

CRISIS MANAGEMENT PLANS

2020-2021



Emergency Management Plan And Classroom Emergency Procedure Manual

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- Notes:**
1. Titles underlined indicate procedures ready for board approval
 2. Titles with an * indicate procedures currently under consideration by committee

EMERGENCY RESPONSE PROCEDURES

Emergency and Important Phone Numbers

Emergency

| | | |
|-------------------------------------|-----------|-----|
| Kansas City Police / Fire / Medical | Emergency | 911 |
| Jackson County Sheriff's Office | Emergency | 911 |
| Kansas City Fire / Rescue | Emergency | 911 |
| Kansas City Metro Police Division | Emergency | 911 |

Kansas City Area Hospitals

| | |
|-------------------------------------|--------------|
| Children's Mercy Hospital | 816-234-3000 |
| St. Joseph Medical Center | 816-942-4400 |
| St. Luke's Hospital (Plaza) | 816-932-2000 |
| Research Medical Center | 816-276-7000 |
| Shawnee Mission Medical Center | 913-676-2000 |
| University of Kansas Medical Center | 913-588-5000 |

Other Important Numbers

| | |
|--|---------------------|
| Poison Control Center | 800-222-1222 |
| To Report Toxic Chemical Spills, Oil Spills, and Terrorist Threats | 800-424-8802 |
| To Report Child Abuse | 800-392-3738 |
| Missouri Department of Social Services Children's Division | 816-889-2000 |
| Crime Stoppers of Kansas City | 816-474-8477 (TIPS) |

Directed Response

Is used to give specific instructions to move students and staff to a location inside the building when it is safer to remain in the building than to leave:

When: Directed Response is used when the location of an actual or potential threat is:

- a. Known and confined to a specific area
- b. Is far enough from the designated area that safety is ensured

Example: A potentially violent disturbance is occurring outside the building

Classroom Directives - Teacher Response

1. Follow the "General Responses" guidelines
2. Direct students go immediately, in a calm orderly fashion, to the area designated by the Building Administrator
3. Scan room for scared and/or missing students particularly in bathrooms and under desks. **Account for all students**
4. Bring class roster (grade book) and close classroom door
5. Immediately report any missing students to administration
6. Maintain orderly control of students
7. Make no comment to safety officials or media but refer all questions to administrative staff
8. Release students back into the building once directed by school administrative staff

Take your grade book or attendance sheet

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Communicate additional duties to administrative staff as needs arise
- Determine that all students and staff are out of the building
- If possible determine location or reason for the alarm
- Direct Administrative Assistant **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information

- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate to the media in Executive Director's absence
- Communicate current building status to students
- Monitor staff and student needs
- Arrange transportation to the other Calvary campus if necessary
- Declare the “**All Clear**” and monitor student re-entry into building
- Coordinate with Administrative Assistant the completion of a “Building Report”

Administrative Assistant or Operations Manager

- Follow "General Responses" guidelines
- Make **911** call as directed by the Executive Director or Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Initiate communication to parents as directed by the Executive Director or Building Administrator
- Communicate “**All Clear**” to staff and students

Room Clear

Is issued by the teacher or supervising adult to send students away from a potential threat or to create a safe working environment for a medical emergency

When: Room Clear procedures are used when the teacher must remain in the dangerous situation but can send students to a predetermined safe area

Example: A student is having a seizure

Room Clear is used when the teacher must remain in the dangerous situation but can send students to a predetermined safe area.

Classroom Directives - Teacher Response

1. Direct students to exit room and go to the designated area
2. Scan room for scared and/or missing students, particularly in bathrooms and under desks. **Account for all students**
3. Immediately report the situation to the office by phone or by responsible student.
4. Immediately report any missing students
5. Remain with the problem situation, working to defuse the crisis by staying calm. Reassure everyone involved that everything possible is being done to return the situation to normal.

6. Make no comment to safety officials or media but refer all questions to administrative staff. (In case of a student medical emergency, teachers will have the most pertinent information and should cooperate with emergency medical teams)
7. Release students to return to the classroom when prompted by school administrative staff

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Direct Administrative Assistant to **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Designate a staff member to wait for safety equipment and emergency personnel at entrance to parking lot
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate to the media in Executive Director's absence
- Declare the **"All Clear"** and monitor student re-entry into classroom
- Coordinate with classroom teacher the completion of a "Building Report"

Administrative Assistant or Operations Manager

- Follow "General Responses" guidelines
- Makes **911** call as directed by Executive Director or Building Administrator
- Communicate with Executive Director or Building Administrator regarding the situation
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Initiate communication to parents as directed by the Executive Director or Building Administrator

- Communicate “All Clear” to the building as directed by the Executive Director or Building Administrator
- Resumes normal school duties

Secured Room

Is used when it is safer to stay in an area that can be secured than to move to an area where the potential threat may be encountered

When: Secured Room is used when:

- a. It is safer to stay in an area that can be secured than to move to an area where the potential threat may be encountered
- b. There is no possibility of uncontrolled fire or explosion

Example: An armed or out of control intruder is in the building

DO NOT HANG UP!
Just lay the phone down so authorities can hear what is happening.

Classroom Directives - Teacher Response

1. Lock classroom doors and windows and pull shades immediately
2. Scan room for scared and/or missing students, particularly in bathrooms and under desks. **Account for all students**
3. Immediately report the situation to the office by phone
 - a. Tell the person answering the phone who you are
 - b. Your location
 - c. What the situation is
 - d. Report any missing students and likely locations of these students
4. Keep students away from doors and windows
5. Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
6. If a gunshot is heard, direct everyone to lie on the floor
7. Remain in secured classroom until notified
8. Make no comment to safety officials or media but refer all questions to administrative staff. (In case of a student medical emergency, teachers will have the most pertinent information and should cooperate with emergency medical teams)

If you hear a gunshot, direct everyone to lie on the floor.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services

Stay in the secured room until notified.

- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Approach the intruder to determine the severity of the situation if appropriate to do so
- Determine which additional classrooms, if any, need to be secured
- Direct Administrative Assistant to **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant to use the school intercom or phone system to inform teachers to lock their rooms - **"Lock Down, Lock Down."**
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate to the media in Executive Director's absence
- Communicate additional duties to administrative staff as needs arise
- Instruct Administrative Assistant how to manage incoming parental phone calls
- Declare the **"All Clear"**
- Coordinate with Administrative Assistant the completion of a "Building Report"

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director and Building Administrator
- Use the intercom and/or phone systems to inform teachers to lock their classroom doors by using the code phrase **"Lock Down, Lock Down."**
- Communicate with Executive Director and Building Administrator regarding the situation
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate the **"All Clear"** to the building as directed by the Executive Director and Building Administrator

Directed Evacuation

Is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, fire in a typical escape route, bomb threat, or hazardous material spill:

When: Directed Evacuation is used when the location of a potential threat is known allowing:

- a. An evacuation route away from the threat
- b. A gathering point outside the building that is as far as possible from the threat

Example: A hazardous spill has contaminated a part of the building or there is a fire in the hallway

Classroom Directives - Teacher Response

1. Follow the "General Responses" guidelines
2. Direct students to exit building and go to designated areas following **ONLY** the exit and directions given
3. Scan room for scared and/or missing students particularly in bathrooms and under desks. **Account for all students**
4. Bring class roster (grade book) and close classroom door
5. Immediately report any missing students to administration
6. Maintain orderly control of students
7. Make no comment to safety officials or media but refer all questions to administrative staff
8. Release students back into the building once directed by school administrative staff

Take your grade book or attendance sheet

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator will arrange transportation to another site if necessary

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Communicate additional duties to administrative staff as needs arise
- Determine that all students and staff are out of the building
- If possible determine location or reason for the alarm
- Direct Administrative Assistant **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant call Church office

- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate to the media in Executive Director's absence
- Communicate current building status to staff and students
- Monitor staff and student needs
- Arrange transportation to the other Calvary campus if necessary
- Declare the “All Clear” and monitor student re-entry into building
- Coordinate with Administrative Assistant the completion of a “Building Report”

Administrative Assistant or Operations Manager

- Follow "General Responses" guidelines
- Make **911** call as directed by the Executive Director or Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Initiate communication to parents as directed by the Executive Director or Building Administrator
- Communicate “All Clear” to staff and students

Appointed Personnel

- Await arrival of safety equipment and emergency personnel
- Direct safety equipment and personnel to enter the school parking lot
- Resume duties as teacher responsible for class students

Lockdown Procedures

Is used when a critical incident or emergency occurs on or near a school site and it is determined that staff and/or students may be in danger if they were to be outside or if outsiders could get in the building. Often it is law enforcement which requests the school lock-down

When: Occasionally, due to a critical incident or an emergency that occurs on or near a school site, it become necessary for the school to be placed in a lock-down mode for the protection of students and staff.

**Example of threat:
An armed or out of control person is in the local area.**

The decision to lock-down a school rests with the Building Administrator at the site affected. The primary issue to be considered is whether or not the students and staff may be in danger if the lock-down is not put into effect. A lock-down consists of moving all students off playground and exterior portions of the site into the school, securing all entrances, and denying access to any unauthorized person.

Examples: situations in which lock-downs may be appropriate:

- Information regarding person or persons in the immediate area of the school suspected of possessing a gun or other dangerous device
- A person/prisoner who is attempting to escape from law enforcement and trying to evade the police in the area of the school
- Barricaded gunman situations near the school
- A violent crime occurs in the vicinity of the school and law enforcement in the area of the school is pursuing the suspect
- A dangerous chemical spill, fire, or other potential for biological hazard in the area of the school that would place students and staff in jeopardy if outside the building
- Large demonstration or disturbances in the area or at the site that could place students or staff in jeopardy
- Any time that it is determined to be in the best interest of the student or staff due to circumstances that are beyond the control of the school

Classroom Directives - Teacher Response

1. Lock classroom doors and windows. Pull shades immediately
2. Scan room for scared and/or missing students particularly in bathrooms and under desks. **Account for all students**
3. Immediately report any missing students and their possible locations to the school office
4. Keep students away from doors and windows
5. Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal
6. If a gunshot is heard, direct everyone to lie on the floor
7. Remain in secured classroom or area until notified
8. Make no comment to safety officials or media but refer all questions to administrative staff. (In case of a student medical emergency, teachers will have the most pertinent information and should cooperate with emergency medical teams)

**Example of threat:
Person or prisoner
attempting to escape
law enforcement**

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Determine the nature of the incident

**Example of threat:
Chemical spill, fire, or
biohazard in vicinity
of the school**

- Direct Administrative Assistant **call 911 (if necessary)**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Coordinate with law enforcement requesting lock-down
- Direct Administrative Assistant to use the **school phone system** to inform teachers of the situation
- Cancel all outside activities
- Utilize staff to get all students into building
- Determine what level of the “normal” school schedule can be maintained. Consider student movement needs and potential risks
- Close all windows, blinds, or curtains
- Do not allow students to be unattended at any time. Escort students wherever they need to go
- No staff or student leaves the building until the “All Clear” is given
- Determine that all exterior doors are locked
- Station designated staff members at the main door, exterior doors and hallways with instruction regarding allowing or not allowing anyone access to the building
- Do not allow any unauthorized person in the building
- Divert students returning from a field trip to the other Calvary campus
- Consider any outgoing or incoming transportation changes
- Consider if food is or will be needed for the long-term lock-downs and how to safely prepare and distribute meals. If meals are not able to be provided to students, direct teachers to use “Classroom Emergency Kit” supplies
- Direct Administrative Assistant what to communicate to incoming parent calls
- If gunshot is heard, staff goes into complete Lock Down process (locking doors, turning off lights, close blinds, move student out of sight, silence)
- Communicate to the media in Executive Director's absence
- Declare the “**All Clear**” when threat is no longer present
- Coordinate with Administrative Assistant the completion of a “Building Report”

**Example of threat:
Large demonstrations
or disturbances in the
area**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director or Building Administrator
- Communicate with teachers as directed
- Call Church office explaining situation as directed

- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Coordinate other campus staff to help as directed
- Communicate with cook staff as directed

IMMEDIATE THREAT OF INJURY OR DEATH

Dangerous / Suspicious Person on Campus

Is used when a person is on campus who potentially may threaten or is acting in a threatening manner

When: A person who overreacts could be someone with a legitimate purpose on campus (student, staff, faculty, or authorized visitor) or an unauthorized person:

Example: An armed or out of control intruder is in the building

In the event of a sniper, DO NOT lie down in open area. Run to closest safe cover.

Classroom Directives - Teacher Response

1. Lock classroom doors and windows and pull shades immediately
2. Scan room for scared and/or missing students, particularly in bathrooms and under desks. **Account for all students**
3. Immediately report the situation to the office by phone
4. Tell the person answering the phone who you are
5. Your location
6. What the situation is
7. Report any missing students and likely locations of these students
8. Keep students away from doors and windows
9. Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
10. If a gunshot is heard, direct everyone to lie on the floor
11. Remain in secured classroom until notified
12. Make no comment to safety officials or media but refer all questions to administrative staff. (In case of a student medical emergency, teachers will have the most pertinent information and should cooperate with emergency medical teams)

If at recess or outside the building, go immediately to closest safe cover.

