



SCHOOL SAFETY PLAN

11-21-13

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 **THE LEONA GROUP, L.L.C.** • Sponsored by The Ohio Council of Community Schools

SCHOOL SAFETY PLAN

Table of Contents

ASBESTOS RELEASE 3

BOMB THREAT by TELEPHONE* 4

BOMB THREAT CHECKLIST 5

CHEMICAL OR ASH FALLOUT..... 6

FIRE OR EXPLOSION* 7

FIRE – SMALL..... 8

POWER LINE DOWN ON SCHOOL PROPERTY..... 9

UTILITY FAILURE – GAS LEAK..... 10

UTILITY FAILURE – POWER OUTAGE 11

UTILITY FAILURE – WATER SHORTAGE..... 12

ALLERGIC REACTION 13

ASTHMA EMERGENCY..... 14

BUS ACCIDENT/INCIDENT* 15

COMMUNICABLE DISEASES 16

DEATH OR HOMICIDE*..... 17

DRUG USE OR OVERDOSE* 18

FOOD POISONING 19

MEDICAL PROBLEM – ACCIDENT 20

SEIZURE..... 21

UNIVERSAL PRECAUTIONS 22

EMERGENCY DISMISSAL – EVACUATION BOX* 23

EVACUATION GUIDELINES 24

HAZARDOUS MATERIAL RELEASE 26

RELEASING STUDENTS 27

LOCKDOWN 28

SHOOTER IN BUILDING – A.L.I.C.E..... 29

TORNADO /SEVERE STORM WARNING..... 30

TORNADO/SEVERE STORM WATCH..... 31

ASBESTOS RELEASE

GENERAL INFORMATION

- Asbestos is not considered dangerous until it is airborne as dust fibers.
- Most asbestos-containing building material are products such as floor tiles, window putty, pipe insulation and ceiling tile which will not release airborne asbestos fiber unless significantly disturbed.

Under the Federal Asbestos Hazardous Emergency Response Act (AHERA), all schools that contain asbestos should be re-inspected every three years, with periodic surveillance every six months.

SCHOOL LEADER'S OFFICE

- Move students and personnel away from the affected area immediately.
- Close doors and isolate affected area as much as possible following evacuation
- Contact Maintenance Personnel and Maintenance Director to determine areas potentially affected by suspected asbestos fiber release.
- Direct custodian to shut down HVAC units to affected areas (heating, ventilation, air-conditioning).
- Call County Health Department and report the incident: 419-213-4100
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- Assist District and Civil Officials
- File an Incident Report

BOMB THREAT by TELEPHONE*

**Reportable Incident*

Note: Anyone receiving a bomb threat via written communication should notify the school leader's office immediately.

SCHOOL LEADER'S OFFICE

- Using a different phone, call 911 or the local police to report the incident
- Provide as many details of the bomb threat as possible
- Determine whether to evacuate the building – refer to evacuation procedure located in
- DO NOT USE radios, cellular phones, electronic bells, public address system as they can activate a bomb
- Notify staff of information and instructions by messenger
- Do not touch any suspicious package. Note anything unusual or out of place
- Coordinate a search team that will assist police
- Have a floor plan available for inspection by police and fire personnel
- Have a set of master door keys in hand
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan

PHONE RECIPIENT (person who answers the call regarding the bomb threat)

- Respond calmly. Keep the caller on the phone as long as possible by asking questions on the bomb threat checklist stationed at the telephone.
- Do not hang up the telephone
- Lay the receiver down until the police or assistance arrives
- If a student has answered the phone, have an adult take the call
- Notify the school leader's office as soon as possible
- Write down everything the caller says using the Bomb Threat Checklist
- Make an educated guess regarding age, sex, and rate of the caller
 - Note any accent in the caller's voice
 - Note any background noises
- Wait for the police to arrive
- Complete Incident Report

STAFF

- Do not release students for any reason until advised
- When advised to evacuate, take a copy of the attendance roster with you
- Take attendance when the students are safely assembled away from the school
- Provide attendance list to school leader

BOMB THREAT CHECKLIST

Use this form to help official analyze the threat. Respond calmly to a bomb threat phone call.

