

IMPORTANT GUIDELINES TO FOLLOW DURING ANY EMERGENCY

1. Keep your red folder updated and easily accessible at all times. It should include this emergency guide, current class rosters, emergency/color-coded cards, ink pins and paper, and an emergency list of phone numbers for your class or classes.
2. Take roll often and as directed, write down any students missing or additional students in order to assist in accounting for students.
3. Do not release students to anyone without administration direction. A check-out procedure must be used to insure the safety of students.
4. Maintain a calm and poised demeanor at all times to reassure your students and to assist you in making good decisions during an emergency.
5. Review your Emergency Procedures often and keep updated.
6. Be aware that emergency situations change rapidly and be prepared to utilize alternative routes, assembly areas, or transportation during an emergency.
7. Notify the administration about any problems/concerns.
8. Remember that you are in charge of the supervision of your students at all times and their safety and well-being are foremost.
9. Do not respond to requests for information refer ALL requests for information to the Superintendent's office. Do **NOT** give out any information the Superintendent's office will release all official statements.

For help with a school crisis response, contact the OSDE Crisis Team at (405) 397-7108 (phone is monitored 24 hours a day) or erika.olinger@sde.ok.gov.

MEDIA EMERGENCY NUMBERS

DEFINITION: News departments monitor police, fire, and ambulance radio dispatch scanners. Therefore, they are aware of most emergency calls and often arrive on the scene of an emergency very quickly. Any request for information from the media will be addressed by the Superintendent or their designee.

In the event of a school crisis, working with the media will be important to minimize disruption and ensure that factual information will be released.

All media inquiries are to be directed to and handled by the Superintendent's office, who will:

- Designate specific areas for media personnel at the administration building or designated area.
- Prepare a written statement with notes for reference.
- Release factual information only.
- NOT disclose personal information about victims. That information will only be released at the discretion of the family.

EMERGENCY PHONE NUMBERS

Emergency Services (FIRE, POLICE, PARAMEDICS).....	911
Muskogee Police - Non-emergency.....	(918) 683-8000
Muskogee Fire Dept.....	(918) 682-1314
Muskogee County Sheriff.....	(918) 687-1275
Oklahoma Highway Patrol.....	(918) 683-3256
Muskogee Red Cross.....	(918) 682-1366
Saint Francis.....	(918) 682-5501
Poison Control Center.....	1-800-764-7661
Toxic Chemical & Oil Spill.....	1-800-424-8802
DHS Child Abuse Hotline	1-800 -522 -3511
Superintendent Office	(918) 683-0273
Elementary.....	(918) 683-1101
Middle School.....	(918) 683-0763
High School.....	(918) 683-3253

SECURITY MEASURES

DEFINITION: Security measures are those planned procedures in place to maintain the safety of staff and students. An EMERGENCY is an urgent need for immediate action, such as a gas leak or tornado. A CRISIS is an unfolding situation that has reached a critical phase, such as specific threat to safety or serious injury to a student/staff member.

Levels of Alert

TORNADO – Move students to the Safe Room at your site. Students will remain in the Safe Room until the Superintendent gives the all clear. Parent and community members at the school may also enter the safe room but once the doors are closed no one opens them unless directed by the superintendent or his designee.

Secured Perimeter - All staff and students outside the building are returned to the building or other safe area. All exterior doors are locked and secured. Blinds are closed; however, movement within the school is allowed. No outside activity is allowed, but inside activity and schedules are allowed, as authorized. Access into and out of the building is controlled and limited to only authorized individuals. *Examples: Major crime or police chase near school, Threat if authorized pickup of a student, Fight involving numerous individuals, Lockdown at a nearby school, or Dangerous animal.*

Evacuation - Students and staff leave the school building or facility using predetermined evacuation routes. Relocation is at a predetermined, alternative setting, typically off school grounds. *Examples: Fire, Bomb Threat, Contaminated air, or Gas leak.*

Lockdown - Students and staff remain in the school building when the threat is outside or within the school, or when moving throughout the school is unsafe. All sit quietly in a room with a locked door, positioned away from windows and doors, out of the line of sight. Lights are out. Phones are silenced. Someone in the hallway should not see anyone in the classroom through the window. *Examples: Dangerous intruder in school or in the immediate school vicinity, or an act of violence.*

Building Entrance

All school sites are to keep all exterior doors locked at all times. All sites have a single secured entrance. To enter the building, visitors must ring the bell at the main entrance and be “buzzed” into the building. Site office staff will respond to the bell by viewing the door entry, ask how they can assist the visitor, and ‘buzz in’ those with legitimate school business. During arrival time and until the start of class each school day doors having a teacher on duty are on time lock to allow easy entry for students.

