

**Emergency  
Procedures Guide**



**UNION PUBLIC SCHOOLS  
EMERGENCY PROCEDURES GUIDE  
REVISED AUGUST 2015**

<b>*District Emergency Contacts</b>		<b>Work</b>	<b>Cell</b>	<b>Home</b>
Dr. Kirt Hartzler	Superintendent	x6001	671-1107	249-8423
Dr. Trish Williams	Chief Financial Officer	x6005	638-8208	
Dr. Kathy Dodd	Associate Superintendent	x6031	814-7748	
Charlie Bushyhead	Assistant Superintendent	x6011/6010	688-8395	
Jay Loegering	Exec. Director of Human Resources	x6047/6048	625-1846	493-6414
Chris Payne	Chief Communications Officer	x6015/6016	770-2469	
Ty Wardlow	Director of Safety & Security	x7232	991-1181	
Lee Snodgrass	Exec. Director of Special Projects	x6161	852-4965	806-8383
Todd Nelson	Sr. Exec. Dir. of Teaching & Learning	x6036	237-2786	
Lisa Witcher	Director of Secondary Ed	x7201/7341	260-0163	355-7258
Sandi Calvin	Director of Elementary Ed	x6083/6084	381-8885	488-8885
Dr. Penelope Kay	Director of Special Services	x6128	645-2293	747-8429
Gary Greenhill	Director of Transportation	x7061	406-4411	
Melissa Brock	Director of Human Resources	x6049	520-3148	
Art Churchill	Operations Manager	x6182	625-7752	
Jackie White	Director of Federal Programs	x6147	809-0519	451-3150
Todd Borland	Director of Technology	x6108	852-0539	
Gart Morris	Director of Instructional Tech.	x6044	810-3202	
Lisa Griffin	Director of Child Nutrition	x6132	261-5662	665-1945
David Young	Director of Purchasing & Supply Mgmt.	x6177	809-3322	712-7070
Sherrill "Fred" Isaacs	Director of Construction Services	x6184	930-4489	

\*918 area code unless noted

**Other Helpful Numbers**

EMSA	911	<b>Tulsa Utilities:</b>	
SafeSchools Alert	918-505-9802	Electric	888-218-3919
Tulsa Health Department	918-582-9355	Gas	918-832-7800
BA Police Dept. (non emerg.)	918-259-8400	Water	918-596-9488
Tulsa Police Dept. (non emerg.)	918-596-9222	Sewer	918-669-6100
Tulsa County Sheriff (non emerg.)	918-596-5601	<b>Broken Arrow Utilities:</b>	
Dept. of Human Services	800-522-3511	Electric	888-218-3919
Poison Control	800-222-1222	Gas	918-832-7800
Toxic Chemical & Oil Spills	800-424-8802	Water/Sewer	918-259-8373
Employee Assistance Program	918-836-3600		

**\*Hospitals / Medical Centers:**

Clinic - employees	918-357-7378
Clark Community Clinic	918-357-8564
Hillcrest	918-579-1000
Hillcrest South	918-294-4000
OSU Medical	918-599-1000
Rosa Parks Comm. Clinic	918-357-6887
St. Francis Tulsa	918-494-2200
St. Francis South	918-307-6000
St. John	918-744-2345

**\*Psychiatric/Behavioral Health:**

CALM Center	918-394-2256
COPEs Hotline	918-744-4800
Creoks	918-592-1622
Laureate	918-491-5600
Palmer Drug Abuse Pr.	918-832-7763
Parkside	918-588-8888
Shadow Mountain	918-492-8200

