

VERMONT SCHOOL CRISIS GUIDE



2008

Prepared By:

Vermont School Crisis Planning Team

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To: Vermont Superintendents, School Administrators and Emergency Responders
From: Stephen M. Earley, Chair, Vermont School Crisis Planning Team
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This updated School Crisis Guide reflects current work of the Vermont School Crisis Planning Team (VSCPT) since the last publication in 2004. Much has happened in Vermont schools, and in schools throughout the country, to warrant the production of a second edition of the Crisis Guide. School leaders and emergency responders have learned a great deal from planning, simulating and responding to real-life school emergencies over the past four years. The Crisis Team has incorporated this new learning within the updated Crisis Guide.

The Crisis Guide contains new incident response forms for severe weather, infectious disease, power outages and other hazards that schools need to address in their safety plans. It includes information and an appendix full of useful assessments, ideas and references that the Crisis Team believes will make school response plans more focused, easier to implement and effective. The guidelines are meant to bring school leaders and emergency responders together to plan for school emergencies. In reviewing the past four years, one fact is obvious, school emergencies will happen. The question is, will your school and community be prepared to minimize property damage, reduce injuries and hopefully save lives. This work is too important to ignore.

The Vermont School Crisis Planning Team's work was crucial prior to and following the school shooting in Essex Town. Understanding that "It Can Happen Here", school and community leaders have developed a renewed interest in creating school safety plans and carrying out school and community response exercises. An important outcome is that Vermont Homeland Security (VHS) and Vermont Emergency Management (VEM) provided a grant to fund the initial work of regional facilitators who have assisted school administrators and emergency responders to create School Public Safety Committees.

This fall VHS and VEM have provided additional grant funding to continue facilitator support and expand resources to schools and communities. We express appreciation to Lieutenant Governor Brian Dubie, Captain Chris Reinfurt of Vermont Homeland Security, Vermont Emergency Management Director Barbara Farr, and Chittenden East Superintendent James Massingham for their efforts and support in making this grant possible.

We encourage you to remain vigilant as you plan and prepare for emergencies, and hope you never experience a major school or community crisis.

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The Vermont School Crisis Guide 2008

To All School Leaders and Emergency Service Providers:

The 2008 Vermont School Crisis Guide has been revised to improve its use by School Crisis Teams and Public Safety Committees. There are several new incident forms on **Severe Weather, Infectious Disease, Power Outages** and advice on assessments, laws and practices. The Guide is organized by roles so users can quickly locate their responsibilities in a crisis. The Crisis Guide pages can be used to document pertinent information (time, witnesses) immediately after an emergency situation, essential in constructing an incident report. The full Guide can be downloaded from the Vermont Department of Education web site at:

http://education.vermont.gov/new/pdfdoc/resources/model_crisis_guide_04.pdf

and individual incident response forms can be downloaded from the Vermont Emergency Management web site at:

<http://www.dps.state.vt.us/vem/schoolcrisis/index.html>

School leaders can modify its contents to conform to local situations and resources. A three-ring binder with alphabetized tabs and has been distributed to every school principal and superintendent. A Vermont School Safety Review Check List is also available at:

http://education.vermont.gov/new/html/pgm_safeschools/pubs.html#safety_checklist

on the Vermont Department of Education web site.

Our goal is to provide school and community leaders with the most effective planning and response strategies for dealing with emergency and/or crisis situations. These resources conform to the requirements of 16 V.S.A., Chapter 33, and Rule 4102 of the Vermont State Board of Education Manual of Rules and Practices. You will find the statutory requirements in this guide.

The School Crisis Team and Public Safety Committee

The School Crisis Team is made up of individuals within the school staff, such as the principal, nurse, school resource officer, guidance counselor, teacher(s), custodian, etc. The Public Safety Committee consists of some members of the School Crisis Team plus representatives from law enforcement, fire, rescue, Local/Regional Emergency Planning Commission(s), and the newly established Community Emergency Response Team (authorized as part of the federal Homeland Security network). Both entities are created to assist the principal in planning for and responding to school crises.

The School Crisis Team should work with the principal and the Public Safety Committee to plan monthly emergency drills that are required under current Vermont law. 16 V.S.A., section 1481 states:

“The principal or person in charge of a public or independent school or educational institution shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school’s emergency preparedness plan, or both in the shortest possible time and without panic or confusion.”

The Public Safety Committee should establish in advance an incident command system that identifies the principal as the primary incident commander. Emergency response personnel assume that role later. When it is determined that a crime has been committed, the law enforcement commander will take charge. If a fire or a hazardous materials situation develops, the fire chief will become the incident commander.

During a major crisis the principal and emergency service providers form what is called a “unified incident command system”, with all key leaders sharing in the decision-making process.

The most effective Public Safety Committees meet on a monthly basis to plan and conduct periodic tabletop and functional emergency exercises. The principal is the communications and planning liaison between the Public Safety Committee and the School Crisis Team.

Using the Vermont School Crisis Guide 2008

The Vermont School Crisis Guide 2008 is intended for use by school administrators and emergency service providers for planning purposes and when responding to crisis situations. The Vermont School Crisis Planning Team encourages school leaders and local emergency service providers to work together to create locally customized print materials for insertion into a three-ring binder. To further expand communications between school leaders and emergency service providers, the locally customized Crisis Guide may be uploaded to the school or community web site and shared through secure password access.

Since the information contained in the Crisis Guide is general in nature, each school or district should tailor procedures to fit local needs and capabilities. Schools should use the Crisis Guide as a framework to implement local school policy and administrative procedures, which are based on a comprehensive school emergency operations plan. For effective utilization of this resource, use the Crisis Guide at staff in-service trainings, review procedures at the beginning of each school year and practice different aspects of the Clear the Halls, Secure the Building, Shelter in Place and/or Evacuation/Relocation exercises with students and staff during monthly emergency drills.

Knowing who to call, logging local emergency phone numbers in your customized Crisis Guide, and pre-programming them in the school's phone system can save time, property, and, possibly, lives.

The Crisis Guide is intended to be a practical outline for action in a variety of emergencies. It will be most effective when:

- ◆ school policies are aligned with crisis procedures and adopted by the School Board;
- ◆ companion administrative procedures are routinely rehearsed and followed;
- ◆ prior planning and coordination occurs between school leaders and local emergency service providers; and
- ◆ a clear chain of command and effective communication systems are developed and followed.

Your customized Crisis Guide will serve as the School Emergency Preparedness Plan as outlined in Vermont law and the Vermont Department of Education Rule 4102.

Simplified Emergency Commands

The Federal Emergency Management Agency (FEMA) and Homeland Security recommend that schools use the simplified emergency commands listed below, and detailed in the Crisis Guide, to conduct emergency drills and responding to a major crisis:

- “Clear the Halls”***
- “Secure the School”***
- “Shelter in Place”***
- “Evacuate the Building”***

The Vermont School Crisis Planning Team recommends that a simple Crisis Command Placard be prominently placed in all teaching spaces that direct teachers, staff, and students about how to respond to each of the simplified emergency commands listed above. A sample placard is included In the guide.

Crisis Management

There are four phases of emergency management; *prevention, preparedness, response and recovery*. Schools should address each phase in their planning. The U.S. Department of Education Office of Safe and Drug-Free Schools produces many helpful pamphlets and resources for schools and communities. Contact the web site at: <http://www.ed.gov/emergencyplan>
A short description is contained here, and more detailed information can be found in the guide appendix.

Prevention

The goal of mitigation and prevention is to decrease the need for response as opposed to simply increasing response capability. Identifying local hazards and determining major problems in your school can help you plan for readiness.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Developing procedures for communicating with faculty and staff, providing information on the location of utility shutoffs and equipment, accounting for students and practicing procedures will help diminish injury and confusion.

Response

Proper crisis response is critical in an emergency. A tested safety plan with preparations in place will keep students safe. Determining the appropriate response to the incident, effectively handling information and carrying out practiced procedures lessens panic and confusion.

Recovery

The goal of recovery is to return to learning and restore the infrastructure as quickly as possible. Special programs on intervention, counseling and debriefing will help students and staff learn from an incident and return to schooling.

Crises are unexpected, often unpredictable and take many forms. No school and community can be fully prepared for everything that may happen, but some simple measures are helpful in any crisis situation:

- ◆ Think of everyone's safety first;
- ◆ Use common sense and follow crisis training procedures;
- ◆ Act quickly and calmly; and
- ◆ Remain factual and unemotional when communicating with students, the community, and media.

When the School Crisis Team responds to an incident they should make decisions about the following categories based on school crisis policies, procedures, and factual information known at the time:

- ◆ Type of school response outlined in the Crisis Guide;
- ◆ Staff and substitute teacher coverage enabling the School Crisis Team to carry out proscribed duties;
- ◆ Notification of students, staff, parents, and community members;
- ◆ Crowd control;
- ◆ Type of student and staff support needed;
- ◆ Wrecker service to remove cars that are blocking entry or exit of emergency vehicles;
- ◆ Media and other communications coordination;
- ◆ Level of parent involvement and type of community information meetings to be scheduled;
- ◆ Involvement of supervisory union/district School Crisis Team members;
- ◆ Time and place for follow-up progress meeting(s) and need for victim assistance services;
- ◆ Assess and debrief crisis response.

There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee. During a crisis situation, Public Safety Committee members may (in their role as first responders) work from a predetermined emergency operations center, also referred to as incident command.

Emergency Equipment

Some schools have placed emergency response resource equipment in every classroom. This equipment often includes a fluorescent vest or brightly colored hat to be worn by school staff during an emergency. Many schools have purchased a multitude of cell phones or portable radios to enhance on-site emergency communications. Other key equipment might include a backpack for each teacher that contains a medical kit, garbage bags to help keep students warm and dry, decks of playing cards, and a current student attendance roster.

Student Restraint Resources

There may be times when it is appropriate for school staff to utilize pre-established student restraint procedures when a student perpetrates a violent incident, and school staff members want to prevent the student from further injuring themselves and others. The Vermont Department of Education BEST Initiative has trained many school staff members from around the state to deal with situations involving conflict and physical aggression. The BEST project was developed to respond to the near unanimous concern of school leaders, parents, students, and legislators that issues of safety, school climate, and discipline were significantly limiting the academic and social success of many of our students. BEST has been successful helping educators and school administrators from throughout the state to both prevent and respond to student behavioral challenges.

Other School Crisis Resources

The Crisis Guide is intended for use in conjunction with the following resources:

- ◆ Classroom Crisis Command Placard
- ◆ School Bomb Search PowerPoint (www.vtvsba.org)

The Vermont School Boards Association Web site also provides access to U.S. Secret Service School Threat Assessment resources. You'll be able to review the research findings compiled by a Secret Service psychologist who analyzed major crises involving student violence in schools over the past 30 years. The PowerPoint slides reinforce the importance of creating trusting relationships and open communication between students, staff, and parents.

There are Crisis Training DVD's produced to help the Public Safety Committee and/or School Crisis Team conduct and debrief table top emergency exercises. There is a limited supply of additional training DVDs available upon request by law enforcement agencies and fire departments. Contact the Vermont Department of Education, Safe and Healthy Schools Division for more information.