Students and staff should not open exterior doors for any visitors. Staff should wear a Hilldale badge and visitors must wear a visitors badge at all times in order to easily identify who belongs in the building. Anyone in the building who is not a student or staff member should be directed immediately to the building office.

Refusal to comply with entrance procedures will result in administration and law enforcement notification.

Student Check-in and out

All students must check-in through the office when arriving to school any time other than just prior to the start of the school day and check-out through the office when leaving school any time other than at the time of school dismissal. A parent/guardian must come to the office for these procedures

Drills & Preparation

Each employee of Hilldale Public Schools will receive a red emergency folder that includes this flip-chart and color-coded cards to be used in the event of an emergency. Staff will add emergency staff phone numbers, student class rosters (for teaching and office staff), and other information they feel is needed in the event of an emergency, such as site floor plans

As required by law, all sites will practice emergency procedures for fire, tornado, and lockdown preparation. ***Staff will talk directly to students to familiarize them with emergency procedures and help them understand their role in the event of an emergency.***

It is important for school patrons to understand that any time a site is experiencing an emergency drill or an actual emergency, all staff have very specific duties and roles to improve safety for everyone. During a lockdown, doors will remain locked and visitors will not be admitted to the building. During an evacuation, students and staff will be provided designated areas where they are to report. Knowing students' location and assessing any injuries is a priority. Students will not leave and cannot be checked-out during these times. Reunification with families will occur as promptly and orderly as possible.

ABDUCTION/RUNAWAY STUDENT

DEFINITION: The determination that a child is missing, has runaway, or has forcibly left campus with someone not allowed to pick the student up from school.

WITNESS:

1. Get a description of the alleged abductor (height, weight, race, gender, clothing)
2. Get description of vehicle (make, model, color, tag #).
3. Get direction the suspect left the scene.
4. Report info to the office immediately.

OFFICE:

1. Notify principal
2. Notify Police (have descriptions available) **(918) 683-8000**.
3. Notify Superintendent **(918) 683-0273**.
4. Principal will notify parents or designate appropriate staff member to do so.
5. Secretary will gather information for Police (student picture, description of clothing, description of abductor and vehicle).
6. Counselor be available for parents and students.

Personnel Roles:

Principal - Coordinate appropriate services/search/notification

Office Staff - Call Superintendent's office, parents/guardians, other buildings, as appropriate

Teachers/Staff – Call Principal's office. Follow students as appropriate. Remain calm and supervision of students to another certified staff members

EARTHQUAKE

DEFINITION: A continued shifting or shaking of the ground, significant enough to cause structural or personal damage.

PROCEDURES

1. Main office announces "**Teachers, please follow earthquake procedures**" and contact outlying buildings.
2. Principal/Main office calls Superintendent **(918) 683-0273** and Police **(918) 683-8000**.
3. TEACHERS will follow earthquake procedures
 - a. Immediately have students assume the earthquake position, "Drop, Cover, and Hold On"
 - Drop down to knees and make yourselves small, away from windows
 - Cover your face, head and neck, closing your eyes. Keep your body under or below level of desk/table/chairs, with your back to windows
 - If outside, get clear of buildings, power lines, trees, light poles and other dangers, drop down to your knees and cover your head and neck
 - b. Pull students in nearby hallways and restrooms into their room. Write down missing or extra students and put the list in the red Emergency Procedures Folder, which the teacher should keep easily accessible.
 - c. Remain calm and explain to students that everyone must remain very quiet and calm. Reassure students.
 - d. Search the classroom for danger, such as ruptured gas lines, falling items /shelves, or broken glass. Check to see if anyone is injured and needs assistance in evacuating the building.
 - e. Once an all clear is given, everyone should evacuate the building by the nearest exterior door.
 - f. Teachers should stay with their class and move to their assigned evacuation area. No students are to leave the premises until a reunification plan is enacted.
4. Aftershocks are likely to occur. If an aftershock occurs, while you are exiting, *Drop, Cover, and Hold On* until the shaking stops. Non-ambulatory, injured individuals should be reassured and wait for treatment where they are, unless it is more dangerous to remain.

