

**REQUIRED EMERGENCY**

**POSTINGS**

**EMERGENCY NUMBERS**

|  |  |  |
| --- | --- | --- |
| **Plainfield** | **Hoboken** | **Somerset** |
| **EMERGENCY: 911** | **EMERGENCY: 911** | **EMERGENCY: 911** |
| **POLICE: 1-908-753-3360** | **POLICE: 1-201-420-2100** | **POLICE: 1-732-873-2300** |
| **AMBULANCE: 1-908-941-5948** | **AMBULANCE: 1-201-420-2135** | **AMBULANCE: 1-732-937-8686** |
| **FIRE: -1908-753-3484** | **FIRE: 1-201-420-2005/2007** | **FIRE: 1-732-356-5272** |
| **POISON CONTROL: 1-800-222-1222** | **POISON CONTROL: 1-800-222-1222** | **POISON CONTROL: 1-800-222-1222** |
| **DIVISON OF CHILD PROTECTION & PERMANENCY: 1-877-NJ-ABUSE or 1-877-652-2873** | **DIVISON OF CHILD PROTECTION & PERMANENCY: 1-877-NJ-ABUSE or 1-877-652-2873** | **DIVISON OF CHILD PROTECTION & PERMANENCY: 1-877-NJ-ABUSE or 1-877-652-2873** |
|  |  |  |
| **ARMORY/ANNEX:**  **(855) 654-6737**  **X2102 (Johanna Guerrero)**  **X1512 (Barbara Panas)**  **X1510 (Idania Mercado)**  **X1505 (Jose Benitez)**  **X1509 ( Michael Johnson)Security** | **RUE:**  **(855) 654-6737**  **X1111 (Joselyn Estevez-Vargas)**  **X1002 (Katherine Ruiz)**  **X1510 (Idania Mercado)**  **X1035 (Cathy Rosa)**  **X1038 (Julio Reveron)- Security** | **HAMILTON:**  **(855) 654-6737**  **X2204 (Teresita Zapitier)**  **X1037 (Kecia Page)**  **X2305 (Lara DeSoto)**  **X2300 (James Carmona)**  **X2200 (Catherine Fabiano)- Security** |
| **NEW HORIZON: (855) 654-6737**  **X1701 (Deena Davenport-Beasley)**  **X2102 (Johanna Guerrero)** | **BRANDT: (855) 654-6737**  **X1402 (Lisa Montoya)**  **X1410 (Stephany Berson)**  **X1125 (Jasmin Ayala)** | **BELMONT: (855) 654-6737**  **X2307 (Rashauna Bryom)**  **X1406 (Vacant)**  **X2304 (Tahira Hussain)**  **X2306 (Lori Reisz)**  **X2300 (James Carmona)**  **X5081 (Kenneth Leonard) -Security** |
| **EARLY HEAD START-PARK AVE:**  **(855) 654-6737**  **X1007 (D’Angelie Perez)**  **X2305 (Lara DeSoto)** | **CONNORS: (855) 654-6737**  **X1114 (Genessi Edwards)**  **X1002 (Katherine Ruiz)** | **CHILDHOOD DEVELOPMENT CENTER:**  **X5084 (Jaleesa Lockhart)**  **X1037 (Kecia Page)**  **X2305 (Lara DeSoto)** |
| **EARLY CHILDHOOD CENTER:**  **(855) 654-6737**  **X1602 (Jamie Malia)**  **X1608 (Aleisha Butler)** | **EARLY HEAD START-ST. ANN’S:**  **(855) 654-6737**  **X2309 (Mary Pinto)**  **X2305 (Lara DeSoto)**  **X1110 (Yvette Ypelaar)** | **Director of Facilities – Chris Garcia 201-694-5317 or X1023** |
|  | **EARLY HEAD START-RUE:**  **(855) 654-6737**  **X2309 (Mary Pinto)**  **X1506 (Angela DeLaRosa)**  **X2305 (Lara DeSoto)**  **X1038 ( La’Dreem Thomas)** |  |

**ASSAULT**

Critical Information: An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

**\*When an assault occurs:**

**Site Supervisor/Principal:**

* 1. Call 911 and notify law enforcement
  2. Give type and number of injuries
  3. Advise if assailant is still in the building or on the property
  4. Give name and description of the assailant
  5. Give direction and mode of travel (vehicle type and description)
  6. Consider lockdown procedures
  7. Notify Site Supervisor/Principal
  8. Notify parents or next of kin of students/staff involved
  9. Make appropriate referrals to Mental Health Services
  10. Document all actions taken by staff and complete accident reports

