

2018-2019
Emergency Management Crisis Response Plan



WILLIAM MCKINLEY
SCHOOL 39

William McKinley School #39
1733 Spann Avenue
Indianapolis, IN 46203
317-226-4239

Deana Perry, Principal
Hadley Moore, Assistant Principal

School Safety

For: William McKinley #39

Date: July 2018

Principal: Stacy Coleman

Participants on the School Safety Committee	Name	Title
	Deana Perry Hadley Moore Timothy Frederick Michelle Mucenski Joseph Modesitt Anne Marie Domek Terry Ensign Cathy Owens	Principal Assistant Principal Administrative Associate Social Worker Head Custodian School Nurse Special Education Teacher Special Education Teacher 4 th Grade Teacher
Dates and Locations of School Safety Committee Meetings	Monthly Meetings in the Conference Room 2 nd Wednesday of each month at 8:15 am	
Members of the School's Crisis Response Team	Name	Title
	Deana Perry Hadley Moore Michelle Mucenski Cedric Clark Ashley Whitaker Daniella Hagenseker	Principal Assistant Principal Social Worker Behavior Adjustment Facilitator Speech Pathologist Special Education Teacher

Yearly Orientation

Stakeholders	When?	How?	Communication after yearly orientation
<i>Staff</i>	<ul style="list-style-type: none"> ▪ During the beginning of the year staff meeting 	<ul style="list-style-type: none"> ▪ The committee will go over the safety handbook with the staff. ▪ Health Issues will be updated by school nurse each month. 	<ul style="list-style-type: none"> ▪ A member of the safety committee will hold a meeting for all new personnel to inform them of the safety plan for this school.
<i>Students</i>	<ul style="list-style-type: none"> ▪ This will occur within the first week so of school 	<ul style="list-style-type: none"> ▪ Each classroom teacher will provide students with information regarding the safety plan. 	<p>A member of the safety committee will hold a meeting for all new students to inform them of the safety plan for this school.</p>
<i>Parents</i>	<ul style="list-style-type: none"> ▪ Parents will be informed of the school’s safety plan through the school newsletter, handbook, or a special flyer within the first month of school. 	<ul style="list-style-type: none"> ▪ Parents will be informed of the school’s safety plan through the school newsletter or a special flyer within the first month of school. 	<ul style="list-style-type: none"> ▪ The school’s safety plan will be part of the welcoming packet for parents.

CHAIN OF COMMAND

FIRST IN COMMAND		
NAME	TITLE	
Deana Perry	Principal	
CONTACT INFO:	226-4239/430-9266	
SECOND IN COMMAND		
NAME	TITLE	
Hadley Moore	Assistant Principal	
CONTACT INFO:	226-4239	
THIRD IN COMMAND		
NAME	TITLE	
Timothy Frederick	Administrative Associate	
CONTACT INFO:	226-4239	
Crisis Team Member	Job In Case of a Crisis	Responsibilities
Deana Perry	Crisis coordinator	In charge during a crisis. She will call 911 if needed and notify the school police at 4633 and Facilities Management at 4466. Staff will follow her directions.
Hadley Moore	Emergency Response Coordinator	Will take the role of principal in principal's absence.
Michelle Mucenski	Inner-school communication	Bring the parents sign out folder and the binder containing the Student Release Forms to the reunification site. She will set up the reunification site in back field of school building. She will also monitor radio/TV during bad weather/tornado.
Joseph Modesitt	Physical Plant Operations	Shut off the main utilities if necessary. He will isolate areas in case of a hazardous material spill. He will check the second floor to make all staff and children are out of the building.
Stephen Benway	Home Communication	In case of an evacuation to check to make sure all children and teachers have evacuated the building.

Team Members who know CPR and First Aid.	Name	Title	Location	Ext
	Deana Perry	Principal	Main Office	401
	Hadley Moore	Assistant Principal	2 nd Floor Office	416
	Daniella Hagenseker	Kindergarten RTI	Room 120	120
	Brian Pachciarz	Physical Education	Gym	420
	Jacob Gregory	6 th Grade	2 nd Floor	203

FIRE EVACUATION ROUTES, ALTERNATIVES ROUTES, AND ASSEMBLY POINTS

ROOMS	EVACUATION ROUTE	ALTERNATE ROUTE	ASSEMBLY POINT
Main Office, 101, 103, 105, 110,112,113,111, 114, 115, 116 117, 118	Fletcher Street Exit #2	State Street Exit #4	Sidewalk on Fletcher Street
120,121, 122,124,126,128,160,410,408,409, 210, 212, 213	State Street Exit #4	Spann Ave. Exit #5	Sidewalk on State Street
	Fletcher Street, Exit #2	State Street Exit, #4	Sidewalk on Fletcher
	Parking Lot Door Exit #6	Fletcher Street Exit #2	Sidewalk by Playground
	Down the stairs to State Street Exit #3	Spann Ave. Entrance #5	Sidewalk on State Street
Speech, Media Center, Gym 414,416,417,418, 215, 217, 224, 211, 214	Spann Ave. Entrance #4	State Street Exit #4	Sidewalk on Spann Avenue
140, 142	Memory Garden Exit #9	Parking Lot Door Exit #7	Sidewalk on Fletcher
226,228 ,	Kindergarten door, Exit # 6	Parking Lot Door, Exit #7	Sidewalk on Spann Avenue
201,202,203,204,205	Fletcher Street Exit #3	Spann Ave, Entrance	Sidewalk on Fletcher Street
240,242	Kindergarten Exit #8	Parking Lot Door, Exit #7	Sidewalk next to playground

Fire Safe Room: 205 (If you are unable to get down the stairs, since elevators are not to be used in the event of a fire, you are to report to room 205. This will be designated as our fire safe room, where firemen will know to look first for people during a potential fire).

TORNADO/STORM DRILL

ROOMS	LOCATION	NOTES
101, 103, 105	Boys & girls restrooms south side of cafeteria	Students will sit with their knees up and put their head between their knees, covering their head/neck with their arms.
142	Inner wall inside the room	
117, 118, 116, 115, 120, 160, 128, media and speech	3 rd grade hallway	
122, 124, 126	Hallway behind cafeteria	
121, 123, 125, 127, 129	Remain in room	
224, 226, 228, 240, 242	Outside room 140 & 142 and dock hallway	
201, 202, 203, 204, 205, Gym	Hallway by the main office	
210, 211, 212, 213, 214, 110, 111, 112, 113	1 st /2 nd grade hallway	
140	Hallway outside the room (inner wall)	

***Elevators are not to be used during a fire, security, or tornado drills.**

***** Teachers take student list and information.
 Raise green flag if all students are present and okay.
 Raise red flag if any students are missing and/or not okay.
 Listen for further instructions *****

Location of Utility Shut Offs: Utility shut off valves are in the closet behind the cafeteria, located off of the back hallway by the dock.