Stay in the secured room until notified.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services

- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Approach the intruder to determine the severity of the situation if appropriate to do so
- Determine which additional classrooms, if any, need to be secured
- Direct Administrative Assistant to **call 911** (if necessary)
- Direct Administrative Assistant to use the school intercom or phone system to inform teachers to lock their rooms - "**Lock Down, Lock Down.**"
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate to the media in Executive Director's absence
- Communicate additional duties to administrative staff as needs arise
- Instruct Administrative Assistant how to manage incoming parental phone calls
- Declare the "**All Clear**"
- Coordinate with Administrative Assistant the completion of a "Building Report"

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director and Building Administrator
- Use the intercom and/or phone systems to inform teachers to lock their classroom doors by using the code phrase "**Lock Down, Lock Down.**"
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate with Executive Director and Building Administrator regarding the situation
- Communicate the "**All Clear**" to the building as directed by the Executive Director and Building Administrator

Hostage Situation

A hostage situation exists when a person or persons takes control of and holds another person(s) against their will, by means of physical force or threat of harm. It is common for the person(s) holding hostages to make demands that certain conditions must be met.

Example(s): An armed student taking control of a single person or a classroom of students.

A parent/spouse comes to the school and holds a child or classroom over a custodial matter between parents. (See also Kidnapping)

Comment: A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s), facility, and staff is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely the situation will be concluded without violence.

- All of the school staff and students should be instructed in stranger awareness
- Direct all strangers and visitors to the office. All visitors are required to sign the Visitor Sign In & Out Binder.
- Notify the office immediately of suspicious persons or behavior

Teacher or Supervising Adult - AS HOSTAGES

1. Remain calm
2. Speak calmly with the hostage taker
3. Follow instructions of the hostage taker
4. **DO NOT** force the issue physically or mentally
5. Calmly inform the hostage taker of any special needs of other students in the classroom
6. Keep a distance between yourself and the hostage taker if at all possible
7. **Do Not** make any sudden moves. Ask permission before moving around
8. Try to keep all students calm and under control
9. Speak to them in calm but firm voice. Do not shout
10. Use time as a tool to de-escalate the situation
11. Wait for help to arrive. **IT IS COMING**
12. Do not refer to people in the classroom as "Hostages"

Help IS COMING!

Do not add to the problem by forcing the issue with the hostage taker.

Teacher or Supervising Adult - NON- HOSTAGES

1. Follow all instructions received from the Administration or Law Enforcement
2. If directed, follow evacuation orders
3. Secure classrooms or safe area rooms by locking doors and windows
4. Remain in secure area until given further directions
5. Stay out of hallways and other areas until given instructions
6. Take attendance of students
7. Immediately notify office or any missing students
8. If possible, call office from classroom phone
9. Stay with students, keeping them together and calm

Stay in the secured room until notified.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services

- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Response, Room Clear, Secured Room or Directed Evacuation**)
- Determine which additional classrooms, if any, need to be secured
- Brief support staff on the situation so they are not placed in danger.
- Direct Administrative Assistant to **CALL 911 IMMEDIATELY**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant to use the school intercom or phone system to inform teachers to lock their rooms - **"Lock Down, Lock Down."**
- Direct Administrative Assistant to call the Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Provide law enforcement with a building and site floor plan and follow their instructions for moving students and staff
- Communicate to the media in Executive Director's absence
- Communicate additional duties to administrative staff as needs arise
- Instruct Administrative Assistant how to manage incoming parental phone calls
- Declare the **"All Clear"**
- Coordinate with Administrative Assistant the completion of a "Building Report"

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director and Building Administrator
- Use the intercom and/or phone systems to inform teachers to lock their classroom doors by using the code phrase **"Lock Down, Lock Down."**
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate with Executive Director and Building Administrator regarding the situation
- Communicate the **"All Clear"** to the building as directed by the Executive Director and Building Administrator

Suicide Threat or Attempt

Suicide or the threat of suicide in young persons is one of the fastest growing issues facing society. The threat of suicide should never be taken lightly and should be reported immediately to persons specifically trained to provide professional assistance. It is not uncommon for such a threat to culminate in real danger to others and those who are trying to assist:

When: All actual threats will be taken seriously as well as all "chatter" among other students which seems to indicate that a student is talking about such behavior

Example: A note is found on the teacher's desk indicating that a student is considering or planning to seriously hurt himself

Teachers should make every effort to:

- Protect students from becoming unintended victims
- Protect student from witnessing a traumatic event.
- Prevent a suicide by calling for assistance and remaining calm when communicating with the perpetrator

Classroom Directives - Teacher Response

1. Notify the office immediately. (Provide student's name if known)
2. Issue **Room Clear** to remove students from the scene, if it is safe to do so.
3. Remain calm and reassure students that everything possible is being done to return the situation to normal.
4. Remain with the student until a staff member arrives, if it is practical to do so.
5. When released by the principal, assistant principal, law enforcement and/or medical personnel, rejoin your students in the designated **Room Clear** area.
6. Account for all students.

Issue a Room Clear to get all the other students out of a possible violent environment

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedure (**Directed Response, Room Clear, Secured Room, or Directed Evacuation**).
- Direct Administrative Assistant **to call 911**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant to call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Is the primary source of information to arriving safety officials
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitor staff and student needs
- Communicate with Executive Director
- Declare the **"All Clear"**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate **"All Clear"** to staff and students

Lost or Missing Child

A missing child can be anything from a child who has fallen asleep under a desk or wandered off to locations unknown, to a child that has been taken from the school by an unknown person(s):

When: A student is not where her/she is scheduled to be AND the immediate area has been thoroughly surveyed.