**Staff:**

* 1. Notify building Site Supervisor/Principal
  2. Ensure the safety of students and other staff
  3. Work as a team in response
  4. Use a calm voice and low tones in addressing the assailant
  5. If behavior escalates, shout “Stop!” and continue to use a calm voice
  6. Disperse onlookers and keep others from congregating
  7. Ensure first aid is rendered to all injured parties
  8. Do not leave the victim alone
  9. Seal off area to preserve evidence for law enforcement
  10. Identify the assailant by name and description (e.g. clothing, height)
  11. If the assailant has left the building, determine direction and mode of travel
  12. If assailant leaves in a vehicle, provide description of the vehicle and license number
  13. Identify any witnesses

**BOMB THREAT**

Critical Information: ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

**\*Upon receiving a bomb threat:**

**Staff:**

1. Notify Site Supervisor/Principal
2. Preserve evidence for law enforcement
   * 1. If written threat, place note in paper envelope to preserve fingerprints
     2. If the threat is written on a wall, photograph
     3. If phoned threat, document all relevant information
3. Document Threat Incident Report

**Site Supervisor/Principal:**

* 1. Call 911 to not
  2. Notify law enforcement
  3. Assess the threat by using the Threat Assessment Procedures
  4. Consult with emergency responders, as time permits
  5. Determine credibility of threat
  6. Document all actions taken by staff

**\*If the bomb threat is determined to be credible:**

**Site Supervisor/Principal:**

* 1. Initiate appropriate Lockdown procedures
     1. Provide additional instructions as necessary
  2. Direct staff to implement scanning process for suspicious items

b. Bombs may be placed anywhere on school property — inside or outside

* 1. Document all actions taken and findings by staff
  2. Determine if evacuation procedures should be initiated

**Staff:**

* 1. Implement appropriate Lockdown procedures
  2. Scan classroom or assigned areas for suspicious items
  3. **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders

1. Notify Site Supervisor/Principal of findings

**\*If Evacuation Procedures are initiated:**

**Site Supervisor/Principal:**

1. Notify staff via phone system, intercom system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device
2. Ensure evacuation routes and area(s) are clear of suspicious items

**Staff:**

1. Implement Evacuation procedures
2. Take emergency First Aid Bag and class roster

*When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.*

**DEMONSTRATION**

Critical Information: Demonstrations on school property could be deemed trespassing.

**\*If demonstration is near, but not on school property:**

**Staff:**

1. Notify Site Supervisor/Principal

**Site Supervisor/Principal:**

1. Notify Program Director and/or Program Director
2. Notify and consult with law enforcement in developing a plan of action
3. Notify building staff
4. Encourage staff not to participate in public demonstrations and to maintain the learning environment
5. Monitor situation and make decisions based on developing information
6. Consider communication venues (e.g. Web site posting, email)
7. Consider lockdown with warning procedures (see Lockdown procedures)

**\*If demonstration is on school property:**

**Staff:**

1. Notify Site Supervisor/Principal

**Site Supervisor/Principal:**

1. Notify Program Director and/or Program Director
2. Notify and consult with law enforcement
   * 1. Identify who asks the demonstrators to leave
     2. Develop an action plan
3. Notify building staff
4. Encourage staff not to participate in public demonstrations and to maintain the learning environment
5. Consider lockdown with warning procedures (see Lockdown procedures)
6. Ensure safe entry into and exit from the building
7. Monitor situation and make decisions based on developing information
8. Consider communication venues (e.g. Web site posting, email)

**EVACUATION**

Critical Information: Evacuation procedures are used when conditions are safer outside the building than inside the building.

**Evacuation routes should be specified according to the type of emergency:**

• Bomb threats: Site Supervisors/Principal notify staff of evacuation route dictated by known or suspected location of a device

• Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route

• Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

**\*When implementing Evacuation procedures:**

**Site Supervisor/Principal:**

1. Determine evacuation routes based on location and type of emergency
2. Announce evacuation
3. Specify any changes in evacuation routes based on location and type of emergency
4. Monitor the situation and provide updates and additional instructions as needed
5. Announce “all clear” signal once it is safe to re-enter the building

**Staff:**

1. Take First Aid Bag and class roster
2. Take the closest and safest way out as posted or announced
3. Use a secondary route if the primary route is blocked or hazardous
4. Assist those needing special assistance
5. Do not lock classroom doors when leaving
6. Do not stop for student or staff belongings
7. Go to designated meeting area

*When outside the building:*

1. Check for injuries
2. Account for all students by conducting head count
3. Immediately report any missing, extra or injured students to Site Supervisor or incident command
4. Continue to contain and maintain students
5. Wait for additional instructions

**SILENT EVACUATION:**

If the building is to have a **SILENT EVACUATION,**

* 1. You will be notified by a door to door notification from management staff or an announcement over the phone/intercom system.
  2. Staff are to instruct children to be silent and to quietly exit the building as they would during a fire drill.
  3. You will be instructed by school management when you are allowed to enter the building again.

