

Emergency Crisis Plan

Sweet Springs R-VII

School District

2017-2018

Board Approved:

June 21, 2017

Purpose: This emergency plan has been developed to assist the Sweet Springs R-VII School District in protecting the health and safety of the children in its care should disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of the Sweet Springs R-VII School District.

Safe School Atmosphere:

Suggestions from staff members to make security more effective shall be encouraged at all times. Those staff members with recommendations shall see their respective building principal. Throughout the school day all of the following shall be followed:

- Students should not be in isolated areas of the building alone. (gym, classroom, etc.)
- Classroom doors should be locked by the classroom teachers at the end of the day.
- Students shall obtain a pass from classroom teacher when leaving the classroom. (bathroom, nurse, office, etc.)
- Teachers will supervise their students at all times. In classrooms and including transitional times in the hallway.
- Students are not allowed in the building before 7:25.
- After school the building principal, or their designee, will provide supervision until the busses leave.
- Substitutes should be familiarized with the emergency crisis plan.

In the event of a catastrophe the building will be closed to the public. All staff will refrain from making statements to anyone other than authorized administrative personnel. Emergency procedures will be implemented as described below.

General Security:

- All visitors will report to the appropriate office for entry into the building.
- All visitors will wear a visitor's badge.
- A list of emergency contact numbers will be kept by each phone located in the building for staff to access during an emergency. *See emergency contact sheet*
- All doors excluding main entry doors will be locked during school hours.
- School personnel are prohibited from giving their keys to non-school personnel.
- Staff will discourage students from making calls on cell phones during times of emergency.

Building and Grounds Inspections: The Superintendent and Director of Maintenance will be responsible for thorough building inspections twice a year. The director of Maintenance will make monthly inspections along with the building administrator. Such concerns that arise during any inspection will be passed on to the Superintendent. The district shall survey and assess the exposure of friable asbestos in all buildings. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environment Protection Agency. An outside agency will make periodic inspections as required or necessary.

Visitors:

- All visitors must report to the appropriate office for entry into the building.
- Staff members will be notified by the office secretary of any visitor that pertains to their classroom.
- All visitors will wear a visitor's badge.
- Any visitor that has not been properly admitted will not be permitted to confer with teacher/student until they have gained proper clearance through the office.
- All visitors wanting to observe in a classroom must notify the appropriate office 24 hours in advance.

Staff and Student Preparation: It is important for all staff members and students to prepare for such disasters, be it natural or deliberate. Throughout the school year emergency drills will be conducted to train staff and students on the appropriate responses to situations of crisis. Staff should refer to the District Crisis Plan and/or CrisisGo App. (Preschool will hold fire drills monthly and tornado drills will be conducted every three months. The elementary and high school will hold drills periodically throughout the school year.) Such drills may include, but not be limited to:

- **Fire Drill**
- **Tornado Drill**
- **Earthquake Drill**
- **Intruder Drill (Tier I and II)**
- **Active Shooter Drill (Tier III)**
- **Bomb Threat**

The Preschool Director will keep a log of such drills for the Sweet Springs R-VII Preschool Program.

Parent Preparation: In the event of an evacuation parents will be notified via TextCaster. Contact numbers for each parent will be obtained and kept in the building principal's emergency bag for communication during emergencies.

Community Preparation: Building administrators will communicate with local emergency officials and law enforcement about the district's emergency procedures for smooth operations of handling a situation of crisis. The Sweet Springs R-VII Crisis Management Team will continue working together to align community resources in efforts to maintain safety and effective crisis management.

Emergency Supplies: Each classroom will hold emergency supplies within their classroom emergency bag. Such supplies shall include first aid supplies, rubber gloves, flashlight, child appropriate entertainment, and an updated classroom crisis plan and student roster. In the case of an evacuation the nurse will carry any medical devices that are relevant to the needs of students. ex: Epi Pen.)

Student Emergencies: The policy of the school in case of an emergency is to handle the situation as expeditiously as possible. The administration will proceed as they deem necessary and will attempt to reach the parent/guardian or designated contact by telephone.

