

KALAMAZOO RESA

EMERGENCY
MANAGEMENT
GUIDE

Table of Contents

PREFACE	3
IMPORTANT PHONE NUMBERS.....	4
BLOOD AND BODILY FLUID PRECAUTIONS.....	5
ACTIVE SHOOTING/DRIVE-BY SHOOTING.....	6
AIRCRAFT ACCIDENT.....	8
BOMB THREAT.....	10
BUS ACCIDENT/INCIDENT	12
BUS ACCIDENT.....	12
BUS ACCIDENT/INCIDENT	13
EPISODIC VIOLENCE.....	14
EXPLOSION	16
FIRE.....	18
FOOD SERVICE EMERGENCIES.....	20
FOOD POISONING.....	20
ALLERGIC REACTIONS	20
FOOD POISONING/ALLERGIC REACTIONS.....	21
GAS LEAK.....	22
HOSTAGE/ABDUCTION.....	24
HOSTAGE (INSIDE OR OUTSIDE).....	24
ABDUCTION (STUDENT OR STAFF)	24
INTRUDER/STRANGER/ANGRY PARENT/STAFF.....	26
LARGE DISTURBANCE/RIOT/GANG ACTIVITY OR POLICE ACTION NEAR THE BUILDING	28
MEDICAL PROBLEM OR ACCIDENT	30
NOT BREATHING—SEIZURE OR SIGNIFICANT INJURY	30
PERSONAL THREAT.....	33
RADIOLOGICAL RELEASE/DIRTY BOMB.....	35
DIRTY BOMB.....	35
RADIOLOGICAL RELEASE	39
BIOLOGICAL/CHEMICAL RELEASE	43
RUNAWAY OR MISSING STUDENT	46
SEXUAL ASSAULT	49
SUSPECTED CHILD ABUSE.....	50
SUICIDE THREAT/ATTEMPT.....	52
SEVERE WEATHER/TORNADO WARNING	55
SEVERE WEATHER WARNING	55
TORNADO WARNING	55
SEVERE WEATHER/TORNADO WARNING.....	56
WEAPONS POSSESSION	58
EMERGENCY RESPONSES.....	61
EVACUATION.....	61
SHELTER IN PLACE.....	61
REVERSE EVACUATION.....	61
LOCKDOWNS.....	62
REUNIFICATION PLANNING.....	64
REUNIFICATION STAFFING CHART	65
INCIDENT COMMAND STAFFING CHART	66
BOMB THREAT REPORT.....	67
MEDIA CONTACT PROTOCOL FLOWCHART	68

Preface

The purpose of this All Hazard Emergency Management Guide is to provide a convenient reference to the functional and hazard-specific annexes of the Kalamazoo RESA Emergency Operations plan in an organized, systematic method to prepare for, prevent, mitigate, respond to, and recover from incidents.. The Guide outlines the responsibilities and duties of Kalamazoo RESA employees during an incident, empowering them to act quickly and knowledgeably. This guide along with the Kalamazoo RESA Emergency Operations Plan (EOP) provides parents and other members of the community with assurances that Kalamazoo RESA schools and offices have established guidelines and procedures to respond to incidents in an effective way. Staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Kalamazoo RESA schools regularly hold drills and provide in-service training for faculty and staff.

The Kalamazoo RESA Emergency Operations Plan outlines the expectations of staff; roles and responsibilities; internal and external communications plans; training and sustainability plans; The National Incident management System (NIMS) Incident Command System authority direction and control systems; as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Limitations: It is the policy of Kalamazoo RESA that no guarantee is implied by this guide of a perfect incident management system. As personnel and resources may be overwhelmed, Kalamazoo RESA can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Important Phone Numbers

Superintendent's Office269-250-9202
Principal/Administrator.....

Law Enforcement/Non-Emergency

Portage Police269-329-4567
Kalamazoo Police..... 269-337-8120
Three Rivers Police.....269-278-1235
Kalamazoo County Sheriff.....269-383-8700
Office of Emergency Management..... 269-383-8712
State Police, Paw Paw Post269-657-3235

Fire Department

Portage Fire Marshal269-329-4487
Kalamazoo Fire Marshal..... 269-337-8245
Three Rivers Fire Marshall..... 269-278-3755

Ambulance Service

PRIDE CARE, Portage Rd.269-343-2224
PRIDE, East Cork St.269-978-0438
LIFE EMS, North St.....269-343-5433
Three Rivers, W. Michigan Ave.269-273-2375
Life Care, South Main St..... 269-278-2400

Hospital

Borgess269-552-2192
Bronson.....269-341-8484
Three Rivers Area..... 269-273-9611

Utility Emergency

Electric, Consumers Energy.....1-800-477-5050
Gas, Consumers Energy1-800-477-5050

Support Services

Employee Assistance Program
Family Independence Agency..... 269-337-3400
Health and Community Services..... 269-337-4911
Community Mental Health..... 269-373-5200
American Red Cross..... 1-800-382-6382
United Way: Call 2-1-1 for help with food, housing,
employment health care, counseling and more.

**All emergencies:
Dial 911**

Do you know...

Where fire alarm pulls, fire extinguishers and fire exits are located?

When to evacuate, lock-down or shelter in place?

Where the tornado shelter is located?

Where you should report during an evacuation?

What to do in a medical emergency?

Blood and Bodily Fluid Precautions

Blood borne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV), malaria, syphilis and brucellosis.

All instructional, non-instructional staff and volunteers should be familiar with “Universal Precautions.” A universal precaution means that you treat all blood, bodily fluids and unknown substances as if they are infectious.

Universal precautions apply to:

- Blood
- Body fluids containing visible blood
- Semen
- Vaginal fluid
- Cerebrospinal
- Synovial, pleural, peritoneal, pericardial and amniotic fluids
- Needles, scalpels and other sharp instruments

Some fairly standard universal precaution practices:

Use protective barriers that include: gloves, gowns, masks, protective eyewear and aprons. These are single use items. Secure contaminated clothing and objects in appropriately marked containers. Do not touch your face, eyes, mouth or nose while handling potentially infectious materials. Do not eat, drink, smoke, put on lip balm or cosmetics in a potentially contaminated area.

Follow these steps if you are exposed:

1. Thoroughly wash the affected area with water for at least 15 minutes. Use hot water and soap to wash skin. If eyes have been contaminated, flood with generous amounts of water.
2. Notify your supervisor if they are immediately available.
3. Seek medical attention as soon as possible, preferably within two hours of being exposed. If there is a possibility contaminant entered the body through cuts or abrasions, eyes or mouth.

Active Shooting/Drive-By Shooting

Staff Response

Shooter Inside

Immediately enter a Level III Lockdown, call 911 when safe to do so.

1. Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Have an escape plan in mind. Leave your belongings behind.

- Prevent individuals from entering an area where the active shooter may be.
- Do not attempt to move wounded people. Call 911 when you are safe.
- Follow the instructions of police officers. Keep your hands visible.

2. Hide out. Clear all students, staff and visitors from halls and enter the nearest available room.

- If shots are heard, yell to students/staff to drop to the floor and stay down.
- When possible, assist those needing special assistance.
- Immediately lock doors and windows. If safe to do so, cover both windows and door window.
- Stack objects around students and staff for additional protection. Keep students and staff low and away from windows. Do not get up and walk around the room.
- Shut off lights. Maintain silence. Stay calm.
- Do not allow anyone into or out of the room for any reason.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person. The “all clear” is when an administrator with police officer or emergency responder unlocks the door. “All clear” is not given over the intercom.
- Account for all students and staff.
- Report any missing students or staff to your administrator.

If evacuation and hiding out are not possible, remain calm and be prepared to take action.

- If possible, call 911 to alert police to the active shooter’s location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Take action against the active shooter as a last resort, and only when your life is in imminent danger.
- Attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons. Yell.
- Once you make the decision to act, committing to your actions is vital. Don’t hesitate.

Shooting Outside of Building

If you are outside and shots are heard:

- Drop and cover. If you have students, yell to drop and cover. Call 911.
- When safe to do so, “reverse evacuate”, moving into the closest building and enter a Level III Lockdown.

Active Shooting/Drive-By Shooting

Administrator response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate the Incident Command system as soon as possible.
- Account for all students and staff.
- Sweep safe areas of building for anyone left behind, unaccounted for, or injured.
- Notify any buses that may be coming to facility to stay away.

Recovery

- Take census of staff and students.
- Allow for normal continuance of daily activities or activate reunification procedures.
- Arrange for staff and student counseling if needed.
- Cooperate with police in ongoing investigation.
- Working with Communications, communicate the appropriate information to staff, students, parents and guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Ensure visitor procedures are in place and enforced.
- Consider ID badges for students and staff.
- Consider surveillance cameras where appropriate.
- Maintain a safe school culture.
- Address bullying issues promptly.
- Form a threat assessment team to analyze incidents and issues that may pose a threat to students and staff.
- Hold lockdown drills annually in accordance with the law.
- Carry out at least one lockdown drill through to reunification and recovery. (Use table-top exercise if needed.)
- Orient staff and students to lockdown procedures.
- Ensure classroom locks (doors and windows) are in good working order.
- Orient staff and students to reunification procedures.

Aircraft Accident

Staff Response

If building is hit by aircraft:

- Call 911 and follow dispatcher's instructions
- If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.
- If fire is present or fuel can be smelled, evacuate immediately to designated assembly area.
- Take the closest, (primary route) out.
- Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Take census of staff and students.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.