**EVACUATION AND RELOCATION**

Critical Information: Evacuation and Relocation procedures are used when conditions are safer outside the building than inside the building and when you will be out of the building for an extended period of time.

**\*When implementing Evacuation and Relocation procedures:**

**Site Supervisor/Principal:**

* 1. Determine whether students and staff should be evacuated to a relocation center
  2. Alert school emergency response team of emergency type and evacuation
  3. Notify relocation center
  4. If necessary, coordinate transportation or student process to relocation center
  5. Announce evacuation
  6. Specify any changes in evacuation routes based on location and type of emergency
  7. Notify HOPES management and Director of Early Childhood of relocation center address
  8. Implement reunification procedures at the relocation/reunification site
  9. Document the reunification of all students released-use Sign-out Sheets

**Staff**

* 1. Take emergency First Aid Bag and class roster
  2. Take the closest and safest way out as posted or announced
  3. Use a secondary route if the primary route is blocked or hazardous
  4. Assist those needing special assistance
  5. Do not lock classroom doors when leaving
  6. Do not stop for student or staff belongings
  7. Remain with class in route to the relocation center
  8. Take attendance upon arriving at the center
  9. Immediately report any missing, extra or injured students to Site Supervisor or incident command
  10. Continue to contain and maintain students
  11. Wait for additional instructions

**ALTERNATE SAFE LOCATIONS**

Hoboken:

* Rue: Our Lady of Grace and St. Joseph Church, located at 400 Willow Street, Hoboken
* St. Ann’s Early Head Start: St. Ann’s Church-704 Jefferson Street, Hoboken.
* Brandt: Hoboken High School Gymnasium, located at the corner of 9th and Clinton Streets, Hoboken
* Connors: Monroe Gardens Senior Center, located at 221 Jackson Avenue, (between 2nd & 3rd St.) Hoboken
* Jubilee Center- St Ann early head start- 619 Jefferson Street or 704 Jefferson Street, Hoboken -Church

Plainfield:

* New Horizons: Friends Texas Wiener-208 West Front Street, Plainfield (backing dining room)
* Park Ave Early Head Start: The Incubator at 320 Park Avenue, Plainfield
* Early Childhood Center Armory/Annex : Fredric W. Cook School, 739 Leland Ave, Plainfield
* Child Development Center: Armory/Annex- 1201 E 7th Street, Plainfield

Somerset:

# Hamilton: Deforest B. Soaries, Jr. Senior Residences, 727 Franklin Blvd., Somerset

* Belmont: Kingmaker Steel Company 133 Belmont Drive, Somerset

**FIGHT/DISTURBANCE**

Critical Information: Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

**\*When a fight or disturbance occurs:**

**Staff:**

* 1. Notify Site Supervisor/Principal
  2. Ensure the safety of students and other staff
  3. Work as a team in response
     1. One staff member seek administration assistance
     2. One staff member address the disturbance
  4. Use a calm voice and low tones in addressing the agitated individual
  5. If behavior escalates, shout “Stop!” and continue to use a calm voice to de-escalate the situation
  6. Disperse onlookers and keep others from congregating in the area
  7. Don’t let a crowd incite participants
  8. Separate participants
  9. Ensure that first aid is rendered to all injured parties

**Site Supervisor/Principal:**

1. Address the event according to the program’s discipline policy and procedures
2. Notify Program Director and/or Principal and law enforcement as indicated by program policy
3. Make appropriate referrals to services needed (e.g. Emergency Room, Mental Health)
4. Document all actions taken by staff and complete incident reports

**FIRE**

Critical Information: Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

**\*In the event of fire or smoke:**

**Staff:**

1. Activate fire alarm and notify the Site Supervisor/Principal
2. Check assigned locations where students may not hear alarm (e.g. bathrooms)
3. Implement evacuation plan for any students needing special accommodations
4. Evacuate students and other staff to designated areas
5. Take emergency First Aid Bag and class roster
6. If primary route is blocked or dangerous, use closest, safe exit
7. If trapped by fire, implement Shelter-in-Place procedures
8. Once outside, assemble a safe distance from building and emergency apparatus
   * 1. Take student attendance
     2. Report missing, extra or injured students to Site Supervisor/Principal

**Site Supervisor/Principal:**

* 1. Call 911 and notify emergency responders
  2. Confirm address of school
  3. Provide exact location of smoke or fire
  4. Ensure fire alarm has sounded
  5. Notify Program Director
  6. Meet with fire officer

1. Identify the location of fire
2. Advise location of injured persons
3. Provide names of any missing persons
4. Determine if students need to be transported to an evacuation site
5. Notify parents or legal guardians of student reunification and release procedures
6. Signal “all clear” when safe to re-enter school building