Utility Companies

IPL.....261-8111
 Citizens Gas.....924-3311
 Indianapolis Water.....631-1431

Emergency Information

All Emergencies.....9-911 or 4633

Non-Emergency Numbers

IMP.....(317) 327-3811

Central Office

Superintendent's Office	226-4411
Asst. Superintendent	226-4545
Nursing Supervisor	226-4406
Community Relations	226-4649
Business Manager	226-4422
Human Resources	226-4150
AIO	226-3127
Dir. Special Education	226-4721
Facilities Management	226-4466
Safety Office	226-4640
Transportation Director	226-4863
Poison Control	1-800-222-1222
Suicide Prevention	251-7575

Systems of Communication: PA System, classroom telephones, 2-way radios, connect Ed, e-mail

IPS School Police 4633
Superintendent's Office 4411

Nursing Supervisor	4406
Human Resources	4150
Safety Office	4650
Chief of Facilities Management	4466
Transportation Director	4863
Poison Control	1-800-222-1222
Suicide Prevention	251-7575
IPL	261-8111
Citizens Gas	924-3311
Indianapolis Water	631-1431

FIRE EXTINGUISHER LOCATIONS	
North E/W hall east section east end by art room 122	
North E/W hall east section west end east hall by room 116	
North E/W hall center atrium hall north wall by room 110	
North E/W hall west section east end south wall by room 107	
North E/W hall west section west end south wall by room 101	
West N/S hall center stair atrium hall west wall by room 113 boys restroom	
Center N/S hall south section north end east wall by room 125	
Center N/S hall south section north end east wall by room 128	
Center N/S hall south section north end east wall by room 130	
South E/W hall west end south wall near room 126B	
East wall bottom of stair to boiler room	
Boiler room inside door south wall right hand side	
South E/W hall east end south wall near room 131	
East N/S hall dock/receiving west wall center near incinerator	room 133
Trash Room 115B	
Cafeteria room 115A	
Cafeteria room 115D	
Main cafeteria 115 north wall near room 117	
Cafeteria room 115 west wall	
2nd floor east N/S hall south end west wall by room 232	
2nd floor north E/W hall east section east end south wall near	room 222

2nd floor north E/W hall east section center south wall near room 218
2nd floor north E/W hall east section west end south wall near room 216
2nd floor north E/W hall center stairwell west wall near room 210 library
2nd floor north E/W hall west section east end south wall near room 207
2nd floor north E/W hall west section west end south wall near room 200 & 201
2nd floor west N/S hall south end near boys restroom 213
2nd floor center N/S hall south section north end east wall near room 226B custodian
2nd floor center N/S hall south section south end east wall near room 230
2nd floor gym room 215 southwest corner west wall
2nd floor gym southeast corner south wall
2nd floor stage south wall near storage door
Outside storage room east wall dock/receiving right hand of door

MITIGATION/PREVENTION	
Incidents of Violence	
ARMED INTRUDER	<ul style="list-style-type: none"> ▪ Lockdown drills are held three times a year. ▪ Electronic entry and camera are utilized at all entry door. ▪ All other doors are locked to building during the school day. ▪ At least one adult is present at bus entrance during arrival and dismissal times. ▪ At least one adult monitors the front entry during arrival and dismissal times. ▪ Staff must report any unknown persons to administration immediately. ▪ Visitors must ring bell to get in building. ▪ Visitors only enter building where camera is located. ▪ Staff is on duty during arrival and dismissal of children. ▪ Visitors must sign in and receive a visitor's pass. ▪ Report anyone without a pass to administration. ▪ Lockdown drills are held twice a year.
BIOLOGICAL THREATS	<ul style="list-style-type: none"> ▪ Mail and deliveries are only handled by designated adults. ▪ Staff is aware of guidelines for contamination. ▪ Table top exercises are periodically conducted to review procedures with staff.

BULLYING	<ul style="list-style-type: none"> ▪ Conflict Resolution skills are taught to students. ▪ Classroom materials on bullying are utilized as necessary. ▪ Referral forms are available for students to fill out and submit it to the teacher. The teacher then submits the form to the school social worker/counselor. ▪ Staff and students know that bullying is not permitted. ▪ Children are aware of six-step discipline policy. ▪ Children are taught that bullying is not permitted. ▪ All reports of bullying are reported to the social worker/office.
DRIVE-BY OR SNIPER	<ul style="list-style-type: none"> ▪ Procedures for armed intruder are known by all staff (See above). ▪ “Rumors” are reported to a staff member who in turns reports this information to administration. ▪ Table top exercises are periodically conducted to review procedures with staff.
FIGHTING	<ul style="list-style-type: none"> ▪ Adult supervision is expected at all times. ▪ Prompt intervention when conflict begins. ▪ Peer mediation is available when needed. ▪ Students and staff know we are a fight-free school. ▪ Conflict resolution skills are reviewed periodically. ▪ Removal and isolation of students involved. ▪ Table top exercises are periodically conducted to review procedures with staff.
HOSTAGE INCIDENTS	<ul style="list-style-type: none"> ▪ Procedures for armed intruder are known by all staff (See above). ▪ Students are kept under adult supervision at all times. ▪ Report unauthorized persons to the office. ▪ Access control of the building is utilized. ▪ Information regarding students is only given to authorized persons. ▪ Table top exercised are periodically conducted to review procedures with staff.
SHOOTING	<ul style="list-style-type: none"> ▪ Procedures for armed intruder are known by all staff (See above). ▪ Periodically, buses are checked for weapons using wand detection. ▪ All rumors are reported to the principal. ▪ A First Aid Team is made up of staff that has been trained in basic first aid.
VIOLENT OR DISRUPTIVE ADULT OR STUDENT	<ul style="list-style-type: none"> ▪ Use security access to building at all times. ▪ All staff knows lockdown procedure. ▪ Number for security is posted in office. ▪ Social worker and parent liaison are available.
Natural Emergencies	
EARTHQUAKES	<ul style="list-style-type: none"> ▪ Staff and students know to assume a duck and cover position under a desk or table, if possible. ▪ Earthquake procedures are discussed annually.