**\*District Addresses & Phone Numbers**

<b>Site</b>	<b>Address</b>	<b>Administrator</b>	<b>Site Phone</b>	<b>Office Phone</b>	<b>Cell Phone</b>
Andersen	1200 S Willow Broken Arrow 74012	Bethany Harper	357-4328	357-8290	902-5495
Boevers	3433 S 133 E Ave Tulsa 74134	Amy Smith	357-4329	357-8390	695-4821
Cedar Ridge	9817 S Mingo Rd Tulsa 74133	Sherri Fair	357-4331	357-8614	645-5429
Clark	3656 S 103 E Ave Tulsa 74146	Theresa Kiger	357-4332	357-8590	694-8246
Darnaby	7625 E 87 St S Tulsa 74133	Chris Reynolds	357-4333	357-8790	639-3804
Grove	10202 E 62 St Tulsa 74133	Kim Berns	357-4334	357-8890	706-3394
Jarman	9015 E 79 St Tulsa 74133	Shawna Thompson	357-4335	357-8990	812-9880
Jefferson	8418 S 107 E Ave Tulsa 74133	Kim Rampey	357-4339	357-6690	693-4931
McAuliffe	6515 S Garnett Broken Arrow 74012	Jennifer McKnight	357-4336	357-6590	430-5131
Moore	800 N Butternut Pl Broken Arrow 74012	Lindsay Smith	357-4337	357-6990	810-9205
Ochoa	12000 E 31 St Tulsa, Ok 74146	Rita Long	357-4330	357-8401	724-7482
Peters	2900 W College Broken Arrow 74012	Tracy Weese	357-4338	357-6760	724-5566
Rosa Parks	13702 E 46 Pl S Tulsa 74134	Karen Vance	357-2757	357-6890	407-3428
ECEC	13804 E 46 Pl S Tulsa 74134	Alycia Pennington	357-7380	357-7382	607-9656
6th/7th Grade	10100 E 61st St Tulsa 74133	Tamra Bird (6th) Scott Pennington (7th)	357-4326 357-4326	357-8042 357-8070	557-6937 607-9657
8th Grade	6501 S Garnett Broken Arrow 74012	Michelle Cundy	357-4325	357-7801	740-0112
9th Grade	7616 S Garnett Broken Arrow 74012	John Federline	357-4324	357-7610	798-0095
Alternative	5656 S 129 E Ave Tulsa 74134	Chris Ducker	357-4327	357-7080	557-1595
High School	6636 S Mingo Rd Tulsa 74133	John Chargois (10 <sup>th</sup> ) Tony Tempest (11 <sup>th</sup> ) Marla Robinson (12 <sup>th</sup> )	357-4323 357-4323 357-4323	357-7169 357-7221 357-7233	289-4811 361-5127 809-9643
UMAC	6836 S Mingo Rd Tulsa 74133	Whitney Rose	357-7481	357-7482	720-1039
ESC	8506 E 61 St Tulsa 74133	Dr. Kirt Hartzler	357-4321	357-6001	625-4052

Transportation	5656 S 129 <sup>th</sup> E Ave Tulsa 74134	Gary Greenhill	357-7063	357-7061	406-4411
Warehouse (Purchasing)	5656 S 129 <sup>th</sup> E Ave Broken Arrow 74012	David Young	357-6177	357-6177	520-5551
Enrollment Center	6011 S 89 E Ave Tulsa 74145	Kelly Brassfield	357-6150	357-6099	381-4694

\*918 area code unless noted

**This page to be filled in by each site and updated annually**

**School Site:** \_\_\_\_\_

**Revised:** \_\_\_\_\_

**SCHOOL CRISIS MANAGEMENT TEAM**

(Suggested personnel in parenthesis)

