

EMERGENCY PREPAREDNESS PLANS 2019-2020

These plans are developed in consultation and collaboration with the local emergency management system and are reviewed and updated each year. Reverse 911 shall be utilized by emergency management to offer assistance in the event of a local disaster and emergency situation. Emergency Plans are reviewed with staff and students during the first week of each school year and updated annually as necessary. Training is offered to contractors, interns, and volunteers.

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FUNCTIONAL PROTOCOLS & IMMEDIATE RESPONSE ACTIONS

(All staff are provided with a lanyard or wristlet for wearing their building key so as to secure areas when needed and/or open any locked doors. Staff receive notification regarding community situations and emergencies via text, email, and/or Reverse 911 and shall respond according to these plans or as directed by the emergency management system.)

EVACUATIONS

Evacuations are necessary whenever it is determined that it is safer outside than inside the building (i.e. fire, explosion, hazardous material spill inside, structural failure, etc.) Primary evacuation site will be the intersection of Willis and Cobblestone.

Principal/Designee:

- The designee will call 911, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The designee will make the following announcement using the speaker system, 2-way radio, telephone, or megaphone:

"Your attention, please. We need to institute an evacuation of the building. Teachers are to take their students to the designated assembly area. Teachers take your class roster and a conduct a headcount at the assembly area."

Staff:

- Will instruct students to evacuate the building, using designated routes, and report to the assigned assembly area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow the alternate exit route.
- Bring your attendance/grade book and status cards.
- Sweep restrooms, common areas, time-out rooms, and hallways for visitors, staff, students, and any contractors or volunteers while exiting.
- Take attendance. Display the GREEN status card to indicate all students are accounted for or the RED status card to indicate someone is missing or injured. Report any missing students or staff to the incident designee.
- Students and staff will remain at designated assembly area until further instructions are provided.
- Students who are physically disabled (temporarily or permanently) and use a mechanical device for assistance in walking will be assigned a staff member who will assist them in a building evacuation. Building egress

for these students include the Visitor Entrance and West-side door at Commons Areas. Student(s) and assigned staff shall report with the front of house staff at the intersection of Willis Street and Lafayette Blvd.

REVERSE EVACUATION

A reverse evacuation is necessary when conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous materials release outside, etc.

Principal/Designee:

- Order a **REVERSE EVACUATION** for students, staff, and any visitors, contractors, and volunteers outside to move inside the building.

Staff:

- Immediately move back into classrooms or safe areas (if safe to do so) using the nearest entrance.
- If movement into the building would present danger to persons outside, teachers and staff outside will direct students to the assembly area(s).
- Teachers will take attendance and account for all students. Report any missing students and staff to administration.
- No student or staff is permitted outside the building.
- Close all exterior doors.

LOCKDOWN, FULL SECURITY/ "CODE RED"

A lockdown/ "CODE RED" is necessary when there is a threat of violence or serious incident that could jeopardize the safety of students and/or staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

Principal/Designee:

- The designee will make the following announcement using the building speaker system, 2-way radio, telephone, or megaphone:

"Your attention, please. We are experiencing a CODE RED situation. Staff, close and lock your doors and keep students inside until further notice. Students and staff are to return to the nearest classroom or office. Ignore all alarms and bells unless advised otherwise."

- Designate someone to call 911, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post.
- Notify staff and everyone outside to immediately move to the off-campus assembly area and account for students.

Staff:

- Stay by the phone and portable radio to wait for additional procedures from incident commander.
- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Close and lock your doors, turn off your lights, and close your blinds.
- Move students and staff away from doors and windows.
- Have all persons sit down against an interior wall so as to not be seen.
- If a life threatening situation exists, exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify incident commander of missing students or additional students, staff, contractors, volunteers, or guests sheltered in your classroom.
- Allow no one outside of the classroom until the incident commander gives the duress code to authenticate the "all clear" signal (*The Home of the Bulldogs*)
- If outside, teachers will move students to the designated off-campus assembly site and wait for further instructions.

- Place a GREEN or RED status card on/under your door or window AFTER the “all clear” signal is given. (GREEN signifies everything is ok, RED signifies emergency assistance is needed).

