

Independent School

District #52

Emergency Handbook

Revised 2007-2008

Monday, December 17, 2012

Edited for website

**Independent School
Emergency Plan
Chain of Command**

The following chain of command shall be effect during emergency situations.

Principal

Under normal circumstances, the Principal shall take charge of the emergency situation.

Prep Period Teachers

In the absence of the Principal, the two classroom teachers on prep period will take charge.

Counselor

In the event there are no teachers on prep, the Counselor shall assume school leadership.

Special Education Teacher

If the counselor is not available, the Resource Teachers shall assume authority over the situation.

General Procedures/Definitions

Directed Response

A directed response is used by the office to move students and staff to a specific location inside the building.

1. Go immediately, in a calm, orderly manner, to the area designated by the school administration.
2. Follow the route indicated.
3. Stay with students, keeping them calm.
4. Take attendance.
5. Take Register and keys.

Room Clear

A room clear is used to move students from an area of threat to a designated safe area. The staff member must remain in the danger zone, but shall send students to a safe area.

1. Tell students to go immediately, in a calm and orderly manner, to the identified safe area.
2. Notify the office.
3. Remain with the situation, working to defuse the crisis.

Secured Room

A secured room protects students and staff from a threat inside the building when it may be more dangerous to leave the building.

1. Close and lock classroom doors and windows.
2. Keep students away from doors and windows.
3. Stay calm.
4. If possible, line students up on the door side of the room, out of line of sight.
5. Contact office if current emergency exists in room.
6. Remain in position until notified to release students.

Directed Evacuation

A directed evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat. A directed evacuation is used when the location of the threat is known. Students and staff are removed to an outside gathering point located as far from the threat as possible.

1. Leave area immediately in a calm and orderly manner. Use only the exit designated by the administration.
2. Get and remain at least 300 feet from the building.
3. Stay with students, keeping them in a group.
4. Wait to be contacted.
5. Take Teacher Register, keys, student release form, and attendance.

Each classroom teacher shall be responsible for documenting the disposition of each of their students. The final disposition of each student shall be reported to the school office or the person in charge.

I. School Board Policy

The School Board of Independent School District 52 believe that emergency planning and procedures, safety education, and accident prevention are important to everyone concerned with District #52 , not only as a protective measure during school hours, but also as an instructional means of developing appropriate modes of behavior to minimize accidents. It is the policy of the School Board to provide for the safety of all students, staff, and members of the public while they are engaged in school district activities.

II. Injury Action Plan

Action Plan

1. Minor Injury

The supervising teacher must determine the extent of the injury, provide immediate first aide, and make a decision if parents are to be called. If any doubt exists, parents should be called and directed to come to the school to determine further action.

2. Critical Injury / Illness

The supervising teacher will:

1. Determine the severity of the injury/illness
2. Contact the Administration if time permits or assign another person, preferably a staff member in the classroom, to contact the Administration immediately.

IF TIME PERMITS THE SUPERVISING TEACHER TO CONTACT THE ADMINISTRATION it will be the responsibility of the Administration to determine who will:

1. Call 911
2. Call the parent, guardian or emergency number on the office rolodex
3. The supervising teacher will remain with the injured party if the Administration makes the above calls.

If the supervising teacher DOES NOT HAVE TIME TO CONTACT THE ADMINISTRATION he/she will:

1. Send a staff member, if available, to contact the Administration
2. Call 911
3. Call the parent, guardian or emergency number on the office rolodex
4. Follow up with the Administration to outline the steps taken when they arrive

III. Bomb Threats Action Plan

Action Plan

When a bomb threat is received, every attempt should be made to delay the caller. As much information (age, sex, location of bomb, time of detonation, size of bomb, type of bomb, etc.) as possible should be gathered from the caller. Immediately after the call, all information should be written down and presented to the authorities.

1. Access Bomb Threat Checklist while taking call.
2. Inform the building principal or the principal's representative in writing.

Do not inform others!

3. The principal shall analyze the circumstances and determine the appropriate action.
4. Call 911.
5. Students are to remain in classrooms until the building is cleared by the responding authority (Billings Police, Fire, or Yellowstone County Sheriff's Department)

IV. Canceling School Action Plan

School administration shall activate the district's Synervoice Call System.

V. Intruder Action Plan

In the event an intruder is in the building or on campus the following procedures shall apply:

1. The first individual to identify the intruder shall notify the school office.
2. The office shall then sound the "intruder alarm"; three short blasts on the school bell, repeated three times and notify the school using the intercom system.

For bell, use BARIX Bell System through web address.

3. Upon hearing the signal, all teachers shall "lock down" their area. Windows shut and locked, classroom door locked and door window darkened, window shades pulled, lights turned off, students assembled on the floor along the entry door wall. Everyone is to remain calm and quiet.
4. Call 911
5. All individuals are to remain in place until the "all clear" signal is given; one long blast on the school bell, repeated three times.

IV. Earthquake Action Plan

Action Plan

1. Remain where you are.
2. If indoors, take cover under desks or tables. If outdoor, move away from buildings, or overhead structures.
3. After quake, the building shall be evacuated using the fire alarm or by manual directions.
4. The building shall be inspected by the school administration and/or local authorities before being reoccupied.

V. Emergency Evacuation

Action Plan

In the event it becomes necessary to evacuate the building the following procedures shall apply.

1. The fire alarm shall be sounded.
2. Call 911
3. Students shall exit the building following the established routes, or secondary routes as determined by conditions. Students shall exit to prescribed areas and await further instruction. Remain calm and quiet.
4. Students and staff shall remain outside until the "all clear" signal is sounded.
5. Teachers shall have student attendance information available, including student phone numbers.
6. In the event the school grounds must be vacated, students shall be directed to the Independent subdivision, east of the school. Students shall access the subdivision using the bridge located near the southeast corner of the playground.
7. Parents shall be called using the district the Synervoice Call System.

VI. Emergency Telephone Numbers

911	Emergency
652-1916	National Weather Service
1-800-525-5555	Highway Patrol
256-2775	Disaster and Emergency Services
657-8200	Billings Police/County Sheriff
657-8423	Billings Fire Department

VII. School Bus Emergency Action Plan

The school district contracts with First Student Transportation. First Student transportation is responsible for the development of a School Bus Emergency Action Plan.

VIII. Severe Weather Conditions Action Plan

School administration shall activate the district's Synervoice Call System.

In addition, parents will be called and directed to pick up their children. Each classroom teacher shall be responsible for documenting the disposition of each of their students. The final disposition of each student shall be reported to the school office.