Example: A student didn't come back from dressing-out for a PE class and the other class students are not sure where the student might be

Teachers should make every effort to:

- Protect students from becoming unintended victims
- Protect student from witnessing a traumatic event
- Prevent a suicide by calling for assistance and remaining calm when communicating with the perpetrator

**Stay with your
class after
searching the
classroom!**

Classroom Directives - Teacher Response

1. Immediately search entire room for child
2. Ask other children if they know where the child may be
3. Notify the office immediately
4. Furnish a complete description of the child
5. Remain calm and reassure students that everything possible is being done to return the situation to normal
6. Remain with the class

Be able to give description of clothing being worn by the missing student

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise
- **Communicates with the child's parents as necessary**

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- **Communicates with the child's parents in the absence of the Executive Director**
- Initiate a thorough search of the entire school and grounds using all available staff
- Direct Administrative Assistant call **911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Is the primary source of information to arriving safety officials
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitors staff and student needs
- Declare the **"All Clear"**
- Coordinate with Administrative Assistant the completion of a "Building Report"

Administrative Assistant or Operations Manager

- Follow "General Responses" guidelines
- Makes **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Have a picture of the child available for Law Enforcement
- Initiate communication to school parents as directed by the Executive Director or Building Administrator
- Communicates **"All Clear"** to staff and students as indicated by the Executive Director or Building Administrator



Kidnapping / Abduction

If children, staff, or parents express concern about a stranger on or near school property, or following students between home and school, report the situation immediately to the office

When: The Kidnapping / Abduction procedures is similar to the hostage procedures with the significant difference that the student and abductor are no longer on campus

Example: A non-custodial parent picks child up after school without permission of the custodial parent.

To avoid kidnappings:

- Report suspicious persons to the office immediately
- All students will be sent to the office and released by administrative personnel during the school day.
- In the parking lot or at the end of the day, do not release a child to anyone other than the designated parent or guardian, as indicated in the student file
- Do not accept a substitute for the designated parent or guardian without proof of prior approval from the parent/guardian. If in writing, make and keep a copy of this authorization. If in doubt, attempt to contact the designated parent or guardian before release or do not release. (Always err on the side of caution)
- Designated parents or guardians, or substitutes for them, who appear at the classroom to remove a child must be sent back to the office. If they become belligerent or aggressive, contact the school office. **Go to "Secured Room" if needed**



Classroom Directives - Teacher Response

1. Go to **"Secured Room"** status if necessary

2. Notify the office immediately of a kidnapping, attempted kidnapping, or belligerent guest
3. Furnish a complete description of the child, adult, vehicle used if any
 - a. Consider voice, clothing, stature, hair, body piercing, tattoos, etc.
 - b. Consider vehicle type, color, size, license plate number, condition
4. Remain calm and reassure students that everything possible is being done to return the situation to normal.
5. Remain with the class.
6. Treat custody dispute problems as a possible kidnapping
7. Account for all students

Observe to be able to give complete description

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise
- **Communicate with the child's parents**

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Response, Room Clear, or Directed Evacuation**)
- Direct Administrative Assistant to **call 911**
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- If kidnapper is still on grounds, and he/she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Communicates to the media in Executive Director's absence
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitors staff and student needs
- Communicate with Executive Director
- Declare the **"All Clear"**

Be able to provide a picture of child to law enforcement

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Has a picture of the child available for Law Enforcement
- Communicate "**All Clear**" to staff and students

Student or Staff Death, Serious Injury or Medical Condition

The cause of possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect the decisions made during the event and during post-trauma procedures:

NOTE: If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled

NEVER presume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

Example: The death of a staff member or a serious accident of a student

**Preserve all
physical
evidence - do
not disturb**

Classroom Directives - Teacher Response

1. Notify the office immediately. (Provide individual's name if known)
2. An administrator or designee should respond immediately to your location
3. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma or danger (e.g., **Room Clear** if in the classroom)
4. Remain calm and reassure students that everything possible is being done to return the situation to normal
5. Preserve all physical evidence in the area, pill bottles, weapons, etc. Do not handle or move evidence
6. When released by the principal, assistant principal, law enforcement and/or medical personnel, rejoin your students in the designated **Room Clear** area.
7. Account for all students.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services

- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedure (Directed Response, Room Clear, Secured Room, or Directed Evacuation)
- Direct Administrative Assistant **to call 911**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant to call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Is the primary source of information to arriving safety officials
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitor staff and student needs
- Communicate with Executive Director
- Declare the **"All Clear"**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate **"All Clear"** to staff and students

Shooting or Stabbing on Campus

Shootings, stabbings and other forms of violence on our nation's school campuses have become a major concern for students and staff alike. The short and long-term disruption to the educational process cannot be measured when the fear of such incidents is present. The actions of staff and students during and following such an incident is critical to restoration or normalcy

When: These procedures are used any time a violent act has been committed on campus or there is a significant threat for such an act

Example: A student brings a gun to school threatening to "KILL" those in the cafeteria

Classroom Directives - Teacher Response

1. Remain calm
2. Take cover, if necessary. **USE EXTREME CAUTION**
3. Assess the situation; provide for your own safety
4. If there are witnesses or others present, safely direct one of those individuals to the office to summon immediate assistance
5. If no one is available, personally notify the office immediately, request medical assistance if necessary, and return to the victim
6. If a vehicle is involved, attempt to identify (**CYMBAL**)
7. **C**olor of vehicle
8. **Y**ear
9. **M**ake
10. **B**ody (two door, four door, etc., type of vehicle)
11. **A**nanything else of importance (direction of travel, etc.)
12. **L**icense number
13. Attempt to identify the individuals in the vehicle and/or area
14. Indicate the location of incident
15. Do not disturb the crime scene

Note:
Let law enforcement handle any questions regarding criminal investigations. Administration should focus on what the school is doing and what is going to happen tomorrow.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Assess the situation
- Issue appropriate emergency procedures (**Directed Response, Room Clear, Secured Room or Directed Evacuation**)
- Direct Administrative Assistant to **CALL 911 IMMEDIATELY**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information

- **Be prepared to :**
 - Describe the scene
 - Indicate whether the perpetrator has been identified and /or isolated
 - Describe medical injuries
- Direct Administrative Assistant to use the school intercom or phone system to inform teachers to lock their rooms - "**Lock Down, Lock Down.**"
- Direct Administrative Assistant to call the Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Give medical assistance until help arrives
- ACCOUNT for all students and staff
- Isolate witnesses with an administrator. Keep the witnesses separate from each other and the incident
- Secure the crime scene until law enforcement arrives. Assign designated staff to assist with this task
- Reroute foot traffic from affected areas
- Communicate to the media in Executive Director's absence
- Instruct Administrative Assistant how to manage incoming parental phone calls
- Declare the "**All Clear**"
- Prepare written statement for students to take home AND/OR through mass email/text system
- Designate a place for parents who arrive on campus. Have an administrator prepared to meet and direct them to location on campus.
- Arrange for necessary psychological services for students and staff members
- If necessary, evacuate building.
- Coordinate with Administrative Assistant the completion of a "Building Report"