Crisis Prevention

Finally, to quote an old athletic cliché, "the best defense is a good offense!" In the context of maintaining safe schools, this means building a positive school culture which places a premium on creating a safe, civil, and respectful learning environment. This philosophy is always more productive than reacting to out-of-control students. With this concept in mind, many schools have established student conferencing and peer support systems to assist students and staff to address volatile situations before they escalate into crisis mode.

A large body of research continues to demonstrate the importance of programs that help students increase their personal developmental assets, i.e. empowerment for learning, strong self-concept, home, and community support, etc. Routine interaction with at least one positive role model who provides unconditional support for every child is a much more effective strategy than dealing with the effects of negative student behavior that may lead to school violence. Students, who feel disconnected from their school, peer group, and society, often perpetrate incidents of school violence.

A number of school and community resources are available through regional "New Directions" grants and Child Protection Teams. The U.S. Justice Department COPS program provides funds for communities to employ school resource officers.

In closing, we commend you for taking the time to update and practice how your school will respond to emergency and crisis situations. We wish you the best of luck and hope none of the identified crises ever occur in your school or community!

—The Vermont School Crisis Planning Team

2008 Vermont School Crisis Planning Team

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Resources

The 2000 School Bomb Search Training. You will find this video resource included on the School Crisis Training DVD.

The 2004 School Crisis Training. A DVD distributed to all school principals and superintendents. it was filmed at Essex Union High School. The DVD was filmed and produced by the Regional Education Television Network, Colchester, Vermont.

The 2006 Vermont School Crisis Planning and Response Resources. This DVD covers the response effort and interviews after the Essex school shooting. The DVD was filmed and produced by the Regional Education Television Network, Colchester, Vermont.

In Appreciation

Captain Chris Reinfurt – Vermont State Police and Homeland Security
Barbara Farr-Vermont Emergency Management
Win Goodrich – Vermont School Boards Association
Lucille Chicoine – Vermont Department of Education

ALLERGIC REACTION

“Clear the Halls”

DATE / /

Many students and staff are allergic to certain foods or food additives or may develop a dangerous reaction to prescription medicine or other chemicals/substances. Consistent with school board policy and the Family Educational Rights to Privacy Act (FERPA), school administration, in conjunction with the school nurse, should provide every staff person who routinely interacts with students or staff known to have food or other allergic reactions, with an Emergency Care Plan that includes student/staff names, parent/guardian/relative names, phone numbers and allergic symptoms as well as appropriate first aid measures.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.

√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Check for a medical alert tag		
		Contact the school nurse immediately		
		Keep victim calm and in place. Ask another staff/student to search for EPI pen kit in backpack/on person if prescribed.		
		If obvious signs of anaphylaxis, administer victim’s EPI pen immediately.		

SCHOOL NURSE

√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Check for Medical Alert Tag/Emergency Care Plan information for individual		
		Direct someone else to call 911 if needed, and inform the principal		
		Monitor and maintain ABC's (Airway—Breathing— Circulation) as needed		
		Administer Epinephrine (dosage as prescribed by physician) as appropriate		
		Administer oral Diphenhydramine (dosage as prescribed by physician) as appropriate		
		Administer oral steroid (dosage as prescribed by physician) as appropriate		
		Continue to observe student or staff member		
		Transport to emergency room with EMS for further treatment, if necessary		
		Notify physician		
		Tell parents to carefully watch child for next 24 hours and contact physician at first sign of any delayed allergic reaction		
		Complete an incident report and file in principal's office		

√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Contact parent(s)/guardian(s)/designated family member		

ASSAULT/FIGHTING

**“Clear the Halls”
“Secure the School”**

DATE / /

Violence or threat of physical harm to students, staff, administrators or other persons not involving a dangerous weapon or firearm

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Inform police of your observation and be prepared to make a written statement.		
		Check for injuries and if confirmed, call 911		
		Use appropriate de-escalation strategies: <ul style="list-style-type: none"> ✓ remain emotionally neutral; ✓ quickly analyze situation to decide response, especially if police need to be called; ✓ if warranted, and trained staff are available, restrain combatants; ✓ seek additional trained support staff for backup; ✓ remove other students and secure the scene. 		
		Get names and addresses of any witnesses and report to law enforcement and principal or designee		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Notify SRO		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Approach in a calm manner and direct combatants to stop fighting		
		Separate combatants to a safe area, if possible		
		Verify extent of assault or fight and notify law enforcement		
		Attempt to determine who has been injured, and the extent of injuries. Notify the school nurse and request additional medical help as needed		
		Direct the clearing of the classroom or halls in the immediate vicinity or request all of the hallways be cleared		
		Direct preparation of a phone list identifying names of students and parents who need to be notified		
		Contact superintendent		
		Work with the counseling coordinator to initiate plan as determined by need and severity of the situation		
		Work with communication coordinator if a press release is needed after consulting with police		
		Conduct investigation and follow school discipline policies and administrative procedures, which may include anger management or other appropriate counseling		
		Determine consequence for the offender(s). This could include: suspension, in-school punishment, criminal charge, group conferences, restorative justice methods, and referral to community justice center		
		Debrief with school crisis team and staff		
		Complete an incident report and file		

ASSAULT/FIGHTING (CONTINUED)

√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Approach in a calm manner and direct combatants to stop fighting		
		Escort combatants to the office, keeping them isolated from other students and each other		
		Convene school crisis team, depending on the situation and decide what additional resources and support will be needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents of victims		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Assess extent of injuries, administer first aid and seek further medical support as needed		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		Superintendent or designee handles press		
		Prepare a written statement, if the situation warrants it, for staff to read to students at school and send to parents/guardians describing the facts known at the time and procedures for accessing support as needed		
		Contact media with predetermined message that has been approved by principal or designee after communication with the police		

BIOTERRORISM

“Clear the Halls”
 “Secure the School”
 “Evacuate the Building”

DATE / /

A possible bioterrorist event might include the discovery of a suspicious unknown substance (e.g. anthrax, gas, mist, etc.). A bioterrorist event differs from other crises. The level of fear and anxiety is greatly increased due to uncertainty in determining whether an attack has occurred, identifying the boundaries and scope of the attack, and the possibility of contagion. Unlike other events, when it is clear to the public that the immediate danger of an event has passed, the “end” of a bioterrorist attack may become apparent only after a period of time during which no new cases are documented. A bioterrorist event must involve new strategies and extend beyond traditional mental and clinical interventions.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		DO NOT TOUCH the substance; cover and ISOLATE the substance immediately		
		Inform anyone who has touched a substance or package containing the substance to WASH their hands immediately		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Isolate people who have come in contact with the substance		
		Shut down the ventilation system immediately		
		Evacuate the immediate area		
		Initiate the “Secure the Building” plan and do not dismiss students until directed to do so by health authorities		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Call police who will access the HAZMAT Hotline		911
		Evacuate non-contaminated students and staff after conferring with emergency responders		
		Isolate any people who have come in contact with the substance		
		Initiate the “Secure the Building” plan		
		Call Superintendent		
		Delegate roles		
		Call district office of Vermont Department of Health		
		Ensure accountability of all students and staff		
		ISOLATE and REDIRECT students discovered in a hallway, bathroom, wing, etc.		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal as designated		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal and set up debriefings as needed		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Assist principal as designated		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist principal as designated		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Forward phones to secondary answering site		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Shut down the ventilation system immediately		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		Superintendent or designee handles press		

BOMB THREAT

“Evacuate the Building”

DATE / /

Receipt of an oral or written threat of a bomb, or discovery of a suspicious device or note.

BOMB THREAT BY PHONE

√	TIME	Phone call receiver	NAME OF CONTACT	CONTACT NO.
		Record exactly what the caller says using the police bomb threat call card (available from FBI or Vermont State Police)		
		If bomb threat card is not available ask the caller: Time bomb set to detonate? _____ Where it's located? _____ Is it visible or hidden? _____ What it looks like? _____ Type of bomb? _____ Why placed in school or on grounds? _____ How it got in school? _____		
		Note caller accent, age, sex, noise, mental state, etc.		
		Write down perpetrator's <i>Caller ID</i> number		
		Activate *57 Call Tracing (note time of call)		
		Notify the principal or designee as soon as possible		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Avoid putting fingerprints on written note		
		Preserve for police if written on door, wall, etc.		
		Notify the principal or designee as soon as possible		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Contact police and fire department using regular phone numbers so as not to trigger scanners		
		Contact superintendent		
		Quickly convene the school crisis team. Use the information gathered to decide how the school should respond		
		Decide whether or not to evacuate the building. If you evacuate establish the relocation area for the students and staff members. Determine transportation needs. Follow procedures and communicate to staff and students.		
		In advance of relocation have pre-assigned staff check for suspicious devices at relocation site if time allows.		
		Make arrangement for providing food for students and staff if they remain at relocation site through lunch		
		Set up Incident Command Post at pre-designated site where school leaders can stage with emergency providers		
		Ensure accountability of all students and staff		
		Activate pre-trained bomb search team(s) to conduct the building sweep according to administrative procedures after consultation with police		
		If suspicious device is found, don't touch it. Notify the appropriate police agency		

		Keep an informal time and procedure log of crisis response		
<i>BOMB THREAT</i> (CONTINUED)				
		Work with counseling coordinator to initiate grief-counseling plan determined by need and severity of the situation		
		Debrief with school crisis team and public safety committee		
		Complete incident report and file in the principal's office		
√	TIME	TEACHERS AND STAFF	NAME OF CONTACT	CONTACT NO.
		While evacuating the building, scan work area for any suspicious items that could be an explosive device		
		Take attendance in evacuation area and immediately report missing students to the backup team leader		
		Report suspicious objects to principal once evacuation procedures are complete		
		Do not touch or attempt to move any suspicious device		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Plan to assist students who are affected by the incident and also deal with anxious parents or friends		
		Initiate grief-counseling plan as determined by need and severity of the situation		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Evacuate students in nurse's office and give to a teacher		
		Grab first aid kit and report to Incident Command Post		
		Be prepared to treat injuries that may arise		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Turn off school utilities, weather permitting, and secure designated area for suspicious device		
		Wear identifying vests and work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles, and prevent unauthorized people from entering school grounds		
		Do not touch or attempt to move a suspicious device		
		Report findings to principal or designee as soon as possible		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with Law Enforcement and the Superintendent		

Classroom Crisis Commands

2008

Clear the Halls – Go to closest room supervised by an adult. Close door (lock if possible). Students and staff remain away from doors and windows. Turn off lights and shut curtains/blinds on doors and windows (if available). Use classroom intercom or phone only for emergencies.

Secure the School – Same as “Clear the Halls”. Go to closest room supervised by an adult. Close door (lock if possible). Students and staff remain away from doors and windows. Turn off lights and shut curtains/blinds on doors and windows (if available). Designated staff secure outside doors. Students outdoors move away from building. Use classroom intercom or phone only for emergencies.

Evacuate the Building – (*Insert classroom exit directions here.*) In an orderly fashion, exit the building with class roster. Teacher takes attendance with assigned students. Move to the _____ Relocation Site when directed.