**HAZARDOUS MATERIALS**

Critical Information: In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

**\*In the event of a hazardous material incident inside a school building:**

**Staff:**

1. Notify the Site Supervisor/Principal
2. Report location and type (if known) of the hazardous material
3. Move students away from the immediate danger zone
4. If safe, close doors to the affected area
5. If implementing Evacuation procedures
   * 1. Take emergency First Aid Bag and class roster
     2. Take attendance and report missing, extra or injured students to Site Supervisor/Principal
   1. Render first aid as needed

**Site Supervisor/Principal:**

* 1. Call 911 and notify emergency responders
  2. Report location of leak or spill and type of material (if known)
  3. Report any students or staff missing or injured
  4. Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC)
  5. Notify Program Director
  6. Move staff and students away from the immediate danger zone
  7. Keep staff and students from entering or congregating in danger zone
  8. Document all actions taken
  9. Report incident to Poison Control: 1 (800) 222-1222

**\*In the event of a hazardous material incident outside a school building:**

**Staff:**

1. Notify the Site Supervisor/Principal
2. Report location and type (if known) of hazardous material
3. Move students away from the immediate vicinity of the danger
4. If outside, implement Reverse Evacuation procedures

**Site Supervisor/Principal:**

1. Monitor situation
2. Notify Program Director
3. Consult with emergency responders
4. Identify the need for evacuation
5. Develop an action plan with emergency responders
6. Consider implementing Shelter-in-Place procedures
7. If there is an airborne release, shutdown ventilation system (HVAC)
8. Notify parents or legal guardians of student reunification and release procedures
9. Document all actions taken

**HOSTAGE**

Critical Information: If the hostage–taker is unaware of your presence, ***Do Not Attract Attention!***

**\*In the event of a hostage situation and you are taken hostage:**

1. Cooperate with the hostage-taker to the fullest extent possible
2. STAY CALM, try not to panic; calm students if they are present
3. Be respectful to the hostage-taker
4. Ask permission to speak; do not argue or make suggestions

**\*If you witness a hostage situation:**

**Staff:**

1. Notify Site Supervisor/Principal immediately
2. Keep all students in their classrooms until further notice
3. Wait for further instructions

**Site Supervisor/Principal**

1. Initiate Lockdown with Intruder procedures
2. Call 911 and notify emergency responders
3. If known, provide a description of the following:
   1. Identity and description of the individual
   2. Description and location of the incident
   3. Number of hostages
   4. Number of injuries
4. Seal off area near hostage scene
5. Students should be moved from exposed areas or classrooms to safer areas of the building
6. As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives
7. When law enforcement arrives, they will take control of the situation
   1. Continue to coordinate with law enforcement for the safety and welfare of students and staff
8. Document all actions taken

**INTRUDER**

Critical Information: An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

*When interacting with a stranger at school, use the* ***“I CAN”*** *rule.* ***Intercept Contact Ask Notify***

**\*In the event an unauthorized person enters school property (intruder):**

**Staff:**

1. Politely greet the subject and identify yourself
2. Consider asking another staff person to accompany you before approaching the subject
3. Inform the subject that all visitors must register at the reception area
   1. Ask the subject the purpose of his or her visit
   2. If possible, attempt to identify the individual and vehicle
   3. Escort the subject to the reception area
4. If the subject refuses or his or her purpose is not legitimate, notify Site Supervisor/Principal that there may be an intruder in the school building o Attempt to maintain visual contact with the intruder until assistance arrives
   1. If possible keep students away from the intruder
   2. Take note of the subject name, clothing and other descriptors
   3. Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
5. Back away from the subject if he or she indicates a potential for violence
6. Allow an avenue of escape for both the intruder and yourself

**Site Supervisor/Principal:**

1. Respond to call for assistance from staff
2. Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
3. If the subject refuses or his or her purpose is not legitimate,
   1. Consider initiating Lockdown with Intruder procedures
   2. Call 911 and notify law enforcement
   3. Advise law enforcement of the intruder’s location and provide a full description
   4. Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
   5. Provide all staff with a full description of the intruder
4. Notify Program Director
5. Document all actions taken by staff

**LOCKDOWN**

Critical Information: Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

**\*When implementing “Lockdown with Warning” procedures:**

**Site Supervisor/Principal:**

1. Announce that there is a “LOCKDOWN” over the phone or intercom system. If you are not in an area where there is a phone intercom you will be verbally notified by school management. Make sure you are in a locked room.
2. Announce when lockdown is over by stating “CODE GREEN”.