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director and Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate with Executive Director and Building Administrator regarding the situation
- Communicate the "**All Clear**" to the building as directed by the Executive Director and Building Administrator

Assault and Sexual Assault

Third Party Assaults

Assault is typically thought of as a physical attack, however, extreme emotional abuse, sexual contact, and/or neglect can also be categorized as assault

When: Any time a student or staff is physically, emotionally or sexually attacked

Example: A student informs the teacher that another student had hit him

Physical Assault

School Employee / Student

- Any incident of alleged physical, or extreme emotional abuse or neglect of a student by a school employee, must be reported immediately to the building administrator

Student / School Employee

- Any incident of alleged physical, or extreme emotional abuse of a school employee by a student, must be reported immediately to the building administrator

Student / Student

- If a student is physically injured or in imminent danger of physical injury by another student or students on school grounds, it is up to the discretion of the Building Administrator whether law enforcement is called. If a student's life is threatened, **call 911**
- If another student or students off school grounds and/or off school time physically assault a student, law enforcement should be called
- The parent should be notified
- If a student is taken into custody by law enforcement, guidelines for informing school parents should be followed

Sexual Assault

School Employee / Student

- Any incident of alleged sexual abuse of a student by a school employee, must be reported immediately to the police by the Building Administrator, no matter where or when it occurs. **Call 911**

Student / Other (Includes Date Rape)

- Any incident of alleged assault of a student must be reported immediately to police by the Building Administrator no matter where or when it occurs. Call the police department

Sexual Assault

- **Call 911**

All reports of possible assault are to be taken seriously and immediately reported to the office

- The Police Department will send an officer to the school to investigate the allegation. The officer will determine the action to take and make a written report
- No formal reporting by Calvary personnel is necessary for third party assaults

POSSIBLE THREAT OF INJURY OR DEATH

Fire or Explosion

Flames and burns are important concerns, but smoke can be just as deadly as you work to get your students out of the building

When: The building fire alarm system is activated either manually or automatically

Example: A note is found on the teacher's desk indicating that a bomb has been placed in the school building

Classroom Directives - Teacher Response

1. Follow the "General Responses" guidelines
2. Students file out of school locations to designated areas following practiced and posted procedures
3. Teacher brings class roster (gradebook)
4. Teacher closes classroom door
5. Teacher releases students back into the building once the all clear has been given by Calvary Lutheran School's administrative staff

Take your grade book or attendance sheet

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow the "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Determine that all students and staff are out of building
- If possible, determine location or reason for the alarm
- Direct Administrative Assistant to **call 911**

- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate with teachers current building status and monitors staff and student needs

Administrative Assistant

- Follow the “General Responses” guidelines
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate “**All Clear**” to staff and students

Appointed Personnel

- Follow "General Responses" guidelines
- Awaits arrival of safety equipment and emergency personnel
- Directs safety equipment and personnel to enter the school parking lot
- Resumes duties as teacher responsible for class students

Hazardous Material Spill

Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are specifically trained and familiar with the material, risks and specific cleanup procedures, do not attempt to clean up a spill

Classroom Directives - Teacher Response

1. Issue a “Room Clear”
2. Notify the office immediately of the location and material spilled
3. Identify any student medical conditions
4. Isolate, identify, and get names of students and staff that have been exposed or contaminated.
5. If safe to do so, attempt to contain the material when leaving area by shutting doors, windows, etc.
6. Remain calm and reassure students that everything possible is being done to return the situation to normal.
7. Remain with the class.
8. Account for all students

**Do not attempt
to clean up spill**

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Response, Room Clear, Secured Room or Directed Evacuation**)
- Have Administrative Assistant **call 911**
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Have Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Secure the contaminated space insuring that others do not come in contact with material
- Check the MSDS Document in the School Office to assess potential or actual threat
- Communicates to the media in Executive Director's absence
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitors staff and student needs
- Communicate with Executive Director
- Give the **"All Clear"**

**Check the
Materials
Safety Data
Sheet to
assess
potential or
actual threat**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicates **"All Clear"** to staff and students
- Keeps an accurate MSDS for all potential Hazardous Materials located within the school grounds

Biohazards are biological substances or conditions that endanger human life or health. Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are specifically trained and familiar with the material, risks and specific cleanup procedures, do not attempt to clean up a spill

When: Calvary has chemicals on campus which even if spilled would cause such procedure to be followed.

Example: A truck carrying a biological chemical wrecks and spills contents in the neighborhood close to the school

Classroom Directives - Teacher Response

1. Issue a "Room Clear" if necessary
2. Notify the office immediately of the location and material spilled
3. Identify any student medical conditions
4. Isolate, identify, and get names of students and staff that have been exposed or contaminated.
5. Minimize exposure to other people.
6. Do not disturb substance
7. If safe to do so, attempt to contain the material when leaving area by shutting doors, windows, etc.
8. Remain calm and reassure students that everything possible is being done to return the situation to normal.
9. Remain with the class.
10. Account for all students

**Do not attempt to
clean up spill**

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (Directed Response, Room Clear, Secured Room or Directed Evacuation)
- Direct Administrative Assistant **call 911**

- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Secure the contaminated space insuring that others do not come in contact with material
- Shut off ventilation systems
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- Communicate with teachers current building status and monitors staff and student needs
- Gives the "All Clear"

**Shut off
ventilation
systems**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Communicate "All Clear" to staff and students

Bomb Threat

There is generally little confusion about whether a legitimate threat has been made. The person making the threat will make sure the threat is taken seriously

When: Bomb threats can be communicated in several ways: in person, by phone call or by note. It is also possible for students to overhear another student while at school make comments which may sound like a threat. All threats are to be investigated

Example: A note is found on the teacher's desk indicating that a bomb has been placed in the school building

Recipient of the Threat

1. Try to engage the caller or person making the bomb threat to get possible clues about the bomb's location and characteristics of the person making the threat (age, sex, mental state, etc.)
2. If threat is made other than by phone, keep all original documents/information for law enforcement
3. Notify the office immediately

**NEVER handle
a suspicious
object or
device**

4. Remain calm

Classroom Directives - Teacher Response

1. Follow Administrator's instruction for appropriate emergency procedure
2. Keep movement to a minimum – AVOID RUNNING
3. Remain with the class.
4. Account for all students
5. Monitor environment looking for any out of place or unusual objects
6. Do not touch or move any suspicious object or device

**Always be
observant –watch
for unusual objects
or packages**

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Evacuation, Directed Response, Room Clear, or Secured Room**)
- Direct Administrative Assistant **call 911**
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- If school is evacuated, secure all outside doors
- **Do NOT send students home or release students unless directed to do so by authorities**
- Direct staff members to conduct an initial search of their immediate area for any out of place or unusual objects
- Communicate with teachers current building status and monitors staff and student needs
- Communicate with Executive Director

- Give the “All Clear”

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Communicate “All Clear” to staff and students

Bomb or Suspicious Object

Suspicious objects can be anything which doesn't fit the typical environment of our school campus.