* The Vermont School Crisis Team recommends that both “Clear” and “Secure” directives be treated as imminent threats to individual safety. Always follow the recommended procedures and await specific directives once an assessment is made.

Clear the Halls

Clear the Halls means all students and staff exit the hallways until directed to do otherwise by the Principal or designee. Students should go to the nearest room where there is adult supervision. Remain quiet and away from internal and external windows and doors. Shut off lights and close shades if available. Only use classroom telephone/intercom only for emergencies. Students and staff should not exit the building.

Secure the School

Secure the School means all students and staff remain in their assigned workspace/classroom or immediately move to a designated area as directed by the Principal. Use of *Secure the School* procedure should occur when an emergency situation exists somewhere within the school or in the immediate area outside the school, where the presence of students and staff would place them in danger.

Shelter in Place

Shelter in Place means that dangers (hazmat) may exist outside the building. Faculty, students and staff should seek shelter inside the building, close all windows and doors and immediately turn off all air handling equipment.

Evacuate the Building

Evacuation means that all students, staff, and visitors exit the building(s) and move quietly and quickly to designated safe areas at least 300' away from the school (Ensure evacuation areas are accessible during winter months).

Use of Classroom Crisis Commands

Vermont School Safety Teams use the classroom crisis commands for a variety of reasons. For instance, if a student or adult is injured, a "Clear the Halls" command will allow EMTs direct access to the injured party and save precious time. Injuries, illnesses, biological releases or incidents outside of the school may require immediate action.

Once a command is given, everyone should follow the recommended guideline. Consistency is important in an emergency. Once an assessment is made of the incident, School Administrators may announce that classroom instruction may continue, but the halls must remain clear until further notice. This allows mitigation without interrupting classroom instruction. Vermont schools are to be commended for their resourcefulness in addressing challenges, however immediate compliance with the basic command is paramount for student and adult safety.

The Vermont School Crisis Team
September 2008

Crisis Codes

The school should establish and practice drills using a crisis code system to communicate when to Evacuate or when to remain in classrooms during a crisis requiring the Clear the Halls or Secure the School modes. The school may also use a code for other emergencies such as when a student is missing or an intruder is on school grounds. Suggested codes:

- Clear the Halls***
- Secure the School***
- Evacuate the Building***
- Shelter in Place

Crisis Example	School Response
Bomb Threat	Evacuate the Building: -Leave internal doors open -Scan for unusual objects -Evacuate [may require moving students/staff to Relocation Site(s)]
Fire/Explosion	Evacuate the Building: -Shut all windows/doors -Evacuate [may require moving students and staff to Relocation Site(s)]
Hazardous Materials	Clear the Halls, Secure the School, Evacuate the Building, Shelter in Place: -Evacuate [may require moving students/staff to Relocation Site(s)]
Hostage/Intruder/ Student Threats	Clear the Halls, Secure the School, Evacuate the Building, Shelter in Place: -Students and staff in proximity of disturbance may be directed to remain in Clear the Halls or Secure Building mode while other parts of the building may be Evacuated
Missing Student(s)	Contact the Office with Information
Natural Disasters	Clear the Halls, Secure the School, Shelter in Place or Evacuate the Building: -Evacuate [may require moving students/staff to Relocation Site(s)]
Weapons	Clear the Halls, Secure the School, Shelter in Place or Evacuate the Building: -Students and staff in proximity of disturbance may be directed to remain in the Secure the Building mode while other parts of the building may be directed to Evacuate

Clear the Halls

Clear the Halls means all students and staff exit the hallways until directed to do otherwise by the Principal or designee. Students should go to the nearest room where there is adult supervision. Remain away from internal and external windows and doors. Shut off lights and close shades if available. Only use classroom telephone/intercom only for emergencies. Students and staff should not exit the building.

Secure the School

Secure the School means all students and staff remain in their assigned workspace/classroom or immediately move to a designated area as directed by the Principal. Use of Secure the School procedure should occur when an emergency situation exists somewhere within the school or in the immediate area outside the school, where the presence of students and staff would place them in danger.

Secure the School Procedure

1. Principal or designee, after consulting with the School Crisis Team and/or Public Safety Committee, whenever possible, gives the directive for partial or entire school *Secure the School* command.
2. Staff should lock all hallway and exterior doors; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation.
3. Designated staff members or administrator(s) should remain near exterior doors to allow entry by law enforcement officers.
4. During a gun incident, instruct students to "Drop to the Ground" or "Run into the Building Quickly."
5. During an incident involving a hostage or weapons, staff should direct students to move to an alternate secure area away from the perpetrator(s).
6. Teachers, staff, visitors, and students remain quiet in secured area of the building, on the floor, away from windows and doors, and with all lights turned off.
7. Remain in "*Secure the School*" mode until the Principal, designee or law enforcement commander gives the "all clear" command.

Shelter in Place

Shelter in Place means all students, staff and visitors remain within the building and await further instructions the Principal/Incident Commander.

Evacuate the Building

Evacuation means that all students, staff, and visitors exit the building(s) and move to designated safe areas at least 300' away from the school (Ensure evacuation areas are accessible during winter months).

Evacuation Procedures

- ◆ Principal, or designee, after consulting with the Crisis Team and/or Public Safety Committee, whenever possible, gives the directive to evacuate students and staff, indicating whether primary or alternate evacuation routes should be used.
- ◆ Close but do not lock windows and doors.
- ◆ All students and staff travel to designated evacuation areas away from building(s). (Ensure evacuation routes and designated areas do not place students and staff in vicinity where emergency service vehicles enter the school complex.)
- ◆ Teachers take attendance and report any missing students to the Backup Team Leader.
- ◆ When possible, use cell phones, two-way radios or predetermined runner system to maintain effective communication.
- ◆ If decision is to move students and staff to Relocation Site(s), the Principal or designee shall contact the Relocation Site(s) and Transportation Coordinators to activate student and staff relocation procedure.
- ◆ If harsh weather or other emergencies exist, and the local bus company does not have capacity to move all students and staff quickly, the Principal or designee and the School Bus Coordinator shall call the regional commercial bus service for additional transportation support.
- ◆ Communication Coordinator may contact media with predetermined message that has been coordinated with law enforcement and school administrators.

Relocation Site(s)

Relocation means moving students, staff, and visitors from evacuation areas to the Relocation Site(s). The Site(s) might be large community buildings (e.g. churches, town hall, and fire station). Students and staff may be bused or walk to predetermined Relocation Site(s). Your school plan should identify how parents should communicate with and pick up their children from the Relocation Site(s).

Information Center

Information Center means a place where family members of students and staff can obtain updated information relating to an incident at school. Local school procedures should identify contact phone numbers and the location of the Relocation Site(s).

DEATH OF STUDENT

“Clear the Halls”

DATE / /

The death of a student or staff member on school grounds or while traveling to or from the school.

TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
	Avoid disturbing the scene		
	Contact 911		
	Notify the Principal/Designee		
	Notify school nurse and school counselor(s)		
√	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Contact superintendent		
	Convene school crisis team		
	Ensure family of deceased is notified through pre-established method; alert counselors and nurse at schools where any siblings are enrolled		
	Hold a faculty meeting as soon as possible to communicate next steps to staff		
	Permit students to leave school only with parental permission. Carefully track attendance. Consult with police officials involved with the death investigation in case they need to identify witnesses		
	Assess instructional and support needs. Call in substitute teachers as needed		
	Keep time and procedures log of crisis response activities		
	Make home visits to affected families with counselors or crisis team members		
	Hold community support meeting(s) if appropriate		
	Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
	Debrief with school crisis team and staff		
√	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Meet and arrange for notification of teachers and staff as soon as possible if school is in session		
	Use telephone chain if school is not in session		
	Determine and notify additional support as needed after consultation with principal or designee		
	Provide ongoing support for students, faculty, and staff		
	Discuss how teachers can deal with crisis in the classroom		
	Hold ongoing “working team” meetings		
	Assign school counselors and other team members to visit the classes of those involved in incident		
	Provide a formal debriefing opportunity for the School Crisis Team members		

DEATH OF STUDENT (CONTINUED)

√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Gather records of students involved in the incident and prevent unauthorized access		
		Determine extent and nature of counseling services needed and coordinate support systems		
		Determine and notify additional support as needed after consultation with principal or designee		
		Request teachers refer names of at-risk students to you		
		Establish format to monitor at-risk students and include parent/guardian referrals		
		Establish long-range plans for at-risk students		
		Inform student records staff to update deceased student file		
		Plan long-term response and follow-up counseling		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Continue informal support for affected students and staff		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist police department with investigation		
		Work closely with counselor to ID at-risk students		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Call central office and bus company		
		Forward phones to secondary answering site		
		Direct transport of students to secondary site		
		Contact secondary site staff		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Be prepared to appropriately clean the affected area, if needed, after cleared to do so by investigators		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Assemble all students at a predetermined site at least 300 feet from the school		
		Determine order of students to load into buses and/or direct students and staff who are walking		
√	TIME	INFORMATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		

DEMONSTRATION/RIOT

**“Clear the Halls”
“Secure the School”**

DATE / /

An event where a group of people threaten to disrupt school activities, cause personal or property damages.				
√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Obtain as much information as possible about the size of the group		
		Assess the type of action engaged in (e.g. blocking traffic, yelling at passersby)		
		Notify principal or designee as soon as possible		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Keep students and staff at a safe distance from the demonstration		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Determine whether to ask demonstrators to disperse		
		Convene the school crisis team if deemed appropriate		
		Decide whether or not to contact law enforcement		
		“Clear the Halls,” or “Secure the Building” depending on the circumstances		
		Request students who are in bathrooms or halls to join closest class		
		Contact superintendent		
		Inform media or assign task to Communication Coordinator, if deemed appropriate		
		Keep an informal time and procedures log of crisis response activities		
		Debrief school crisis team and staff		
		Complete and file an incident report		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Decide what additional resources and support will be needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents as appropriate		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to treat injuries and help EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Wear identifying vest if directed by principal or designee, and assist police with traffic control		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

Emergency Phone Numbers

Superintendent	Work # Cell#	Mental Health	
Principal	Work # Cell #	Phone Company	
Police Emergency #	911	Power Company	
Police Local Phone #			
Fire	911	Gas Company	
Ambulance/EMS	911	Oil Company	
Hazardous Materials	911	Wrecker Service	
Vermont Emergency Management Office	1-800-347-0488	Radio Station	
Poison Center	1-877-658-3456	Weather Station	
Vermont Health Department	1-800-464-4343	Bus Coordinator	
Child Abuse Reporting	1-800-649-5285	Commercial Bus Co.	
American Red Cross	1-800-660-9130	School Hotline/Voicemail	
Relocation Ctr. # 1 ()		Relocation Ctr. # 2 ()	
Relocation Ctr. # 3 ()		Relocation Ctr. # 4 ()	

EXPLOSION

“Evacuate the Building”

DATE / /

Whoever observes open flames, smells or sees smoke or experiences excessive heat or is aware of an explosion, should immediately notify the office, and activate the nearby fire alarm.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Pull the fire alarm - call 911		
		Evacuate the area/building and use the fire extinguisher if appropriate		
		Notify the principal/designee		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Pull fire alarm and call 911		
		Evacuate the building		
		Set up Command Post		
		Insure accountability of all students and staff		
		Gather information from witnesses regarding the location of explosion		
		Delegate roles for transport of students to secondary site		
		Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, and the location of the explosion		
		Notify superintendent		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal with evacuation		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Set up debriefs as needed		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Evacuate students in nurse's office and hand off to a teacher		
		Report to Command Post		
		Be prepared to treat injuries		
		Set up casualty collection site, if necessary		
		Triage injured for additional medical attention		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Help with evacuation and securing of affected area		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Call bus company if necessary		
		Forward phones to secondary answering site		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		IF SAFE, go to alarm panel to determine location of explosion		
		Communicate location of fire to principal or designee		
		Stay with principal or designee to assist Fire Department with layout of school		

EXPLOSION (CONTINUED)

√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Assemble all students at a predetermined site at least 300 feet from the school unless utilizing a safe relocation structure. Restrict use of radios and cell phones within the perimeter if the threat or suspected device is determined to be valid.		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

FIRE

“Evacuate the Building”

DATE / /

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjoining wall, ceiling, or floor should immediately notify the office and activate the nearby fire alarm.

TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
	Call 911		
√ TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
	Pull the fire alarm and call 911 from a safe area		
	Evacuate the area/building and use fire extinguisher if appropriate		
	Notify the principal/designee		
√ TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Pull fire alarm and call 911		
	Evacuate the building		
	Set up Command Post		
	Ensure accountability of all students and staff		
	Gather information from staff regarding location of fire		
	Delegate roles for transport of students to secondary site		
	Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, location of fire		
	Notify superintendent		
√ TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Assist principal or designee with evacuation in role as designated		
√ TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
	After an event, set up debriefs as needed		
√ TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
	Evacuate students in nurse's office and hand off to a teacher		
	Collect First Aid Kit and report to Command Post		
	Be prepared to treat injuries		
	Set up casualty collection site, if necessary		
	Triage injured for additional medical attention		
√ TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
	Help with evacuation and securing of affected area		
√ TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
	Call bus company if needed		
	Forward phones to secondary answering site if time allows		
	Evacuate the building		
	Direct transport of students to secondary site		
	Contact secondary site personnel		
√ TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
	IF SAFE, go to alarm panel to determine the location of the fire.		
	Communicate location of fire to principal		
	Stay with principal or designee to assist Fire Department		

FIRE

“Evacuate the Building”

DATE / /

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjoining wall, ceiling, or floor should immediately notify the office and activate the nearby fire alarm.

TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
	Call 911		
√ TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
	Pull the fire alarm and call 911 from a safe area		
	Evacuate the area/building and use fire extinguisher if appropriate		
	Notify the principal/designee		
√ TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Pull fire alarm and call 911		
	Evacuate the building		
	Set up Command Post		
	Ensure accountability of all students and staff		
	Gather information from staff regarding location of fire		
	Delegate roles for transport of students to secondary site		
	Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, location of fire		
	Notify superintendent		
√ TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Assist principal or designee with evacuation in role as designated		
√ TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
	After an event, set up debriefs as needed		
√ TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
	Evacuate students in nurse's office and hand off to a teacher		
	Collect First Aid Kit and report to Command Post		
	Be prepared to treat injuries		
	Set up casualty collection site, if necessary		
	Triage injured for additional medical attention with layout of school		

FIRE (CONTINUED)

√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Determine order of students to load into the buses		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

FLOODING

“Clear the Halls”
 “Secure the School”
 “Evacuate the School”
 “Relocate”

DATE / /

Severe weather can often strike unpredictably. One effect of severe weather can result in localized flooding that could prevent access to the school or getting students home safely. Accordingly, appropriate emergency procedures must be developed and ready to be initiated in the event such weather strikes or is anticipated. Schools should use tone-alert or weather radios, or other such media sources, to receive notice of any such weather.

TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT #
✓ TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT #
	Obtain an advance warning of a flooding event from the National Weather Service or local radio stations, police or emergency providers; notify administration.		
	Call local emergency management director for updates		
	Keep Emergency Alert System (EAS) or other radio on for updates		
✓ TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT #
	Turn on EAS radio or other radio or media source		
	Check with local highway manager or public works commissioner to find out what roads are open and passable.		
	Notify the school's transportation provider of the potential need of buses		
	Decide whether to remain in school, conduct early closing, or evacuate or relocate if necessary.		
	Notify Superintendent and remain in contact w/ Central Office		
	If necessary, set up Command Post		
	Ensure accountability of all students and staff		
	Gather information from all sources on actual or potential flooding in the area.		
	If evacuation to a relocation site is considered, notify the relocation site manager to prepare for the student population and the possibility of an extended occupation		
	Delegate roles for transport of students to secondary site. If needed call upon school Public Safety Committee		
	Meet at Command Post and receive information regarding staff and students and status of the potential for flooding		
	Ensure contact with emergency responders, transportation providers, emergency managers and public works commissioner		
	If the decision is to relocate the students, implement the media plan for alerting parents and guardians		
	Implement the school recovery plan and crisis counseling as needed		
	Set up debriefs as needed after the event		
✓ TIME	SCHOOL SAFETY TEAM	NAME OF CONTACT	CONTACT #

		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates–EAS stations. Gather information from all resources		
		In the case of relocation, coordinate the responsibilities of school staff with the response procedure		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
✓	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT #
		Gather student attendance from faculty and staff for administration		
		Assemble all materials for an office on the move or portable office		
		Report to school command post with administration		
✓	TIME	FACULTY AND STAFF	NAME OF CONTACT	CONTACT #
		Insure the accountability of all students to main office		
		Retrieve “go-bag” and keep on hand during the exercise		
		Account for students who are missing/out of the class		
		If relocating, supervise students and remain with them until they are released to parents or you are relieved from duty		
✓	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT #
		Assist principal or designee during evacuation		
✓	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT #
		Remove students in nurse’s office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Set up casualty collection site, if necessary		
		Assist EMS as needed		
		Document status of patients and maintain log		
✓	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT #
		After consultation with principal and superintendent, prepare a written statement for staff to read to students and send home to parent(s)/guardian(s) describing the known facts and procedures for accessing support.		

HAZMAT (Hazardous Material)

“Clear the Halls”
“Secure the School”
“Evacuate the Building”
“Shelter in Place”

DATE 1 / 20 / 09

Whoever observes or suspects an uncontrolled or unexpected release of a hazardous material that could cause harm or death to humans or damage to the environment should first protect the people in the immediate area and then notify the office and call 911.

TIME		NAME OF CONTACT	CONTACT NO.
√	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
	Avoid contamination and warn others of the same concern.		
	Evacuate affected area and, if possible, isolate those who have been potentially exposed to a safe and secure area.		
	Notify the principal/designee to call 911 if necessary		
	As soon as possible, decide whether to evacuate the entire school or shelter in place. Outside Hazmat releases call for “Shelter”; inside releases call for “Evacuation”.		
	Shut down the air circulation system if Sheltering in Place.		
	Do not use the fire alarm to evacuate students. Predetermined exits may lead to a hazmat exposure.		
√	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Evacuate affected area and if possible, isolate those who have been potentially exposed to a safe and secure area.		
	Shut down air circulation system.		
	Gather information from staff or witness regarding location of spill, extent and the name of the chemical.		
	Decide to evacuate or shelter in place.		
	Gather the school safety team.		
	Meet First Responders at the Incident Command Post. Upon their arrival, pass on staff and student information and the nature and location of the spill.		
	Ensure accountability of all students and staff		
	Delegate roles for transport of students to secondary site		
	Notify superintendent		
√	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Assist Principal or designee as needed		
√	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
	Assist principal with evacuation in role as designated		
	Set up counseling support as needed		
√	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
	Transfer responsibility of students in nurse’s office if appropriate		
	Collect Emergency “Go Bag” and report to Principal or designee		
	Prepare to set up triage and treat injuries		
	Assist in setting up a decontamination site with Fire and HAZMAT Officials as needed		

HAZMAT (CONTINUED)

√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee as needed and help secure the affected area		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Call bus company if needed		
		If evacuating the school, forward phones to secondary answering site		
√	TIME	CUSTODIAN/MAINTENANCE STAFF OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Determine location and extent of spill if possible.		
		Shut down the air circulation system for the building		
		Communicate location of spill to Principal		
		If release of substance is internal, provide MSDS sheets for Principal and responders.		
		Be available to assist Emergency Responders with layout of school		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Assemble all students at a predetermined site at least 300 feet from the school unless an alternate, safe location is available.		
		Determine order of students to load into the buses		
		Direct transport of students to secondary site		
		Contact secondary site personnel		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with Incident Command, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support as needed (medical, emotional, and follow up care).		
		When communicating with the media, always coordinate with the Incident Command before disseminating a consistent and predetermined statement		
✓	TIME	FACULTY AND STAFF	NAME OF CONTACT	CONTACT #
		Insure the accountability of all students to main office		
		Retrieve "go-bag" and keep on hand during the exercise		
		Account for students who are missing/out of the class		
		If relocating, supervise students and remain with them until they are released to parents or you are relieved from duty		

HOSTAGE

“Clear the Halls”
 “Secure the School”
 “Evacuate the Building”

DATE / /

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situations where a person barricades him or herself in a building or vehicle and threatens suicide. Law enforcement officials should always handle a hostage situation.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Do not intervene in the hostage/barricade situation		
		Notify principal or designee who will call 911		
		Inform police of your observation		
		IF TAKEN HOSTAGE, follow instructions of hostage taker		
		Remain calm and do not panic		
		Reassure students		
		Treat the hostage taker with respect and act as normal as possible		
		Ask permission to speak and do not argue or make suggestions		
		Don't intervene; allow law enforcement to negotiate		
		Obtain good description of hostage(s) takers		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Yield team leader authority to law enforcement commander who directs procedure for securing the building or evacuation		
		Activate school crisis team and work with law enforcement		
		Direct preparation of a phone list identifying names of students, staff, and parents who need to be notified		
		Contact superintendent		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation in the recovery phase		
		Keep an informal time and procedure log of response activities		
		Complete an incident report and file		
		Debrief school crisis team and staff		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team at the school or relocation site, and decide what additional resources and support will be needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents of victims		
		Be prepared to deal with friends or relatives of the person(s) taken hostage		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to treat injuries and help EMS as needed		

HOSTAGE (CONTINUED)

√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		Superintendent or designee handles press		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
√	TIME	STAFF	NAME OF CONTACT	CONTACT NO.
		Direct students in bathrooms or halls to join closest class and then report to assigned teacher as soon as it is safe		
		Inform the main office, as soon as appropriate, about unassigned students under their supervision		
		Lock all hallway and exterior doors, if safe to do so; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation		
		If the fire alarm is activated, staff should direct students to use alternate evacuation routes away from the hostage incident		
		Staff, students and visitors remain quiet in designated secured area, on the floor, away from windows and doors, and with all lights turned off		
		Remain in "Clear the Halls", "Shelter in Place" or "Secure the Building" mode until the Principal and/or Law Enforcement Commander gives the "all clear" command		
		If evacuation occurs, teachers take attendance in evacuation area and immediately report missing students to the backup team leader		

