

School Name
City
Phone Number

Safe Schools Plan

2013-2014

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Toledo Diocesan Safe Schools Plan 2010

Purpose and Scope

The Catholic Schools Office (CSO) and the Toledo Diocesan Schools Emergency Safe Schools Plan (SSP) provide guidance and direction to principals, faculty and staff who have emergency management responsibilities. The SSP should be used during an emergency incident involving a school facility.

Key Emergency Contact

It is imperative during an emergency to contact 911 followed by the principal and the Catholic Schools Office (CSO) as quickly as possible. **419-244-6711**

Emergency Response Team (ERT)

Each school will have an Emergency Response Team to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Incident Management System (IMS)

The School Emergency Response Team will follow the basic principles of IMS. One team member (Incident Commander IC) is in charge of the emergency until external emergency responders arrive on the scene. The school Incident Commander IC will update the external emergency response IC on the incident and then relinquish their duties. The school IC will remain in close contact with the external emergency response IC until the incident is terminated. The IC is responsible for command, control, communications and coordination of resources during an emergency event.

Flow Charts - Each incident has a flow chart for the IC and the ERT to follow in order to effectively stabilize and terminate the incident

Event Aids - The event aids provide valuable information to assist the IC and the ERT in responding to an incident

Emergency Phone Lists - Are provided to ensure the emergency responders are quickly notified of an incident

Evacuation Drawings - Should be placed in a plastic pouch to provide emergency responders with vital evacuation, sheltering and lockdown information

Roles & Responsibilities - Responsibilities of key personnel are listed to give team members a general idea of their roles during an emergency incident

Crisis Communications - The flow of information is critical during an emergency and this section will provide proactive communication measures

EMERGENCY PHONE NUMBERS

Emergency	911		
Police Department non emergency	(419) XXX-XXXX	County Emergency Management	(419) XXX-XXXX
Fire Department non-emergency	(419) XXX-XXXX	Local Television: (CBS)	(419) XXX-XXXX
F.B.I.	(419) XXX-XXXX	Television: (ABC)	(419) XXX-XXXX
County Sheriff	(419) XXX-XXXX	Television: (NBC)	(419) XXX-XXXX
Ohio Highway Patrol	(419) XXX-XXXX	Local Radio Station:	(419) XXX-XXXX
Local Hospital: Emergency Services	(419) XXX-XXXX	Dog Warden	(419) XXX-XXXX
Poison Control Center	(800) 222-1222	Local Public Superintendent's Office	(419) XXX-XXXX
Electrical Utilities	(800) 544-4877	CSO-Catholic Schools Office	(419)244-6711
Gas Utilities	(419) XXX-XXXX	Local Educational Service Center	(419)XXX-XXXX
Other Important #	(419) XXX-XXXX	Other Important #	(419) XXX-XXXX
Evacuation Assembly Areas:Primary_____	(419) XXX-XXXX	Secondary_____	(419)XXX-XXXX

School Name, City:_____					
Title	Name	Office	Home	Cellular	Pager
Pastor		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Principal		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Asst. Principal		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Facility Manager		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Custodian		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Nurse		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
Counselor		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Social Worker		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Clerk		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Ex.Day		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Teacher		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Teacher		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX
ERT/Teacher		(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX	(419) XXX-XXXX

Abbreviation Key

CCTV- Closed Circuit TV

CSO- Catholic Schools Office

Damage Assessment Team (DAT)

DCD – Diocesan Communications Director

Disaster Recovery Team (DRT)

Emergency Response Team (ERT)

Heating Ventilation/Air Conditioning (HVAC)

Incident Commander (IC)

Incident Management System (IMS)

Material Safety Data Sheet (MSDS)

Parent Reunification Pick-up Area: Where parents check in

Public Information Officer (PIO)

Reunification Area - Where students are reunited with their parent/guardian

Student Reunification Staging Area - Where students are assembled before reunification

Emergency TPZ- Emergency Ten Mile Planning Zone, is a 10 mile emergency planning zone around all nuclear power plants, required by federal law.

Situation Overview/Hazard Analysis Summary

1. School Population

a. General Population

Current enrollment at [School name] is approximately [number of students] [elementary, middle-school or high-school] students located in [brief description of the building(s)]. These students are supported by a committed staff and faculty consisting of:

- [number] Teachers and specialists
- [number] Administrators
- [number] Office/support staff
- [number] Instructional Assistants
- [number] Cafeteria staff
- [number] Maintenance and custodial staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place].

b. Functional Needs Population

[School name] is committed to the safe evacuation and transport of students and staff with functional needs. The functional needs population includes, but is not limited to, students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with functional needs is approximately [number of students]; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with functional needs along with their schedules is available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place]. A list of staff members that have been trained and assigned to assist the functional needs population during drills, exercises, and incidents is also available [identify manner kept: hard copy and/or electronic and location: in main office and/or some other safe and readily available place].

Situation Overview/Hazard Analysis Summary

2. Building Information

[School name] is located on a [number] acre lot and includes [number] buildings, [describe athletic and parking and/or other facilities]. All classes take place in [describe building(s)].

A map and/or floor plans of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included at the beginning of this plan. All staff members are required to know these locations as well as how to operate the utility shutoffs.

3. Hazard Analysis Summary

[School name] is exposed to many hazards which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. Understanding that the [name of your County] Emergency Management Agency maintains an Emergency Operations Plan (EOP) to address hazards and incidents, the [School name] EOP has been developed to fit into the larger [name of your County] EOP in the event of a large-scale incident.

Table 1 on the following page briefly discusses high-priority hazards that [School name] has identified through a hazards assessment of each school building and its surrounding area, conducted either by school officials or in conjunction with officials of the [name of your County] Emergency Management Agency and the County's Emergency Operations Plan, local law enforcement, fire, and other community safety partners.

For example, a school may be located near railroads where numerous hazardous materials are transported. A derailment could force an evacuation and implementation of other emergency procedures. The high-priority hazards table should be customized to include content specific to your school community.

Situation Overview/Hazard Analysis Summary

TABLE 1. HIGH-PRIORITY HAZARDS (To be customized to meet school circumstances)

Flood	<p>Flooding is a natural feature of the climate, topography, and hydrology of [School name] and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. [Identify specific information such as building “A” is located 50 feet from a waterway and customize the best practice Flood annex in your plan to account for circumstances unique to your school and flooding hazards]</p>
Severe Weather	<p>[Identify the type of weather conditions typical to your school, ie, high winds, tornados, heavy snow and/or ice, and specific information that is critical to your safety plan and emergency operations; customize the Severe Weather annex in your plan to account for circumstances unique to your school and weather hazards]</p>
Intruder/ Hostage	<p>[Continue to identify any specific hazards information and customize the relevant annex to your plan on these and/or other topics]</p>
Active Shooter	
Bomb Threat	
Bus Accident	
Fire/ Explosion	

Preparedness

Planning

- Ohio Revised Code § 3313.536 requires the board of education of each city, exempted village, and local school district and the governing authority of each chartered nonpublic school to file a comprehensive school safety plan and floor plan for each school building under the board's or governing authority's control. This information, once filed with the Ohio Attorney General's Office, will be made electronically available to law enforcement personnel in the event of an emergency.
- In order to remain in compliance with R.C. 3313.536(B), the board or governing authority shall update the comprehensive safety plan at least once every three years and the floor plans whenever a major modification to the building requires changes in the procedures outlined in the plan.
- At the beginning of the school term, faculty should receive a security and emergency preparedness briefing and tour of the school.
- Prepare agenda of events to test emergency operations throughout the school year.
- Identify Emergency Response Team members and alternates.
- Meet with community leaders regarding evacuation points.

Training

- The Incident Commander should ensure that each teacher and staff member is familiar with the school's emergency response plan.
- All school faculty, staff and students should participate in a basic fire/life safety and emergency preparedness training session.
- All cafeteria employees should be trained in basic fire/life safety, emergency preparedness and proper food preparation.
- Kitchen personnel should be fully informed of the operations of the kitchen hooded fire suppression control system.
- Key staff should receive fire extinguisher training.

Exercising

- Each school should follow the state requirements for emergency evacuation drills and at least one drill per year should be coordinated with the local fire department. Ohio Revised Code 3737.73 states that 9 fire drills should be conducted each school year.
- A fire drill critique sheet should be filed by the principal and a copy should be sent to the local fire department. See http://www.com.ohio.gov/fire/docs/fire_SchoolFireDrillsLtr.pdf
- Each school should participate in at least two lockdown drills per year. One drill should be conducted when class is in session and the other drill should be conducted when class is not in session or during the lunch hour, arrival or dismissal times.
- The principal notifies local law enforcement either by email or in writing the date/time of the completed lockdown drill.

Teaming with Community Partners

- Set up workshops and training events with local police and fire departments.
- Have emergency response plans reviewed by police, fire and emergency management personnel.

Roles and Responsibilities

Roles and Responsibilities – Incident Commander (IC)

This person is usually the **principal** of the school. The Incident Commander is the overall leader during an emergency incident. The IC makes decisions based on the information and suggestions being provided by members of the Emergency Response Team (ERT). This role may be combined with a liaison role, but should not be combined with any other active role during a critical incident. The IC has the final say on all school operations before, during and after a critical incident.

Preparedness:

- Is our school emergency response plan all-inclusive, and do we have contingency plans in place for every type of emergency?
- Is our emergency response plan consistent with a local ER plan?
- Does our entire faculty and staff have a copy of the school emergency procedures and have they received orientation on the guide?
- Have we met the requirements for evacuation, sheltering and lockdown drills and do we evaluate each drill and critique our processes?
- Have we received adequate training & exercising?
- Is our crisis communications plan updated?
- Are our equipment, food, first aid, and emergency kits updated and in a place that has easy access?
- Is our reunification process updated and do the faculty, staff, students and parents understand how it works?
- Is our internal and external phone list updated?
- Are the off-premises procedures updated and appropriate?
- Have the programs, plans and policies been evaluated?

Response

- Ensure that the school's ERT, emergency responders and school officials are notified.
- Gather the facts on the incident and assess the situation based on those facts.
- Ensure that 911 is called if needed.
- Make decisions to remain at current status or prepare to evacuate, lockdown, or shelter-in-place.
- Develop and implement a plan of action. Have a back up plan ready.
- Make internal notification to teachers and staff to carry out the plan.
- Ensure that a member of the ERT meets external emergency responders at the emergency access points (main doors of school).
- Meet with external emergency responders' IC and form unified command.
- Constantly monitor the situation and get updates from all resources.
- Ensure that all faculty, staff and students reach the designated assembly area or sheltering area.

Recovery

- Ensure reunification process is working.
- Call Mr. Joseph Spenthoff 419-826-5300, Diocesan insurance provider.
- Assess damage to facility and initiate an incident report.
- Implement critical incident stress management, if needed.
- Debrief school board, faculty, staff and students if necessary.
- Conduct a post-incident critique with the ERT, school security, external emergency responders and other key stakeholders.
- Prepare school for reopening.
- Ensure all critical systems are back up and running.

Roles and Responsibilities

Head Custodian

Beyond the maintenance of the school and grounds, the Head Custodian's role will expand in a crisis response situation to include ensuring that the protocols during and after the crisis response work smoothly. The Head Custodian becomes a significant part of the crisis equation by helping to maintain infrastructure integrity, order, and compliance with school policy and local laws. Additionally, s/he becomes a general resource to respond to unforeseen situations inherent in a crisis.

Preparedness

- Does the Head Custodian have an excellent understanding of the school's emergency response plan and the roles and responsibilities of each ERT member?
- Are all keys for and locks on doors and windows secured?
- Are utility supply and maintenance rooms locked and free of debris?
- Are chemicals and combustibles secured in appropriate storage areas?
- Is Material Safety Data Sheet (MSDS) information updated and located in the main office and maintenance area?
- Is lighting assessed and repaired?
- Are HVAC and utility systems maintained?
- Is signage and perimeter fencing maintained?

Response

- Report all occurrences of system failures and abnormal conditions.
- Report to the Incident Commander for task assignment.

Recovery

- Participate in the post-incident critique.
- Work with utility providers to restore and maintain order.

School Nurse

The School Nurse is responsible for the medical care of the students, faculty and staff. They play a vital role during an emergency by taking control of medical operations, setting up triage and treating those who are injured or become ill.

Preparedness

- Does this team member have an excellent understanding of the school's emergency response plan and the roles and responsibilities of each emergency response team member.
- Are there adequate first-aid supplies that can be grabbed within a moments notice and taken to the site of an emergency or the evacuation assembly area?
- Are all medical records updated?
- Has this team member participated in drills and tabletop exercises?

Response

- Report to the Incident Commander for task assignment.
- Provide medical treatment to those who are injured or have become ill.

Recovery

- Work with local hospitals and healthcare facilities/professionals to provide vital medical information.
- Participate in the post-incident critique.

Roles and Responsibilities

Evacuation Coordinator

The duties of this position focus on organizing the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting for the students once they are moved. Key aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider special needs occupants and plan for how those occupants will be moved and what assistance will be required.

Preparedness

- Have on-site and off-site evacuation assembly areas been identified?
- Are all evacuation assembly areas noted in the school's ERP?
- Have all routes to off-site evacuation assembly areas been identified?
- Have contingency plans been developed to evacuate special needs students/staff to the off-site emergency evacuation assembly area?

Response

- Assist teachers with the evacuation of the school.
- Assist teachers with the accounting process at the evacuation assembly area.
- Assist with the needs of students at the evacuation assembly area.
- Check in with the owner/facility manager of the secondary evacuation assembly area.

Recovery

- Assist teachers with the reunification process.
- Participate in the post-incident critique.

Reunification Coordinator

When a critical incident occurs at a school, parental response must be anticipated. Many parents likely will come to the school to pick up their children. A plan must be in place to provide specific directions for parents that arrive at school. A central location must be established where the parents can wait to be reunited with their child and obtain information about the incident. The reunification coordinator should be at this location and coordinate the activities at this site. This coordinator should communicate with the Principal or Public Information Officer to obtain information that can be released to the parents. The reunification coordinator should also communicate with the evacuation coordinator to facilitate children coming into the reunion location to join their parents. At least one staff member will be needed to assist in escorting students to reunite with their parents. The reunification location has the potential to become very chaotic during an incident, but with proper planning, the activities can be established quickly and remain organized. Keeping in mind how efficiently students are reunited with parents, will be a key factor, when assessing the school's preparedness and response.

Preparedness

- Have predetermined reunification areas been identified?
- Does the school's ERP list the reunification areas?
- Does the school's ERP have an easy-to-understand reunification process that is consistent with recommended standards?

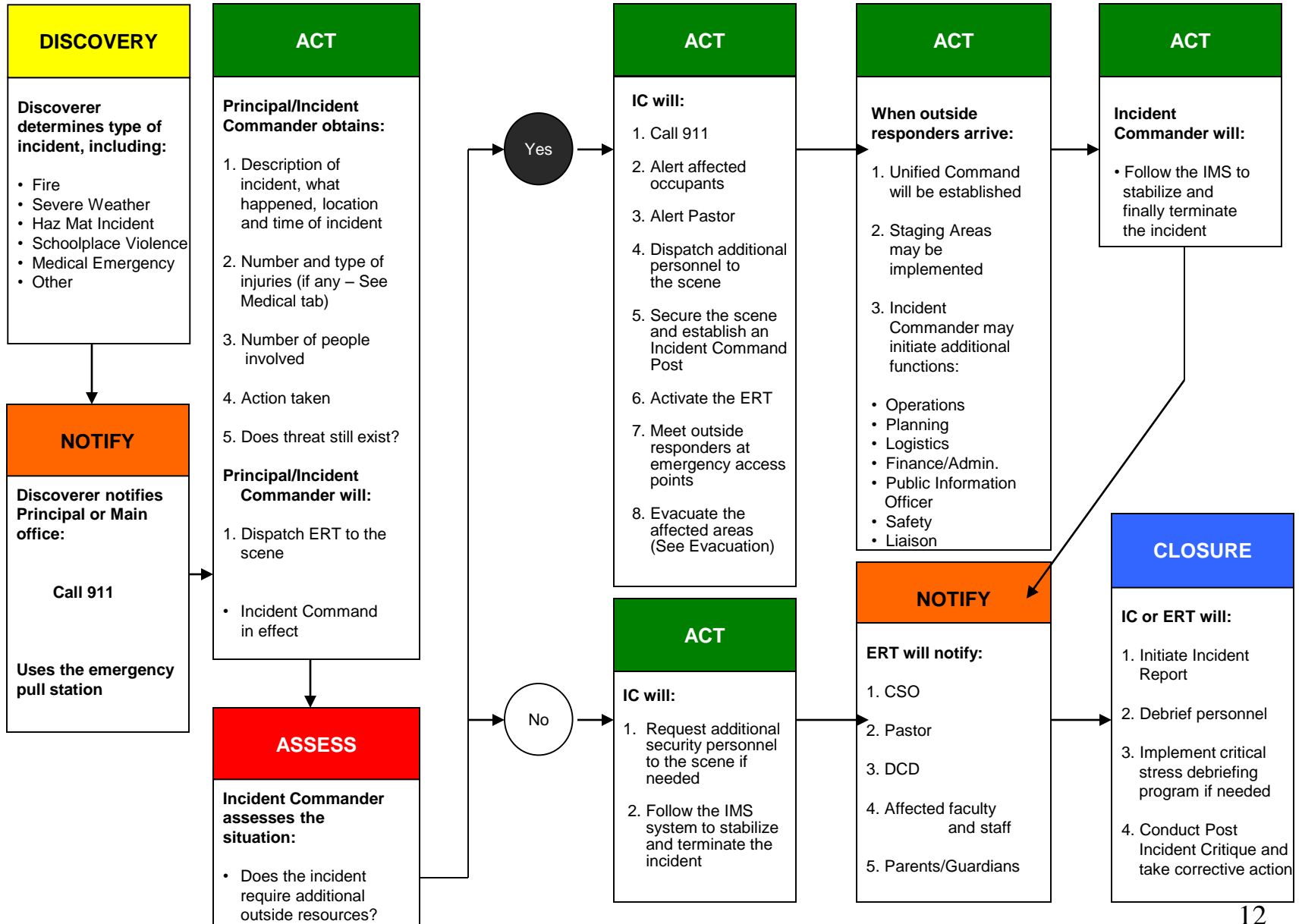
Response

- Respond to reunification area and manage the operations from start to finish.
- Assist teachers and staff with student accountability.
- Advise staff of the reunification process and what time the process will take place
- Ensure that accounting for each student is the primary goal of each teacher.

Recovery

- Participate in post-incident critique.

Incident Management System (IMS)



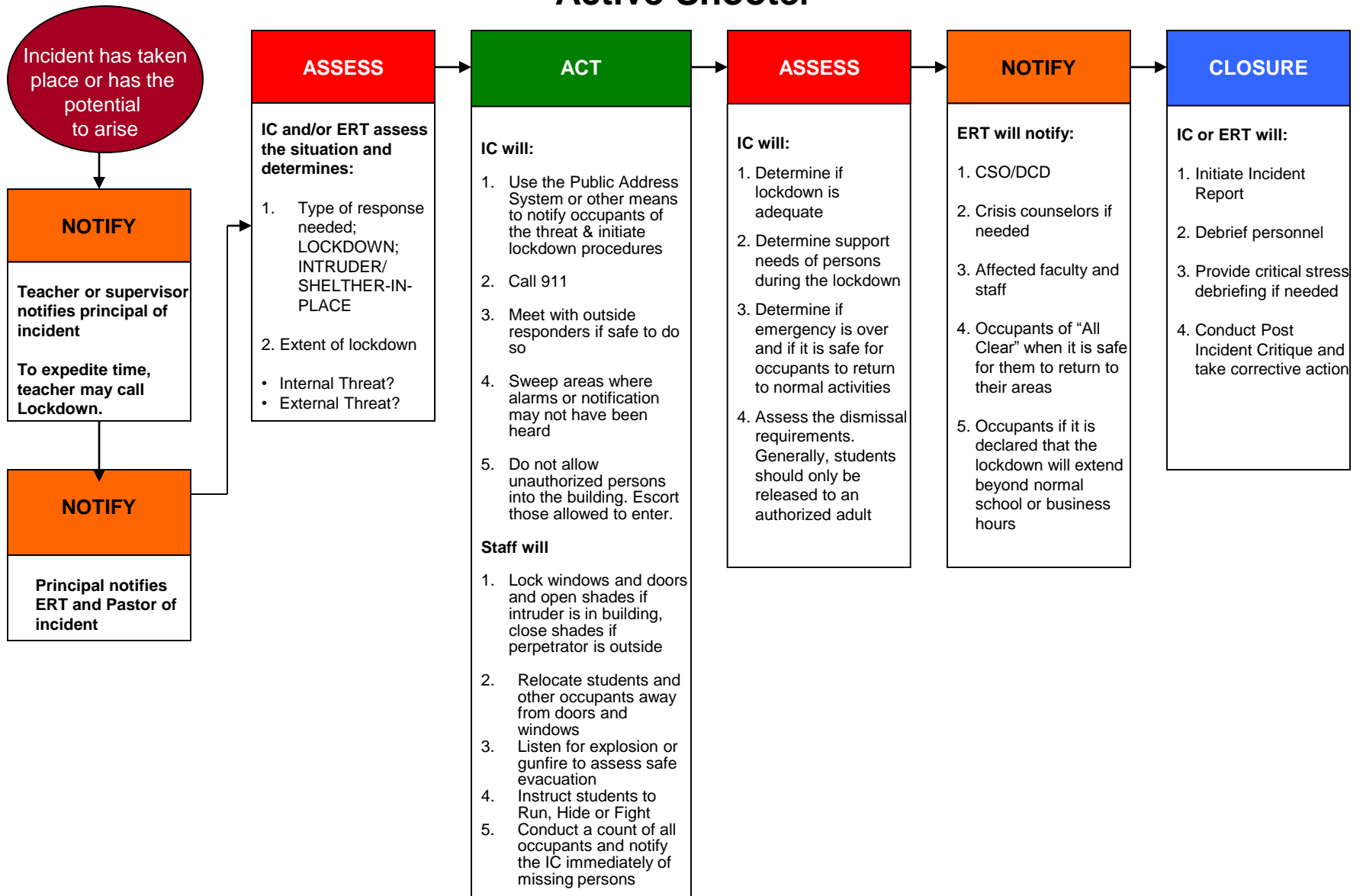
Active Shooter

An active shooter or armed assailant on school property involves one or more individuals intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, knife, bomb or other harmful device. An Active Shooter will result in law enforcement and other safety & emergency services responding to the scene.

- Call 9-1-1
- Caller will remain on the line to provide updates.
- Secure the administrative office as a command post if possible. Use an alternative location if necessary.
- Determine appropriate procedure(s): LOCKDOWN; INTRUDER/HOSTAGE SITUATION; SHELTER-IN-PLACE.
- Communicate the emergency procedure & the location of the threat if possible to all school personnel via PA, phone, email, texting or other established emergency procedure.
- Direct office staff to maintain contact with teachers reporting pertinent information.
- Secure all entrance doors. All doors should be immediately locked.
- Keep students and other occupants away from windows and doors.
- Restrict access to the building to authorized persons only.
- Notify staff & classes outside to immediately move to the off-site assembly area(s).
- School IC will activate the crisis response team & mental health procedures and/or notify area mental health agencies to provide counseling and mental health services at the relocation site.
- School IC will debrief appropriate school personnel.

Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate alarm and initiate Lockdown procedures. • Make announcement: Your attention please: We are experiencing an emergency situation & we are now under lockdown. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Announce an "All Clear" when safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Lock all entrance doors. • Report to the IC for further instructions.
Teachers	<ul style="list-style-type: none"> • Clear hallway/bathrooms by your room, move everyone into classroom • Lock & barricade your door with any large objects, including moveable items such as chairs. • Take attendance & be prepared to notify IC of any missing students. • Assess your ability to EVACUATE the building. • Do not place students in one location within the room. In the event that entry is gained by a shooter/intruder, students should exit a safe window & RUN or if possible RUN to a safe alternative exit to a safe location away from the building. • Staff & students may utilize methods to distract the intruder's ability to accurately shoot or cause harm, such as loud noises or aiming & throwing objects at the shooter/intruder's face or person.
Security	<ul style="list-style-type: none"> • Report to the IC for initial instructions.

Active Shooter



Biological Attack/Incident

This is a guide for assessing and responding to a biological attack or accident. This information is not a complete list of all factors required to be considered.

Indicators of a Biological Incident:

Symptoms may not present themselves for 1-20 days, depending on the biological agent.

Mass absences from school.

