

COOPER COUNTY R-IV SCHOOL
DISTRICT

CRISIS

RESPONSE

MANUAL

-Board Reviewed 2018-

Steps to ensure the safety of students and staff of the Cooper County R-IV School District:

- Crisis plan has been updated.
- Visitors must check in with the office and receive a visitor's pass.
- Staff receives annual training through...

In the event of a crisis in our area, students would be cared for at school (or an alternate location) until it is safe for them to leave. Students may be released only to their parents or other authorized adults listed in their school records.

Immediately report crisis to:

- Superintendent – 911 calls will be made from this office.
- The superintendent or his/her designee will handle the release of information in the event of a crisis to the media.

BUILDING CHAIN OF COMMAND

SUPERINTENDENT
PRINCIPAL
ASSISTANT PRINCIPAL
MAINTENANCE
COUNSELOR
SCHOOL NURSE
ADMINISTRATIVE ASSISTANT
CAFETERIA STAFF

REACTION REVIEW

As soon as possible after the crisis, a comprehensive review of the situation needs to be made by the key person involved. Weaknesses in the response need to be identified and recommendations for changes should be made to aid in the handling of future disasters.

CRISIS RESPONSE TEAM

Superintendent
Principal
Assistant Principal
Maintenance
School Counselor
School Nurse
Administrative Assistant
Cafeteria Staff

Remain at school until end of the day and crisis is “under control”.

When all students and staff members have left for the day, be prepared to report to the superintendent for instruction.

Perform tasks assigned by the superintendent.

Team needs to not only review procedures annually, but should go through at least two scenarios. The key to successfully handling an incident is the preparation before the event.

Establish a protocol for dealing with crisis and critical incidents.

Establish a systematic approach for identifying, referring, and assessing students at risk of suicide, or other behavior that would endanger themselves or others.

Introduce staff to procedures and training to fulfill designated roles, including conducting drills.

Provide assistance during crisis in accordance with designated roles; provide follow-up activities.

Conduct debriefing at the conclusion of each crisis episode to critique the effectiveness of the school’s Crisis Management Plan.

Conduct periodic reviews and up-dating of the Crisis Management Plan; conduct staff training to review new up-dates.

ROLE OF SUPERINTENDENT/ DESIGNEE

SUPERINTENDENT

Direct all operations of the school in the management of the emergency.

Gather information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency.

Assess the emergency situation and assign tasks based on the overall needs for managing the emergency.

Direct all activities of the district and school staff in the management of the emergency.

Stay in contact with the leaders of the emergency service agency and local law enforcement departments working on the emergency.

Coordinate and direct contact with emergency medical services, local law enforcement, fire department, and the highway patrol.

Coordinate and direct communication between the emergency site and county and state agencies.

Collect and disseminate information to the media.

Authorize the release of information to the public.

Keep the school board informed of emergency status.

Arrange for the delivery of outside services and materials needed for the management of the emergency.

Monitor developing situations such as weather conditions or incidents in the community that may impact the school.

The principal will assist the superintendent and serve in this capacity in the absence of the superintendent.

Communicate with hospitals immediately if any students or adults are being sent to that hospital for treatment.

Coordinate information to be shared with school district personnel during and after the crisis.

PRINCIPAL/ASSISTANT PRINCIPAL

Act as liaison between the media and Superintendent, whose attention must be focused on the immediate problems of managing the crisis without constant interruption.

Keep county officials, office staff, and school personnel, and staff informed of developing situations and initiate emergency notifications and warnings.

Direct emergency operations until public safety officials arrive on the scene.

Serve as liaison to public safety personnel once they arrive on the scene.

Implement evacuation procedures and measures to control access to affected area(s).

Provide damage assessment information to the superintendent.

Establish procedures for assessing and reporting status of students in an emergency or any event that results in evacuation or relocation of students.

In an emergency, receive reports from all teachers on the condition and location of every student.

Assign persons to investigate reports of any missing, injured or ill, or out of compliance student(s).

Implement student release procedure procedures.

ROLE OF TEACHERS/SUPPORT STAFF

TEACHERS:

Evacuation – Prepare classroom emergency kit. Direct and supervise students en route to pre-designated safe areas within the school or to an off-site evacuation shelter.

Student Assembly – maintain order while in student assembly areas.

Student Accountability – Verify the location and status of every student. Report to the principal on the condition of any student that needs additional assistance.