LOCKDOWN, PARTIAL SECURITY/ “CODE ORANGE”

A partial security lockdown/ “CODE ORANGE” is necessary when a threat of violence or serious incident may jeopardize the safety of students and/or staff (i.e. disruptive or aggressive student, locker search, law enforcement presence, etc.)

Principal/Designee:

- The designee will make the following announcement using the building speaker system, 2-way radio, telephone, or megaphone:

“Your attention, please. We are experiencing a CODE ORANGE situation. Staff, close and lock your doors and keep students inside until further notice. Students and staff are to return to their assigned classroom or office. Ignore all alarms and bells unless advised otherwise.”

Staff:

- Team A, if not assigned to any students, should report immediately to the crisis.
- Clear the hallway and bathrooms by your room directing everyone to their assigned area.
- Close and lock your doors.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify incident commander of missing students or additional students, staff, contractors, volunteers, or guests sheltered in your classroom.
- Allow no one outside of the classroom until the incident commander gives the duress code to authenticate the “all clear” signal.

ELOPEMENT/ “CODE YELLOW”

A partial security lockdown/ “CODE YELLOW” is necessary either when a threat of violence or serious incident take place outside of the building or a student leaves the building without permission and may jeopardize the safety of students and/or staff.

Principal/Designee:

- The designee will make the following announcement using the building speaker system, 2-way radio, telephone, or megaphone:

“Your attention, please. We are experiencing a CODE YELLOW situation. Staff keep students inside until further notice. Anyone outside of the building should move indoors.”

Staff:

- Staff will clear the hallway and bathrooms by their room and direct everyone to their assigned area and assist those who may be reentering the building.
- No one will be allowed outside of the building until the administrator/designee lifts the “Code Yellow.”

SHELTER-IN-PLACE

A shelter-in-place provides a refuge for students, staff, and visitors during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Principal/Designee:

- The designee will make the following announcement using the building speaker system, 2-way radio, telephone, or megaphone:

“Your attention, please. We are experiencing an emergency situation and need to implement shelter-in-place procedures. Students and staff are directed to move to the designated shelter locations and safe areas.”

- Order a REVERSE EVACUATION for student and staff outside to move inside the building. Use the building speaker system, 2-way radio, telephone, or megaphone to gather students and staff inside.
- Direct staff to close all doors.
- If warranted, order the shut-off of heating, ventilation, and air-conditioning system to stop the inflow of air into the building.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status (“DUCK & COVER” or “All Clear”).

Staff:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallways.

- Close classroom doors upon leaving.
- Instruct students to duck, cover, and hold.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
 - For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine or ditch away from trees and power lines.
 - If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- All persons must remain in shelter until notified by the incident commander or emergency responders.

DUCK, COVER, AND HOLD

Duck, Cover, and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather, or earthquakes.

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to the safe areas in the building in response to severe weather, should take the duck, cover, and hold position away from unsecured objects and furniture.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration.
- The principal or designee may order an evacuation if the situation warrants and it is safe to do so.

OFF-CAMPUS EVACUATION

An off-campus evacuation is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parents and relatives often rush to the school incident site to

check on the safety of staff and students. The resulting blockage of streets can severely hamper the response of emergency personnel. The most effective way to prevent this chaos is to redirect concerned individuals to a remote site and to relocate students and staff to that site. If deemed appropriate during the event of a community emergency, Reverse 911 will notify the school of any emergency shelters that are available for use.

Principal:

- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation area (Fredericksburg Visitor's Center @ the intersection of Lafayette & Willis or Virginia Central Railway @ the intersection of Essex and Cobblestone)
- Order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:

"Your attention, please. For safety reasons, we are evacuating off site to _____ located at _____. We will be implementing the family reunification from the location."

- Designate a Reunification Site Commander.
- Designate Safety Patrols to stop traffic on Lafayette or Willis when crossing.

Staff:

- Take your class roster/grade book as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is O.K.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.

FAMILY REUNIFICATION

The Family Reunification Protocol is necessary to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

Principal/Designee:

- The principal after consulting with the incident commander will determine the appropriate pre-designated relocation site and safe evacuation route.
- Will notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Commander.