Time: _____

Write down the exact wording of the threat: _____

Questions to ask

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

FBI BOMB DATA PROGRAM

Caller's Voice (circle all that apply)

Calm	Laughing	Lisp	Male	Female
Angry	Crying	Raspy	Excited	Normal
Deep	Disguised	Slow	Distinct	Ragged
Accent	Rapid	Slurred	Clearing throat	Familiar – who did it sound like?
Loud	Stuttered	Deep berating	Cracking	

Background Sounds (circle and describe)

Street Noises Voices Crockery (dishes, utensils) House Noises Motor/Engine Office

Threat Language

Well spoken / educated Foul Irrational Incoherent Tapes Message read by threat maker

Remarks:

CHEMICAL OR ASH FALLOUT

SCHOOL LEADER'S OFFICE

- Notify building by public address system if an evacuation is necessary
- Follow procedures if an off-site evacuation if necessary
- Notify staff and custodians to close all exterior doors and windows
- Keep the lines clear for emergency calls
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- If safe, release students to parents or designee only
- File an incident report

STAFF

- Close all exterior windows
- Release students to parent or designee only if directed to do so

CUSTODIAN

- Shut off all outside air ventilators
- Close all exterior doors and windows
- Contact maintenance director

FIRE OR EXPLOSION*

**Reportable Incident*

SCHOOL LEADER'S OFFICE

- Sound fire alarm to signal an evacuation – use the phone system to announce if an alternate evacuation route or assembly area is to be used
- Call 911 or local police
- Evacuate all staff and students by pre-designed evacuation route to assembly area
- Pre-appointed staff members should search building for remaining students/stragglers
- Station yourself in a central location for staff information
- Assist police and EMS with emergency information
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan to advise location of assembly area and possible transportation needs moving students to another building site
- Collect total attendance roster
- Pre-appointed staff should assist police with search of any missing staff and/or students
- Direct media calls to The Leona Group offices. Do not release any information to the media.

STAFF

- Evacuate students when you hear the alarm
- Evacuate by pre-designed primary or alternate evacuation route to assembly area
- Take class attendance roster with you
- Leave the building in an orderly manner – do not allow students to rush or crowd each other
- Students should be evacuated at least 300 feet, or recommended 1,000 feet, from building and out of the way of emergency vehicles.
- Take attendance when students in reassembled – report any missing student to the school leader

If arson (deliberately setting fire to property) is suspected, inform the responding police and fire personnel.

FIRE – SMALL

SCHOOL LEADER’S OFFICE

- If fire is extinguished, call the Fire Department to report the incident.
- Use judgment on whether to activate the alarm for evacuation
- If fire cannot be extinguished, evacuate the building according to established plan
- Call 911
- Notify The Leona Group, staff, and parents/guardians

STAFF

- Immediately evacuate the class to hall area
- Notify school leader ASAP of possible need to evacuate entire building
- Use a fire extinguisher
- If fire CANNOT be extinguished:
 - Notify the school leader immediately of need to evacuate entire building
 - Follow the fire evacuation procedures
- If fire has been extinguished:
 - Notify the school leader that the fire is out
 - Retain students outside classroom until school leader declares it safe to return
 - Restore calm and resume education process
- File an incident report

POWER LINE DOWN ON SCHOOL PROPERTY

SCHOOL LEADER'S OFFICE

- Notify building occupants by messenger if public address system has failed
- Designate person(s) to guard area of down power line
- Notify the Fire Department
- Notify the Electric Company
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- Notify the Transportation Office
- File an incident report