Symptoms may include:

Fever

Headache

Chills

Sweating

Weakness

Fatigue

Respiratory distress

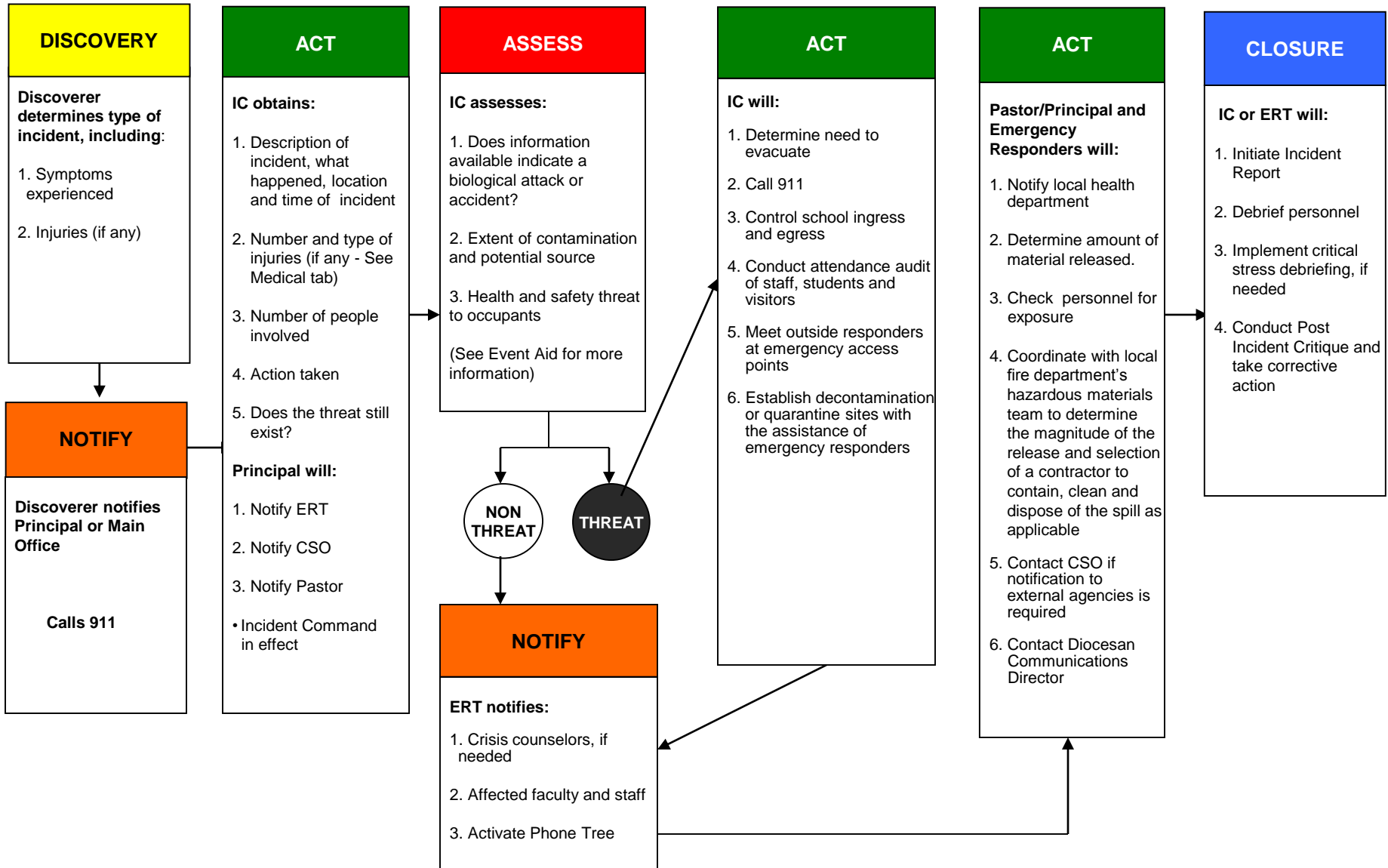
Difficulty talking or eating

Joint and muscle pain

Nausea

Biological Attack/Incident Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Manage incident and all available resources to assist responding agencies as required. • Secure the area. • Call 911 • Alert CSO and DCD • Prepare for an evacuation, lockdown or shelter-in-place.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Provide auxiliary power, lighting, etc., as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage area, if needed. • Track patient care. • Assist emergency responders with patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area or shelter-in-place assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or reentry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation or sheltering-in-place of occupants. • Assist teachers in taking attendance. • Meet outside responders at Emergency Access Points. • Prepare the reunification site or assist with re-entry into the school if an "All-Clear" is announced.

Biological Attack/Incident



Bomb Threat Event Aid

This is an aid for responding to a bomb threat incident.

Decision to Evacuate: Consider the following:

- How specific is the information regarding time of detonation, description of the device, its location and other details that may be unique to the school?
- Are there any controversial issues that could impact the school?
- Are there unusual employee situations at the school?
- What is the current history/experience in the local community relative to bomb threats?
- What is the input from local law enforcement agency?
- What was the general tone and behavior of the caller?
- Use Bomb Threat Checklist on this page.

Telephone Threat:

- Record every word spoken by the caller.
- Keep the caller on the line as long as possible.
- Ask where the bomb is located.
- Ask when the bomb will detonate.
- Note if caller is male or female.
- Note accents or patterns of speech.
- Note background noises (music, road noise, motors).

Mail Threat:

DO NOT TOUCH OR PICK UP ANY SUSPICIOUS OR OUT OF PLACE ITEMS. REPORT THESE TO THE AUTHORITIES AS SOON AS POSSIBLE.

Two-way radios and cell phones should not be used. Therefore, "runners" designated by the Incident Commander must be used to communicate within the facility.

- Save all materials (envelopes, packaging, labels)
- Avoid touching or moving the materials
- Is the letter or package lopsided or bulky?
- Is the letter or package addressed to an administrator in handwriting?
- Is the letter or package making any noise?

Personnel familiar with the surroundings should be able to quickly identify items that appear to be out of place.

Search Techniques:

- Use two person search teams.
- Enter room, close eyes and listen for any unusual noises.
- First search: all objects floor to hip height.
- Second search: all objects hip to chin height.
- Third search: all objects chin to ceiling.
- Fourth search: above dropped ceiling, if applicable.
- Mark room when search is complete.

Bomb Threat Checklist

Date _____ Day _____ Time _____

Location of where call was taken: _____

Type of call: _____

Exact wording of threat: _____

ASK THE FOLLOWING QUESTIONS:

Where is the bomb? _____

When will it explode? _____

What does it look like? _____

What kind of bomb is it? _____

What is your name? _____

Are you an employee? _____

Who placed the bomb? _____ Why? _____

CALLER INFORMATION

Gender: ___ Male ___ Female Approximate age: _____

Origin of call: ___ Local ___ Long distance
 ___ Within the building

Manner of caller: ___ Calm ___ Angry
 ___ Laughing

Voice: ___ Loud ___ Soft ___ High

Pitch ___ Intoxicated ___ Deep ___ Raspy

Speech: ___ Fast ___ Slow
 ___ Distinct ___ Distorted
 ___ Accent ___ Stutter
 ___ Slurred

___ Other _____

Language: ___ Excellent ___ Poor ___ Foul
 ___ Other _____

Background noise: ___ Office machine

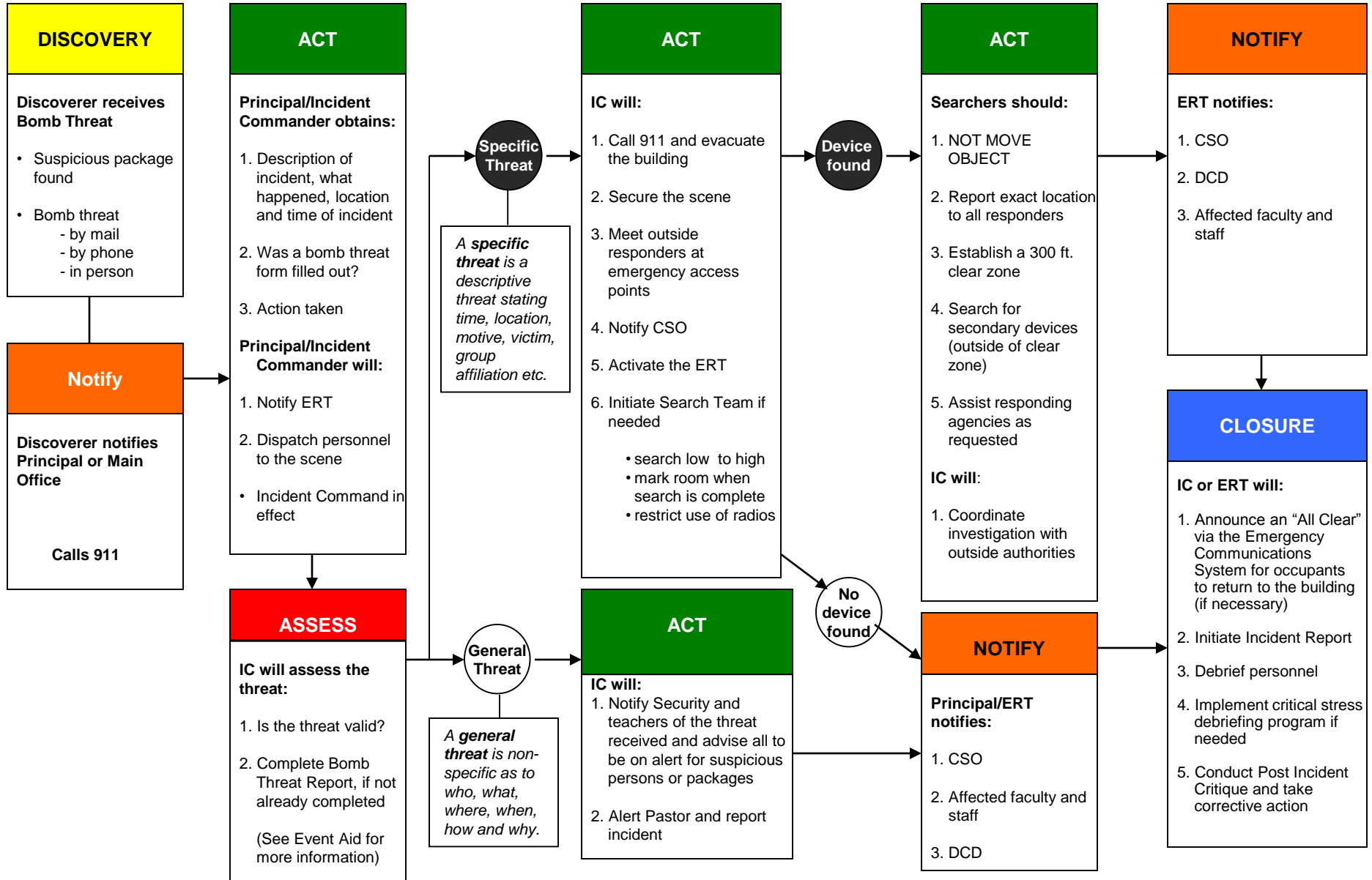
___ Street traffic ___ Factory machine

___ Airplanes ___ Trains ___ Animals ___ Voices

___ Quiet ___ Party ___ Mixed ___ Other

ACTION TAKEN:

Bomb Threat



Chemical Attack/Incident

This is a guide for assessing and responding to a chemical attack or accident. This information is not a complete list of all factors required to be considered.

Note: Most chemical agents do not produce a visible cloud.

Indicators of a Chemical Hazard:

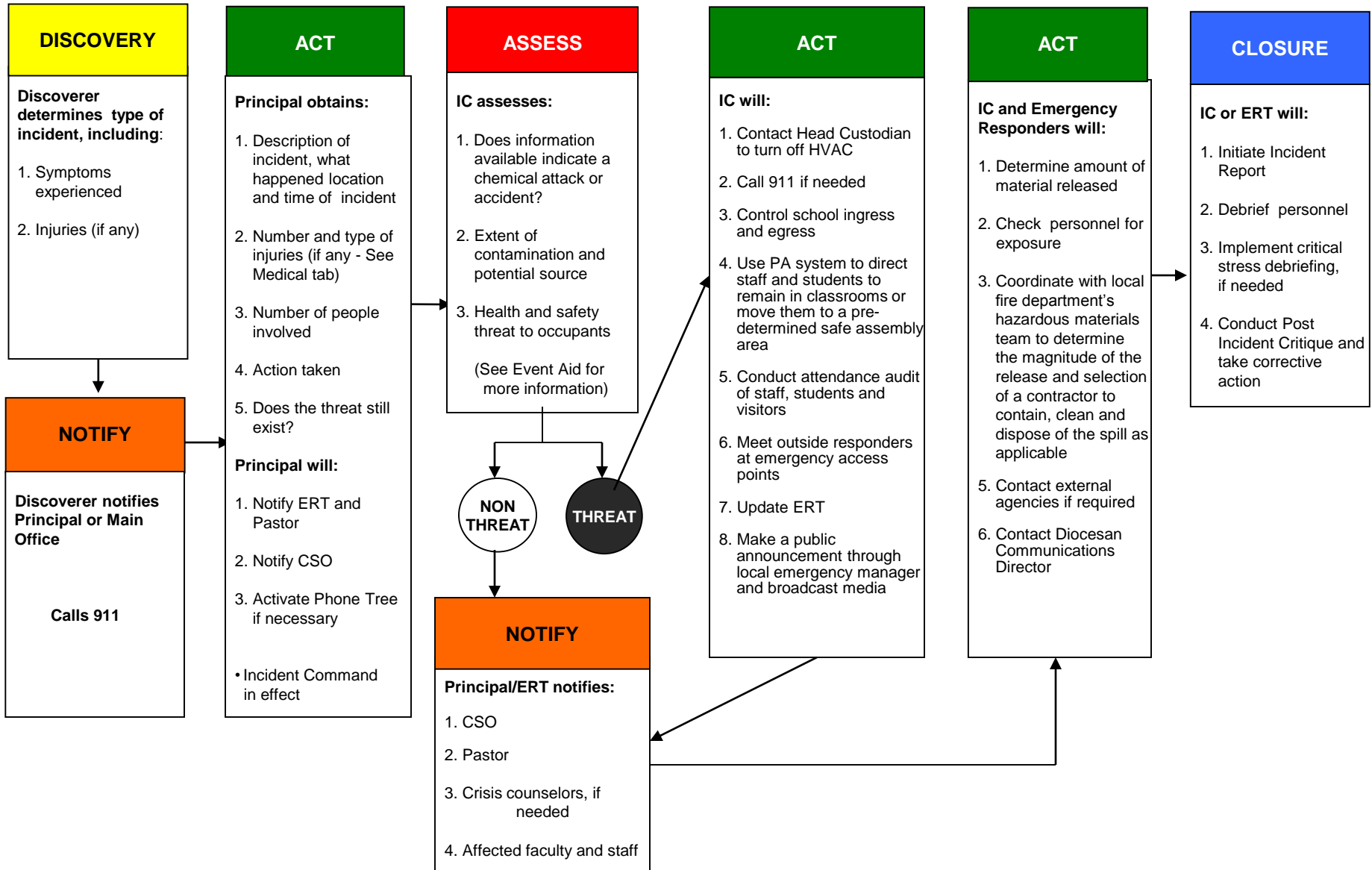
- Blisters or rashes.
- Unusual liquid droplets or oily film.
- Unexplained odors.
- Unexplained coughing, fatigue, tearing in the eyes.
- Unexplained animal sickness or death.

Staff will:

- Stay calm and keep students calm.
- Remain in room with doors and windows closed.
- Await further instructions.
- Take attendance and keep class roster in your possession.
- If outside with students, seek shelter immediately.
- Have students cover nose and mouth with cloth, tissue, towel, handkerchief or other material.

Chemical Attack/Incident Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Manage incident and all available resources to assist responding agencies as required. • Secure the area. • Call 911, if needed. • Alert CSO and DCD • Prepare for an evacuation, lockdown or shelter-in-place.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Provide auxiliary power, lighting, etc., as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage area, if needed. • Track patient care. • Assist emergency responders with patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area or shelter-in-place assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation or sheltering-in-place of occupants. • Assist teachers in taking attendance. • Meet outside responders at Emergency Access Points. • Prepare the reunification site or assist with re-entry into the school if an "All-Clear" is announced.

Chemical Attack/Incident



Civil Disturbance/Student Demonstrations

This is an aid for responding to a civil disturbance incident.

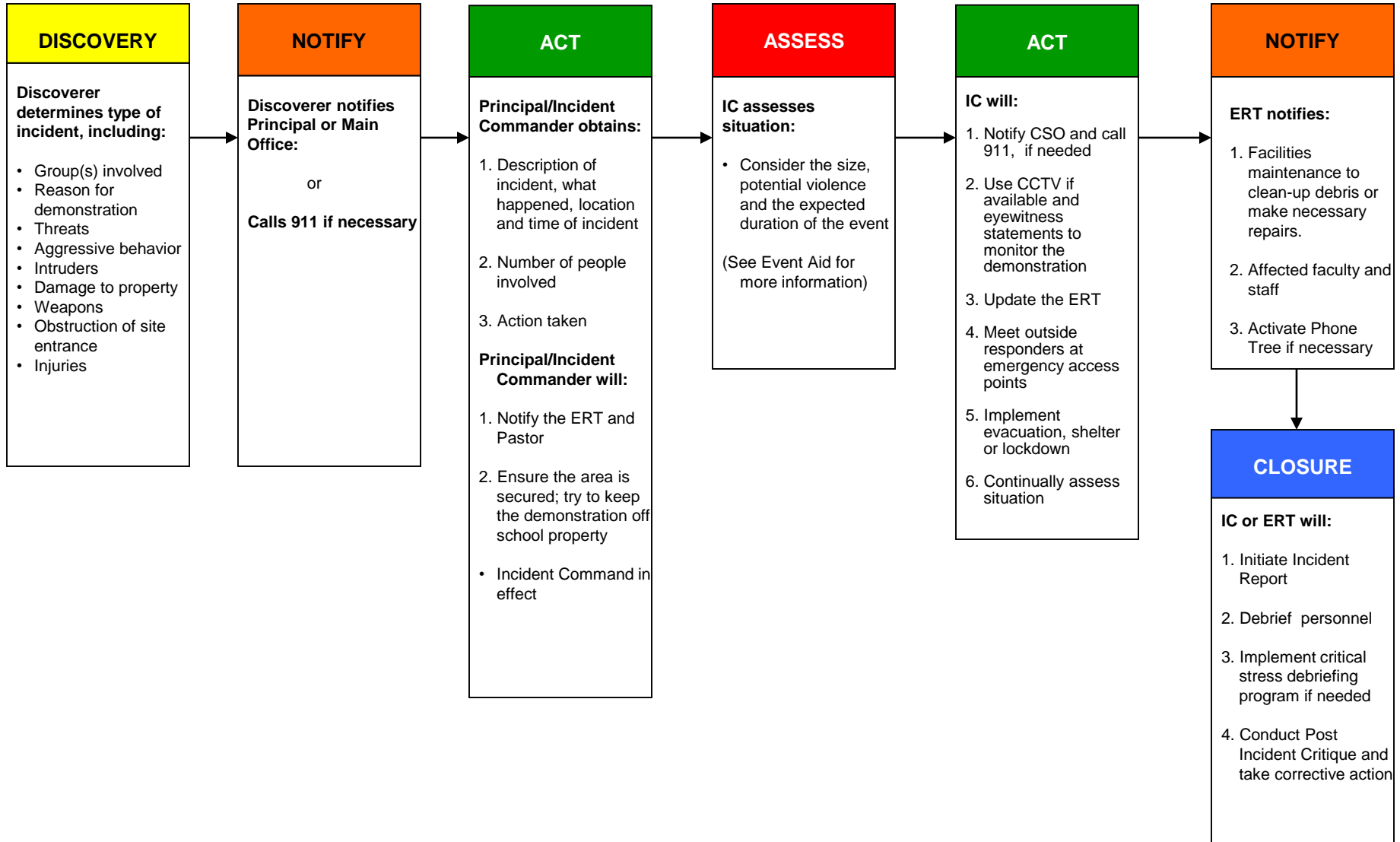
- Notify the ERT via radio or phone.
- If needed, call 911.
- Alert faculty, staff and visitors of civil disturbances by internal communications or the Emergency Communications System.
- Communications should include whether evacuation or sheltering or lockdown is foreseeable.

Incident Commander (IC) & Emergency Response Team (ERT):

- Determine if any trespass has occurred by the demonstrators entering the building, parking areas or other private property.
- Determine if facility ingress and egress are disrupted.
- Determine if school/business has been disrupted and to what extent.
- Determine if deliveries or contractors are prevented from ingress and egress.
- Secure entrances and control ingress and egress at entrances.
- Determine if property has been damaged or sabotaged. Include maintenance or other contractors in this process as necessary.
- All personnel should regularly report observations back to the Principal's Office.
- Facilities Maintenance should ensure that fire suppression and internal alarms are in service.
- Provide information about how faculty, staff and visitors should report damage to property such as vehicles resulting from the civil disturbance.

Civil Disturbance Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Advise ERT to prepare to evacuate or lockdown. • Activate alarm and initiate protective measures for the school. • Ensure that all teachers have locked their classrooms. • Ensure teachers take account of students and report any missing students. • Announce an "All Clear" when it is safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Lock all entrance doors. • Ensure that HVAC and other systems are in good working order and prepare to shut down if necessary. • Report to the IC for further instructions.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the Main Office and receive instructions from the IC.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the Main Office and receive instructions from the IC. • Prepare to evacuate or lockdown.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the Main Office and receive instructions from the IC. • Prepare to Evacuate or lockdown. • Meet emergency responders at emergency access points.

Civil Disorder



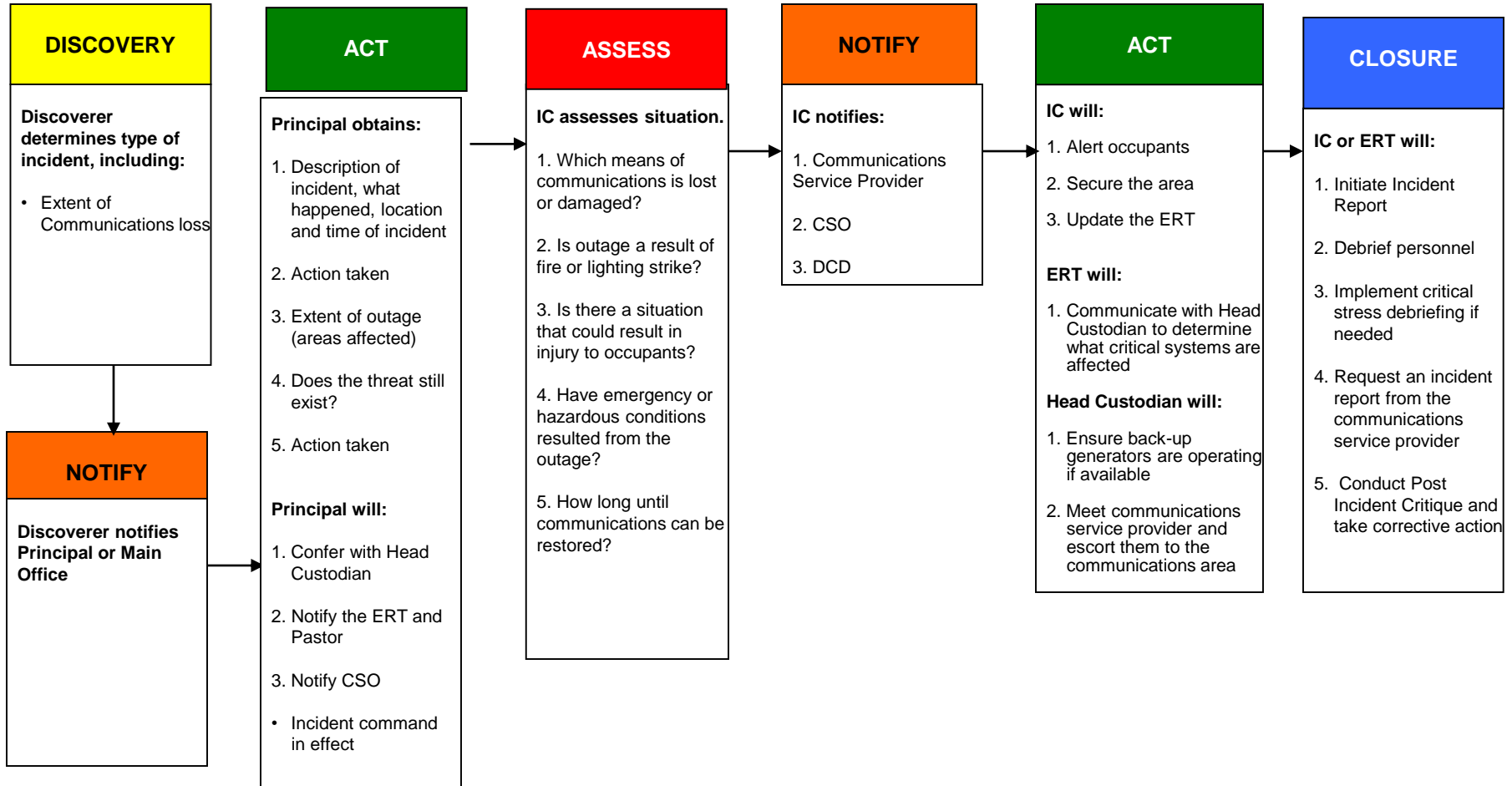
Communication Loss

This is an abbreviated guide for assessing and responding to a communications loss incident. This information is not a complete list of all factors required to be considered.

- Alert CSO of the loss.
- Alert the DCD of the loss.
- Use radios and cell phones to communicate with other school staff.
- Alert CSO when communication has been restored.
- Alert the DCD when communication has been restored.