Reunification Site Commander:

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site.
- Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing, or deceased student to the area for staff to provide notification in private away from other parents.
- Keep evacuees in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identify and signing a student release form.
- Instruct parents/guardians to leave the site to make room for other once they have signed out their student.

Staff:

- Provide list of evacuees to the reunification site staff upon arrival.
- Follow the instruction of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

MENTAL HEALTH/CRISIS INTERVENTION

A mental health/crisis intervention is provided to guide staff in responding to more frequently occurring crises such as deaths, injuries, emergencies, or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions.

As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such a crisis occurs will minimize the chaos, rumors, and the impact of the event on other students and staff.

Principal/Designee:

- Notify building counselors.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Determine if additional district/community resources are needed—or are needed to “stand by”—to effectively manage the crisis, and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the speaker system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Response Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feeling and reactions.
- Mental Health/Crisis Intervention Team:
- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, critical incident stress debriefings, on-going assessment of needs, and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.
- Identify, gather, and inform the siblings, closest friends, and teachers of the deceased/injured and provide counseling support. Notify parents of affected students regarding available community resources.
- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.

Staff:

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident.

INCIDENT SPECIFIC PROCEDURES

BOMB THREAT/SUSPICIOUS PACKAGE

Call Taker:

Upon receiving a message that a bomb has been placed in school:

- Use bomb threat checklist. (Page 15 of Emergency Response Plan)
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist)
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial *57 to trace call.
- Notify the Principal or designee.

Principal/Designee:

- Notify law enforcement by calling 911.
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the speaker system:

"YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF."

The Principal and law enforcement agency will make a decision to:

- Evacuate Immediately
- Search the building and evacuate if warranted.
- Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.
- If a suspicious item is located, notify law enforcement official, order an EVACUATION selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- Direct students, staff, volunteers, guests, contractors, "DO NOT take personal belongings, coats or backpacks. Teachers and staff will leave their doors open when exiting."
- Everyone must be evacuated to a safe distance outside of school building(s) MINIMUM 1000 Feet. Consult with Fire and Police officials.
- Arrange for person who found a suspicious item to talk with law enforcement official.
- No one may re-enter the building(s) until fire or police personnel declare it safe.

- After consulting with the Incident Commander, the Principal may move students to the primary relocation center if weather is inclement or building is damaged.
- The Principal will notify staff, students, contractors, volunteer, and guests of the termination of the emergency and to resume normal operations.

Staff:

- Teachers and staff will check their classrooms, offices, and work areas for suspicious items and report any findings to the Principal or Search Team members.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to designated assembly area.
- Teachers will leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Hold up the GREEN status card to indicate everyone is accounted for. Use a RED status card to indicate student or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation if ordered.
- If given the "All Clear" signal, return to the building and resume normal operations.

BOMB THREAT CHECKLIST

Questions to Ask:
1) When is the bomb going to go off?
2) Where is the bomb right now?
3) What does it look like?
4) What kind of bomb is it?
5) What will cause it to explode?
6) Did you place the bomb?
7) Why?
8) What is your address?
9) What is your name?

Exact wording of threat:

Sex of Caller: M / F

Race of Caller: _____

Age of Caller: _____

Length of Call: _____ Minutes Number call was received: _____

Date: _____, 20____ Time: _____: _____ AM/PM

Caller's Voice-Circle:			Background Sounds:		
Calm	Angry	Excited	Street	Animal	Factory
Slow	Rapid	Soft	Voices	Clear	PA System
Loud	Laughter	Crying	Static	Local	Music
Normal	Distinct	Slurred	Long-Distance	House	Office
Nasal	Stutter	Lisp	Motor	Other:	
Raspy	Deep	Ragged			
Disguised	Accent	Familiar			
Clear Throat		Cracked Voice			

If familiar whom did it sound like: _____

Threat Language:

Well Spoken (Educated)	Incoherent	Foul
Irrational	Taped	Message Read
Other:		

TRANSPORTATION ACCIDENT

Driver/Monitor:

- Protect student passengers from injuries and the vehicle from further damage.
- Turn off the ignition, remove the key, and activate the hazard lights.
- Check for conditions that could cause a fire.
- If conditions are safer outside the vehicle than inside, evacuate.
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school vehicle was involved, exact location, number of injured and type of injuries, and remain on the phone to provide updates until emergency responders arrive.
- Contact the school and provide the following information:
 1. Who,
 2. What,
 3. When,
 4. Where, (location)
 5. Why and needs
- Do not release any students to anyone unless told to do so by school administration or law enforcement
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school insurance policy and procedures for removal and transport.
- If there are no injuries, follow school company policy and instructions on moving, returning, or delivering students.