LOCK-DOWN

LOCK-DOWN/IMMEDIATE THREAT/INTRUDER

DEFINITION: An immediate danger to staff or students due to an identified threat, requiring drastic measures to maintain the safety of those in the building.

1. Main office announces "**Teachers, we are under a lockdown**" and notify all outlying buildings.
2. Principal/Main office calls Superintendent **(918) 683-0273** and Police **911**.
3. Principal or designee post "Lockdown" notice on main entrances.
4. TEACHERS will follow lock-down procedures
 - a. Pull students in nearby hallways and restrooms into their room. Shut and lock door, cover all windows, and account for all students. Write down missing or extra students and put the list in the red Emergency Procedures Folder, which the teachers should keep with them at all times.
 - b. Students in outer buildings or fields will take shelter in the closest building that can be secured.
 - c. Turn off lights, close blinds, and move students away from windows.
 - d. Remain calm and explain to students that everyone must remain very quiet and calm. Reassure students.
 - e. Search the classroom for anything suspicious or out of the ordinary.
 - f. Once any threat is contained, teachers the police, SRO, or Principal will come to your classroom to release your classroom from Lockdown. You are not to open the door for anyone. The Police will provide id before entering your room after a crisis situation.
 - g. Keep all students in the room until given the all clear or notified of an evacuation by an administrator or law enforcement. This may be an extended period of time.
 - h. If there is a person with a firearm – Assess the situation and flee the school if there is a safe exit from the room such as through a window.
5. Special Assignment - Check outside doors, restrooms, and halls for students (assigned by principal). Under some circumstances, some staff will be assigned near exterior doors to admit identified students arriving from off-campus, example from ICTC.

SECURE PERIMETER

DEFINITION: An emergency in the area of a school that requires locking all exterior doors and not allowing students to move out- side of the buildings, but routine can be continued for most classrooms.

Announce "Teachers, "Secure the Perimeter"

1. Principal/Main office notifies the Superintendent **(918) 683-0273** of situation. Post "Lockdown Drill" notice on main entrances and lock doors.
2. Call other school offices.
3. Notify Police **(918) 683-8000**, if appropriate.
4. Meet with counselor(s) and teachers directly involved.
5. Lock all outside doors, checking for suspicious persons and continue with school day routine as much as possible.
6. Report any suspicious persons or vehicles to office immediately.
7. Restrict students from leaving the building until all-clear is given.
8. Students in outer buildings or fields will take shelter in the closest building that can be secured.
9. Special Assignment - Check outside doors, restrooms, and halls for students (assigned by principal). Under some circumstances, some staff will be assigned near exterior doors to admit identified students arriving from off-campus, example from ICTC.

*Schools may need to prevent students from moving to outlying buildings and keep them inside during lunch depending on the situation. Students in outlying buildings are to be held in secured locations until an all-clear has been given.

UNDER NO CIRCUMSTANCES WILL OTHERS BE ADMITTED TO THE BUILDING OR WILL STUDENTS BE CHECKED-OUT OF SCHOOL DURING THIS TIME WITHOUT ADMINISTRATIVE APPROVAL.

SUICIDE/DEATH AT SCHOOL

SUICIDE ATTEMPT AT SCHOOL

1. Call 911 for police and ambulance if necessary.
2. Notify Principal and Superintendent **(918) 683-0273**.
3. The Principal will notify parents/guardian or designate appropriate staff member to do so.
4. Hold Crisis Response Team meeting.
5. Counselor provide immediate attention for suicidal student and parents.
6. Keep witnesses from the area, have them do written statements, and have counseling available.

INTERVENTION

If it is believed that an individual is in danger of harming him/herself, report the situation immediately.

1. **DO NOT** leave the individual alone.
2. Notify principal.
3. Notify counselor.
4. Do not allow a student to be unsupervised at school or home.
5. Principal or counselor notify parent/guardian to come take direct responsibility for the student.
6. Release the student only to the parent or guardian. If unable to reach parent/guardian or concerns continue, student is to be released to the Police Dept. **(918) 683-8000**.

DEATH AT SCHOOL

1. Follow procedure above for suicide attempt.
2. Alert counselors of others related to the situation at all school sites.
3. Inform staff and students of accurate information related to incident.
4. Have factual information for the Superintendent for media release. Media should be referred to the Superintendent's office.
5. Have a fact sheet for secretaries to use for telephone inquiries.
6. The Crisis Response Team should provide additional counseling for friends and persons with a history of suicide threats or attempts.
7. Provide additional information to students and staff as it becomes available.