Communication Loss Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of school personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible early dismissal.
Head Custodian	<ul style="list-style-type: none"> • Monitor the outage and update the IC. • Coordinate efforts with local communications provider. • Prepare to assist rescuers with staffing, materials and equipment. • Provide auxiliary power, lighting, etc. as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist the IC with early dismissal, if needed.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions. • Assist as a runner to communicate between the main office, classrooms and other areas.
Security	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions. • Assist as a runner to communicate between the main office, classrooms and other areas.

Communications Loss



Crisis Communication

**This is an abbreviated guide for how to handle the media.
This information is not a complete list of all factors required to be considered.**

- No school staff member will talk to the media unless first approved by the local Superintendent or the Toledo Diocese.
- Contact DCD for assistance.
- The Family Education Rights and Privacy Act precludes school staff from disclosing a student's personally identifying information.
- The school legally cannot confirm a student's attendance at any specific school location.
- Regarding staff, the Principal can only release the employee's name, hire date, status and location.
- For support in dealing with the media, contact the Diocesan Communications Director

Tips for Handling the Media

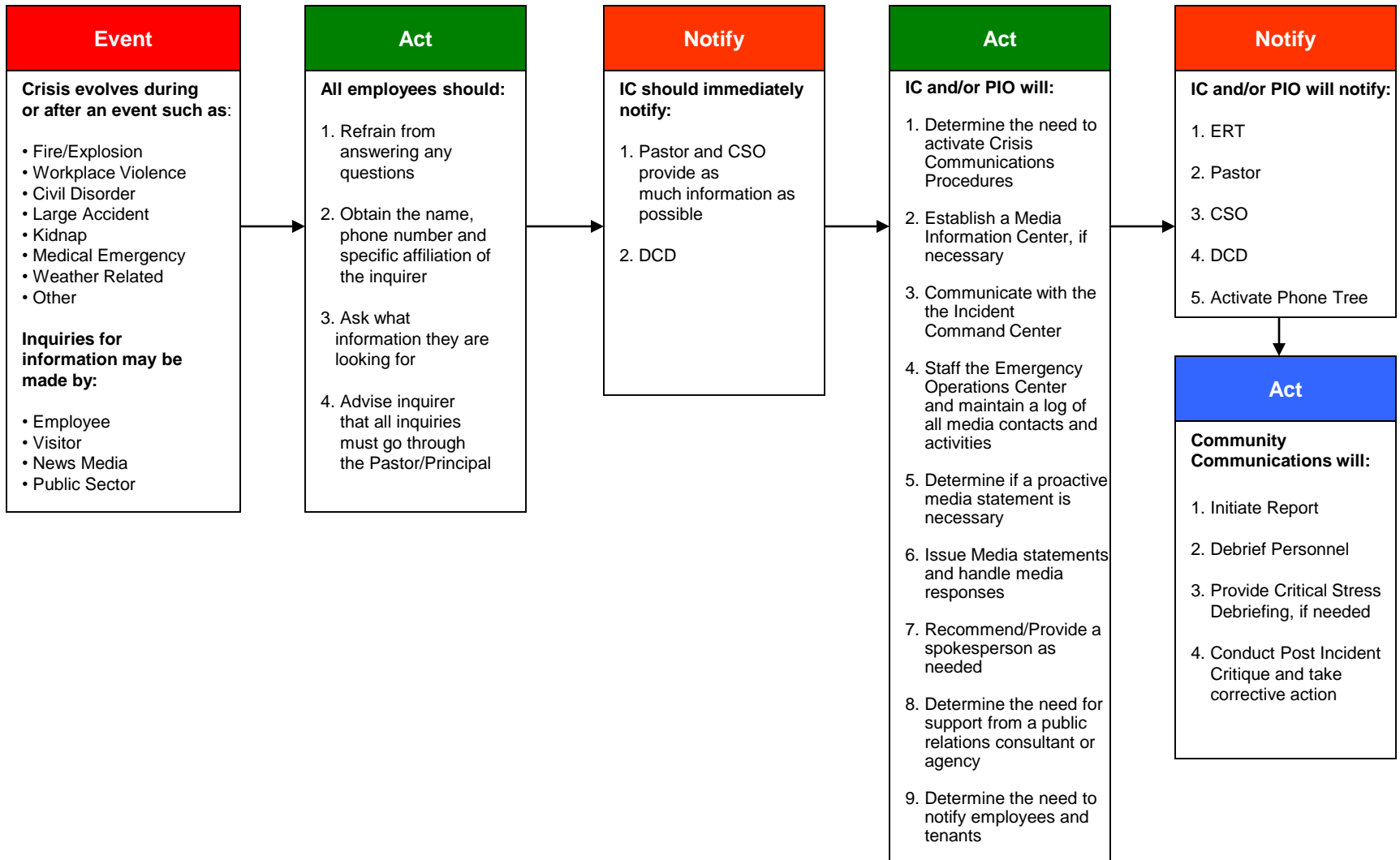
- Do not feel pressured when the media calls or arrives on school grounds.
- All media inquiries should be referred to the Principal.
- Do not allow the media into the school unless it has first been authorized by the Principal/local Superintendent.

Tips When Calling 911:

- Identify yourself as the spokesperson for the school.
- Provide as much information about the emergency as possible.
- Do not hang up the phone until the 911 operator has hung up first.

Crisis Communications Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • If media arrives on school grounds they should not be allowed into the school unless approved by the Pastor/Principal. • If an incident occurs, collect all pertinent information and pass it on to the Diocesan Communications Director
Head Custodian	<ul style="list-style-type: none"> • During the emergency, effectively communicate all information to the IC
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • During the emergency, effectively communicate all information to the IC
Evacuation Coordinator	<ul style="list-style-type: none"> • During the emergency, effectively communicate all information to the IC
Reunification Coordinator	<ul style="list-style-type: none"> • During the emergency, effectively communicate all information to the IC

Crisis Communications



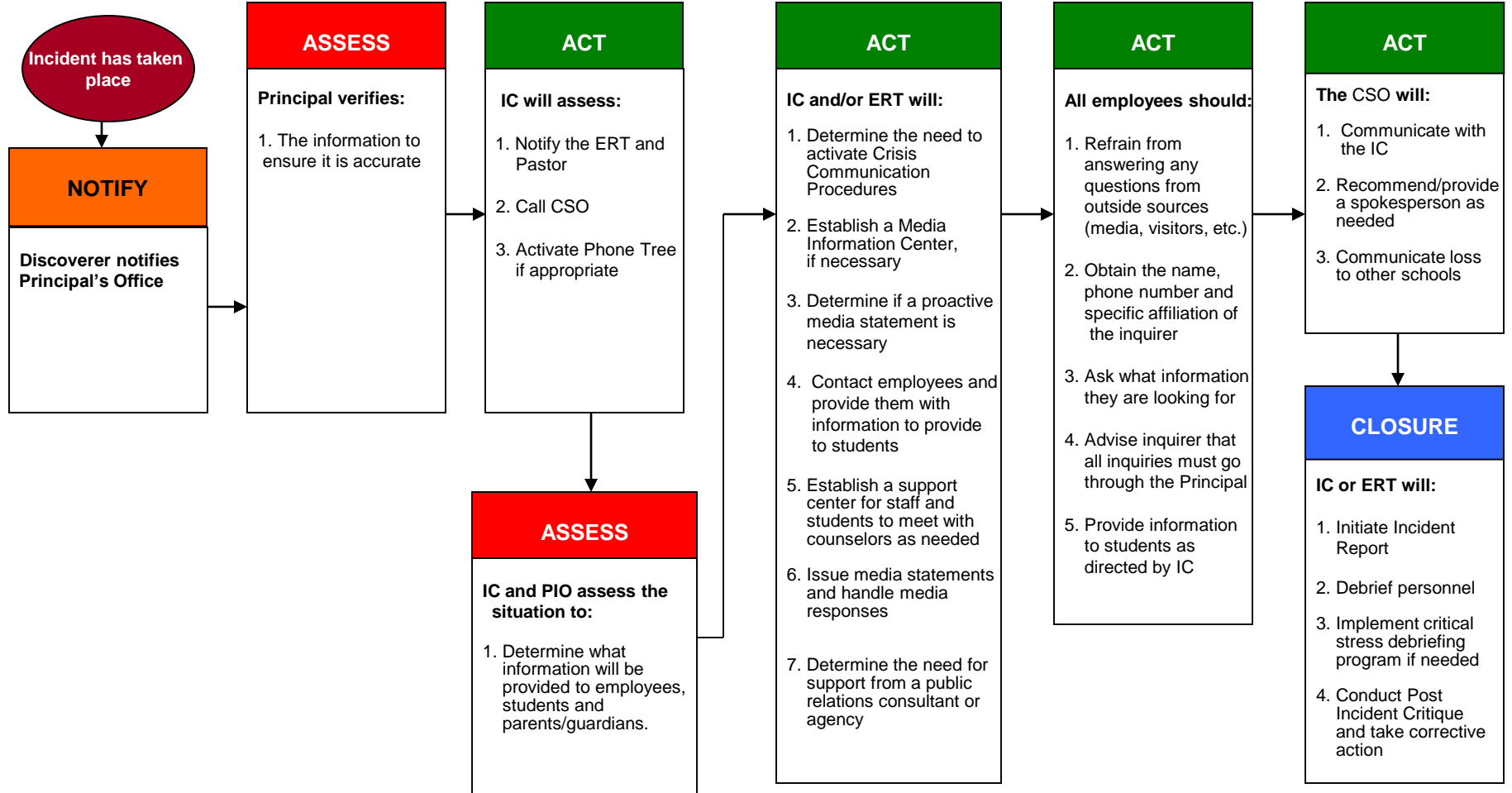
Death of a Student of Staff Member

This is an abbreviated guide for assessing and responding to a release to a death of a student or staff member. This information is not a complete list of all factors required to be considered.

- Information on the death of a student or staff member should be verified with appropriate public officials (police, hospitals, etc.) prior to disseminating the information.
- An assessment should be made as to the degree of response from the school community. Factors to be taken into consideration should include the social networks of the individual, what extracurricular activities the individual was involved in etc.
- Contents of the individual's locker and desk should be removed promptly and discreetly.
- The CSO should contact other schools that the individual attended or worked in to notify them, as well as any school the individual's family members work or attend school.
- A support center should be set up within the school where students and staff can talk with counselors.
- Teachers should be informed as soon as possible and should be provided the information regarding what happened, how to deal with grieving students, and how students and staff can get support. If teachers feel they cannot discuss the situation with their class, an ERT member should be assigned to that classroom.
- Substitute teachers should be called in to assist with teachers who were close to the individual.
- Funeral arrangement information should be collected and provided to the school along with information on how students can be excused from school to attend.
- A letter should be prepared and sent to the parents/guardians informing them of the death.
- Staff members should not talk with the media concerning the death. All information should be provided through the Principal or the Public Information Officer (PIO).

Death of Student or Staff Member Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Contact CSO for Crisis Counselors. • Incident Commander should handle all media inquiries. • If media arrives on school grounds they should not be allowed into the school unless approved by the Principal. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the IC for instructions
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions

Death of a Student or Staff Member



Evacuation

The following information is provided as a guide for responding to an incident that requires an evacuation. This information is not a complete list of all factors required to be considered.

A primary and secondary evacuation assembly area should be selected at the beginning of the school year. The primary should be located on school grounds and the secondary should be off school grounds.

- Determination should be made as to exactly what areas/floors are to be evacuated. Schools almost always evacuate the entire school.
- Evacuation notification will be made through the use of evacuation signal and/or voice message. Immediate evacuation can be conducted if the emergency situation warrants by pulling the nearest emergency pull station.
- Try to determine if it is safer to evacuate or stay put and seek refuge.
- As evacuation is conducted, sweep all areas to ensure that all occupants evacuate.

DO NOT USE ELEVATORS TO EVACUATE.

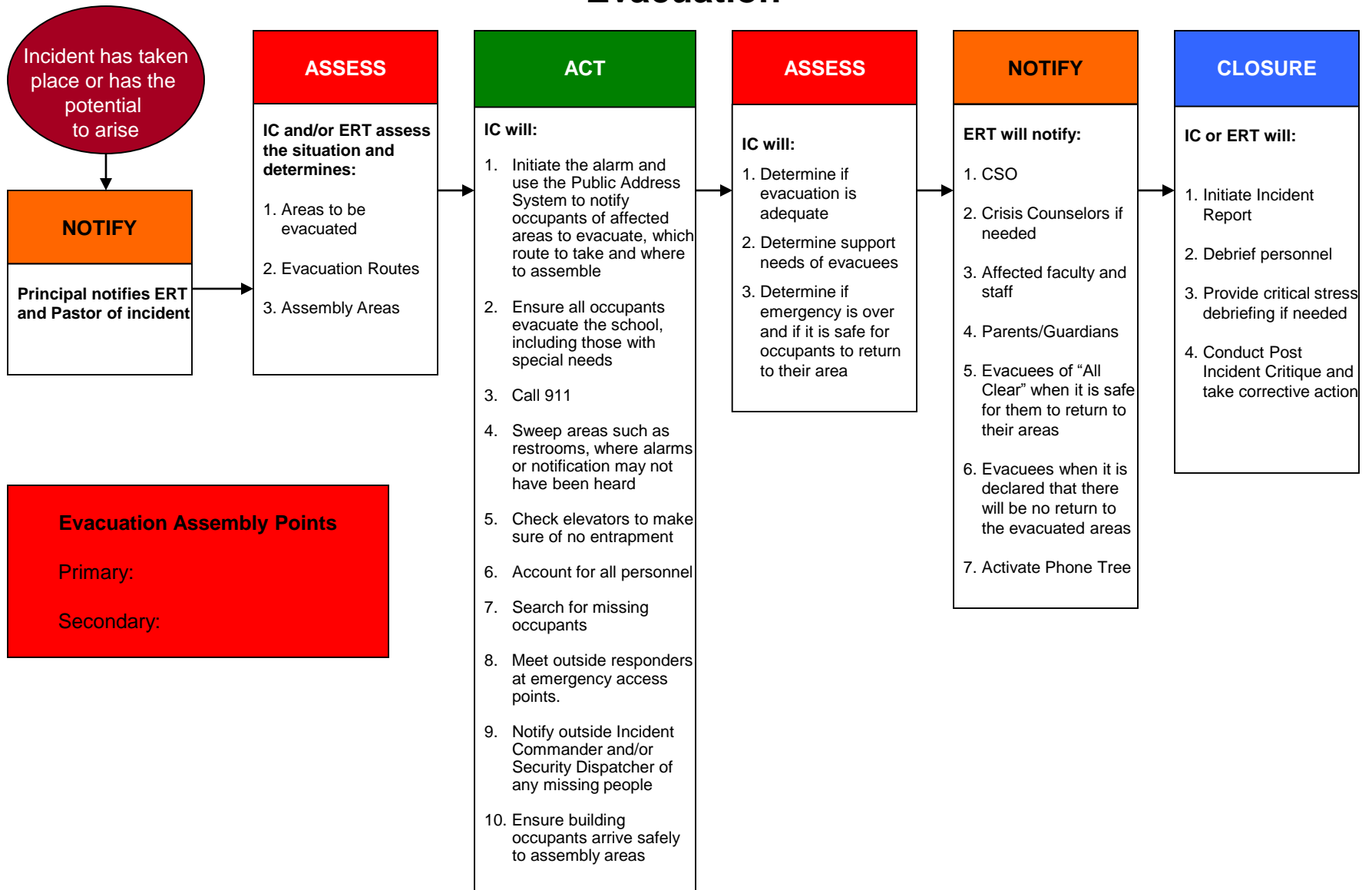
- Check stairwell first to determine if it is safe to use as a means of egress. If stairwell is contaminated with smoke, determine if another stairwell will provide a safer means of egress.
- While exiting, check restrooms and other areas where occupants may not have heard the evacuation alarm.
- Make sure that all special needs occupants are assisted in the evacuation.
- Ensure that the evacuation assembly area or refuge area is a safe distance from the incident.
- Confirm that everyone is accounted for at the evacuation assembly areas. Immediately report missing persons to the IC.
- Monitor evacuation assembly area to assure that conditions remain safe and that the area is upwind of the incident.
- If the primary evacuation assembly area is too close to the emergency scene, direct evacuees to the secondary assembly area.
- Personnel must not leave the evacuation assembly area until the "All Clear" signal is given, or until other instructions are provided by the IC.

Evacuation Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate alarm and initiate the evacuation. • Effectively communicate the emergency evacuation message. • Ensure that all school occupants reach the assembly area. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Announce an "All Clear" when it is safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Assist in the search and rescue if possible. • Report to the IC for further instructions. • Assist teachers in taking attendance.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Treat injured evacuees. • Establish a triage area. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area. • Assist teachers with taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Prepare the reunification site. • Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

Primary Evacuation Assembly Area (on school grounds):

Secondary (off school grounds):

Evacuation



Explosion

This is an abbreviated guide for assessing and responding to an explosion. This information is not a complete list of all factors required to be considered.

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials.

Types of Explosives:

- Mechanical
- Chemical
- Nuclear/Radiological

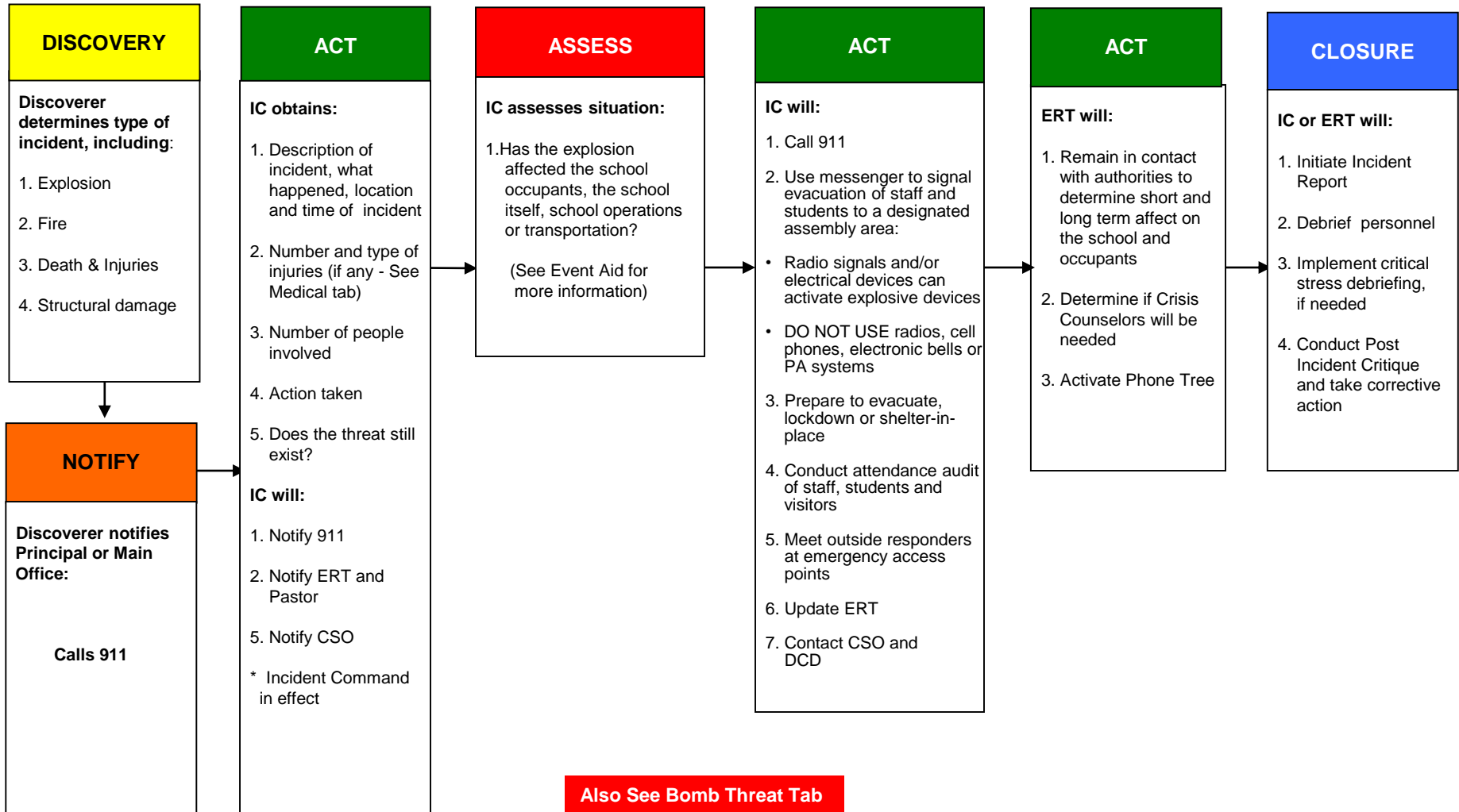
Also see Bomb Threat Tab

General

- Stay calm.
- Do not operate radios or electronic equipment.
- Evacuate to designated assembly area.
 - Leave doors open as you exit.
 - Move at least 1000 ft. away.
 - Do not remove any items from the school as you exit.
- Take attendance.
- Immediately report any missing persons to the Incident Commander.
- Do not re-enter the school.

Explosion Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Manage incident and all available resources to assist responding agencies as required. • Secure the area. • Call 911. • Alert CSO and Diocesan Communications Director • Prepare for an evacuation, lockdown, or shelter-in-place.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Provide auxiliary power, lighting, etc., as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage center, if needed. • Track patient care. • Assist emergency responders with patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or reentry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Meet outside responders at Emergency Access Points. • Prepare the reunification site. • Direct the reunification process or assist with the re-entry into the school if an "All-Clear" is announced.

Explosion



Fire Event

This is an abbreviated guide for working with and responding to a fire situation. This information is not a complete list of all factors required to be considered.

During Incident

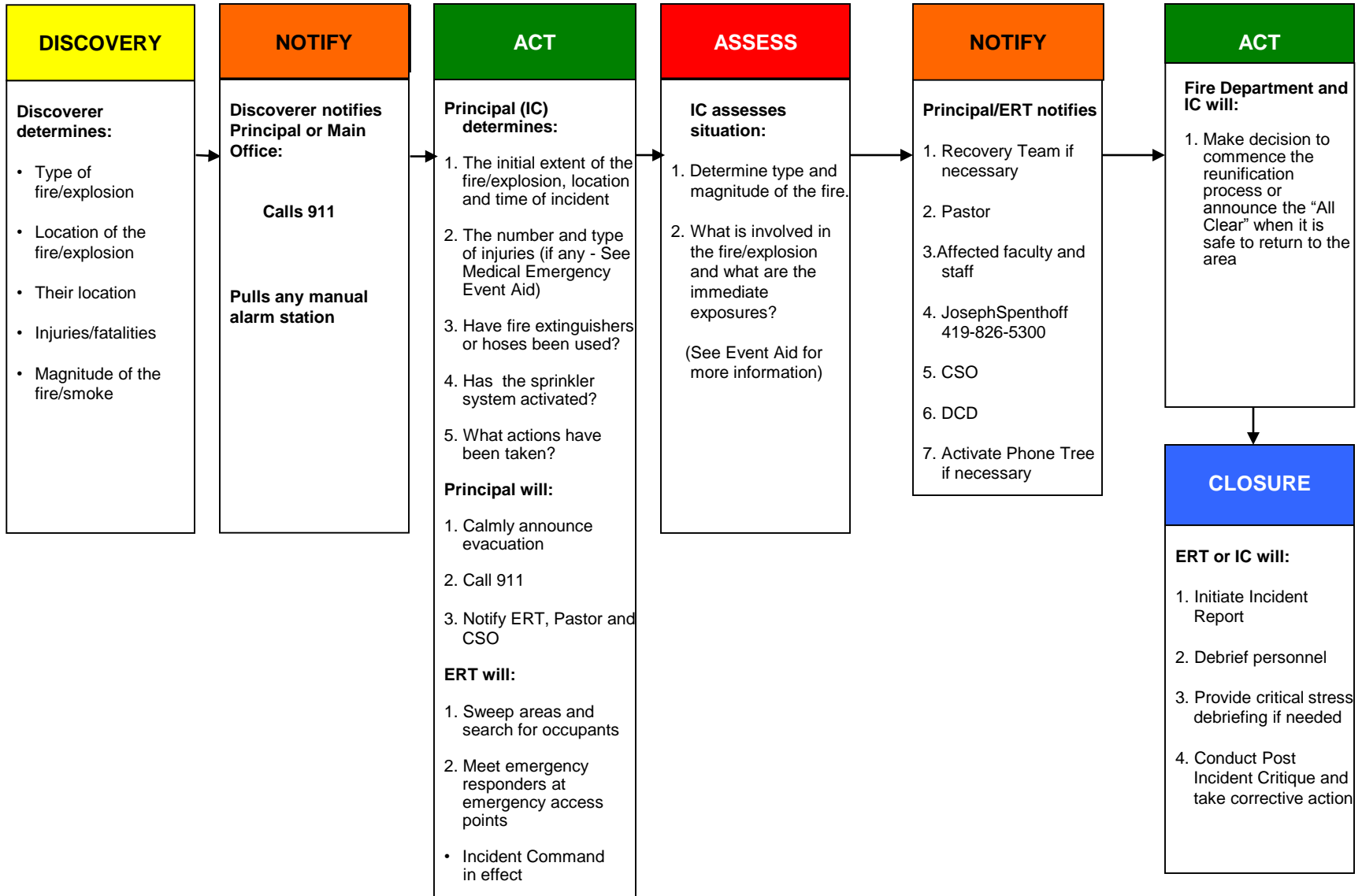
- Manually activate the evacuation signal, if not already activated, and provide additional verbal instructions.
- If conditions change, be sure to update the building occupants and ERT.
- What type of fire is it (electrical, chemical, other)?
- Is the right extinguishing agent readily available?
- Keep unnecessary people away from the area.
- Consider if it is safe or desirable to shut off power to the area.