Establish a partner system to pair teachers and classes so that some teachers can assist with other tasks such as first aid, search and rescue, or community relations.

Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official “student release process”.

SUPPORT STAFF:

Handle overflow telephone calls at the emergency site.

Establish and maintain a clearinghouse for calls and requests from the community, parents, and the media and refer those to the appropriate person or place.

Initiate and maintain an incident log.

Receive and maintain student accounting forms.

Update faculty phone tree.

ROLE OF COUNSELORS/MAINTENANCE

COUNSELORS:

Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.

Lead crisis groups dealing with suicide intervention.

Work with students and staff during a critical incident, and assist with postvention procedures.

Assist crisis team during the crisis by providing a valuable resource with dealing with various people in a time of crisis.

MAINTENANCE:

Inventory all hazardous materials, portable and fixed equipment, and utility lines in or near the school.

Establish procedures for isolating hazardous areas.

In an emergency, survey damage and structural stability of buildings and utilities and report to the superintendent.

Search the affected areas of the school for the students and staff who may be confined or injured; however, do not put yourself or others at risk. This task may need to be accomplished by trained public safety professionals.

Implement building access control measures.

Distribute supplies to student assembly areas.

Assist county/state officials in damage assessment.

Assist administrators in recovery procedures.

MEDICAL EMERGENCY

This is an emergency when one or more students or staff members are sick or injured. The immediate concern is First-Aid. Use two-way radios and intercom as appropriate.

Overall Actions:

- Evaluate the scene. Is it secure?
- What are the number of victims and type of injuries?
- Were any mechanisms involved in the accident?
- Coordinate first aid as necessary. Enlist the assistance of the school nurse and other trained CPR/First Aid/AED personnel.
- Call 911 with number of injured and location.
- Notify Superintendent.
- Communication with parents as appropriate.

Superintendent/Designee:

- Determines appropriate action and notification of staff
- Supervises care of sick or injured
- Assigns administration of first aid.
- Locates EMS officials.
- Keeps access areas open.
- Assesses transportation needs and coordinates with EMS.
- Assigns roles of auxiliary personnel.

Secretary:

- Calls 911 if necessary.
- Contacts parents or guardians.
- Refers media calls to Superintendent's office.
- Documents times and communication efforts with others.

Maintenance:

1. Secures area and reports to Superintendent.

Teacher:

2. Secures area and remains with students.

FIRE WARNING PROCEDURES

The FIRE alarm will consist of an animated voice repeating “Fire, Fire.” In the event of a FIRE, please evacuate immediately and accordingly. Do not take time to collect any items other than your student list and red/green cards. Move to your assigned location outside of the building and assemble your class. The below list are locations for each classroom and the designated area away from the building.

Middle and High School:

HS Science.....	Front Door (South) Walk around to ball field
I-TV.....	Front Door (South) Walk around to ball field
Social Studies.....	Front Door (South) Walk around to ball field
Stage.....	Front Door (South) Walk around to ball field
Office.....	Front Door (South) Walk around to ball field
HS Math.....	Side Door (West) Go to ball field
English.....	Side Door (West) Go to ball field
New Gymnasium.....	Cafeteria Doors (East) Go to student parking area
Small Gymnasium.....	Side Door (West) Go to ball field
ISS Room (Accompany Social Studies Class).....	Side Door (West) Go to ball field
MS English/Science.....	Side Door (West) Go to ball field
HS Hall Restrooms.....	Side Door (West) Go to ball field
Library.....	Side Door (West) Go to ball field
FACS.....	Side Door (West) Go to ball field
Art.....	Band Room Door (West) Go to ball field
Music.....	Band Room Door (West) Go to ball field
Maintenance Area.....	Back Door (North) Go to ball field
Special Education.....	Side Door (West) Go to ball field

Elementary:

Teacher’s Lounge/Workroom.....	Elementary Door (East) Go to student parking area
Title I.....	Elementary Door (East) Go to student parking area
Kitchen.....	Elementary Door (East) Go to student parking area
5 th Grade.....	Elementary Door (East) Go to student parking area
4 th Grade.....	Elementary Door (East) Go to student parking area
3 rd Grade.....	Elementary Door (East) Go to student parking area
2 nd Grade.....	Elementary Door (East) Go to student parking area
1 st Grade.....	Elementary Door (East) Go to student parking area
Kindergarten.....	Elementary Door (East) Go to student parking area
Cafeteria.....	Cafeteria Doors (East) Go to student parking area
Cafeteria Restrooms.....	Cafeteria Doors (East) Go to student parking area
Coach’s Office.....	Cafeteria Doors (East) Go to student parking area
Nurse’s Office.....	Cafeteria Doors (East) Go to student parking area
Tech.....	Elementary Door (East) Go to student parking area

If you are located outside of the school building at the time of a FIRE, keep all students with you and assemble in your assigned area outside of the building.