When: It remains a possibility for disgruntled students, parents, graduates or neighbors to either actually plant a bomb or to create a tense disruptive situation for the school by placing an object in a place which could be viewed as a potential explosive device

Example: The Building Administrator arrives at the campus to find a package at the entrance to the campus or at the main doors

To minimize potential problems, remember to:

1. Cease all cell phone communications until cleared by the fire and/or police officials
2. Avoid causing vibrations
3. Open doors and windows if possible

**NEVER handle
a suspicious
object or
device**

Classroom Directives - Teacher Response

1. Do not touch or move any suspicious object or device
2. Notify office immediately
3. Identify the area clearly so it can be barricaded
4. Get students out of the immediate areas and wait for Administrator’s instructions
5. Follow Administrator’s instruction for appropriate emergency procedure
6. Keep movement to a minimum – AVOID RUNNING
7. Remain with the class.
8. Account for all students
9. Monitor environment for looking for any out of place or unusual objects

**DO NOT USE
CELL PHONES**

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (Directed Evacuation, Directed Response, Room Clear, or Secured Room)
- Direct Administrative Assistant **call 911**
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Cease all cell phone communications
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- If school is evacuated, secure all outside doors
- **Do NOT send students home or release students unless directed to do so**
- Direct staff members to conduct an initial search of their immediate area for any out of place or unusual objects
- Communicate with teachers current building status and monitors staff and student needs
- Communicate with Executive Director
- Give the **"All Clear"**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Communicate **"All Clear"** to staff and students

Bomb Threat
Questions to Ask:

- 1. Where is the bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. Why? _____

Be aware of:

- 1. Caller's accent _____
- 2. Background noise _____
- 3. Attitude of caller _____
- 4. Any technical language _____
- 5. Gender of Caller _____
- 6. Race _____
- 7. Age _____
- 8. Length of call _____
- 9. Time of call _____
- 10. Date of call _____
- 11. Number at which call is received _____

EXACT WORDING OF THREAT:

Bomb Threat Follow-Up Information

Caller's Voice

- | | | | |
|--------------------------|----------|--------------------------|-----------------|
| <input type="checkbox"/> | Calm | <input type="checkbox"/> | Nasal |
| <input type="checkbox"/> | Angry | <input type="checkbox"/> | Stutter |
| <input type="checkbox"/> | Excited | <input type="checkbox"/> | Lisp |
| <input type="checkbox"/> | Slow | <input type="checkbox"/> | Raspy |
| <input type="checkbox"/> | Rapid | <input type="checkbox"/> | Deep |
| <input type="checkbox"/> | Soft | <input type="checkbox"/> | Ragged |
| <input type="checkbox"/> | Loud | <input type="checkbox"/> | Clearing Throat |
| <input type="checkbox"/> | Laughter | <input type="checkbox"/> | Deep Breathing |
| <input type="checkbox"/> | Crying | <input type="checkbox"/> | Cracking Voice |
| <input type="checkbox"/> | Normal | <input type="checkbox"/> | Disguised |
| <input type="checkbox"/> | Distinct | <input type="checkbox"/> | Accent |
| <input type="checkbox"/> | Slurred | <input type="checkbox"/> | Familiar |

If voice is familiar, whom did it sound like? _____

Background Sounds:

- | | | | |
|--------------------------|------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Street Noises | <input type="checkbox"/> | Factory Machinery |
| <input type="checkbox"/> | Crockery | <input type="checkbox"/> | Animal Noises |
| <input type="checkbox"/> | Voices | <input type="checkbox"/> | Clear |
| <input type="checkbox"/> | PA System | <input type="checkbox"/> | Static |
| <input type="checkbox"/> | Music | <input type="checkbox"/> | Local |
| <input type="checkbox"/> | House Noises | <input type="checkbox"/> | Long Distant |
| <input type="checkbox"/> | Motor | <input type="checkbox"/> | Booth |
| <input type="checkbox"/> | Office Machinery | <input type="checkbox"/> | Cell Phone |
| <input type="checkbox"/> | Other | | |

Threat Language:

- | | | | |
|--------------------------|------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Well Spoken (Educated) | <input type="checkbox"/> | Incoherent |
| <input type="checkbox"/> | Foul | <input type="checkbox"/> | Taped |
| <input type="checkbox"/> | Irrational | <input type="checkbox"/> | Message read by threat maker |

Civil Disturbance

Large groups of people can take on a personality of their own allowing individuals to do things they might not do otherwise. While the group may organize for a positive purpose it must be understood that large groups can become unruly very quickly

When: A public or student demonstration on school ground that has the potential to disrupt school activities, cause injury to staff and students, or damage property

Example: A note is found on the teacher's desk indicating that a bomb has been placed in the school building

Classroom Directives - Teacher Response

1. Issue a **Secured Room** directive unless otherwise directed by the Building Administrator
2. Account for all students and staff, and remain in the classroom or designated area until contacted

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Stay in the secured room until notified.

Building Administrator

In an Emergency

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Response, Room Clear, Secured Room or Directed Evacuation**)
- Approach the group to determine the severity of the situation if appropriate to do so
- Consider initiating lockdown procedures
- Direct Administrative Assistant to **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Communicate to the media in Executive Director's absence
- Instruct Administrative Assistant how to manage incoming parental phone calls

- Declare the “All Clear”
- Coordinate with Administrative Assistant the completion of a “Building Report”

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Executive Director and Building Administrator
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use the intercom and/or phone systems to inform teachers to lock their classroom doors by using the code phrase "**Lock Down, Lock Down**" if directed to do so by the Building Administrator
- Communicate with Executive Director and Building Administrator regarding the situation
- Communicate the “All Clear” to the building as directed by the Executive Director and Building Administrator

Gun / Weapon on Campus

If you become aware of a gun or weapon on campus, contact the office immediately without alerting student(s) and/or suspects, if at all possible.