Post Incident

- Activate the “All Clear” signal and provide verbal instruction.
- Monitor equipment and school systems after restarting.
- Conduct damage assessment.
- Will this event result in an impairment to the fire protection or detection system? If so, make sure Fire Department and Insurance Company are properly notified and that impairment safeguards are taken.
- Initiate repairs to fire protection systems.
- Were key individuals debriefed and sequence of events documented?

Fire Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate alarm and initiate the evacuation of the school. • Ensure all school occupants evacuate the school and safely reach the evacuation assembly area. • Ensure teachers take account of students and report any missing students. • Announce an “All Clear” when it is safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Monitor operation of fire pump, if provided. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist in the evacuation of the school. Bring medical files and emergency kits. • Establish a triage area. • Treat injured evacuees. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Meet outside responders at Emergency Access Points. • Prepare the reunification site. • Direct the reunification process or assist with the re-entry into the school if an “All Clear” is announced.

Fire



Flooding/Sewer Line Incident

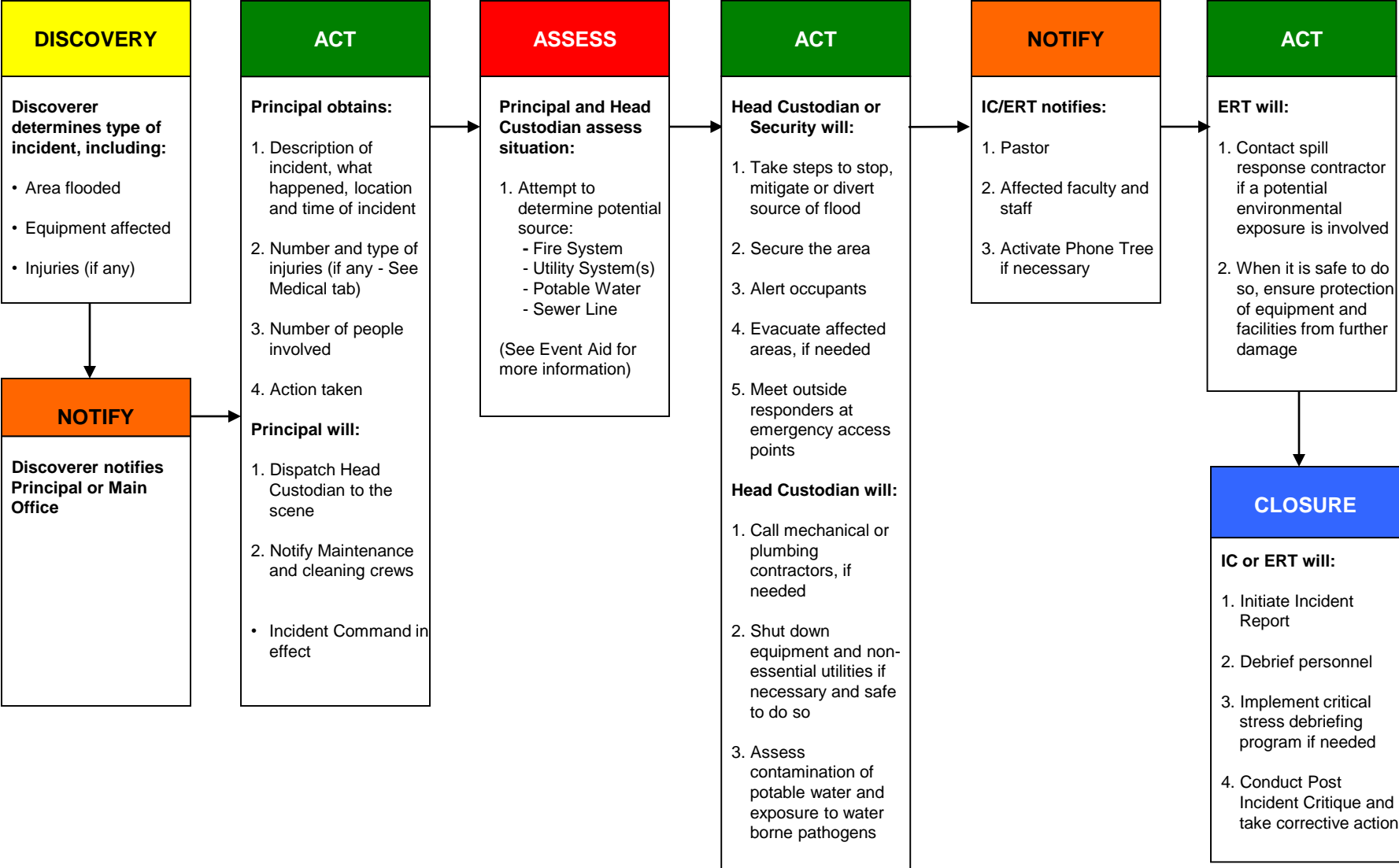
This is a guide for assessing and responding to a water/sewer line incident. This information is not a complete list of all factors required to be considered.

If it is safe to do so,

- Relocate items to safer areas, especially items of greater value to building operations.
- Work with maintenance and/or outside contractors to power down equipment.
- Contact utility for assistance in managing power sources within the flood area.
- Account for all personnel.
- Report any missing personnel to the Incident Commander.
- If water supply has been contaminated, post signs warning people not to drink the water. (See Food & Water Contamination)
- Do not enable power lines or equipment that may still be under water.
- Assess building systems such as air conditioning that may be affected by the main break. Can operations continue?
- Cordon off or barricade emergency area.
- Keep students out of water.
- Reroute walking patterns if necessary.
- Have additional staff assist with the dismissal of students.

Flooding/Sewer Line Incident Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible evacuation of the school or early dismissal.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures.
Evacuation Coordinator	<ul style="list-style-type: none"> • Carry out evacuation if ordered by IC. • Provide any floor or occupant information which would help emergency operations.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures.

Flooding/Sewer Line Incident



Food and Water Contamination

This is an abbreviated guide for assessing and responding to a food or potable water contamination incident. This information is not a complete list of all factors required to be considered.

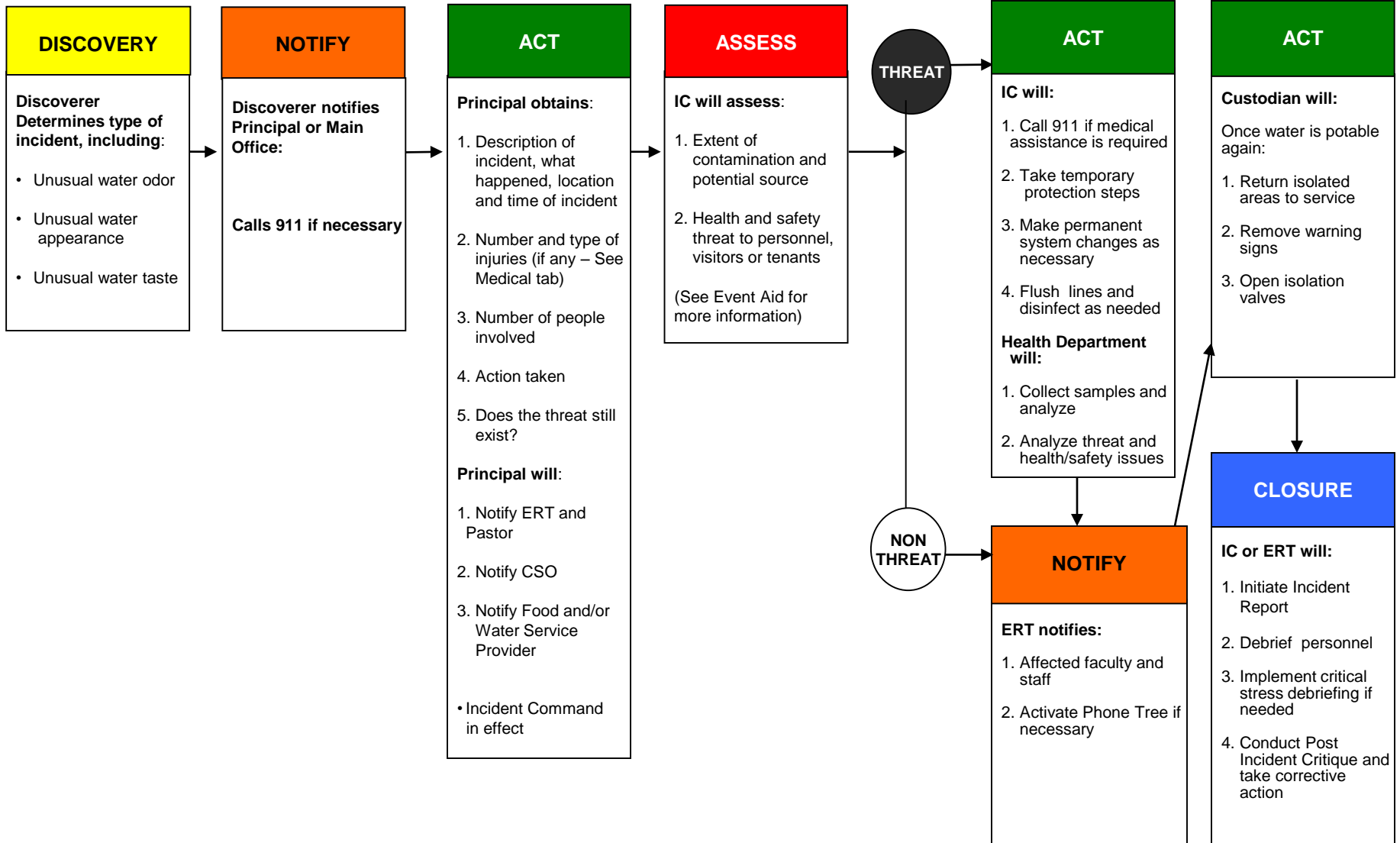
- Determine and advise the CSO of the potential extent of contamination and potential sources and causes.
- Initiate temporary protection steps.
- Take affected areas out of service.
- If a user point is affected, take it out of service (Drinking Fountains, Sinks, etc.) and mark "Do Not Drink."
- Consider other temporary sources of potable water and food.
- Contact Public Health Department to determine if the building can remain open if drinking water is unusable.
- Make permanent system changes as necessary.
- Collect water and/or food samples and analyze. (Health Officials)

Once water is deemed potable again:

- Return isolated areas to service.
- Flush lines and disinfect as needed.
- Collect water samples and analyze.
- Remove warning signs.
- Open isolation valves.

Food and Water Contamination Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible evacuation of the school or early dismissal.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of the Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist with an early dismissal or evacuation procedures if initiated by the IC
Evacuation Coordinator	<ul style="list-style-type: none"> • Carry out evacuation if ordered by IC. • Provide any floor or occupant information which would help emergency operations.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist with an early dismissal or evacuation procedures if initiated by the IC. • Meet outside responders at Emergency Access Points. • Prepare the reunification site if needed.

Food and Water Contamination



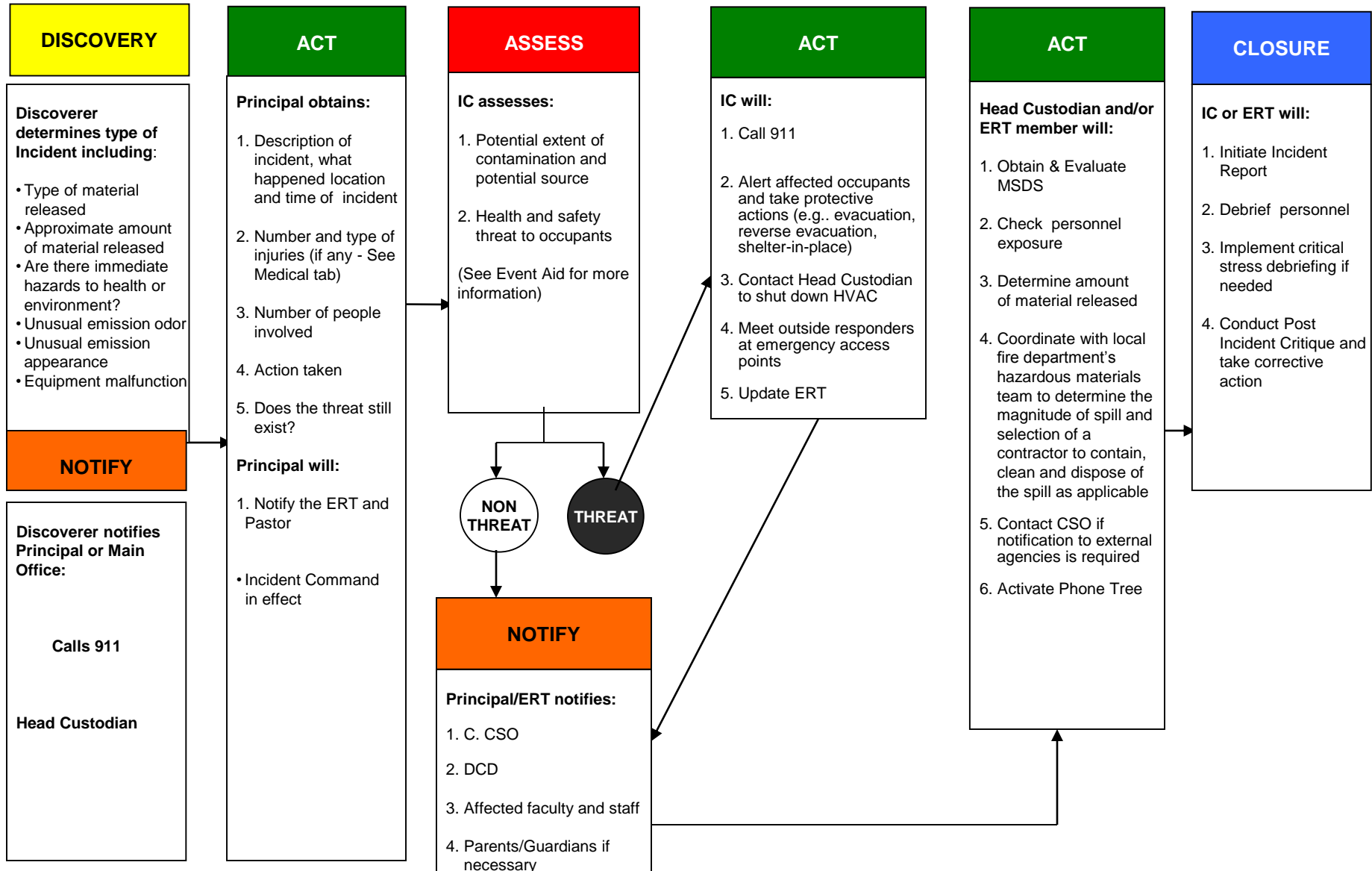
Hazardous Materials/Release to Air Incident Event Aid

This is an abbreviated guide for assessing and responding to a spill/haz mat incident. This information is not a complete list of all factors required to be considered.

- Call 911 and evacuate the school if needed.
- Notify CSO
- Identify chemicals released and extent of release.
- Obtain MSDS and engineering drawings. MSDS books should be stored in the principal's office and the head custodian's office.
- Determine if there are immediate health and/or physical risks such as explosion or fire.
- If the air release involves a flammable gas, ignition sources should be eliminated if it is safe to do so.
- Evacuate the area if necessary.
- Stop the release and cover sewer openings if there is a threat to human health or safety. Utilize equipment available in the nearest spill kit.
- Assess need for Spill Contractor if deemed necessary for cleanup.
- Communicate with CSO regarding the type and quantity of materials to determine if reportable quantities were released.
- If an asbestos release is suspected, take the following steps:
- Contact the Head Custodian and request to have material sampled to confirm that asbestos fiber is present. Also determine if the material is friable.
- Do not disturb material that has been disturbed by a leaky pipe, determine the ability to turn off the flow of fluid (if safe to do so).
- Evacuate the immediate area. Isolate the area by closing doors and windows to prevent air currents from transporting the fibers. Shut off heating and ventilation equipment, air handling units and exhaust fans to prevent the transport of released fibers to other areas of the school. Set up red "danger" tape to prevent anyone from entering the area.
- The asbestos must be cleaned and removed by qualified professionals. The waste materials must be properly wrapped, labeled, manifested and disposed.

Haz Mat/Release to Air Incident Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Be prepared to evacuate or partially evacuate the school.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC and bring the MSDS book. • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse Or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the IC and prepare to handle injuries from the spill. • Treat injured/ill victims. • Establish a triage center if needed. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Meet outside responders at Emergency Access Points. • Prepare the reunification site. • Direct the reunification process or assist with the re-entry into the school if an "All-Clear" is announced.

Hazardous Materials/Release to Air Incident



Lockdown

Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise. A **lockdown** should be implemented if there is a

- Call 9-1-1
- Communicate the location of the threat if possible
- Run, Hide, Fight!
- Secure all entrance doors. All doors should be immediately locked.
- Keep students and other occupants away from windows and doors.
- Restrict access to the building to authorized persons only.
- Notify staff & classes outside to immediately move to the off-site assembly area(s).

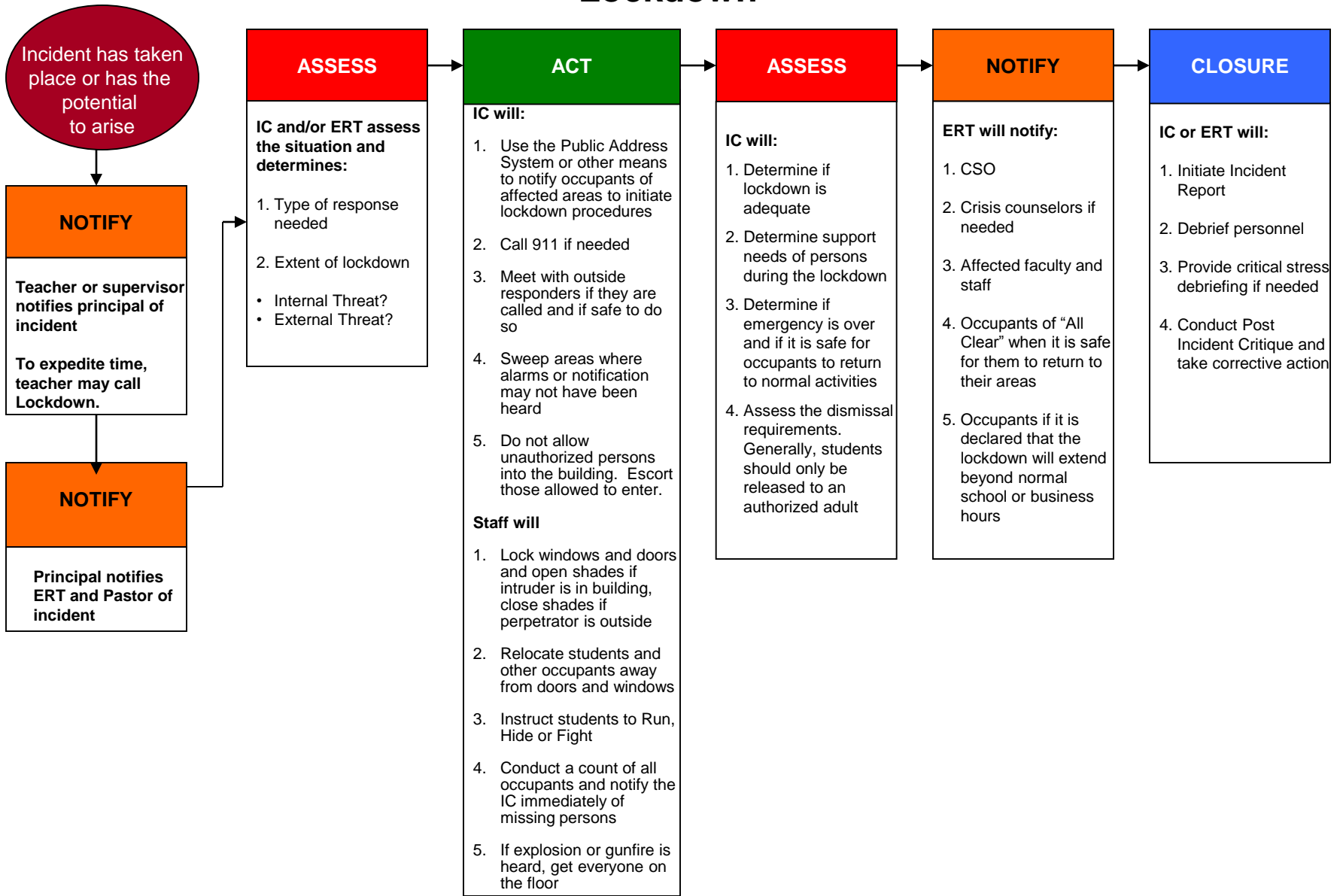
Lockdown Drill Tips and Procedures

- Notify local law enforcement 72 hours prior to conducting the drill
- Have a qualified authority (police officer and fire) present during the drill for immediate feedback and help in making adjustments to your plan
- Lockdown procedures should be reviewed and approved by local police department to ensure they are familiar with school procedures
- Document the date and time of the drill and submit this in writing or via email to the local authority
- Two lockdown drills (1 required) should be conducted per school year
- One drill should be conducted between classes

Lockdown Roles and Responsibilities

Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate alarm and initiate the Lockdown of the school. • Make announcement: Your attention please: We are experiencing an emergency situation & we are now under lockdown. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Announce an "All Clear" when safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Lock all entrance doors. • Report to the IC for further instructions.
Teachers	<ul style="list-style-type: none"> • Clear hallway/bathrooms by your room, move everyone into classroom • Lock your doors. • Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well. • Take attendance & be prepared to notify IC of any missing students. • Do not place students in one location within the room. In the event that entry is gained by a shooter/intruder, students should consider exiting a safe window or alternative exit outside the building. RUN! • Staff & students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming & throwing objects at the shooter/intruder's face or person. Fight!
Security	<ul style="list-style-type: none"> • Report to the IC for initial instructions.

Lockdown



Medical Emergency Event Aid

The is an abbreviated guide for assessing and responding to a medical emergency incident. This information is not a complete list of all factors required to be considered.

GENERAL

- Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper protective clothing (safety goggles, latex gloves, etc.).
- If an ambulance might be needed, call as soon as possible since time may be critical.
- Dispatch a responsible person to direct the ambulance when it arrives.
- Make a detailed report of the injury. A statement should be taken from any person(s) that witnessed the incident.
- Maintain accurate records of the names, medical history and medical progress of all injuries in the facility.
- Any personnel who might have been exposed to an infectious material should be directed to medical follow-up as soon as possible.

CLEANUP

- Cleanup immediately by persons trained in decontamination procedures (unless the area is a possible crime scene).
- Identify infectious material spills with a warning sign.
- Disinfect contaminated surfaces, equipment and flooring.
- Personnel not involved in decontamination process should not handle any items before disinfection.
- Ensure the proper disposal of waste.

Medical Emergency Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Ensure that 911 is called if needed. • Coordinate actions of facility personnel with internal and external responders. • Notify parent or guardian of the injury or illness. • Ensure the school is in compliance with the Bloodborne Pathogens Program and Bio-Medical Waste Plan.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage area if needed. • Track patient care. • Ensure the school is in compliance with the Bloodborne Pathogens Program and Exposure Control Plan.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions.