	<ul style="list-style-type: none"> ▪ Staff knows how to report injuries. ▪ A First Aid Team is made up of staff that has been trained in basic first aid.
HEAVY RAINS OR FLOODS	<ul style="list-style-type: none"> ▪ Custodians monitor boiler room for possible flooding during heavy rains. ▪ Teachers are prepared to follow evacuation plans.
SEVERE THUNDERSTORMS AND/OR ELECTRICAL STORMS	<ul style="list-style-type: none"> ▪ Weather is monitored when students are outside. ▪ Staff knows to bring students inside immediately at the first sign of imminent weather and not to touch metal objects (zippers, playground equipment, metal fences, downed wires, etc.).
TORNADO	<ul style="list-style-type: none"> ▪ Tornado drill is practiced once each semester. ▪ Students know duck and cover procedures. ▪ Classrooms are provided with a detailed map of the exit route and the location of the shelter area. ▪ Designated staff members know first aid. ▪ Staff knows how to report injuries.
WINTER STORMS	<ul style="list-style-type: none"> ▪ Students are only released to an adult who is listed on the Family Release Form and with ID. ▪ All sidewalks are cleared and free of ice. ▪ Teachers stay with children until buses arrive and all children are released.
Man-Made Emergencies	
BOMB THREAT	<ul style="list-style-type: none"> ▪ Evacuation procedures are in place (follow fire drill procedure). ▪ Teachers have been instructed to look for anything suspicious in room before leaving. ▪ Classrooms know exit procedure and where to assemble. ▪ In the event of a true bomb threat, staff and students will be moved to an off-campus site. ▪ A bomb threat checklist has been placed by all phones. ▪ All staff members have been instructed on how to complete the checklist and follow-up procedures.
CHEMICAL/ ENVIRONMENTAL HAZARD	<ul style="list-style-type: none"> ▪ Staff knows to wait for instructions. ▪ Staff knows to close all windows. ▪ Staff knows evacuation procedures. ▪ Internal: Staff knows that the area will be isolated (restricted) and to wait for further instructions. (Gym) ▪ External: Staff knows to shut all windows and to pull blinds closed.
FIRE ARMS/WEAPONS PROCEDURES	<ul style="list-style-type: none"> ▪ All staff and students know to report suspicion of weapons to administration. ▪ Backpacks are stored in closets. ▪ Students do not wear jackets in school.

	<ul style="list-style-type: none"> ▪ IPS police will conduct periodic weapons search on buses and walkers coming into school. ▪ Staff knows to report any rumors or suspicion of weapons to administration. ▪ Staff knows not to try to take weapon. ▪ Staff knows only administration can search for weapon.
NARCOTICS AND DRUGS	<ul style="list-style-type: none"> ▪ Staff knows to report any suspicion of drugs on campus. ▪ Students know to tell teacher if someone has drugs. ▪ Staff knows to take backpack, books, etc. to administration to be searched.
SUBSTANCE OVERDOSES	<ul style="list-style-type: none"> ▪ Staff knows procedures for reporting to administration. ▪ Staff knows to call 911 if situation is critical; then report to administration. ▪ Staff knows to save bottles or residue of drugs for medical personnel.
Other Crises or Emergencies	
ABDUCTION	<ul style="list-style-type: none"> ▪ Controlled access of the building. ▪ Student information released only to authorized persons. ▪ A child is only released to names on Family Release Form. ▪ A picture ID is required for anyone taking a child. ▪ All children are to be signed out. ▪ Staff knows to ask a child if they know the person picking them up. ▪ An adult supervises children at all times. ▪ Picture ID required for anyone taking a student and they must be on the authorized list. ▪ Staff knows to report any suspicious activity at dismissal when students are picked up. ▪ Adult supervision of children occurs at all times, particularly at recess.
CHILD ABUSE, MOLESTATION, OR NEGLECT	<ul style="list-style-type: none"> ▪ Staff knows they MUST report suspected abuse, molestation or neglect and the procedures for doing so in this building. ▪ Social workers or guidance counselors try to make students aware of good/bad touching. ▪ Staff is reminded about professional boundaries with students.
DEATH (Staff Member or Student)	<ul style="list-style-type: none"> ▪ Phone tree or Connect Ed has been set up in order to contact staff members. ▪ Principal knows to notify proper authorities. ▪ Lockdown procedures are practiced in the event of a death during the school day). ▪ Staff members know to call 911 in the event of an emergency.
FIRE	<ul style="list-style-type: none"> ▪ Fire drill procedures are in place. ▪ Fire drills are practiced monthly. ▪ Maps of the building with fire evacuation routes are in each classroom. ▪ Alternate routes are discussed. ▪ Adults are assigned to special needs children if applicable. ▪ Adults are assigned to wheelchair bound children if applicable. ▪ Custodians keep all cleaning supplies locked away.

HAZARDOUS MATERIALS	<ul style="list-style-type: none"> ▪ Staff and students know to report any spills to the office. ▪ Staff knows to restrict the area and contact custodial staff. ▪ Two staff members know First Aid.
NATURAL GAS LEAK	<ul style="list-style-type: none"> ▪ Staff knows not to use building telephones or touch light or appliance switches or use elevators. ▪ Teachers know to keep all students with them and await instructions. ▪ Staff knows to keep children with them. ▪ Staff knows to report the smell of gas to the principal.
PANDEMIC FLU	<ul style="list-style-type: none"> ▪ Educate children and families of good hygiene. ▪ Discussion of good hygiene in each classroom occurs on an as need basis. ▪ Classrooms use anti-bacterial liquid often. ▪ Signs in restrooms on proper hand washing. ▪ Letters home to parents about difference between seasonal and pandemic flu. ▪ Letter home about not sending sick children to school. ▪ Staff is encouraged to take flu shots if they are able.
SEVERE ILLNESS OR INJURY	<ul style="list-style-type: none"> ▪ All staff knows to report serious illness or injury to administration, but that if it is life threatening to call 911 first, then let administration know. ▪ A First Aid Team is made up of staff that has been trained in basic first aid.
SUICIDE OR ATTEMPTED SUICIDE	<ul style="list-style-type: none"> ▪ Staff is alert to warning signs for suicide and understands how to refer students for counseling. ▪ If a suicide is attempted, staff knows to report the incident to administration, but that if situation is life threatening, to call 911 and then notify the principal. ▪ A caring atmosphere and a personal concern for all students and staff are emphasized in our building. ▪ Staff understands that we take all suicide threats seriously
UTILITIES INTERRUPTION OR LOSS	<ul style="list-style-type: none"> ▪ Staff knows to report problems to the office and await instructions, in case evacuation to another area is ordered. ▪ Custodians know how to do shut offs and to contact Facilities Management.

PREPAREDNESS

Incidents of Violence

ARMED INTRUDER

- Any person who sees an armed intruder reports this to the office immediately.
- All doors are locked to building during school day.
- At least one adult is present at bus entrance during arrival and dismissal times.
- Emergency phone numbers posted in administrative offices.
- Incident Command is established.
- Crisis Team is established.

BIOLOGICAL THREATS

Internal:

- Evacuation sites identified
- Custodian secure/isolate area.
- Shelter-in-Place is announced if applicable. (Gym)
- Administrator is prepared to notify maintenance at 4653 and school police at 4633.

External:

- Administrator is notified.
- Practice reverse evacuation process with students if children are outside.
- Emergency phone numbers posted in administrative offices.
- Shelter in place and notify school police.

BULLYING

- All staff members are trained to recognize bullying.
- Social worker and classroom teachers educates students about bullying.
- Bullying students are assigned to the Rebound Room
- The School Social Worker is prepared to counsel.
- Emergency phone numbers for students in place.
- Students are closely supervised at all times.
- Consequences of bullying are known by all students, and in the student parent teacher compact and family handbook.

DRIVE-BY OR SNIPER

- Television monitor in office viewed by secretary.
- A lockdown is ordered over the P.A. system.
- All doors are locked and students are kept away from windows.
- Administrator is prepared to notify School Police and/or IMPD.
- Crisis team is notified.

