

## Emergency Response and Safety Plan Guide

### Classroom Procedures

In case of a crisis or emergency, the Incident Command System (ICS) is used in the Wilson School District #7 in cooperation with local and state emergency services. This guide provides some specific steps to be taken during a crisis at the school. **The site supervisor, principal, or assistant principal at the school is the incident commander. It is important during a crisis that everyone remain calm at all times, take direction well, and communicate efficiently with all necessary personnel.**

### **BOMB THREAT**

#### **BOMB THREAT—Written**

Bomb threats are often written on bathroom walls, scratched into desks, or left as notes in the hallways or elsewhere on a campus. Written threats should be taken just as seriously as threats that may be called in to the front office or otherwise communicated.

#### Person finding the written bomb threat

- Don't touch; leave exactly where found and immediately contact administration
- Restrict all access to area where written threat is located
- If possible, monitor written threat until administration arrives
- Give clear, concise directions to anyone present
- Follow evacuation (fire drill) procedures as directed

#### **BOMB THREAT—Phone Call**

**BOMB THREAT CHECKLISTS MUST BE AVAILABLE BY ALL OFFICE PHONES AT ALL TIMES**

#### Person receiving bomb threat phone call

- Immediately retrieve bomb threat checklist
- Use it to document conversation
- Put phone on MUTE and request immediate assistance from an administrator
- Take phone off of MUTE
- Remain calm, continue to engage caller, and listen very carefully
- Follow all questions on bomb threat checklist
- When caller ends call, immediately document everything you can remember from phone conversation—use checklist as a guide
- Give clear, concise directions to anyone present
- Follow evacuation (fire drill) procedures

### **EVACUATION**

Evacuation of the building(s) moves students and staff farther away from the danger on campus to a safer predetermined location nearby. This will be initiated by an alarm or incident command.

**If the fire alarm is not activated, announce, "Attention: At this time, we are evacuating all buildings. Please follow the evacuation procedures." Repeat.**

- Give clear, concise directions to anyone present
- Take class roster, phone, and emergency guide and/or safety kit
- Be prepared to take alternate route
- After the last student, turn off lights and any gas or electrical equipment; exit; and close door
- Assemble at school site evacuation location on campus or off campus
- Account for all students and staff using site-based procedures

- Remain at evacuation site(s) until all clear and when released by incident commander
- Report any circumstances in need of follow-up to administration
- Communicate with incident command according to school plan
- Ensure emergency supplies have been restocked, if necessary

### **GAS LEAK/HAZARDOUS MATERIALS**

- Report any concern to site administration
- Give clear and concise directions to anyone present
- Follow evacuation or shelter-in-place procedures as directed by incident commander or first responders

### **HOSTAGE/INTRUDER**

- Any unauthorized person who enters campus/school property is an intruder
- Follow lockdown procedures
- If safe** and appropriate, communicate with administration via cell phone/two-way radio or call 911

### **LOCKDOWN**

- Immediately move behind locked door and remain until given all-clear
- If self-initiated, use all call code (**This is a lockdown**) on a school phone

**Announce "Attention: We are now going into a lockdown." Repeat.**

- Give clear, concise directions to anyone present
- Assemble in safe room against a wall without windows and out of direct line of door
- Turn lights off, maintain silence, don't move—be invisible
- When safe, take attendance and make notation of any circumstance in need of follow-up
- When safe, communicate with incident command according to school plan
- Report any circumstances in need of follow-up to administration
- Ensure emergency supplies have been restocked, if necessary

### **MEDICAL ISSUE**

- Remain calm
- Provide first aid/CPR if needed
- If life-threatening, call 911 and/or your SRD if on campus
- Do not move injured victims unless immediate danger exists
- Remain with person(s) until help arrives
- Immediately notify incident commander and school health aide
- Identify type of incident, number of victims, and extent of injuries
- Secure scene/area of incident
- Keep others, including students, away from incident location

### **MISSING STUDENT**

Contact administration immediately

**SHELTER-IN-PLACE**

**Announce, "Attention: We are going into a shelter-in-place."  
Repeat.**

- Immediately lock doors—no one may enter or leave room without administration's direction
- Account for all students, staff, and visitors, and notify office of any missing or additional persons in room
- Cover windows
- Be prepared to lock down
- Continue teaching
- Report any circumstances in need of follow-up to administration
- Ensure emergency supplies are restocked, if necessary

**BOMB THREAT CHECKLIST**

**Description Detail Report**

Questions to ask:

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

Exact wording of the threat: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

**Caller's Voice (circle as applicable):**

- |            |                   |
|------------|-------------------|
| • Calm     | • Stutter         |
| • Angry    | • Lisp            |
| • Excited  | • Nasal           |
| • Slow     | • Raspy           |
| • Rapid    | • Deep            |
| • Soft     | • Ragged          |
| • Loud     | • Clearing throat |
| • Laugh    | • Deep breathing  |
| • Crying   | • Cracked voice   |
| • Normal   | • Disguised       |
| • Distinct | • Accent          |
| • Slurred  | • Familiar        |

If voice is familiar, whom did it sound like? \_\_\_\_\_

**Background Sounds (circle as applicable):**

- |                 |                     |
|-----------------|---------------------|
| • Street noise  | • Factory machinery |
| • Animal noises | • Voices            |
| • Clear         | • PA system         |
| • Static        | • Local call        |
| • Music         | • Long distance     |
| • House noises  | • Office machinery  |
| • Motor         | • Other             |

**Threat Language:**

- |                              |                |
|------------------------------|----------------|
| • Well-spoken (educated)     | • Taped        |
| • Incoherent                 | • Message read |
| • Foul                       |                |
| • Irrational by threat maker |                |

Checklist completed by: \_\_\_\_\_

**Attach any additional remarks or comments**