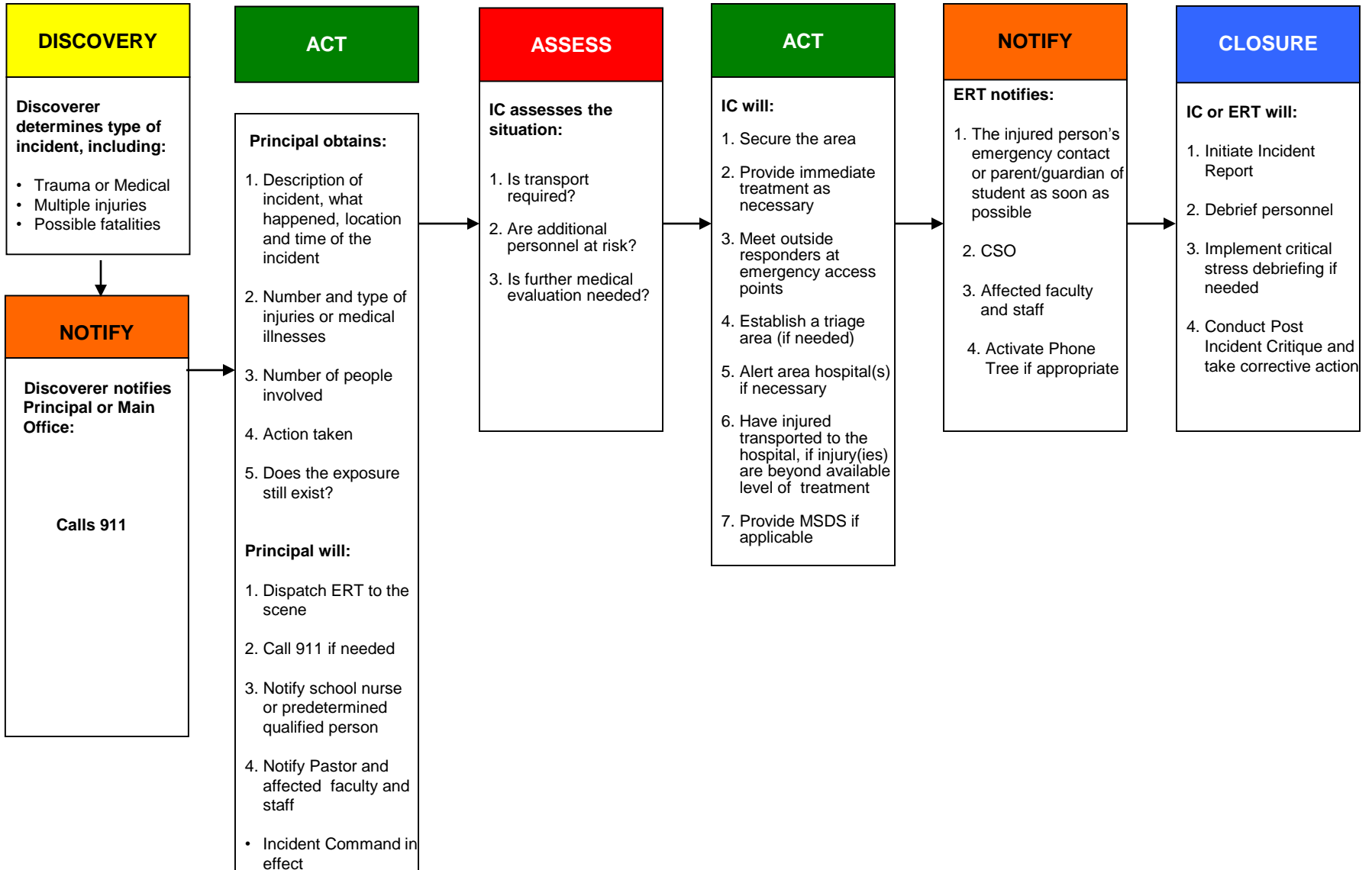
Responsible Waste Disposal

Use and dispose of hazardous waste responsibly. Contact your local waste management office, water treatment plant, landfill, or county Extension office if you have questions. Make sure the disposal method you use is a safe one so that hazardous waste does not contaminate your environment.

EMERGENCY FIRST AID

Poison Control Center 1-800-922-1117
 To report products that have caused you harm:
 U.S. Consumer Products Safety Commission 1-800-638-2772
 Household Products Disposal Council 202-659-5535

Medical Emergency



Missing Person

This is an abbreviated guide for assessing and responding to a missing person incident. This information is not a complete list of all factors required to be considered.

If there is imminent threat to the safety and welfare of an individual or group, or the potential exists for an incident to escalate:

- Call 911 immediately.

If there is no imminent threat to the safety and welfare of an individual or group, collect all information and report the incident to local authorities (police/fire).

Issues to consider:

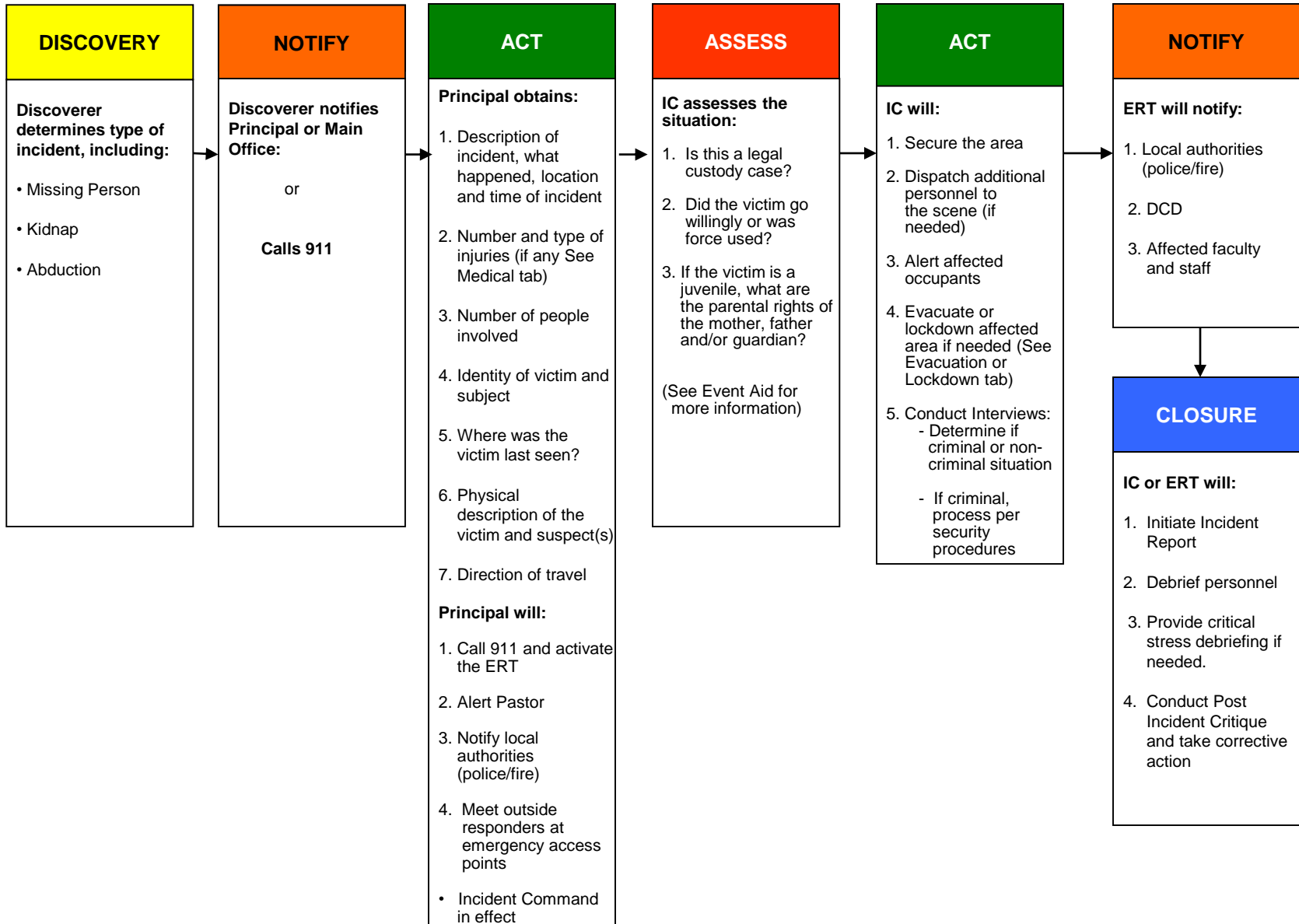
- The safety of the missing person is paramount.
- Nothing should be done to increase danger.
- Is a custody battle going on between parents/guardians?
- Does the child have a past of being missing or could the person be a runaway?

Advise the Police Department of:

- Physical description, clothing description, age, home address and area last seen.
- Any special needs or medical conditions.
- Siblings and other relatives in the school district.
- Friends and acquaintances the person is known to associate with.

Missing Person Rescue Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Call 911 and local authorities (police/fire). • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Ensure that the entire facility is searched. • Notify the missing person's emergency contact or next of kin. • It is critical to deliver the proper information and facts to the outside responders in an effort to remedy the incident.
Head Custodian	<ul style="list-style-type: none"> • Assist emergency responders in searching the facility. • Prepare to assist responders with manpower, materials and equipment.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist emergency responders in searching the facility.
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist emergency responders in searching the facility.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist emergency responders in searching the facility.

Missing Person



Natural Gas Leak/Loss of Service

This is an abbreviated guide for assessing and responding to a natural gas leak incident. This information is not a complete list of all factors required to be considered.

If there is a natural gas leak, some form of evacuation will most likely be necessary.

If the incident is merely a loss of natural gas, and may only last a short while, it would probably be safest for occupants to stay put.

During Gas Line Break/Leak Incident

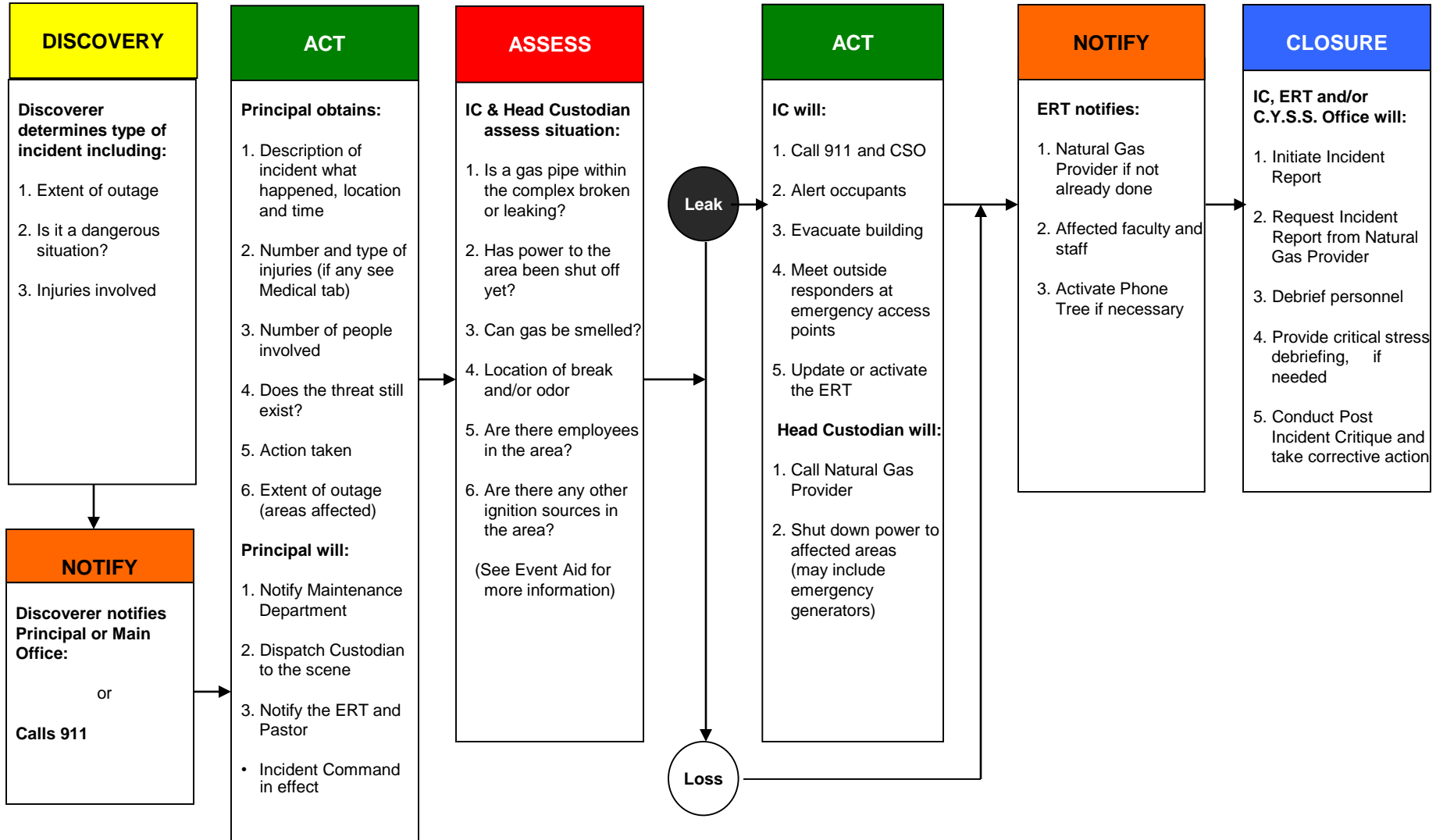
- Call 911
- Call CSO
- Is there a gas leak or broken supply line within the facility?
- Is it safe or desirable to shut off power to the area? Electrical switches can spark, providing an ignition source.
- If power is going to be shut off, should emergency generators also be disabled?
- Activate the evacuation signal and provide verbal instructions.
- Determine from Natural Gas Service Provider extent of outage, area(s) affected, and approximate duration of the outage.
- Do not enter affected area(s) unless directed and keep unnecessary people away from the area.
- Try to vent the affected area(s) if it is safe to do so.
- If the temperature outside is below freezing, water systems may need to be drained or heated by outside sources.

Post-Incident

- Activate the "All Clear" signal and provide verbal instructions.

Natural Gas Leak/Loss of Service Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible evacuation of the school or early dismissal.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts with Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures.
Evacuation Coordinator	<ul style="list-style-type: none"> • Carry out evacuation if ordered by IC. • Provide any floor or occupant information which would help emergency operations.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures. • Meet outside responders at Emergency Access Points. • Prepare the reunification site if needed.

Natural Gas Leak/Loss of Service



Nuclear Attack/Incident

This is an abbreviated guide for assessing and responding to a nuclear attack or release. This information is not a complete list of all factors required to be considered.

A nuclear attack or release includes explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material and the seizure or sabotage of nuclear facilities.

Examples include:

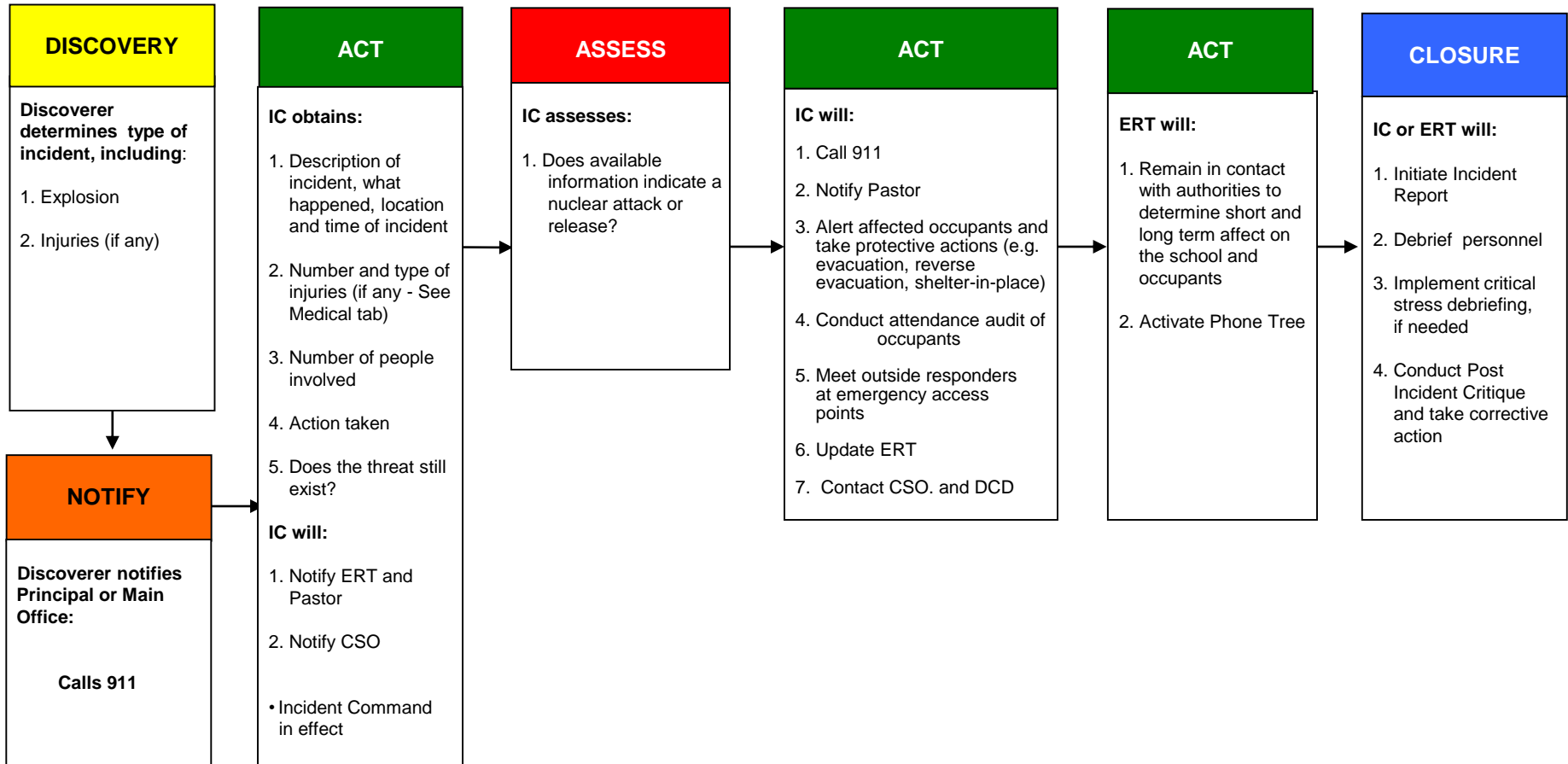
- Detonation of a thermal nuclear bomb.
- Bombing of nuclear facility or transportation vehicle.
- Use of a dirty bomb - use of an explosive device to disseminate radioactive material. (see note below)
- Dissemination of radioactive material with a spray device.

Note: The amount of radiation from a “dirty bomb” is unlikely to give you radiation sickness or cancer (dependent on time, rate and distance)

Also see Radiological Release/Incident

Nuclear Attack/Incident Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Be prepared to evacuate or partially evacuate the school.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC and bring the MSDS book. • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the IC and prepare to handle injuries from the spill. • Treat injured/ill victims. • Establish a triage center, if needed. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of the school. • Meet outside responders at Emergency Access Points. • Prepare the reunification site. • Direct the reunification process or assist with the reentry into the school if an “All-Clear” is announced.

Nuclear Attack/Release



Pandemic Event

This is an abbreviated guide for assessing and responding to a pandemic incident. This information is not a complete list of all factors required to be considered.

When there has been communication that a pandemic outbreak has occurred outside the state or northwest Ohio area:

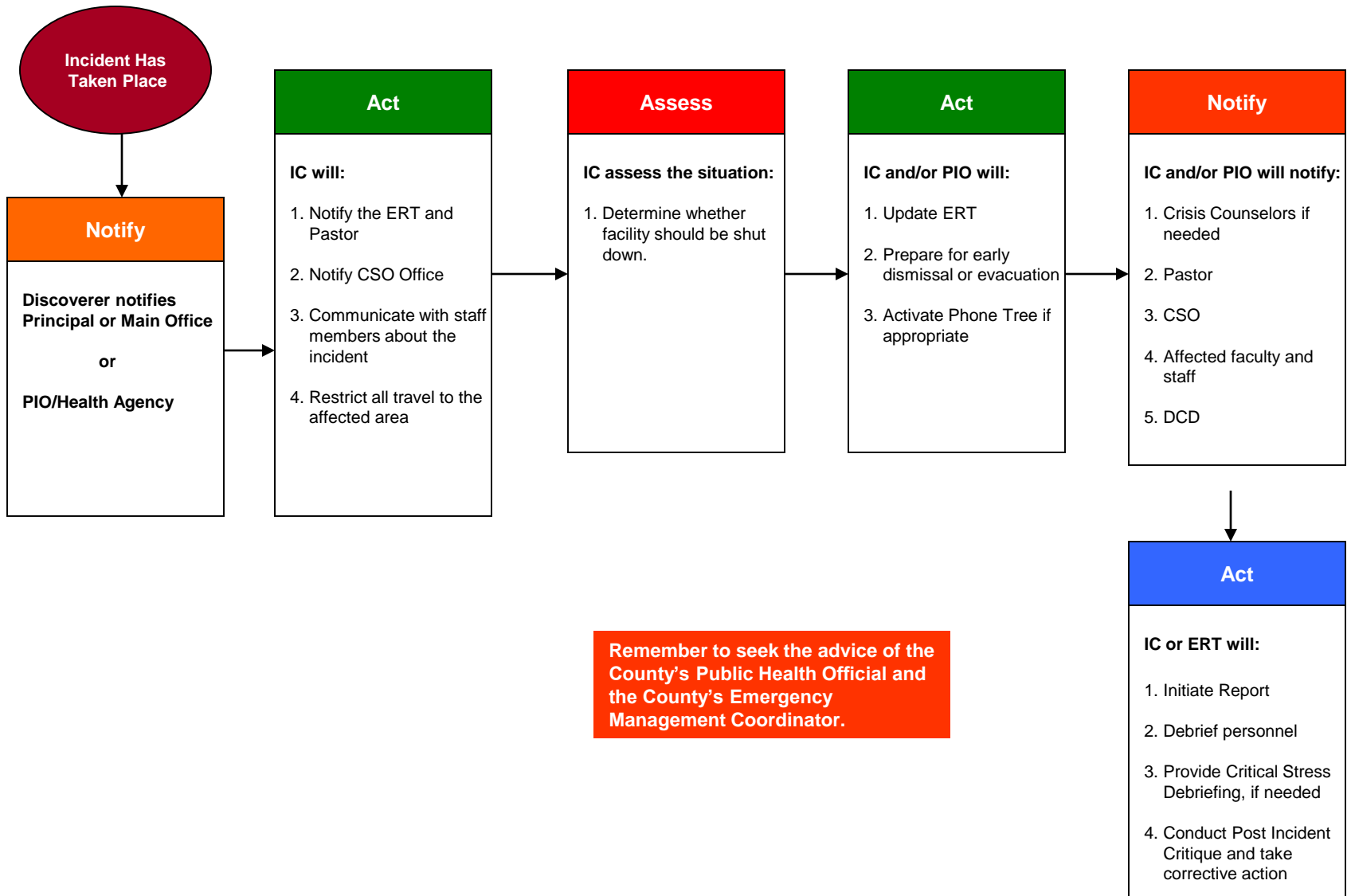
- Provide travel advisories to staff members.
- Limit travel to affected areas.
- If staff members or students travel to affected areas, require them to stay at home upon returning from the affected area.
- Communicate to staff members the signs and symptoms of the disease as outlined by the Center for Disease Control (www.cdc.gov).
- Post reminders throughout the facility, especially in restrooms, on proper hand hygiene and respiratory hygiene/cough etiquette.
- If a staff member shows signs or symptoms of the disease, send them to the hospital/healthcare center immediately.
- If a student shows signs or symptoms of the disease, notify parents to take the child home immediately.

When there has been communication that a pandemic outbreak has occurred, follow the guidelines above and:

- Implement stringent disinfection procedures, especially in areas where sick individuals have been.
- Consider having staff members telecommunicate from their homes if possible and/or shutting down the school until the outbreak has cleared.
- Do not allow sick staff members or students to return to school until cleared by a healthcare professional.

Pandemic Incident Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of school personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible evacuation of the school, containment of sick individuals or early dismissal.
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of utilities or systems appropriate for the emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Determine signs and symptoms of pandemic event. • Evaluate sick students and staff members to determine if they might be infectious to others. • Assist the IC with an early dismissal, containment or evacuation procedures.
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist the IC with an early dismissal, containment or evacuation procedures.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with an early dismissal, containment or evacuation procedures.

Pandemic Incident



Power Outage

This information is provided as an abbreviated guide for working with and responding to a power outage. This information is not a complete list of all factors required to be considered.

Determine if there is a need to evacuate the school, seek shelter, or remain in the current areas. Most power losses are short term and occupants are safer if they remain in place. If the outage is expected to exceed the capabilities of emergency lighting, then the faculty, staff and students must be evacuated.