Aircraft accident on or near building site, with no damage to building:

- Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- Prepare for a Level 1 Lockdown to facilitate accounting for all students and staff and possible evacuation.
- Follow instructions of authorities
- Do not release any information to the press. Refer requests for information to the Communications Specialist.

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

If building is hit by aircraft:

- If fire is present or fuel is spent within the building, evacuate immediately and evacuate off campus.
- If there is minor structural damage to the building, no fire is present, no fuel is smelled, assess the safety of an evacuation. If the aircraft has hit the building but there is spent fuel and debris on the grounds outside of the building, enter a Level I Lockdown in preparation of an evacuation.
- Sweep safe areas of building for anyone left behind, unaccounted for, or injured.
- Notify any buses that may be coming to facility to stay away.
- Activate Incident Command as soon as possible.

Aircraft accident near building site with no damage to the building:

- Activate Incident Command as soon as possible.
- Enter a Level I Lockdown to facilitate accounting for all students and staff and possible evacuation.
- No building evacuations should occur until emergency officials determine that there is no imminent danger outside of building.
- Allow for normal continuance of daily activities and/or dismissal procedures as needed.

Aircraft Accident

Recovery

- Take census of staff and students.
- Allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Arrange for staff and student counseling if needed.
- Cooperate with emergency officials in any ongoing investigation.
- Working with Communications, communicate the appropriate information to staff, students, parents and guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Hold evacuation drills. Ensure staff know evacuation routes, both primary and secondary.
- Carry out at least one evacuation drill through to reunification and recovery. (Use table top if necessary and functional exercise when able.)
- Ensure emergency evacuation transportation procedures are up-to-date.

Bomb Threat

Staff Response

Collect data and notify Administration immediately.

Telephone: Keep caller on the phone – do not hang up.

- Use Caller ID if you have it and capture the caller's number.
- Signal someone to call 911.
- Fill out the Bomb Threat Checklist located in at the end of this guide while in conversation with the caller. Write down everything the caller says and be observant to background noises.
NOTE: The Bomb Threat Checklist located at the end of this guide should be filled out while still in conversation with the caller.
- After the caller hangs up, keep the phone off the hook so police can trace the call.

Written: (Includes email and texting.) Secure the document or email, copy and save it for evidence.

Verbal: Document every detail provided. List all possible witnesses to original threat.

Alert for all bomb threats:

- Bombs can be activated by radio signals and electronic devices. Do not use cell phones, discontinue use of all electronic equipment. Inform administration via messenger or building telephone.
- Evacuate if told to do so, leaving doors open as you exit.
- Never touch a suspicious package. If you find a suspicious or unfamiliar object, evacuate the area immediately and notify your administrator.
- Administration will organize a sweep of the building.

Maintenance

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building.
- Do not release any information to the press. Refer requests for information to the Communications Specialist.

Bomb Threat

Preparedness

- Orient staff to bomb threat procedures.
- Ensure “Bomb Threat Detail Reports” are located in every classroom.
- Hold bomb search training for staff to ensure that staff know how to sweep their office/classroom in the event a bomb threat is made.
- Carry out at least one evacuation drill through to reunification and recovery. (Use table top if necessary and functional exercises when able.)
- Ensure that you and key staff know where gas, electrical and air supply shut-off valves are located.
- Keep maintenance storage areas locked.
- Keep unused hallway lockers locked.
- Have all packages delivered to a central location and inspected. Make sure you have a process for acceptance of packages not delivered by postal service, UPS, FedEx or other common carrier.
- Ensure staff know to maintain vigilance and report any suspicious package or backpack that shouldn't be where it is (out of place).

Recovery

- Take census of staff and students.
- Allow for normal continuance of daily activities and dismissal or reunification procedures as warranted.
- Cooperate with police in ongoing investigation.
- Working with Communications, disseminate the appropriate information to staff, students, parents and guardians.
- Provide counseling services for staff and students.

Bus Accident/Incident

Bus Accident

Bus Driver Response

- Call 911.
- Notify Dispatch (Transportation Director).
- Account for all students and staff on bus.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.
- Assist those needing special assistance.
- Do not make any statements to press.

Dispatch (Transportation Director) Response

- Notify Administration. Call 911 if driver has not.
- Dispatch transportation for non-injured students to be taken to predetermined reunification site.
- Prepare report per district policy.

Bus Incident

- Angry Individual
- Bomb Threat
- Violent Situation
- CBRNE Incident
- Fire

Bus Driver Response

For any of the above incidents:

- Contact Dispatch.
- Follow specific incident protocols outlined in this guide.

Bus Accident/Incident

Bus Accident/Incident

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate Incident Command System
- Send liaison to crash site to:
- Take census of staff and students.
- Take photos of crash site and scene.
- Make sure communication from crash site with incident command is established.
- Send liaison to hospital if any staff or students require medical attention.
- Have second liaison ready to report to morgue if deaths occur.

Recovery

- Activate reunification procedures as warranted.

Preparedness

- Follow scheduled maintenance routine for buses
- Ensure driver safety training requirements are up to date.
- Hold a table top exercise that requires bus driver reaction, dispatch and administrator action. (Consider following with a functional drill covering a “most likely” scenario.)

Episodic Violence

Staff Response

- Notify Administration.
- Always approach a student, staff or visitor exhibiting violent behavior with extreme caution.
- Talk in a calm voice.
- If behavior does not cease, shout STOP and then lower your voice and encourage individual to talk about the issues someplace else.
- Try to get the individuals to an isolated area away from others, less of an audience and less danger to others.
- Allow them to calm themselves without losing face.
- Don't leave the individual alone until they are calm.
- Violence is time-lined and if you can delay long enough it can subside.
- Never grab or touch a violent individual unless they are causing harm to themselves or others.
- If the individual is a student, discuss their behavior and the consequences only after they are calm.
- Document the incident in writing.

If a weapon is visible or suspected:

- Do not approach the individual.
- Do not attempt to confiscate the weapon.
- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate is given, evacuate quickly and quietly.
- If evacuation is not allowed keep talking with the student until police arrive.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Follow directions when police arrive.
- Document the incident in writing.

Episodic Violence

Administrator Response

- In addition to following the steps identified in the staff response to this incident, the administrator should:
- Respond immediately to staff request for assistance and escort the individual to the main office regardless of perceived severity.
- Do not leave any individuals involved in the episode alone or together without staff supervision.
- Consider calling a Level I Lockdown until the situation is controlled.
- Call a Level II Lockdown and Call 911 if staff is unable to deescalate the situation or if the violence escalates or the individual(s) refuse to cooperate, becomes physical or begins to roam the building.
- Activate Incident Command if 911 is called.
- Document every detail provided.
- List all possible witnesses to original threat.

Recovery

- Allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Cooperate with police in any ongoing investigation related to the incident.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Provide a safe school culture.
- Provide student and staff training on bullying prevention.
- Provide staff training on responding to violent situations.
- Provide access to stress management programs.
- Use a badge ID system.
- Enforce visitor protocols.
- Keep entrances to the building secure when not in use.
- Hold Lockdown drills in accordance with the law.
- Carry at least one Lockdown drill that starts with a level 1 and progresses to a Level II Lockdown. Hold a table top exercise that staff response to an escalating violent episode. (Consider following with a functional drill covering a “most likely” scenario.)

Explosion

Staff Response

- CALL 911
- Shelter In place or evacuate as directed.

Shelter in Place:

- If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.
- Do not use electronic or wireless communications in case of secondary devices.
- Take census of students and staff.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.

NOTE: Explosions can happen from ruptured gas mains, acts of terrorism, truck or train accidents, and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain sheltered inside and wait further instructions from the main office or first responders unless there is an immediate danger of fire or structural damage to the building.

Evacuate:

- Evacuate immediately if there is structural damage or fire is present.
- Take the closest way out (primary route). Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Leave doors and windows open as you exit.
- Do not remove any objects as you exit.
- Initial evacuation should be minimum of 1000 feet.

NOTE: Do not use electronic or wireless communications in case of secondary devices.

After Initial Evacuation:

- Take census of students and staff.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.
- Be prepared to evacuate off campus.

Maintenance

- Shut down all HVAC and air handling systems.
- Turn off gas supply to building.

Explosion

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Activate Incident Command
- Determine if evacuation or shelter in place is the appropriate response.
- Sweep safe areas of building for anyone left behind, unaccounted for or injured.
- If evacuating, sweep and clear evacuation path(s) and assembly areas for any secondary devices.
- Initial evacuation should be minimum of 1000 feet.
- Notify any buses that may be coming to facility to stay away.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.

Recovery

- Take staff and student attendance upon departure from the school and arrival at the reunification site.
- Provide communication to staff, students and parents/guardians as policy dictates.
- Contact the Greater Kalamazoo American Red Cross
- Facilitate access to Employee Assistance Program.
- Provide stress and or grief counseling for students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut off valves are located.
- Ensure staff and students know designated shelter areas.
- Ensure staff and students know primary and secondary evacuation routes.
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold evacuation drills with at least one drill being functional leading to evacuation off campus.
- Keep maintenance storage areas locked.
- Keep unused hallway lockers locked.
- Be vigilant of boxes, backpacks etc., that seem out of place.
- Have all packages delivered to a central location and inspected.