CUDTODIAN

- Notify the Maintenance Director

UTILITY FAILURE – GAS LEAK

SCHOOL LEADER’S OFFICE

- Notify building occupants by public address system if an evacuation is necessary
- Do not use fire alarm system as it may take students into areas of highest gas concentration
- Follow procedure for off-site evacuation if necessary
- Call 911
- Do not operate electrical switches
- Notify the Gas Company
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- Confer with authorities to determine when the building is safe to re-occupy
- File an incident report

STAFF

- Follow specific instructions as determined by the school leader
- Do not operate electrical switches
- Evacuate students to assembly point when notified
 - Use fire drill procedures for evacuation unless told to do otherwise. Expect that an exit could be blocked
 - Route students around and away from areas of strong gas odor
- Take attendance at the assembly point
- Report any missing students to the school leader
- Ensure that medical care is given to anyone injured or overcome by gas

CUSTODIAN

- Ventilate the area starting where the gas concentration is strongest
- Operate manual controls to shut off open flame devices
- Do not operate electrical switches
- Assist the Gas Company in locating the leak
- Confer with authorities to determine when the building is safe to re-occupy

UTILITY FAILURE – POWER OUTAGE

SCHOOL LEADER’S OFFICE

- Notify the electric company of the outage
- Instruct building occupants to either remain in place or to evacuate
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- Contact Food Director
- Prepare cold food menus when possible
- Monitor food storage temperatures

STAFF

- Follow instructions from the School Leader’s Office to either remain in place or to evacuate
- Turn off all computers and electrical equipment

UTILITY FAILURE – WATER SHORTAGE

SCHOOL LEADER'S OFFICE

- Notify building by messenger if public address has failed
- Notify Custodial Staff and Maintenance Director
 - Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
 - File an incident report

STAFF

- Follow specific instructions as determined by school leader
- Continue normal educational duties

CUSTODIAN

- Assist in determining cause of water shortage and make necessary repairs

ALLERGIC REACTION

SCHOL LEADER'S OFFICE

- Secure the student's health information from enrollment card and take it to the incident site.
- Assess severity of reaction
- Notify physician if indicated on enrollment card
- Notify parents and/or guardians
- File an incident report

STAFF

- Notify School Leader's Office as soon as possible
- Remove student from class if necessary
- Keep the student as aware, alert and stable as possible
- Discourage discussion among students
- Complete necessary incident report

SEVERE ALLERGIC REACTION

- Call 911
- Stabilize the student and administer first aid until medics arrive
- Appoint staff member to accompany student to the hospital to act as liaison between hospital and school leader's office

MINOR ALLERGIC REACTION

- Move student to school office and assess
- Administer first aid
- Notify parent/guardian
- File an incident report

ASTHMA EMERGENCY

SEEK EMERGENCY CARE IF A CHILD EXPERIENCES ANY OF THE FOLLOWING:

- Wheezing or coughing does not improve after taken medicine – 15-20 minutes for most asthma medications
- Child’s chest or neck is pulling in while struggling to breathe
- Child has trouble walking or talking
- Child stops playing and cannot start again
- Child’s fingernails and/or lips turn blue or gray
- Skin between child’s ribs sucks in when breathing

Asthma is different for every person. The “Asthma Emergency Signs” above represent general emergency situations per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

SCHOOL LEADER’S OFFICE

- Secure student’s health information from enrollment card
- Assess severity of breathing difficulty
- Administer authorized medication – i.e., inhaler

STAFF

- Notify school leader’s office as soon as possible
- Remove student from class if necessary
- Administer authorized medication *if necessary* – i.e., inhaler
- Keep the student as stable as possible
- Discourage discussion among students
- Complete necessary incident report

SEVERE BREATHING DIFFICULTY

- Call 911
- Stabilize the student until medics arrive
- Appoint staff member to accompany student to the hospital to act as liaison between hospital and school leader’s office if student is transported to hospital prior to arrival of parent
- Notify Parents/Guardian
- Notify physician if on enrollment card
- Obtain diagnosis follow-up
- File an incident report

MINOR ALLERGIC REACTION

- Move student to school office and assess – monitor breathing
- Administer authorized medication – i.e., inhaler
- Notify parent/guardian if there is not improvement or if breathing difficulty becomes severe
- File an incident report

BUS ACCIDENT/INCIDENT*

**Reportable Incident*

In the event of a dangerous incident during school transportation, the safety of the students and staff is the most important factor.