POLICE, AMBULANCE, FIRE **911**

SUICIDE HOTLINE **(800) 784-2433**

HAZARDOUS MATERIALS RESPONSE

DEFINITION: Notification by authorities that a dangerous substance has been released in the area that may impact those at schoolsites.

Hazardous Material Inside Building

1. Principal will sound the evacuation alarm and notify the Superintendent.
2. Follow normal Fire Evacuation Procedure.
3. Assembly and account for students and staff upwind of the spill.
4. Principal will notify Fire Department.
5. No one is to return to the building until it is declared safe.

Hazardous Material Outside of Building

1. Principal will make an announcement to take shelter, after communicating with local authorities and notify Superintendent.
2. Shelter in place: close all doors and windows, place coats or towels at bottom of the doors and over vents to help seal them off, turn off air conditioning.
3. Remain in shelter until authorities have determined that the threat has passed or that evacuation of the area is necessary.
4. Principal and Superintendent will remain in contact with authorities.

Roles

Principal	Supervise evacuation and make sure all students and personnel are accounted for
Teachers	Evacuate students, take Emergency Procedures folder, take roll, report missing students to principal, keep class roster, and remain with the class
School Medical	Be available to provide first aid
Staff/Counselor	Be available for students and staff if necessary

If Emergency Officials determine that evacuation is necessary through the spill or cloud, move at right angles to the movement of the spill or vapor. Protect exposed skin and cover nose and mouth while moving quickly.

CHILD ABUSE REPORTING

DEFINITION: The reporting of an indication that a child has been injured or is at risk of being injured. This may be physical, emotional, or sexual abuse or neglect.

It is the legal obligation of every school employee to report suspected child abuse or neglect to the Department of Human Services and to law enforcement. The staff member will immediately notify the building administrator and contact DHS and police department. Signs of physical abuse will be documented by school medical personnel. The Child Abuse Reporting Form will be completed and forwarded to the Assistant Superintendent. Questioning of a child should be kept to a minimum until authorities arrive and determine the process, based on each individual case.

By Board policy, staff will only be present during on-campus interviews at the request of the DHS and law enforcement representatives. If a child is fearful regarding going home, DHS and the police department will advise the district on procedures in taking custody of the child. At no time should a child be sent home until these contacts have been made.

School officials will not contact the parent, guardian, or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS or law enforcement authorities. The child and family's confidentiality must be safeguarded.

All records related to abuse are held confidentially in a folder at the administration building. These records are passed to subsequent buildings as the child ages through the district. The records will be destroyed when the child reaches age 18.

The Superintendent or designee will notify DHS of the child's new school and address, if known.

Personnel Roles

Staff	Notify building administrator Call DHS and
Principal	Call police and superintendent
	Assist staff member with completion of written report

DHS HOTLINE - (800) 522-3511

POLICE--- (918) 683-8000 or 911

STUDENT DANGER/VIOLENCE

DEFINITION: An emergency due to the danger of students being harmed due to another student being out of control or behaving in a threatening manner.

ACTION PLAN

Student out of control

1. Call office for help.
2. Move other students out of the classroom.
3. Alert teachers in rooms nearby.
4. Talk to student in calm manner. Use team approach. Avoid restraint unless the student is an immediate physical danger to self or others. If there is a need for any restraint complete the Restraint paperwork immediately following the incident.
5. Counselor will be available to assist violent student or others impacted.
6. Complete narrative of events and provide to principal immediately following event.

Weapon in classroom

1. Notify the office immediately, quietly indicating a weapon is in the room.
2. Take measures to protect self and students, as necessary.
3. Do not struggle to take weapon.
4. Alert teacher(s) in nearby rooms.
5. Principal will notify police, as appropriate.
6. Principal will maintain control of weapon until given to authorities.
7. Counselor to be available to assist those impacted.
8. Complete narrative of events and provide to principal immediately following event.

Angry or Potentially Violent Visitor

1. Ask visitor to return to office.
2. Call office for assistance. Notify office of intruder on campus if visitor is violent or threatening.
3. Principal will determine need for lockdown.
4. Principal will call police, as necessary.
5. Complete narrative of events and provide to principal immediately following event.