Fire

Staff Response

- Notify Administration.
- If the fire is small enough extinguish it.
- If the fire is too large to safely extinguish, pull the fire alarm and evacuate immediately.
- Take the closest way out (primary route). Use secondary route if primary route is blocked.
- Assist those needing special assistance.
- Initial evacuation should be minimum of 1000 feet.
- Take census of staff and students.
- Check for injuries and apply first aid and life-sustaining techniques utilizing trained staff person.
- Be prepared to evacuate off campus.
- Always evacuate at the sounding of the fire alarm unless an ALL CLEAR signal indicates a false alarm.

Maintenance

- Shut down all HVAC and air handling systems.
- Turn off gas supply to building.

Administrator Response

- In addition to following the steps identified in the staff response to this incident, the administrator should:
- Depending on the severity of the fire, allow for normal continuance of daily activities and/or dismissal procedures as needed.
- Activate Incident Command if building evacuation is necessary.
- Sweep safe areas of building for anyone left behind, unaccounted for or injured.
- Determine if evacuation off campus is necessary.
- Notify any buses that may be coming to facility to stay away.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.
- See Medical Problem or Accident for further information.

Fire

Recovery

- Take staff and student attendance upon departure from the school and arrival at the reunification site.
- Reunite students with parents using reunification protocols.
- Contact the Greater Kalamazoo American Red Cross (1-800) 382-6382 for assistance if needed.
- Facilitate access to Employee assistance program and or grief counseling as needed
- Provide stress counseling for students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut off valves are located.
- Keep maintenance storage areas locked.
- Keep unused hallway lockers locked.
- Ensure staff and students know primary and secondary evacuation routes.
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold fire drills with at least one functional drill leading to evacuation off campus.
- Test alarms on a regular schedule.

Food Service Emergencies

Food Poisoning

Staff Response

- Notify Administration.
- Stop serving until you can determine if illness was caused by food from kitchen.
- Utilizing trained staff personnel apply first aid and life-sustaining techniques if needed.
- If contamination is from private source:
 - Secure the food to provide to parents/guardians.
 - Administration will contact parents/guardians.
- If contamination is from school supplied food:
 - Isolate contaminated food.
 - Decontaminate preparation and service areas before other food are prepared and served.
- If contaminated food came from school supplies, contact Health and Community Services at 269-373-5200. Spanish speaking personnel available.

Allergic Reactions

Staff Response

- Notify Administration
- Keep student or employee awake and alert as possible.
- Utilize trained staff to administer first aid.
- Administration will contact student's parents, spouse, or named individual.
- If life-threatening danger exists, call 911.
- Do not release any information to the press. Refer request for information to the Communications Specialist.

Food Service Emergencies

Food Poisoning/Allergic Reactions

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Call 911 if severity or number of victims requires additional medical assistance.
- If the incident involves numerous students or staff becoming ill, activate Incident Command.
- Determine source of contaminated food.
- Notify the Kalamazoo County Health department if food is from a school supply.
- Contact any other facility serving food from the same supply.
- If food was brought from home, secure it to give to the parents.
- Contact parents / guardians.

If a student or staff requires hospitalization and Incident Command has not been activated:

- Send a staff person to the hospital.
- Notify the office of the superintendent.
- Notify the Communications Specialist.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.

Recovery

- Cooperate with the Kalamazoo County Department of Health and Community services as warranted.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Maintain an up to date list of food suppliers.
- Establish track of supply coming into building or district.
- Keep kitchen and cafeteria surfaces clean.

Gas Leak

Staff Response

Alert! If you even suspect a gas leak – notify Administration

Gas Leak Outside

- Remain in rooms with door and windows closed. Prepare to shelter in place.
- Shut off Univent (heat, ventilation, air conditioners).
- Cover nose and mouth with handkerchief or other filtering material if needed.
- Await further instructions.
- Take attendance of staff and students.

Gas Leak Inside

- Notify Administration. If not immediately available, call 911.
- Take census of students and staff.
- Be prepared to evacuate, take census of students and staff.
- Do not use cell phones, portable radios or any objects that could produce electric sparks
- Discontinue use of office and all electronic equipment.
- When evacuating leave lights on, doors and windows open.
- Cover nose and mouth with handkerchief or other filtering material.
- Evacuate upwind of leak and go to designated assembly areas.
- Take census of students and staff.
- Check for medical problems caused from exposure and apply first aid and life-sustaining techniques utilizing trained staff person.
- Await further instructions.

Maintenance

Gas Leak Outside

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building.
- Extinguish all pilot lights.

Gas Leak Inside

- Shut down all HVAC or air handling systems.
- Turn off gas supply to building.
- Extinguish all pilot lights.

Gas Leak

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Consider need to Shelter in Place.
- Notify any buses that may be coming to facility to stay away.
- Determine any medical problems caused from exposure to gas leak.
- If the event requires evacuation to an off-site location or if the event causes incapacitation of staff or students, activate the Incident Command System.

Recovery

- Take census of staff and students.
- Determine any medical problems caused from exposure to gas leak.
- Allow for normal continuance of daily activities or reunification procedures as warranted.
- Determine any medical problems caused from exposure to gas leak.
- Coordinate with department of Health as warranted.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Ensure that you and key staff know where Gas, Electrical and Air supply shut offs are located.
- Ensure staff and students know designated shelter areas.
- Ensure staff and students know primary and secondary evacuation routes
- Maintain a daily list of individuals needing special assistance and assign a buddy.
- Hold functional gas shut off drill during shelter in place and evacuation drills.

Hostage/Abduction

Hostage (Inside or Outside)

Staff Response

- Do not approach the person.
- Talk in calm respectful manner.
- If hostage is a single person (domestic or personal dispute), ask to have others evacuated. If allowed do so quickly and quietly.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering when talking to other hostages. Avoid raising your voice when talking to captor.
- Avoid abrupt movements. Keep movement to a minimum and in view.
- Keep students and yourself away from windows and doors and as far away from the captor(s) as possible.
- Inform captor(s) of any medical conditions or special disabilities of all hostages.
- Stay calm.

Once released:

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.

Abduction (Student or Staff)

Staff Response

- If you see someone forcibly trying to abduct a student or staff, immediately notify the Principal, Assistant Principal, or main office.
- Call 911 and notify the police of what has occurred if you were unable to notify the Principal, Assistant Principal, or office staff.
- Do not approach the person.
- Talk in calm manner asking name and nature of business.
- If the person persists in attempting to take the student or staff, make a scene. Scream, yell, blow a whistle, and bring as much attention as possible to the situation to help prevent the person from illegally taking the student. Use good judgment do not put yourself or others in physical danger.
- Write down information about the abductor as soon as possible.

Gender	Weight
Nationality	Description of vehicle involved
Hair color	Vehicle license plate number
Clothing	Direction of departure
Height	Identify all witnesses and wait for authorities

Hostage/Abduction

Administrator Response

In addition to following the steps identified in the staff response to this incident, the administrator should:

- Call 911
- Activate the incident command system.
- Enter a Level II Lockdown.
- Account for the location of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Notify any buses that may be coming to facility to stay away.

Recovery

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to Employee assistance program and or counseling for students as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Limit Access to building and grounds
- Ensure proper supervision of students at recess or special events.
- Provide surveillance cameras where staff is not accessible.
- Hold lockdown drills as required by law.
- Include a hostage and or abduction situation in your tabletop and functional exercises.

Intruder/Stranger/Angry Parent/Staff

Staff Response

Inside or Outside on School Property

- Notify Administration.
- Approach with courtesy and caution. With any unfamiliar face in the building, you should always greet them with your name and position, and ask them if they need help with anything.
- Talk in calm manner.
- Escort person to office to sign in if they have not done so.
- If person refuses to cooperate, walk away and Notify Administration.
- Do not put yourself or others in danger, if the person becomes unruly or physical call 911.
- Document the incident in writing.
- Report any suspicious acting person on school property, immediately to administration and wait for assistance.

Administrator Response

Inside or Outside on School Property

In addition to following the steps identified in the staff response to this incident the administrator should:

- Respond immediately to staff request for assistance and escort the individual to the main office regardless of perceived severity.
- Escort person to office to sign in if they have not done so.
- If person refuses to cooperate, walk away and call 911.
- If the person becomes unruly or physical call 911.
- Enter a Level I or Level II Lockdown depending on the extent of the threat.
- Notify any buses that may be coming to facility to stay away.
- Document the incident in writing.
- Identify all witnesses.
- If the event requires calling 911 activate the Incident Command System.

Intruder/Stranger/Angry Parent/Staff

Recovery

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to employee assistance program and or counseling for students as needed.
- Working with the Communications department, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

Limit access to building and school grounds.

Ensure proper supervision of students at recess or special events.

Provide surveillance cameras where staff availability is limited.

Ensure policies requiring visitors to register are up to date and enforced.

Use ID badges for all students and staff when possible.

Hold Lockdown drills as required by law.

Large Disturbance/Riot/Gang Activity or Police Action Near the Building

Staff Response

Large Disturbances, student or civil riots, gang activity or police action near the building have the potential to disrupt activities, cause injury to staff and students and damage property.