During Outage

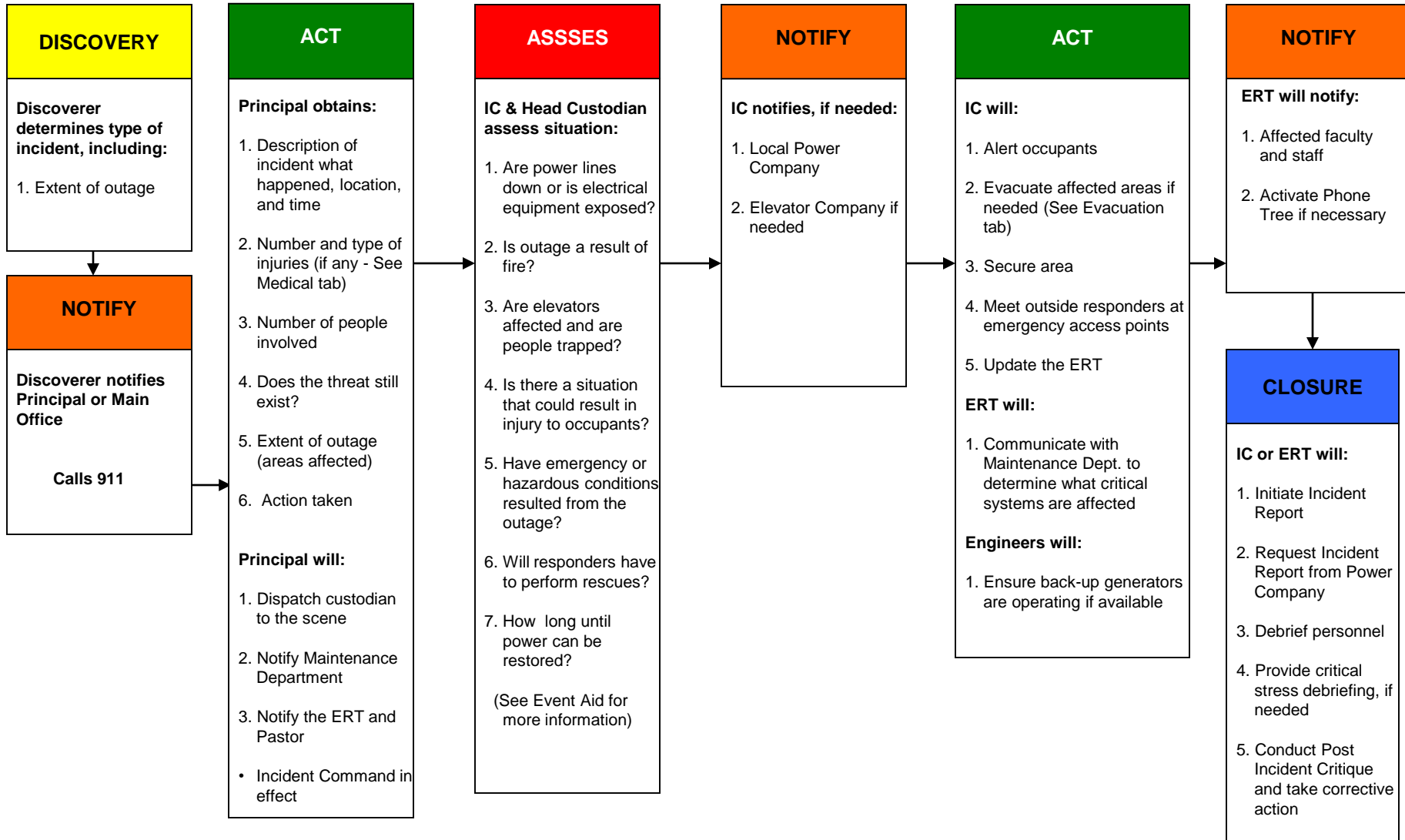
- Immediately report the power outage to Maintenance and the Power Company
- Communicate with staff updating them on the status of the outage.
- Verify that generators are operating, where provided.
- Verify that emergency equipment (i.e. lighting, alarm systems etc.) are operating.
- Outage may result in an impairment to the fire protection detection system (i.e. fire detection, building alarm and/or fire pump systems). If so, make sure the Fire Department is notified and that impairment safeguards are taken.
- Contact computer room personnel so that they can start power down procedures.
- During the power outage, shut down all non-essential equipment.

After Power Is Restored

- Activate the "All Clear" signal and provide verbal instructions.
- Slowly turn on lights and equipment to avoid overtaxing the power immediately.

Power Outage	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Prepare for possible evacuation of the school or early dismissal. • Work with Maintenance Department and local utilities to determine the estimated duration of the power outage.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Advise IC of expected disruptions to operations and advisable measures to protect occupants. • Coordinate efforts of the Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures.
Evacuation Coordinator	<ul style="list-style-type: none"> • Carry out evacuation if ordered by IC. • Provide any floor or occupant information which would help emergency operations.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with an early dismissal or evacuation procedures. • Meet outside responders at Emergency Access Points. • Prepare the reunification site if needed.

Power Outage



Radiological Attack/ Release

This is a guide for assessing and responding to a radiological attack or release. This information is not a complete list of all factors required to be considered.

Indicators of Radiological Exposure:

- Symptoms do not usually appear for 2-6 hours, even with high doses.

Symptoms may include:

- Nausea
- Vomiting
- Diarrhea
- Dizziness
- Fatigue
- Headache

Staff will:

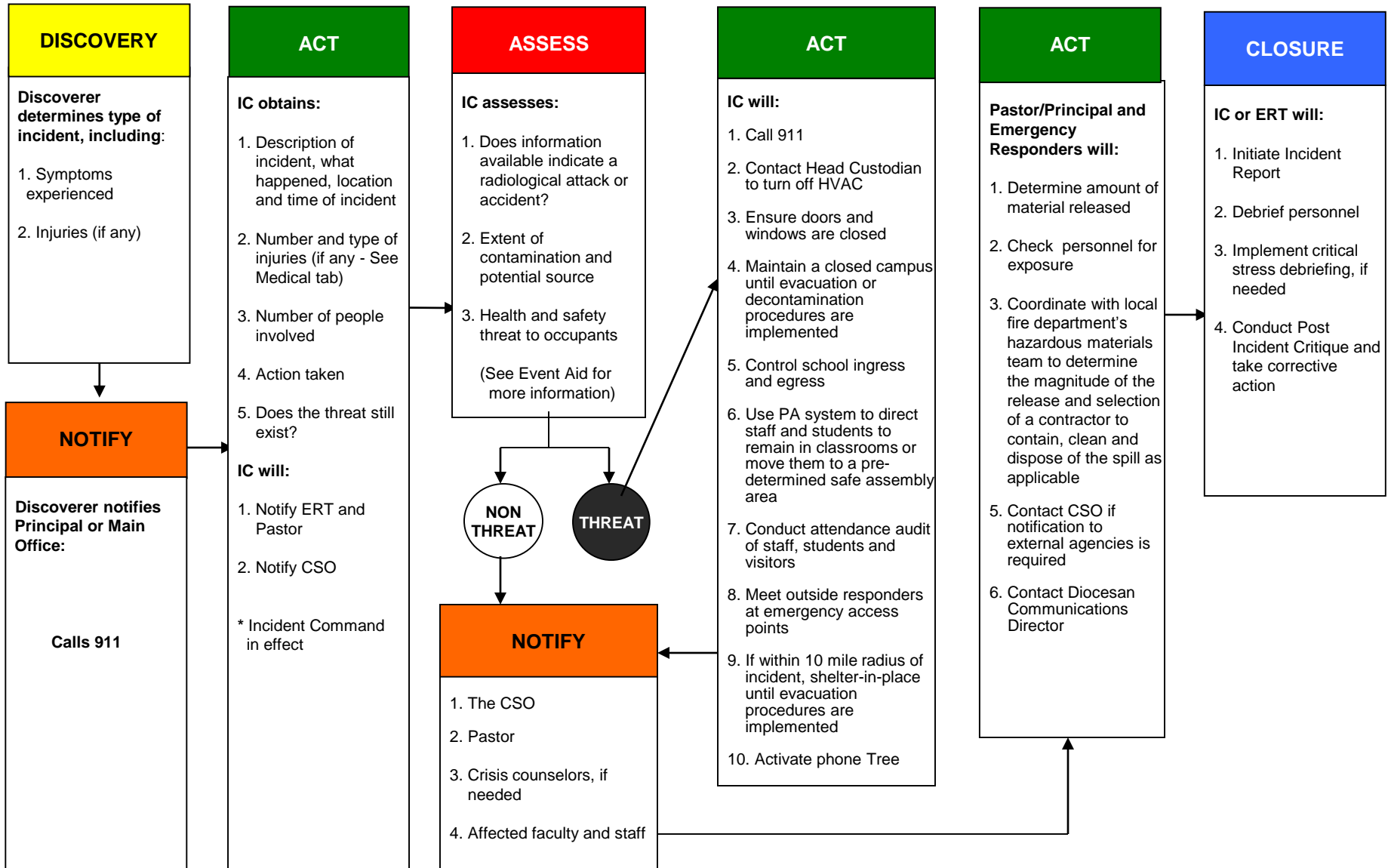
- Close windows and doors.
- Ensure students do not chew gum, eat, drink or place objects in mouth.
- Have students cover nose and mouth with cloth, tissue, towel, handkerchief or other material.
- Take attendance and keep class roster in your possession.
- Await further instructions.

Principal will (if possible and practical)

- Keep exposure to a minimum.?
- Establish location for evacuation and decontamination at the direction approval of the police/fire incident commander.
- Contact County Public Health for recommendations.
- For those schools within the Emergency TPZ of a nuclear power plant, please refer to required response plans and protocols.

Radiological Attack/ Release Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Manage incident and all available resources to assist responding agencies as required. • Secure the area. • Call 911 if needed. • Alert CSO and Diocesan Communications Director • Prepare for an evacuation, lockdown or shelter-in-place.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Provide auxiliary power, lighting, etc., as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage area, if needed. • Track patient care. • Assist emergency responders with patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the evacuation assembly area or shelter-in-place assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or reentry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation or sheltering-in-place of occupants. • Assist teachers in taking attendance. • Meet outside responders at Emergency Access Points. • Prepare the reunification site or assist with re-entry into the school if an "All-Clear" is announced.

Radiological Attack/Release



Reunification

Before the Emergency

Know your parent/student population:

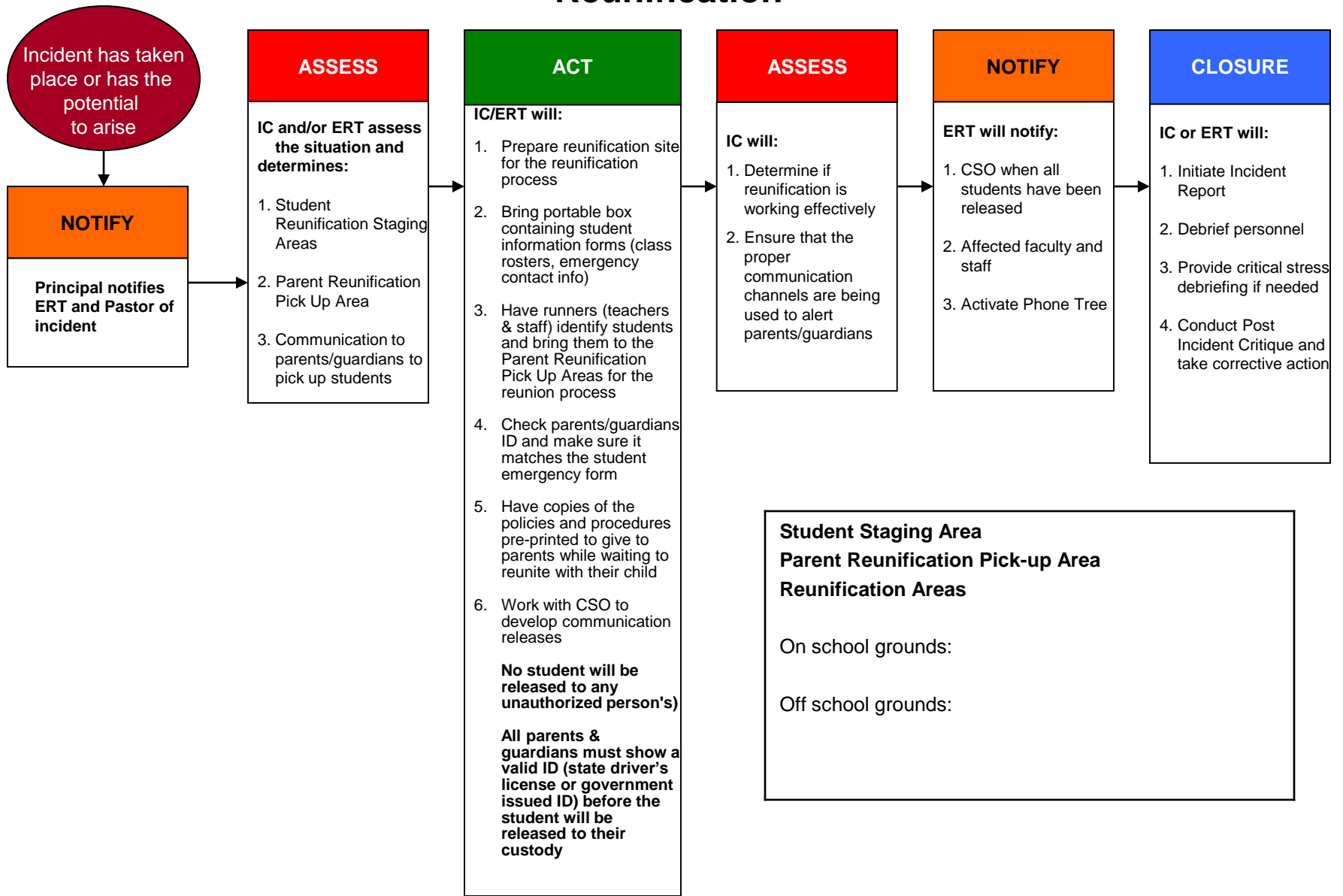
- How many students live within walking distance of the school?
- How many families have an adult at home during the day?
- How fast will they arrive?
- File student information forms (class rosters, emergency contact info) alphabetically in a portable box.
- Identify Reunification Coordinator and staff members that will assist with the reunification.
- Identify a group of staff members to train as runners for the reunion process.
- Schools should prepare for reunification by selecting two reunifications areas. One area should be located on school grounds and the second area should be located off school grounds.
- Identify the locations of the check-in area and the reunification process.
- Teach parents and students the policies and procedures for releasing students.
- Have copies of the policies and procedures pre-printed to give parents while waiting to reunite with their child.
- The **Student Reunification Staging Area** is where students are assembled before reunification.
- Parent Reunification Pick-Up Area** is where parents check-in.
- Reunification Area** is where students are reunited with their parent/guardian.

Parent/Student Reunification Procedures:

- Parents report to parent check-in location.
- Parent requests student to be released and shows identification.
- Staff checks ID and mark class roster.
- Parent proceeds to reunification area.
- Runner brings student to reunification area.
- Staff at reunification area checks ID again.
- Student is released and class roster is marked.

Reunification Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Ensure that all school occupants reach the reunification area. • Work with the CSO to ensure a proactive and effective message reaches the community (parents & guardians). • Advise CSO when all students are safely picked up.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for further instructions. • Assist in the reunification of school occupants. • If available, work as a runner to reunite students with their parents/guardians.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the IC for further instructions. • Assist in the reunification of school occupants. • If available, work as a runner to reunite students with their parents/guardians.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to IC for further instructions. • Assist in the reunification of school occupants. • If available, work as a runner to reunite students with their parents/guardians.
Reunification Coordinator	<ul style="list-style-type: none"> • Direct the reunification process. • Call the IC for additional staffing levels, if needed. • Ensure a calm and orderly approach during the reunification process. • Notify the IC if any problems persist with students and or parents/guardians.

Reunification



Reverse Evacuation

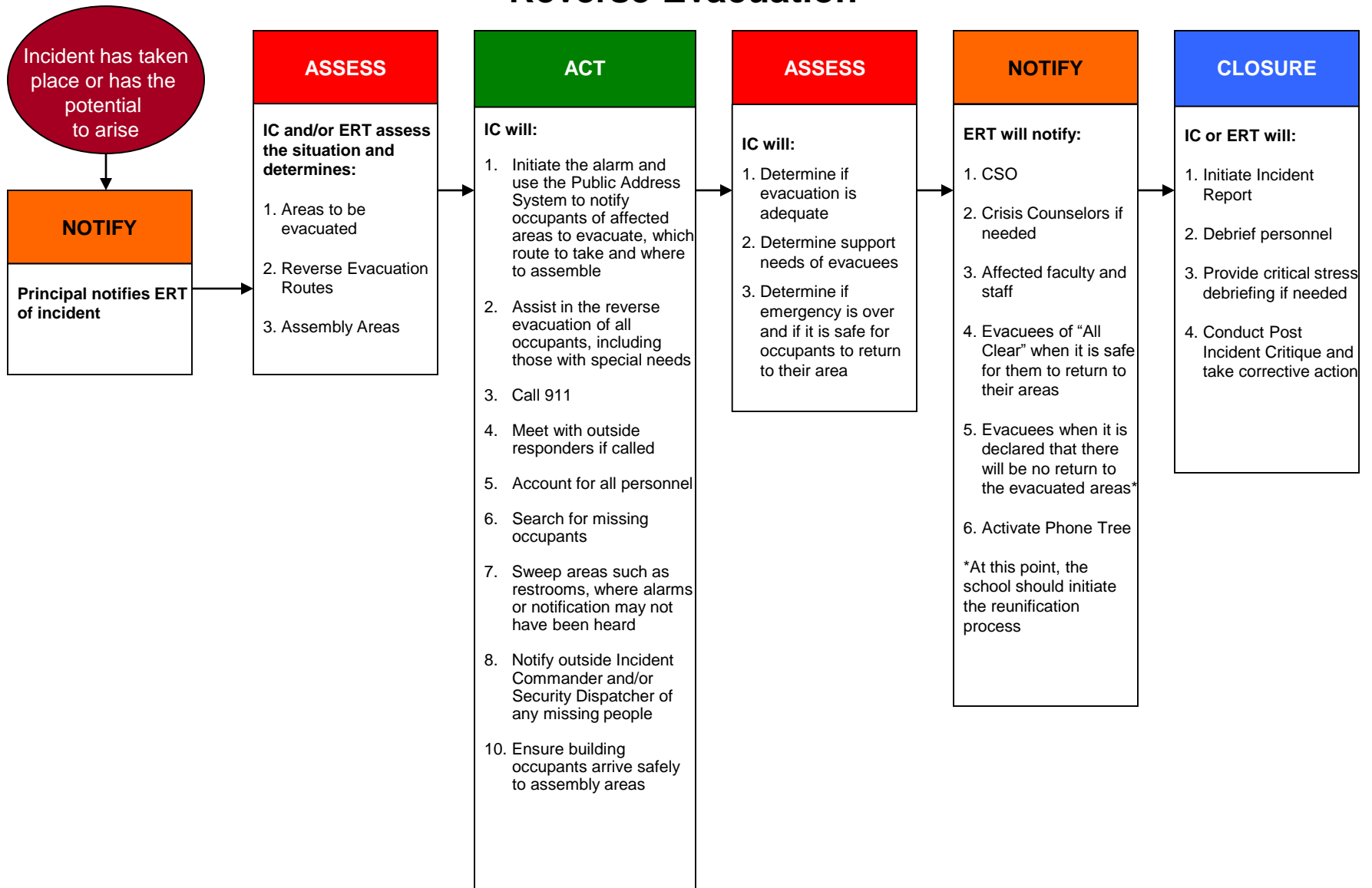
The following information is provided as a guide for a reverse evacuation event and is not a complete list of all factors required to be considered.

A reverse evacuation should be used when a threat exists on the exterior of the school and students, faculty and staff are at risk of being harmed.

- A reverse evacuation notification will be made through the use of the evacuation signal, public address system or bullhorns.
- School occupants should be directed back into the school and take refuge in their homerooms, classrooms, gym, auditorium or other area identified by the IC.
- Staff should assist in the reverse evacuation process and make sure all occupants safely get back into the school.
- The IC should initiate a lockdown if necessary.
- If time permits, the ERT and staff should check the school grounds to ensure that all school occupants have returned.
- Faculty and staff should take attendance and report any missing occupants to the IC.
- The IC should immediately contact the police IC and report the missing occupants.
- Staff must not leave the classrooms or school until the “All Clear” signal is given or until other instructions are provided by the IC.

Reverse Evacuation Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate alarm and initiate the reverse evacuation. • Effectively communicate the emergency evacuation message. • Ensure that all school occupants safely return to the school. • Initiate lockdown procedures. • Announce an “All Clear” when it is safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Assist in the reverse evacuation of the school. • Assist in the search and rescue if possible. • Report to the IC for further instructions. • Assist teachers in taking attendance.
School Nurse or predetermined qualified person	<ul style="list-style-type: none"> • Assist in the reverse evacuation of the school. • Treat injured evacuees. • Establish a triage area. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants back inside the school. • Assist teachers with taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the reverse evacuation of the school. • Assist staff in taking attendance. • Direct the reunification process or assist with the re-entry into the school if an “All Clear” is announced.

Reverse Evacuation



Severe Weather/Tornado

This is an aid for responding to a severe weather incident. This information is not a complete list of all factors required to be considered.

Tornado Watch – Issued by the National Weather Service when severe weather conditions and tornadoes could occur in the area. **Under Tornado Watch conditions, occupants in portable classrooms should go into the main school building.**

Tornado Warning – Issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued, move to your designated sheltering areas. Consider holding students at dismissal time if warranted.

Pre-Incident

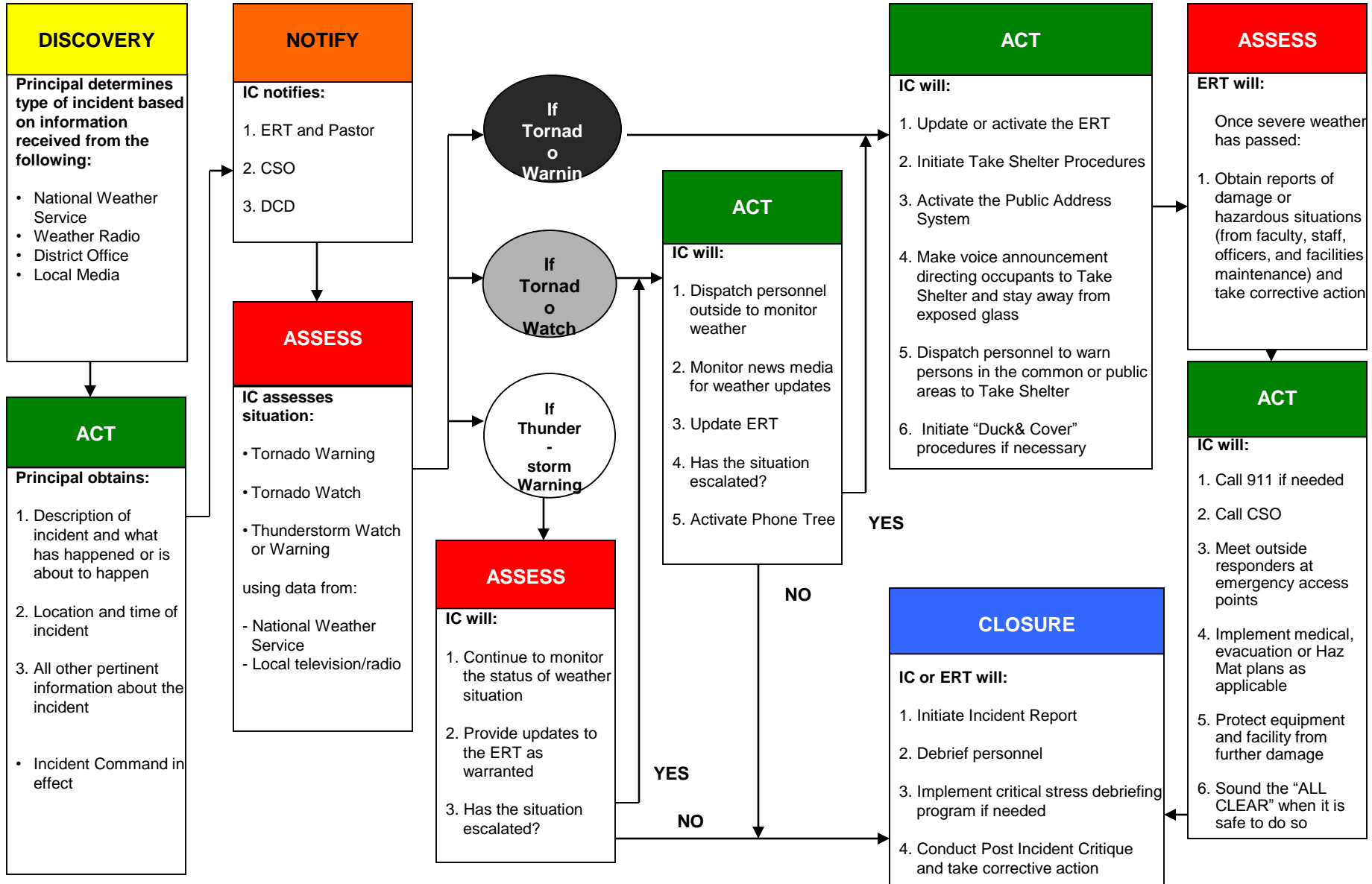
- Secure items that could be affected by high winds.
- Shut down equipment, as necessary.
- Take shelter if necessary and ensure that all occupants reach the sheltering areas.
- Advise faculty and staff to take attendance to ensure that everyone is accounted for.
- Severe weather shelters are located in the following designated areas:
 - In sub-grade (basement) areas.
 - In inner-building restrooms.
 - In rooms protected from flying glass and debris.

Post Incident

- Contact Mr. Joseph Spenthoff 419-826-5300 for emergency assistance contractors.
- Cordon off damaged areas with tape or barricades.
- Barricade roads blocked by debris.
- Board up exposed areas.
- Be aware that other facilities in the area may have been affected also, and response agencies may not be able to respond immediately.
- Avoid using telephones for other than emergency purposes.
- Stay away from all windows, skylights and atriums.

Severe Weather / Tornado Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Ensure that the emergency announcement to take shelter is made. • Ensure that all occupants reach the shelter areas. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Announce an “All Clear” when appropriate.
Head Custodian	<ul style="list-style-type: none"> • Secure items that can be affected by high winds. • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist with the sheltering of school occupants.
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist with the sheltering of school occupants.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist with the sheltering of school occupants.