Neighborhood Crisis

1. Principal and Superintendent will determine need for Secure Perimeter or lockdown (previous page).
2. Teachers remain with students until an "all clear" is announced.

DISTRICT CRISIS TEAM

The District Crisis Team may meet related to any crisis, to gather information and determine the best plan of action or needs of the school community. The District Crisis Team consists of the Superintendent, Assistant Superintendents, Site Principals, Site Counselors, and designated staff. The need for additional outside support will be made by the Superintendent in collaboration with district and community resources related to the crisis.

SERIOUS INJURY/ILLNESS

DEFINITION: An unexpected serious occurrence demanding immediate action to aid an injured or ill person.

In the event of an unexpected injury or illness requiring immediate attention:

1. Notify the principal/office immediately. Stay with the sick or injured until help arrives.
2. The office will contact school medical personnel and call 911 if necessary.
3. The principal/office will notify the Superintendent. **(918) 683-0273.**
4. The principal will call the parents/guardian or designate appropriate staff to do so.
5. Do not attempt to move the injured person or allow them to move.
6. Remove other students from the area.
7. If blood is present, use the proper blood borne pathogen procedures. Gloves **MUST** be worn.
8. If an ambulance is called, a non-medical person does not have the authority to cancel the ambulance. At no time should Hilldale Public Schools be expected to pay for medical attention. Personnel onsite may, as appropriate, assist emergency responders by asking about insurance coverage, emergency contacts, etc.

Staff members with first aid training	_____	RM#	_____
	_____		_____
	_____		_____
Staff members with CPR training	_____		_____
	_____		_____
	_____		_____

Bleeding - Put on gloves, apply pressure over wound, and elevate bleeding body part, if feasible, until help arrives.

Seizure - Keep calm, do not restrain movements, do not try to place anything in the person's mouth, turn them to their side, if feasible, monitor breathing and color, calmly and quietly speak to individual to reassure them, direct others away from the area

Choking- Use the Heimlich Maneuver

Heart Stopping - Use CPR and AED

No Breathing- Use resuscitation breathing

Personnel Roles

Principal	Coordinate appropriate services/notification
School Medical Personnel	Monitor care of ill/injured
Office Staff	Call Superintendent's office, parents/guardians, other buildings, as appropriate
Teacher/Staff	Call Principal's office. Stay with ill/injured. Remain calm and supervise/delegate supervision of students to another certified staff member

AMBULANCE - **911**SCHOOL MEDICAL STAFF (918) 683-1101

BOMB THREAT

DEFINITION: The report or finding of any device which might look like it could explode or notification that such a device has been placed on school property.

SIGNAL: Intercom announcement *"Teachers, we are under a lockdown. Please review your area/or anything out of place."*

- A. The person taking the call should get as much information as possible, immediately completing the **Bomb Threat Form.**
 - 1. Which building
 - 2. Exact location of device
 - 3. Time of detonation
 - 4. Type of explosive
 - 5. Why was the bomb placed?
- B. Notify principal immediately.
- C. Buildings are NOT evacuated until notified by administration or law enforcement.

*NOTE time of call, voice type,
background noise, wording used,
male/female, approximate age

ACTION PLAN

- 1. The principal will then notify the Superintendent **(918) 683-0273** and announce the above signal.
- 2. Notify police **(918) 683-8000 or 911** who will notify other needed authorities (fire, EMSA, etc.). Someone should stay on the line with the police until they are told to hang-up.
- 3. The principal and designated staff lock outside doors and clear hallways and restrooms. Post the "Lockdown drill" notice on main entrances. Then begin search.
- 4. If the lockdown occurs during an unstructured time, such as passing period or lunch, students are to be pulled into the nearest rooms.
- 5. The site office staff will notify any outer buildings affected and all other site offices.
- 6. Secretaries and remaining office staff will notify custodial and food services staff. They will search office area, restrooms, unoccupied rooms, lounge, etc.
- 7. Custodial staff will report to their building administrator for direction to assist with a perimeter and roof search, as well as inspection of closets, mechanical rooms, restrooms.
- 8. Bus drivers are to report to transportation for potential site evacuation.
- 9. Continuously communicate with staff to gather information on anything suspicious, assess injuries, assign staff to designated areas/jobs.
- 10. If evacuation is necessary, off-site evacuation locations will be contacted for access and to implement a plan for student reunification.