INFECTIOUS DISEASE

“Direction from Principal”

*Refer Pandemic Questions to the Vermont Department of Health or the Vermont Department of Education for further guidance

DATE 9 / 20 / 07

Vermont law requires that health care providers report diseases of public health importance, which includes an unexpected pattern of cases, suspected cases, deaths or increased incidence of any illness of major public health concern. School officials should report any suspected disease outbreaks among students or staff even if a specific cause has not been identified. Sudden increased absences can be a surveillance indicator, and should be reported to the Health Department.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Upon receiving notification from a parent/guardian, or other source, that a student has been diagnosed with or is suspected to have an infectious disease: notify the school nurse		
		In collaboration with the school nurse and public health officials, provide information to parents/guardians and staff as appropriate		
		Maintain exclusion guidelines as appropriate		
		Work with the Health Department as needed to identify close contacts of ill student for possible intervention measures such as antibiotics to prevent disease (e.g. meningococcal disease, pertussis)		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Be prepared to assist students and staff that might be directly or indirectly affected by the incident		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Contact the Vermont Health Department as soon as possible. Call the local district office or the central office in Burlington (863-7240 or 1-800-640-4374) *(for urgent situations these numbers are available 24/7 365)		
		Work with staff to identify close contacts of ill student for possible intervention measures such as antibiotics to prevent disease spread (e.g., meningococcal disease, pertussis).		
		Determine immunization status of students and staff (e.g., measles).		

INFECTIOUS DISEASE (CONTINUED)

		Increase surveillance at the school for other ill students/staff, refer them for medical evaluation and notify Health Department		
		Provide guidance to students and staff on general disease prevention (e.g. hand hygiene)		
		Continue to monitor absences for illness spread and report findings as appropriate to the Health Department		
		Provide information to parents/guardians and staff as appropriate. The Health Department will usually provide this information as appropriate under FERPA guidelines and will work with the school to distribute it in a timely manner.		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Be prepared to appropriately clean areas affected after direction from the Health Department		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Be prepared to evacuate if needed		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

INFLUENZA

“Direction from Principal”

DATE 9 / 20 / 07

Vermont law requires that health care providers report diseases of public health importance, which includes an unexpected pattern of cases, suspected cases, deaths or increased incidence of any illness of major public health concern. School officials should report any suspected disease outbreaks among students or staff even if a specific cause has not been identified. Sudden increased absences can be a surveillance indicator, and should be reported to the Health Department.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Notify the school nurse		
		Notify the principal		
		Notify Supervisory Union / Superintendent		
		Obtain as much information as possible, including the student's name, date of birth, parent contact information, home telephone number, and the child's health care provider		
		Track aggregate student health data (general statistics)		
		School Closure Considerations at ___% of absence		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Upon receiving notification from a parent/guardian, or other source, that a student has been diagnosed with or is suspected to have an influenza: notify the school nurse		
		In collaboration with the school nurse and public health officials, provide information to parents/guardians and staff as appropriate		
		Maintain exclusion guidelines as appropriate		
		List Exclusion guidelines (closure of neighboring schools, students return no sooner than 1 week after symptoms are gone, extra curricular activities canceled, etc.)		
		Work with the Health Department as needed for possible intervention measures		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Be prepared to assist students and staff that might be directly or indirectly affected by the incident		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Contact the Vermont Health Department as soon as possible. Call the local district office, or the central office in Burlington (863-7240 or 1-800-640-4374).		
		Work with staff to identify close contacts of ill student for possible intervention.		
		Determine immunization status of students and staff (e.g., Flu Shots).		

INFLUENZA (CONTINUED)

		Increase surveillance at the school for other ill students/staff, refer them for medical evaluation and notify Health Department		
		Provide guidance to students and staff on general disease prevention (e.g. hand hygiene, cough etiquette)		
		Continue to monitor absences for illness spread and report findings as appropriate to the Health Department		
		Provide information to parents/guardians and staff as appropriate. The Health Department will usually provide this information and will work with the school to distribute it in a timely manner		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Be prepared to appropriately clean areas affected after direction from the Health Department		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Be prepared to evacuate / close school / shelter in place as needed		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with Vermont Department of Health & Law Enforcement agency in charge, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		

INTRUDER

**“Clear the Halls”
“Secure the School”**

DATE / /

Unauthorized person in school building or on school property				
√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Ask unauthorized visitor to report to office		
		Contact the principal or designee if visitor is uncooperative		
		Do not intervene if person is acting hostile or threatening		
		Clear the halls in the immediate area		
		Notify principal or designee who will call 911		
		Inform School Resource Officer (if you have one)		
		Inform law enforcement of your observation		
		Remain calm and do not panic		
		Write down intruder's physical description, type and color of automobile, registration plate number and any other identifiable information. Report to principal or designee if intruder leaves before law enforcement arrives		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Ask intruder about purpose for being in school		
		Ask intruder to leave if no legitimate reason is found for his or her presence in the school		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Ask intruder about purpose for being in school		
		Ask intruder to leave if no legitimate reason is found for his or her presence in the school		
		Contact law enforcement if intruder remains uncooperative		
		Contact School Resource Officer (if you have one)		
		Announce to staff to “Secure the Building” if intruder is outside the school		
		Direct staff to “Clear the Halls” or “Evacuate” depending on the circumstances, if intruder is inside the school		
		Activate school crisis team and decide plan of action		
		Contact superintendent		
		Work with the counseling coordinator to initiate counseling plan as determined by need and severity of the situation		
		Keep an informal time and procedure log of response activities		
		Complete an incident report and file in principal's office		
		Debrief with school crisis team and staff		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Coordinate law enforcement measures with responding police officers		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team and decide what additional resources and support will be needed		

INTRUDER (CONTINUED)

√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee to support students and/or staff, if needed		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to treat injuries		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		
√	TIME	STAFF	NAME OF CONTACT	CONTACT NO.
		Direct students who are in bathrooms or halls to join closest class and have them stay away from doors and windows if the command from the principal or designee is given to "Clear the Halls", or "Evacuate the School"		
		Do not lock or barricade doors that would prevent rapid evacuation		
		Inform the main office about students' locations when the command to "Clear the Halls" or "Secure the Building" has been given		
		Ask students and visitors to remain quiet in designated secured area, away from windows and doors, and with all lights turned off		
		Remain in "Clear the Halls" or "Secure the Building" mode until the principal, designee or law enforcement commander or designee gives the "all clear" command		
		Take attendance in evacuation area and immediately report missing students to the backup team leader		

KIDNAPPING

**“Clear the Halls”
“Secure the School”**

DATE / /

Kidnapping means the unauthorized removal of a student from school property without consent either from school officials and /or parent(s)/ guardian(s). In many instances this violation of school rules and state law is perpetrated by a parent or relative involved in a domestic dispute.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Report child is missing to the principal or designee		
		Gather facts about abduction; description of abductor, student and any vehicle information if known		
		Inform police of your observation and be prepared to write a notarized statement		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Verify the student is missing Call 911 Follow school policy and procedure on confidentiality		
		Contact parents(s)/guardians(s) and check student file for any restraining orders or other background information		
		Convene school crisis team and decide on response plan		
		Contact superintendent		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Complete an incident report and file in principal's office		
		Debrief with school crisis team and staff		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team and decide what additional resources and support will be needed		
		Provide victim assistance services		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents of victims		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

Media Communications Plan

(Complete Prior to School Crisis Press Conference)

- 1) In one brief paragraph state the key point or objective of the press conference.

- 2) List the three facts or statistics you would like the public to remember after hearing the story.
 - a)
 - b)
 - c)

- 3) Identify the main audience or population segments that you would like this message to reach.

Primary Audience:

Secondary Audience:

- 4) What is the one message the audience needs to take away from this report/interview?

- 5) Who in your school district will serve as the sole point of contact for the media?

Name: _____ Phone #: _____

Dates & Time Available: _____

(Media Communication Plan contributed by Robert Howard, Center for Disease Control)

Media Communications Guidelines

- ◆ Establish administrative procedures that mandate all staff, students, and school personnel to direct news media questions to the designated Communication Coordinator during a school crisis.
- ◆ Consult with the Incident Commander (Principal, Law Enforcement Commander, or Fire Chief) or designee prior to communicating with media.
- ◆ The media is not allowed inside the school unless authorized by the Principal or designee.
- ◆ Be honest with media personnel. If the answer to a question is not known tell the reporter that you will get back to them as soon as possible.
- ◆ Don't provide information "off the record". Do not say "no comment" nor use jargon.
- ◆ Student confidentiality must be maintained at all times.
- ◆ Use a tone-alert radio to warn of impending natural disasters.
- ◆ List key names, phone numbers and information for radio, television, and newspaper contacts in the table below.

Media Contact	Radio Frequency/Channel	Phone/Fax Numbers Web Address	Contact Person
Weather Band			
AM			
FM			
Cable Television Station			
Broadcast Television Station			
Newspaper			

Media Press Release

_____ School

At _____ (time) on _____ (date) the following accident (incident) occurred:

(If students have been relocated due to school facility emergency)

All students and staff have been evacuated from the school and relocated to the following sites:

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

Site _____ Grade Level _____ Phone _____

At this time we have:

(A) No confirmation of injuries or damage:

-or-

(B) Confirmed the following injuries or damage. (Do not identify student/staff by name; merely state the number of students involved and/or any property damage that has occurred).

The prognosis for those involved is (Good) (Fair) (Critical).

The school district is responding in the following manner:

At the current time the incident is being investigated by local authorities. The school district does not wish to take any action that may interfere with a pending investigation. Therefore information will not be released without the prior approval of local authorities.

We will keep you updated as we learn additional information.

We ask the general public to avoid traveling in this area unless it is absolutely necessary.

We ask that only parents of children in the school contact us with questions at:

Telephone _____

For ongoing information updates check the school Web page at: www. _____

Thank you for your cooperation.

School Media Contact: _____

(Courtesy of the Oklahoma State School Boards Association)

MISSING STUDENT

“Clear the Halls”

DATE / /

Student(s) unaccounted for at school, on school property, or while traveling to and from school.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Notify the principal/designee		
		Confirm that the student is missing from school grounds		
		Principal calls 911, if necessary		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Verify to the best of ability that student is missing		
		Insure contact with parents/guardian to report student absence/status		
		Inform law enforcement and staff of missing student		
		Compile information for authorities on the missing student; name, DOB, school picture and description of what student was last seen wearing.		
√	TIME	STAFF	NAME OF CONTACT	CONTACT NO.
		Notify principal of any suspicious student absence or unknown person in the building		
		Be on the lookout for missing student and immediately report new information to the principal		
		Refer all requests for release of individual students to the office prior to their departure from school		
		Report observations of unknown or unauthorized persons to principal. Make note of appearance, vehicle type and color, registration plate number, etc.		
		Insist on identification if unknown person arrives at school asking to pick up student; direct unknown person to office for approval		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Interview missing student's friends to gain information on student's whereabouts or potential danger to student.		
		Pass on important information to law enforcement		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee in search for missing student		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Gather student attendance from faculty and staff for administration		
		Assemble all materials for an office on the move or portable office		
		Report to school command post with administration		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.