- Do not approach.
- If you are inside and the disturbance is outside be prepared for lockdown.
- If you are outside and the disturbance is outside, reverse evacuate.
- If you are inside and the disturbance is inside be prepared for lockdown.
- If you are outside and the disturbance is inside stay outside and go to predetermined assembly area.
- Take census of students and staff.
- Keep calm and await further instructions from administration, or police.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Determine the safest procedure to follow (Level 1 or Level 2 Lockdown) based on the nature and severity of the threat posed to your students and staff and the proximity of the event to the building.
- With all police action near the building, reverse evacuate any students outside.
- If the disturbance is violent or has the potential to become violent (armed gunman being pursued by police) and is close to the building, enter a Level 2 Lockdown and activate the incident command system.
- Notify any buses that may be coming to facility to stay away.
- Enter a Level 3 Lockdown and Call 911 if the disturbance enters or attempts to enter the building.

Large Disturbance/Riot/Gang Activity or Police Action Near the Building

Recovery

- Take census of students and staff.
- List all possible witnesses to event and cooperate with the investigation.
- Allow for normal continuance of daily activities and / or dismissal procedures as needed.
- Facilitate access to employee assistance program and or counseling for students as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Establish a relationship with your local law enforcement that will encourage police to notify you when dangerous police action is occurring near the building.
- Limit Access to building and school grounds
- Ensure proper supervision of students at recess or special events.
- Provide surveillance cameras where staff availability is limited.
- Ensure policies requiring visitors to register are up to date and enforced.
- Use ID badges for all students and staff when possible.
- Hold lockdown drills as required by law

Medical Problem or Accident

Not Breathing—Seizure or Significant Injury

Staff Response

Inside or outside on School Property

WoodsEdge – Call nurses' direct line (button on phone)

- Remain calm and assess the severity of the situation.
- Apply first aid and CPR as appropriate utilizing trained staff personnel.
- Call 911
- Always use Universal Precautions when working with an injured person. Do not move the individual
- Monitor student/staff. Remain with the individual and keep as stable as possible until paramedics arrive.
- Complete Accident Report prior to busing student , send copy to parent
- Notify administration. If administrator is not available and a serious or life-threatening situation is perceived to exist, call an ambulance or 911.

Minor Problem

- WoodsEdge Call nurse's direct line (button on phone)
- Apply first aid as appropriate utilizing trained staff personnel.
- Notify Administration
- Complete Accident Report prior to busing the student, send copy to parent

Always use Universal Precautions when exposed to:

- blood, bodily fluids containing visible blood
- semen, vaginal fluid
- cerebrospinal
- synovial, pleural, peritoneal, pericardial, and amniotic fluids
- needles, scalpels and other sharp instruments.

Further information on Universal Precautions located in the back of this guide

If this is a suspected drug overdose, attempt to get the following information:

- Name of drug
- Quantity administered
- Time it was administered

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.

Medical Problem or Accident

Not Breathing—Seizure or Significant Injury

Administrator Response

Inside or outside on School Property

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Ensure 911 call has been made if required.

If individual is a student:

- Secure student identification information .
- Provide this information to medical or police responding.
- Ensure parent has been contacted.
- Appoint staff member to accompany student to the hospital & act as liaison.
- Call the superintendent's office.
- File an accident report prior to busing the student.

If the individual is an employee:

- Secure Personnel Form containing emergency contact information.
- Provide this information to medical or police responding.
- Ensure emergency contact has been notified if needed or requested.
- Appoint staff member to accompany student to the hospital & act as liaison.
- Call the superintendent's office.
- File an accident report.

If death results:

- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Cooperate with law enforcement during any investigation.
- Determine exact identity of victim.
- Provide a copy of identity record to EMS.
- Have school liaison accompany victim to morgue.

Medical Problem or Accident

Not Breathing—Seizure or Significant Injury

Recovery

- Allow for normal continuance of daily activities and / or dismissal / reunification procedures as needed.
- Cooperate with police in any ongoing investigation related to the incident.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Identify and maintain a list of staff trained and certified in emergency first aid, CPR and AED use.
- Provide training to ensure all staff and students are aware of universal blood precautions
- Provide emergency medical equipment and supplies as appropriate for the building.
- Keep Emergency phone numbers and contact information up to date.
- Orient staff to grief counseling resources including the employee assistance program If available.
- Have communication procedure in place. All communication with media / parents / guardians and employees will be carried out by the designated Communications Specialist.
- Have Policy on memorials in place.

Personal Threat

Staff Response

Telephoned threat:

- If you have caller ID use it and capture the caller's number.
- If the threat is life threatening, do not hang up. Signal someone to call 911 and notify administration immediately.
- If threat does not require immediate police intervention, notify your administrator to determine the appropriate response as dictated by severity of threat.
- Keep caller on the phone as long as possible.
- Write down everything the caller says.

Face to face verbal threat:

If a verbal threat is made and you feel that matters could escalate, do not continue to engage the individual in a dialogue, walk away to a secure place where there are other people and:

- Call 911 if you feel the threat requires police intervention.
- If threat does not require immediate police intervention, notify your administrator immediately to determine appropriate response as dictated by severity of threat.
- Document as much detail as you can.
- List ALL possible witnesses to original threat.

Written threat: (includes email and texting).

- Secure the document
- Copy or photograph the document for evidence.
- Notify your administrator to determine appropriate response as dictated by severity of threat

Personal Threat

Administrator Response

Respond immediately to staff request for assistance and determine the legitimacy of the threat.

- If the threat is determined to be legitimate contact the Superintendent's office.
- If the person is on the premises and is unruly or physical. Call 911.
- If 911 called, enter a Level 1 or Level 2 Lockdown depending on the severity of the threat and the location of the threatening individual.
- Initiate the Incident Command System
- Notify any buses that may be coming to facility to stay away.
- Document the incident in writing.
- Identify all witnesses.

Recovery

- Cooperate with police in ongoing investigation.
- Ensure follow-up with Human Resources to provide for staff student counseling services.

Preparedness

- Ensure staff and students know who to talk to if they are threatened or harassed.
- Ensure that anti bullying and harassment training and policies are in place.
- Provide appropriate staff with nonviolent crisis intervention training.

Radiological Release/Dirty Bomb

Dirty Bomb

What is a dirty bomb?

A dirty bomb is a mix of explosives, such as dynamite, with radioactive powder or pellets. When the dynamite or other explosives are set off, the blast carries radioactive material into the surrounding area. The main danger from a dirty bomb is from the explosion, which can cause serious injuries. The radioactive materials used in a dirty bomb would probably not create enough radiation exposure to cause immediate serious illness, except to those people who are very close to the blast site. However, the radioactive dust and smoke spread farther away could be dangerous to health if it is inhaled. You cannot see, smell, feel, or taste radiation.

Staff Response

Release Outside

When the release/explosion is outside and you are inside, stay inside.

- If the walls and windows of the building are not broken, stay in the building, this will shield you from radiation that might be outside.
- To keep radioactive dust or powder from getting inside, shut all windows, outside doors, and turn off fans and heating and air-conditioning systems that bring in air from the outside. It is not necessary to put duct tape or plastic around doors or windows.
- If the exterior walls and windows of the building are broken, Shelter in place, go to an interior room and do not leave.

If you are outside reverse evacuate.

- Keep individuals who may have been exposed isolated in another room.
- Individuals exposed to outside air should shower and wash your hair with soap as soon as possible.

Release Inside

When the release is inside evacuate.

The less time you are exposed to radioactive materials the less chance you have of suffering illness from the exposure.

Radiological Release/Dirty Bomb

Dirty Bomb

Inside or Outside

When the building you are in has been severely damaged evacuate.

Quickly go into a building where the walls and windows have not been broken. The further away you are from the source of the radiation, the less chance you have of suffering from the expo-sure.

- When evacuating, or you are outside near the release, be sure to cover your nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- Once you are inside, take off your outer layer of clothing and seal it in a plastic bag if available. Put the cloth you used to cover your mouth in the bag, too. Removing outer clothes may get rid of up to 90% of radioactive dust.
- Put the plastic bag where others will not touch it and keep it until authorities tell you what to do with it.
- Shower or wash with soap and water. Be sure to wash your hair. Washing will remove any remaining dust.
- Ensure that staff/ students do not chew gum, eat, drink or place objects in their mouth.

If you are in a bus or car when the incident happens.

- Close the windows and turn off the air conditioner, heater, and vents.
- Cover your nose and mouth with a cloth to avoid breathing radioactive dust or smoke.
- If you are close to your building, or a public building, go there immediately and go inside quickly.
- If you cannot get to your home or another building safely, pull over to the side of the road and stop in the safest place possible. If it is a hot or sunny day, try to stop under a bridge or in a shady spot.
- Turn off the engine and listen to the radio for instructions.

Radiological Release/Dirty Bomb

Dirty Bomb

Administrator Response

Release Outside

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911
- Activate Shelter in Place protocol.
- Activate the Incident Command System.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside reverse evacuate to predetermined location. Provide for decontamination area, shower, hose, buckets of water.
- Isolate these individuals away from others until approval of Local Health Department.
- Notify any buses that may be coming to facility to stay away.

Release Inside/Severely Damaged Building

- Call 911
- Account for all students and staff
- Activate evacuation procedures
- Sweep safe areas of the building on the way out for anyone left behind, unaccounted for or injured. Reduce exposure by moving as quickly as possible.
- If evacuating sweep and clear evacuation path (s) and assembly areas for any secondary devices.
- Evacuate to the nearest undamaged building
- Locate and provide decontamination area, shower, hose, buckets of water.
- Isolate exposed individuals from others until approval of Local Health Department.
- Activate the Incident Command System.
- Notify any buses that may be coming to facility to stay away.