Examples: Armed subject/hostage, Assault, Bomb Threat, Larceny, Drug Possession, Vandalism, Weapons, etc.)

Follow the school district policy and refer to any of the previously mentioned school safety responses for direction.

Calls to the maintenance/transportation office, 911, school leader and the board should occur in every emergency situation.

COMMUNICABLE DISEASES

SCHOOL LEADER'S OFFICE

- Identify the problem and evaluate the situation
- Pull all appropriate health information from enrollment cards
- Follow directions from public health agencies
- Notify The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
- Notify the parents and / or guardians
- Have parents/guardians the student and inform them when and under what conditions the student may return to school
- File appropriate reports with district and public health agencies

STAFF

- Send the student to the school leader's office if a communicable disease is suspected
- Share specific concerns with the office
- Discourage discussion among other students
- Complete necessary incident report

DEATH OR HOMICIDE*

**Reportable Incident*

SCHOOL LEADER'S OFFICE

- Identify problem and location
- Call 911 or local police to report incident
- Provide suspect description if applicable
- Determine if coded public address announcement needs to be made and/or bell system turned off
- Assist the police in locating and identifying possible suspect(s) and/or victim(s)
- Assess whether suspect(s) can be safely isolated and/or detained
- Secure emergency information from student enrollment cards for suspect(s) and/or victim(s)
- Provide police and EMS with emergency information
- Notify
 - Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
 - Parents and/or guardians
 - Crisis Team
 - Staff
- Initiate counseling services for staff and students
- Complete necessary incident report

STAFF

- Check the status of the victim
- Notify school leader's office as soon as possible
- Remove students from the area if possible and try to calm them
- Discourage discussion among the students
- Wait for police to arrive
- Identify students in need of counseling
- Complete necessary incident report

DRUG USE OR OVERDOSE*

**Reportable Incident*

SCHOOL LEADER'S OFFICE

- Identify problem and evaluate situation
- Call 911 or local police to report incident
- EMERGENCIES: request EMS and secure emergency information from student enrollment card
- Attempt to determine the following:
 - Name of the drug
 - Quantity taken
 - Time and how was drug was taken
- Provide policy and EMS with emergency information
- Notify
 - Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
 - Parents and/or Guardians
 - Crisis Tem
 - Staff
- Complete necessary incident report

STAFF

- Notify school leader's office as soon as possible
- Remove student from the classroom if necessary
- Keep the student as stable as possible
- Speak calmly until police arrive
- Discourage discussion among students
- Wait for policy to arrive
- Complete necessary incident report

FOOD POISONING

SCHOOL LEADER'S OFFICE

- Identify problem and evaluate situation
- Appoint staff member to pull all appropriate health information from enrollment cards
- Follow directions from public health agencies
- Notify
 - The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
 - Parents and/or Guardians
 - Director of food services
- Cafeteria staff
- File appropriate reports with district and public health agencies

STAFF

- Send student to the office
- Discourage discussion among students
- Complete necessary incident report

CAFETERIA

- Close cafeteria
- Secure items used in food preparation for examination and tests
- Store samples of suspected menu items for examination
- Follow any further directions from public health agencies

SEVERE PROBLEM

- Call 911
- Administer first aid until medics arrive
- File appropriate reports with district and public health agencies

MINOR PROBLEM

- Administer first aid
- Give parents copies of suggested home treatment from public health agency for mild food poisoning file incident report ASAP