Personnel Roles

All Staff	Personnel should not transmit on any equipment that is capable of producing radio frequency energy with the evacuation area around the suspected device. This includes: 1. Two –way radios 2. Cell phones 3. Other personal communication devices
Principal	Coordinate Action Plan with Superintendent, determine need for evacuation and School Messenger call to families
Teachers	Upon hearing the intercom announcement, 1. Pull students in nearby hallways and restrooms into room. 2. Search the classroom for suspicious items. Immediately report anything found. DO NOT TOUCH THE DEVICE. 3. Review Emergency Procedures Folder and student roster. 4. Write down names of missing or additional students, as well as injuries. 5. Remain calm and continue with in-class routine as much as possible. 6. Upon intercom or cell phone request, place appropriate color-coded card under classroom door. 7. Do not open classroom doors except to identified administrators or police. 8. Keep all students in the room until the all clear or evacuation is announced.
Office Staff	Call Superintendent's office, parents/guardians, and other buildings. Post the "Lockdown drill notice" on the main entrance window. Prepare for evacuation, including parent contact information, student health information/medication, and first aid supplies.
Custodial Staff	Report to their building administrator for direction to assist with a perimeter and roof search, as well as inspection of closets, mechanical rooms, restrooms. Inspect all areas.
Food Services Staff	Inspect kitchen and eating areas.
Bus Drivers	Report to transportation for potential site evacuation.

If evacuation occurs:

1. **No one is to use cell phones while under a bomb threat.**
2. Explain to students that they must stay in a group, together, with only essential items.
3. Teachers are to take the Emergency Procedures Folder with procedures and student rosters and stay with students at all times.
4. No students are to leave the premises other than as directed by administration. A check-out procedure is required.

Make sure that your students know the four rules for building evacuation:

- Don't talk!
 - Don't push!
 - Don't run!
 - Don't turn back!
-

BOMB THREAT FORM
(Photocopy for use)

Caller's exact words:

Questions to ask caller:

1. Where is the bomb located? _____
2. What does it look like? _____
3. What kind of bomb is it? _____
4. What will cause it to explode? _____
5. Did you place the bomb? _____
6. Why was it placed? _____
7. Where are you? _____
8. What is your name? _____

Caller information: Gender ☐ M ☐ F Age _____ Race/Ethnicity _____

Caller's voice: ☐ Calm ☐ Soft ☐ Distinct ☐ Raspy ☐ Familiar ☐ Angry
☐ Loud ☐ Slurred ☐ Deep ☐ Nasal ☐ Ragged ☐ Excited
☐ Rapid ☐ Slow ☐ Crying ☐ Stutter ☐ Accent ☐ Lisp
☐ Clearing throat ☐ Deep breathing ☐ Cracking voice
☐ Disguised ☐ Read message ☐ Normal

Background noise: ☐ Street noises ☐ Music ☐ Voices ☐ Motor/Machinery
☐ Animal noises ☐ Clear ☐ Echo ☐ PA System
☐ House noises ☐ Static ☐ Other _____

Language: ☐ Well spoken ☐ Foul ☐ Incoherent ☐ Irrational

Other information: _____

Complete this form immediately after threat:

Name _____ Date _____

Position _____ Cell _____

SEIZURES

DEFINTION: An emergency involving an individual convulsing. This may occur in any individual, not just those with known epilepsy.

FIRST AID

During the episode:

1. Time episode
2. Stay calm
3. Ease person to the floor
4. Turn on side
5. Cushion head with clothing or your hands
6. Clear the area
7. Remove glasses
8. Loosen tight clothing
9. Monitor respiration and color
10. Notify office (office calls parent and district medical staff)

DO NOT:

1. LIFT
2. RESTRAIN
3. GIVE FOOD OR LIQUIDS
4. PLACE OBJECTS IN MOUTH

After the episode:

1. Turn on side
2. Check for respiration and normal color
3. Secure privacy
4. Allow person to rest
5. Change clothing if necessary

AN AMBULANCE MAY NEED TO BE CALLED WHEN

1. The seizure happens in water
2. This is the first seizure episode
3. The person is pregnant, diabetic, or injured
4. The seizure lasts more than 5 minutes
5. The person is not conscious after the seizure
6. The person's vital signs have not returned to base line after 5 minutes, including color or breathing
7. The person's pupils are not equal in size after the seizure
8. The person is paralyzed on one side of the body
9. Aspiration has occurred or vomiting continues for 5 minutes
10. Afterwards the person does not respond to pain or other stimulation
11. Breathing does not resume (trained person begin CPR, refer to serious injury)