Principal:

- Dispatch the designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the Principal.
- Principal or designee at the scene will report the names of student passengers, their conditions disposition, and location(s) where injured were taken to the school so parent notifications can be made.
- School official(s) at the scene to accompany injured students to the hospital.
- The Principal will ensure any special health information or medication for any injured student is sent to the hospital.
- If multiple hospitals are used an administrator will report to each hospital.
- The designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital the student where the student was taken.

FIRE

In the event of fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Principal or designee.
- The Principal or designee will immediately initiate an EVACUATION announcement, direct staff to call 9-1-1 to verify the fire alarm.
- Staff, students, contractors, volunteers, and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department.

Administration:

- Principal or designee calls 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the principal or incident commander of any missing students.
- After consulting with fire department and law enforcement officials, the School Commander may direct an off-site evacuation to the primary relocation center if weather is inclement or building is damaged.
- School Commander notifies students and staff of termination of emergency, return to the building and resumes normal operations.

Staff:

- Take the class roster and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Hold up the GREEN status card to indicate all students are accounted for. Use the RED status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instruction

FLOOD

Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking several days. Floods may also be caused by broken water lines, etc.

Administration:

- Notification will be given over the PA system, megaphone, or 2-way radio.
- Administrators should consult with public safety officials to determine course of action.
- Shelter-in-Place protocol may be initiated if warranted.
- Family reunification protocol will be initiated if the school is evacuated for an extended period of time.
- Principal will consult with public safety officials concerning the building's structural integrity and scale of building damage before resuming school activities.

Staff:

- Office Manager will turn off utilities at main switches and unplug appliances. Do not touch electrical equipment.
- If water is standing in the school, let it flow freely through the facility to avoid further structural damage. Evacuate the building if it is safe to do so.
- Avoid downed power lines.
- School bus drivers should find alternate routes if flooding waters are encountered. If waters are rising rapidly around the vehicle, evacuate the children from the bus and climb to higher ground.
- Monitor weather radios during periods of torrential rain.
- Keep all students and staff indoors if flood waters are rising outside. All classes outside main building will return to main building. Do not release students to buses or cars when flash flood warnings have been issued until your community has been deemed safe. Principal or designee may implement shelter-in-place protocol.
- School counselors will follow crisis plan upon principal's initiation.

INTRUDER/HOSTAGE/ACT OF TERRORISM

Intruder- When an unauthorized person enters school property:

- Notify Principal.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must sign-in at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify police and Principal if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Principal or office manager.
- Principal or designee will announce LOCKDOWN/CODE RED action.
- The Principal or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- The Principal or designee will call 9-1-1 immediately. Give dispatcher details of situation, description and number of intruders, exact location in the building and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.
- The Principal or designee will redirect any buses in route to the school to an alternate location.
- The Principal will give control of scene to police and hostage negotiation team.
- The Principal will ensure detailed notes of events are taken.

Staff:

- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the “All Clear” or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

SEVERE WEATHER

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Close blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid cafeteria with wide free-span roofs and large areas.
- Review "DROP COVER and HOLD" procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

- The Principal or designee will announce SHELTER-IN-PLACE alert signal
- The Principal will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in "DROP, COVER and HOLD" positions until the danger passes.
- The Principal will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

HAZARDOUS MATERIAL RELEASE

Hazardous material (haz-mat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External haz-mat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside A Room or Building:

- The Principal or designee will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The Principal directs staff to call 9-1-1, provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The Principal will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The Principal will establish a school command post outside the school and brief fire officials when they arrive.

Staff:

- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The Principal will determine if an off-campus evacuation to a relocation site is necessary. Alert staff to move students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

Substance Release Outdoors:

- The Principal will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The Principal or designee will call 9-1-1 and identify the name/exact location of the school, describe the emergency, state what actions are

being taken to safeguard students/staff and remain on the line until told otherwise.

