

Climax-Scotts
Community Schools

Emergency Management Guide

Table of Contents

PREFACE	3
IMPORTANTPHONENUMBERS	4
911 CALL PROCEDURES	5
BLOODANDBODILYFLUIDPRECAUTIONS	6
ACTIVE SHOOTING/DRIVE-BY SHOOTING	7
AIRCRAFTACCIDENT	9
BOMBTHREAT	11
BUSACCIDENT/INCIDENT	13
BUS ACCIDENT	13
EPISODICVIOLENCE	15
EXPLOSION	17
FIRE	19
FOODSERVICEEMERGENCIES	21
FOOD POISONING	21
ALLERGIC REACTIONS*	21
FOOD POISONING/ALLERGIC REACTIONS	22
GASLEAK	23
HOSTAGE/ABDUCTION	25
HOSTAGE (INSIDE OR OUTSIDE)	25
ABDUCTION (STUDENT OR STAFF).....	25
INTRUDER/STRANGER/ANGRY P A R E N T /STAFF	27
LARGEDISTURBANCE/RIOT/GANGACTIVITYORPOLICE ACTION NEAR THE BUILDING	29
PERSONAL THREAT	34
SEXUALASSAULT	55
SUSPECTED CHILD ABUSE	56
SEVERE WEATHER WARNING	61
TORNADO WARNING	61
EMERGENCYRESPONSES	67
EVACUATION.....	67
SHELTERINPLACE	67
REUNIFICATIONPLANNING	70
FAMILY SUPPORT CENTERSTAFFINGCHART	ERROR! BOOKMARK NOT DEFINED.
INCIDENT COMMAND STAFFING CHART	ERROR! BOOKMARK NOT DEFINED.
BOMBTHREATREPORT	71
MEDIACONTACTPROTOCOLFLOWCHART	78

Preface

The purpose of this All-Hazard Emergency Management Guide is to provide a convenient reference to the functional and hazard-specific annexes of the Climax-Scotts Community Schools Emergency Operations plan in an organized, systematic method to prepare for, prevent, mitigate, respond to, and recover from incidents. The Guide outlines the responsibilities and duties of Climax-Scotts Community Schools employees during an incident, empowering them to act quickly and knowledgeably. This guide along with the Climax-Scotts Community Schools Emergency Operations Plan (EOP) provides parents and other members of the community with assurances that Climax-Scotts Community Schools and offices have established guidelines and procedures to respond to incidents in an effective way. Staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Climax-Scotts Community Schools regularly hold drills and provide in-service training for faculty and staff.

The Climax-Scotts Community Schools Emergency Operations Plan outlines the expectations of staff; roles and responsibilities; internal and external communications plans; training and sustainability plans; The National Incident Management System (NIMS) Incident Command System authority direction and control systems; as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Limitations: It is the policy of Climax-Scotts Community Schools that no guarantee is implied by this guide of a perfect incident management system. As personnel and resources may be overwhelmed, Climax-Scotts Community Schools can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time. Plan changes will be approved by Administration. This plan will be maintained yearly and updated every summer. Any other changes will be disseminated to the site safety teams and administrators.

The Climax-Scotts Community Schools EOP operates within the framework of Climax-Scotts Community Schools board policies.

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¹ Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL) states: "Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543 to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance." Requests should only be handled through official spokesperson(s). Direct all inquiries to the Public Information Officer.

Important Phone Numbers

Superintendent's Office269-746-2401
Principal/Administrator.....

Law Enforcement/Non-Emergency

Portage Police269-329-4567
Kalamazoo Police..... 269-337-8120
Three Rivers Police 269-278-1235
Kalamazoo County Sheriff.....269-383-8821
Kalamazoo Township Police.....269-343-0551
Office of Emergency Management..... 269-383-8743
Office of Emergency 24-hr Line.....269-385-6155
State Police, Paw Paw Post 269-657-5551

Fire Department

Portage Fire Marshal269-329-4487
Kalamazoo Fire Marshal..... 269-337-8245
Three Rivers Fire Marshall..... 269-278-3755

Ambulance Service

PRIDE CARE, Portage Rd. 269-343-2224
LIFE EMS, North St.....269-343-5433
Three Rivers, W. Michigan Ave. 269-273-2375
Life Care, South Main St..... 269-278-2400

Hospital

Borgess..... 269-226-7000
Bronson..... 269-341-7654
Three Rivers Area 269-278-1145

Utility Emergency

Electric, Consumers Energy.....1-800-477-5050
Gas, Consumers Energy1-800-477-5050

Support Services

Employee Assistance Program
Family Independence Agency..... 269-337-4900
Health and Community Services..... 269-373-5200
Community Mental Health.....269-373-6000
American Red Cross..... 1-800-733-2767
United Way: Call 2-1-1 for help with food, housing,
employment health care, counseling and more.

**All emergencies:
Dial 911**

Do you know...

Where fire alarm pulls, fire extinguishers and fire exits are located?

When to evacuate, lock-down or shelter in place?

Where the tornado shelter is located?

Where you should report during an evacuation?

What to do in a medical emergency?

911 call procedures

1. Find a device from which to call.
 - a. For medical emergencies – **Use a desk phone closest to the point of emergency, whenever possible.** 911 operators need to be able to triage the emergency at the point of crisis.
Do not ask the front desk or another person to call for you!
 - b. For fires - call from a cell phone outside the building.
2. Dial 911
 - a. **If you call from a desk phone, it may take up to 5 seconds before the phone starts ringing. Do not hang up if you do not connect immediately!!**
3. Stay calm and follow the operator's instructions.
4. Verify the address and location in building you are calling from.
 - a. The number you are calling from may not match what the operator sees, this is not an error or problem on our end, this is the way the system works.
 - b. If you get disconnected from the operator or if the operator needs to call you back, the number they have will automatically connect them to the phone you called from.
5. State the nature of your emergency
 - a. Be as specific as possible (Medical, vehicle collision, law enforcement needed, hazardous material, etc.)
 - b. Number of people affected and their condition and what is currently happening
 - i. Examples
 1. 2 students fell on playground, one is unconscious
 2. CPR/First Aid/AED being administered
 3. Intruder on grounds. Immediate Outside Threat has been called with staff and students sheltered in classrooms.
6. Do not hang up until the dispatcher does.
 - a. Have someone ready to greet Police/Fire/EMS once they arrive on site (as long as it isn't a lockdown)

Other things to note:

If you do accidentally call 911, **do not hang up**. Stay on the line and let the operator know that it was an accidental call, give them your name, and address. Operators must stay on the line and return calls that have been hung up on. If they can't confirm that the call was accidental, they **will** dispatch emergency services which will incur a charge.

Only in the event of power or internet outage is a cell phone preferred. If a cell phone is not an option, there is a backup phone line that can be used to make outbound calls from the front office main line, provided the backup battery is still providing power to the phone.

Blood and Bodily Fluid Precautions

Blood borne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV), malaria, syphilis, and brucellosis.

All instructional, non-instructional staff and volunteers should be familiar with “Universal Precautions.” A universal precaution means that you treat all blood, bodily fluids and un- known substances as if they are infectious.

Universal precautions apply to:

- Blood
- Body fluids containing visible blood
- Semen
- Vaginal fluid
- Cerebrospinal
- Synovial, pleural, peritoneal, pericardial and amniotic fluids
- Needles, scalpels, and other sharp instruments

Some fairly standard universal precaution practices:

Use protective barriers that include gloves, gowns, masks, protective eyewear and aprons. These are single use items. Secure contaminated clothing and objects in appropriately marked containers. Do not touch your face, eyes, mouth, or nose while handling potentially infectious materials. Do not eat, drink, smoke, put on lip balm or cosmetics in a potentially contaminated area.

Follow these steps if you are exposed:

1. Thoroughly wash the affected area with water for at least 15 minutes. Use hot water and soap to wash skin. If eyes have been contaminated, flood with generous amounts of water.
2. Notify your supervisor if they are immediately available.
3. Seek medical attention as soon as possible, preferably within two hours of being exposed, if there is a possibility contaminant entered the body through cuts or abrasions, eyes or mouth.

Active Shooting/Drive-By Shooting

Staff Response

Shooter Inside

Immediately enter a Lockdown*, call 911 when safe to do so.

Evacuate (“Get out*”). Have an escape plan in mind. Leave your belongings behind.

- Prevent individuals from entering an area where the active shooter may be.
- Do not attempt to move wounded people. Call 911 when you are safe.
- Follow the instructions of police officers. Keep your hands visible.

Hide out (“Lock out*”). Clear all students, staff and visitors from halls and enter the nearest available room.

- If shots are heard, yell to students/staff to drop to the floor and stay down.
- When possible, assist those needing special assistance.
- Immediately lock doors and windows. If safe to do so, cover both windows and door windows.
- Stack objects around students and staff for additional protection. Keep students and staff low and away from windows. Do not get up and walk around the room.
- Shut off lights. Maintain silence. Stay calm.
- Do not allow anyone into or out of the room for any reason.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person**.
- The “all clear” is when an administrator with police officer or emergency responder unlocks the door. “All clear” is not given over the intercom.
- Do not leave a secure location during an active threat, even if the fire alarm activates.
- Account for all students and staff.
- Report any missing students or staff to your administrator.

If evacuation and hiding out are not possible, remain calm and be prepared to take action (“Take out*”).

- If possible, call 911 to alert police to the active shooter’s location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Take action against the active shooter as a last resort, and only when your life is in imminent danger.
- Attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons. Yell.
- Once you make the decision to act, committing to your actions is vital. Don’t hesitate.

Shooting Outside of Building

If you are outside and shots are also heard outside:

- Drop and cover. If you have students, yell to drop and cover. Call 911.
- When safe to do so, “shelter-in-place*”, moving into the closest building or area of cover which could be a ditch, tree, or woods. Enter an Immediate Outside Threat*.

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate the Incident Command system*** as soon as possible.
- Account for all students and staff.
- Sweep safe areas of building for anyone left behind, unaccounted for, or injured.
- Notify any buses that may be coming to facility to stay away.

Recovery

- Take census of staff, students, and visitors.
- Allow for normal continuance of daily activities or activate reunification procedures.
- Arrange for staff and student counseling if needed.
- Cooperate with police in ongoing investigation.
- Working with Communications, communicate the appropriate information to staff, students, parents and guardians.****
- All communication with media will be carried out by the designated Communications Specialist****.

Preparedness

- Ensure visitor procedures are in place and enforced.
- Consider ID badges for students and staff.
- Consider surveillance cameras where appropriate.
- Maintain a safe school culture.
- Address bullying issues promptly.
- Form a threat assessment team to analyze incidents and issues that may pose a threat to students and staff.
- Provide staff training on student mental health.
- Provide staff training on responding to violent situations.
- Hold Lockdown and Emergency Response drills annually in accordance with the law.
- Carry out at least one lockdown drill through to reunification and recovery. (Use table-top exercise if needed.) Cover where to hide or what could be used as a weapon.
- Orient staff and students to Lockdown and Inside Threat procedures**.
- Ensure classroom locks (doors and windows) are in good working order.
- Orient staff and students to reunification procedures.

*See **EMERGENCY RESPONSES** for more information on *Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown*.

See **Medical Problem or Accident.

***See **Incident Command** for more information on *ICS Role and Reunification Planning*.

****See **MEDIA CONTACT PROTOCOL FLOWCHART**

Aircraft Accident

Staff Response

If building is hit by aircraft:

- Call 911 and follow dispatcher's instructions
- If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.
- If fire is present or fuel can be smelled, evacuate* immediate to designated assembly area.
- Take the closest, (primary route) out.
- Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Take census of staff, students, and visitors.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person**.

