

## Staff Information District Emergency Crisis Plan & Procedure

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Review this plan often and know where to find the information!

Regardless of the event, always take with you:

- A class roster or teacher advisory so you can take attendance.
- Student and other emergency phone contact numbers.
- This plan.

Anytime you must evacuate the building, take attendance once you reach the evacuation site.

### **(Use color sheets)**

Green - All students are present and accounted for.

Red - There are missing students.

Yellow - There are extra students.

### **Important Phone Numbers:**

Superintendent's Office – 208-235-3225 OR 208-235-3205

Secondary Director Office – 208-235-3228 OR 208-235-3211

Elementary Director Office – 208-235-3214 OR 208-235-3206

Student Support Services Office – 208-235-3253 OR 208-235-3261

Communications – 208-235-3257/208-241-1015 OR 208-235-3231

Revised: 07/21

## THIS PLAN SHOULD INCLUDE:

- Class Roster / Teacher Advisory
- Emergency Phone Numbers
- Campus Map

### **\*Emergency Numbers**

- Maintenance and Operations – 208-233-2604 – Alan Spidell – 208-251-3197
- Idaho Power Company – 800-488-6151
- Intermountain Gas Company – 800-548-3679
- City of Pocatello Water Department – 208-234-6182
- City of Chubbuck Water Department – 208-237-2430
- Dispatch Pocatello – 208-234-6100
- Dispatch Chubbuck – 208-237-7172
- Dispatch Bannock County – 208-236-7123

# IN AN EMERGENCY

## When You Hear It...Do It!

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### LOCKDOWN! Students



- Move away from sight.
- Maintain silence.
- Do not open the door.

### Teachers

- Scan hallway for students.
  - Lock interior doors.
  - Turn lights off.
  - Do not open the door.
  - Maintain silence.
  - Consider Move, Secure, Defend.
  - Take attendance.
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### HALL CHECK! Students



- Return to classroom.
- Follow instructions.
- Do not open the door.
- Continue class.

### Teachers

- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific Instructions will follow.

If permission is granted to move within the building, do not go outside or let anyone go outside.

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### EVACUATION! Students



- Follow instructions.
- Leave your belongings behind.

### Teachers

- Bring clipboard.
  - Lead students to evacuation location.
  - Take attendance.
  - Notify if any students are missing, injured or if any extra students are present.
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### REVERSE EVACUATION! Students



- Return inside the school.
- Return to classroom.
- Follow instructions.

### Teachers

- Bring everyone indoors.
- Take attendance.
- Notify office if any students are missing, injured or if any extra students are present.
- Direct visitors to the office.

## THREAT RESPONSE PROTOCOLS

### Standard Operating Procedures

- All exterior doors locked; All visitors buzzed in by the office staff through video monitoring system.
- All staff wear ID badges.
- All visitors wear badges.
- Visitors without badges are politely escorted to the office.
- Parents/guardians show ID before checking out a student.

### Reverse Evacuation (Threat outside of the building or grounds)

- Three long rings of the bell system.
- All students outside are brought into the building.
- Take attendance.

### Hall Check (Threat is outside the school building)

ANNOUNCEMENT (when possible): “(Name of school) is in Hall Check. Please lock classroom doors. Do not allow students to leave the classroom without escort.”

- All Standard Operating Procedures.
- Students allowed in hallways during passing time but are escorted in hallways all other times.
- In schools without the electronic timing system, a staff member is assigned to open each locked exterior door during passing time.
- Parents must wait at the office when checking students out; an assigned staff member will unlock the student’s classroom door and escort the students to the office.
- No outside recesses or lunch.
- Secondary schools: all teachers on prep hour report to the office for assignments.
- Notice sent to public as deemed necessary on case-by-case basis.

### Lockdown (Threat is inside the school building)

ANNOUNCEMENT: (when possible): “(Name of school) is in lockdown; there is a (name the threat) in (name the location). All students and staff shelter in place in most convenient location – bathroom, closet, etc.

- All interior doors are locked.
- Students in hallway hide and shelter in place in most convenient location—bathroom, closets, etc.
- Students and staff make classroom appear unoccupied.
- Students and staff remain in classrooms until released by administrator or first responder.
- Notice sent out to public by district office personnel.

## EVACUATION - Leave the Building.

- When the fire alarm sounds; OR the instruction to evacuate is given by your building administrator or designee everyone will exit the building in a quiet and orderly manner. Evacuate the building when the fire alarm is activated, **unless you are in lockdown.**
- EVACUATION FROM LOCKDOWN WILL OCCUR ONLY WHEN DIRECTED BY THE BUILDING ADMINISTRATOR OR DESIGNEE.
- Evacuate through the nearest unblocked exit as directed.
- Students will not take any personal items (except for medical needs).
- Close windows, turn out lights, and shut doors as you exit the room.
- Quickly and orderly move to the assigned evacuation site; OR to a different site as directed.
- Remain with your class and take attendance when you arrive at the evacuation site.
- Use the color sheets to report class attendance status.
- Remain together in the designated evacuation area until released by building administrator, designee or law enforcement.