MEDICAL PROBLEM – ACCIDENT

SCHOOL LEADER'S OFFICE

- Secure student's health information from enrollment card and take it to the accident site
- Assess severity of injury or illness
- Notify:
 - Physician if indicated on enrollment card
 - Parents and/or Guardians
- File an incident report

STAFF

- Notify school leader's office as soon as possible
 - Remove student from class if necessary
 - Keep the student as stable as possible
 - Discourage discussion among students
 - Complete necessary incident report
-
- Call The Leona Group Corporate Offices: 419-474-3235 in Ohio – 517-333-9030 in Michigan
 - Parents and/or Guardians

SEVERE PROBLEM

- Call 911
- Stabilize the student and administer first aid until medics arrive
- Appoint staff member to accompany student to the hospital to act as liaison between hospital and school leader's office
- Notify The Leona Group - 419-474-3235
- Obtain diagnosis follow-up
- File appropriate reports

MINOR PROBLEM

- Move student to school office and assess
- Administer first aid
- Notify parents/guardians
- File an incident report

SEIZURE

SCHOOL LEADER'S OFFICE

- Secure student's health information from enrollment card and take it to the site
- Assess severity of seizure
- Move student to office when stable
- Notify
 - Parents and/or guardians
 - Physician if indicated on enrollment card
- Complete necessary incident report

STAFF

- Do not restrain the student
- Protect the student's head
- Do not attempt to put anything in the student's mouth
- Notify the school leader's office as soon as possible
- Remain with the student until help arrives
- Keep other student a safe distance away
- Complete necessary incident report

UNIVERSAL PRECAUTIONS

- Stay calm. Survey the scene. Protect yourself.
- Call/send for assistance and clean up.
- Warn others to stay clear to avoid additional injuries or exposure
- Provide a barrier between you and the individual's blood and/or bodily fluids. A barrier is anything that prevents you from having direct contact with the blood and/or bodily fluids, such as gloves, bandages, etc.
- Encourage individuals to assist themselves as much as possible to decrease your exposure.
- Dispose of contaminated items in a designated plastic bag while continuing to wear gloves. Use biohazard bag only for items so saturated with blood that it could be squeezed out; i.e., blood soaked gauze or bandages
- Properly dispose of gloves by removing them from inside to out.
- Wash hands immediately.
- Report incident and document properly.

REMEMBER

- WASH HANDS IMMEDIATELY IF EXPOSED TO BLOOD OR BODILY FLUIDS
- TREAT BLOOD AND BODILY FLUIDS, NOT STUDENTS AND CO-WORKERS, AS POTENTIALLY INFECTIOUS
- REPORT ALL INCIDENTS

EMERGENCY DISMISSAL – EVACUATION BOX*

*Office Manager will take evacuation box in the event of evacuation. Evacuation box to include:

- Names/number of Emergency Response Team
- Emergency fan-out sheet
- Emergency phone numbers
- School map
- Map to emergency location
- Map of emergency location
- Key to evacuation site
- Staff emergency cards
- Student emergency cards
- Pencils, paperclips, rubber bands
- Paper, clipboards
- List of students/staff medication
- Whistle
- Master keys
- Colored vests to help identify who is in charge
- Flashlight, pen light, flares if necessary
- Extra set of keys to the Knox Box outside each building
- Copy of building schedule
- “Hold Harmless” Agreement

EVACUATION GUIDELINES

EVACUATE WHEN IT IS NOT SAFE TO STAY INSIDE THE SCHOOL BUILDING

Purpose:	Keep people safe by leaving the building
When to Use:	Anytime it is safer to be outside than inside. For example, fire, bomb threat, utility or structural problem, hostage situation
Command or Signal:	Fire Alarm
Words to Avoid:	Fire, Bomb

School Leaders – Assistant Leaders

- Make decisions and decide protective actions
- Confirm that authorities have been called
- Coordinate with students, faculty and staff, school system and emergency responders
- Act as Public Information Officer – communicate with cable and other media
- Security issued
- Control ingress and egress to school
- Coordinate with off-site law enforcement, fire, EMS, etc.