Aircraft accident on or near building site, with no damage to building:

- Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- Prepare for an Immediate Outside Threat* to facilitate accounting for all students and staff and possible evacuation.
- Follow instructions of authorities
- Do not release any information to the press. Refer requests for information to the Communications Specialist***.

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

If building is hit by aircraft:

- If fire is present or fuel is spent within the building, evacuate* immediately and evacuate off campus.
- If there is minor structural damage to the building, no fire is present, no fuel is smelled, assess the safety of an evacuation. If the aircraft has hit the building but there is spent fuel and debris on the grounds outside of the building, enter an Immediate Outside Threat* in preparation of an evacuation.
- Sweep safe areas of building for anyone left behind, unaccounted for, or injured.
- Notify any buses that may be coming to facility to stay away.
- Activate Incident Command**** as soon as possible.

Aircraft accident near building site with no damage to the building:

- Activate Incident Command**** as soon as possible.
- Enter an Immediate Outside Threat* to facilitate accounting for all students and staff and possible evacuation.
- No building evacuations should occur until emergency officials determine that there is no imminent danger outside of building.
- Allow for normal continuance of daily activities and/or dismissal procedures as needed.

Recovery

- Take census of staff, students, and visitors.
- Allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Arrange for staff and student counseling if needed.
- Cooperate with emergency officials in any ongoing investigation.
- Working with Communications, communicate the appropriate information to staff, students, parents, and guardians***.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Hold evacuation drills*. Ensure staff know evacuation routes, both primary and secondary.
- Carry out at least one evacuation drill through to reunification and recovery. (Use tabletop if necessary and functional exercise when able.)
- Ensure emergency evacuation transportation procedures are up-to-date.

*See **EMERGENCY RESPONSES** for more information on *Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown*.

See **Medical Problem or Accident.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

****See **Incident Command** for more information on *ICS Roles and Reunification Planning*.

Bomb Threat

Staff Response

Collect data and notify Administration immediately.

Telephone: Keep caller on the phone – do not hang up.

- Use Caller ID if you have it and capture the caller's number.
- Signal someone to call 911.
- Fill out the **BOMB THREAT REPORT*** while in conversation with the caller. Write down everything the caller says and be observant to background noises.
NOTE: The **BOMB THREAT REPORT*** should be filled out while still in conversation with the caller.
- After the caller hangs up, keep the phone off the hook so police can trace the call.

Written: (Includes email and texting.) Secure the document or email, copy and save it for evidence and for potential fingerprints. Notify if possible video exists of document placement.

Verbal: Document every detail provided. List all possible witnesses to original threat.

Alert for all bomb threats:

- Bombs can be activated by radio signals and electronic devices. Do not use cell phones, discontinue use of all electronic equipment. Inform administration via messenger or building telephone.
- Evacuate if told to do so, leaving doors open as you exit.
- Never touch a suspicious package. If you find a suspicious or unfamiliar object, evacuate the area immediately and notify your administrator.
- Administration will organize a sweep of the building.

Maintenance

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building with tool(s) attached to valve device.
- Do not release any information to the press. Refer requests for information to the Communications Specialist*.*.

Bomb Threat

Preparedness

- Orient staff to bomb threat procedures.
- Ensure “Bomb Threat Detail Reports” are located in every classroom.
- Hold bomb search training for staff to ensure that staff know how to sweep their office/classroom in the event a bomb threat is made.
- Carry out at least one evacuation drill through to reunification and recovery. (Use tabletop if necessary and functional exercises when able.)
- Ensure that you and key staff know where gas, electrical and air supply shut-off valves are located.
- Keep maintenance storage areas locked.
- Keep unused hallway lockers locked.
- Have all packages delivered to a central location and inspected. Make sure you have a process for acceptance of packages not delivered by postal service, UPS, FedEx or other common carrier.
- Ensure staff know to maintain vigilance and report any suspicious package or backpack that shouldn't be where it is (out of place).

Recovery

- Take census of staff, students, and visitors.
- Allow for normal continuance of daily activities and dismissal or reunification procedures as warranted.
- Cooperate with police in ongoing investigation.
- Working with Communications, disseminate the appropriate information to staff, students, parents, and guardians**.
- Provide counseling services for staff and students.

*See **BOMB THREAT REPORT (BLANK)**

See **MEDIA CONTACT PROTOCOL FLOWCHART

Bus Accident/Incident

Bus Accident

Bus Driver Response

- Call 911.
- Notify Dispatch (Transportation Director).
- Account for all students and staff on bus.
- Take pictures with cell phone, if possible, and can be done safely.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person*.
- Assist those needing special assistance.
 - Protect the passengers and vehicle from further accident and injuries.
 - Protect the scene from traffic and people (so that evidence is not destroyed).
- Do not make any statements to press.

Dispatch (Transportation Director) Response

- Notify Administration. Call 911 if driver has not.
- Dispatch transportation for non-injured students to be taken to predetermined Family Support Center.
- Prepare report per district policy.

Bus Incident

- Angry Individual**
- Bomb Threat**
- Violent Situation**
- CBRNE Incident**
- Fire**

Bus Driver Response

For any of the above incidents:

- Contact Dispatch.
- Follow specific incident protocols outlined in this guide.

Bus Accident/Incident

Bus Accident/Incident

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate Incident Command System***
- Send liaison to crash site to:
- Take census of staff, students, and visitors.
- Take photos of crash site and scene.
- Make sure communication from crash site with incident command*** is established.
- Send liaison to hospital if any staff or students require medical attention.
- Have second liaison ready to report to morgue if deaths occur.

Recovery

- Activate reunification procedures as warranted.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians****.

Preparedness

- Follow scheduled maintenance routine for buses
- Ensure driver safety training requirements are up to date.
- Hold a tabletop exercise that requires bus driver reaction, dispatch, and administrator action. (Consider following with a functional drill covering a “most likely” scenario.)

*See **Medical Problem or Accident**.

See **Angry Individual; Bomb Threat; Episodic Violence; Explosion; Biological/Chemical Release; Fire.

*** See **Incident Command** for more information on ICS Role and **Reunification Planning**.

****See **MEDIA CONTACT PROTOCOL FLOWCHART**

Episodic Violence

Staff Response

- Notify Administration.
- Always approach a student, staff or visitor exhibiting violent behavior with extreme caution.
- Talk in a calm voice.
- If behavior does not cease, shout STOP and then lower your voice and encourage individual to talk about the issues someplace else.
- Try to get the individuals to an isolated area away from others, less of an audience and less danger to others.
- Allow them to calm themselves without losing face.
- Don't leave the individual alone until they are calm.
- Violence is time-lined and if you can delay long enough it can subside.
- Never grab or touch a violent individual unless they are causing harm to themselves or others.
- If the individual is a student, discuss their behavior and the consequences only after they are calm.
- Document the incident in writing.

If a weapon is visible or suspected:

- Move rest of school into Inside Threat*.
- Do not approach the individual.
- Do not attempt to confiscate the weapon.
- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate* is given, evacuate quickly and quietly.
- If evacuation is not allowed keep talking with the student until police arrive.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Follow directions when police arrive.
- Document the incident in writing.

Episodic Violence

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Respond immediately to staff request for assistance and escort the individual to the main office regardless of perceived severity.
- Do not leave any individuals involved in the episode alone or together without staff supervision.
- Consider calling an Inside Threat until the situation is controlled.
- Call an Inside Threat* and Call 911 if staff is unable to deescalate the situation or if the violence escalates or the individual(s) refuse to cooperate, becomes physical or begins to roam the building.
- Activate Incident Command** if 911 is called.
- Document every detail provided.
- List all possible witnesses to original threat.

Recovery

- Allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Cooperate with police in any ongoing investigation related to the incident.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians***.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Provide a safe school culture.
- Provide student and staff training on bullying prevention.
- Provide staff training on responding to violent situations.
- Provide access to stress management programs.
- Use a badge ID system.
- Enforce visitor protocols.
- Keep entrances to the building secure when not in use.
- Hold lockdown and inside threat drills in accordance with the law.
- Carry out at least one drill that starts with a Precautionary Outside threat* and progresses to a Lockdown*. Hold a tabletop exercise that staff response to an escalating violent episode. (Consider following with a functional drill covering a “most likely” scenario.)
- Utilize the OK2Say Program by calling 8-555-OK2SAY (855-565-2729) or texting 652729 (OK2SAY). Michigan OK2SAY provides a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline is operational 24-hours per day, 365-days a year, by the Michigan State Police Operations Center. **Dial 911 for emergency situations.**

*See **EMERGENCY RESPONSES** for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.

** See **Incident Command** for more information on ICS Role and Reunification Planning.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

Explosion

Staff Response

- CALL 911
- Shelter In place* or evacuate* as directed.

Shelter in Place*:

- If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.
- Do not use electronic or wireless communications in case of secondary devices.
- Take census of staff, students, and visitors.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person**.

NOTE: Explosions can happen from ruptured gas mains, acts of terrorism, truck or train accidents, and other causes***. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain sheltered inside and wait further instructions from the main office or first responders unless there is an immediate danger of fire or structural damage to the building.

Evacuate*:

- Evacuate immediately if there is structural damage or fire is present.
- Take the closest way out (primary route). Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Leave doors and windows open as you exit.
- Do not remove any objects as you exit.
- Initial evacuation should be minimum of 1000 feet.

NOTE: Do not use electronic or wireless communications in case of secondary devices.

After Initial Evacuation:

- Take census of staff, students, and visitors.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.
- Be prepared to evacuate off campus.

Maintenance

- Shut down all HVAC and air handling systems.
- Turn off gas supply to building with tool(s) attached to valve device.
- If incident occurs during the summer or breaks, notify building administration and Climax-Scotts - wide Incident Command****.

Explosion

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate Incident Command****
- Determine if evacuation* or shelter in place* is the appropriate response.
- Sweep safe areas of building for anyone left behind, unaccounted for or injured.
- If evacuating*, sweep and clear evacuation path(s) and assembly areas for any secondary devices.
- Initial evacuation should be minimum of 1000 feet.
- Notify any buses that may be coming to facility to stay away.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with or reach out to others.
- Cooperate with law enforcement during any investigation.

Recovery

- Take staff and student attendance upon departure from the school and arrival at the Family Support Center.
- Ensure that students or staff do not share video or information via social media.
- Provide communication to staff, students, and parents/guardians as policy dictates.
- Contact the Office of Emergency Management.
- Facilitate access to Employee Assistance Program.
- Provide stress and or grief counseling for students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians*****.
- All communication with media will be carried out by the designated Communications Specialist

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut off valves are located and how to shut them off.
- Ensure staff and students know designated shelter areas.
- Ensure staff and students know primary and secondary evacuation routes.
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold evacuation drills with at least one drill being functional leading to evacuation off campus.
- Keep maintenance storage areas locked. Key staff can unlock these areas.
- Keep unused hallway lockers locked.
- Be vigilant of boxes, backpacks etc., that seem out of place.
- Have all packages delivered to a central location and inspected.

*See **EMERGENCY RESPONSES** for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.

See **Medical Problem or Accident.

***See **Biological/Chemical Release**.

**** See **Incident Command** for more information on ICS Role and Reunification Planning.

*****See **MEDIA CONTACT PROTOCOL FLOWCHART**.

Fire

Staff Response

- Confirm that there is a fire (smell/see) before beginning to evacuate.
- Notify Administration.
- If the fire is small enough extinguish it.
- If the fire is too large to safely extinguish, pull the fire alarm, and evacuate immediately.
- Take the closest way out (primary route). Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Initial evacuation should be minimum of 1000 feet.
- Take census of staff, students, and visitors.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person*.
- Be prepared to evacuate off campus.