TORNADO WARNING PROCEDURES

The tornado alarm will consist of administration coming over intercom announcing a tornado warning. In the event of a tornado, please evacuate immediately and accordingly. Do not take time to collect any items other than your student list. After moving to location, sit on floor, put your face down and cover your head with hands seated on the floor facing a wall. The below list are locations for each classroom and the designated area to take shelter.

Middle and High School:

HS Science	Old Weight Room
I-TV.....	Old Weight Room
Social Studies.....	Old Weight Room
Stage.....	Staff Bathroom Closet
Office.....	Staff Bathroom Closet
HS Math.....	Old Weight Room
English.....	Old Weight Room
New Gymnasium.....	Boys Locker Room
Small Gymnasium.....	Old Weight Room
ISS Room (Accompany Social Studies Class).....	Old Weight Room
MS English/Science.....	HS Hall Restroom (Boys)
Library.....	HS Hall Restroom (Girls)
FACS.....	HS Hall Restroom (Girls)
Art.....	Music Room Storage Room
Music.....	Music Room Office
Maintenance Area.....	HS Hall Restroom (Girls)
Special Ed.....	Old Weight Room

Elementary:

Title I.....	Teacher's Lounge
Kitchen.....	Boys Restroom (Cafeteria)
5 th Grade.....	Nurse's Office
4 th Grade.....	Girls Restroom (Cafeteria)
3 rd Grade.....	Teacher's Lounge
2 nd Grade.....	Teacher's Lounge
1 st Grade.....	Teacher's Work Room
Kindergarten.....	Teacher's Work Room
Cafeteria.....	Cafeteria Restrooms and Gymnasium Locker Rooms
Coach.....	Stays in room
Nurse's Office.....	Stays in room
Tech.....	Go to back office of your room

If you are located outside of the school building at the time of inclement weather, bring all students into the building through the nearest entry doors and into designated shelter areas below:

South Door (Front of Building)	Old Weight Room
West Door (Parent Pick-Up Side)	Old Weight Room
East Door (Cafeteria Side)	New Gymnasium Locker Rooms

INTRUDER PROCEDURE (Threat Inside and Outside)

The following procedure should be followed when the threat or intruder is *inside* of the school building:

Threat Inside

1. Administrator orders and announces with planned code over the intercom system to signal that an intruder is present in the building. (If possible leave intercom enabled). This announcement should be repeated several times. Administrator or designated school official calls 911.
2. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
3. Classes that are outside of the building should not enter the building but go to designated Off-Site Evacuation location. (Off-Site Evacuation location designated by administrator)
4. Lock and secure classroom doors.
5. Move students away from windows and doors. Keep all students sitting on the floor, and turn off the lights.
6. Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
7. Doors are not to be opened for anyone and remain locked until law enforcement or designated school officials gain access to classrooms and other areas using master keys.
8. Keep out of sight.
9. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
10. When or if students are moved out of the classroom, assist them in moving quietly and quickly as possible.
11. **If staff evacuates students to off-site evacuation location.** It should be known to school staff, the local law enforcement department, transportation drivers; **not** to students or parents and guardians.
12. Once evacuated, staff takes student roll call at the Off-Site Evacuation Location. Staff should have class lists available. Staff should have a cell phone, or utilize pay phone or other solicited telephone at Off-Site Evacuation Location to notify local law enforcement department or designated school officials of any missing students.
13. All evacuated staff and students **REMAIN AT SECURED OFF-SITE EVACUATION LOCATION UNTIL DEPARTURE IS AUTHORIZED BY LOCAL LAW ENFORCEMENT DEPARTMENT THROUGH DESIGNATED SCHOOL OFFICIALS.** This helps ensure the safety of all involved, enables student and staff tracking, conserves law enforcement and other agency resources to a set area, enables law enforcement to conduct interviews and gain detailed information regarding this situation, and controls media access. Provide law enforcement with as much detailed information as possible. Parents and guardians who arrive at Off-Site Evacuation Location follow any direction given them by law enforcement, school officials and other designated authorities.
14. Local media are used to communicate important information and provide updates of the situation in as timely a manner as possible.