FIGHTING	<ul style="list-style-type: none"> • All staff members on alert for any possible outbreaks. • Intervention is prompt. • Rebound Room is used for students who fight. • Suspension and expulsion are possible consequences. • Updated phone numbers for parents to be contacted.
HOSTAGE INCIDENTS	<ul style="list-style-type: none"> • Television monitor in office viewed by secretary. • A lockdown is ordered over the P.A. system. • All doors are locked and students are kept away from windows. • Administrator is prepared to notify School Police and/or IMPD. • Staff has been advised not to comment to media. • Crisis team notified.
SHOOTING	<ul style="list-style-type: none"> • Television monitor in office viewed by secretary. • A lockdown is ordered over the P.A. system. • All doors are locked and students are kept away from windows. • Administrator is prepared to notify School Police and/or IMPD. • Crisis team is activated. • Staff has been advised not to comment to media.
VIOLENT OR DISRUPTIVE ADULT OR STUDENT	<ul style="list-style-type: none"> • All staff members on alert for any possible outbreaks. • Staff notifies administration immediately. • The Rebound Room is used for students who are violent and disruptive. • School police are notified if necessary. • Individuals are monitored until authorities arrive.
Natural Emergencies	
EARTHQUAKES	<ul style="list-style-type: none"> • Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. • Duck and cover position drills are conducted periodically throughout the school year. • Administration prepared to call IPS and/or IMPD. • First aid kit available if needed. • Activate crisis team.
HEAVY RAINS OR FLOODS	<ul style="list-style-type: none"> • Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. • FMD notified. • Administration prepared to call IPS and/or IMPD. • First aid kit available if needed.

SEVERE THUNDERSTORMS AND/OR ELECTRICAL STORMS	<ul style="list-style-type: none"> • Administration prepared to call IPS and/or IMPD. • First aid kit available if needed. • Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. • Duck and cover position drills are conducted periodically throughout the school year. • Reverse evacuation practice drills.
TORNADO	<ul style="list-style-type: none"> • Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. • Administration prepared to call IPS and/or IMPD. • First aid kit available if needed. • Duck and cover position drills are conducted periodically throughout the school year.
WINTER STORMS	<ul style="list-style-type: none"> • Directives from Central Office are followed with regard to possible early dismissal, cancellation of after school programs. • Students are not sent home without parent notification. • Custodians prepared to keep walkways clear and safe as possible. • Teachers are prepared to remain with students until all are released.
Man-Made Emergencies	
BOMB THREAT	<ul style="list-style-type: none"> • All staff advised to keep caller talking when taking a bomb threat call. Checklist posted by office phones. • Staff knows about bomb threat checklist. • Staff knows bomb threats can be over the phone, on a note, or a message on the computer, etc. (a threat is a threat). • Administrator prepared to notify School Police at 4633 for threat assessment. • Teachers prepared to take roll of students once outside. • Crisis Team in place. Incident command established.
FIRE ARMS/WEAPONS PROCEDURES	<ul style="list-style-type: none"> • All staff members know to report a student has a weapon to administration immediately. • Crisis Team is in place if needed. • School police are notified 4633. • Staff awaits further instructions from administration.
NARCOTICS AND DRUGS	<ul style="list-style-type: none"> • Staff prepared to report any known use of drugs on campus to Administration. • Administration prepared to contact School Police. • Suspected student is isolated until authorities arrive. • Do not touch suspected drugs.

SUBSTANCE OVERDOSES	<ul style="list-style-type: none"> • Staff prepared to call 9-911 as well as School Police (4633) • Staff prepared to detain students who may provide information. • Staff advised not to discuss nor speculate on situation with colleagues or students. • Staff prepared to wait with student until police or EMS arrives • Staff knows to contact appropriate authorities and save bottles or residue.
Other Crises or Emergencies	
ABDUCTION	<ul style="list-style-type: none"> • Staff and administration prepared to call 9-911 if they witness or suspect abduction. • Notify Administration. • Lockdown is announced over the P.A. system if necessary. • Await further instructions from administration. • Administration prepared to share information about the incident with parents through Connect Ed with advice from School and Community Relations.
CHEMICAL/ ENVIRONMENTAL HAZARD	<p>Internal:</p> <ul style="list-style-type: none"> • Custodian prepared to secure/isolate area. • Principal prepared to notify FMD 4653 and School Police at 4633. <p>External:</p> <ul style="list-style-type: none"> • Reverse evacuation process practiced throughout the year. • Administration prepared to notify school police at 4633. • Reunification process are explained to staff.
CHILD ABUSE, MOLESTATION, OR NEGLECT	<ul style="list-style-type: none"> ▪ Staff has been trained to look for signs of abuse, molestation, or neglect. ▪ Staff knows to report any suspicions to Principal or Social Worker. ▪ If the principal is not available, the person reporting the abuse can find help with the social worker or counselor. The report must be filed promptly. The social worker or counselor would report the incident to the principal when he/she returned to the building. ▪ Staff knows not to notify Parents. ▪ Administration is prepared to call to Human Resources if a staff member is involved. HR will advise as to what action is to be taken with the teacher. All such accusations are kept confidential.
DEATH (Staff Member or Student)	<ul style="list-style-type: none"> ▪ Staff knows to Call 911 immediately. ▪ Administrator notified of death. ▪ Administrator notifies school police and IMPD if necessary. ▪ Lockdown procedures are in place if necessary. ▪ Crisis Team is activated. ▪ Identify students/adults in need of support. ▪ A system is in place for notification to staff and community.

FIRE	<ul style="list-style-type: none"> ▪ Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. ▪ Staff needs to know the placement of fire alarms. ▪ Staff prepared to activate the fire alarm. ▪ Monthly fire drills procedures are followed ▪ Educate why it is important to remain calm and quiet. ▪ An adult will be assigned to each special needs child if applicable. ▪ Adults in the building will be assigned to wheelchair bound children to carry down stairs.
HAZARDOUS MATERIALS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Custodian prepared to secure/isolate area. ▪ Evacuation sites identified ▪ Shelter-in-Place is announced if applicable (gym). ▪ Administrator is prepared to notify maintenance at 4653 and school police at 4633. ▪ Reverse evacuation practice drills. <p>External:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Practice reverse evacuation process with students if children are outside. ▪ Emergency phone numbers posted in administrative offices.
NATURAL GAS LEAK	<ul style="list-style-type: none"> ▪ Administrator is prepared to notify staff and students. ▪ Staff knows not to operate electrical devices. ▪ Administrator prepared to follow proper protocol. ▪ Notify FMD 4653 and School Police 4633. ▪ Evacuation will take place if necessary. ▪ Evacuation process is known to all.
PANDEMIC FLU	<ul style="list-style-type: none"> ▪ Phone tree or Connect Ed established and prepared to be used. ▪ Administration prepared to decide how classes are divided in the event of teacher absence(s) without a substitute. ▪ Be aware of proper hygiene practices. ▪ Send schoolwork home through siblings. ▪ Teachers will have packets of make up work ready when child returns.
SEVERE ILLNESS OR INJURY	<ul style="list-style-type: none"> ▪ Staff prepared to call 911 if illness or injury is life threatening. ▪ Principal will be notified. ▪ Principal notifies school police 4633 ▪ Crisis team is activated if needed. ▪ Staff prepared to monitor student until police/EMS arrives. ▪ A staff member prepared to or Administration accompany student to hospital if parent/guardian is not available.