Maintenance

- Shut down all HVAC and air handling systems.
- Turn off gas supply to building with tool(s) attached to valve device.
- If incident occurs during the summer or breaks, notify building administration and Climax-Scotts-wide Incident Command**.

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Depending on the severity of the fire, allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Activate Incident Command** if building evacuation is necessary.
- Sweep safe areas of building for anyone left behind, unaccounted for or injured.
- Determine if evacuation off campus is necessary.
- Notify any buses that may be coming to facility to stay away.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.
- See Medical Problem or Accident* for further information.

Recovery

- Take staff and student attendance upon departure from the school and arrival at the Family Support Center.
- Reunite students with parents using reunification protocols.
- Contact the Office of Emergency Management for assistance if needed.
- Facilitate access to Employee assistance program and or grief counseling as needed
- Provide stress counseling for students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians***.
- Ensure that students or staff do not share video or information via social media.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut off valves are located, how to shut off, and have any tools needed.
- Keep maintenance storage areas locked.
- Keep unused hallway lockers locked.
- Ensure staff and students know primary and secondary evacuation routes.
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold fire drills with at least one functional drill leading to evacuation off campus.
- Test alarms on a regular schedule.

*See **Medical Problem or Accident**

** See **Incident Command** for more information on ICS Role and **Reunification Planning**.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**.

Food Service Emergencies

Food Poisoning

Staff Response

- Notify Administration.
- Stop serving until you can determine if illness was caused by food from kitchen.
- Utilizing trained staff personnel apply first aid and life-sustaining techniques if needed*.
- If contamination is from private source:
 - Secure the food to provide to parents/guardians.
 - Administration will contact parents/guardians.
- If contamination is from school supplied food:
 - Isolate contaminated food.
 - Secure food as possible evidence.
 - Contact law enforcement and EMS
 - Decontaminate preparation and service areas before other food are prepared and served.
 - If contaminated food came from school supplies, contact Health and Community Services at 269-373-5200. Spanish speaking personnel available.

Allergic Reactions*

Staff Response

- Notify Administration
- Keep student or employee awake and alert as possible.
- Utilize trained staff to administer first aid and epi-pen, if needed*.
- Administration will contact student's parents, spouse, or named individual.
- If life-threatening danger exists, call 911.
- Do not release any information to the press. Refer request for information to the Communications Specialist**.

Food Service Emergencies

Food Poisoning/Allergic Reactions

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Call 911 if severity or number of victims requires additional medical assistance.
- If the incident involves numerous students or staff becoming ill, activate Incident Command***.
- Determine source of contaminated food.
- Notify the Kalamazoo County Health department if food is from a school supply.
- Contact any other facility serving food from the same supply.
- If food was brought from home, secure it to give to the parents or as evidence.
- Contact parents / guardians and law enforcement.
- Ensure that students or staff do not share video or information via social media.

If a student or staff requires hospitalization and Incident Command has not been activated:

- Send a staff person to the hospital.
- Notify the office of the superintendent.
- Notify the Communications Specialist.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.

Recovery

- Cooperate with the Kalamazoo County Department of Health and Community services as warranted.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Maintain an up to date list of food suppliers.
- Establish track of supply coming into building or district.
- Keep kitchen and cafeteria surfaces clean.
- Ensure staff know where epi-pens are located.

*See **Medical Problem or Accident**

See **MEDIA CONTACT PROTOCOL FLOWCHART

*** See **Incident Command** for more information on ICS Role and **Reunification Planning**.

Gas Leak

Staff Response

Alert! If you even suspect a gas leak – notify Administration

Gas Leak Outside

- Remain in rooms with door and windows closed. Prepare to shelter in place* if leak is away from building.
- Shut off Univent (heat, ventilation, air conditioners).
- Cover nose and mouth with handkerchief or other filtering material if needed.
- Await further instructions.
- Take attendance of staff and students.

Gas Leak Inside

- Notify Administration. If not immediately available, call 911.
- Take census of students, staff, and visitors.
- Be prepared to evacuate*, take census of staff, students, and visitors.
- Do not use cell phones, portable radios or any objects that could produce electric sparks
- Discontinue use of office and all electronic equipment.
- When evacuating leave lights on, doors and windows open. Do not turn on lights if they are not already on.
- Cover nose and mouth with handkerchief or other filtering material.
- Evacuate* upwind of leak and go to designated assembly areas.
- Take census of staff, students, and visitors.
- Check for medical problems caused from exposure and apply first aid and life-sustaining techniques utilizing trained staff person**.
- Await further instructions.

Maintenance

Gas Leak

Outside

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building with tool(s) attached to valve device.
- Extinguish all pilot lights.

Gas Leak Inside

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building with tool(s) attached to valve device.
- Extinguish all pilot lights if it can be done safely.

Gas Leak

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Consider need to Shelter in Place*.
- Notify any buses that may be coming to facility to stay away.
- Determine any medical problems caused from exposure to gas leak.
- If the event requires evacuation to an off-site location or if the event causes incapacitation of staff or students, activate the Incident Command System***.
- Contact Fire Department and EMS.
- Ensure that students or staff do not share video or information via social media.

Recovery

- Take census of staff, students and visitors.
- Determine any medical problems caused from exposure to gas leak.
- Allow for normal continuance of daily activities or reunification procedures as warranted.
- Determine any medical problems caused from exposure to gas leak.
- Coordinate with department of Health as warranted.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist****.

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut offs are located, how to turn off, and have the necessary tools.
- Ensure staff and students know designated shelter areas.
- Ensure staff and students know primary and secondary evacuation routes
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold functional gas shut off drill during shelter in place and evacuation drills.

*See **EMERGENCY RESPONSES** for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.

See **Medical Problem or Accident.

*** See **Incident Command** for more information on ICS Role and Reunification Planning.

****See **MEDIA CONTACT PROTOCOL FLOWCHART**.

Hostage/Abduction

Hostage (Inside or Outside)

Staff Response

- Do not approach the person.
- Call 911.
- Talk in calm respectful manner.
- If hostage is a single person (domestic or personal dispute), ask to have others evacuated. If Allowed, do so quickly and quietly.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering when talking to other hostages. Avoid raising your voice when talking to captor.
- Avoid abrupt movements. Keep movement to a minimum and in view.
- Keep students and yourself away from windows and doors and as far away from the captor(s) as possible.
- Prevent additional hostages.
- Inform captor(s) of any medical conditions or special disabilities of all hostages.
- Stay calm.

Once released:

- Take census of staff, students, and visitors.
- List all possible witnesses to event and cooperate with the investigation.

Abduction (Student or Staff)

Staff Response

- If you see someone forcibly trying to abduct a student or staff, immediately notify the Principal, Assistant Principal, or main office.
- Call 911 and notify the police of what has occurred if you were unable to notify the Principal, Assistant Principal, or office staff.
- Do not approach the person.
- Talk in calm manner asking name and nature of business.
- If the person persists in attempting to take the student or staff, make a scene. Scream, yell, blow a whistle, and bring as much attention as possible to the situation to help prevent the person from illegally taking the student. Use good judgment do not put yourself or others in physical danger.
- Take photos of suspect and vehicle.
- Write down information about the abductor as soon as possible.

Gender	Weight
Nationality	Description of vehicle involved
Hair color	Vehicle license plate number
Clothing	Direction of departure
Height	Identify all witnesses and wait for authorities

Hostage/Abduction

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Call 911
- Activate the incident command system*.
- Enter an Inside Threat**.
- Account for the location of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Notify any buses that may be coming to facility to stay away.

Recovery

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to Employee Assistance Program and / or counseling for students as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Limit Access to building and grounds.
- Ensure proper supervision of students at recess or special events.
- Provide surveillance cameras where staff is not accessible.
- Hold Lockdown and Emergency Response drills as required by law.
- Include a hostage and or abduction situation in your tabletop and functional exercises.

* See **Incident Command** for more information on ICS Role and **Reunification Planning**.

** See **EMERGENCY RESPONSES** for more information on **Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown**.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

Intruder/Stranger/Angry Parent/Staff

Staff Response

Inside or Outside on School Property

- Notify administration.
- Approach with courtesy and caution. With any unfamiliar face in the building, you should always greet them with your name and position and ask them if they need help with anything.
- Talk in calm manner.
- Escort person to office to sign in if they have not done so.
- If person refuses to cooperate, walk away and notify administration.
- Do not put yourself or others in danger. If the person becomes unruly or physical, call 911.
- Document the incident in writing.
- Report any suspicious acting person or vehicle on school property, immediately to administration and wait for assistance.

Administrator Response

Inside or Outside on School Property

In addition to following the steps identified in the staff response to this incident the administrator should:

- Respond immediately to staff request for assistance and escort the individual to the main office regardless of perceived severity.
- Escort person to office to sign in if they have not done so.
- If person refuses to cooperate, walk away, and call 911.
- If the person becomes unruly or physical call 911.
- Enter an Immediate Outside Threat* or Inside Threat* depending on the extent of the threat.
- Notify any buses that may be coming to facility to stay away.
- Document the incident in writing.
- Identify all witnesses.
- If the event requires calling 911 activate the Incident Command System**.

Intruder/Stranger/Angry Parent/Staff

Recovery

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to employee assistance program and or counseling for students as needed.
- Working with the Communications department, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Limit access to building and school grounds.
- Ensure proper supervision of students at recess or special events.
- Provide surveillance cameras where staff availability is limited.
- Ensure policies requiring visitors to register are up to date and enforced. Use ID badges for all students and staff when possible.
- Hold Lockdown and Emergency Response drills as required by law.

* See **EMERGENCY RESPONSES** for more information on *Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown*.

** See **Incident Command** for more information on *ICS Role and Reunification Planning*.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**.

Large Disturbance/Riot/Gang Activity or Police Action Near the Building

Staff Response

Large Disturbances, student or civil riots, gang activity or police action near the building have the potential to disrupt activities, cause injury to staff and students and damage property.

- Do not approach.
- If you are inside and the disturbance is outside, be prepared for Inside Threat*.
- Call 911.
- Move students away from rooms facing incident.
- If you are outside and the disturbance is outside, shelter-in-place*.
- If you are inside and the disturbance is inside, be on Inside Threat and prepared for Lockdown*.
- If you are outside and the disturbance is inside, stay outside and go to predetermined assembly area.
- Take census of staff, students, and visitors.
- Keep calm and await further instructions from administration, or police.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Determine the safest procedure to follow based on the nature and severity of the threat posed to your students and staff and the proximity of the event to the building.
- With all police action near the building, shelter-in-place any students outside*.
- If the disturbance is violent or has the potential to become violent (armed gunman being pursued by police) and is close to the building, enter an Immediate Outside Threat* and activate the incident command system**.
- Notify any buses that may be coming to facility to stay away.
- Enter an Inside Threat* and Call 911 if the disturbance enters or attempts to enter the building.

Large Disturbance/Riot/Gang Activity or Police Action Near the Building

[Back to Top ^](#)

Recovery

- Take census of staff, students, and visitors.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to employee assistance program and or counseling for students as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians***.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Establish a relationship with your local law enforcement that will encourage police to notify you when dangerous police action is occurring near the building.
- Limit Access to building and school grounds
- Ensure proper supervision of students at recess or special events.
- Provide surveillance cameras where staff availability is limited.
- Ensure policies requiring visitors to register are up to date and enforced.
- Use ID badges for all students and staff when possible.
- Hold Lockdown and Emergency Response drills as required by law.

*See **EMERGENCY RESPONSES** for more information on *Evacuation*, *Shelter in Place*, and *Get Out/Lock Out/Take Out/Lockdown*.