Radiological Release/Dirty Bomb

Dirty Bomb

Recovery

Begin reunification procedures only after approval from Local Health Department.

- Provide for staff and student counseling
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with Communications, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Hold shelter in place drills carry at least one drill through to HAVC shutdown.
- Establish a primary location for decontamination of individuals both on and off campus.
- Hold evacuation drills with at least one drill communicating with transportation for evacuation off site.

Radiological Release/Dirty Bomb

Radiological Release

Characteristics:

- More toxic than chemicals.
- Poses inhalation hazard.
- Invisible to senses.
- Is not absorbed through intact skin.
- Delayed effect ranging from several hours to days or weeks.

Indicators:

- Unusual liquid, spray, powder or vapor.
- Dead or dying animals, marine life or people. This condition will not occur in early stages of an event.

NOTE: Treatment decisions should be made by Public Health Officials.

Staff Response

Release Outside

When the release/explosion is outside and you are inside, stay inside.

- If the walls and windows of the building are not broken, stay in the building, this will shield you from radiation that might be outside.
- To keep radioactive dust or powder from getting inside, shut all windows, outside doors, and turn off fans and heating and air-conditioning systems that bring in air from the outside. It is not necessary to put duct tape or plastic around doors or windows.
- If the exterior walls and windows of the building are broken, Shelter in place, go to an interior room and do not leave.

If you are outside reverse evacuate.

- Keep individuals who may have been exposed isolated in another room.
- Individuals exposed to outside air should shower and wash your hair with soap as soon as possible.

Release Inside

When the release is inside evacuate.

The less time you are exposed to radioactive materials the less chance you have of suffering illness from the exposure.

Radiological Release/Dirty Bomb

Radiological Release

Inside or Outside:

When the building you are in has been severely damaged evacuate.

Quickly go into a building where the walls and windows have not been broken. The further away you are from the source of the radiation, the less chance you have of suffering from the exposure.

- When evacuating, or you are outside near the release, be sure to cover your nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- Once you are inside, take off your outer layer of clothing and seal it in a plastic bag if available. Put the cloth you used to cover your mouth in the bag, too. Removing outer clothes may get rid of up to 90% of radioactive dust.
- Put the plastic bag where others will not touch it and keep it until authorities tell you what to do with it.
- Shower or wash with soap and water. Be sure to wash your hair. Washing will re-move any remaining dust.
- Ensure that staff/ students do not chew gum, eat, drink or place objects in their mouth.
- Await further instructions.

If you are in a bus or car when the incident happens.

- Close the windows and turn off the air conditioner, heater, and vents.
- Cover your nose and mouth with a cloth to avoid breathing radioactive dust or smoke.
- If you are close to your building, or a public building, go there immediately and go inside quickly.
- If you cannot get to your home or another building safely, pull over to the side of the road and stop in the safest place possible. If it is a hot or sunny day, try to stop under a bridge or in a shady spot.
- Turn off the engine and listen to the radio for instructions.

Radiological Release/Dirty Bomb

Radiological Release

Administrator Response

Release Outside:

- Call 911
- Activate Shelter in Place protocol.
- Shut down all HVAC or air handling systems.
- Activate the Incident Command System.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside evacuate off-site to predetermined location. Isolate these persons away from others until approval of Local Health Department.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.

Release Inside:

In addition to following the steps identified in the staff response to this incident, the administrator should also:

- Call 911
- Activate the Incident Command System.
- Evacuate unexposed individuals to a designated primary assembly area.
- Evacuate individuals known to be exposed to a designated secondary assembly area.
- Isolate these persons away from others until approval of Local Health Department.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water.
- Notify any buses to stay away from the facility.

NOTE: Staff or students exposed to biological or chemical agents may not immediately exhibit signs of exposure, use your best judgment given the data available to you.

Radiological Release/Dirty Bomb

Radiological Release

Recovery

Begin reunification procedures only after approval from Local Health Department.

- Provide for staff and student counseling
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with the Communications department, communicate the appropriate information to staff, students, and parents/guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Orient staff TO Chemical and Biological indicators.
- Ensure staff know where HVAC shut off is located.
- Carry at least one evacuation drill through recovery.
- Hold shelter in place drills carry at least one drill through to HAVC shutdown and sealing of the rooms.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.
- Establish an assembly location for contaminated individuals, both on campus and off campus that will facilitate decontamination, shower, hose, buckets of water.
- Establish a separate evacuation assembly location for uncontaminated individuals.

Biological/Chemical Release

Indicators of a Chemical Hazard:

Blisters or rashes-Unusual liquid droplets or oily film-Unexplained odors-Unexplained coughing fatigue-tearing in eyes-dizziness-Unexplained animal sickness or death. Most chemical agents do not produce a visible cloud.

Indicators of a Biological Incident:

Symptoms may not be present themselves for 1-20 days depending on the biological agent, and may include: fever, headache, chills, searing, weakness and fatigue, respiratory distress, difficulty talking or eating, Joint and muscle pain, and nausea.

Staff Response

Release Outside

If you are inside shelter in place.

When the shelter in place announcement is made:

- Immediately clear students and staff from halls to closest designated area.
- Assist those needing special assistance.
- Shut off univent (heat, ventilation, air conditioners).
- Close all windows, vents and doors sealing gaps with tape.
- Cover nose and mouth with mask, handkerchief or other filtering material. Do not allow students to chew gum, eat, drink or place objects in their mouth
- Take attendance of staff and students.
- Notify Administration of any medical problems caused from exposure to chemical and Await further instructions from administration, fire or police.

If you are outside:

- Relocate to predetermined upwind, uphill assembly areas.
- Take census of students and staff.
- Await further instructions from administration, fire or police.

NOTE: If staff or students are outside and come in contact with biological or chemical, bringing them inside will cause cross contamination.

Biological/Chemical Release

Release Inside

If you are inside: Evacuate uphill and upwind.

When the Evacuation announcement is made:

- Cover nose and mouth with mask, handkerchief or other filtering material.
- Assist those needing special assistance.
- Determine any medical problems caused from exposure to chemical.

If you are outside: Stay outside upwind, uphill of the building.

- Take census of students and staff and Await further instructions.

Administrator Response

Release Outside

- Call 911 and activate Shelter in Place protocol.
- Shut down all HVAC or air handling systems.
- Activate the Incident Command System.
- DO NOT allow movement about facility until Local Health Department can determine what areas and people are contaminated.
- Have individuals outside evacuate off-site to predetermined location. Isolate these persons away from others until approval of Local Health Department.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.

Release Inside

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911 and activate the Incident Command System.
- Evacuate unexposed individuals to a designated primary assembly area.
- Evacuate individuals known to be exposed to a designated secondary assembly area.
- Isolate these persons away from others until approval of Local Health Department.
- Exposed individuals may have to be decontaminated with water before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination. Provide for decontamination area, shower, hose, buckets of water.
- Notify any buses to stay away from the facility.

NOTE: Staff or students exposed to biological or chemical agents may not immediately exhibit signs of exposure, use your best judgment given the data available to you.

Biological/Chemical Release

Recovery

- Begin reunification procedures only after approval from Local Health Department.
- Provide for staff and student counseling
- Activate continuity of learning and continuity of operations plans to provide for long term absence of staff and students.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Orient staff to Chemical and Biological indicators.
- Ensure staff know where HVAC shut off is located.
- Carry at least one evacuation drill through recovery.
- Hold shelter in place drills carry at least one drill through to HVAC shutdown and sealing of the rooms.
- Decontamination with water of those affected may be needed before emergency responders arrive. Clothing removal may be needed to allow for complete decontamination.
- Establish an assembly location for contaminated individuals, both on campus and off campus that will facilitate decontamination, shower, hose, buckets of water.
- Establish a separate evacuation assembly location for uncontaminated individuals.

Runaway or Missing Student

Staff Response

All Programs

When a student is missing or has been seen leaving the building without authorization immediately notify the building principal or program administrator.

If staff is unable to locate the student, Administration will contact parents/guardians of student or call 911 as appropriate.

EFE/EFA Programs

- Check with the office or business to determine if student has been properly signed out.
- Check if students car is missing.
- Search building and grounds.
- Determine if any friends of student are also missing.
- Ask other students of possible whereabouts.
- If program is located in a public school building, notify that building principal as well.

Special Needs Programs

WoodsEdge:

- Immediately page: student first name and area they are missing from (ex. Jill has left the classroom).
- Village Emergency Coordinators or designees grab walkie talkie and tune to channel 1.
- All available staff immediately begin searching the building and grounds.
- Follow directions given by Village Emergency Coordinator or administration.

Valley Center:

- All available staff fan out and begin search.
- Use the students IBP to determine what response should be taken concerning the students departure.
- If pursuing the student is required, a team should be assembled as quickly as possible so that the student doesn't get too far.
- Using care, the staff should follow the student at a safe distance so that they don't provoke the student to take unnecessary risks, such as crossing the road or climbing fences, or entering buildings not associated with the school.

Young Adult Program:

- Check with the office or business to determine if student has been properly signed out.
- If program is located in a public school building, notify that building principal as well.
- All available staff fan out and begin search.

Runaway or Missing Student

Pre-School Programs

- Check roll call to determine when student was last seen.
- All available staff fan out and begin search.
- If program is located in a public school building, notify that building principal as well.