Crisis Response Plan

School Crisis Response Plan

A crisis that affects the school and involves students, staff, or others that are an integral part of the school population demands immediate notification of the Superintendent and Principal, and appropriate Crisis Team Members. These individuals will work closely together to make a very difficult situation as manageable as possible. All media inquiries will go through the Superintendent's office. According to the situation, the Superintendent will notify the Crisis Team to report to the crisis site or stand by. The Crisis Response Team is divided into two groups to report, dependent upon the situation.

Level 1: Superintendent, other appropriate administrators and building counselors.

Level 2: The above plus remaining members of the Crisis Response Team.

Crises that qualify as critical and immediate and which require the Crisis Response Plan include (but are not limited to) the following:

- Death of student or staff
- Critical injury of student or staff
- Incidents occurring at school, such as:
 - student/staff with gun appears on premises, threatening or enacting bodily harm
 - bomb threat requiring evacuation of school
 - bomb found on premises by police
 - gang activity that disrupts daily operation of school
 - intruder threatening bodily harm on premises
 - act of nature (tornado, high winds, flood, etc.)
 - fire
- Situations as identified by district administrators.

Responsibilities

Superintendent Responsibilities

1. Make decisions and serve as on-going consultant to others involved in crisis.
2. Serve as primary media contact. May be deferred to other Central Office Administrator.
3. Communicate as a liaison with central administration, site administrators and secretaries to assist all activity. Notify other building secretaries of appropriate responses to calls.
4. Determine need to call Crisis Response Team meeting and participate as a member of the Crisis Team.
5. Complete Crisis Fact Sheet.
6. Determine need for outside resources to assist in counseling or debriefing services.
7. Debrief those directly involved following the crisis.

Principal Responsibilities

1. Verify crisis with Superintendent. Refer to Crisis Plan in Emergency Procedure Guide.
2. Attend Crisis Response Team meetings, as appropriate.
3. Refer all media requests to Superintendent.
4. Provide information immediately to all teachers, secretaries, and other support staff. This may mean an emergency staff meeting or using the site-calling tree (including cell numbers). Determine need for emergency faculty meeting. If appropriate, notify teachers of meeting and provide teachers with a prepared statement for their classes and/or make announcement over the intercom. Faculty calling tree may be used to contact faculty after school hours.
5. Be certain to provide staff with the prepared Crisis Fact Sheet following a crisis, to assist with accurate transmittal of information. This must be timely. Remember to communicate with those who do not have email, are off-site on this particular day, those who cannot attend the called staff meeting, etc.

6. Instruct secretaries on how to respond to calls, giving minimal information. Do not publicly release names of those involved until given approval from Superintendent. Students are removed from answering phones.
7. Speak directly to teachers whose classrooms will be most directly affected, to see if they need support in talking with their class.
8. Contact PTO or volunteers, as appropriate, to assist in covering classes for teachers out of their classrooms to work with students or to attend funeral services.
9. Send home letter/school message to parents for those classrooms directly affected. (Principal's discretion)
10. Assist counselors in management of seeing students and families, especially by covering phones, making parent contacts, finding locations for counseling, etc.
11. Be primary contact with family in crisis, as appropriate.
12. Provide updates to site staff as available.
13. Update Superintendent as issues arise.
14. Work closely with other administrators and secretaries to coordinate all activity.
15. Assist in contacting Crisis Team members.
16. Be primary contact to alarmed parents that arrive at school.
17. Identify students affected by crisis, both primarily and secondarily.
18. Determine need for outside resources to assist in counseling and debriefing services.
19. Notify principals of other buildings, especially notifying of siblings and/or close family or friends of person(s) related to crisis.
20. Assist to organize student and/or parent presentation meeting, if it is determined to be needed.
21. With Superintendent, debrief those directly involved following the crisis.
22. Attend debriefing meetings, as appropriate.