SUICIDE OR ATTEMPTED SUICIDE	<ul style="list-style-type: none"> ▪ Administrator or staff prepared to notify 9-911. ▪ Call school nurse or staff member who know CPR/First Aid ▪ Notify principal. ▪ Principal notifies school police 4633. ▪ Crisis team notified; incident command. ▪ Staff knows not to talk to the media.
UTILITIES INTERRUPTION OR LOSS	<ul style="list-style-type: none"> ▪ Teachers have “Emergency Backpacks” that are grabbed in the case of any natural emergency and/or evacuation. ▪ Administrator prepared to notify custodian of electrical outage and Maintenance Dispatcher. 4653. ▪ Staff members prepared to remain with classroom and await further instructions. ▪ If evacuated to another site, staff knows the procedures.

RESPONSES	
Incidents of Violence	
ARMED INTRUDER	<ul style="list-style-type: none"> ▪ Any person who sees an armed intruder reports this to the office immediately. ▪ A lockdown is ordered over the P.A. system. ▪ School Police 4633 and/or IMPD 9-911 are notified of situation. ▪ Crisis Team is notified. ▪ Staff activates total lockdown procedures.
BIOLOGICAL THREATS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Custodian secures/isolates area. ▪ Shelter-in-Place is announced if applicable (gym). ▪ Evacuation is announced if applicable. ▪ Administrator notifies maintenance at 4653 and school police at 4633. <p>External:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Reverse evacuation process takes effect if children are outside. ▪ Shelter-in-Place is announced if applicable. ▪ School police at 4633 are notified.

BULLYING	<ul style="list-style-type: none"> ▪ Staff member reports bullying to the Counselor, or social worker or principal. ▪ The Rebound Room is used for students who bully. ▪ The School Counselor or social worker or Principal then counsels with student. ▪ Parents are contacted. ▪ Continued monitoring of the situation occurs. ▪ Students are closely supervised at all times. ▪ Students are suspended if necessary.
DRIVE-BY OR SNIPER	<ul style="list-style-type: none"> ▪ Any person who hears or witnesses a drive-by or sniper reports this to the office immediately. ▪ A lockdown is ordered over the P.A. system. ▪ All doors are locked and students are kept away from windows. ▪ School Police 4633 and/or IMPD 9-911 are notified of situation. ▪ Crisis team is notified and incident command is established.
FIGHTING	<ul style="list-style-type: none"> ▪ Staff member reports fighting to the Counselor and Principal. ▪ The Rebound Room is used for students involved in fight until an adult is able to pick up student(s) from school. The School Counselor counsels with student(s). ▪ Parents are contacted. ▪ Students may be suspended. ▪ Continued monitoring of the situation occurs once student(s) returns from suspension.
HOSTAGE INCIDENTS	<ul style="list-style-type: none"> ▪ Any person who witnesses a hostage situation reports this to the office immediately. ▪ A lockdown is ordered over the P.A. system. ▪ School Police 4633 and/or IMPD 9-911 are notified of situation. ▪ Crisis Team is notified. ▪ Students are kept under adult supervision at all times. ▪ Media is handled with assistance from School and Community Relations.
SHOOTING	<ul style="list-style-type: none"> ▪ Any person who hears or witnesses a shooting reports this to the office immediately. ▪ A lockdown is ordered over the P.A. system and students/staff should be on the floor away from any threatening person. ▪ Injuries are reported to the office. ▪ School Police 4633 and/or IMPD 9-911 are notified of situation. ▪ Crisis Team is notified. The Nurse or Individuals with First Aid Training may assist.
VIOLENT OR DISRUPTIVE ADULT OR STUDENT	<ul style="list-style-type: none"> ▪ A lockdown or restricted area may be ordered over the P.A. system. ▪ School Police 4633 and/or IMPD 9-911 are notified of situation. ▪ Crisis Team is notified. ▪ Students are kept under adult supervision at all times.
Natural Emergencies	

EARTHQUAKES	<ul style="list-style-type: none"> ▪ Crisis Team is notified. ▪ Staff and students assume a duck and cover position under a desk or table, if possible. ▪ Injuries are reported to Administration. ▪ Principal notifies School Police at 4633. ▪ Await further instructions.
HEAVY RAINS OR FLOODS	<ul style="list-style-type: none"> ▪ Crisis Team is notified. ▪ If evacuation is necessary, it will be announced. ▪ Teachers take their emergency backpacks in case of any evacuation. ▪ Students and staff remain away from flooded area. ▪ Staff awaits further instructions.
SEVERE THUNDERSTORMS AND/OR ELECTRICAL STORMS	<ul style="list-style-type: none"> ▪ Reverse evacuation is called if students are outside. ▪ Crisis Team notified, if necessary. ▪ Severe Weather alert is given. All students and staff shelter in place if needed. ▪ If tornado warning develops, tornado procedures will be followed and teachers take roll and report anyone missing. ▪ Student and staff remain in duck and cover position until the “All Clear” announcement is made.
TORNADO	<ul style="list-style-type: none"> ▪ Crisis Team is notified, if necessary. ▪ Severe Weather alert is given. ▪ Students and staff proceed to the hallway and assume duck and cover position. ▪ Teachers take roll and report anyone missing. ▪ Principal notifies school police 4633 if there is damage or injury. ▪ Student and staff remain in duck and cover position until the “All Clear” announcement is made.
WINTER STORMS	<ul style="list-style-type: none"> ▪ Directives from Central Office are followed with regard to possible early dismissal, cancellation of after school programs. ▪ Students are not sent home without parent notification. ▪ Walkways are kept as clear and safe as possible. ▪ Teachers remain with students until all are released.
Man-Made Emergencies	

BOMB THREAT	<ul style="list-style-type: none"> ▪ Any person taking the call keeps the caller talking and follows the checklist posted by each office phone. ▪ Administrator is notified. ▪ Administrator notifies School Police at 4633 for threat assessment. ▪ If ordered to search, search team is activated. ▪ If ordered to evacuate, teachers will bring their emergency backpacks. ▪ Take roll of students once outside. ▪ Crisis Team is alerted if evacuation is applicable.
FIRE ARMS/WEAPONS PROCEDURES	<ul style="list-style-type: none"> ▪ Any person suspecting or knowing that a student has a weapon reports this to administration immediately. ▪ Lockdown is announced over the P.A. system. ▪ Administrator notifies school police at 4633. ▪ Crisis Team is notified. ▪ Staff awaits further instructions from administration.
NARCOTICS AND DRUGS	<ul style="list-style-type: none"> ▪ Staff reports any known use of drugs on campus to Administration. ▪ Administration contacts School Police. 4633 ▪ Student is not left unattended. ▪ Staff does not touch the drugs if possible. ▪ Parents are then notified by Administration after determination by IPS Police.
SUBSTANCE OVERDOSES	<ul style="list-style-type: none"> ▪ Notify Administration immediately. ▪ Call 9- 911 as well as School Police (4633) – this can be by either staff member or Administration depending on emergency situation. ▪ Detain students who may provide information. ▪ Do not discuss nor speculate on situation with colleagues or students. ▪ Wait with student until police or EMS arrives. Try to find out what was taken. ▪ Save any remaining drugs or empty bottles to give to EMS. ▪ Notify parents.
Other Crises or Emergencies	
ABDUCTION	<ul style="list-style-type: none"> ▪ Call 9-911 if you witness or suspect an abduction. ▪ Notify Administration. ▪ Lockdown is announced over the P.A. system. ▪ Await further instructions from administration. ▪ Information shared with parents through Connect Ed with advice from School and Community Relations.