** See **Incident Command** for more information on *ICS Role* and **Reunification Planning**.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

Medical Problem or Accident

Not Breathing—Seizure or Significant Injury – Cardiac Incident

[Back to Top ^](#)

Staff Response

Inside or outside on School Property

WoodsEdge and West Campus – Call nurses' direct line (button on phone)

- Call 911.
- Remain calm and assess the severity of the situation.
- Apply first aid and CPR as appropriate utilizing trained staff personnel.
- Look for medical alert bracelet, necklace, or other medical information on file.
- Refer to Cardiac Incident Response Plan for Cardiac incidents.
- Always use Universal Precautions when working with an injured person. Do not move the individual.
- Monitor student/staff. Remain with the individual and keep as stable as possible until paramedics arrive.
- Complete Accident Report prior to busing student, send copy to parent.
- Notify administration. If administrator is not available and a serious or life-threatening situation is perceived to exist, call an ambulance or 911.

Minor Problem

- Apply first aid as appropriate utilizing trained staff personnel.
- Notify Administration
- Complete Accident Report prior to busing the student, send copy to parent

Always use Universal Precautions when exposed to:

- blood, bodily fluids containing visible blood
- semen, vaginal fluid
- cerebrospinal
- synovial, pleural, peritoneal, pericardial, and amniotic fluids
- needles, scalpels, and other sharp instruments.

Further information on Universal Precautions located in the front of this guide (***Blood and Bodily Fluid Precautions***).

If this is a suspected drug overdose, attempt to get the following information:

- Name of drug
- Quantity administered
- Time it was administered

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.

Medical Problem or Accident

Not Breathing—Seizure or Significant Injury – Cardiac Incident

[Back to Top ^](#)

Administrator Response

Inside or outside on School Property

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Ensure 911 call has been made if required.

If individual is a student:

- Secure student identification information.
- Look for medical alert bracelet, necklace, or other medical information on file.
- Provide this information to medical or police responding.
- Ensure parent has been contacted.
- Appoint staff member to accompany student to the hospital & act as liaison.
- Call the superintendent's office.
- File an accident report prior to busing the student.

If the individual is an employee:

- Secure Personnel Form containing emergency contact information.
- Look for medical alert bracelet, necklace, or other medical information on file.
- Provide this information to medical or police responding.
- Ensure emergency contact has been notified if needed or requested.
- Appoint staff member to accompany staff member to the hospital & act as liaison.
- Call the superintendent's office.
- File an accident report.

If death results:

- Remove "bystanders" from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.
- Determine exact identity of victim.
- Provide a copy of identity record to EMS.
- Have school liaison accompany victim to morgue.

Medical Problem or Accident

[Back to Top ^](#)

Not Breathing—Seizure or Significant Injury – Cardiac Incident

Recovery

- Allow for normal continuance of daily activities and / or dismissal / reunification procedures as needed.
- Cooperate with police in any ongoing investigation related to the incident.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians*.
- All communication with media will be carried out by the designated Communications Specialist*.

Preparedness

- Identify and maintain a list of staff trained and certified in emergency first aid, CPR and AED use.
- Know the location of epi-pens and first aid kits.
- Provide training to ensure all staff and students are aware of universal blood precautions.
- Provide emergency medical equipment and supplies as appropriate for the building.
- Keep Emergency phone numbers and contact information up to date.
- Orient staff to grief counseling resources including the employee assistance program if available.
- Have communication procedure in place. All communication with media / parents / guardians and employees will be carried out by the designated Communications Specialist*.
- Have Policy on memorials in place.

*See **MEDIA CONTACT PROTOCOL FLOWCHART**.

Personal Threat

[Back to Top ^](#)

Staff Response

Telephoned threat:

- If you have caller ID use it and capture the caller's number.
- If the threat is life threatening, do not hang up. Signal someone to call 911 and notify administration immediately.
- If threat does not require immediate police intervention, notify your administrator to determine the appropriate response as dictated by severity of threat.
- Keep caller on the phone for as long as possible.
- Write down everything the caller says.

Face to face verbal threat:

If a verbal threat is made and you feel that matters could escalate, do not continue to engage the individual in a dialogue, walk away to a secure place where there are other people and:

- Call 911 if you feel the threat requires police intervention.
- If threat does not require immediate police intervention, notify your administrator immediately to determine appropriate response as dictated by severity of threat.
- Document as much detail as you can.
- List ALL possible witnesses to original threat.

Written threat: (includes email and texting).

- Secure the document
- Copy or photograph the document for evidence.
- Notify your administrator to determine appropriate response as dictated by severity of threat.

Personal Threat

[Back to Top ^](#)

Administrator Response

Respond immediately to staff request for assistance and determine the legitimacy of the threat.

- If the threat is determined to be legitimate, contact the Superintendent's office.
- If the person is on the premises and is unruly or physical. Call 911.
- If 911 called, enter an Immediate Outside Threat* or Inside Threat* depending on the severity of the threat and the location of the threatening individual.
- Initiate the Incident Command System**.
- Notify any buses that may be coming to facility to stay away.
- Document the incident in writing.
- Identify all witnesses.

Recovery

- Cooperate with police in ongoing investigation.
- Ensure follow-up with Human Resources to provide for staff student counseling services.

Preparedness

- Ensure staff and students know who to talk to if they are threatened or harassed.
- Ensure that anti bullying and harassment training and policies are in place.
- Provide appropriate staff with nonviolent crisis intervention training.

*See **EMERGENCY RESPONSES** for more information on *Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown*.

** See **Incident Command** for more information on *ICS Role and Reunification Planning*.

Radiological Release/Dirty Bomb

[Back to Top ^](#)

Dirty Bomb

What is a dirty bomb?

A dirty bomb is a mix of explosives, such as dynamite, with radioactive powder or pellets. When the dynamite or other explosives are set off, the blast carries radioactive material into the surrounding area. The main danger from a dirty bomb is from the explosion, which can cause serious injuries. The radioactive materials used in a dirty bomb would probably not create enough radiation exposure to cause immediate serious illness, except to those people who are very close to the blast site.

However, the radioactive dust and smoke spread farther away could be dangerous to health if it is inhaled. You cannot see, smell, feel, or taste radiation.

Staff Response

Release Outside

When the release/explosion is outside and you are inside, stay inside.

- Call 911.
- If the walls and windows of the building are not broken, stay in the building, this will shield you from radiation that might be outside.
- To keep radioactive dust or powder from getting inside, shut all windows, outside doors, and turn off fans and heating and air-conditioning systems that bring in air from the outside. It is not necessary to put duct tape or plastic around doors or windows.
- If the exterior walls and windows of the building are broken, Shelter in place*, go to an interior room and do not leave.

If you are outside shelter-in-place*.

- Keep individuals who may have been exposed isolated in another room.
- Individuals exposed to outside air should shower and wash your hair with soap as soon as possible.

Release Inside

When the release is inside- Evacuate*.

The less time you are exposed to radioactive materials, the less chance you have of suffering illness from the exposure.

Inside or Outside

When the building you are in has been severely damaged evacuate.

[Back to Top ^](#)

Quickly go into a building where the walls and windows have not been broken. The further away you are from the source of the radiation, the less chance you have of suffering from the exposure.

- When evacuating, or you are outside near the release, be sure to cover your nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- Once you are inside, take off your outer layer of clothing and seal it in a plastic bag if available. Put the cloth you used to cover your mouth in the bag, too. Removing outer clothes may get rid of up to 90% of radioactive dust.
- Put the plastic bag where others will not touch it and keep it until authorities tell you what to do with it.
- Shower or wash with soap and water. Be sure to wash your hair. Washing will remove any remaining dust.
- Ensure that staff/ students do not chew gum, eat, drink or place objects in their mouth.

If you are in a bus or car when the incident happens.

- Close the windows and turn off the air conditioner, heater, and vents.
- Cover your nose and mouth with a cloth to avoid breathing radioactive dust or smoke.
- If you are close to your building, or a public building, go there immediately and go inside quickly.
- If you cannot get to your home or another building safely, pull over to the side of the road and stop in the safest place possible. If it is a hot or sunny day, try to stop under a bridge or in a shady spot.
- Turn off the engine and listen to the radio for instructions.

Radiological Release/Dirty Bomb

[Back to Top ^](#)

Dirty Bomb

Administrator Response

Release Outside

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911
- Activate Shelter in Place protocol*.
- Activate the Incident Command System**.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside shelter-in-place* to predetermined location. Provide for decontamination area, shower, hose, buckets of water with further guidance from Police or Fire Department.
- Isolate these individuals away from others until approval of Local Health Department.
- Notify any buses that may be coming to facility to stay away.

Release Inside/Severely Damaged Building

- Call 911
- Account for all students and staff
- Activate evacuation procedures
- Sweep safe areas of the building on the way out for anyone left behind, unaccounted for or injured. Reduce exposure by moving as quickly as possible.
- If evacuating, wait for guidance from police or bomb squad for sweeping and clearing evacuation path (s) and assembly areas for any secondary devices.
- Evacuate to the nearest undamaged building
- Locate and provide decontamination area, shower, hose, buckets of water.
- Isolate exposed individuals from others until approval of Local Health Department.
- Activate the Incident Command System**.
- Notify any buses that may be coming to facility to stay away.

Radiological Release/Dirty Bomb

[Back to Top ^](#)

Dirty Bomb

Recovery

Begin reunification procedures only after approval from Local Health Department.

- Provide for staff and student counseling
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians***.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Hold shelter in place drills carry at least one drill through to HVAC shutdown.
- Establish a primary location for decontamination of individuals both on and off campus at designated offsite evacuation site.
- Hold evacuation drills with at least one drill communicating with transportation for evacuation off site.

Characteristics:

- More toxic than chemicals.
- Poses inhalation hazard.
- Invisible to senses.
- Is not absorbed through intact skin.
- Delayed effect ranging from several hours to days or weeks.

Indicators:

- Unusual liquid, spray, powder, or vapor.
- Dead or dying animals, marine life, or people. This condition will not occur in early stages of an event.

NOTE: Treatment decisions should be made by Public Health Officials.

Staff Response

Release Outside

When the release/explosion is outside and you are inside, stay inside.

- If the walls and windows of the building are not broken, stay in the building, this will shield you from radiation that might be outside.
- To keep radioactive dust or powder from getting inside, shut all windows, outside doors, and turn off fans and heating and air-conditioning systems that bring in air from the outside. It is not necessary to put duct tape or plastic around doors or windows.

- If the exterior walls and windows of the building are broken, Shelter in place, go to an interior room and do not leave.

[Back to Top ^](#)

If you are outside shelter-in-place*.

- Keep individuals who may have been exposed isolated in another room.
- Individuals exposed to outside air should shower and wash your hair with soap as soon as possible.

Release Inside

When the release is inside- Evacuate*.

The less time you are exposed to radioactive materials the less chance you have of suffering illness from the exposure.

See **EMERGENCY RESPONSES for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.*

*** See **Incident Command** for more information on ICS Role and **Reunification Planning**.*

****See **MEDIA CONTACT PROTOCOL FLOWCHART***

Radiological Release/Dirty Bomb

[Back to Top ^](#)

Radiological Release

Inside or Outside:

When the building you are in has been severely damaged – Evacuate*.

Quickly go into a building where the walls and windows have not been broken. The further away you are from the source of the radiation, the less chance you have of suffering from the exposure.

- When evacuating, or you are outside near the release, be sure to cover your nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- Once you are inside, take off your outer layer of clothing and seal it in a plastic bag if available. Put the cloth you used to cover your mouth in the bag, too. Removing outer clothes may get rid of up to 90% of radioactive dust.
- Put the plastic bag where others will not touch it and keep it until authorities tell you what to do with it.
- Shower or wash with soap and water. Be sure to wash your hair. Washing will re-move any remaining dust.
- Ensure that staff/ students do not chew gum, eat, drink or place objects in their mouth.
- Ensure that students or staff do not share video or information via social media.
- Await further instructions.