Site Counselor Responsibilities

1. Counselors are the pivot people for mental health services in each building.
2. Attend Crisis Team Meetings, as appropriate. Refer to Emergency Procedure Guide.
3. Carefully read the provided Crisis Fact Sheet and assist with de-escalating rumors. Give minimal information, based on the Fact Sheet. Do not publicly release names of those involved until given approval from Central Office.
4. Work most directly with the student s/families needing support from buildings. Counselors may be asked to go to other buildings, where they are more needed.
5. Support staff needing assistance, with their class or personally.
6. If they have special concerns, needing "more hands on deck" or how to answer certain questions, contact Superintendent.
7. Counselors need to triage individuals, as to those who need different types of intervention, such as those who witnessed gruesome scenes, those who make self-injurious statements, those who get caught up in the drama, etc. Establish groups or seek assistance as appropriate.
8. Counselors maintain a log of students seen. This serves as a follow-up list, within two weeks of the initial visit, and subsequently as appropriate.
9. Refer all media requests to Superintendent.
10. Counselors refer families to outside resources, if more intense support is needed for a child or family, or upon family request.
11. Attend debriefing meetings as appropriate.
12. Participate as a member of the Crisis Team.
13. After Crisis Team meets, counselor will be responsible for follow-up with students and staff. Contact Superintendent if extra help is needed. If necessary offer individual or group grief counseling, and monitor at-risk students.

Crisis Team Responsibilities

1. Crisis Team will meet and divide responsibilities, as determined appropriate.
2. Visit in the classrooms of the student or faculty member in crisis.
3. As the students enter the counseling office, one member of the team will be in charge of triage, deciding where the student goes - to group counseling, individual counseling, or comfort them and sent back to class.
4. Work with students and/or staff individually or in groups.
5. After the team member has met with a student, the team member will send the student back to class or notify parents to approve sending the student home.
6. If it is determined that a student needs to be sent home, a member of the Crisis Team will call the parent and make arrangements for the student to leave.
7. Assist in contacting obviously missing students.
8. Attend debriefing meetings, as appropriate.

Teacher Responsibilities

1. Remain calm and continue with in-class routine, as possible, taking into consideration the impact on students. It may be appropriate to eliminate, shorten, restructure assignments or post-pone tests for a few days.
2. Refer to Emergency Procedure Guide. Keep red emergency folder current.
3. Attend any meetings called by administration or Crisis Response Team.
4. Carefully read the provided Crisis Fact Sheet and assist with de-escalating rumors. Give minimal information, based on the Fact Sheet. Do not publicly release names of those involved until given approval from the principal.
5. If principal determines that the teachers will do an announcement in the classrooms, the classroom teacher will give the announcement at the designated time. If the teacher needs help with this, ask the principal or counselor for assistance.
6. When teachers talk to their classes, they must remain very sensitive to the issue at hand, the confidentiality of the family involved, remember the appropriate grieving/crisis response of this particular age of student, and focus on the feelings of all involved, stressing how we must treat each other and support one another. Answer students' questions honestly and concisely, giving no more information than they are asking and insuring the appropriateness and accuracy of what is said.
7. Send any student that appears upset or any student that needs more support than the teacher can provide to the counseling office or to the designated area. May need some students escorted to that area.
8. Teachers must seek assistance for themselves or others when needed. This should go through the principal's office.
9. Refer all media requests to Superintendent.
10. Assist the principal in securing volunteers, as appropriate, to cover class for teachers out of the class or to attend a funeral.
11. Attend debriefing meetings, as appropriate.

Procedures

Calling Tree

Each school should have a staff calling tree or Remind Group (include cell phone numbers) so staff can be notified to attend any emergency meeting before school. If the crisis occurs during the school day, the staff will receive a written notice from the principal with appropriate instructions.

Before School Emergency Meeting

If an emergency faculty meeting is needed, the following will occur:

1. Principal will provide the staff with pertinent information. The Superintendent, Principals, school counselor, and/or Crisis Team will be available, as needed.
2. Updated information about the crisis will be discussed.
3. Reminder that rumors about the incident should be immediately reported to the principal.
4. Written announcement for the teacher to present to students will be passed out or the principal will tell the staff the time she/he will make the announcement over the intercom.
5. Crisis Fact Sheet in crisis situations will be disseminated.
6. Faculty members will give names of students that might be greatly distressed about the crisis.
7. Reminder that Crisis Team members will be in classes directly affected and available for others as needed.

After School Debriefing Meeting

The Superintendent and Principals will go over questions to evaluate the crisis events and to determine the best way to debrief the staff and review procedures and needed modifications.

Crisis Team

Superintendent

Assistant Superintendents All Building Principals All Building Counselors

Crisis Team Members from each building