When: An individual: staff, student or guest, either actually shows a weapon or indicates in some way to make you believe they have a weapon

Example: A parent comes into the building showing a gun demanding that we release their child to them even though they are not the custodial parent

Classroom Directives - Teacher Response

Student observed

1. Send reporting student to the office, if possible
2. If the reporting student is unable/unwilling to report, follow the steps below
3. Should student observe gun/weapon, instruct them NOT TO TOUCH IT

Teacher observed

1. Send sealed message with trusted student that includes
 - a. Your name and location
 - b. The name / description of the suspect
 - c. Any information regarding the weapon's location and type
2. Discreetly call the office if the suspect is not present
3. Seek assistance from another teacher in reporting the incident
4. **WAIT FOR ADMINISTRATIVE RESPONSE**

Stay Calm!
If an individual threatens you with a weapon, follow the suspect's directions. Don't try to be a hero.

IN ALL CASES - USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT!

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (Directed Response, Room Clear, Secured Room or Directed Evacuation)
- Direct Administrative Assistant the plan for responding to incoming parental calls

Prior to Identification of Location of Actual Gun / Weapon

- **Immediately Direct Administrative Assistant to call 911**
- If a student reported the weapon, isolate him/her
- Building Administrator and law enforcement should proceed to an area outside the classroom or area under suspicion
- Secure suspected individual in a safe area and evacuate other students to a different safe area, if possible. At no time should the suspected individual be allowed to put his/her hand in pockets or to approach his/her belongings.
- A law enforcement officer should search the suspected individual

Immediate Threat with Gun / Weapon

- **Immediately Direct Administrative Assistant to call 911**
- If a student reported the weapon, isolate him/her
- Assess the situation
- Issue appropriate emergency procedure if threat appears to be serious. Consider **Directed Evacuation, Directed Response, Room Clear, Secured Room**
- Keep a safe, non-intimidating distance and avoid abrupt, sporadic movements
- Remove all possible bystanders/students from the area
- Secure the area
- Wait for, cooperate with, and assist law enforcement

Once Gun / Weapon is Confiscated

- Secure and notify law enforcement with a description of who has the weapon and their location
- Communicate with Executive Director
- Turn over the weapon and the suspect to the law enforcement officer
- Notify parent or guardian

- Secure a detailed written statement from the reporting student / staff and from any other witnesses
- Prepare a written statement for callers
- Refer all media questions to the Executive Director
- Debrief involved faculty member(s)
- Arrange for counseling as needed

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate **"All Clear"** to staff and students

POSSIBLE THREAT

Severe Weather Conditions: School is in Session (other than tornado)

Severe weather could consist of large hail, strong winds, heavy snow, ice and flooding caused by nature:

When: Severe weather can happen at any time of year in Kansas City. The administration monitors weather conditions and all National Weather Service bulletins

Example: A Winter Weather Warning has been issued by the National Weather Service

Classroom Directives - Teacher Response

1. Remain with students at all times
2. Follow directives as announced by school office
3. Record how, when, and with whom students left school
4. Account for all students.

Teachers are responsible to know when, how, and with whom students left the building

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant

- Communicate additional duties to administrative staff as needs arise
- Will determine:
 - Whether to remain in school until normal dismissal times or,
 - To dismiss early
 - If Extended Care will be in session
- Direct Building Administrator to contact predetermined media outlets

Determine if there will be an Extended Care service. Who will staff, how late, supplies needed, etc.

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Direct Administrative Assistant call Church office
- Communicate with Executive Director
- Contact predetermined media outlets as directed by Executive Director

Administrative Assistant

- Follow "General Responses" guidelines
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Initiate communication to school parents as directed by the Executive Director or Building Administrator
- Communicate **“All Clear”** to staff and students

Considerations for Early Dismissal

- Determine that the method each student will use to get home is safe and reliable (pick up by parent or walking short distance)
- Keep students in the classroom until picked-up by parents.
- Record how and when students left school and with whom
- Send students to the Extended Care program who remain in the building after dismissal procedures if in session
- Account for all students

Considerations When Students Must Remain in School

- Begin making arrangements for any special requirements such as serving meals or snacks, providing sleeping arrangements or planning recreational activities
- During severe windstorms the staff follows their Severe Weather route to their severe weather location to shelter.

Tornado

Tornado Watch: is issued by the National Weather Service when tornadoes are possible in the area

Tornado Warning: is issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your designated safe area.

When: The National Weather Service announced a Tornado Warning

Example: The National Weather Service sounds the local siren and/or sends a weather alert to be heard on the office weather radio

Classroom Directives - Teacher Response

1. Remain with students at all times
2. If the administration declares a tornado emergency, take class to designated safe area
3. Account for all students.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Students may be released to parents who come into the building to pick-up child(ren).

Building Administrator

- Follow the "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Direct Administrative Assistant to send clear messages using PA system
- Direct Administrative Assistant to contact Calvary Lutheran Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Under warning conditions, students should not be released from school unless directed by the Executive Director or Building Administrator
 - Students may be released under a tornado warning condition when a parent or legal guardian arrives in the school office to sign the student out.
 - If a tornado warning is sounded during end of school day, dismissal procedures will be suspended until local weather officials declare that the threat has passed

- If this occurs and if safe to do so, parents in the parking lot will be informed of the condition and invited into the building
 - No field trips or other outings will be allowed to leave the campus under a tornado warning condition
- Declare the **“All Clear”** when threat is no longer present
- Coordinate with Administrative Assistant the completion of a **“Building Report”**

Administrative Assistant

- Follow the **“General Responses”** guidelines
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Coordinate the dismissal of students to parents
- Keeps accurate records of student dismissal
- Communicate **“All Clear”** to staff and students as directed by the Executive Director or Building Administrator

Power Outage

As a general rule, we can continue to hold classes even when the power has gone out. However, on a typical winter day, our experience has been that the building, without heat, can become very cold within an hour.

When: Any time electrical service to the building has failed

Example: A severe winter storm has hit and due to high winds or ice electrical power to the building has failed

Classroom Directives - Teacher Response

1. Remain with students at all times
2. Continue to follow the regular class schedule until told otherwise
3. If the office declares a **“Directed Evacuation”**, take class to designated safe area at Villa Ventura
4. Account for all students.

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services

The administration will seek to determine the cause and possible duration of outage.

- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Determine why power is out and plan accordingly
- Communicate with the utility company to obtain power outage details
- Communicate with the staff
- Direct Administrative Assistant to contact Calvary Lutheran Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Communicate with Executive Director
- Take students to designated safe area at Villa Ventura
- Make plans to cancel school if necessary

Administrative Assistant

- Follow "General Responses" guidelines
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicates **"All Clear"** to staff and students

School Bus or Field Trip Emergency

Emergencies when students are on Calvary's school bus or while on a fieldtrip can pose very different challenges. It would be impossible to record all the possible response procedures here

When: Anytime students are being transported or away from their home campus

Example: Students on a trip away from campus and bus is involved in an accident injuring staff and/or students

Classroom Directives - Teacher Response

1. Teachers have Student/Family Information (Emergency Contacts)
2. Stay with students
3. Evaluate first aid needs
4. Assist driver as needed
5. Notify the office immediately of the situation and any injuries

**The bus does
carry a complete
first aid kit**

6. Release students only to parents, guardians or authorized representatives. Record name of person to who student is released and have them sign the release
7. If students are transported to medical facilities, get name of student and where they are being taken, as well as who transported them, (ambulance, etc.), so parents can be notified
8. Remain with the class.
9. Account for all students

Administrative and Support Staff Responsibilities

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- **Determine if 911 needs to be called**
- Immediately notify parents of **ALL** students involved
- Arrange for school administrative personnel to go to medical facilities to assist parents and wait for students to be treated and released
- Arrange for alternative transportation if needed
- Arrange for school personnel to remain available at school until all parents have been notified, the accident cleared, and all non-injured students have been safely transported to their homes
- Direct Administrative Assistant call Church office
- Direct Administrative Assistant the plan for responding to incoming parental calls
- Prepare a written statement for callers
- Communicate to the media in Executive Director's absence
- Communicate with teachers current situation
- Communicate with Executive Director
- Gives the **"All Clear"**

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs

- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate “All Clear” to staff and students

Body Fluid Precautions

All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with disease such as Hepatitis A, Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV)

When: Throughout the year our staff can be put into a situation in which bloody noses or student vomiting will need to be handled appropriately

Example: A student is hit in the face with a ball on the playground resulting in a bloody nose

Classroom Directives - Teacher Response

1. Wear disposable gloves at all times when dealing with another person's body fluids
2. Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds
3. If exposed, rinse the affected area immediately, wash with soap and water and promptly report the exposure to the Building Administrator
4. If a spill of blood or body fluid occurs, securely isolate the contaminated items and area to prevent exposure to unknowing persons in the area
5. Clean up spilled fluids and disinfect all contaminated environmental surfaces, tools, and equipment with a germicidal disinfectant or a freshly made solution of one part bleach to nine parts water (1:9). Hepatitis B virus (HBV) can survive on surfaces for at least one week
6. Place contaminated fluids and cleanup materials in red, labels container or bag, place it in a plastic-lined garbage receptacle and ask your school custodian to dispose of it according to bio-hazardous material disposal procedures
7. Use proper glove removal procedures - peel one glove off from the top (wrist) to bottom (fingers) and hold the bundled glove in the palm of the gloved hand. With the exposed hand, carefully peel the second glove off without contaminating the exposed hand, from top to bottom tucking the first glove inside the second, avoiding skin contact. Promptly dispose of entire bundle as detailed in #6. and properly wash hands immediately.
8. If a student is exposed, send him/her to the school office or Building Administrator so they may advise the parents who may contact their personal physician for recommendations for follow-up care

Use of disposable gloves is required when working to clean up body fluids spills

Administrative and Support Staff

1. If an employee is exposed, he or she should see their personal physician within 72 hours of the exposure

Nearby Emergencies

When an emergency arises near the school, such as a fire, law enforcement intervention, car crash, chemical spill, airplane crash, etc.

When: Anytime a large scale emergency operation is being conducted close to the school campus but not necessarily on campus

Example: A small plane crashes in the neighborhood and several homes are on fire

Classroom Directives - Teacher Response

1. Follow Administrator's instruction for appropriate emergency procedure
2. Keep movement to a minimum – AVOID RUNNING
3. Remain with the class.
4. Account for all students

If building or site is evacuated, everyone should maintain a safe distance from event and move as directed by officials

Administrative and Support Staff

Executive Director

- Follow "General Responses" guidelines
- Direct Operations Manager what and when to communicate information to parents and through what services
- Coordinate with Building Administrator the development of a plan for answering incoming parent calls - exact wording must be used by Administrative Assistant
- Communicate additional duties to administrative staff as needs arise

Building Administrator

- Follow "General Responses" guidelines
- Designate and/or direct available staff to help in the emergency as needed
- Issue appropriate emergency procedures (**Directed Evacuation, Directed Response, Room Clear, or Secured Room**)
- Direct Administrative Assistant **call 911** (if necessary)
- Coordinate arrival of emergency equipment/personnel and serve as primary source of information
- If evacuation of the building is necessary, consult with the fire/police officers prior to issuing further instructions to staff. Ensure that no one returns to the building for ANY reason until such buildings are officially declared safe by the fire department
- Direct Administrative Assistant call Church office

- Direct Administrative Assistant the plan for responding to incoming parental calls
- Work with law enforcement and fire officials to determine the seriousness of the threat
- Communicate to the media in Executive Director's absence
- Ensure that all students are being supervised
- If school is evacuated, secure all outside doors
- **Do NOT send students home or release students unless directed to do so by authorities**
- Communicate with teachers current building status and monitors staff and student needs
- Communicate with Executive Director
- Give the "All Clear"

Administrative Assistant

- Follow "General Responses" guidelines
- Make **911** call as directed by Building Administrator
- Contact Calvary Lutheran Church advising of the situation and possible needs
- Use exact wording when responding to incoming parental phone calls as directed by Building Administrator
- Communicate "All Clear" to staff and students

POST TRAUMATIC ACTIONS

Child Abuse and Neglect Reporting

What is abuse?

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred
- Neglect that leads to physical harm
- Sexual molestation
- Failure by parent / guardian to provide basic needs of child (food, shelter, clothes)

When: Anytime a teacher sees marks or emotional distress in a child MIGHT need to be reported

Example: A child comes to school complaining of pain in their arms, legs, back or other parts of their bodies

Reporting Suspected Child Abuse or Neglect

- School employees are legally obligated to report suspected child abuse or neglect to the Building Administrator and the local law enforcement agency. **No one within the school has the authority to veto the reporting**
- If it is necessary for school personnel to examine a student for evidence for physical abuse, a building administrator and two adults should be present during the examination
- Reporting employees must NOT inform parent(s) of their report

Allegations of Sexual Abuse

- All allegations of sexual abuse MUST be reported
- Physical examination is not to be done

When in doubt - report

Teacher / Administrative and Support Staff

- If reasonable cause exists to believe abuse has occurred, report immediately to the Building Administrator
- Do not inform parents of the report. It is Department of Social Services, or law enforcement's responsibility to investigate and inform parents



BUILDING REPORT

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