If you are in a bus or car when the incident happens.

- Close the windows and turn off the air conditioner, heater, and vents.
- Cover your nose and mouth with a cloth to avoid breathing radioactive dust or smoke.
- If you are close to your building, or a public building, go there immediately and go inside quickly.
- If you cannot get to your home or another building safely, pull over to the side of the road and stop in the safest place possible. If it is a hot or sunny day, try to stop under a bridge or in a shady spot.
- Turn off the engine and listen to the radio for instructions.

Radiological Release/Dirty Bomb

[Back to Top ^](#)

Radiological Release

Administrator Response

Release Outside:

- Call 911
- Activate Shelter in Place protocol*.
- Have maintenance (or other trained person) shut down all HVAC or air handling systems.
- Activate the Incident Command System**.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside evacuate off-site to predetermined location. Isolate these persons away from others until approval of Local Health Department.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.

Release Inside:

In addition to following the steps identified in the staff response to this incident, the administrator should also:

- Call 911
- Activate the Incident Command System**.
- Evacuate unexposed individuals to a designated primary assembly area.
- Evacuate individuals known to be exposed to a designated secondary assembly area.
- Isolate these persons away from others until approval of Local Health Department.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water. Showers are available at the Jr/Sr High School, so these can be utilized for decontamination purposes.
- Notify any buses to stay away from the facility.

NOTE: Staff or students exposed to biological or chemical agents may not immediately exhibit signs of exposure, use your best judgment given the data available to you.

Recovery

[Back to Top ^](#)

Begin reunification procedures only after approval from Local Health Department.

- Provide for staff and student counseling
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with the Communications department, communicate the appropriate information to staff, students, and parents/guardians***.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Orient staff to Chemical and Biological indicators****.
- Ensure staff know where HVAC shut off is located.
- Carry at least one evacuation drill through recovery.
- Hold shelter in place drills carry at least one drill through to HAVC shutdown and sealing of the rooms.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.
- Establish an assembly location for contaminated individuals, both on campus and off campus that will facilitate decontamination, shower, hose, buckets of water.
- Establish a separate evacuation assembly location for uncontaminated individuals.

*See **EMERGENCY RESPONSES** for more information on *Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown*.

** See **Incident Command** for more information on *ICS Role and Reunification Planning*.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

****See **Biological/Chemical Release**.

Biological/Chemical Release

[Back to Top ^](#)

Indicators of a Chemical Hazard:

Blisters or rashes-Unusual liquid droplets or oily film-Unexplained Odors-Unexplained coughing fatigue-tearing in eyes-dizziness-Unexplained animal sickness or death. Most chemical agents do not produce a visible cloud.

Indicators of a Biological Incident:

Symptoms may not be present themselves for 1-20 days depending on the biological agent, and may include: fever, headache, chills, searing, weakness and fatigue, respiratory distress, difficulty talking or eating, Joint and muscle pain, and nausea.

Staff Response

Release Outside

If you are inside - Shelter in Place*.

When the shelter in place announcement is made:

- Call 911.
- Immediately clear students and staff from halls to closest designated area.
- Assist those needing special assistance.
- Shut off Univent (heat, ventilation, air conditioners).
- Close all windows, vents, and doors.
- Cover nose and mouth with mask, handkerchief, or other filtering material. Do not allow students to chew gum, eat, drink or place objects in their mouth.
- Take census of staff, students, and visitors.
- Notify Administration of any medical problems** caused from exposure to chemical and await further instructions from administration, fire, or police.

If you are outside:

- Relocate* to predetermined upwind, uphill assembly areas.
- Take census of staff and students.
- Await further instructions from administration, fire, or police.

NOTE: If staff or students are outside and come in contact with biological or chemical, bringing them inside will cause cross contamination.

Biological/Chemical Release

[Back to Top ^](#)

Release Inside

If you are inside: Evacuate* uphill and upwind.

When the Evacuation announcement is made:

- Cover nose and mouth with mask, handkerchief, or other filtering material.
- Assist those needing special assistance.
- Determine any medical problems caused from exposure to chemical.

If you are outside: Stay outside upwind, uphill of the building.

- Take census of students, staff and visitors and await further instructions.

Administrator Response

Release Outside

- Call 911 and activate Shelter in Place* protocol.
- Shut down all HVAC or air handling systems.
- Activate the Incident Command System***.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside evacuate off-site to predetermined location. Isolate these persons away from others until approval of Local Health Department.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water. Showers are available at the Jr/Sr High School, so these can be utilized for decontamination purposes.

Release Inside

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911 and activate the Incident Command System***.
- Evacuate unexposed individuals to a designated primary assembly area.
- Evacuate individuals known to be exposed to a designated secondary assembly area.
- Isolate these persons away from others until approval of Local Health Department.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water. Showers are available at the Jr/Sr High School, so these can be utilized for decontamination purposes.
- Notify any buses to stay away from the facility.

NOTE: Staff or students exposed to biological or chemical agents may not immediately exhibit signs of exposure, use your best judgment given the data available to you.

Media requests should only be handled through official spokesperson(s). Direct all inquiries to the Public Information Officer.

45

Biological/Chemical Release

[Back to Top ^](#)

Recovery

- Begin reunification procedures only after approval from Local Health Department.
- Provide for staff and student counseling.
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with Communications****, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist****.

Preparedness

- Orient staff to Chemical and Biological indicators.
- Ensure staff know where HVAC shut off is located.
- Carry at least one evacuation drill through recovery.
- Hold shelter-in-place drills carry at least one drill through to HVAC shutdown.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water. Showers are available at the Jr/Sr High School, so these can be utilized for decontamination purposes.
- Establish an assembly location for contaminated individuals, both on campus and off campus that will facilitate decontamination, shower, hose, buckets of water.
- Establish a separate evacuation assembly location for uncontaminated individuals.

See **EMERGENCY RESPONSES for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.*

***See **Medical Problem or Accident**.*

**** See **Incident Command** for more information on ICS Role and Reunification Planning.*

*****See **MEDIA CONTACT PROTOCOL FLOWCHART***

Biological Outbreak

[Back to Top ^](#)

What is a biological outbreak?

A biological outbreak is deemed to have occurred when a large section of a general area or population has been exposed to and has become ill through naturally occurring health epidemics or through the release of living biological organisms and toxins designed to incapacitate the public, cause widespread panic, and disrupt the social infrastructure. A biological outbreak can threaten the school district both from within and outside the school campus.

An indication of a biological exposure or epidemic may not be known for days, or even weeks, after the initial release and exposure. For this reason, the immediate detection of a biological outbreak will be difficult to determine. Most symptoms of a biological epidemic may not begin to present themselves for up to 20 days after exposure. The first indicators of a possible biological epidemic that staff members at the district should be aware of are a large number of students and staff being ill with the same symptoms at the same time and an unusually high absentee rate.

Symptoms of a potential biological incident include, but are not limited to, the following:

- Fever, headache, chills, sweating, weakness, and fatigue
- Respiratory distress, difficulty talking or eating
- Joint and muscle pain
- Nausea, abdominal cramps, or diarrhea
- General flu symptoms
- Fever, cough, shortness of breath

Staff Response

- Staff members who become aware of an unusually high class absentee rate or observe an above average number of students ill with the same symptoms should notify the building administrator as soon as practical to report those observations.
- If a large number of students suddenly become ill with the same flu-like symptoms at the same time, such as shortly after lunch or upon return from a field trip, the staff member should notify the building administrator immediately.

Biological Outbreak

[Back to Top ^](#)

Administrator and Incident Command Response

- The Building Principals (or his/her designee) should review absentee records and if a pattern of unusual activity is present, should contact Assistant Superintendent/Superintendent. Assistant Superintendent/Superintendent can then contact the County Health Department to relay those findings, if needed. This information may prove to be useful to Health Department personnel in tracking any possible epidemic outbreak.
- If a large number of students and staff members suddenly become ill with the same flu-like symptoms, the building administrator will call 911 immediately to report the incident.
 - Give the 911 operator all the information available regarding:
 - the symptoms being reported
 - number of individuals affected
 - any suspected causes of the sudden illness
 - Stay on the telephone line with the 911 operator until told to hang up. The 911 operator will dispatch the appropriate emergency personnel to the school.
 - Notify Assistant Superintendent (and/or designee) of incident, so that the appropriate personnel can report to the school, if deemed necessary.
- Activate Incident Command for building and/or Climax-Scotts-wide Incident Command*.
 - The Incident Commander (or designee) will order a securing of the school building. All staff members will also be able to secure the building until told otherwise by the Incident Commander (or designee).
 - This will prevent the possible spreading of any potential biological contamination until proper decontamination protocols are in place.
 - The Incident Commander (or designee) must also ensure that all students outside the building but still on the school campus either return to the building or are evacuated to a designated staging area. If these students go to a staging area, staff members must ensure that no student leaves the staging area until authorized by emergency personnel.
 - The Operations Section Chief (or designee) should conduct an attendance audit of all students, staff members, and visitors currently in the school building and be prepared to provide this information to emergency personnel.

- Police, fire, and emergency personnel will meet with the Incident Commander (or designee) at the assigned command post; If the designated command post is unsafe for any reason or if an alternate site is to be used, the Incident Commander (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. [Back to Top ^](#)
- If the Incident Commander (or designee) is already in the school building when the building securing is announced, an administrator who was not inside the building should be designated to meet emergency personnel at the command post.
- Upon arrival of emergency personnel, they will assume responsibility for any decontamination protocols and any other actions needing to be taken. The Incident Commander (or designee) and all other staff members should be prepared to assist emergency personnel as requested.
- As soon as decontamination protocols have been decided upon and put into place, and when deemed appropriate by emergency personnel, students and staff members should be evacuated from the school building. The Incident Commander (or designee) will order the evacuation of the building if directed to do so by emergency personnel.
 - This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used.
 - Classrooms will be evacuated one at time and at the direction of emergency personnel so proper decontamination of all students and staff members can be completed, if necessary. Those individuals who are most ill will be evacuated first to allow for prompt medical treatment.
 - Emergency personnel will direct students and staff members to and from the decontamination area.
- As soon as possible, arrangements should be made with the Transportation Manager for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by emergency personnel.
- The Communications Manager (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident**.
- Any decision to re-enter buildings will be made by the Incident Commander (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school and emergency personnel.
- The Incident Commander and Cabinet (or designee) should suspend and cancel any remaining classes left for the day and order the early dismissal of students, once cleared to do so by emergency personnel.
 - If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of class schedules that would be impacted during the closure of the school building pending investigation of the cause of the biological incident.
- The Superintendent (or designee) should suspend and cancel any and all non-classroom special activities and events remaining for the day.