		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

MOTOR VEHICLE CRASH

“Clear the Halls”

DATE / /

Bus and/or automobile collision involving students and/or staff traveling to or from school and during field trips.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911 and inform police about details		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Check for injuries and if confirmed, call 911		
		Inform police about details		
√	TIME	PROCEDURES FOR BUS DRIVER or SCHOOL-SPONSORED DRIVER	NAME OF CONTACT	CONTACT NO.
		Call or direct someone to call 911		
		Ensure children remain in vehicle if safe from fire or other road hazards; if danger exists, move passengers to a safe place away from the scene of the collision		
		Secure vehicle, position flares at a safe distance from crash scene and display other appropriate warning devices		
		Administer first aid by utilizing trained staff from the immediate vicinity		
		Direct responsible person to flag down oncoming motorists for additional assistance		
		Get names and addresses of any witnesses and report to law enforcement and principal or designee		
		Notify principal or designee		
		Make no statements to bystanders or media		
		Fill out three-part school bus seating chart form for EMS, police and administration if available		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct staff to “Clear the Halls” if motor vehicle crash takes place within sight of school in order to minimize the trauma to students		
		Establish direct communication with the incident commander		
		Verify crash report with law enforcement and attempt to determine who has been injured, extent of injuries and hospital where victims have been taken		
		Direct preparation of a phone list identifying names of students, staff, and parents who need to be notified		
		Contact parent(s), guardian(s), or other close relative(s) of crash victims		
		Contact Superintendent and Transportation Coordinator		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
		Complete an incident and bus injury report and file (Tab M)		
		Work with bus driver to complete bus seating & injury charts		

MOTOR VEHICLE CRASH (CONTINUED)

		Debrief with school crisis team and staff after consultation with police agency		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee with incident		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team and decide what additional resources and support will be needed		
		Assist Principal or designee at scene of crash, if needed		
		Coordinate assistance with members of School Crisis Team or Public Safety Committee		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee with notifying parents of victims		
		Assist students and staff who are obviously affected by incident		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Check with Principal or designee to determine need to report to scene of crash		
		Bring first aid kit to crash scene if requested.		
		Bring cell phone to maintain communications		
		Be prepared to treat injuries and help EMS as needed		
		Assess the degree of injuries and report back to Principal or designee		
		Follow procedures set forth by school policy		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

MOTOR VEHICLE CRASH - SCHOOL BUS REPORT FORM

BUS DRIVER _____ **(Co: _____)** **BUS# (____)**
(Tel.: _____) **ROUTE# (____)**
(Fax: _____) **Entry/Exit Door →**

1	A	B	C	A I S L E	D	E	F	1
2	A	B	C	E X I T	D	E	F	2
3	A	B	C	D O O R	D	E	F	3
4	A	B	C		D	E	F	4
5	A	B	C		D	E	F	5
6	A	B	C		D	E	F	6
7	A	B	C		D	E	F	7
8	A	B	C		D	E	F	8
9	A	B	C		D	E	F	9
10	A	B	C		D	E	F	10
11	A	B	C		D	E	F	11
12	A	B	C		D	E	F	12
13	A	B	C		D	E	F	13

INJURY CODES:

- | | |
|------------------------------|--------------------------|
| 1. Fatal | 2. Incapacitating Injury |
| 3. Non-incapacitating Injury | 4. Potential Injury |
| 5. No injury | 6. Unknown |

	Provide First Aid if possible		
MULTIPLE CASUALTY INCIDENT (MCI)		DATE 03/18/08	
Multiple casualty incidents are traumatic and require immediate action and coordination with emergency responders			
	Assist EMS as requested	QUESTIONS/REPORT BY	
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.) described	
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.) and follow protocol	
		Mobilize school MCI team (school nurse & trained	
Multiple Casualty Incident (page 2)			
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.)	
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.)	
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT CONTACT NO.
√	TIME	As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.)	NAME OF CONTACT CONTACT NO.
		If student death(s) occur, see "Death of Student" protocol	
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.)	
		Secure the scene, allowing no entry until deemed safe by Incident Commander or designee	
		Direct EMS to triage site	
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT CONTACT NO.
		As indicated by causal event (Fire, Explosion, HAZMAT, Intruder, Infectious Disease, etc.)	
√	TIME	SCHOOL NURSE	NAME OF CONTACT CONTACT NO.
		Collect "Jump Bag", medical supplies, medications	
		Join school MCI team at designated triage site	
		Triage victims	
		Direct school MCI team utilizing MCI triage principles	
√	TIME	SCHOOL MCI TEAM** (see page two)	NAME OF CONTACT CONTACT NO.
		Wait until casualty site is designated safe before conducting triage	
		Assemble at triage site	
		Assist MCI team leader (school nurse) with primary and subsequent triage (i.e., logging student names, triage designation & location, attaching triage tags, providing first aid, etc.)	

***Triage:**

Triage is a special process of sorting victims of a multiple casualty incident by the severity of injury, to determine the need for emergency care and transportation. It is an objective framework that helps to assure that care of the injured is prioritized rationally, not emotionally. Triage is extremely important to maximize the numbers of lives saved. If triage principles are not applied, morbidity and mortality increase.

Presently there are no national standard guidelines established for triage. Recommended triage protocols include (1) METTAG (triage tagging system), (2) START (Simple Triage and Rapid Transportation) triage systems, and (3) JumpSTART, a recently developed and widely accepted method of pediatric triage.

Treatment priorities in triage are defined as:

- **BLACK – lowest priority:** Deceased or live patients with obvious fatal and non-resuscitatable injuries/illness (who will die anyway whether they receive medical attention or not).
- **RED – first priority:** Severely injured patients, requiring immediate care and transport (who will survive only if they receive timely medical attention).
- **YELLOW – second priority:** Patients with injuries that are determined not to be immediately life threatening (those who will survive anyway, whether they receive immediate medical attention or not).
- **GREEN – third priority:** Patients with minor injuries that do not require immediate stabilization (also those who will survive anyway, whether they receive immediate medical attention or not).

****School Multiple Casualty Incident (MCI) team:**

The purpose of a school MCI team is to provide triage and first aid between the times a multiple casualty incident occurs and EMS arrives on the scene. Depending upon the event and the school's location, this "between time" could be minutes or hours. Members of the school's MCI team should be volunteers, and not classroom teachers or administrators who have other, specific responsibilities during a crisis. The teams need not be large: two or more members, depending upon the size of the school. They should be certified in first aid and be knowledgeable of triage principles.

The actual assessment and priority determination portion of triage is performed by the school's MCI team leader, *who has been specifically trained in triage principles*. The school nurse,

Multiple Casualty Incident (page 3)

with professional nursing assessment knowledge and credentials as an RN, is the recommended school MCI team leader. In the absence of a full-time school nurse, an LPN or EMT, who is full-time staff, would be an acceptable alternative.

If the MCI team leader is not present to act as team leader, or if there is no adequately trained medical professional available to lead the team, then triage should not be performed. In that case, first aid may be administered and those providing such aid would be protected under Vermont's Good Samaritan Law (Title 12, Chapter 23 ;SS 519:) which states "...a person who provides reasonable assistance...[to someone in grave danger] shall not be liable in civil damages unless his actions constitute gross negligence..."

The school MCI team leader performs the assessments, and assigns victim triage designations. The remaining school MCI members assist with organization, documentation, transportation, communication and first aid as directed by the team leader. Triage and care of patients is transferred to EMS as soon as it arrives and members of the school's MCI team then operate under EMS direction.

NATURAL DISASTER

“Clear the Halls”
 “Secure the School”
 “Shelter in Place”
 “Evacuate the Building”

DATE / /

A flood, hurricane, tornado, or earthquake will often strike without warning; appropriate emergency procedures must be initiated immediately. School should use tone-alert radio to receive advance notice of any natural disasters.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Obtain an advance warning of an event from National Weather Service; notify administration		
		If there is no warning of an event, move students and staff inside to an appropriate safe shelter		
		Keep Emergency Alert System (EAS) radio on for updates		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Turn on EAS radio and local news media sources		
		Decide whether to evacuate and relocate or shelter in place		
		Set up Command Post site		
		Ensure accountability of all students and staff		
		Gather information regarding building integrity and potential hazards (i.e. rising flood waters, high winds that may cut power, etc.)		
		Delegate roles for transport of students to secondary site; if needed call upon school Public Safety Committee		
		Meet at Command Post and receive information regarding staff and students, location of the disaster, building damage, flooding, etc.		
		Notify Superintendent		
		Make contact with emergency responders for instructions		
		Set up debriefs as needed after the event		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates–EAS stations		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Remove students in nurse’s office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Set up casualty collection site, if necessary		
		Document status of patients and maintain log		

NATURAL DISASTER (CONTINUED)

√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

POWER OUTAGE

“Clear the Halls”
 “Secure the School”
 “Shelter in Place”
 “Evacuate the School”

DATE 9/20/07

The possibility of a power outage in our schools is very real. Accordingly, appropriate emergency procedures must be developed and ready to be initiated immediately in the event of such an occurrence.

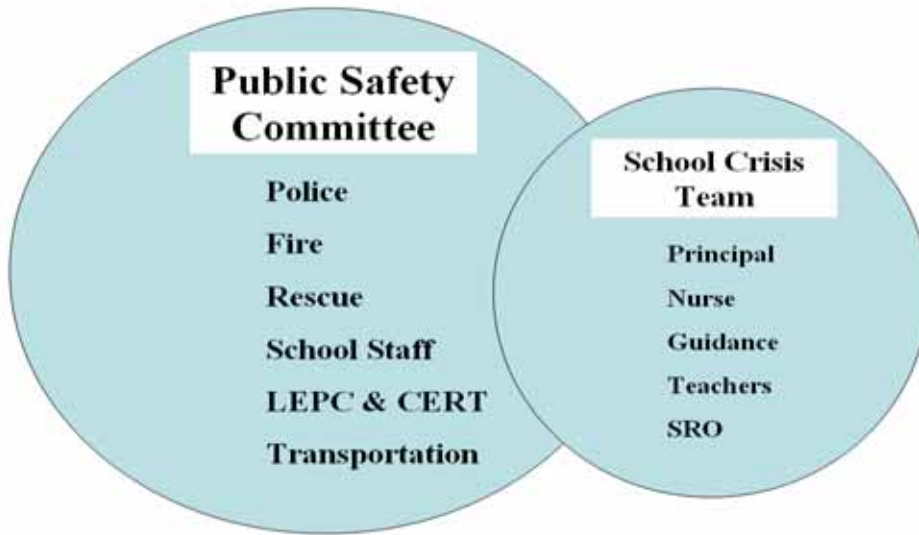
	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT #
✓	TIME	PRIORITY PROCEDURES	ACTION TAKEN BY	ACTION
		Obtain as much information as possible regarding the magnitude of the power outage (building level, neighborhood-wide, local, regional, etc.)		
		If possible, discover the cause of the power outage (equipment failure, downed power lines, weather related, etc.)		
		If necessary conduct a “Clear The Hall” crisis command action to ascertain student safety and cause of power outage		
✓	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		If possible, turn on radio or other media source to determine the cause and extent of outage.		
		Determine if phone connection is still working. Use walkie-talkies if necessary. Contact emergency response officials if necessary.		
		Notify Superintendent and maintenance supervisor and remain in contact with Central Office. Contact power or utility company if possible.		
		Decide whether to remain in school, conduct early closing, or evacuate if necessary. Consider heating, cooling, food preparation, and other health related issues.		
		Contact utility company and emergency response authorities.		
		Ensure safety of all students and staff. Ensure emergency lighting is working properly. Move students to lit or appropriate central area if necessary. Coordinate move to ensure safety.		
		Gather information from staff regarding building integrity and potential hazards		
		Delegate roles for transport of students to secondary site. If needed, call the school Public Safety Committee		
		Contact emergency responders at 911 for instructions.		
		Set up debriefs as needed after the event		
✓	TIME	SCHOOL SAFETY TEAM	ACTION TAKEN BY	ACTION
		Prepare to handle a large volume of telephone calls from parents or guardians (assuming phones are working).		
		Monitor local radio stations for updates–EAS stations. Notify local media outlets if early release is utilized.		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
✓	TIME	SCHOOL COUNSELOR	ACTION TAKEN BY	ACTION
		Assist principal or designee during situation. Counsel students as necessary. Assist with contacting parents as necessary.		