CHEMICAL/ ENVIRONMENTAL HAZARD	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Custodian secures/isolates area. ▪ Shelter-in-Place is announced if applicable. ▪ Principal notifies FMD 4653 and School Police at 4633. <p>External:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Reverse evacuation process takes effect. ▪ Shelter-in-Place is announced if applicable (gym). ▪ School police are notified at 4633. ▪ If evacuation takes place, emergency backpacks are taken. ▪ Reunification forms and process are put in place at evacuation site. ▪ Parents are notified through Connect Ed and with assistance from School and Community Relations.
CHILD ABUSE, MOLESTATION, OR NEGLECT	<ul style="list-style-type: none"> ▪ Any staff member privy to communication regarding child abuse, molestation, and/or neglect must promptly make a CPS report. The alleged abuse is reported to the Social Worker or Administrator who will fill out the report with the informant and calls CPS at 9-232-1054 A copy of the report is faxed to CPS and to Students Services. ▪ The report must be filed promptly. ▪ All reports made in administration absence must be communicated when the principal returns to the building. ▪ Parents are not notified of report being filed unless the incident involves a staff member. All CPS reports are confidential. ▪ If a staff member is accused of child molestation the same reporting is made, with the addition of a call to Human Resources. HR will advise as to what action is to be taken with the teacher. The principal calls the parents and tells them an accusation has been made and the matter has been referred to CPS. All such accusations are kept confidential.
DEATH (Staff Member or Student)	<ul style="list-style-type: none"> ▪ Notify administrator of death. Call 9-911 and school police 4633 ▪ Notify the school nurse ▪ Lockdown procedures are put in place. ▪ Crisis Team is notified. ▪ Identify students/adults in need of support. ▪ Parent letter and Connect Ed will be used with advice from School and Community Relations, who will also help with media.

FIRE	<ul style="list-style-type: none"> ▪ Any person witnessing a fire must activate the fire alarm. ▪ Administrator is notified. ▪ Fire drill procedures are followed; teachers take rosters. ▪ Emergency backpacks are taken. ▪ Teachers take roll when assembled outside. ▪ Missing person(s) is reported. ▪ Wait for further instruction. ▪ If evacuation to another site is ordered, follow evacuation plan and put reunification plan in place. ▪ Parents notified by Connect Ed
HAZARDOUS MATERIALS	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Custodian secures/isolates area. ▪ Shelter-in-Place is announced if applicable. ▪ Evacuation is announced if applicable. <p>External:</p> <ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Reverse evacuation process takes effect. ▪ Shelter-in-Place is announced if applicable (gym).
NATURAL GAS LEAK	<ul style="list-style-type: none"> ▪ Administrator is notified. ▪ Evacuation is announced over P.A. system. ▪ Emergency backpacks are taken. ▪ Electrical devices are not operated. ▪ Administrator follows proper protocol.
PANDEMIC FLU	<ul style="list-style-type: none"> ▪ If school is still in session, administration will decide how classes are divided in the event of teacher absence(s) without a substitute. ▪ Continue with proper hygiene practices. ▪ Attendance will be monitored by the social worker and the nurse and trends reported to the health department.
SEVERE ILLNESS OR INJURY	<ul style="list-style-type: none"> ▪ Call 9-911 if illness or injury is life threatening. ▪ Administration is notified of the situation. ▪ Lockdown or isolated area is ordered. ▪ Unaffected students are moved to another area. ▪ Student(s) is monitored by staff member until police/EMS arrives. ▪ A staff member or Administration accompanies student to hospital if parent/guardian is not available. ▪ An accident is made if staff or students are injured.

SUICIDE OR ATTEMPTED SUICIDE	<ul style="list-style-type: none"> ▪ Administrator is notified. ▪ 9-911 is contacted if attempt is made. School police are called 4633. ▪ Nurse is called; First aid trained staff in her absence, are called. ▪ First Aid/CPR is provided if necessary. ▪ Social Worker/Counselor is notified. ▪ Crisis team and incident command are established if needed. ▪ Parent/Guardian is contacted. Student does not go home without parent/guardian. ▪ Student is supervised at all times
UTILITIES INTERRUPTION OR LOSS	<ul style="list-style-type: none"> ▪ Administrator notifies custodian of electrical outage and Maintenance Dispatcher 4653/ ▪ Staff members remain with class in rooms and await further instructions.

RECOVERY	
Incidents of Violence	
ARMED INTRUDER	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible. ▪ Safety Committee reviews procedures.
BIOLOGICAL THREATS	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible. ▪ Safety Committee reviews procedures.
BULLYING	<ul style="list-style-type: none"> ▪ Student Behavior Adjustment Center is used for children who bully. ▪ Social Worker will set up counseling schedule. ▪ Staff is alerted to watch for situations involving individuals. ▪ Suspension if necessary.
DRIVE-BY OR SNIPER	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson.

	<ul style="list-style-type: none"> ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible. ▪ Safety Committee reviews procedures.
FIGHTING	<ul style="list-style-type: none"> ▪ Children involved in fighting use the Student Behavior Adjustment Center. ▪ Parents are notified to pick up child. ▪ Children are suspended.
HOSTAGE INCIDENTS	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible. ▪ Safety Committee reviews procedures.
SHOOTING	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible. ▪ Safety Committee reviews procedures.
VIOLENT OR DISRUPTIVE ADULT OR STUDENT	<ul style="list-style-type: none"> ▪ Student Behavior Adjustment Center is used as holding room. ▪ Violent adult removed by IPS police and child receives counseling from Social Worker. ▪ Disruptive child's parents are contacted. ▪ Suspension if necessary.
Natural Emergencies	
EARTHQUAKES	<ul style="list-style-type: none"> ▪ Injuries are reported to principal. ▪ First Aid Team administers to injured until emergency responders arrive. ▪ First Aid Team receives counseling if necessary. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Safety Committee reviews procedures. ▪ Teachers discuss earthquake with children then return to normal routine as soon as possible.
HEAVY RAINS OR FLOODS	<ul style="list-style-type: none"> ▪ Injuries are reported to principal. ▪ First Aid Team administers to injured until emergency responders arrive. ▪ Teachers discuss incident with children then return to normal routine as soon as possible.

