence and Incident Action Plan Injury/Illness.
- 4. Begin assessing the available information to try to determine the cause of the contamination. Provide any findings to emergency services personnel and coordinate updates from them.
- 5. Any contamination incident could be an intentional criminal act or an accidental situation. In either case, a thorough investigation will need to be conducted. Secure the scene for evaluation and include securement of food, beverage, kitchen area and utensils.
- 6. Coordinate follow-up information for staff/students/parents. Coordinate services available.
- 6. Activate and coordinate Media/Information Release with emergency services personnel and central office. Provide information to staff, students, parents and school community about the incident and follow-up services.
- 7. Work with responding emergency services personnel to determine how the contamination occurred. Determine procedures to conduct before resuming normal operations.
- 8. Conduct Debriefing for staff/students/parents/community.
- 9. Document the incident.



Water Contamination

Lead Administrator Response

- 1. As soon as you become aware of a potential contamination situation, contact your administrative office, central office and maintenance office.
- 2. If qualified staff is available, direct them to begin first aid as appropriate to their level of training. Contact Poison Control Center 1-800-222-1222 if the substance is known.
- 3. Take immediate action to prevent others from water until the actual source of the contamination can be determined. This may include Code Yellow-Shelter in Silence and Incident Action Plan Injury/Illness.
- 4. Begin assessing the available information to try to determine the cause of the contamination. Provide any findings to emergency services personnel and coordinate updates to/from them.
- 5. Any contamination incident could be an intentional criminal act or an accidental situation. In either case, a thorough investigation will need to be conducted. Secure the scene for evaluation and include securement of food, beverage, kitchen area and utensils.
- 6. Coordinate follow-up information for staff/students/parents and coordinate available services.
- 7. Activate and coordinate Media/Information Release with emergency services personnel and central office. Provide information to staff, students, parents and school community about the incident and follow-up services.
- 8. Work with responding emergency services personnel to determine how the contamination occurred. Determine procedure to conduct before resuming normal operation.
- 9. Conduct debriefing for staff/students/parents/community if appropriate.
- 10. Document the incident.



Suspected Biological Emergency

Lead Administrator Response

- 1. Contact local public health officials and obtain instructions and decontamination information.
- 2. If appropriate notify central office and public safety officials of the situation.
- 3. Contact local hospital to report situation, if appropriate.
- 4. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, by pager or by email.
- 5. Contact parents and notify them of the situation, as appropriate and in accordance with HIPAA legislation



Anthrax Threat/Suspicious Package/Substance Exposure

Lead Administrator Response

- 1. Call 911 and report the situation. Provide details about the suspected exposure and the number of possibly exposed people. Remain connected until dismissed.
- 2. Move all persons away from the area of exposure.
- 3. Implement appropriate functional protocol to limit/control movement in areas and to isolate the potential exposure.
- 4. Shut down centralized heating/air systems even if the threat is not directed toward these systems.
- 5. Assist if requested, responding public safety officials who will conduct decontamination and investigative efforts according to their training and procedures.
- 6. If public safety official initiates evacuation, proceed to Code Green-Evacuate functional protocol.
- 7. Coordinate and assist in Media/Information Release to students and parents regarding the symptoms of anthrax infection. It is imperative that they be notified to immediately contact a medical doctor or public health official if any of the symptoms are noticed within seven days of the incident.
- 8. Provide follow-up procedures for post-incident.
- 9. Conduct building evaluation for return to normal operations.
- 10. Conduct debriefing for staff/students/parents/community if appropriate.
- 11. Document the incident.



Chemical/Hazardous Materials Release Incident

Lead Administrator Response

- 1. Emergency response personnel will normally instruct the lead administrator or the designee to take the actions deemed most appropriate.
- 2. In case of imminent danger, in which emergency response personnel have not yet arrived, the lead administrator or designee must decide the most appropriate action(s). This may include Code Green-Evacuate or Code Yellow-Shelter Hazmat or other functional protocols. Take into consideration exposure risk and up-wind right angle evacuation route(s).
- 3. If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety official may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responder) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.
- 4. If evacuating, do not return members and staff to the facility after evacuation until instructed to do so by the fire department, local Emergency Management Agency or other official agency. Facilitate efforts to return the facility to a safe condition.
- 5. If required prepare for release or closure and alternative future locations.
- 6. Activate Media/Information Release functional protocol.
- 7. Conduct debriefing for staff/students/parents/community if appropriate.
- 8. Document the incident.