Severe Weather/Tornado



Sexual Assault

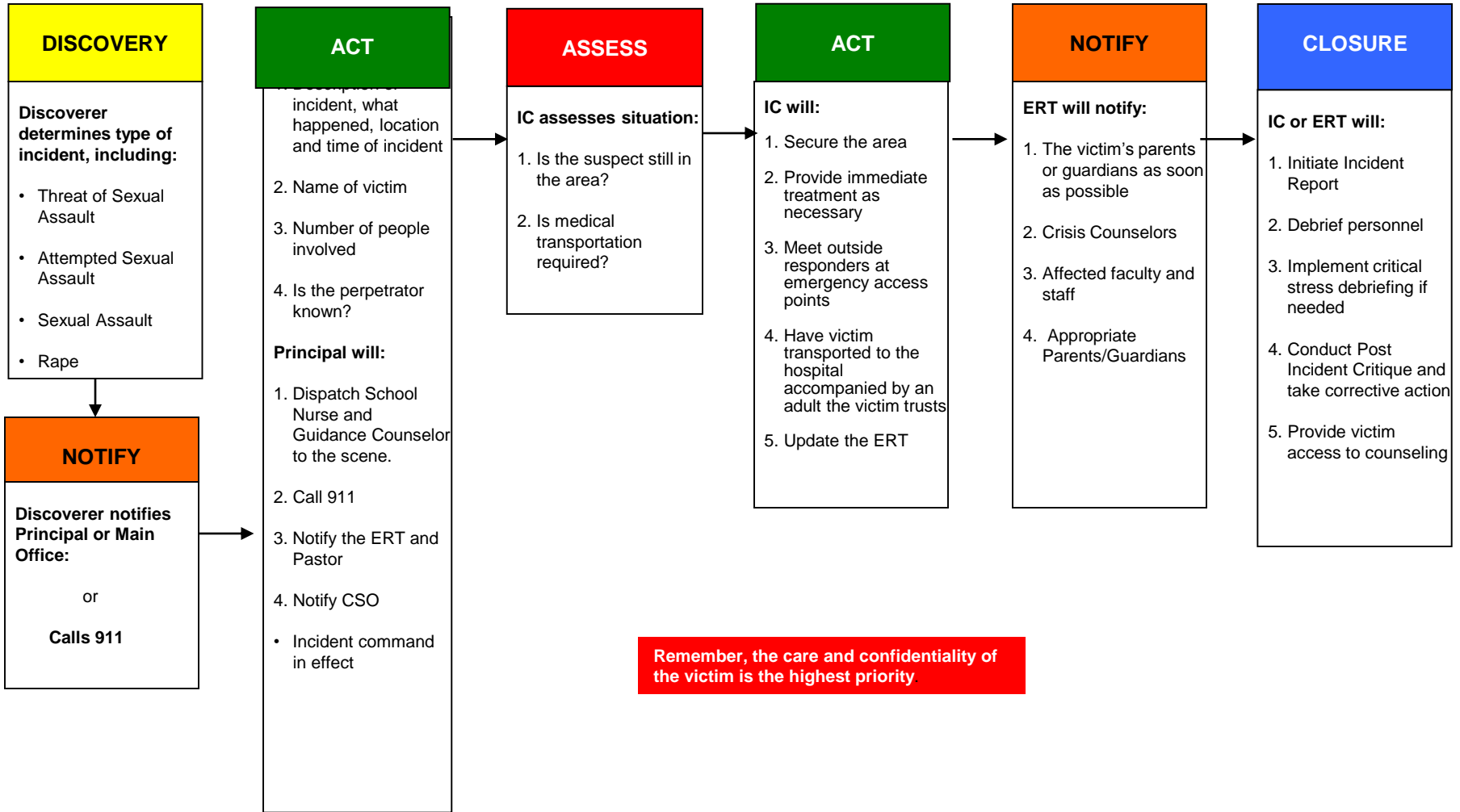
The following information is provided as a guide for responding to a sexual assault incident. This information is not a complete list of all factors required to be considered.

General Information

- Be aware of hazards associated with blood borne pathogens. Do not come into contact with bodily fluids. Wear proper protective clothing (safety goggles, latex gloves, etc.)
- Call 911 as soon as possible.
- Call CSO and request crisis counselors.
- Comfort the victim and advise them that medical response is coming.
- Do not allow the victim to wash or bathe.
- Dispatch a responsible person to direct the ambulance when it arrives.
- Make a detailed report of the incident. A statement should be taken from any person(s) that witnessed the incident.
- Stay with the victim during the incident until relieved by other school administrators or the victim's family.

Sexual Assault Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of ERT and other internal responders to maintain care of the victim(s) and occupants. • Maintain control of the scene. • Comfort the victim and reassure that medical response is on the way.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the scene. • Comfort the victim. • Provide medical treatment. • Update paramedics with they arrive.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for instructions.

Sexual Assault



Shelter-in-Place

This is a guide for assessing and responding to a sheltering event. This information is not a complete list of all factors required to be considered.

Sheltering-in-Place should be used to protect school occupants from external threats such as tornado, some chemical plumes and other natural and man-made threats.

Shelters are located in the following areas:

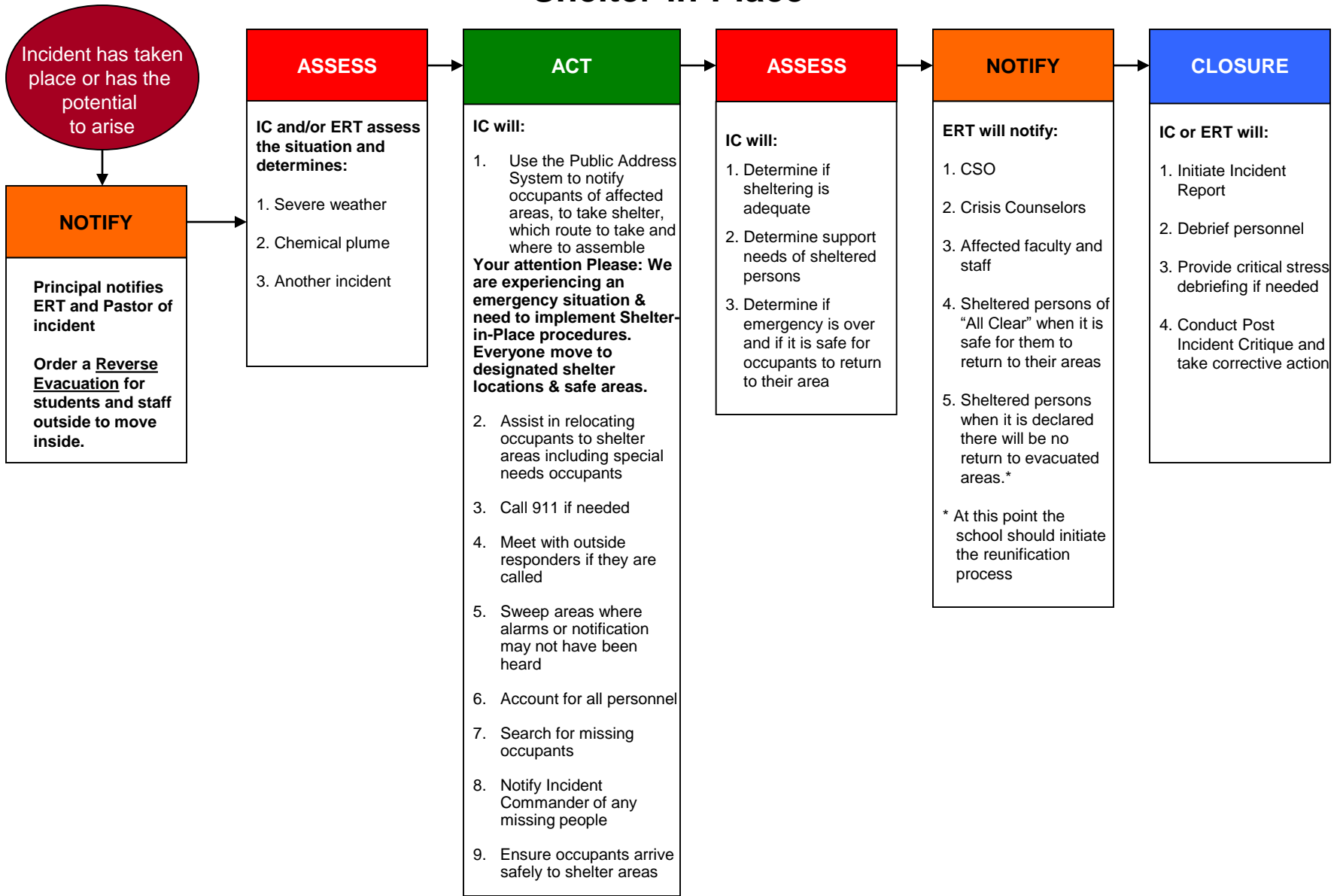
- In the stairways.
- In hallways, keeping clear of windows and door openings.
- On the lowest floor (grade or basements).
- In interior rooms that have many vertical walls, such as restrooms, closets, or store rooms.

Things to remember:

- Stay away from unsecured objects such as filing cabinets and bookshelves.
- Avoid using telephones for other than emergency purposes.
- Stay away from all windows, skylights and atriums.
- Once in the shelter area, account for all persons and report missing persons to the IC immediately.
- Continually monitor conditions in the shelter area. If changing conditions cause the shelter area to become unsafe, advise the IC and await further instructions.
- Employees working outdoors should seek shelter inside buildings or lie low in the nearest ravine, open ditch or low spot away from trees, power poles or conductive structures.

Sheltering Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate the alarm and initiate the Shelter-in-Place procedures. • Effectively communicate the emergency Shelter-in-Place message. • Ensure that all school occupants reach the sheltering area. • Monitor the local media and/or National Weather Alert Radio. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required. • Announce an “All Clear” when safe to do so.
Head Custodian	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants. • Assist teachers with taking attendance. • If there is enough warning, try to secure items that could be affected by high winds. • If necessary, shut off heating/cooling/ventilation • Board up exposed areas. • Assess damage to the buildings.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants. • Assist teachers in taking attendance. • Attend to injured occupants.
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the sheltering area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Provide any floor or occupant information which would help emergency operations. • Prepare occupants for the reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants. • Prepare reunification site, if needed. • Direct the reunification process or assist with the re-entry into the school if an “All Clear” is announced.

Shelter-in-Place



Special Rescue

This is an aid for responding to a special rescue incident (confined space, entrapment, high angle rescue.

The following information is provided as a guide for the incident assessment. This information is not a complete list of all factors required to be considered.

DO NOT ENTER THE CONFINED SPACE, ENTRAPMENT AREA OR ATTEMPT TO “RESCUE” THE ENTRANT(S) IN THE SPACE.

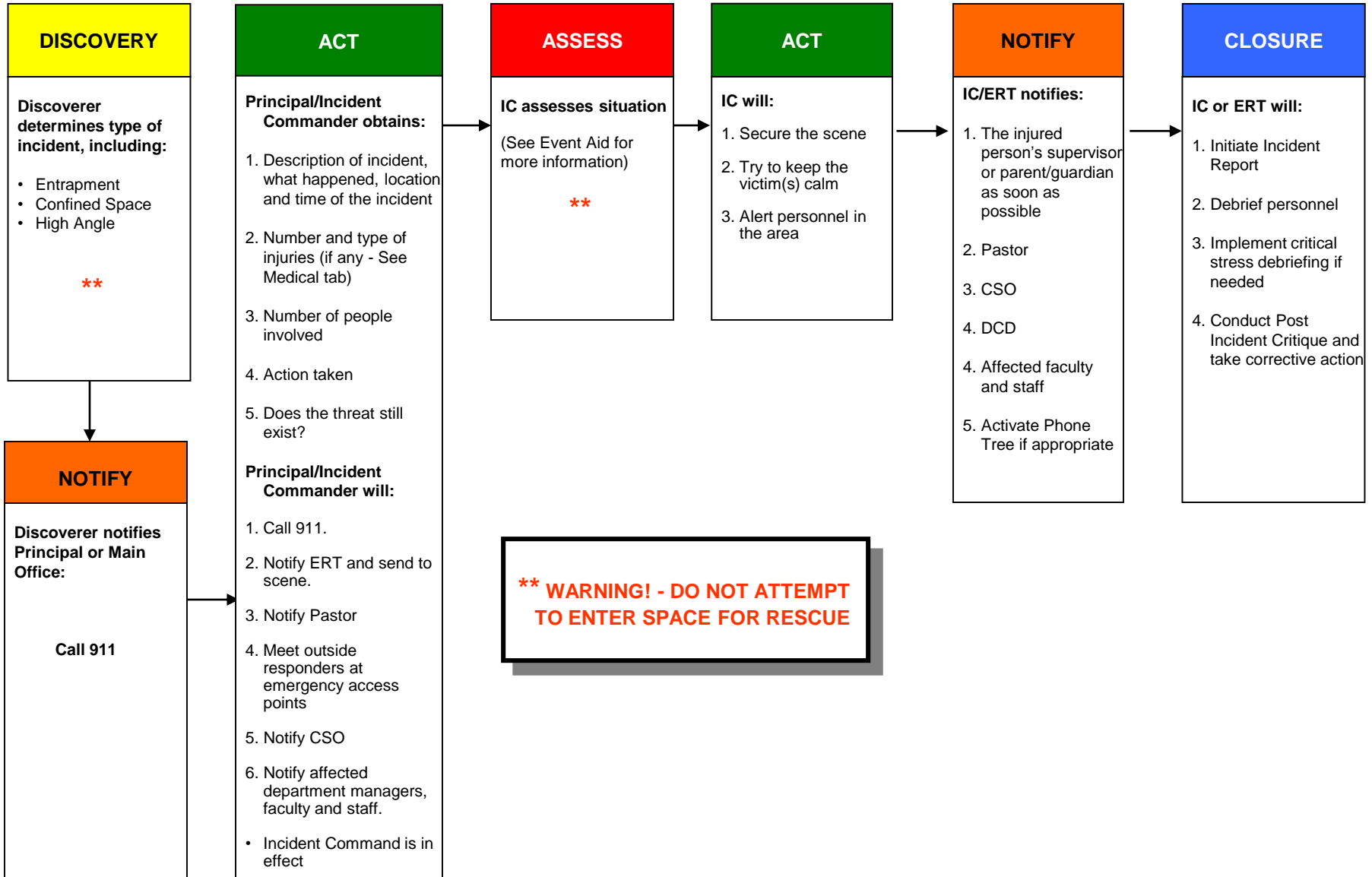
- Identify the victims and check the status of their injuries.
- Do not do anything that could further injure the victim.
- Medical information on trapped personnel should be obtained as soon as possible.
- Take action to eliminate or reduce hazards from equipment, air quality or other.
- Keep unnecessary personnel away.
- Coordinate with ERT members to direct the rescue team to the site.

Elevators

- The elevator service company should be contacted immediately if the incident involves an elevator.

Special Rescue Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Call 911 if needed. • Use available resources to assist responding agencies as required. • Secure the area. • Alert CSO
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of utility lines or systems appropriate for the emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist rescuers with manpower, materials and equipment. • Provide auxiliary power, lighting, etc. as needed. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist emergency responders. • Provide medical information if requested.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions.

Special Rescue



**** WARNING! - DO NOT ATTEMPT TO ENTER SPACE FOR RESCUE**

Steam Leak/Loss of Service

This information is an abbreviated guideline for working with and responding to a steam utility loss incident. This is not a complete list of all factors to be considered.

Determine if there is a need to evacuate the building, seek shelter, or remain in the work area. Most steam losses are short term and employees are safer if they remain in place. If the outage will result in the environment or building becoming unsafe, then the occupants must be evacuated.

During Outage

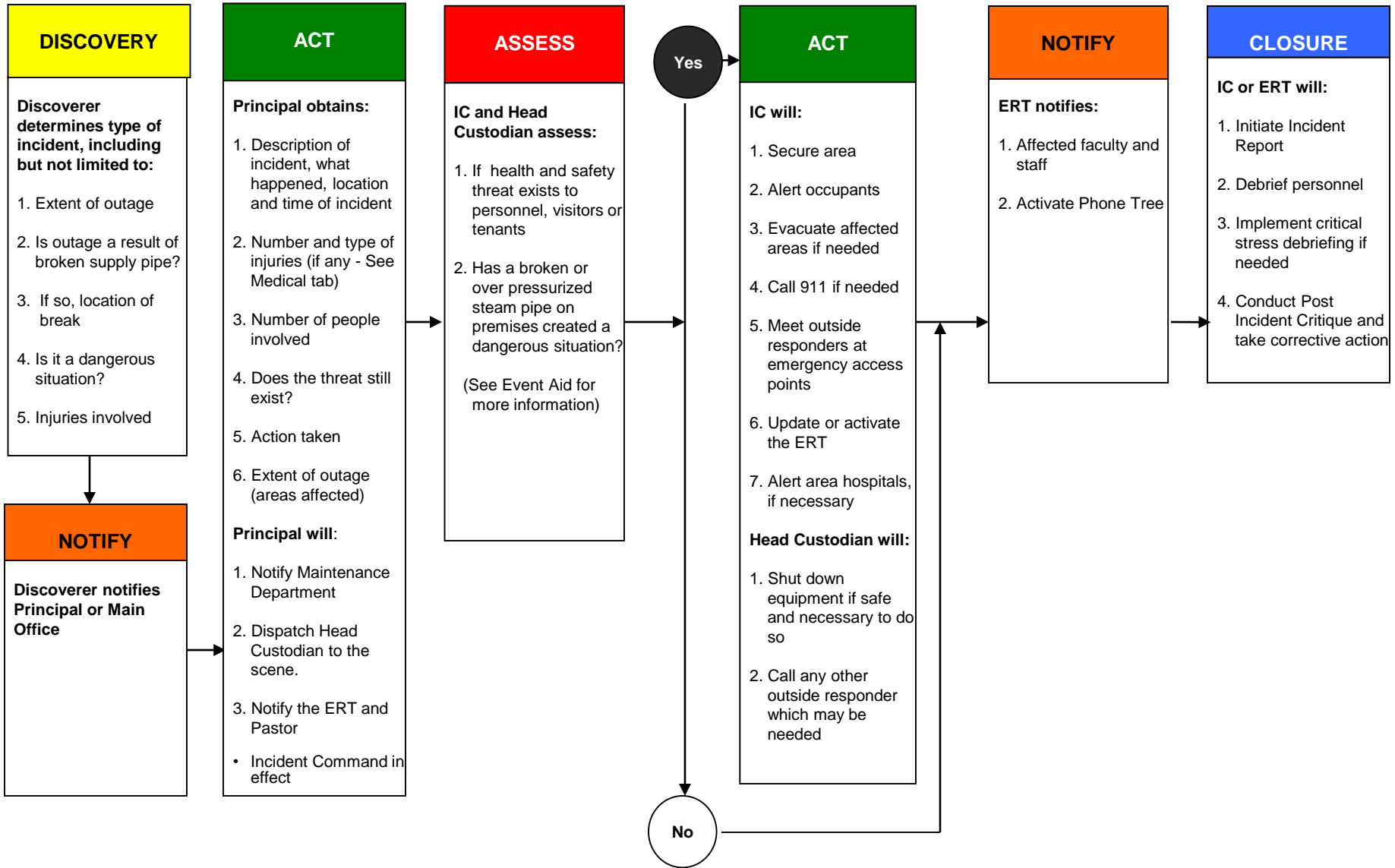
- Try to determine if the outage is a result of a break or overpressurized feed main.
- These situations could be **EXTREMELY DANGEROUS!** Call outside agencies (911, ambulance, fire department, police department, etc. as appropriate).
- Cordon off dangerous area.
- Verify extent of outage, areas affected, and expected duration of outage.
- If the temperature outside is below freezing, water systems may need to be drained or heated by outside sources.
- Verify that emergency equipment (i.e. lighting, alarm systems, etc.) is operating.
- Activate the evacuation signal and provide verbal instructions.
- When steam is lost, control valves (or other equipment) may fail in an open or closed position. Equipment in affected areas should be examined by someone knowledgeable with the system.

After Steam Is Restored

- Activate the "All Clear" signal and provide verbal instructions.

Steam Leak/Loss of Service Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist as directed by the IC.
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist as directed by the IC. • Carry out evacuation if ordered by IC. • Provide any floor or occupant information which would help emergency operations.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist as directed by the IC.

Steam Leak/Loss of Service



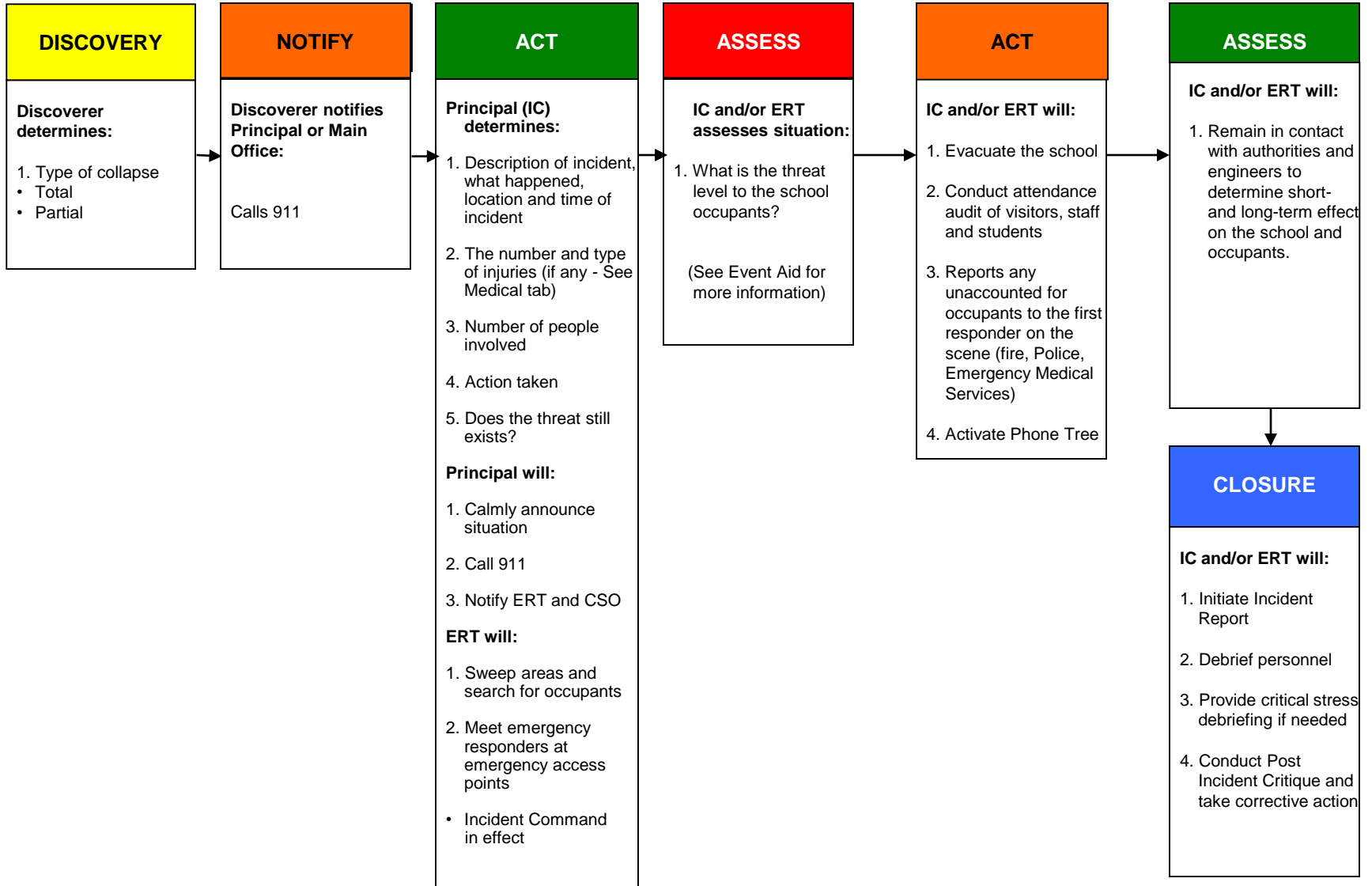
Structural Collapse

This is a guide for assessing and responding to a Structural Collapse. This information is not a complete list of all factors required to be considered.

- Staff should remain calm and keep students calm.
- An emergency announcement should be made to evacuate those who may be harmed by the collapse.
- If PA system is not working, teachers may have to make the decision to evacuate occupants if they are in jeopardy of bodily injury.
- Call 911.
- Ensure that all occupants evacuate safely out of the school.
- The school should not be entered by any staff or student until it is safe to do so. Typically this call will come from the district level and structural engineers may be called.
- Prepare to communicate with parent/guardians about the reunification process.
- Start the recovery process and prepare to reenter the school when deemed safe by professionals to do so.

Sheltering Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Activate/Use available resources to assist responding agencies as required. • Secure the area. • Call 911 • Prepare for an evacuation.
Head Custodian	<ul style="list-style-type: none"> • Assist with the shutdown of utility lines or systems appropriate for the emergency. • Act as a liaison to public utilities • Prepare to assist rescuers with manpower, material and equipment. • Provide auxiliary power, lighting, etc. as needed. • Re-activate utilities and systems when appropriate.
School Nurse or predetermined qualified person	<ul style="list-style-type: none"> • Treat injured evacuees. • Establish a triage area. • Track patient care. • Assist emergency responders
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions. • Direct occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare occupants for the reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the evacuation of school occupants. • Assist teachers in taking attendance. • Prepare reunification site, if needed. • Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.