**Staff:**

1. Lock classroom door, turn off the lights, and close the window shades (if possible).
2. Place any students in the hallway into your classroom.
3. Move all the children away from the doors and windows.
4. Let no one out.
5. Ignore bells.
6. Ignore Fire Alarm-**DO NOT RESPOND**!
7. Notify the Site Manager of any children placed in your classroom from the hallway; children that are not assigned to your classroom.
8. Notify the Site Supervisor of any children who are out of your classroom.
9. If you cannot lock your classroom move students into the nearest locked room.
10. **Do not notify office** as indicated above if it jeopardizes your safety. (Too visible from the hallway)
    * The lockdown **IS OVER WHEN** you hear a **SECOND ANNOUNCEMENT OVER THE INTERCOM** or are verbally notified by school management that **LOCKDOWN IS OVER:CODE GREEN”**
    * **YOU MUST HEAR THE WORDS “CODE GREEN”, if you do not hear these words, lockdown is not over.**

**IF YOU ARE OFF SITE**: Do not return to the building. You will not be able to go inside. You will receive a call from management with instructions depending on the situation. If outside for long periods of time, move to safe location.

**MEDIA PROCEDURE**

Critical Information: All media inquiries must be referred to the President/CEO. The President/CEO, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

\***When communicating with the media during an emergency:**

**Program Director:**

1. Designate a public information officer (PIO) to coordinate all media communications for the school and school district.
2. Designate a district spokesperson. If spokesperson is unavailable an alternate assumes responsibilities.
3. In partnership with all involved agencies, establish a joint information center (JIC) away from the affected area. The JIC establishes one point of contact for the media and ensures the release of coordinated messages

**President/CEO:**

1. Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agencies protocols.
2. DO NOT allow media to hinder emergency responders or be put in harm’s way
3. Provide regular updates and press releases and let media know when to expect the next update
4. DO NOT say “No comment.” It is okay to say “I don’t know”
5. Monitor media reports to ensure message accuracy. Provide media with any corrected information.
6. Track rumors and ask the media to dispel inaccurate information
7. Document all contact with media

**Site Supervisor/Principal:**

1. Notify Program Director and all staff of emergency event
2. Direct all media contacts to President/CEO
3. Relay all factual information to President/CEO
4. If directed by Program Director or President/CEO, designate a site spokesperson
5. Update staff throughout the emergency, review details of the emergency and dispel rumors
6. Inform Program Director of any media presence at the building. Request on-site assistance with media if necessary

**Staff:**

1. Direct all media contacts to Site Supervisor/Principal

**MEDICAL EMERGENCY**

Critical Information: The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

\*In the event a non-responsive or life-threatening injury or illness:

**Staff:**

1. Send for immediate help (notify Family Advocate or school nurse) and Call 911
2. Describe injuries, number of victims and give exact location
3. Notify Site Supervisor/Principal
4. DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
5. Check victim for medical alert bracelet or necklace
6. Provide information to first responders
7. Disperse onlookers and keep others from congregating in the area
8. If possible, isolate the victim(s)
9. Direct someone (e.g. staff, student) to meet and guide the first responders
10. Assist emergency medical services personnel with pertinent information about the incident
11. Complete an accident report and document all actions taken

**Site Supervisor/Principal:**

1. Ensure 911 was called and provide any updated information
2. Secure victim(s) Emergency Medical/Dental Consent Form
3. Ensure someone (e.g. staff, student) meets and directs first responders
   1. Provide any additional information about the status of the victim(s)
   2. Provide information from the victim(s) Emergency Medical/Dental Consent Form
4. Assign a staff member to accompany victim(s) to the hospital
5. Notify Program Director
6. Notify victim(s) parents, legal guardians or emergency contact
7. Conduct a debriefing
8. Document all actions taken by staff

**\*For medical emergencies related to life-threatening allergies:**

1. Students with life-threatening allergies should have Individual Health Plans completed by their primary care physician, parents or legal guardians and made accessible to school personnel
2. Bus drivers and kitchen staff should be informed of students with known life-threatening allergies
3. Encourage all employees with special health considerations to alert Site Supervisor/Principal

**REVERSE EVACUATION**

Critical Information: Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

**\*When implementing Reverse Evacuation procedures:**

**Site Supervisor/Principal:**

1. Make an announcement or sound alarm for reverse evacuation
2. Direct staff to notify any classes that may be too far away from the building to hear the announcement or alarm
3. Monitor the situation
4. Provide staff with any updates or additional instructions
5. Announce “all clear” signal when the emergency has ceased

**Staff**

* 1. Move all students and staff inside as quickly as possible
  2. Assist those needing additional assistance
  3. Report to classroom
  4. Take attendance
  5. Report any missing, extra or injured students to Site Supervisor/Principal
  6. Wait for further instructions

**SEVERE WEATHER**

**TORNADO/SEVERE THUNDERSTORM/FLOODING**

Critical Information: Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures.