Radiological Release Incidents

Lead Administrator Response

- 1. Emergency response personnel will normally instruct the lead administrator or the person in charge to take the action deemed most appropriate.
- 2. In case of imminent danger, in which emergency response personnel have not yet arrived, the lead administrator designee must decide the most appropriate action.
 - a. Code Green-Evacuate to a remote location outside the affected area
 - b. Code Yellow-Shelter This can be done in individual rooms or by gathering groups into larger rooms.
 - c. Prepare for shifting functional protocols as needed or directed by emergency personnel.
- 3. Activate, if appropriate Reunification and/or Media/Information Release functional protocols.
- 4. If evacuating, do not return members and staff to the facility until the fire department, local emergency management agency or other official agency declares the area safe.
- 5. If appropriate close and secure the facility and prepare for an alternate location.



Radiological Release Incidents

- ❑ 6. If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety official may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responder) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.
- ❑ 7. Reevaluate the safety of the building and if unsafe prepare for alternative locations.
- ❑ 8. Conduct debriefing for staff/students/parents/community if appropriate.
- ❑ 10. Document the incident.



Tornado

Lead Administrator Response

- 1. Monitor Watch/Warning alerts and communicate to staff using appropriate alert signal.
- 2. Tornado Watch: Prompts you to move all outdoor activities and personnel indoors.
- 3. Increase awareness and monitor observed or advised conditions. Report any tornado sightings or strikes to emergency services personnel.
- 4. Tornado Warning: Prompts you to initiate Code Yellow-Shelter in Place (Tornado).
- 5. Remind staff/students of proper body position of, “Crouch low, head down and protect the back of your head with your arms. Stay away from windows and large open rooms like gyms, auditoriums and cafeterias.”
- 6. Notify staff when the immediate tornado threat is terminated.
- 7. Coordinate with emergency services personnel regarding the structural integrity of the facility prior to remaining in or re-entering the facility after a tornado strike. You may have to make a determination to evacuate the facility or to remain in the damaged facility, weighing the danger posed by structural damage against the possibility of a second tornado strike or exposure of evacuees to known or unknown hazards. If evacuation is deemed appropriate after a tornado strike, move evacuees to an area away from gas or electrical lines.



Tornado

- 8. Conduct safety sweep and controlled Code Green-Evacuation if appropriate. Coordinate with emergency services personnel.
- 9. Determine if secondary Code Green-Evacuation is needed and determine alternate site availability. Notify central office and transportation of Code Green location. Coordinate with emergency services.
- 10. Provide for supervision and support to any injured staff or students and assist in triage area. Provide for documentation of injury status and off-site transport locations. Coordinate with family reunification process.
- 11. Implement Reunification functional protocol (2.6)
- 12. Implement Media/Information Release functional protocol (2.9)
- 13. If damage to the property occurs initiate the safety inspection of the building and grounds. Secure the buildings and grounds as best is possible. Document damage through photographs or video.
- 14. Assess the possibilities for return to structure or alternate available structures.
- 15. Conduct debriefing for staff/students/parents/community if appropriate.
- 16. Document the incident.



Flooding

- Flash Flood Warning: Take action! A Flash Flood Warning is issued when a flash flood is imminent or occurring. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.
- Flood Warning: Take Action! A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
- Flood Watch: Be Prepared: A flood watch is issued when conditions are favorable for a specific hazardous weather event to occur. A flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
- Flood Advisory: Be aware: A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.



Flooding

Lead Administrator Response

- 1. Evaluate and monitor issued watch/warning/advisory and reported or observed conditions.
- 2. Communicate with emergency services personnel regarding evacuation and possible routes that are available.
- 3. Contact Transportation to prepare for evacuation and divert any incoming buses.
- 4. Coordinate off-site availability and establish command there. Refer to Reunification Functional Protocol (2.6) to review.
- 5. If evacuation is dictated implement Media/Information Release Functional Protocol (2.9).
- 6. If evacuation is dictated and it is safe to do so, have staff shut off utilities.
- 7. Tactical considerations include:
 - a. Do not walk through flood waters. It only takes six inches of moving water to knock you off your feet.
 - b. Twelve inches of water can float a car or small SUV and 18 inches of water can carry away large vehicles.
 - c. Standing water hides many dangers including toxins and chemicals. There may be debris under the water and the road surface may have been compromised. Downed lines may be active and conduct electricity through standing water.
- 8. Conduct debriefing for staff/students/parents/community if appropriate.
- 9. Document the incident.