Administrator Response

All Programs

In addition to following the steps identified in the staff response to this incident the administrator for all programs should:

- Activate the Incident Command System/call 911 as appropriate.
- Obtain a picture of the student if available for distribution to law enforcement.
- If unable to locate the student the administrator will contact parents/guardians of the student, and update the superintendents office concerning the students status.
- If the student is found administrator will determine the appropriate response and notify necessary persons of the students status.

EFE-EFA Programs

- Pull student data from student data base.

Special Needs Programs

- Pull student data from TieNet.

Pre-School Programs

- Pull student data from ChildPlus

Runaway or Missing Student

Recovery

- File any necessary paper work in the students file and make copies available for the parents.
- Follow district truancy policies.
- Follow program reporting policies
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Entry / Exit doors should be monitored.
- Special needs staff should be made aware of any student with a history of running away.
- Staff should be trained to sweep the building in a timely manner.
- Confirm that bus drivers know to notify dispatch if a student wasn't picked up .
- Confirm that preschool bus drivers know to notify the teacher meeting the bus if a student wasn't picked up.

Sexual Assault

Staff Response

- Notify Administrator, Administration will call 911 and follow reporting procedures.
- Inquire about bodily injury.
- Do not leave injured party alone.
- Do not let injured party alter physical presence.
- Discourage discussion.
- Document incident in writing.
- Cooperate with any ongoing investigations.
- Identify students, staff in need or counseling and provide information to administrator.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Call 911 and follow reporting procedures.

If survivor is an employee

- Contact the Human Resources office immediately.
- Obtain Personnel emergency card (information in Human Resources) if survivor needs medical attention.
- Have a liaison accompany employee to the hospital if medical treatment is necessary.
- Document incident in writing.

If survivor is a student:

- Notify parents or guardian
- Comply with child protection laws.
- Obtain Emergency card on file in office if survivor is a student and needs medical attention.
- Have a liaison accompany the student to the hospital if medical treatment is necessary.

Recovery

- Cooperate with any ongoing investigations.
- Provide for students, staff in need or counseling .
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Identify victim assistance programs that are available upon request like the YMCA Sexual Assault Program at 345-9036 as resources for individuals.

Suspected Child Abuse

Child Abuse:

Child abuse is any act by parent, caretaker, teacher or any other persons legally responsible for the child's welfare which causes injury or places the child in danger. Michigan's Child Protection Law defines it as "harm or threatened harm to a child's health or welfare which occurs through non-accidental, physical or mental injury, sexual abuse, or maltreatment."

Child Neglect:

Child Neglect is usually seen as a failure to provide for the child's needs. In the same law cited above, it is defined to mean "harm." Major categories of neglect are:

- Physical neglect: improper or inadequate food, clothing not suitable to the weather, unhealthy or inadequate physical shelter arrangements.
- Abandonment: lack of supervision or leaving young children alone, providing inadequate child-care planning, failing to supervise children.
- Educational neglect: failing to see to the child's school attendance or school related needs.

Staff Response

Notify Administrator and follow reporting procedures if abuse or neglect is suspected.

What to Do

School personnel suspecting that a child is being abused or neglected, are required by law to make an immediate oral report and follow that up with a written report within 72 hours to Family Independence Agency Protective Services (FIA).

Child abuse and neglect can be reported to FIA 24 hours a day by telephoning 337-5046.

- Information required in the written report is the child's name and address of the child's parents/guardians, or other persons the child is living with, and information which might establish the cause of abuse and/or neglect and manner in which it occurred. The referring person would write exactly what prompted the report, i.e., "John came to school with a black eye. He stated his father hit him in the left eye when he broke a plate."
- A FIA form FIA #3200 is available for making this report. (269) 337-5046.

Written reports should be sent to:

Family Independence Agency Protective Services
322 Stockbridge
Kalamazoo, MI 49001
FAX (269) 337-5272

Suspected Child Abuse

What Not to Do

- Do not delay reporting the abuse. Delays can slow the investigation and assessment process; which can be detrimental, even deadly to the child.
- Don't wait for principal to verify your suspicion before reporting the child to Family Independence Agency (FIA). (Your telling the school counselor/administrator and waiting for the counselor/administrator to make the referral makes it third hand information.)
- Do not discuss the child's problems with other student, teacher, or school personnel, etc. It is important to respect the confidentiality and sensitivity of the problem.
- Do not ignore the situation and do nothing. Remember it is the law that all cases of suspected abuse or neglect must be reported to FIA protective services.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

Ensure that reporting procedures for abuse or neglect, or suspected abuse or neglect are followed .

Recovery

- Provide access to community counseling programs as needed.
- Working with Communications, communicate the appropriate information to staff, students, and parents / guardians.
- All communication with media will be carried out by the designated Communications Specialist.

Preparedness

- Make sure staff understand that if they suspect that a child is being abused or neglected, they are required by law to make an immediate oral report and follow that up a written report within 72 hours to Family Independence Agency Protective Services (FIA).
- Ensure staff have access to FIA reports and contact information.
- Provide training for staff on signs and symptoms of abuse.

Suicide Threat/Attempt

Staff Response

Suicide Threat

- Notify Administration.
- Take threat seriously.
- Move student/staff to area away from others if possible.
- DO NOT leave individual alone.
- Talk with the student /staff and reassure him/her that you are concerned for their welfare.
- Remove items from individual (if possible) and surrounding area that could pose a threat to individual and others.
- Administrator will Involve counselor.
- Administrator will contact parents/guardians or listed contact.

Suicide Attempt in Progress

- Notify Administration. If unable to reach administrator immediately, Call 911.
- Attempt to diffuse the situation.
- Do not negotiate.
- Try to calm the student/staff.
- Remove “bystanders” from the area and maintain overall calm.
- Secure the area.
- Attempt to locate any witnesses or persons with knowledge of the situation.
- If a gun is involved, treat the situation as a weapon on person and follow that protocol.
- Identify students in need of counseling
- Document incident in writing.

If death results:

- Notify Administration. If unable to reach administrator, Call 911
- Remove “bystanders” from the area and maintain overall calm.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Await emergency officials.

Suicide Threat/Attempt

Administrator Response

Suicide Threat

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Take all threats seriously.
- Involve counselor
- Contact community mental health if needed.
- Working with the Communications department:
- Contact parents/guardians.
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist

Suicide Attempt in progress

In addition to following the steps identified in the staff response to this incident the administrator should also:

- Call 911 & activate the Incident Command System
- Secure the area.
- Consider a Level I Lockdown until situation is under control.
- Contact community mental health if needed.
- Involve counselor
- Contact community mental health if needed.
- Working with the Communications department:
- Contact parents/guardians.
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist.

If death results:

- Call 911
- Activate the Incident Command System
- Consider a Level I Lockdown until situation is under control.
- Isolate witnesses.
- Do not allow witnesses to speak with others.
- Await emergency officials.
- Contact parents/guardians.
- Working with the Communications department:
- Communicate the appropriate information to staff.
- All communication with media will be carried out by the designated Communications Specialist.

Suicide Threat/Attempt

Recovery

- Provide for counseling services for students and staff.
- Cooperate with any ongoing investigation.

Preparedness

- Addressing depression and suicidal behavior early and directly. Responding immediately will help reduce the risk of suicide.
- Provide information on available community resources for suicide prevention.
- Provide access to counseling.
- Provide for anti bullying programs.
- Provide staff and teacher training on suicide prevention.

Severe Weather/Tornado Warning

Severe Weather Warning

Staff Response

Severe weather can be accompanied by high winds, heavy rains or snow, downed trees, swollen creeks and dangerous roads which may pose risks to staff and students.

During severe weather warnings:

- Travel should be avoided whenever possible.
- Remain indoors and stay away from windows.
- In the event that severe weather makes it unsafe for students to remain outside, it may be necessary to re-verse evacuate upon instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Decide if it is safe to release students or if it is better to wait until conditions improve. Many of these conditions can make it unsafe to release students from the school.
- Immediately notify all staff that a warning has been issued.
- In the event that severe weather makes it unsafe for students to remain outside, reverse evacuate.
- Be aware that travel should be avoided whenever possible.

Tornado Warning

Staff Response

- Immediately proceed to designated tornado shelter areas or windowless interior room on the lowest level leaving your classroom or office door ajar.
- Assist those needing special assistance.
- Account for all students/staff in your charge.
- Remain in the safe area until the warning has been canceled.

CAUTION: Building should NOT be sealed during a tornado. If just a few windows and doors are left ajar, it helps to compensate for the sudden changes in pressure, which usually occur in the path of a twister.

Severe Weather/Tornado Warning

Stay away from high ceiling areas like the gym area, glass windows, and outside walls, which may be blown in upon you.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should:

- Immediately notify all staff that a warning has been issued.
- Immediately proceed to designated tornado shelter areas or windowless interior room on the lowest level.
- Remain in the safe area until the warning has been canceled.

CAUTION: Building should NOT be sealed during a tornado. If just a few windows and doors are left ajar, it helps to compensate for the sudden changes in pressure, which usually occur in the path of a twister.

Stay away from high ceiling areas like the gym area, glass windows, and outside walls, which may be blown in upon you.