- **Extreme Student Medical Emergency:** An extreme student medical emergency exists when a student loses consciousness or exhibits other behaviors indicative of grave physical illness/injury at school, at or en route to or from school-sponsored events. In these circumstances, time is of the essence and parents/guardians will not be contacted until emergency personnel have been called. During this situation a staff member at SSR-VII should handle the situation in the following way:
 - Seek the school nurse immediately.
 - Call 911
 - Stay calm.
 - Stay with the student(s) and attempt to keep the student comfortable and safe
 - Contact an administrator
 - Other faculty or staff on the scene should attempt to clear the area of students and remain calm.
 - Seek medical attention as deemed necessary.
- **Student Drug Overdose:**
 - Seek school nurse immediately and contact emergency personnel.
 - Send for school administrator
 - Remain Calm.
 - Attempt to identify drug taken. Relay any information about the drug to emergency personnel or hospital.
 - If any drugs are found turn them over to the school administrator who will deliver them to emergency personnel.
- **Eye Protection:**
 - Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the district.
 - These devices may be issued to the students or provided at work stations for individual activities.
 - When issued to students, principals are authorized to charge students for damage or failure to return any device issued.
 - Instructional staff is responsible to see that safety devices are in place at all times.
- **Sweet Springs R-VII DEFIBULATOR LOCATIONS:**
 - North side of nurse's office.
 - Next to East entrance into the elementary gymnasium.
- **Accident Reports:**
 - In order that proper measures are taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or a school sponsored activity of the school district.
 - Copies of all accident reports will be kept in the central office.

Emergency Response Procedures:

• FIRE DRILL

- Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. *See emergency contact sheet*
- Alarm: **Repeating Buzzer with Pre-recorded Message**
- Teachers will rapidly evacuate all students to their classroom's designated area.
 - See classroom evacuation route.
 - Do not attempt to cross or break into another line but wait until it passes.
 - Students should remain quiet at all times.
- The classroom teacher emergency bag will accompany the class upon evacuation.
 - First Aid Supplies
 - Flashlight
 - Red/Green Construction Paper
 - Class roster including emergency contact information for parents.
- Once at designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing student(s)/life threatening injury
- Teachers will remain with their class at all times.
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- The building can be re-entered once the building has been declared safe by school administrator. Administrator will give an all clear signal.
- Fire Extinguisher Locations:
 - K-1 Hallway – outside 1st grade classroom
 - 4-6 Hallway – outside 6th and 5th grade classroom
 - 2-5 Hallway – outside 2nd and 5th grade classroom
 - Hallway near janitors workroom
 - High School Commons
 - High School Science Room
 - East entrance - inside elementary gym
 - High School Math Room
 - High School Business Room
 - Ag Shop

- **TORNADO DRILL**

- Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. See emergency contact sheet
- Alarm: **Continuous Bell with Pre-recorded message**
- Teachers will evacuate students to their classroom's designated shelter area
 - See tornado evacuation map for your classroom location
 - All students should bring a textbook with them.
- The classroom emergency bag will accompany the class upon evacuation.
 - (Emergency bag contents.... see above.)
- When classes have reached their designated shelter areas students will:
 - Line the interior wall as quickly and safely as possible avoiding areas with glass and doorways. Students shall sit facing the interior wall in a crouched position covering their head/neck area with their textbook.
 - All students shall remain quiet and wait for instructions.
- The building can be re-entered once the building has been declared safe by a school administrator. The administrator will signal the all clear signal.

- **EARTHQUAKE DRILL**

- Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. See emergency contact sheet
- Alarm: **1 LONG BELL, PAUSE and REPEAT with Pre-recorded Message**
- Teacher will direct students to "drop and cover" underneath their desk, table or heavy furniture.
- Teacher will keep calm and give precise directions to students.
 - Students/Teachers should stay away from and face away from windows.
 - Students/Teachers should be aware of light fixtures and other objects that might fall.
- If a class is outside during such an occurrence the teacher should instruct students to do the following:
 - Move away from the building; avoiding utility poles, and overhead wires.
- Once the earth stops shaking, instruct students to exit the building in same manner as fire drill.
- Once a designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- Action to Secure School
 - Once the earth has stopped shaking, maintenance personnel have been designated to shut off all electrical, gas and water from the school.
 - No outgoing calls will be allowed until the situation stabilizes.