- The Principal will direct staff to turn off air handling/ventilation systems, close all doors, and turn off fans and air conditioners.
- The Principal will ensure all buses in route to the school are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The Principal will turn on a radio or television to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance or the staff is otherwise notified.
- When emergency responders determine it is safe to do so, the Principal will give the "All Clear" signal to staff and students and announce whether school will resume normal activities, dismiss early, or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building, and injuries.

Principal:

- The Principal or designee will call 9-1-1(if necessary).
- After the shaking stops, the Principal will initiate an EVACUATE BUILDING alert. Staff, students, volunteers, contractors, and guests will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The Principal will establish a school command post and medical triage site on campus.
- The Principal will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- The Principal will consult with emergency management and public safety officials to determine if the buildings are safe for reoccupancy.
- The Principal will decide whether to announce dismissal students from the school or EVACUATE students off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Staff:

- Upon the first indication of an earthquake, staff should direct students to DROP, COVER and HOLD, seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas, and electrical lines.
- If EVACUATION is ordered, teachers will bring their student roster and take attendance at the Assembly Area, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

ACTIVE SHOOTER/ARMED INTRUDER

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb, or other harmful device.

Principal/Designee:

- Direct staff to call 9-1-1, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, and actions taken by the school. Caller will remain on the line to provide updates.
- Announce a building-wide CODE RED alert. Direct staff and students outside the building to move immediately to the campus Assembly Area(s) and be prepared to EVACUATE off-campus if necessary.
- Direct any support staff outside to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until police arrive.
- Ensure any buses in route to the school are redirected to the pre-designated Relocation Site.
- Assign someone to meet and brief arriving law enforcement officers.
- Switch bells to manual mode and disarm the fire alarm.
- Direct office staff to contact the classrooms via 2-way radio, intercom, or alternate means of communication to check status.
- Assign staff to meet and brief responding law enforcement officers.

Staff:

- Upon first indication of an armed intruder, staff should immediately notify the School Administrator and call CODE RED if possible.
- Run to evacuate if it is safe to do so.
- Clear students from the hallway and bathrooms outside the classroom immediately.
- Close and lock all doors, pull down the shades, and turn off the lights.
- Tell the students to get down on the floor up against an interior solid wall and remain quiet.
- Silence cell phones and ignore all bells or alarms.
- Account for all students and report any additional non-class students sheltered in the room and any missing students.
- Teachers, staff, students, volunteers, contractors, and guests will remain in LOCKDOWN until given the "All Clear" by the Incident Commander or a law enforcement officer in uniform. Place a RED or GREEN card on an outside window, on inside door window or under the door to communicate with first responders. A GREEN card means

“Everything is OK in the classroom”; a RED card means, “Emergency assistance is needed.”

- If an intruder enters and begins shooting, “TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE” and “Fight!” by using improvised weapons and fully commit. Exit the building or run to another location that can be locked. Show your hands while exiting and remain in compliance with law enforcement personnel.

Recovery:

- After the intruder(s) have been subdued, the School Commander will announce an EVACUATION and OFF-CAMPUS RELOCATION to an alternate site for FAMILY REUNIFICATION.
- The Principal/designee will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The Principal will request bus transportation or alternate transportation to the relocation site.
- The Principal will request the parent notification protocols and direct parents to go to the relocation site.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the buses for transport.
- The Principal will notify area mental health agencies to provide counseling and mental health services at the relocation site.
- The Principal will consult with law enforcement officials to determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

WEAPONS / VIOLENT INCIDENTS

Any tool or apparatus intended to inflict bodily injury will be considered a weapon. Any injury resulting from the use of a weapon or fight will be considered a violent incident.