- If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of any other special activities and ~~events that~~ would be impacted during the closure of the school building pending investigation of the cause of the biological incident.
 - The Superintendent (or designee) will notify the parents and/or guardian of any students who became ill, were treated, and/or transported to the hospital by ambulance and advise them of the situation and current status. This should be done as soon as practical.
 - A designated public information center should be established at the Climax-Scotts Service Center. All members of the media advised to report to this location for situation updates, statements, and briefings.
- Climax-Scotts's Pandemic Response Team shall consist of the following: the Superintendent, Communications, and the Climax-Scotts Incident Command Team. This Team shall be responsible for the following:
 - Monitor issues and information related to pandemics to keep Climax-Scotts's Plan up to date.
 - Monitor public health communications about COVID-19 recommendations and relate such information to employees as may be appropriate.
 - Post appropriate materials about any current pandemic on Climax-Scotts's website.
 - Revise relevant portions of Climax-Scotts's Emergency Operations Plan as needed with Board action where required.
 - Implement relevant portions of Climax-Scotts's Emergency Operations Plan as needed.
 - Develop and implement a continuity of learning plan in the manner and form dictated by existing law or executive order or, absent such guidance, in a manner that is consistent with the exigencies of the situation.
 - Maintain updated knowledge of Climax-Scotts's Emergency Response Plan and this Plan so that they may reinforce and support a culture of safety in the district generally and in each of the Climax-Scotts facilities in particular.
 - Publicize the Plan so that all employees in the facilities and/or departments under their supervision are informed of relevant procedures in the case of a pandemic and in the prevention of illness.
 - Encourage all employees to be vaccinated annually for influenza and other infectious disease, as necessary.
 - Maintain a list of contacts in the health profession, including the County Public Health Officer, to provide consultation and advice regarding this Plan and its implementation.
 - Establish critical partnerships with federal, state, and local authorities, including the other intermediate school districts and local school districts, to provide mutual support and maintenance of essential services during a pandemic.
 - Provide as needed information to all staff regarding those practices that are recommended by public health officials that will reduce the spread of the infection.
 - Develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has a sufficient supply of them.
 - Ensure that handwashing signs are posted in all restrooms.

- Review and recommend as appropriate an emergency sick leave policy to be adopted or implemented in the event of a pandemic.
 - Take appropriate steps to help ensure that the Assistant Superintendent [Link to Top ^](#) Technology has the resources to maintain, if needed, sufficient IT infrastructures to support employee and, potentially, student telecommuting, tele-schooling and remote access to agency services.
- In addition, the Pandemic Response Team shall address the following policies, practices or procedures as needed:
 - Guidance for employees and students returning to the United States from affected areas, which shall be the implementation of the Travel Notification and Daily School Building Screening Form to be completed before reentry to the school environment;
 - Special procedures/accommodations for employees and students with special needs or disabilities;
 - Amendments to policies related to facility use;
 - Ensure the development of a plan to keep students, employees and families informed of developments as they occur, including those students and employees who remain at home.

Recovery

- Begin reunification procedures only after approval from Local Health Department.
- Provide for staff and student counseling.
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Ensure staff know where HVAC shut off is located.
- Carry at least one evacuation drill through recovery.
- Hold shelter in place drills at least one drill through to HVAC shutdown and sealing of the rooms.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.
- Establish an assembly location for contaminated individuals, both on campus and off campus that will facilitate decontamination, shower, hose, buckets of water.
- Establish a separate evacuation assembly location for uncontaminated individuals.

* See ***Incident Command*** for more information on ICS Role and ***Reunification Planning***.

See *MEDIA CONTACT PROTOCOL FLOWCHART***

Runaway or Missing Student

Staff Response

[Back to Top ^](#)

All Programs

When a student is missing or has been seen leaving the building without authorization immediately notify the building principal or program administrator.

If staff is unable to locate the student, Administration will contact parents/guardians of student or call 911 as appropriate.

EFE/EFA Programs

- Check with the office or business to determine if student has been properly signed out.
- Check on site video surveillance to see if student can be seen leaving.
- Check if student's car is missing.
- Search building and grounds.
- Determine if any friends of student are also missing.
- Ask other students of possible whereabouts.
- If program is located in a public school building, notify that building principal as well.

Runaway or Missing Student

[Back to Top ^](#)

Pre-School Programs

- Check roll call to determine when student was last seen.
- Check on site video surveillance to see if student can be seen leaving.
- All available staff fan out and begin search.
- If program is located in a public school building, notify that building principal as well.

Administrator Response

All Programs

In addition to following the steps identified in the staff response to this incident the administrator for all programs should:

- Activate the Incident Command System*/call 911 as appropriate.
- Check on site video surveillance to see if student can be seen leaving.
- Obtain a picture of the student if available for distribution to law enforcement.
- If unable to locate the student, the administrator will contact parents/guardians of the student and update the superintendent's office concerning the student's status.
- If the student is found administrator will determine the appropriate response and notify necessary persons of the student's status.

EFE-EFA Programs

- Pull student data from student data base.

Special Needs Programs

- Pull student data from PowerSchool.

Pre-School Programs

- Pull student data from ChildPlus

Runaway or Missing Student

[Back to Top ^](#)

Recovery

- File any necessary paperwork in the student's file and make copies available for the parents.
- Follow district truancy policies.
- Follow program reporting policies.
- Working with Communications**, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist**.

Preparedness

- Entry / Exit doors should be monitored.
- Special needs staff should be made aware of any student with a history of running away.
- Staff should be trained to sweep the building in a timely manner.
- Confirm that bus drivers know to notify dispatch if a student wasn't picked up.
- Confirm that preschool bus drivers know to notify the teacher meeting the bus if a student wasn't picked up.

* See ***Incident Command*** for more information on ***ICS Role and Reunification Planning***.

See *MEDIA CONTACT PROTOCOL FLOWCHART***

Sexual Assault

[Back to Top ^](#)

Staff Response

- Notify Administrator, Administration will call 911 and follow reporting procedures.
- Inquire about bodily injury.
- Do not leave injured party alone.
- Do not let injured party alter physical presence.
- Discourage discussion.
- Determine where it occurred and protect that area as evidence.
- Document incident in writing.
- Cooperate with any ongoing investigations.
- Identify students, staff in need or counseling and provide information to administrator.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Call 911 and follow reporting procedures.

If survivor is an employee

- Contact the Human Resources office immediately.
- Obtain Personnel emergency card (information in Human Resources) if survivor needs medical attention.
- Have a liaison accompany employee to the hospital if medical treatment is necessary.
- Document incident in writing.

If survivor is a student:

- Notify parents or guardian
- Comply with child protection laws.
- Obtain Emergency card on file in office if survivor is a student and needs medical attention.
- Have a liaison accompany the student to the hospital if medical treatment is necessary.

Recovery

- Cooperate with any ongoing investigations.
- Provide for students, staff in need or counseling.
- Working with Communications*, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist*.

Preparedness

- Identify victim assistance programs that are available upon request like the YWCA Sexual Assault Program at 269-345-3036 as resources for individuals.

*See **MEDIA CONTACT PROTOCOL FLOWCHART**

Suspected Child Abuse

[Back to Top ^](#)

Child Abuse:

Child abuse is any act by parent, caretaker, teacher or any other persons legally responsible for the child's welfare which causes injury or places the child in danger. Michigan's Child Protection Law defines it as "harm or threatened harm to a child's health or welfare which occurs through non-accidental, physical or mental injury, sexual abuse, or maltreatment."

Child Neglect:

Child Neglect is usually seen as a failure to provide for the child's needs. In the same law cited above, it is defined to mean "harm." Major categories of neglect are:

- Physical neglect: improper or inadequate food, clothing not suitable to the weather, unhealthy or inadequate physical shelter arrangements.
- Abandonment: lack of supervision or leaving young children alone, providing inadequate child-care planning, failing to supervise children.
- Educational neglect: failing to see to the child's school attendance or school related needs.

Staff Response

Notify Administrator and follow reporting procedures if abuse or neglect is suspected.

What to Do

School personnel suspecting that a child is being abused or neglected, are required by law to make an immediate oral report and follow that up with a written report within 72 hours to the Department of Health and Human Services

Child abuse and neglect can be reported to DHHS 24 hours a day by telephoning 855-444-3911.

- Information required in the written report is the child's name and address of the child's parents/ guardians, or other persons the child is living with, and information which might establish the cause of abuse and/or neglect and manner in which it occurred. The referring person would write exactly what prompted the report, i.e., "John came to school with a black eye. He stated his father hit him in the left eye when he broke a plate."
- DHS form #3200 is available for making this report.

Written reports should be sent to:

Michigan Department of Health and Human Services
Centralized Intake for Abuse and Neglect
5321 28th St Court S.E.
Grand Rapids, MI 49546
-OR- email MDHHS-CPS-CIGroup@michigan.gov

Suspected Child Abuse

[Back to Top ^](#)

What Not to Do

- Do not delay reporting the abuse. Delays can slow the investigation and assessment process; which can be detrimental, even deadly to the child.
- Don't wait for principal to verify your suspicion before reporting the child to the Department of Health and Human Services (DHHS). (You telling the school counselor/administrator and waiting for the counselor/administrator to make the referral makes it third hand information.)
- Do not discuss the child's problems with other students, teachers, or school personnel, etc. It is important to respect the confidentiality and sensitivity of the problem.
- Do not ignore the situation and do nothing. Remember it is the law that all cases of suspected abuse or neglect must be reported to FIA protective services.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Ensure that reporting procedures for abuse or neglect, or suspected abuse or neglect are followed.

Recovery

- Provide access to community counseling programs as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians*.
- All communication with media will be carried out by the designated Communications Specialist*.

Preparedness

- Make sure staff understand that if they suspect that a child is being abused or neglected, they are required by law to make an immediate oral report and follow that up a written report within 72 hours to the Department of Health and Human Services (DHHS).
- Ensure staff have access to DHHS reports and contact information.
- Provide training for staff on signs and symptoms of abuse.

*See ***MEDIA CONTACT PROTOCOL FLOWCHART***

Suicide Threat/Attempt

[Back to Top ^](#)

Staff Response

Suicide Threat

- Notify Administration.
- Take threat seriously.
- Move student/staff to area away from others if possible.
- DO NOT leave individual alone.
- Talk with the student /staff and reassure him/her that you are concerned for their welfare.
- Remove items from individual (if possible) and surrounding area that could pose a threat to individual and others.
- Administrator will involve counselor.
- Administrator will contact parents/guardians or listed contact.

Suicide Attempt in Progress

- Notify Administration. If unable to reach administrator immediately, call 911.
- Attempt to diffuse the situation.
- Do not negotiate.
- Try to calm the student/staff.
- Remove “bystanders” from the area and maintain overall calm.
- Secure the area.
- Attempt to locate any witnesses or persons with knowledge of the situation.
- If a gun is involved, treat the situation as a weapon on person and follow that protocol.
- Identify students in need of counseling
- Document incident in writing.

If death results:

- Notify Administration. If unable to reach administrator, call 911
- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Await emergency officials.

Suicide Threat/Attempt

[Back to Top ^](#)

Administrator Response

Suicide Threat

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Take all threats seriously.
- Involve counselor
- Contact community mental health if needed.
- Work with the Communications department*.
- Contact parents/guardians.
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist*.

Suicide Attempt in progress

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911 & activate the Incident Command System**
- Secure the area.
- Consider an Inside Threat*** until situation is under control.
- Contact community mental health if needed.
- Involve counselor
- Contact community mental health if needed.
- Work with the Communications department*.
- Contact parents/guardians.
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist*.

If death results:

- Call 911
- Activate the Incident Command System**
- Consider an Inside Threat*** until situation is under control.
- Protect the area as a crime scene.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Ensure that students or staff do not share video or information via social media.
- Await emergency officials.
- Contact parents/guardians.
- Working with the Communications department*.
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist*.

Suicide Threat/Attempt

[Back to Top ^](#)

Recovery

- Provide for counseling services for students and staff.
- Cooperate with any ongoing investigation.

Preparedness

- Addressing depression and suicidal behavior early and directly. Responding immediately will help reduce the risk of suicide.
- Provide information on available community resources for suicide prevention.
- Provide access to counseling.
- Provide for anti-bullying programs.
- Provide staff and teacher training on suicide prevention and mental health.

See **MEDIA CONTACT PROTOCOL FLOWCHART*

*** See **Incident Command** for more information on ICS Role and **Reunification Planning**.*

****See **EMERGENCY RESPONSES** for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.*

Severe Weather/Tornado Warning

[Back to Top ^](#)

Severe Weather Warning

Staff Response

Severe weather can be accompanied by high winds, heavy rains or snow, downed trees, swollen creeks and dangerous roads which may pose risks to staff and students.