SEVERE THUNDERSTORMS AND/OR ELECTRICAL STORMS	<ul style="list-style-type: none"> ▪ Injuries are reported to principal. ▪ First Aid Team administers to injured until emergency responders arrive. ▪ Principal announces “All Clear” over PA system.
TORNADO	<ul style="list-style-type: none"> ▪ Injuries are reported to principal. ▪ First Aid Team administers to injured until emergency responders arrive. ▪ Principal notifies IPS Police. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Principal announces “All Clear” over the PA system. ▪ Reunification Plan is put in place. ▪ Parents are notified through Connect Ed. ▪ Teachers discuss crisis with children then return to normal routine as soon as possible.
WINTER STORMS	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and Media. ▪ Media is handled by IPS spokesperson. ▪ Reunification plan is put in place.
MAN MADE EMERGENCIES	
BOMB THREAT	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Principal announces “All Clear” over PA system. ▪ Safety Committee reviews procedures.
CHEMICAL/ ENVIRONMENTAL HAZARD	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and Media. ▪ Reunification forms are put in place at evacuation site. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Safety Committee reviews procedures.
FIRE ARMS/WEAPONS PROCEDURES	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers discuss incident with children then return to normal routine as soon as possible.
NARCOTICS AND DRUGS	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children after IPS Police have determined there were drugs. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling.
SUBSTANCE OVERDOSES	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children after IPS Police determination.

	<ul style="list-style-type: none"> ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers discuss incident with children then return to routine as soon as possible.
OTHER CRISIS OR EMERGENCIES	
ABDUCTION	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling.
CHILD ABUSE, MOLESTATION, OR NEGLECT	<ul style="list-style-type: none"> ▪ See CPS Reporting Protocol ▪ Social Worker will provide counseling to any staff member involved if necessary. ▪ Staff is retrained to watch for signs of abuse, molestation, and neglect.
DEATH (Staff Member or Student)	<ul style="list-style-type: none"> ▪ Social Worker and IPS team of counselors provide counseling. ▪ Staff is to watch for those in need of counseling. ▪ Media is handled by IPS spokesperson. ▪ Plan memorial for deceased. ▪ Teachers discuss death with children then return to normal routine as soon as possible.
FIRE	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Teachers discuss crisis with children then return to normal routine as soon as possible. ▪ Plan memorial if necessary.
HAZARDOUS MATERIALS	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Reunification plan is put in place. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Safety Committee reviews procedures. ▪ Teachers discuss incident with children then return to normal routine as soon as possible.
NATURAL GAS LEAK	<ul style="list-style-type: none"> ▪ Parents are notified through Connect Ed and letter sent home with children. ▪ Reunification plan is put in place. ▪ Media is handled by IPS spokesperson. ▪ Social Worker and IPS team of counselors provide counseling. ▪ Safety Committee reviews procedures.
PANDEMIC FLU	<ul style="list-style-type: none"> ▪ Social Worker and IPS team of counselors provide counseling if death is involved. ▪ Teachers will discuss crisis with children then return to normal routine as soon as possible.

	<p>possible.</p> <ul style="list-style-type: none"> ▪ Teachers will follow district's directives about getting children caught up. ▪ Teachers will determine how to make up classroom work. ▪ Plan memorial if death is involved.
SEVERE ILLNESS OR INJURY	<ul style="list-style-type: none"> ▪ Social Worker provides counseling if necessary. ▪ Teachers discuss illness or injury with children then return to normal routine as soon as possible.
SUICIDE OR ATTEMPTED SUICIDE	<ul style="list-style-type: none"> ▪ Teacher will discuss crisis with children then return to normal routine as soon as possible. ▪ Social Worker will provide counseling when necessary.
UTILITIES INTERRUPTION OR LOSS	<ul style="list-style-type: none"> ▪ When utility comes on "All Clear" is given.

Safety Office Drill Explanations

All lockdowns are called because there is danger to those inside the school. In a total lockdown, such as an armed intruder incident, the danger is imminent, and serious. In a limited lock down, a serious danger exists, but it may be a potential danger due to an incident near the school as opposed to an incident within or very near the building.

Total Lockdown: All outside doors are locked. Classroom doors that can be safely locked are locked as well. No one goes in the hallway or passes to another class until an "all clear" is given. Staff and students get on the floor, move away from doors and windows, in the safest area possible within their classroom.

Limited Lockdown: All outside doors are classroom doors are locked. Teaching and classroom routines go on as usual and personnel and students move about the building if instructed to do so by the principal.

Shelter in Place Lockdown: "Shelter in Place" is called if there is a chemical leak or air quality problem outside the building that could be harmful to staff and students. Everyone must come inside at once. All windows and doors are closed. The HVAC system may have to be turned off. Everyone awaits further instructions.

Evacuation: This is a procedure that would apply to a situation when it is safer outside the building than inside (such emergencies could be a fire, bomb threat or interior gas leak). Personnel throughout the building would not necessarily need to know which emergency is occurring; they simply need to know to *evacuate* once a decision has been made and announced. The intent is always to move students, staff and visitors away from harm. Schools should plan multiple evacuation routes and assembly areas in case some exits are blocked or the hazard affects either the evacuation route or

assembly area, rendering them unsafe.

Reverse Evacuation: Students and staff are moved as quickly as possible back into secure buildings. Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

Tabletop Exercises: Tabletop exercises may be useful to schools because they enable school staff to visualize an emergency scenario where decisions can be made that are similar to those made in actual emergencies. These exercises promote discussion of plans, policies, and procedures in a low stress situation. Tabletop exercises also provide an opportunity to resolve questions of coordination and responsibility.

School Lockdown Procedures

Total Lockdown:

- Teachers get students in a secure location within the room
 - Door is locked
 - Lights are off
 - Windows closed and covered
 - No Instruction
 - Take attendance
-
- An announcement that we are now in a lockdown situation will be broadcasted over the P.A. system.
 - During the lockdown, all students and staff members must remain in their rooms. The blinds need to be drawn, the windows closed and the classroom door locked (if possible) during the lockdown.
 - If you are in the hallway when a lockdown is activated, please report to your classroom immediately or the closest room. In the event that students are in Art, Music, or PE, they are to remain in those rooms until the lockdown is canceled.
 - If your students are with another teacher and you are not with them, remain where you are rather than risk going to your students.
 - If you are outside when the lockdown is announced, come inside immediately and go to the first safe place available.
 - If students are in the cafeteria, tables with red dots will report to Room 128 and the Teachers Lounge, and tables with green dots will report to room 140 and 142.
 - In the event of a shooting, students should lie down on the floor away from windows and doors, if possible.
 - An announcement will be made when the lockdown is canceled.

During the Lockdown...