- Staff will inform administration and will call 911.
- Principal will initiate lockdown.
- Do not attempt to disarm the armed individual.
- Preserve the crime scene.
- Trained personnel will administer first aid to injured parties if it is safe to do so.
- School staff will cover scene until first responders arrive.
- Principal may implement evacuation and family reunification protocol if warranted.
- School counselors will follow crisis plan upon principal's initiation.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water, or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the Principal will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The Principal may direct staff to shut off utilities, as deemed necessary.
- The Principal will contact the local utility company and determine the anticipated duration of the outage.
- The Principal will determine whether school should be closed and classes temporarily suspended. If so, activate parent notification protocols.
- In the event of a gas leak, the Principal will direct staff to call 9-1-1, name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
- For gas leaks, the Principal will order an EVACUATION and open doors. DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The Principal will complete a detailed incident report at the earliest opportunity.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- Upon the first indication of a structural failure the Principal may implement DROP, COVER and HOLD, an EVACUATION or an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will immediately assist the injured and evacuate the building moving to their assigned assembly area(s).
- The Principal will initiate an EVACUATION of the building
- The Principal or designee will call 9-1-1(if necessary), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The Principal will direct staff to turn off utilities and seal off the high risk area, if necessary.
- The Principal will notify CPR/first aid certified persons in school building of medical emergencies, if necessary. The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.

Structural failure without collapse:

- For structural failure without collapse, the Principal will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Principal will determine whether to dismiss school early, order an evacuation, or off site evacuation for parent reunification.
- The Principal will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

MEDICAL EMERGENCY

School Staff Response:

- Quickly assess the situation. Make sure the situation is safe for you to approach.
Examples of danger include but are not limited to:
 - a. Live electric wires
 - b. Gas leak
 - c. Building damage
 - d. Animal threat
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location, describe illness or type of injury, and age of the victim(s).
- Immediately inform the Principal or main office.
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first-aid according to your level of training until help arrives.
- Comfort and reassure the victim. Do not move the sick or injured unless the scene is unsafe.
- If the victim is not breathing or there is no pulse, retrieve the AED and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing.

Principal/Designee:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital.
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from student records is sent to the hospital.
- Notify the school counselor and provide a brief description of the incident.
- Advise staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident.
- Follow-up with the parents or guardian.

MISSING STUDENTS / KIDNAPPING

Student runs away or is abducted by a stranger or family member on the school premises during the school day.

- Witnessing staff will notify administration with name, information of incident, and description of student.
- Administration will search school grounds and buildings if student is missing. Designee will be instructed to call 911 and the LEA if no discovery is made.
- If kidnapping occurs, Principal will initiate a lockdown and obtain all relevant information of the perpetrator to include description of person, vehicle, license number, etc.
- Administrator or law officials will notify parents.
- Secretary will notify staff of student's absence.
- School counselors will follow crisis plan upon Principal's initiation.

CRISIS TEAM RESPONSE (death/dying)

Rationale/Intent

The Crisis Team's primary function is to handle additional counseling and offer support services in time of extreme crisis.

It is expected that in most cases, school based personnel would be in a position to handle and contain most crises that occur. However, it is expected that circumstances may develop wherein students and/or faculty need support services that exceed the manpower capabilities of staff regularly assigned to serve a particular school. It is during such circumstances that the Crisis Team's service would be used.

Crisis Response Procedures guide staff in responding to more frequently occurring crises such a deaths of students or staff members and other traumatic events that can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses crisis response procedures to help administrators:

- gather information;
- establish communication with the family;
- disseminate accurate information to faculty and students;
- intervene directly with students most likely to be affected;
- increase the available supportive counseling for students and staff; and
- guide students in helpful ways to remember the deceased.

The Crisis Team's goal is to supplement, not to supplant, the work of regularly assigned personnel.

Role of Crisis Team Members

Team Composition: The members of the Crisis Team will include the school counselors and administrators if warranted.

Target Population: Students, faculty, school administration, and parents.

Crisis Analysis: Team members and school-based personnel will jointly assess the crisis situation, identify the primary target population, and establish a plan of action. On-going consultation between team members and school-based personnel shall provide a continual reassessment of the needed services.

Specific Services Provided: The initial task will be to analyze the crisis situation and then provide immediate and short-term interventions designed to minimize the detrimental emotional impact resulting from the crisis. Appropriate methods of realistically accepting and dealing with occurrence will be offered (e.g., grief resolution, coping skills).

Dependent upon the assessed need, the Crisis Team may provide the following services:

1. Assistance in the coordination of large group presentations to students and faculty.
2. Group counseling with students, parents, faculty, and others affected by the crisis.
3. Individual counseling with students, parents, faculty, and other individuals in need.
4. Assistance to families, friends, or caretakers of crisis-affected students.
5. Referrals to appropriate community resources.
6. Consultation with school administrators regarding further assistance needed.