During severe weather warnings:

- Travel should be avoided whenever possible.
- Remain indoors and stay away from windows.
- In the event that severe weather makes it unsafe for students to remain outside, it may be necessary to re-verse evacuate upon instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Decide if it is safe to release students or if it is better to wait until conditions improve. Many of these conditions can make it unsafe to release students from the school.
- Immediately notify all staff that a warning has been issued.
- In the event that severe weather makes it unsafe for students to remain outside, shelter-in-place.
- Be aware that travel should be avoided whenever possible.

Tornado Warning

Staff Response

- Immediately proceed to designated tornado shelter areas or windowless interior room on the lowest level leaving your classroom or office door ajar.
- Assist those needing special assistance.
- Account for all students/staff in your charge.
- Remain in the safe area until the warning has been canceled.

Severe Weather/Tornado Warning

[Back to Top ^](#)

Stay away from high ceiling areas like the gym area, glass windows, and outside walls, which may be blown in upon you.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Immediately notify all staff that a warning has been issued.
- Immediately proceed to designated tornado shelter areas or windowless interior room on the lowest level.
- Remain in the safe area until the warning has been canceled.

Stay away from high ceiling areas like the gym area, glass windows, and outside walls, which may be blown in upon you.

Severe Weather/Tornado Warning

Recovery

- Keep students assembled in an orderly manner, in a safe area away from broken glass and other sharp debris, and away from power lines, puddles containing power lines, and emergency traffic areas.
- Render aid to those who are injured.
- Keep everyone out of damaged parts of the school; chunks of debris or even that whole section of the building may fall down.
- Ensure nobody is using matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby*.
- Do not attempt to turn on light switches or other electrical equipment.
- If incident occurs during the summer or breaks, notify building administration and Climax-Scotts-wide Incident Command**.

Severe Weather/Tornado Warning

[Back to Top ^](#)

Preparedness

- Identify those areas within your building most suitable for sheltering during a tornado or severe weather that is accompanied by high winds that may blow out windows.
- Walk the building and ensure that bookshelves, trophy cases and other large heavy objects are secure to prevent them from becoming flying or falling debris during a tornado.
- If the school's alarm system relies on electricity, have a compressed air horn or megaphone to sound the alert in case of power failure.
- Make special provisions for disabled students and those in portable classrooms. Portable classrooms are like mobile homes – exceptionally dangerous in a tornado.
- Make sure someone knows how to turn off electricity and gas in the event the school is damaged.
- Keep children at school beyond regular hours if threatening weather is expected; and inform parents of this policy. Children are safer deep within a school than in a bus or car. Students should not be sent home early if severe weather is approaching, because they may still be out on the roads when it hits.
- Lunches or assemblies in large rooms should be postponed if severe weather is approaching. Gymnasiums, cafeterias, and auditoriums offer no meaningful protection from tornado-strength winds. Also, even if there is no tornado, severe thunderstorms can generate winds strong enough to cause major damage.
- Have a NOAA Weather Radio with a warning alarm tone and battery back-up to receive warnings quickly and directly from your local National Weather Service office. A new technology called Weather Radio SAME allows you to set such weather radios to alarm for your county and surrounding counties; so, look for the WRSAME feature when purchasing weather radio units.

*See **Gas Leak**.

** See **Incident Command** for more information on ICS Role and **Reunification Planning**.

Weapons Possession

Staff Response

[Back to Top ^](#)

- Call 911 and contact administration.

Weapon on Person

- Weapon is visible student is not threatening: Do not approach the individual.
- Do not attempt to confiscate the weapon.

Weapon is visible student is threatening:

- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate is given, evacuate quickly and quietly. Call 911 then contact administration.
- Ensure that students or staff do not share video or information via social media.
- If evacuation is not allowed keep talking with the student until help arrives.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Document the incident in writing.

Weapon is suspected:

- Contact administration and wait for assistance.
- Safely maintain constant visual contact with person until assistance / police arrive.

Weapon in Locker, Vehicle or on Grounds

- Contact administrator and wait for assistance.
- Secure area of suspected locker / vehicle or on grounds location.
- Follow protocol of WEAPON ON PERSON, if person assigned to locker or person suspected of placement approaches you.
- If incident occurs during the summer or breaks, notify building administration and Climax-Scotts-wide Incident Command*.

NOTE: If weapon is sighted in locker, vehicle or on the grounds, do not pick it up. Secure the area and await police arrival to safely secure weapon.

Call: 8-555-OK2SAY (855-565-2729)/Text: 652729 (OK2SAY)

Michigan OK2SAY provides a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline is operational 24-hours per day, 365-days a year, by the Michigan State Police Operations Center. **Dial 911 for emergency situations.**

Weapons Possession

[Back to Top ^](#)

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- In weapon situations, notify law enforcement immediately. Notify the superintendent's office.
- School may confiscate weapon if it can be done safely.
- Depending on the type of weapon and the cooperative attitude of the individual, enter either an Inside Threat** or Lockdown** until situation is resolved.
- If the individual is threatening or the weapon in question is a firearm enter a Lockdown** immediately and await police arrival.

Weapon is visible student is threatening:

- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate is given, evacuate quickly and quietly. Call 911 then contact administration.
- If evacuation is not allowed keep talking with the student until help arrives.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Document the incident in writing.

Weapon is suspected:

- Contact administration and wait for assistance.
- Safely maintain constant visual contact with person until assistance/police arrive.

Weapons Possession

[Back to Top ^](#)

Recovery

- Debrief staff as necessary.
- Cooperate with law enforcement investigation.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians***.
- All communication with media will be carried out by the designated Communications Specialist***.

Preparedness

- Ensure that all students and staff understand what constitutes a “Weapon”.
- “Weapon” or “dangerous weapon” includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocketknife opened by a mechanical device; iron bar; or brass knuckles.
- “Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant.
- Ensure all students and staff know the consequences of bringing a weapon into the building or having a weapon on school grounds.
- “Weapon Free School Zone” means school property and/or a vehicle used by the school to transport students to or from school property.
- “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property. Establish an anonymous tip line for staff and students to report suspicions.

* See **Incident Command** for more information on ICS Role and **Reunification Planning**.

See **EMERGENCY RESPONSES for more information on Evacuation, Shelter in Place, and Get Out/Lock Out/Take Out/Lockdown.

***See **MEDIA CONTACT PROTOCOL FLOWCHART**

Emergency Responses

[Back to Top ^](#)

Evacuation

Signal: Fire Alarm or PA System - “Evacuate, this is not a drill, leave the building immediately.”

- Grab the Emergency Go Kit.
- Do not stop for staff or student belongings.
- Take the closest (primary) route out of the building.
- If the primary route is blocked or unsafe, use secondary route.
- Assist those needing special assistance.
- Go to designated assembly area and wait for further instructions.
- Take attendance. Report any missing students to administration immediately.

Shelter-in-Place

Event: Hazardous material or Chemical, biological, or radiological incident outside of the building. This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting an interior room that’s above ground level, with no or few windows, In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed.

Inside Signal: “Your attention please, Shelter-in-Place. This is not a drill. Do not leave the building, Shelter-in-Place. This is not a drill.”

Outside Signal: “Your attention please, Shelter-in-Place. This is not a drill. Move to designated safe area immediately. This is not a drill.”

- If leaving classroom for designated room—Grab the go kit.
- Clear all students and staff from halls and enter the closest classroom or other designated site.
- Assist those needing special assistance.
- Close and lock exterior doors and windows (NO entrance or exit)
- Individuals outside of the building should move to a separate area away from other building population
- Close and lock all doors and windows.
- Turn off all fans, Shut down air handling system/HVAC (heating and air conditioning systems)
- Stay away from all doors and windows.
- Take attendance. Report any missing students to administration immediately.
- Ensure that students or staff do not share video or information via social media.
- Do not allow anyone to leave the shelter.
- Remain sheltered until notified by law enforcement, fire, emergency manager, or principal or designee.

During any emergency situation, it is very important for teachers, principals and other adult authority figures to set a calm example for students and reassure those who are shaken.

Emergency Responses

[Back to Top ^](#)

	Precautionary Outside Threat	Immediate Outside Threat	Inside Threat	Lockdown
Security Focus	Access control of exterior doors.	Exterior access/Interior movement control to prevent escalation of the incident.	Mitigate losses due to incident and interior movement control to prevent escalation of the incident.	Mitigate losses due to incident.
Circumstances	A threat to the safety, or security, of students, staff, or visitors of a school building. The threat could be man-made or natural threat. The threat is near the school campus but not a direct threat to the school at this time.	A threat to the safety, or security, of students, staff, or visitors of a school building. The threat could be man-made or natural threat. The threat is on, or in very close proximity to the school campus.	An intruder is in a school building posing a threat, or active violent actions against self, students, or staff.	A person/persons are using a/any weapon to conduct “active homicide” or attempted “active homicide”.
Communications	Activation and deactivation made over PA system. “Attention all Staff: The building is being secured due to a Precautionary Outside Threat. Please move inside and to your classrooms.”	Activation and deactivation made over PA system. “Attention all Staff: The building being secured due to an Immediate Outside Threat. Please move inside and to your classrooms. Stay away from windows and be prepared to shelter.”	Activation made over PA system or radio. Deactivation only by face to face confirmation. “Attention staff, we have a(n) (potential) Inside Threat. Secure all students and staff immediately.”	Activation made over PA system or radio. Deactivation only by face to face confirmation. “Lockdown! This is not a drill!” Lockdown Secure all students and staff immediately!”
Changes to normal operations	No outside activities	No outside activities.	Normal operations cease.	Normal operations cease.
Exterior doors	Locked and under staff control. Maintain a single point of entry.	Locked. Entrance to building must be approved by Administrator or designee.	All Locked. No entrance.	All Locked. No entrance.
Interior doors	Vacant rooms locked.	Locked, ready to close.	All Locked and closed.	All Locked and closed.
Students	Movement minimized, monitored at all times.	All stay in supervised rooms.	Students moved into secure locations and shelter.	Students moved into secure locations and shelter.

Staff	Maintain a single point of entry. Heightened alertness watch for unattended visitors.	Maintain a single point of entry. Supervise students, actively monitor hallways.	Bring unattended students, visitors into secure location and shelter.	Bring unattended students, visitors into secure location and shelter. Back to Top ^
Visitors	Escorted to office or front desk to present photo ID and obtain visitor badge.	Must present Photo ID to enter building. Escorted at all times. Must wear identification.	No entry or exit. If in building, escort to secure locations and shelter.	No entry or exit. If in building, escort to secure locations and shelter.
Movement	Traffic in the building should be minimized.	In hallway only if necessary.	Movements unrelated to crisis response ceases. All personnel are sheltered.	Movements unrelated to crisis response ceases. All personnel are sheltered. Do not move even if the fire alarm sounds.
Canceling a Response Level	Precautionary Outside Threat is ended when Incident Commander advises it's safe.	Immediate Outside Threat is ended when Incident Commander advises it's safe.	Inside Threat is ended only when the police or security advises it's safe.	Lockdown is ended only when the police or security advises it's safe.

Reunification Planning

The purpose of a reunification plan is to safely release students to parents/guardians after a crisis.

Once School Officials have determined that keeping students in the school would be hazardous to students and staff, students will be moved to a Family Support Center. In order for the school to ensure 100% accountability of students we have developed an organized process for the reunification of students with parents/guardians.

One location where control of situation can be maintained. Main entrance doors would be preferable. If at exterior evacuation site, then use gate or entry to controlled site.