**Watches:** Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

**Warnings:** Indicate a hazard is imminent or the probability of occurrence is extremely high.

**\*If a tornado or severe thunderstorm WATCH includes all or part of the district area:**

**Program Director:**

1. Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
2. Notify impacted schools, buildings and programs in the district

**Site Supervisor/Principal:**

1. Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
2. Inform management staff to be aware of potential weather changes
3. Notify Facilities Manager/Specialist of potential utility failure
4. Consider moving all persons inside building(s)
5. Consider closing windows
6. Review severe weather sheltering procedures and location of shelter areas

**Staff:**

1. Review “Drop and Tuck" procedures with students

\***If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:**

**Program Director:**

1. Notify impacted buildings and programs in the school district
2. Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
3. Provide any updated information to impacted schools, buildings and programs

**Site Supervisor/Principal:**

1. Inform management staff to be aware of potential weather changes
2. Initiate Severe Weather Shelter Area procedures
3. Move students and staff out of portable classrooms and into a permanent building
4. Notify parents and legal guardians according to district policy

**Staff:**

1. Initiate Severe Weather Shelter Area procedures
2. Close classroom doors
3. Take emergency First Aid Bag and class roster
4. Ensure students are in “tuck” positions
5. Take attendance and report any missing, extra or injured students to Site Supervisor/Principal
6. Remain in shelter area until an “all clear” signal is issued
7. In the event of building damage, evacuate students to safer areas
8. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued

**(cont.) SEVERE WEATHER**

**TORNADO/SEVERE THUNDERSTORM/FLOODING**

\*If flooding occurs near or at a school:

**Program Director:**

1. Monitor NOAA weather radio, all-hazard or emergency alert radio stations
2. Develop an action plan with local emergency management officials and transportation coordinator
3. Notify any impacted buildings or programs in the district

**Site Supervisor/Principal:**

1. Review evacuation procedures with staff
2. Notify relocation centers
3. Determine an alternate relocation center if primary and secondary centers are affected
4. Notify transportation resources
5. If district officials and emergency responders advise evacuation, do so immediately
   1. Notify parents or guardians of evacuation and relocation

**Staff:**

1. Initiate Evacuation procedures as directed
2. Take emergency First Aid Bag and class roster
3. Take attendance and report any missing, extra or injured students to Site Supervisor/Principal

**SEXUAL ASSAULT**

Critical Information: Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Schools should address sexual assault as a crisis or emergency when:

1. A rape or sexual assault occurs on school property
2. A member of the victim’s family or friend requests intervention
3. Rumors or myths of an alleged incident are widespread and damaging

**\*In the event of a sexual assault or notification of a sexual assault:**

**Staff:**

1. Notify Site Supervisor/Principal immediately
2. Complete all required reports
3. Maintain confidentiality during the investigation
   1. Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim
4. *Do not leave the victim alone*
5. Ensure the short-term physical safety of the victim
6. Notify the school nurse or student services to provide care and secure immediate medical treatment if needed
7. If appropriate, preserve all physical evidence

**Site Supervisor/Principal**

1. Maintain confidentiality during the investigation
   1. If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
2. If assault occurred on campus
   1. Notify appropriate law enforcement
   2. Notify local rape crisis center
3. Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need
4. Determine needs for peer support
5. Encourage the victim to seek support from a rape crisis center
6. Take action to control rumors
7. Document all actions taken by staff and complete incident reports
8. Store all records related to sexual assault incidents and services provided in an confidential administrative file

*A sexual assault examination is an important piece of evidence in a sexual assault investigation. The exam should be performed as soon as possible to preserve quality and quantity of the evidence. A trained medical professional will perform the exam. The victim must be advised on how to protect the evidence she or he may have. The victim must be told not to douche, bathe, shower, wash or throw away the clothing she or he was wearing at the time of the sexual assault.*

**SEVERE WEATHER SHELTER**

Critical Information: Severe Weather Shelter procedures are implemented during a severe weather emergency.

“DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

**\*When implementing Severe Weather Shelter procedures:**

**Site Supervisor/Principal:**

1. Make an announcement or sound alarm for severe weather emergency
2. Move students and staff into the building
3. Announce “all clear” signal when the severe weather has ceased

**Staff**

* 1. Take emergency First Aid Bag and class roster
  2. Take the closest and safest route to shelter in designated safe area
  3. Use secondary route if primary route is blocked or dangerous
  4. If outside, return to main building
  5. Assist those needing additional assistance
  6. Do not stop for personal belongings

*Once in safe area*

* 1. If appropriate, implement “drop and tuck” procedures
  2. Take attendance
  3. Report any missing, extra or injured students to Site Supervisor/Principal
  4. Remain in safe area until “all clear” is given by Site Supervisor/Principal
  5. Wait for additional instructions

**\*When implementing “DROP and TUCK” procedures:**

* 1. Face an interior wall
  2. Drop to your knees and roll forward to the balls of your feet
  3. If physically unable to perform, sit on the floor
  4. Tuck your head down and place your hands on top of your head and neck
  5. Do not lie flat on the ground