CRISIS RESPONSE PROCEDURES (Death/Dying)

Intent

Crisis Response Procedures are intended to guide staff in responding to more frequently occurring crises such as deaths of students or staff and other traumatic events that can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses.

Procedures for General Crisis Intervention

Unanticipated events, such as suicides, school bus crashes, natural disasters, or multiple injuries or deaths, can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do if a crisis occurs will minimize the chaos, rumors, and the impact of the event on the other students. As a reminder, crisis is defined as:

A sudden, general unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The following procedures should be implemented if a school-wide crisis occurs.

Immediately Following Notification of Crisis:

The school administrator or designee should implement the following procedures when the school is notified of a near-death or fatal crisis situation:

- Tell the person providing the information not to repeat it elsewhere in the school. Explain the school's need to verify the information and have any announcement of the event come from the designated school administrator. If there is concern regarding the likelihood of compliance with this request, it may be useful to keep the reporting person in the office (or have that person come into the office if he or she called the information) until appropriate steps can be taken.
- Tell office staff members NOT to repeat or give out any information within or outside school until specifically instructed to do so. Have them direct all inquiries to the administrator or designee until told otherwise.
- In case of reporting sudden death, verify the reported incident by calling the police. **DO NOT DISTURB THE AFFECTED STUDENT'S FAMILY.**

The timing of the notification of a crisis may alter the order of the initial steps taken. For example, if the school is notified in the morning, all procedures should be implemented on that day with emergency faculty meetings scheduled for lunch and after school. If notification is received at night or on the weekend, ask the person providing the information not to spread the information further until the situation is verified.

Following Verification of Crisis

Once verification of a crisis has occurred, the administrator and/or crisis response team designee(s) must attend to the following:

1. Notify the LEA of the event.
2. Convene the Crisis Response Team.
3. Prepare a formal statement for initial announcement to the entire school. Include minimal details and note that additional information will be forthcoming. Also prepare statements for telephone inquiries.
4. Assign Crisis Response Team members in the building to locate, gather, and inform closest friends of the deceased/injured and provide support. Pull this group together before the general announcement is made. If significant others are absent or out of the building, assure that a knowledgeable, supportive adult give the news to them.
5. Decide on a time for an emergency staff meeting. Invite designated outside professionals to join the meeting to help staff members process their own reactions to the situation.
6. Identify students, staff, and parents likely to be most affected by the news (e.g. due to their relationship to the deceased/injured, recent or anticipated family losses, personal history with similar crisis, recent confrontations with the affected student). These persons are targeted for additional support.
7. Determine if additional district/community resources are needed - or are needed to "stand by" - to effectively manage the crisis, and notify them if appropriate.
8. Assign team members in the building to:
 - Provide grief support for students in designated building areas. Try to have more than one area available for this purpose. Have the adults on duty in these areas keep lists of students they see. Make sure the parents/guardians of these students are notified regarding the impact of the event on their children.
 - Review and distribute guidelines to help teachers with classroom discussion.
 - Stand in for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.

- Assign a counselor or other designated staff member to follow a deceased student's class schedule for the remainder of the day if that will be helpful to teachers in those classes.

Assigned staff members will perform the following:

1. Monitor the students leaving the building without permission. Redirect them to support services. If unable to intercept, notify a family member expressing the school's concern.
2. Notify parents of students closest to the deceased/injured and ask them to pick up their children at the end of the day. Implement the plan previously developed to handle masses of parents who will pick up their children.
3. Notify bus drivers - especially those who drive the buses usually traveled in by the injured or deceased student, or who are experiencing the most severe shock.
4. Collect deceased student's belongings from his/her locker or other sites at the end of the day.
5. Officially withdraw a deceased student from the school attendance rolls.

Emergency Preparedness Plans
Receipt of Acknowledgement
2019-2020

I have read and agree to abide by the Emergency Preparedness Plans which have been established for the Gladys H. Oberle School.

I understand that these plans will be reviewed at least annually to help ensure student and staff safety in the event of an emergency.

Staff Signature

Date