Staffing

Needs: 1-4 to check ID's, sign out, track students
 1-3 for communication (radios, Intercom)
 1-5 runner(s)

Physical setup: Single in and out location
 1-3 tables / 1-6 chairs

Supplies: 7- Two-way radio(s), cell, handheld bullhorn
 student tracking forms
 sign-out forms
 pencils / pens / note pads
 attendance report updated to exact hour

- Upon arrival at the Family Support Center, all designated team members will assist with table and equipment set-up and placement of signage. Teachers not assigned to a specific reunification station will remain with students.
- At the Family Support Center, students will be secured in an enclosed or gated area.
- Teachers/staff will provide a list of students to the Family Support Center staff, upon arrival.
- Parents will proceed to the Parent Check-In tables and provide the Check-In staff with:
 1. The student's name
 2. Their driver's license. All individuals picking up students must be positively identified. Unless a person's name is on the list as having permission to pick up your child, the child will not be released.
 3. Parent/guardian will sign appropriate release form.
 4. The student will be brought to the parent.
- Ask parents/guardians to quickly depart the site in order to make room for others.

If you are approached by a parent during the reunification process, use common sense and be as calm and courteous as possible. You do not have to deal with difficult people; if an individual is not satisfied with answers provided, contact the Safety Officer in charge or a police person for assistance.

Family Support Center Staffing Chart

Command

1. _____
2. _____
3. _____

Counting/Tracking

Communication	Students	Staff
1.	1.	1.
2.	2.	2.
3.	3.	3.

Release

Communication	Documentation	Runners
1.	1.	1.
2.	2.	2.
3.	3.	3.

Security/Signage

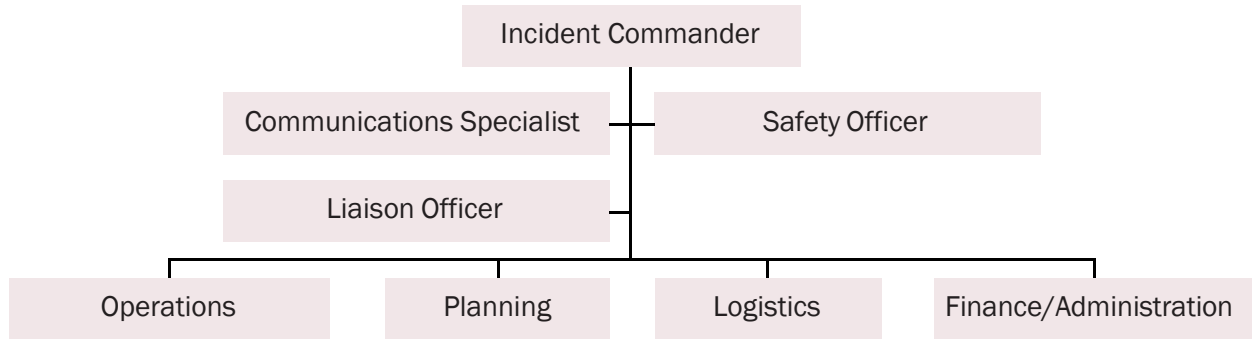
Inside	Outside	Evacuation Site
1.	1.	1.
2.	2.	2.
3.	3.	3.

Supplies

1. _____
2. _____
3. _____

During any emergency situation, it is very important for teachers, principals and other adult authority figures to set a calm example for students and reassure those who are shaken.

Incident Command Staffing Chart



Emergency Operations Center Location		Logistics (Acquires supplies: food, water, staffing, transportation)	
Location	Phone	Location	Phone
1. _____	911	1. <u>Maintenance-Scott Simmons</u>	269-746-2310
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Incident Commander (Manages all aspects of a situation)		Safety (Building/staging areas/evacuation site safety and security)	
Location	Phone	Location	Phone
1. <u>Superintendent Newington</u>	269-746-2401	1. <u>Maintenance - Scott Simmons</u>	269-746-2310
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Operations (Manages student/staff care)		Liaison (Liaison to Incident Command, Emergency Operations Center)	
Location	Phone	Location	Phone
1. <u>Elementary Principal Peters</u>	269-497-2101	1. <u>Secretary Jeanelle</u>	269-497-2102
2. <u>Jr/Sr HS Principal Cole</u>	269-746-2301	2. <u>Secretary Angela</u>	269-746-2303
3. _____	_____	3. _____	_____
Planning (Documents event timeline, analyzes response)		Public Information (Information release to families, community, media)	
Location	Phone	Location	Phone
1. <u>Elementary Principal Peters</u>	269-497-2101	1. <u>Heather Wechsler</u>	269-746-2402
2. <u>Jr/Sr HS Principal Cole</u>	269-746-2301	2. _____	_____
3. <u>Superintendent Newington</u>	269-746-2401	3. _____	_____
Finance/Administration			
Location	Phone		
1. <u>Darcy Soule</u>	269-746-2404		
2. _____	_____		
3. _____	_____		

Media requests should only be handled through official spokesperson(s). Direct all inquiries to the Public Information Officer.

Bomb Threat Report

[Back to Top ^](#)

Date: _____ Time of Call: _____ a.m. p.m.

Call received by: _____ at (phone number): _____

Questions to ask

When is the bomb set to explode? Time: _____ a.m. p.m.

What kind of bomb is it? _____

Did you place the bomb? _____

Where is it located? _____

What does it look like? _____

What will cause it to explode? _____

What is your name? _____

Did the person give a reason for the threat?

Write down exact threat: _____

Can you identify the caller? _____

The voice on the phone was a: Man Woman Child Age: _____

Accent _____ Speech impediment Intoxicated

Other: _____

Background noise

Music Talking Children Laughter Machines Vehicle

Traffic Airplane Party

Other Additional information: _____

Completed by: _____

Hazard Analysis Summary

<Insert School Name> is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The following table briefly discusses <Insert School Name>'s high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism:

<Example Hazards – edit table based upon conducted hazard/vulnerability assessments>

Hazard Type	FREQUENCY	SEVERITY	WARNING TIME	DURATION	RISK PRIORITY
NATURAL					
EARTHQUAKE	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
FLOODING (FLASH FLOOD, RIVER, OR TIDAL)	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
TORNADO	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
WINTER STORM	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
HUMAN MADE					
CHEMICAL / HAZARDOUS MATERIALS	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
FIRE	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low

Hazard Type	FREQUENCY	SEVERITY	WARNING TIME	DURATION	RISK PRIORITY
NUCLEAR FACILITY INCIDENT	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
POWER OUTAGE	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
WATER SYSTEM FAILURE	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
ACCIDENTS (TRANSPORTATION)	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
MEDICAL EMERGENCY (INCLUDING CARDIAC ARREST)	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
MASS CONTAMINATION	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
APPARENT SUICIDE	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
BOMB THREAT	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
CIVIL DISORDER	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low

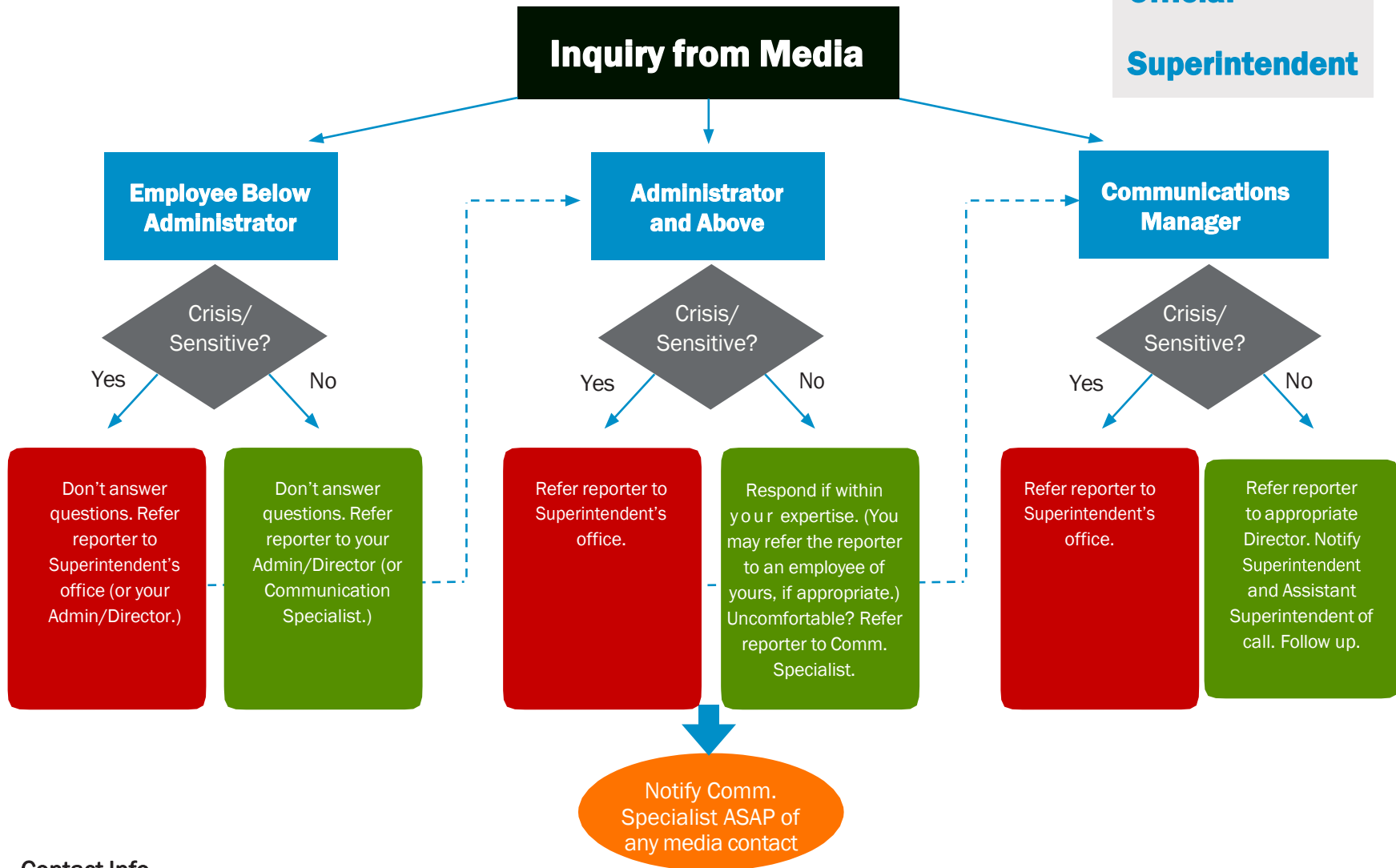
Hazard Type	FREQUENCY	SEVERITY	WARNING TIME	DURATION	RISK PRIORITY
DEATH ON CAMPUS	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
EXPLOSION	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
HOSTAGE SITUATION	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
INTRUDER	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
KIDNAPPING / ABDUCTION	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
REPORT OF WEAPON ON CAMPUS	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
SEXUAL ASSAULT	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
TERRORISM	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low
WEAPONS ASSAULT	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low

Hazard Type	FREQUENCY	SEVERITY	WARNING TIME	DURATION	RISK PRIORITY
<INSERT ADDITIONAL HAZARDS AS APPLICABLE>	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6-12 hours 2 12-24 hours 1 24+ hours	4 24+ hours 3 12-24 hours 2 3-12 hours 1 <3 hours	High Medium Low

Media Contact Protocol Flowchart

[Back to Top ^](#)

**Official
Superintendent**



Contact Info

Superintendent

Superintendent's Office: 269-746.2401 doug.newington@cssschools.net

Communications Manager

Heather Wechsler 269-746-2402 heather.wechsler@cssschools.net