- **Tier 1: Intruder Plan-Precaution**

- If while in/out of the building a staff member sees a suspicious individual on school property they are to contact the office and remove their class from that location.
- If suspicious activity has been identified and warranted but safety of school is not threatened:
 - Announcement over the intercom: specific language identifying intruder/situation
 - Staff will:
 - Account for all students- If a student is unaccounted for, contact office via intercom and/or crisis go.
 - No unnecessary hallway passes
 - No Recess
 - No outside P.E.
 - Passing Periods- Teachers on high alert as students transfer to classes.
 - Lock classroom door
 - Locate Emergency kit
 - Exterior doors locked
 - Parent check out students at the door
 - Continue with classroom activities until all clear announcement is made over the intercom: specific language to continue and/or stop at level 1 procedures.

- **Tier 2: Intruder Plan-**

- If the safety of the school is threatened the following actions will be taken:
 - Announcement over the intercom: specific language identifying intruder/situation
 - School personnel will contact 911 and school administrator.
 - All staff members will immediately lock their classroom door.
 - No students leave the classroom. No passing periods.
 - Verify all students entering classroom before unlocking door.
 - Secretaries report to "Command Posts"
 - No students will be allowed to leave building. Parent requests not allowed.
 - Classroom lights will be shut off and windows will be covered.
 - Students will be directed to a corner in the room.
 - Students will be kept calm and NO TALKING will be allowed.
 - Listen for further instructions.
 - PREPARE for TIER 3 OR
 - All teachers will remain in their classrooms until an all clear is given by a school administrator: specific language addressing either to continue to level 2 or stop at level 2 procedures.
 - Text caster alert will be sent out.

Tier 3: Active Shooter- specific language identifying intruder/situation

Active Shooter

An active shooter is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate assistance of law enforcement officers to stop the shooting and prevent harm to innocent victims.

Procedures:

If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

RUN – When an active shooter is in your vicinity.

- If there is a way out, and you can get out, **GET OUT!** This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do not trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

POLICE RESPONSE – When law enforcement officers arrive.

- Keep your **EMPTY** hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on the way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

- **BOMB THREAT**

- When threat is received via telephone all calls will be directed to an administrator if possible.
- Personnel will immediately note time of call.
- While personnel is on telephone with caller other school personnel will be directed to contact 911.
- While on the call personnel will try to keep the caller on the phone as long as possible in effort to obtain the following information:
 - location of bomb
 - time of detonation
 - Description of device
 - Clues to identify the caller-age, sex and mental condition
 - Group or person responsible
 - When and how bomb was placed in school.
- Administrator will signal alarm to clear the building by sounding the fire alarm.
- Students will evacuate the building according to fire drill procedures.
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- In the case of inclement weather students will be taken to the Sweet Springs Baptist Church.

- **BOMB THREAT: BUILDING PROCEDURES**

- Evacuate building until police arrive
- Building will be searched by police with assistance of district.
- All objects that seem out of place should be reported (boxes, cans, pipes, etc.)
- If a suspicious object is found, do not touch or handle it. Report the object to police immediately.
- Have fire extinguishers available.

- **RELOCATION PROCEDURES:**

- In the event that students and staff of the Sweet Springs R-VII School can not stay on school premises, the students will be taken to the Sweet Springs Baptist Church. The students will remain at this location while emergency contacts are notified.

- **INCLEMENT WEATHER AND EARLY DISMISSAL PROCEDURES:**

- School Cancellations:
 - All staff personnel will be contacted directly via phone tree.
 - In the event that school would need to be cancelled due to inclement weather or other emergency situations announcements will be made to KMMO and TextCaster.
- Late Start Days:
 - There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. During delayed start school days:
 - A.M. preschool will be cancelled, but P.M. preschool will run as normal.
 - Breakfast will not be served, but school lunches will be served as usual.
 - School will be dismissed at normal dismissal time.
- Any announcement will be made as far in advance as possible allowing parents the opportunity to make arrangements for their children. Any student the school is informed of being unsupervised at home will have his or her parents/guardians notified.