Lightning

Lead Administrator Response

- 1. Monitor weather conditions to determine threat and clearance of threat. National Weather Service advises that if you hear thunder, lightning is close enough to strike you.
- 2. Instruct staff/students outside the building to return to the building. Provide after hour activities and spectators with shelter options inside the building.
- 3. Advise that shelter option is a fully enclosed building with wiring and plumbing provide the best protection. If not available get into a hard-topped metal vehicle and close all the windows.
- 4. Call 911 emergency services personnel if injury results. Provide CPR/AED services until they arrive, if it is safe to do so. Coordinate patient care through emergency services.
- 5. Postpone or cancel activities if appropriate.
- 6. Monitor the weather and determine if the activity can resume after 30 minutes of all clear.
- 7. Continue to monitor the weather and reinstitute shelter option if needed.
- 8. Conduct debriefing for staff/students/parents/community if appropriate.
- 9. Document the incident.



Earthquake

Lead Administrator Response

- 1. Recognize earthquake event and if possible initiate “Code Yellow-Shelter in Place. Drop, Cover and Hold” by announcement.
- 2. If indoors, seek cover under sturdy furniture or against a wall near the center of the building and away from glass.
- 3. If outdoors, move away from buildings, gas and electrical lines.
- 4. Notify 911 Emergency services if needed and remain on line until dismissed.
- 5. Consult with Emergency Management or Emergency Services Personnel regarding the structural integrity of the facility to determine if Code Green-Evacuate is the proper course. Consider outside hazards during sweep, potential hazards at alternative site and transportation path also.
- 6. Verify staff/student attendance.
- 7. Consider closure option on grounds or alternate Code Green-Evacuate location. Implement Reunification functional protocol.
- 8. Implement Media/Information Release functional protocol.
- 9. Provide for security of the grounds as well as utility options.
- 10. Conduct or cause to be conducted a post incident inspection.
- 11. Conduct debriefing for staff/students/parents/community if appropriate.
- 12. Document the incident.



Fire

Lead Administrator Response

- 1. Sound fire alarm for fire evacuation and alert crisis teams.
- 2. Call 911 to and request fire department and law enforcement response. Notify central office when practical.
- 3. Take emergency kits from the building for transport to evacuation location.
- 4. Conduct safety sweep if possible to locate persons not evacuated.
- 5. Report to fire or law enforcement official and provide assistance as requested. Examples include key/key card access, escort, student/staff/building information, or other requested items.
- 6. Establish school command for situational changes and adjustments. This may include student supervision, moving students further back, out of staging areas or off-site evacuation. Establish communication method(s) with evacuated groups for situational briefing and instructions.
- 7. Notify Transportation Department so that standby preparations for off-site evacuation can be prepared.
- 8. Monitor and establish secondary evacuation protocol if needed.
- 9. Facilitate building evaluation to determine if all/parts or none of building can be entered. Communicate results and coordinate property inspection/emergency repair/access limitations and securement.
- 10. Communicate with school community, parents and media through established channels providing factual information and updates when appropriate.
- 11. Document the incident.



Utility Failure

Lead Administrator Response

- 1. Determine type of failure and threat created. Contact the local service provider. Notify 911 emergency services personnel and central office of actions to be taken.
- 2. Notify staff.
- 3. Determine if it is safe to conduct normal activities, and notify staff of the appropriate course of action.
- 4. If appropriate, activate Code Green Evacuation. Consider hazards caused or increased by the utility failure and adjust evacuation routes and pace.
- 5. If appropriate activate Code Yellow-Shelter in place, Reunification, Secondary Code Green-Evacuation and Media/Information Release functional protocols.
- 6. If water or sewer pipes have failed take steps to reduce contamination and damage when it is safe to do so. Cause water to be shut off if it is safe to do so.
- 7. If gas leak order Code Green-Evacuate. Restrict any activity that would produce an open flame or spark.
- 8. Contact Transportation if Code Green-Evacuate is activated.
- 9. Contact Food Services to coordinate response.
- 10. Evaluate with utility/emergency services/central office if it is safe to return to the building after Code Green-Evacuate.
- 11. Conduct debriefing for staff/students/parents/community if appropriate.
- 12. Document the incident.