- Be sure to take attendance of your students as soon as the lockdown is in place. If a student is missing, please notify the office.
- Keep blinds drawn, windows shut, and door locked during the lockdown.
- Do not elaborate nor speculate on the situation that may be occurring during the lockdown.
- Remain calm in order to keep your students calm.
- In the event of a real lockdown, please check your email for updates on the situation if your computer is in a safe location, away from windows and the door.
- Avoid using your cell phone as it may jam the lines in which communication for emergency and IPS personnel may be compromised.

After the Lockdown...

- Check to see if your students are okay. If anyone needs to talk to the School Counselor or Social Worker, he/she will be available for counseling.
- Continue to monitor your students throughout the day for any adverse effects from the lockdown. You may also see signs of distress during the next few days depending on the reason the lockdown was called.
- Return to your normal routine as quickly as possible.

Limited Lockdown: Windows are closed, doors are locked and instruction may continue. Keep students in the room until given the “all clear.”

Soft Lockdown:

- Door is locked
- Instruction May Continue
- Take attendance

STUDENT CRISIS TEAM

Stacy Coleman
Deana Perry
Ashley Whitaker
Michelle Mucenski
Brian Pachciarz

Crisis Intervention

- Teachers should call for help when a student becomes disruptive and/or violent and needs be removed from a specific area in the building.
- The crisis intervention team will be called to assist any classroom teacher in the removal or calming of a disruptive child. The teacher will call the office and request a member of the crisis team. The office will then call appropriate members of the crisis team to assist the teacher.
- A teacher should never attempt to physically remove a child or invade the child's physical space without the aid of the crisis intervention team.
- When calling the office, give the appropriate description of the state of the child as described below.

Crisis Level #1: Teacher needs assistance as a student is in crisis (physically aggressive, engaged in physical confrontation, or has left the area)

The Crisis Team will be called on the intercom ("Soft lockdown, CPI report to room. ____." Soft lockdown procedures take place and CPI team reports to the announced room.

Crisis Team: Stacy Coleman, Deana Perry, Michelle Mucenski, Sharon Sellers, Ashley Whitaker & BAF

Door Plan: "Door Plan in Place"

- Door personnel go to their assigned doors & check in with front office via radio

Entrance 1- PIE

Entrance 2-Timothy Frederick

Entrance 3-Deana Perry

Entrance 4-Sharon Sellers

Entrance 5-Hadley Moore

Entrance 6-Joel Collins

Entrance 9- Michelle Mucenski

The teachers will stand in the hallway to monitor both their own room and a classroom vacated by those guarding doors

Door Monitors should:

- Block the door to the best of their ability.
- Hold the doors shut.
- Say "STOP!! Go back to class!!"
- Never attempt to physically restrain a child or invade the child's physical space unless they are a part of the crisis intervention team.
- Notify the office immediately if they witness a child leaving the building.
- School Police will be called by administration when students have left the building.

An announcement will be made over the intercom when the crisis is over.

EVACUATION INFORMATION

Designated Evacuation Site:

Longfellow Magnet School
510 Laurel Street
Indianapolis, IN 46202
317-226-4228

*Walk down Spann Avenue until you reach Longfellow Magnet School.

Alternate Phones:

All Team Members (Crisis Team) will have their cell phones with them.

Armed Intruder Drill

At the beginning of the drill, 4633 will be called to notify of an Armed Intruder Drill. ^[1-1]_[SEP] The building administrator will then announce or inform students and staff that the building is to go into a **total lock down** procedure immediately, announcing a drill for the presence of an armed intruder.

This entire drill is to be guided by the District Emergency Procedures Manual (Page referring to armed subject or hostage).

The Administrator must designate a “safe site” away from the school facility with easy access and much space, where, if necessary, staff and students who have been evacuated will be taken. It is recommended that the designated location is at least 100 yards from the school facility and out of the line of site from the school facility. The decision to evacuate to this site will be made on an as needed basis by a staff member who sees the danger posed by an active shooter and that staff member has the opportunity to evacuate themselves and their children to the designated location.

The Administrator will gather and relay pertinent information regarding what type of threat and where the threat exists in the building.

Administrator will assign duties for clearing restrooms and halls.

Notifications

Notify the Administrator- in- Charge. Relay accurate information: • Where in the building is the event occurring? How many are involved (perpetrators and hostages)? What demands, if any have been made? Is anyone injured? Render the appropriate assistance.

The following items should take place Immediately declare “**Total Lock Down**” Initiate Incident Command and notify School Crisis Team. **The Calling of 911 is simulated. 4633 would have been called to notify of a drill.** Escort any students in hallways to a safe location. Isolate the Lock Down area. Await the arrival of the emergency responders. *Simulated* Provide assistance as needed. Coordinate with the police/EMS personnel. *Simulated* Advise the Crisis Management Team.

Staff Responsibilities

• If a weapon has been seen, follow the above procedures. Make a list of all students not in the classroom, who should be, when the lock down was declared. Record the names of students who enter the room after the lock down. If directed to leave your classroom, take your “To Go Bag” and class roster. Do not attempt to contact the office unless you have pertinent information or require immediate medical attention. Await further instructions from the Administrator- in- Charge or emergency personnel. (during an actual intruder situation, you will wait to be released by the police)

Drill completion

Building administrator will implement procedures which will include the inspection of compliance by students and staff of the recommended procedures. This will give a full accounting of the safety and presence of all staff and students.

Call to 4633 to notify of the completion of the drill.

Safety Guidelines: If this were a real intruder You should not take action unless the intruder is an immediate threat to you. Then and only then, you should defend yourself or attempt to flee. If you feel you must flee and you have an accessible escape route in mind, attempt to evacuate the premises. If you feel your only option is to evacuate, do so regardless of whether others agree to follow. Help others escape if possible. Leave your belongings behind. Prevent individuals from entering an area where the active shooter may be. Keep your hands visible. Follow instructions of any police officers. Do not attempt to move wounded people. Call 911 when you are safe.

Know your space. What is the area of your office, classroom etc. that would make the most sense to take cover? Keep in mind that you need to be out of sight, out of line of fire, and be able to defend yourself and/or flee if the intruder gains entrance.

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the school.

Checklist: (Complete all possible items immediately following call.)

1. **Caller's Name and Address (if known):**

2. **Sex:** Male Female

3. **Age:** Adult Child

4. **Bomb Facts:**

a. When will it detonate? _____

b. In what building is it placed? _____

c. Exact location _____

5. **Call:** Local Long-Distance Unknown

6. **Voice Characteristics:**

Tone

- Loud
- Soft
- High Pitch
- Low Pitch
- Stutter
- Raspy
- Nasal

Speech

- Fast
- Low
- Distorted
- Cursing
- Slurred
- Lisp
- Disguised
- Poor
- Pleasant

Language

- Excellent
- Good
- Fair

Background Noises

- Office Machines
- Factory Machines
- Bedlam
- Voices
- Music
- PA System
- Animals
- Quiet
- Radios
- Party
- Street Traffic
- Airplanes
- Trains
- Static
- Cellular Phone

Accent

- Local
- Region
- _____
- Ethnicity

Manner

- Poor Grammar
- Well-Spoken
- Taped
- Message Read
- Emotional
- Irrational
- Deliberate
- Laughing