Severe Weather/Tornado Warning

Recovery

- Keep students assembled in an orderly manner, in a safe area away from broken glass and other sharp debris, and away from power lines, puddles containing power lines, and emergency traffic areas.
- Render aid to those who are injured.
- Keep everyone out of damaged parts of the school; chunks of debris or even that whole section of the building may fall down.
- Ensure nobody is using matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Do not attempt to turn on light switches or other electrical equipment.

Severe Weather/Tornado Warning

Preparedness

- Identify those areas within your building most suitable for sheltering during a tornado or severe weather that is accompanied by high winds that may blow out windows.
- Walk the building and ensure that bookshelves, trophy cases and other large heavy objects are secure to prevent them from becoming flying or falling debris during a tornado.
- If the school's alarm system relies on electricity, have a compressed air horn or megaphone to sound the alert in case of power failure.
- Make special provisions for disabled students and those in portable classrooms. Portable classrooms are like mobile homes – exceptionally dangerous in a tornado.
- Make sure someone knows how to turn off electricity and gas in the event the school is damaged.
- Keep children at school beyond regular hours if threatening weather is expected; and inform parents of this policy. Children are safer deep within a school than in a bus or car. Students should not be sent home early if severe weather is approaching, because they may still be out on the roads when it hits.
- Lunches or assemblies in large rooms should be postponed if severe weather is approaching. Gymnasiums, cafeterias, and auditoriums offer no meaningful protection from tornado-strength winds. Also, even if there is no tornado, severe thunderstorms can generate winds strong enough to cause major damage.
- Have a NOAA Weather Radio with a warning alarm tone and battery back-up to receive warnings quickly and directly from your local National Weather Service office. A new technology called WRSAME allows you to set such weather radios to alarm for your county and surrounding counties; so look for the WRSAME feature when purchasing weather radio units.

Weapons Possession

Staff Response

- Contact administration who will call 911.

Weapon on Person

- Weapon is visible student is not threatening: Do not approach the individual.
- Do not attempt to confiscate the weapon.

Weapon is visible student is threatening:

- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate is given, evacuate quickly and quietly. Call 911 then contact administration.
- If evacuation is not allowed keep talking with the student until help arrives.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Document the incident in writing.

Weapon is suspected:

- Contact administration and wait for assistance.
- Safely maintain constant visual contact with person until assistance / police arrive.

Weapon in Locker, Vehicle or on Grounds

- Contact administrator and wait for assistance.
- Secure area of suspected locker / vehicle or on grounds location.
- Follow protocol of WEAPON ON PERSON, if person assigned to locker or person suspected of placement approaches you.

NOTE: If weapon is sighted in locker, vehicle or on the grounds, do not pick it up. Secure the area and await police arrival to safely secure weapon.

1-800-815-TIPS

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days a year, by the Michigan State Police Operations Center.

Weapons Possession

Administrator Response

In addition to following the steps identified in the staff response to this incident the administrator should :

- In weapon situations, notify law enforcement immediately. Notify the superintendents office.
- School may confiscate weapon.
- Depending on the type of weapon, the cooperative attitude of the individual, enter either a Level 1 or Level 2 Lockdown until situation is resolved.
- If the individual is threatening or the weapon in question is a firearm enter a Level 2 Lockdown immediately and await police arrival.

Weapon is visible student is threatening:

- If student is threatening, ask calmly for permission to remove students from the classroom.
- If permission to evacuate is given, evacuate quickly and quietly. Call 911 then contact administration.
- If evacuation is not allowed keep talking with the student until help arrives.
- Cooperate; do not become antagonistic or confrontational.
- Avoid whispering or raising your voice.
- Avoid abrupt movements; keep movement to a minimum and in view.
- Document the incident in writing.

Weapon is suspected:

- Contact administration and wait for assistance.
- Safely maintain constant visual contact with person until assistance/police arrive.

Weapons Possession

Recovery

- Debrief staff as necessary.
- Cooperate with law enforcement investigation.

Preparedness

- Ensure that all students and staff understand what constitutes a “Weapon”.
- “Weapon” or “dangerous weapon” includes: a *firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.
- “Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant.
- Ensure all students and staff know the consequences of bringing a weapon into the building or having a weapon on school grounds.
- “Weapon Free School Zone” means school property and/or a vehicle used by the school to transport students to or from school property.
- “School property” means a building , playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000feet surrounding school property. Establish an anonymous tip line for staff and students to report suspicions..

Emergency Responses

Evacuation

Signal: Fire Alarm or PA System - “Evacuate, this is not a drill, leave the building immediately.”

- Grab the Emergency Go Kit.
- Do not stop for staff or student belongings.
- Take the closest (primary) route out of the building.
- If the primary route is blocked or unsafe, use secondary route.
- Assist those needing special assistance.
- Go to designated assembly area and wait for further instructions.
- Take attendance. Report any missing students to administration immediately.

Reverse Evacuation

Signal: PA System - “Reverse Evacuate, this is not a drill, return to your classroom immediately.”

- Move students and staff inside immediately.
- Assist those needing special assistance.
- Do not stop for staff or student belongings.
- Take the closest (primary) route into the building.
- If the primary route is blocked or unsafe use secondary route.
- Move into a shelter in place or lockdown as appropriate.
- Take attendance. Report any missing students to administration immediately.

Shelter in Place

Event: Hazardous material or Chemical, biological, or radiological incident outside of the building. This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting an interior room that’s above ground level, with no or few windows, In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.

Inside Signal: “Your attention please, Shelter In Place. This is not a drill. Do not leave the building, Shelter In Place, This is not a drill .”

Outside Signal: “Your attention please, Shelter In Place. This is not a drill. Move to designated safe area immediately. This is not a drill.”

- If leaving classroom for designated room—Grab the grab and go kit.
- Clear all students and staff from halls and enter the closest classroom or other designated site.
- Assist those needing special assistance.
- Close and lock exterior doors and windows (NO entrance or exit)
- Individuals outside of the building should move to a separate area away from other building population
- Close and lock all doors and windows. Tape all window and door openings including gap between door and floor.
- Turn off all fans, Shut down air handling system/HVAC (heating and air conditioning systems)
- Stay away from all doors and windows.
- Take attendance. Report any missing students to administration immediately.
- Do not allow anyone to leave the shelter.
- Remain sheltered until notified by law enforcement, fire, emergency manager, or principal or designee.

During any emergency situation, it is very important for teachers, principals and other adult authority figures to set a calm example for students, and reassure those who are shaken.

Emergency Responses

Lockdowns

	Level 1 Secured Building	Level 2 High Security	Level 3 Lockdown
Security Focus	Access control of exterior doors.	Exterior access/Interior movement control to prevent escalation of the incident.	Mitigate losses due to incident.
Circumstances	A Possible threat to personnel, students, building or immediate area of the building Has been identified.	A threat to personnel, students, building or immediate area of the building has been confirmed.	Life-threatening situation is imminent or in progress.
Communications	Level 1 activation and deactivation made over PA system. “Attention all Staff: The building is moving into a Level 1 Lockdown. Movement within the building should be minimized. Level 1 Lockdown! This is not a drill! Level 1 Lockdown.”	Level 2 activation and deactivation made over PA system. “Attention all Staff: The building is moving into a Level 2 Lockdown. All staff and students are to remain in their supervised rooms. Level 2 Lockdown! This is not a drill! Level 2 Lockdown.”	Level 3 activation made over PA system Deactivation only by face to face confirmation. “Level 3 Lockdown! This is not a drill!” Level 3 Lockdown. Secure all students and staff immediately!”
Changes to normal operations	Minimized to those activities which may be safely conducted.	No outside activities.	Normal operations cease.
Exterior doors	Locked and under staff control. Maintain a single point of entry.	Locked. Entrance to building must be approved by Administrator or designee.	All Locked. No entrance.
Interior doors	Vacant rooms locked.	Locked, ready to close.	All Locked and closed.
Students	Movement minimized, monitored at all times.	All stay in supervised rooms.	Students moved into secure locations and brought immediately into lockdown.

	Level 1 Secured Building	Level 2 High Security	Level 3 Lockdown
Staff	Maintain a single point of entry. Heightened alertness watch for unattended visitors.	Maintain a single point of entry. Supervise students, actively monitor hallways.	Bring unattended students, visitors into secure location and lockdown.
Visitors	Escorted to office or front desk to present photo ID and obtain visitor badge.	Must present Photo ID to enter building. Escorted at all times. Must wear identification.	No entry or exit. If in building escort to secure locations and lockdown.
Service Center clients	Clients in professional development will be notified that the building is in a Level 1 Lockdown (without giving specifics) and will be permitted to leave the building. Clients entering the building for appointments will be directed to front desk where they will be notified (without giving specifics) that the building is in a Level 1 Lockdown. If they choose to stay a phone call will be made to the employee to confirm the appointment.	Clients in professional development will be notified (without giving specifics) that the building is in a Level 2 Lockdown and will be permitted to leave the building. Clients approved for entrance to the building will be notified (without giving specifics) that the building is in a Level 2 Lockdown. If they choose to stay they will be directed to front desk where a phone call will be made to the employee that they are meeting. The employee will escort the client to the meeting and back to the front desk.	No entry or exit. Clients will be brought to secure locations and lockdown.
Movement	Traffic in the building should be minimized.	In hallway only if necessary.	Movements unrelated to crisis response ceases. All personnel are in lockdown.
Canceling a Lockdown Level	Level 1 is ended when Incident Commander advises it's safe.	Level 2 is ended when Incident Commander advises it's safe.	Level 3 Lockdown is ended only when the police or security advises it's safe.