Sporting Events/After Hours Events

Lead Administrator Response

- 1. Prepare supervising or attending staff of alert method alternatives.
- 2. Prepare staff with functional protocol(s) and incident action plan(s) instruction.
- 3. Return to facility or designate other person(s) to return, if it is safe to do so, to assume command. Remain available to provide on scene staff instruction and guidance.
- 4. Contact central office and advise of situational information.
- 5. Provide, if needed, post incident supervision.
- 6. Conduct debriefing for staff/students/parents/community if appropriate.
- 7. Document the incident.



Bus Accidents

Lead Administrator Response

- 1. If accident is observed Call 911 if indicated, notify transportation department.
- 2. If accident is at facility report to scene for situational evaluation.
- 3. Transportation Department may request that you remain at or report to the scene.

Additional requests may include:

- Deployment of additional staff for student supervision/movement
 - Deployment of nurse, if available
 - Emergency Services Liaison
 - Assistance with Media/Information Release
 - Assistance with Reunification and/or Resumption of Normal Activities
 - Student/Parent follow-up
- 4. Evaluate the need for evacuation taking into consideration hazards outside the bus or creation of increased hazard by leaving the bus.



Bus Accidents

- 5. Bus driver is familiar with evacuation procedures. Students may be evacuated through the front door/rear door or both depending on available exit(s) and mobility. Students nearest the hazard are released first by alternate seats until the bus is clear. Check the bus for passengers before leaving and take emergency information/first-aid kit/fire extinguisher. Student roll should be located in folder near driver. Alternate evacuation may be available through roof hatch or side window exits.
- 6. Failure to cross railroad tracks is an automatic evacuation. Evacuate away from the tracks in the direction of train travel.
- 7. Activate functional protocol or incident action plan if appropriate and you are in command. Follow if activated by command.
- 8. Conduct debriefing for staff/students/parents/community if appropriate.
- 9. Document the incident.



Field Trips

Lead Administrator Response

- 1. Approve and request trip through transportation department and central office if required.
- 2. Assure sponsor/trip supervisor/coach is familiar with functional protocol(s) and incident action plan(s).
- 3. If contacted concerning issues concerning the trip activate the appropriate functional protocol(s) or incident action plan(s).
- 4. Notify Transportation Department of issue to coordinate response.
- 5. If practical and indicated respond to scene to assist. Once there accept command and issue appropriate functional protocol(s) or incident action plans.
- 6. Conduct debriefing for staff/students/parents/community if appropriate.
- 7. Document the incident.



Delayed Release

Lead Administrator Response

- 1. Determine reason for the delayed release request and activate the appropriate functional protocol(s) and/or incident action plan at the facility. Call 911 if indicated. Contact emergency services personnel for assistance if indicated.
- 2. Notify transportation of the delayed release request along with central office. Provide notification to persons who have not arrived. Assign staff to facility or alternate location as they contact you for clearance to arrive.
- 3. Transportation may request supervision assistance at the alternative location. Establish contact with lead administrator or designee of alternate facility if one is used to coordinate operations.
- 4. Prevent/deter additional persons from approaching the facility. Provide for supervision and transportation of walkers/drivers/staff away from the facility. Enlist emergency services assistance for perimeter security and traffic control.
- 4. Determine when it is safe to return students to original destination and functional protocol to be issued upon return. Coordinate with facility and transportation.
- 5. Activate Resumption of Normal Activities functional protocol along with Media/Information Release functional protocol.
- 6. Conduct debriefing for staff/students/parents/community if appropriate.
- 7. Document the incident.



Missing Child

Lead Administrator Response

- 1. Obtain descriptive situational information about the nature (voluntary/non-voluntary) of the incident and involved person (missing/suspect). Call 911 and remain connected until released.
- 2. Contact central office.
- 3. Advise staff of incident information and conduct a preliminary search if it is safe to do so. Evaluate/implement the activation of Code Blue-Lockout or Code Red-Lockdown functional protocols.
- 4. Communicate situational information with staff, emergency services and central office and updates as needed.
- 5. Coordinate parental information with emergency services including instructions and contact.
- 6. Determine if siblings are enrolled in other school and advise that school to ensure that they are monitored closely and provided authorized information.
- 7. Review any closed circuit video available for information.
- 8. Prepare for possible activation of Media/Information Release/Resumption of Normal Activities functional protocol(s).
- 9. Conduct debriefing for staff/students/parents/community if appropriate.
- 10. Document the incident.