Secretary and Administration

- Activate primary warning system
- Collect and compile student, staff, and visitor accountability information
- Record all events
- Compile damage information
- First aid

Teachers

- Stay with their class
- Take attendance to make sure all students are present at the assembly point
- Give unaccounted for student names to the office personnel
- First aid
- Provide an activity for students if evacuation is long-term
- Present self to fire, police and EMS personnel
- Help with damage assessment to the facility
- Assist in security and barricades
- Resource allotment

Student Advocate/Supervisor

- Collect and compile health and medical disaster information

- Coordinate with hospitals and EMG
- First aid

Other Staff

- Assist with other positions as needed and directed

Evacuating the Disabled

- Identify staff and student who may need assistance
- Assign staff or teachers to assist the disabled. Fallen debris may make it extra difficult to move these people.
- Provide training to staff in operating special equipment and on the medical needs of the disabled

HAZARDOUS MATERIAL RELEASE

- In a hazardous material release, staff should seal off rooms, secure vents and windows or any air-flow ducts.
- Consult local fire departments for guidance and proper procedures.
- Be available to shut down ventilation system for the building.

RELEASING STUDENTS

The school's major task in a disaster is the safety and protection of the students and staff. If students are evacuated or sheltered in place, there must be a system to release them to parents. Each school must have a plan in place, and all staff trained to assist with an emergency release of students.

Student Release Guidelines

- Use an enclosed area for off-site evacuations
- Define a controlled egress, ingress and parking
- Staff two stations with tables right next to each other – a parent request station and a student release station
- The early release of students is labor intensive. If necessary, use people from other schools, aides, and parent volunteer to help.
- Office managers are a vital part of the early release system since they know student and family backgrounds. Some staff will handle the requests for students; others will bring released students to the parents. As more parents arrive, more personnel may be needed.
- Begin release only after all persons have been accounted for. Have a sign-out system ready. Release children only to an authorized person. Have auxiliary staff (social worker, speech therapist, aides, etc.) available to counsel individual children.
- Schools must be able to talk to emergency responders, administration and other personnel. Expect to be inundated with calls from parents and the media. Alternate sources of communication may be needed.
- Have some sort of identifying mark – vests, ID cards – for staff.

Parent Education

- Parent should be notified of the emergency release system at the beginning of the school year.
- Stress that parents do not call as phone lines will be jammed
- Involve parents in the policy and procedures before an event. The procedure should be practiced and evaluated
- Make sure parents know that no student will be released on her or her own. Students must be signed out by an authorized person.

Mad Parent Syndrome Expect that not all parents will follow the procedure. Some will demand their children and will not wait. Educate parents about the emergency release procedures prior to an event. Use assertive staff to control anxious parents, but avoid confrontations. Document the names of parents who refuse to follow procedures and give to the school leader.

LOCKDOWN

Purpose:	Keep people safe by not moving around
When to Use:	Intruder, fights, riots, drive-by shooting, child missing, abduction
Command or Signal:	“Teachers, we are in a lockdown condition.”
Words to Avoid:	Fight, riot, intruder, kidnapping

Many casualties result from confusion and panic. If a violent crisis occurs, students and staff will be the safest if they know where to go and what to do. A well-developed and prescribed “lockdown” procedure is needed. An announcement will state:

“TEACHERS, WE ARE IN A LOCKDOWN SITUATION”

Staff

1. Keep students in the classroom
2. Move into nearest classroom if students are in the hallways
3. Check nearest bathroom for students and bring them into the classroom if it does not put the teacher or the larger number of students at risk.
4. Lock doors
5. Move students onto the floor away from windows and away from hall/door/window sight lines
6. Turn off the lights
7. Pull shades, close blinds – darkening the room is extremely important
8. Take attendance
9. Make a list of all the students NOT in the room.