## EARTHQUAKE

- Calmly Assess Severity of Situation.

### If indoors:

- Direct students to immediately take cover under desks, tables, or other heavy furniture, and to turn away from windows.
- Hold the position until shaking stops and it is safe to move. **(DROP-COVER-HOLD)**
- Evacuate building only as instructed by the building administrator or designee.
- Take attendance. Use the color sheets cards to report class attendance. (Building administrator or designee will pick up class attendance status cards only when safe to do so.)
- Remain together in designated area until released by the building administrator or designee.

### If outdoors:

- Direct students to move away from building.
- Go to clear open space avoiding utility lines, trees, or overhead wires.
- Take attendance. If possible, use the color sheets to report class attendance. (Building administrator or designee will pick up class attendance status cards when safe to do so.)
- Remain together in designated area until released by administrator or designee.

## SPILLED BODY FLUIDS

- Wear disposable vinyl gloves at all times when dealing with body fluids.
- Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds.
- If exposed, rinse the affected area immediately, thoroughly wash with soap and water and immediately report the exposure to the building administrator, principal, or designee.
- Clean up spilled fluids with disinfectant or solution of one part bleach to nine parts water.
- Place contaminated fluids and clean up materials in a plastic bag, seal the bag and place it in a plastic-lined garbage receptacle (double-bag excessively wet clean-up materials).

## MEDICAL EMERGENCIES

- Life-Threatening (Injury, Illness, or Death)
- Call 911 after obtaining outside line and notify office to give location.
- Give full attention to the student or staff member.
- Do not attempt to move student or staff member (unless they are in danger of further injury).
- If possible isolate the victim and disburse onlookers or others from congregating nearby.
- Check breathing - is the airway clear? If you suspect neck injury - DO NOT MOVE.
- Stop bleeding (apply pressure).
- Check for pulse.
- Initiate First Aid, if trained.
- Comfort victim and offer reassurance that help is on the way.
- When help arrives, make sure they have pertinent information regarding the event.
- Non-Life-Threatening (Injury or Illness)
- Notify office with location and have them notify building first responders to respond.

## BOMB THREATS

- Always be alert and observant. Watch for items that are out of place - backpacks, packages, etc.
- Do not touch, move, or disturb unknown packages.
- Report to your building administrator, principal, or designee any item that looks out of place.
- If directed to evacuate by building administrator, principal, or designee, leave your area immediately.
- Remove all items any student or teacher brought into the room.
- Quietly move to your assigned evacuation site. Do not turn off lights, close windows or doors.
- If bomb threat called in, listen carefully to caller and complete checklist - (District Form F-1).
- Quietly attract the attention of someone nearby so they can notify the building administrator, principal, or designee.
- Do not use cell phones or two-way radios until at your assigned evacuation site.
- Return to building only when directed by building administrator, principal, designee, or law enforcement.

## HOSTILE VISITOR

- Listen carefully to what they say. Visually inspect for a weapon.
- Find another staff member to join you.
- If Threatened? Call for Supervisor, If Conversation elevates – call 911 NOW.

\*Some information that you may find useful to help you evaluate the seriousness of the threat.

- Read this information often so you know what to do.
- LISTEN. Give them the opportunity to vent.
- Do not disregard the person's opinion or blame the person.
- REMAIN CALM BUT FIRM.
- Be courteous and confident
- Keep distance between you and visitor - At least 2 to 4 feet.
- Do not touch the individual.
- Avoid glaring or staring.
- Avoid clenched fists or raised voice, or getting angry.
- FIND ANOTHER STAFF MEMBER TO JOIN YOU. KEEP MEETING IN AN OPEN AREA.
- USEFUL PHRASES:
  - o What can we do to make this better? I understand the problem and I am concerned. We need to work together on this problem.

## NONVERBAL COMMUNICATION SHOWING ANGER OF FRIGHT

- Trembling
- Sweating
- Red faced
- Crossed arms
- Clenched jaw or fists
- Glaring or avoiding eye contact, pacing the floor
- Sneering
- Crying
- IF CONVERSATION ELEVATES TO THREATENING: Call for the closest supervisor NOW!
- IF CONVERSATION CONTINUES TO ELEVATE: Call 911 and request that police respond.
- Immediately Inform: Superintendent's Office: 235-3225.