Reunification Planning

The purpose of a reunification plan is to safely release students to parents/guardians after a crisis.

Once School Officials have determined that keeping students in the school would be hazardous to students and staff, students will be moved to a reunification site. In order for the school to ensure 100% accountability of students we have developed an organized process for the reunification of students with parents/guardians.

One location where control of situation can be maintained. Main entrance doors would be preferable. If at exterior evacuation site then use gate or entry to controlled site.

Staffing

Needs:	1-4 to check ID's, sign out, track students 1-3 for communication (radios, Intercom) 1-5 runner (s)
Physical setup:	Single in and out location 1-3 tables / 1-6 chairs
Supplies:	7- Two way radio(s), cell, hand held bullhorn student tracking forms sign-out forms pencils / pens / note pads attendance report updated to exact hour

- Upon arrival at the Reunification Site, all designated team members will assist with table and equipment set-up and placement of signage. Teachers not assigned to a specific reunification station will remain with students.
- At the reunification site, students will be secured in an enclosed or gated area.
- Parents will proceed to the Parent Check-In tables and provide the Check-In staff with:
 1. The student's name
 2. Their driver's license. **All individuals picking up students must be positively identified.** Unless a person's name is on the list as having permission to pick up your child, the child will not be released.
 3. Parent/guardian will sign appropriate release form.
 4. The student will be brought to the parent.

If you are approached by a parent during the reunification process, use common sense and be as calm and courteous as possible. You do not have to deal with difficult people; if an individual is not satisfied with answers provided, contact the Safety Officer in charge or a police person for assistance.

During any emergency situation, it is very important for teachers, principals and other adult

Reunification Staffing Chart

Command

1. _____
2. _____
3. _____

Counting/Tracking

Communication	Students	Staff
1.	1.	1.
2.	2.	2.
3.	3.	3.

Release

Communication	Documentation	Runners
1.	1.	1.
2.	2.	2.
3.	3.	3.

Security/Signage

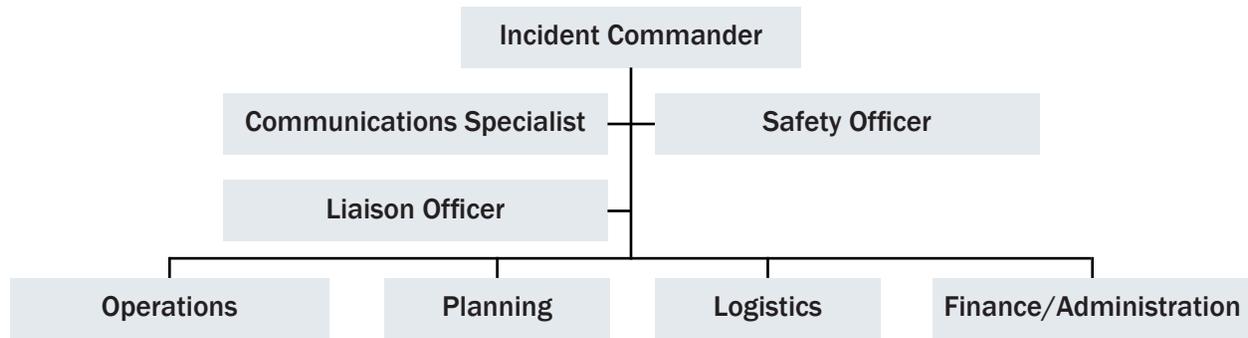
Inside	Outside	Evacuation Site
1.	1.	1.
2.	2.	2.
3.	3.	3.

Supplies

1. _____
2. _____
3. _____

During any emergency situation, it is very important for teachers, principals and other adult authority figures to set a calm example for students, and reassure those who are shaken.

Incident Command Staffing Chart



Emergency Operations Center Location		Logistics (Acquires supplies: food, water, staffing, transportation)	
Location	Phone	Location	Phone
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____

Incident Commander (Manages all aspects of a situation)		Safety (Building/staging areas/evacuation site safety and security)	
Location	Phone	Location	Phone
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____

Operations (Manages student/staff care)		Liaison (Liaison to Incident Command, Emergency Operations Center)	
Location	Phone	Location	Phone
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____

Planning (Documents event timeline, analyzes response)		Communications (Information release to families, community, media)	
Location	Phone	Location	Phone
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____

Finance/Administration	
Location	Phone
1. _____	_____
2. _____	_____
3. _____	_____

Bomb Threat Report

Date: _____ Time of Call: _____ a.m. p.m.

Call received by: _____ at (phone number): _____

Questions to ask

When is the bomb set to explode? Time: _____ a.m. p.m.

What kind of bomb is it? _____

Did you place the bomb? _____

Where is it located? _____

What will cause it to explode? _____

What is your name? _____

Did the person give a reason for the threat?

Write down exact threat: _____

Can you identify the caller? _____

The voice on the phone was a: Man Woman Child Age: _____

Accent _____ Speech impediment Intoxicated

Other: _____

Background noise

Music Talking Children Laughter Machines Vehicle

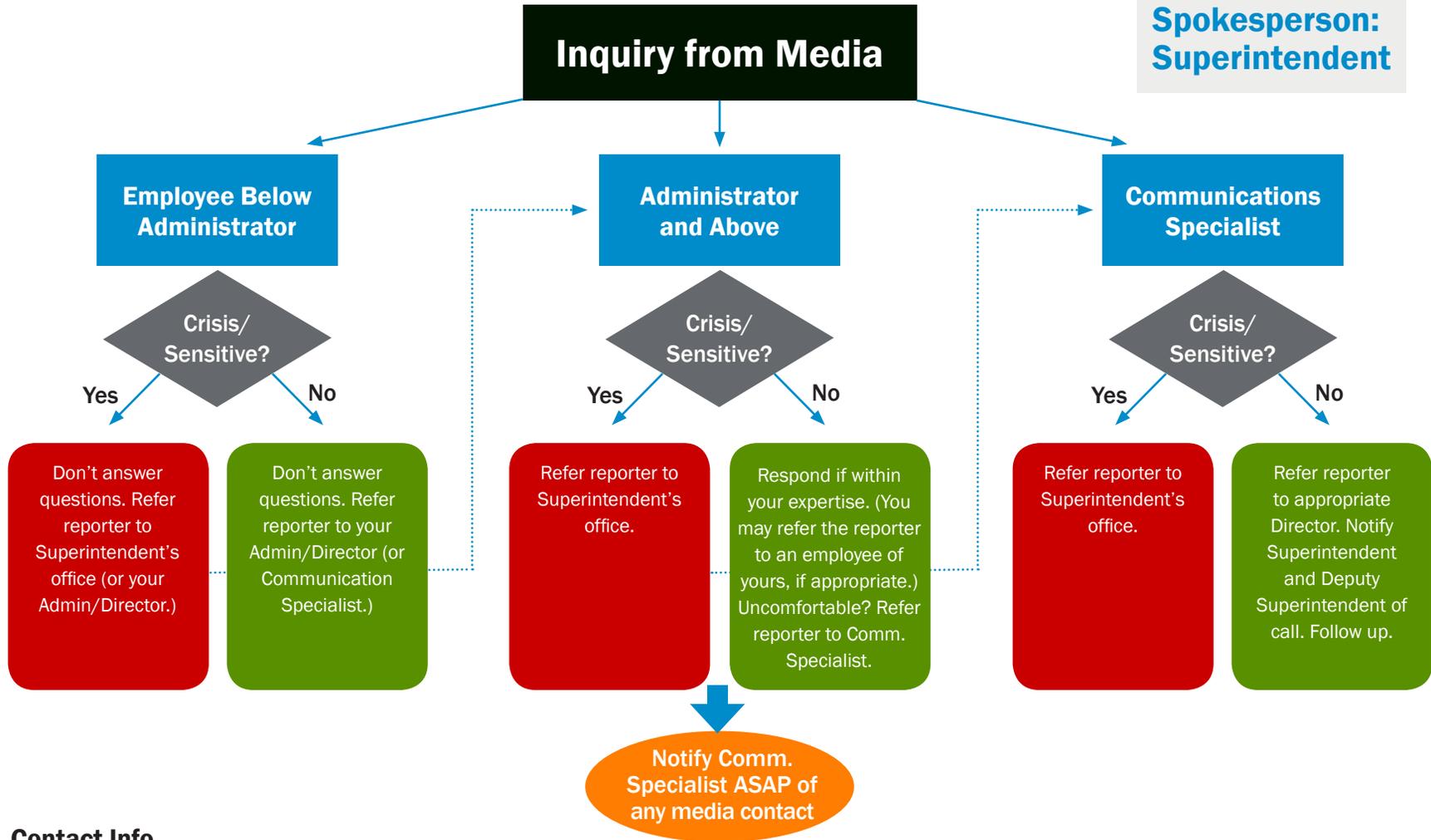
Traffic Airplane Party

Other Additional information: _____

Completed by: _____

Media Contact Protocol Flowchart

Official Spokesperson: Superintendent



Contact Info

Superintendent	Superintendent's Office: 269-250-9209	Email: dave.campbell@kresa.org
Alternate/Deputy Superintendent	Tom Harwood: 269-250-9364	Email: tom.harwood@kresa.org
Communications Specialist	Kelly Kuhlmann: 269-250-9206	Email: kelly.kuhlmann@kresa.org Cell: 269-330-4209