The following procedure should be followed when the threat or intruder is *outside* of the school building:

Threat Outside

1. Administrator orders and announces warning over intercom system to signal threat outside of building is present.
2. Clear hallways, restrooms, and other rooms that cannot be secured.
3. Secure and cover classroom windows.
 - Move all students away from windows.
4. Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should take this list with them once they are directed to leave the classroom.
5. Control all movement, but continue classes. Disable bells. Move on announcement only.
6. Once the threat has subsided, the administrator announces with planned code.

BOMB THREATS

THE THREAT OF A BOMB made by a person, by a recording, by a letter, by an email, or over the phone.

RESPONSE PROCEDURE:

1. CALL TAKER SHOULD REMAIN CALM, ALERT OTHERS TO LISTEN IN ON THE CALL, AND ATTEMPT TO OBTAIN AS MUCH INFORMATION AS POSSIBLE FROM THE CALLER.
2. Superintendent or designee MUST CALL LAW ENFORCEMENT AT 911.
3. Set into motion an organized, planned SEARCH OF THE BUILDING.
4. The Superintendent or designee will determine if the building needs to be evacuated.
5. IN CASE OF EVACUATION:
 - a) EVACUATE STUDENTS to a safe designated area. Students are to take any personal possessions in class with them.
 - b) TEACHERS are to STAY WITH STUDENTS at all times unless instructed by the Superintendent or designee to do otherwise.
 - c) DO NOT PERMIT any individual(s) to RE-ENTER until instructed by the Superintendent or designee that it is safe to do so.
 - d) STAFF SHOULD TAKE ROSTER, GRADE BOOK, PERSONAL BELONGINGS.

MAJOR DISASTER/NUCLEAR EMERGENCY

In the event of a major disaster or nuclear attack, we would operate under the plan for the Cooper County Emergency Operation Plan.

BUS ACCIDENT

A collision or other emergency situation involving a school bus that is transporting students to or from school, or from an extracurricular activity.

Overall Actions:

1. Determine bus number, driver's name, location of bus, and identify passengers who require first aid.
2. Call 911
3. Notify Superintendent
4. Notify Principal, the principal will notify parents and community as soon possible or will designate who will contact them.
5. Refer media call to the Superintendent.

Bus Driver:

1. Secure vehicle and display appropriate warning devices.
2. Identifies injured individuals.
3. Obtains names, addresses, phone numbers and license numbers of persons involved.
4. Obtains names, addresses and phone numbers of witnesses.
5. List of students and their seating on bus at time of accident.
6. Takes attendance and notifies Superintendent of missing students.
7. Fills out accident report form.
8. Remains at scene until instructed to leave by law enforcement.
9. Transports students' not needing first aid to/from school.
Students should remain on bus to receive instructions from the driver, Superintendent or the Principal.

EARTHQUAKE PROCEDURES

DROP, COVER & HOLD

"EARTHQUAKE, DROP, COVER & HOLD!" During an earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

Overall Procedures:

Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover. All other actions must wait until tremors subside.

- Talk calmly to students and staff to avoid panic.
- Protect face and head from falling objects with Drop, Cover and Hold technique:
 1. Get beneath a desk, table or bench.
 2. Cover head with a coat, clothing, books or hands.
 3. If no cover is available, crouch against an inside wall & cover.
 4. Stay away from outside walls, windows or other expanses of glass.
 5. Students and staff outside the building should move away from the building and any overhead electrical wires and Drop, Cover & Hold.
- Stay in position until tremors and/or falling debris ceases.
- The Drop, Cover and Hold technique may have to be used continually due to aftershocks.
- All doors are to be left open to minimize jamming. Do not go outside if ground is shaking.
- Determine damage and the need for building evacuation.
- If necessary evacuate to a safe distance from the building.
- Superintendent or designee will call 911.
- Assess injuries and set up first aid station.
- Assess transportation needs.
- Communicate with parents as appropriate.
- Refer media calls to the superintendent's office.

Principal/Assistant Principal::

- Determines need for building evacuation and notification of staff.
- Supervises evacuation and assess injuries.
- Locates Fire Department, Law Enforcement.
- Keeps access roads and paths open.
- Assesses transportation needs.
- Have maintenance or appropriate personnel assess building soundness.
- Assigns roles to auxiliary persons as needed.
- Coordinates with Superintendent.
- Communicates with parents as soon as possible.