✓	TIME	SCHOOL NURSE	ACTION TAKEN BY	ACTION
		Remove students in nurse's office and return them to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Document status of patients and maintain log		
✓	TIME	MAINTENANCE SUPERVISOR	ACTION TAKEN BY	ACTION
		Start generator backup if available		
		Report to principal of power status		

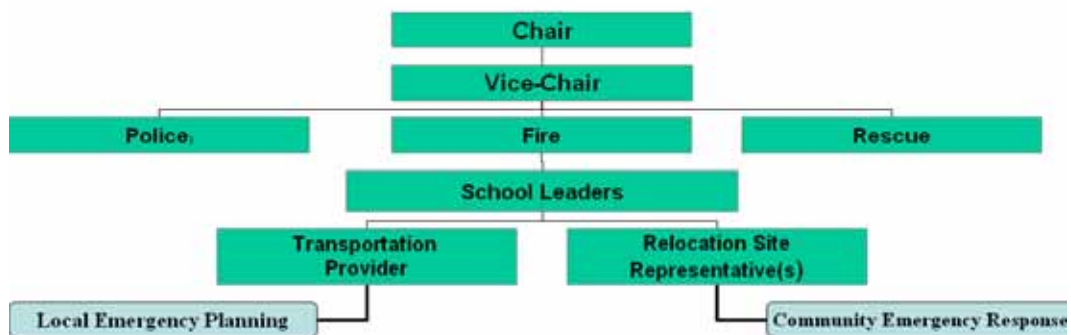
Public Safety Committee

The Public Safety Committee is staffed with members that include the School Crisis Team as well as emergency service providers from the town/region. Both entities are created to assist the principal or designee in planning for and responding to school crises. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee. During a crisis situation, Public Safety Committee members may (in their duties as first responders) work from a predetermined Incident Command Center.

Public Safety Committee	Team Member Name	Phone # or Extension
<p>Law Enforcement /School Resource Officer Integrates school and law enforcement training and response plans. Works with the School Crisis Team to carry out the response and secure the incident scene by keeping parents and community members away from the school. Assumes role of Incident Commander once school is evacuated and it is ascertained that a criminal act has occurred. Directs wrecker service to remove any vehicles impeding entering or exiting emergency service vehicles.</p>		<p>Phone: _____ Email: _____</p>
<p>Fire Chief Integrates school fire and <i>Hazardous Material Response</i> plans. Works with the School Crisis Team in responding to the crisis. Remains on standby at the perimeter of scene unless a fire or <i>Hazardous Material</i> emergency develops, at which time the Fire Chief or designee becomes the Incident Commander.</p>		<p>Phone: _____ Email: _____</p>
<p>Emergency Medical Squad Chief During planning it helps to identify school and community members who have CPR and other emergency medical skills. Works with the School Nurse to coordinate the delivery of medical treatment during a crisis.</p>		<p>Phone: _____ Email: _____</p>
<p>Department of Health–School Health Liaison Works directly with the Principal, Law Enforcement Commander, and Fire Chief, and is the liaison between Vermont Emergency Management, Homeland Security, and the Center for Disease Control during a major crisis involving <u>Bio-Terrorism</u> or related communicable disease incident.</p>		<p>Phone: _____ Email: _____</p>



SCHOOL PUBLIC SAFETY COMMITTEE



RELOCATION

“Evacuation”

DATE / /

When possible, prior to evacuating a facility, focus on whether or not you need to go to a relocation site. In case of a bomb threat situation, strive to have the relocation site searched for explosive devices in advance

TIME	WHO MAKES DECISION TO RELOCATE	NAME OF CONTACT	CONTACT NO.
	Emergencies requiring immediate response, i.e., fire alarm/evacuation do not require concurrence before action. The decision <i>to relocate</i> should be made in consultation with the superintendent or designee, or in the absence of both, the building principal and school safety team.”		
√	PRIORITY DECISIONS	NAME OF CONTACT	CONTACT NO.
	Decide on best location and route to relocate students and staff		
	Notify relocation site manager to open the facility		
	Make sure accessibility is easily gained to relocation site		
	Make sure appropriate equipment is at the relocation site or being provided by school staff or Red Cross		
	If relocation is to last for an extended period of time, activate system to provide nourishment.		
√	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Should an event occur that the principal determines warrants <i>relocation</i> to another site or should the principal be directed by an Incident Commander to evacuate and <i>relocation becomes necessary</i> , the principal should notify the superintendent or the superintendent’s designee if time permits. Make decision to relocate students and staff		
	Acquire permission to utilize relocation site and notify relocation manager and transportation services		
	Notify superintendent		
	Call school safety team into service		
	Determine the best means to get students and staff to site		
	Make sure safety measures are taken		
	Delegate roles for movement of students to site		
	Ensure accountability of all students and staff		
	Use alert system for notifying parents and guardians of the relocation		
√	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Assist with evacuation and relocation as directed by principal or designee		
√	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
	Be prepared to deal with students that are disturbed by incident and/or movement		

		Implement the mental health plan as needed		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Collect First Aid Kit and student medications and report to relocation site		
		Be prepared to treat injured or those needing medication		
		Set up casualty collection site, if necessary		
		Triage injured for additional medical attention if necessary		
		Assist EMS as needed		
√	TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Call transportation provider and prepare mobile office		

√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Once notified of relocation, open building, call in support staff, make preparations for large population needs and prepare for the possibility for expented stay		
		Work with law enforcement to insure security of the building and coordinate traffic control		
		Assign facilitators for interior of relocation site		
		Assign personnel to specific areas like First Aid Station, Information Desk, Equipment room, etc.		
		Work with principal or designee to determine order of students to unload and load on buses		
		Staff telephones for communication		
		If contacted by media, refer to Communication coordinator		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with Incident Commander or designee in charge of the scene, prepare a written statement for staff to read to students.		
		Decide if notice of incident is needed to be sent home to parent(s) or guardian(s)		
		Before communicating with the media, always strive to coordinate a consistent and predetermined statement with Incident Commander or designee		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		If safe, make sure to secure building before leaving		
√	TIME	FACULTY AND STAFF	NAME OF CONTACT	CONTACT #
		Insure the accountability of all students to main office		
		Retrieve "go-bag" and keep on hand during the exercise		
		Account for students who are missing/out of the class		
		If relocating, supervise students and remain with them until they are released to parents or you are relieved from duty		

Relocating students may expose them to greater danger than sheltering in place. School administrators know that the duty of care is greater with younger students and relocation can be carried out swiftly; whereas relocating hundreds of high school students with cars on campus can congest relocation routes and hamper response measures.

School Crisis Team

The School Safety Team is made up of individuals within the school staff; the principal, counselor, nurse, resource officer, office secretary and custodial/maintenance staff. The School Safety Team is responsible for the development of the school crisis response plan. It identifies the individual roles and duties of the staff in the building during an emergency. It coordinates these plans with members of the larger Public Safety Committee and the emergency service providers from the town/region. Both entities are created to assist the principal or designee in planning for and responding to school crises. There may be instances when time-sensitive decisions have to be made quickly by the principal or designee, thus bypassing involvement of the School Crisis Team or Public Safety Committee.

School Crisis Team	Team Member Name	Phone # or Extension
<p>Principal /Designee Principal is the school incident commander and is responsible for carrying out the priorities of the school plan.</p>		Phone: _____ Email: _____
<p>Principal’s Designee (Backup Team Leader) Will assist or substitute for the Principal. Oversees the attendance and safety of students and staff during a drill or crisis.</p>		Phone: _____ Email: _____
<p>Public Information Officer (PIO) The PIO is the sole contact person for all media and staff to communicate the nature of the crisis and keep the community informed about the school's response. The Superintendent should assume this role.</p>		Phone: _____ Email: _____
<p>Custodian/Maintenance Staff Head custodian or maintenance director works with the school crisis team using blueprints and an advance video tape/DVD of the school to identify specific sections of the building. They may assist responders with building information, utility location and security.</p>		Phone: _____ Email: _____
<p>Office secretary Communication coordinator for the school’s pre-designated cell/land line phone number(s) to provide information to parents. Works directly with the Pincipal and coordinates with the relocation site manager and the district PIO.</p>		Phone: _____ Email: _____
<p>Relocation Site Manager Coordinates logistics at relocation site(s) and works directly with the Information Site Manager.</p>		Phone: _____ Email: _____
<p>School Counselor Coordinates the scheduling of support meetings and counseling sessions.</p>		Phone: _____ Email: _____

School Crisis Team	Team Member Name	Phone # or Extension
<p>School Nurse Coordinates advance procedures with EMS, doctors and hospital emergency room staff. Prepares inventory of students and staff who have CPR and other emergency medical training. Remains the medical point person during a crisis.</p>		<p>Phone: _____ Email: _____</p>
<p>Staff Notification Coordinator Responsible for activating the telephone call tree to notify school crisis team members and other school staff about the crisis. Becomes the staff communication liaison during a crisis. Works with the Principal or designee and office secretary in advance to establish an internal classroom telephone/intercom communications procedure for use during crisis.</p>		<p>Phone: _____ Email: _____</p>
<p>Teachers and Staff Provide supervision for the safety of students and assist other staff as needed. Manage student communication (cell phones) per local school board policy. Report any missing/injured students.</p>		<p>Phone: _____ Email: _____</p>

SERIOUS INJURY/ILLNESS

“Clear the Halls”

DATE / /

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Contact the main office to inform the nurse and the school safety team		
		Keep the victim calm and in place. Maintain open airway and administer CPR, if necessary		
		Administer first aid to level of training		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Maintain open airway and administer CPR, if necessary		
		Immobilize victim if there is a potential for head, neck or back injury. Do not move victim unless immediate emergency situation dictates		
		Treat for shock; cover with a blanket		
		Check for medical alert tags, and prepare information for emergency responders		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Call 911 or verify that 911 has been called		
		Convene the school safety team		
		Contact parents		
		Contact superintendent		
		Debrief school safety team and staff		
		File incident report		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee as needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Coordinate grief-counseling if needed. Work with counseling resources to initiate grief-counseling plan as determined by need and severity of the situation		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Collect first aid kit and proceed immediately to victim(s)		
		Coordinate first aid until emergency medical services arrive		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
√	TIME	OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.