REMEMBER: Safety important – not comfort!

Communicating – Educating

The lockdown procedure should be explained beforehand to all staff at a staff meeting, with time allotted for question, and subsequently discussed in weekly bulletins. Parents should be informed via newsletters, cable TV, meetings, etc. Students should be informed of the procedures much like they would be informed of a fire drill.

SHOOTER IN BUILDING – A.L.I.C.E.

Purpose:	Get people out of the building as fast as possible
When to Use:	Confirmed shooter in the building; shots fired inside the building
Command or Signal:	“Teachers, we have an intruder in the building.”
Words to Avoid:	Gunman, shooter

An announcement will state:

“TEACHERS, WE HAVE AN INTRUDER IN THE BUILDING.” THIS WILL BE FOLLOWED BY DETAILS ABOUT THE INTRUDER.

Staff

1. **A – Alert:** Alert students and staff. Any staff member should be able to sound the alert in the event of a violent intruder. Provide details about the intruder that will allow the students and staff to be informed decisions. Utilize PA, telephones, cell phones, walkie talkies, etc.
2. **L – Lockdown:** areas or levels of the building that can be safely isolated.
3. **I – Inform:** Staff continues to communicate with each other throughout the event. This keeps the intruder off balance as they are expecting passivity and compliance. Utilize the PA system and security cameras to track the intruder and publically announce their moves. Be specific.
4. **C – Counter:** This should be used as a last resort if you are confronted directly with a violent individual. Utilize distraction techniques to throw off shooting accuracy (yell, loud noises, throw objects at head/face, keep moving, swarm and attack arms/legs/head if opportunity presents). Untrained shooters have hit/kill rates of 50% or greater because of passivity of victims. Highly trained police officers miss 80% of shots in dynamic events.
5. **E – Evacuate:** If at all possible, evacuate!!! Putting distance between yourself and a violent intruder is ALWAYS the best option. When evacuation isn’t an option, BARRICADE. Slow or deny entrance to an area and deny contact with potential victims.

TORNADO /SEVERE STORM WARNING

Tornado Watch – the possibility of a tornado exists

Tornado Warning – a tornado has been spotted or indicated on radar

IMPORTANT – if a tornado is spotted or reported as being very imminent, a command should be issued over the public address system for students to drop and tuck where they are, under desks.

Staff

- Evacuate students to designated shelter area
- Take classroom roster
- Leave classroom door open
- Have students sit on the floor quietly
- Take attendance and account for all students
- Keep students calm and quiet
- If there is a drop and tuck command, ensure students face the wall
- Give drop and tuck command if you sense that a tornado is imminent

School Leader's Office

- Sound the warning alarm immediately
- Move all occupants to designated shelter areas
- Issue drop and tuck command over the public address system when judgment warrants
- Account for all students
- Parents arriving at school to pick up students should be invited in and recommended to shelter inside
- Keep all exterior doors closed

Custodian

- Ensure that all exterior doors are closed to prevent wind tunnel effect and flying debris
- After children are in place in corridors, ensure that all fire doors are closed
- If there is a possibility that a tornado has hit the building, shut off electrical power immediately

TORNADO/SEVERE STORM WATCH

Staff

- Close all windows and blinds
- Remind students of severe weather drill procedures
 - Define the shelter area where they may need to move to
 - Review and drop and tuck position facing wall
 - Inform students not to be alarmed if lights go out
 - Immediate action may be called for – drop and tuck under desks if instructed

School Leader's Office

- Remind staff and students what to expect if a warning is issued
- Remind teachers in exterior rooms to close windows and blinds
- Activate pre-designated staff to monitor radio and TV for warnings
- Bring students and staff indoors from playgrounds and other outdoor areas