Secretary:

- Calls 911
- Informs Superintendent
- Refers media to Superintendent
- Takes student emergency file to evacuation site.

Maintenance:

- Shuts off natural gas, electricity and water
- Reports to superintendent and principal

Teacher:

- Evacuates students.
- Takes grade book and begins attendance check.
- Notifies principal of any missing students.
- Teachers without classes should report to principal for assignments.
- Assist with evacuation.
- Check bathrooms and other areas for students and people.

WEAPONS

ANY OBJECT THAT CAN REASONABLY BE USED TO INFLICT BODILY INJURY.

Subcategories: gun, knife, club, other

- Used in a threatening manner
- Used to cause bodily harm
- May be concealed

RESPONSE PROCEDURE

Use of a Weapon ON SCHOOL PROPERTY

1. If a student or adult displays or threatens immediate use of a weapon, assume an emergency situation is in effect. **THE SUPERINTENDENT, PRINCIPAL OR THEIR DESIGNEE, CALL 911 IMMEDIATELY.**
 - **DO NOT ATTEMPT TO DISARM THE PERSON PHYSICALLY.**
 - **SECURE THE AREA AS MUCH AS POSSIBLE.**
 - **TRY TO MAINTAIN A CALM SITUATION AND CALM DEMEANOR.**
 - **AVOID PANIC.**
 - **MAKE USE OF THE SCHOOL INTERCOM SYSTEM TO GET A NON-THREATENING MESSAGE TO STAFF TO SECURE THEIR AREAS.**
2. In the event of **INJURY** to any individual, **CALL THE NURSE AND 911** immediately. First aid measures should be carried out as quickly as possible.
3. Implement the appropriate plan of action per superintendent's instructions.

SUICIDE

A student or staff member is reported to have committed suicide.

RESPONSE PROCEDURES:

- A. **SUICIDE or suicide attempt ON CAMPUS.**
 - 1. **CALL 911 AND ADMINISTER FIRST AID.**
 - 2. **SECURE AREA.**
 - 3. **CONTACT THE SUPERINTENDENT AND PRINCIPAL.**
 - 4. **Principal or designee will contact the parents/guardians/family of victim.**
 - 5. **Assess the situation and implement appropriate plan of action.**
 - 6. **OBTAIN A LIST OF POSSIBLE WITNESSES for law enforcement.**

- B. **SUICIDE or suicide attempt off campus.**
 - 1. **CONTAIN THE STORY AND PROTECT THE PRIVACY OF THE FAMILY.** Do not refer the death as a “suicide” and move to contain the story until it has been verified.
 - 2. **DIRECT THE PERSON WHO BRINGS THE MESSAGE NOT TO REPEAT IT TO ANYONE.** Explain that the information has not been verified. Even if it is correct, it is important that the announcement come from the principal in an appropriate manner.
 - 3. **Instruct the secretary and others not to repeat anything that has been said or to give out any information until the report has been verified. DOES NOT LET NEWS OF THE INCIDENT GET OUT OF CONTROL.**
 - 4. **VERIFY THE FACT THAT THE REPORTED DEATH DID OCCUR.** Do everything possible to verify the facts of the case. The principal will make the calls to the police or coroner, if necessary. Hospitals usually will not give out information. Do not call the home.
 - 5. **If the death is verified, NOTIFY THE SUPERINTENDENT.**
 - 6. **Implement the appropriate plan of action.**

- C. **When the suicide has been verified.**
 - 1. **HOLD A FACULTY MEETING** as soon as possible. If it has to wait until the end of day, give notice of the meeting early. As soon as the facts are known, the principal prepares a brief, written announcement to be distributed to teachers which they can read to students simultaneously throughout the school.
 - 2. **REFER ALL INQUIRIES FOR INFORMATION FROM OUTSIDE THE SCHOOL TO THE OFFICE.** One person from that office will serve as spokesperson for the school. Do not allow reporters to interview any students or staff members in or on the school grounds.
 - 3. **CONTACT RESOURCES** (school counselor, school nurse) **TO ASSIST** students, parents and staff.
 - 4. **DO NOT GLORIFY THE DEATH** in any way.
 - 5. **Try to get things BACK TO NORMAL AS SOON AS POSSIBLE.** Be sensitive to the fact that certain students may have been profoundly affected by the death. The students still may need special help, but don’t let it become a “contagious action”. Minimize the possibility that other students may imitate behavior and take their own lives.