**SHELTER-IN-PLACE**

Critical Information: Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

**\*When sheltering-in-place:**

**Site Supervisor/Principal:**

* 1. Announce students and staff must to go to shelter areas
  2. Close all exterior doors and windows, if appropriate
  3. Turn off ventilation system (HVAC), if appropriate
  4. Monitor the situation
  5. Provide updates and instructions as available
  6. Announce “all clear” when the emergency has ceased

**Staff**

* 1. Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area
  2. Assist those with special needs
  3. Take emergency First Aid Bag and class roster
  4. Take attendance and report any missing or extra students to Site Supervisor/Principal or incident commander
  5. Do not allow anyone to leave the classroom or shelter area
  6. If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

*If sheltering-in-place because of an external gas or chemical release*

1. Close and tape all windows and doors
2. Seal the gap between the floor and the bottom of the door

*If sheltering-in-place because all evacuation routes are blocked*

* 1. Seal door
  2. Open or close windows as appropriate
  3. Limit movement and talking
  4. Communicate your situation Site Supervisor/Principal or emergency officials
  5. Stay away from all doors and windows
  6. Wait for instructions

**SHOOTING**

Critical Information: School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

**\*If a person displays a firearm, begins shooting or shots are heard:**

**Staff:**

1. Seek immediate shelter for staff and students
2. Initiate Lockdown with Intruder procedures
3. Notify Site Supervisor/Principal
4. Provide location of the shooting, if known
5. Take attendance and notify the Site Supervisor/Principal of missing students or staff as soon as the threat is removed

**Site Supervisor/Principal:**

1. Initiate Lockdown with Intruder procedures
2. Call 911 and notify emergency responders
3. Provide the following information, if known:
   1. Location of shooter(s)
   2. Description, identity and number of shooters
   3. Description of weapon(s)
   4. Number of shots fired
   5. Is shooting continuing?
   6. Number of injuries
4. Notify Program Director
5. Document all actions taken by staff
6. Implement Media procedures
7. Implement Recovery procedures

*Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year.*

**STUDENT REUNIFACTION /RELEASE**

Critical Information: Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

**\*When implementing Student Reunification/Release procedures:**

**Site Supervisor/Principal:**

1. Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others

authorized from child’s Emergency Contact Form)

1. Notify Site Supervisor/Principal and public information officer
2. Coordinate messages to parents with public information officer
3. Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
4. Activate staff assigned to set up the location for reunification.
5. Assign staff to take most current student Emergency Contact Form to the site along with other reunification supplies
6. Request transportation for students and staff including special needs transportation
7. Provide for Mental Health services at the reunification site for students and parents
8. Ensure children are released by having parents sign the children out

**SUICIDAL THREAT OR ATTEMPT**

Critical Information: Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

**\*In the event a staff member believes a student is a suicide risk or has attempted suicide:**

**Staff:**

1. Stay with the student until assistance arrives
2. Notify Site Supervisor and Mental Health Specialist
3. Ensure short-term physical safety of the student, provide first aid if needed
4. Listen to what the student is saying and take the threat seriously
   1. Assure the student of your concern
   2. Assure the student you will find help to keep him or her safe
   3. Stay calm and don’t visibly react to the student’s threats or comments
   4. Do not let the student convince you the crisis is over
   5. Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

**Site Supervisor/Principal:**

1. Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot reached
2. Determine a course of action with social worker or other mental health professional
3. Contact student’s parent or guardian and make appropriate recommendations
4. Do not allow the student to leave school without a parent or guardian
5. Notify Program Director
6. Document all actions
7. Follow-up and monitor to ensure student safety
8. Implement Recovery procedures

*School staff must exercise caution when discussing an attempted suicide or death by suicide with students/families. When the incident becomes public knowledge, it is best to request permission in order to address emotional reactions within the school community.*

**SUSPICIOUS PACKAGE OR MAIL**

**CHEMICAL/BIOLOGICAL THREAT**

Critical Information: Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

**\*If you receive a suspicious package or letter by mail or delivery service:**

**Staff:**

1. DO NOT OPEN package or letter
2. Notify Site Supervisor/Principal
3. Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it
4. Preserve evidence for law enforcement

**Site Supervisor/Principal:**

1. CALL 911 and notify law enforcement
2. Notify Program Director
3. Document all actions taken by staff

**\*If a letter/package contains a written threat but no suspicious substance:**

**Staff:**

1. Notify Site Supervisor/Principal
2. Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
3. Preserve evidence for law enforcement
4. Document Incident

**Site Supervisor/Principal:**

1. Call 911
2. Preserve evidence for law enforcement and turn the letter or package over to law enforcement
3. Document all actions taken by staff

**\*If a letter or package is opened and contains a suspicious substance:**

**Staff:**

1. Notify Site Supervisor/Principal
2. Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
3. Isolate the people who have been exposed to the substance to prevent or minimize contamination
4. Preserve evidence for law enforcement
5. Document Incident

**Site Supervisor/Principal:**

1. Call 911
2. Preserve evidence for law enforcement
3. Turn the letter or package over to law enforcement
4. Consult with emergency officials to determine:

**(cont.) SUSPICIOUS PACKAGE OR MAIL**

**CHEMICAL/BIOLOGICAL THREAT**

* 1. Need for decontamination of the area and the people exposed to the substance
  2. Need for evacuation or shelter-in-place

1. Notify Program Director
2. Notify parents or legal guardians according to district policies

*When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately*.