Structural Collapse



Suicide Threat/Attempt

This is an abbreviated guide for assessing and responding to a Suicide Attempt/Threat. This information is not a complete list of all factors required to be considered.

Suicide Threat

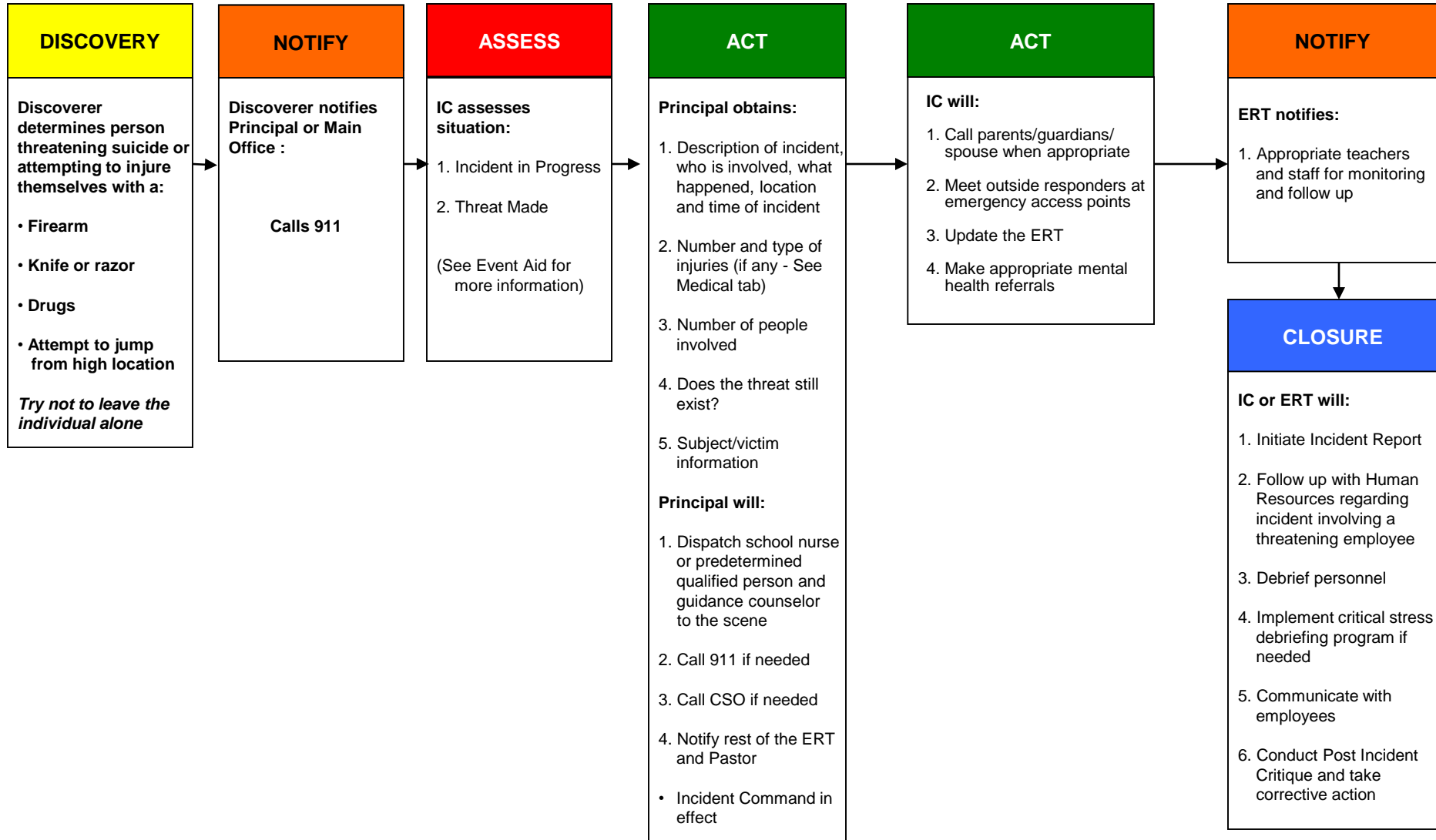
- Call 911 and notify the ERT.
- Anytime the risk of suicide exists, an appropriate, trained professional, such as a school psychologist, counselor, or social worker should manage the situation.
- Under no circumstances should an untrained individual attempt to assess the severity of a suicidal risk.
- Staff members can also be at risk for self-destructive behavior. As with students, staff members' comments or gestures need to be considered carefully.

If a suicide threat or attempt occurs:

- Call 911 and notify the ERT.
- If necessary, implement the appropriate emergency procedures (i.e. evacuation or lockdown) to ensure that students are not exposed to trauma or danger.
- Remain with the situation, working to defuse the crisis by staying calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Be prepared to provide critical information to emergency responders.
- Arrange for crisis counselors to be brought into the school for intervention.

Suicide Attempt/Threat Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Secure the scene and call for the school nurse or predetermined qualified person. • Remove any students and staff from the area. • The safety and welfare of the threatened person and the occupants of the building is the number one priority. • Call parent, spouse, guardian or other person who is listed on the emergency contact card. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for initial instructions.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Report to the scene. • Treat the patient. • Prepare for transportation to local health care facility. • Provide medical update and any medical history to arriving paramedics.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for initial instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for initial instructions.

Suicide Attempt/Threat



Transportation Incident

This is an abbreviated guide for assessing and responding to a transportation incident. This information is not a complete list of all factors to be considered.

School Bus Vehicle Accident:

- Bus Driver will call to report the incident.
- Director of Transportation will call the principal and advise them of the incident.
- The principal will notify the C.Y.S.S. Office.
- Director of Transportation will go to the accident site.
- Local Emergency Medical Services will assess students for injuries and the accident scene.
- The Transportation Department will send vehicles to the accident site to pick up any uninjured staff/students to transport them to the final destination or back to school.
- The principal will notify parents/guardians of students on the bus.
- Principal or ERT should go to the accident site if within the county and students are injured.
- If students are injured and are transported to a local hospital, a school administrator should accompany them to the hospital.
- Designated staff members will meet the returning students and assist them back into the building.
- Students at the accident site will only be released to their own parent/guardian or other adult listed on the emergency card.

If accident occurs on an out-of-district trip:

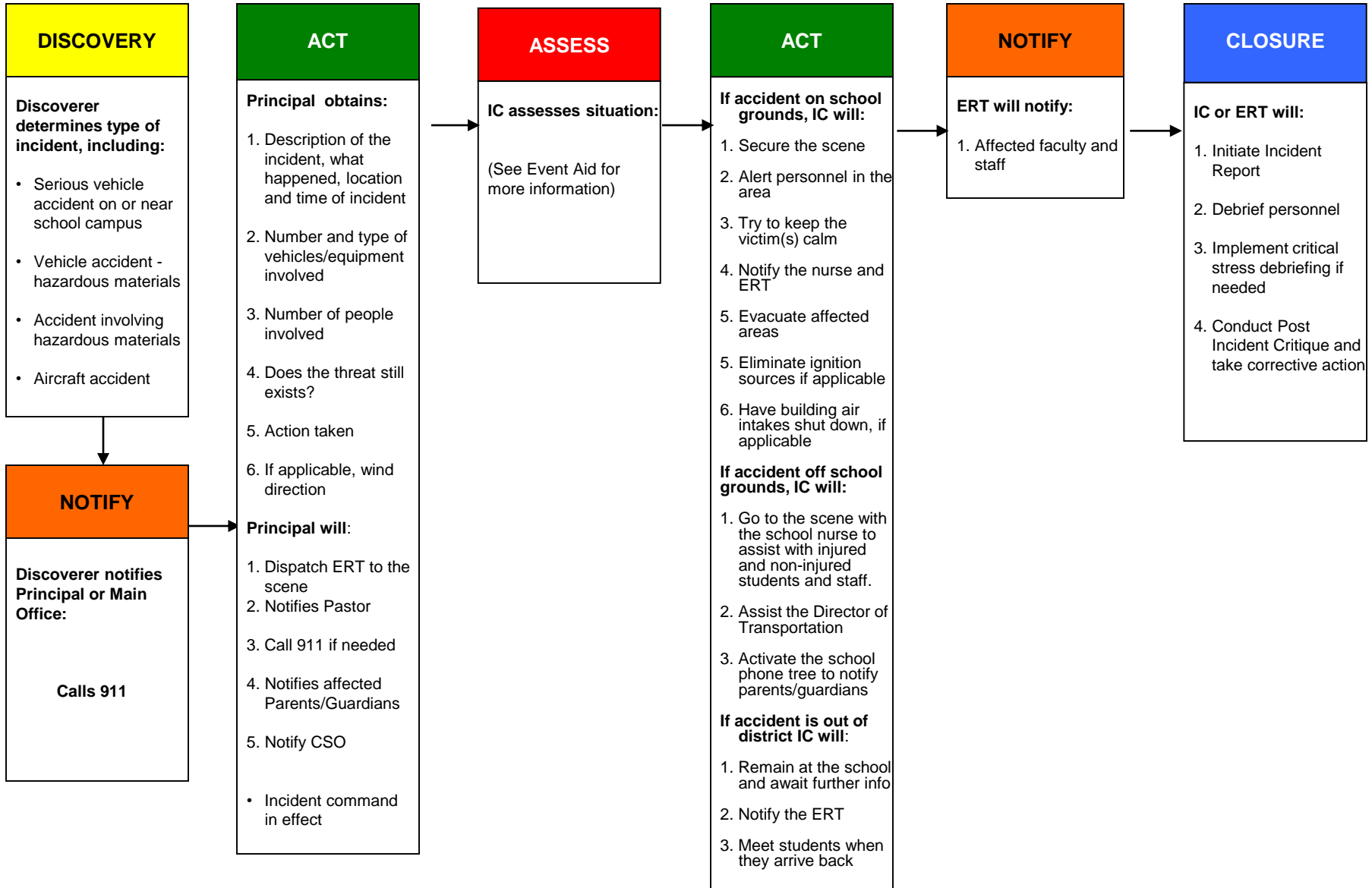
- Coaches, teachers, staff and chaperones shall remain at the accident scene until additional vehicles arrive on the scene to transport students back to school.
- If students are injured and are transported to a local hospital, a school administrator or staff member should accompany them to the hospital
- All media inquiries should be directed to the Principal.

If accident occurs on campus:

- Call 911 immediately.
- Notify ERT/School Nurse.
- Do not try to move the victims unless they are in serious risk of being additionally injured in their current position.
- Secure the scene and move students back into the building.
- Provide medical responders with information on the victim(s) and the incident.

Transportation Incident Roles and Responsibilities	
Principal/ Incident Commander	<ul style="list-style-type: none"> • Notify the C.Y.S.S. Office of the incident. • If accident occurred in school district, go to the site to assist the driver. • Transport part of your ERT to the site, if available. • Ensure that parents and guardians are aware of the incident. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions. • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist as directed by the IC. • Treat injured or assist first responders. • Provide external emergency responders with any medical information that will assist their assessment of the injured.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions.

Transportation Incident



Violence on School Grounds

This is an abbreviated guide for assessing and responding to a Violent Incident on School Grounds. This information is not a complete list of all factors required to be considered.

Threat Response

- Notify the ERT of the threat and call 911 if needed.
- Identify and interview victim and other affected faculty, staff and students as required.
- Consider additional security personnel or provide additional physical security controls.
- Control or contain the situation and/or the suspect in a way that will prevent the possibility of an attack. When appropriate, trained personnel should secure or escort the threatening person from the property or coordinate with local law enforcement (police).
- Protect and aid all possible targets.
- Determine if threatening person has access to the threatened person.

Incident Response

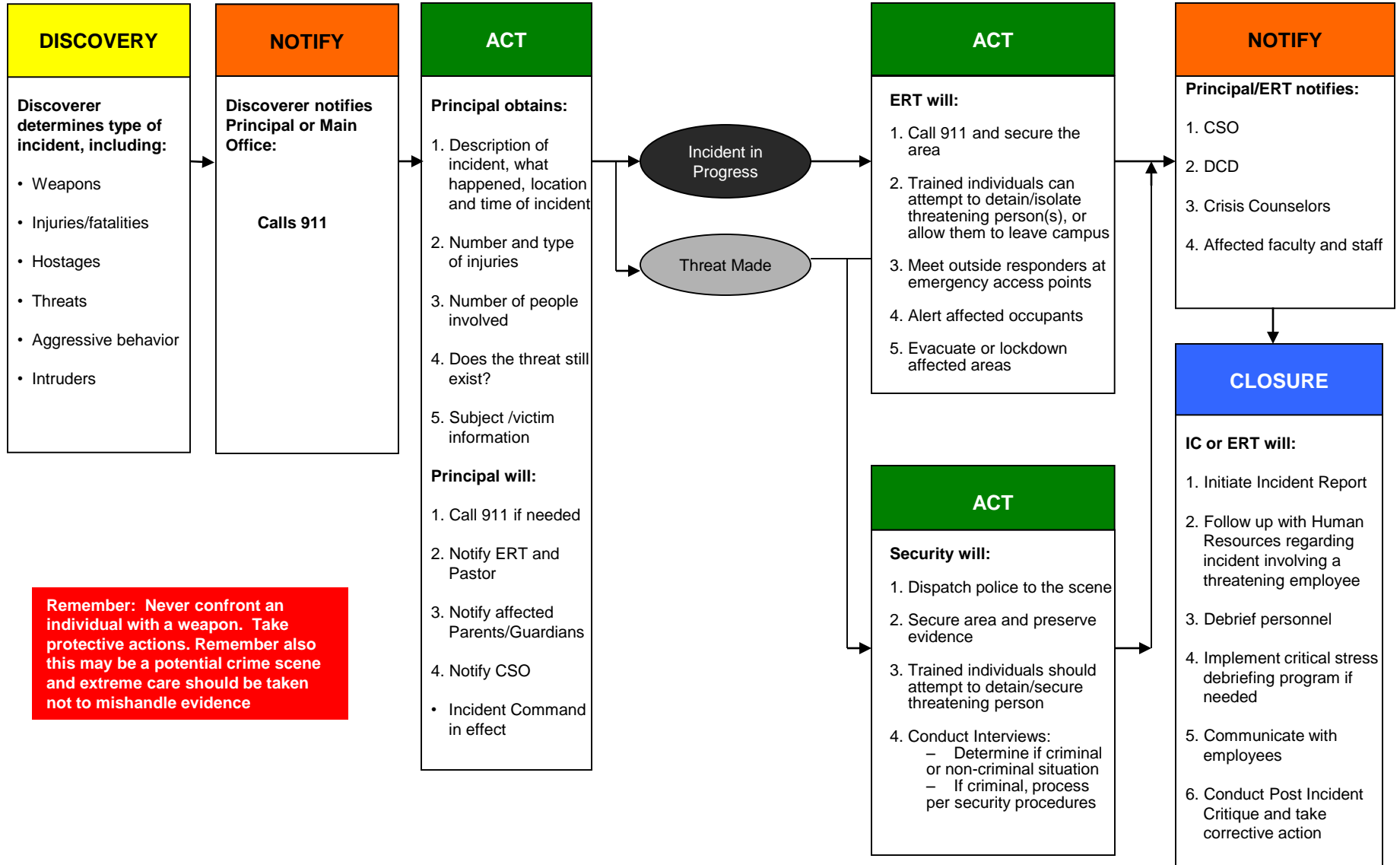
- Call 911 and notify the ERT.
- Secure the area.
- Maintain crowd and traffic control.
- Protect and aid the victim(s). Provide additional security protection as needed.
- Notify the medical staff if medical assistance is needed.
- Notify guidance counselors and CSO

Post Incident Response

- Administer first aid, triage and medical assistance, as needed.
- Secure the area and preserve the evidence. Remember this may be a crime scene.
- Assist law enforcement officials with their investigation, if needed.
- Notify CSO of the need to prepare press releases and answer media concerns; also prepare to communicate with faculty, staff and students.
- Provide counseling to the victim(s) and witnesses.

Violence of School Grounds Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Coordinate the actions of the ERT and other internal responders. • Maintain control of the scene from a safe distance. • Prepare to quickly evacuate or lockdown the school or areas of the school, if necessary. • Ensure all occupants reach the safe areas. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Lockdown school if requested. • Report to the IC for further instructions.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Treat injured or those with an illness. • Establish a triage area if needed. • Track patient care.
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions. • Prepare to direct the occupants to the evacuation assembly area. • Assist teachers in taking attendance. • Missing occupants should be reported to the IC. • Prepare the occupants for reunification or re-entry into the school.
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions. • Prepare to evacuate or lockdown. • Prepare the occupants for reunification or re-entry into the school.

Violence on School Grounds



Remember: Never confront an individual with a weapon. Take protective actions. Remember also this may be a potential crime scene and extreme care should be taken not to mishandle evidence

Winter Storm

This is an aid for responding to a severe weather incident. This information is not a complete list of all factors required to be considered.

Pre-Incident

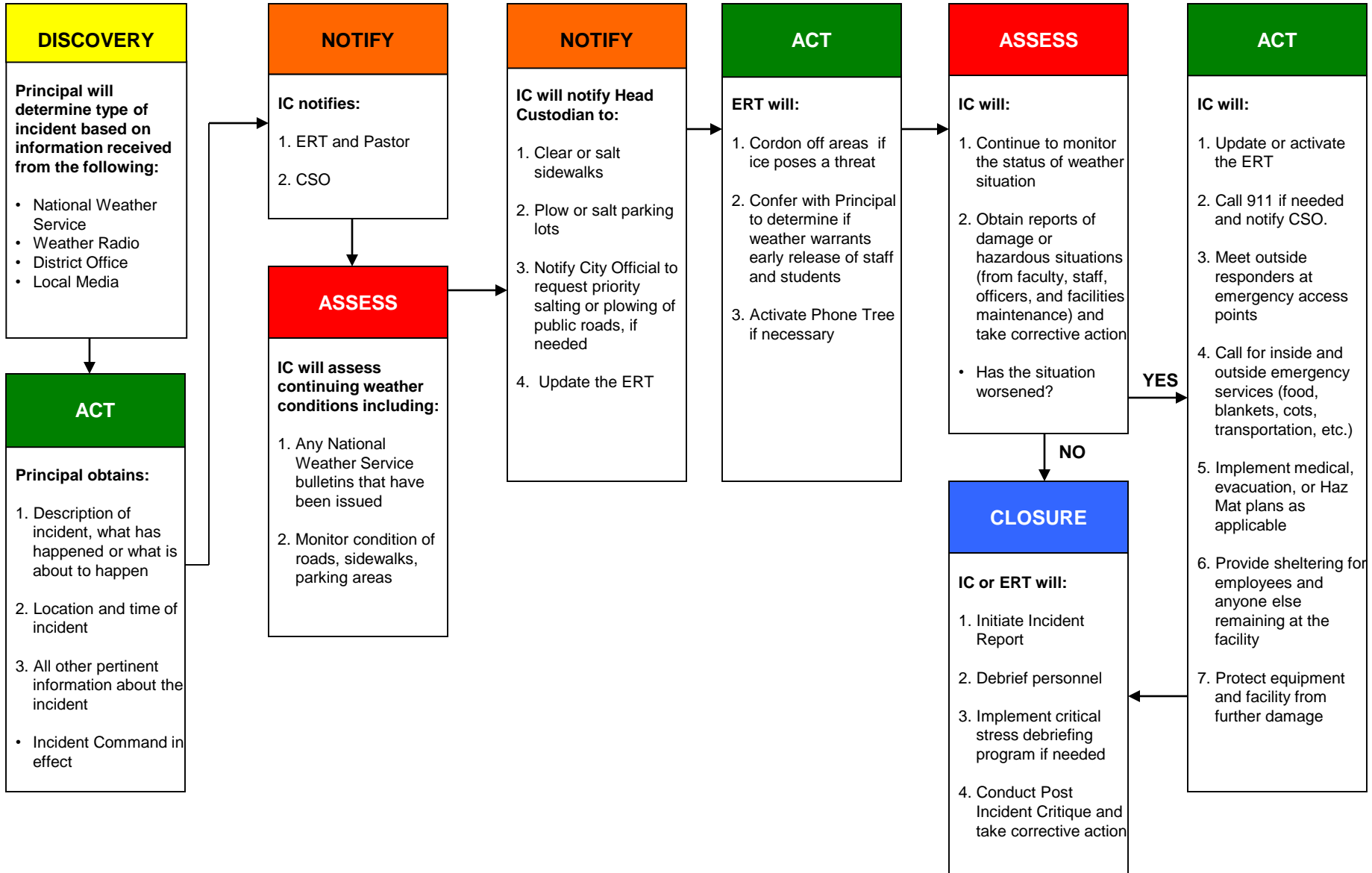
- Prepare facility for the possibility of an early closing.
- Monitor storm progress via National Weather Service, local media, weather radio and/or the CSO.
- Safeguard equipment or materials that could be affected by high winds, blowing snow or cold temperatures.
- If necessary, shut down equipment.
- Notify occupants via the PA system.

Post-Incident

- Assess damage.
- Cordon off damaged areas with tape or barricades.
- Barricade roads blocked by ice, snow or other debris.
- Contact the Maintenance Department for snow and ice removal and to salt around the buildings.

Winter Storm Roles and Responsibilities	
Principal/Incident Commander	<ul style="list-style-type: none"> • Prepare for an early release of occupants. • Ensure that the announcement for early release is made. • Ensure all occupants safely leave the school with a parent/guardian. • Coordinate actions of facility personnel with internal and external responders. • Use available resources to assist responding agencies as required.
Head Custodian	<ul style="list-style-type: none"> • Maintain parking lots, sidewalks and driveways. • Secure items that can be affected by high winds, snow or ice. • Direct the shut down of utility lines or systems appropriate for emergency. • Coordinate efforts of Maintenance Department and act as a liaison to public utilities. • Prepare to assist responders with manpower, materials and equipment. • Re-activate utilities and systems when appropriate.
School Nurse or Predetermined qualified person	<ul style="list-style-type: none"> • Assist the IC with early dismissal.
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist the IC with early dismissal.
Reunification Coordinator	<ul style="list-style-type: none"> • Assist the IC with early dismissal.

Winter Storm



Recovery

Damage Assessment Team (DAT)

The Damage Assessment Team should be the first team into the building to survey and document the damage. No other personnel should enter the building until the DAT deems the area safe to enter.

The Damage Assessment Team should comprise at least the following individuals:

- Principal
- Head Custodian
- Director of Maintenance
- Outside Contractors
 - Structural Engineers
 - Electricians
 - Plumbers
 - Disaster Cleanup Services

Disaster Recovery Team (DRT)

The Disaster Recovery Team should oversee the recovery of the school and lead the preparation to return to full school/business operations. The DRT should comprise at least the following individuals:

- Principal
- C.Y.S.S. Office Representative
- Technology Department or IT Representative
- Director of Maintenance
- Health Coordinator or School Nurse
- Director of Transportation
- Director of Food & Nutrition

Relocating School Classes:

Should an incident require relocation of school classes:

- School should coordinate with the their Primary or Secondary Evacuation areas to designate alternate sites for conducting classes, utilizing unoccupied classrooms, portables, and other common-used facilities at nearby schools.
- Should there be a lack of sufficient space in district facilities, other locations should be considered (e.g. churches, YMCAs, community centers).
- Transportation should be contacted and alternate routes should be established.
- Appropriate notification procedures should be activated to inform parents and students of relocation procedures.

Preparing School/Facility for Re-entry:

- Repairs/cleanup recommended by Damage Assessment team should be completed.
- Check to ensure all utilities are working.
- Ensure school is free of debris.
- Check doors and windows to make sure they all lock properly.
- Ensure air quality is safe.

Opening the School:

- Disaster Recovery Team should perform final walk-through to ensure that facility is ready to be reopened.
- Appropriate notification procedures should be activated to inform parents and students when school will be reopened.

RECOVERY

Post-Incident Critique

After any type of emergency, a post incident critique should be conducted by school district leaders. All stakeholders, including school team members, police, fire, EMS, public health and other community members affected by the incident should participate in the post-incident critique.

- The post-incident critique should be conducted within 72 hours after the incident has ended.
- A good sample from all school and community stakeholders should be represented in the post-incident critique.
- A school team leader should be chosen to manage the critique.
- A recorder should be assigned to document all issues/findings.
- A summary of the incident should be handed out to all participants.
- Participants should be given an appropriate amount of time to discuss observations.
- Post-Incident Debriefing Report should be developed to identify gaps in the plans, programs, and procedures.
- Post-Incident Debriefing Report should identify all findings and assign responsibility to resolve the issues.
- Post-Incident Debriefing Report should also include a timeline for resolving the issue.
- Issues that arise should be resolved as quickly as possible.
- Plans should be revised as necessary.

Critical Incident Stress Management

- Activate your post-incident response team.
- Team should identify and address short-term and long-term recovery issues.
- Establish a partnership with local and state mental health resources.
- Ensure that proper contact information is documented so that mental health resources can be notified of changing needs or potential problems.
- Strategies should be established to reassess mental health needs of victims and relatives to evaluate and refer ongoing treatment if Critical Incident Stress Management is not restoring children to pre-incident levels.
- Conduct debriefing daily or as needed to ensure changing conditions are accommodated.