DEATH OF A STUDENT, EMPLOYEE

The death of a student, staff member or prominent public figure has been reported.

Consideration: Following are some items to be addressed by the Superintendent or his/her designee.

- Is the report of the death accurate?
- Determine the location of the incident (at school, a school-related event, a non-school related location)
- To what extent is information of the death known by students and staff? The time frame of the death in relation to the current time will be of importance. Did the death occur within the last few hours and is unknown by students and staff, or did the death occur one or two days earlier and is a widely known fact?

RESPONSE PROCEDURE:

1. **LOCATE INFORMATION** that is as accurate as possible. The need here is for basic facts.
 - Has a death occurred?
 - Personal data: For an employee; age, number of children, name of spouse and children. For a student; age, name of parents and siblings (this should come from the school files). **DO NOT REQUEST THIS INFORMATION FROM THE FAMILY.**
2. **ASSESS THE SITUATION AND IMPLEMENT THE APPROPRIATE PLAN OF ACTION.**
PREPARE A BRIEF STATEMENT to be used later to inform staff members. This statement should be factual, presenting only the basic facts of the incident. Example:

Please take a few moments to prepare yourself and your students and then share this information with your classes. Some students may need assistance. If you, or any of your students need assistance please contact the office. "Last night, Mr. John Doe passed away. Mr. Doe leaves a wife, Jane, and two children, Jim and Joe. Currently the family is making arrangements for services. Information will be made available to staff members as soon as it becomes available.
3. **ALL MEMBERS OF THE ADMINISTRATIVE STAFF, COUNSELOR, AND NURSE NEED TO MAINTAIN A HIGH LEVEL OF VISIBILITY.** Everything else becomes secondary; the needs of the students and staff become the only concerns of these individuals. Their visible presence will help students deal with the insecurity of the moment.
4. **THE WRITTEN STATEMENT SHOULD BE HAND DELIVERED TO ALL STAFF MEMBERS BY ADMINISTRATORS/AND OR COUNSELOR.**
5. Remember to include maintenance, kitchen staff and secretary. Do not place the statement in mailboxes and do not use the intercom system to make the statement.
6. In the case of the death of an employee, the superintendent, principal and counselor will discuss the incident. The superintendent will be the individual who will assist the family with board of education policies and benefits provided by the school district.
7. As information pertaining to funeral arrangements becomes available, make plans for the need to dismiss students and provide class coverage for staff members who will choose to attend services.
8. As is appropriate, make contact with the family to offer assistance and prepare for any arrangements that will involve the school.
9. The superintendent decides if a letter should be sent home to parents that day, explaining what happened and what the school is doing.

PERSONAL SECURITY

A staff member or student has been robbed, assaulted, and/or kidnapped on school grounds, in the school building, or at a school event by a trespasser.

RESPONSE PROCEDURES:

1. When an incident occurs, the principal or his designee will notify:
 - Law enforcement
 - Superintendent
2. In the event of an injury, call the school nurse or 911. First aid procedures should begin as quickly as possible. Each school will maintain a list of all employees certified in first aid procedures and CPR.
3. Gather information from those who may have witnessed the incident.
4. Prepare a brief factual statement to inform staff members of the incident.
5. If the incident warrants media coverage the superintendent will respond to the media.

PREVENTION STRATEGIES:

Because of the concern for personal safety issues, plans to reduce the potential for injury, theft or robbery of staff members and students. The plan must strive to make the school as secure as possible within the constraints of the building structure and staff limitation. The plan may include but should not be limited to the following suggestions:

1. Each school building should be secured as much as possible during the school day.
2. Be aware of surroundings when arriving and leaving the building. Observe if suspicious cars or persons are present. Report suspicious persons to the principal immediately.
3. Use the “buddy” system. Arrange to enter or leave the building accompanied by another person.
4. The last person to leave the building should ask the custodian to accompany him/her to their car.
5. When going to your locked car, observe shrubbery, trees, and nearby cars which may conceal someone hiding. Have your key ready to unlock the car and observe the back seat and floor to be sure that no one is hiding inside.
6. Valuables, including purses, should not be left in unlocked classrooms, closets, or desks.
7. Valuable items in your car should be out of sight and preferably locked in the trunk.
8. Purses should be carried close to the body. Shoulder bags should be carried over one shoulder across the body.

THESE PERSONAL SAFETY PRECAUTIONS MUST BE SHARED ANNUALLY WITH AND FOLLOWED BY ALL STAFF MEMBERS.