**TERRORISM**

Critical Information: Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation). Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

**\*In the event of an attack within the United States:**

**Program Director:**

1. Monitor the situation
2. Consult with local law enforcement and emergency management agencies
3. Develop an action plan
   1. If school is in session, consider a district wide lockdown with warning (see Lockdown procedures) or student release
4. Notify all Site Supervisor/Principal
5. Consult with Mental Health Specialist
6. Notify parents or legal guardians of actions taken
   1. Availability of counselors
   2. If implementing Lockdown procedures, instruct parents not to come to the school
   3. If implementing Student-Release procedures, notify parents of reunification plan
7. Re-evaluate action plan as new information develops

**Site Supervisor/Principal:**

1. Monitor the situation
2. Consult with Program Director
3. Implement action plan
4. Consult with Mental Health Specialist
5. Notify all staff
6. Allow teachers to suspend regular learning programming
7. Provide opportunities for students to meet with student services staff

**Staff:**

1. Inform students of the incident in an age appropriate manner
2. Stay calm and address student concerns
   1. Limit access to media
   2. outlet (e.g. television, radio, internet)
   3. Answer student questions honestly
   4. Do not allow students to speculate or exaggerate graphic details
3. Decide whether or to temporarily suspend regular learning programming adjusting lesson plans to include discussion and activities about the event
4. Monitor student behaviors and reactions and make referrals to appropriate student services staff

*It is important to restore the learning environment as soon as possible, maintaining structure and stability throughout the school day. Try to engage in classroom activities that do not focus solely on the attacks. Children are comforted by normal routines and "back-to-normal" activities will help and reassure them.*

**THREAT**

Critical Information: A threat is the expression of intent to harm one’s self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

\*In the event of IMMEDIATE danger:

**Staff:**

1. Take immediate action to secure or isolate the individual making the threat
2. Prevent access to potential weapons
3. Prevent access to the individual’s backpack, purse, locker, cell phone or other personal property that may contain a weapon
4. Take immediate action to move others from harm’s way (in the immediate vicinity of the incident)
5. Notify Site Supervisor/Principal

**Site Supervisor/Principal:**

1. Initiate Lockdown with Intruder procedures
2. CALL 911
3. Notify Program Director
4. Document the incident

**\*If threat is identified but there is no immediate risk:**

**Staff:**

1. Document Threat
2. Notify Site Supervisor/Principal and student services staff
3. Maintain confidentiality

**Site Supervisor/Principal:**

1. Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams). Use Threat Assessment guidance to determine threat credibility
2. Notify law enforcement, if appropriate
3. Conduct search of school and personal property, if needed
4. Interview the individual posing a threat
5. Develop an action plan
6. Notify Program Director
7. Contact parents or legal guardians
8. Inform them of the situation, any concerns and course of action
9. Obtain permission to exchange information between agencies
10. Document any referrals, actions taken and decisions made
11. Implement Recovery procedures

**WEAPONS**

Critical Information Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident**.**

**\*If you are aware of a weapon on school property:**

**Staff**

1. Notify Site Supervisor/Principal immediately and provide the following information:
   1. Location, identity and description of the individual
   2. Description and location of weapon(s)
   3. Whether the individual has threatened him or herself or anyone else
2. Limit information to staff and students on a need to know basis
3. Stay calm and do not call attention to the weapon

**Site Supervisor/Principal:**

1. Call 911 to report that a weapon is in school
   1. Provide location, identity and description of the individual
   2. Provide description and location of weapons
2. Develop an action plan for response
   1. If the weapon is located on an individual, isolate the individual
   2. If the weapon is in a locker or in a backpack, prevent access to that area
3. Determine whether to initiate Lockdown, Evacuation or other procedures
4. Notify Program Director
5. Conduct weapon search, if needed
6. DO NOT approach the individual alone. Consider these factors:
   1. Need for assistance from law enforcement
   2. Best time and location to approach individual
   3. Description, location and accessibility of weapon(s)
   4. Safety of persons in the area
   5. State of mind of the individual
7. If the individual displays or threatens with the weapon(s): o DO NOT try to disarm him or her
   1. Avoid sudden moves or gestures
   2. Use a calm, clear voice
   3. Instruct the individual to place the weapon down
   4. Use the individual’s name while talking to them
   5. Allow for escape routes. Back away with your hands up
8. If the individual is a student, notify parent or guardian
9. Document all actions taken by staff
10. File report according to district policy