SERIOUS INJURY/ILLNESS (CONTINUED)

√	TIME	INFORMATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SEVERE WEATHER

“Clear the Halls”
 “Secure the School”
 “Shelter in Place”
 “Evacuate the School”

DATE 9 / 20 / 07

Severe weather can often strike unpredictably. Accordingly, appropriate emergency procedures must be developed and ready to be initiated immediately in the event such weather strikes or is anticipated. Schools should use tone-alert or weather radios, or other such media sources, to receive notice of any such weather.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT #
✓	TIME	PRIORITY PROCEDURES	ACTION TAKEN BY	ACTION
		Obtain an advance warning of an event from the National Weather Service; notify administration		
		If there is no warning of an event, move students and staff inside to an appropriate safe shelter		
		Keep Emergency Alert System (EAS) or other radio on for updates		
✓	TIME	PRINCIPAL OR DESIGNEE	ACTION TAKEN BY	ACTION
		Turn on EAS radio or other radio or media source		
		Decide whether to remain in school, conduct early closing, or evacuate if necessary.		
		Notify Superintendent and remain in contact w/ Central Office		
		If necessary, set up Command Post		
		Ensure accountability of all students and staff		
		Gather information from staff regarding building integrity and potential hazards (i.e. freezing temperatures, ice accumulations, rising flood waters, high winds that may cut power, etc.)		
		Delegate roles for transport of students to secondary site. If needed call upon school Public Safety Committee		
		Meet at Command Post and receive information regarding staff and students, location of the disaster, building damage, flooding, etc.		
		Make contact with emergency responders via 911 for instructions		
		Set up debriefings as needed after the event		
✓	TIME	SCHOOL SAFETY TEAM	ACTION TAKEN BY	ACTION
		Prepare to handle a large volume of telephone calls from parents or guardians		
		Monitor local radio stations for updates—EAS stations		
		Help prepare a pre-designated area for student pick up by parents/legal guardians or buses		
✓	TIME	SCHOOL COUNSELOR	ACTION TAKEN BY	ACTION
		Assist principal or designee during evacuation		
✓	TIME	SCHOOL NURSE	ACTION TAKEN BY	ACTION
		Remove students in nurse's office and hand off to a teacher		
		Collect First Aid Kit and report to Command Post		
		Be prepared to treat injuries that may have occurred		
		Set up casualty collection site, if necessary		

		Document status of patients and maintain log		
✓	TIME	COMMUNICATION COORDINATOR	ACTION TAKEN BY	ACTION
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send home to parent(s)/guardian(s) describing the known facts and procedures for accessing support.		

STUDENT THREAT

“Clear the Halls”
“Secure the School”
“Evacuate the Building”

DATE / /

Oral, written, or physical threat against other students or staff.				
	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Be prepared to write statement for administration and/or police		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Separate students in conflict or isolate threatening student(s) from others		
		Call 911, if appropriate		
		If necessary, activate school safety team		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct staff to “Clear the Halls” or “Secure the Building” if the crisis threatens the safety of students and staff,		
		Interview threatening student and victim to acquire background information to determine if the threat is manageable with school resources		
		Contact parents		
		If reasonable suspicion that a weapon exists, implement search and seizure procedures to confiscate		
		Determine if alcohol or other drugs are involved		
		Implement school discipline policy		
		Contact superintendent		
		Notify law enforcement if dictated by school policy or appropriate for circumstances		
		Debrief school safety team and staff		
		Complete incident report and file		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee as needed		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Be prepared to counsel those effected by the incident		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to render aid if necessary		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Assist Principal or designee with investigation of the incident		

STUDENT THREAT (CONTINUED)

	TIME		NAME OF CONTACT	CONTACT NO.
√		MAIN OFFICE SECRETARY		
		Assist principal or designee in maintaining a log of pertinent information relating to the incident		
√		CUSTODIAN/MAINTENANCE STAFF		
√		RELOCATION SITE MANAGER		
√		INFORMATION SITE MANAGER		
√		COMMUNICATION COORDINATOR		
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SUICIDE ATTEMPT

“Clear the Halls”

DATE / /

When a student or staff member attempts to take his/her life, either at school or in the community.

	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Contact the Principal who may call 911		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Take the threat seriously		
		Do NOT leave the student/faculty/staff member alone		
		Communicate incident to the principal and/or designee		
		Call 911		
		Secure the scene for police investigation		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Convene school safety team		
		Inform superintendent		
		Notify parent or guardian and offer assistance for appropriate medical and psychological care, referrals and emergency services		
		On a 'need to know' basis, inform faculty/staff/students, including homeroom teacher, coaches, and others who have regular contact with the individual, while maintaining confidentiality		
		Prepare and send letter home to parents as appropriate, while maintaining confidentiality		
		Debrief school safety team and faculty/staff		
		If there is suspected abuse of the individual, notify DCF (if a student) and/or police, in accordance with state law and school policy		
		Complete incident report		
		Prepare or update prevention protocols in case others attempt or complete suicide		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Hold an immediate team meeting and institute immediate referral for assessment and treatment		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		If others are aware of the threat or attempt, reassure them that action is being taken		
		Notify parents of any students of concern		
		Complete an assessment to determine risk level, using an approved screening tool		
		Meet with referring staff/faculty and/or student		
		Contact the local mental health emergency service screeners and request screening		

SUICIDE ATTEMPT (CONTINUED)

√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Make an immediate assessment and take any immediate action necessary to provide medical care		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Secure area and prevent non-essential people from accessing the scene or witnessing a traumatic event		
√	TIME	OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Initiate incident report, following school policy		
		Gather student/staff contact information		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Secure area and prevent non-essential people from accessing the scene or witnessing a traumatic event		
√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
√	TIME	INFORMATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		

SUICIDE COMMITTED

“Clear the Halls”

DATE / /

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Student, family, faculty, staff or other		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Confirm the death		
		Convene the School Crisis Team		
		Offer emotional support to school community to facilitate recovery		
		Prevent further suicides		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Confirm the death		
		Verify details with the family and offer assistance, appropriate support, and referrals. Honor the family’s wishes if possible		
		Inform superintendent		
		Convene school crisis team		
		Inform faculty/staff of the death. If school is not in session, contact faculty/staff via phone tree		
		Open the school to provide school/community support		
		Complete incident report		
		Prepare and send letter home to parents/guardians		
		Allow faculty/staff/students to attend the funeral		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Hold an immediate team meeting to plan for notifying students/faculty/staff of the death and to provide emotional support		
		Plan schedules and activities for the school day and week		
		Identify those particularly affected, such as relatives, friends, classmates, teammates, those with a history of suicide ideation, depression and/or substance abuse		
		Help create a Support Center in the building		
		Provide safety measures and special services for students, faculty, and staff		
		Ensure faculty and staff can attend the funeral to offer support to students		
		Meet with parents, guardians, and families of those at increased risk		
		Reassure and provide a sense of security, a way to remember the deceased and resume routine as appropriate to facilitate recovery		
		Prepare or update prevention strategies and protocol in case others attempt or complete suicide		
√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Make home visits to affected families to offer support and referrals		
		Provide outside psychological support—contact local mental health agency or providers		

SUICIDE COMMITTED (CONTINUED)

√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Secure the area if suicide occurs at school		
		Coordinate home visits to affected families with school counselor		
√	TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
		Secure area and prevent non-essential people from accessing or witnessing the scene, if suicide occurs at school		
√	TIME	OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
		Keep an informal time and procedures log of crisis response activities		
		Permit students to leave school only with parental permission and carefully track attendance		
		Provide substitutes for faculty and staff if they need to go home		
√	TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
		Secure area and prevent non-essential people from accessing or witnessing the scene, if suicide occurs at school		
		Assist in setting up a Support Center		
√	TIME	COMMUNICATIONS COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		Refer all media questions to law enforcement officials		
		Prepare faculty and staff by offering accurate and verified information regarding the death. Provide written statement for all to read to classes and make crisis hotline numbers available		

WEAPONS

"Clear the Halls"
 "Secure the School"
 "Shelter in Place"
 "Evacuate the Building"

DATE / /

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to a gun, knife, metal knuckles, straight razor, noxious or irritating or poisonous gas, poison, other items used with the intent to harm, threaten or harass students, staff, parents or school visitors

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Call 911		
		Take safety measures to protect yourself and others		
		Stay calm and avoid confrontation if possible		
		Obtain good description of individual and the type of weapon he/she has		
		Notify the principal or designee as soon as possible		
		Inform police of your observation and be prepared to write a statement		
√	TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
		Direct students and staff to "Clear the Halls," "Secure the Building," or "Evacuate the School"		
		Attend to the safety of students and staff at all times		
		Meet with law enforcement upon arrival		
		Convene school crisis team and decide how the school will respond		
		Assess situation in regard to location of person with weapon and potential for injuries		
		Contact superintendent		
		Contact parent(s) or guardian(s) as appropriate		
		Issue a press release or assign this task to the Communication Coordinator as deemed appropriate		
		Complete an incident report and file		
		Debrief with school crisis team and staff		
√	TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
		Convene school crisis team at the school and decide what additional resources and support will be needed		
		Provide victim assistance services as necessary		

WEAPONS (CONTINUED)

√	TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
		Assist principal or designee with notifying parents		
		Work with the counseling coordinator to initiate grief-counseling plan as determined by need and severity of the situation		
√	TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
		Be prepared to treat injuries and assist EMS as needed		
		Assess the degree of injuries and report back to principal or designee		
		Establish triage area in safe location		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with Law Enforcement, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts		
		Refer all media questions to law enforcement officials		
√	TIME	FACULTY AND STAFF	NAME OF CONTACT	CONTACT NO.
		Direct students who are in bathrooms or halls to join closest class and to inform the office about their location		
		Lock all hallway and exterior doors; however, no doors should be barricaded or locked in a manner that would prevent rapid evacuation		
		Ask teachers, staff, visitors and students to remain quiet in designated area, on the floor away from windows and doors, and with all lights turned off		
		Remain in "Secure the Building" mode until the principal or law enforcement commander gives the "all clear" command		
		During a gun incident, instruct students to "drop to the floor/ground" and remain out of view		
		If the fire alarm sounds, evacuate the building following the directions of the principal. Be prepared to use alternate evacuation routes away from the incident.		