	<b>Name</b>	<b>Cell Phone</b>	<b>Office</b>
Incident Commander (Principal):	_____	_____	_____
Alternate IC (Principal/Asst. Principal):	_____	_____	_____
District Contacts:	Sandi Calvin	918-381-8885	918-357-6084
	Lisa Witcher	918-260-0163	918-357-6074
Incident Command Center Location:	_____		
Off-Site Evacuation Coordinator:	Ty Wardlow	918-991-1181	918-357-7232
Alternate Evacuation Coordinator:	Art Cantu	918-260-8464	918-357-7419
Site Contact (Asst. Prin./Couns.):	_____	_____	_____
Alt. Site Contact:	_____	_____	_____
Parent Reunification Organizer:	Ty Wardlow	918-991-1181	918-357-7232
Alternate Reunification Organizer:	Art Cantu	918-260-8464	918-357-7419
Site Counseling Organizer (Counselor):	_____	_____	_____
District Contact:			
Alternate Contact:	Sandi Calvin	918-381-8885	918-357-6084
School Site Security:	_____	_____	_____
District Contact:	Ty Wardlow	918-991-1181	918-357-7232
Alternate Contact:	Art Cantu	918-260-8464	918-357-7419
Public Information Officer:	Chris Payne	918-770-2469	918-357-6015
	Dr. Kirt Hartzler	918-671-1107	918-357-6001
	Dr. Kathy Dodd	918-814-7748	918-357-6031

## INDIVIDUAL SITE CRISIS MANAGEMENT TEAM CONTACTS

School \_\_\_\_\_  
 Site: \_\_\_\_\_

Date \_\_\_\_\_  
 Revised: \_\_\_\_\_

Principal	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Assistant Principal	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Secondary Assistant Principal	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Principals Secretary	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Assistant Principals Secretary	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Receptionist	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Counselor	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Counselor	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

School Nurse	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Extended Day Program Supervisor	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Building Engineer	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	

Lead Custodian	
Room #	
Office Phone Number	
Cell Phone Number	
Home Phone Number	
Home Address	



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## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

The Union Public Schools District Emergency Procedures Guide was created to assist school administrators, Crisis Management Team members, faculty, staff, students, and local first responders in the planning, development, exercising, and execution of emergency response plans by providing clear definitions, procedures, and operational concepts in the event of a critical emergency at any one of the school sites within the Union district. NOTE: This plan is not intended to restrict sound practical actions that are lawful and reasonably necessary to protect persons and property.

### **1.2 ASSUMPTIONS**

- All students and staff are vulnerable to emergencies and disasters.
- A disaster which directly affects a school building and its occupants can occur at any time with little or no advance warning.
- Preparedness is the key to limiting the negative impact of natural or man-made disasters.
- Pre-planning and organization provide the most effective approach in reducing psychological difficulties following a crisis in a school.
- Rehearsal and familiarity with all emergency procedures in this guide are essential to deal with an actual emergency situation.

### **1.3 GOALS**

- To develop effective crisis and security plans, which promote safety and welfare of students, staff, and patrons, and to protect school property.
- To regulate the operation of schools during a crisis incident, critical incident, or medical emergency.
- To outline a predetermined plan of action to be used to respond to emergencies or disasters.
- To prepare students and staff to take appropriate actions in response to a school specific hazard.
- To provide parents and first responders with the guidelines and procedures that Union Public Schools will be utilizing during an emergency.
- To return the school and school district operations to a normal functioning level as soon as possible.

### **1.4 DEFINITIONS**

**Critical Incidents** – events requiring an immediate response by public safety agencies and are managed by school administrators only until public safety officials arrive. These usually involve activation of the school Crisis Management Team. Examples: tornados and other severe weather incidents, terrorist attacks, fire, hazardous material spills, school shootings, hostage or kidnapping incidents, threats involving weapons, explosions, or any other threat within or in the vicinity of a district owned property.

**Medical Emergencies** – possible life-threatening situations arising from health conditions, as well as unintentional and intentional injuries. Examples: cardiac arrest, serious illness or condition, drug overdoses, seizures, playground accidents and serious athletic injuries, and acts of violence that require emergency medical treatment.

**Secure the Perimeter (SP)** – prompted by incidents occurring in the neighborhood. It involves bringing all students in from practice fields or playgrounds, and locking outside doors to ensure no one enters or leaves the building until the “All Clear” is given. HVAC systems may be shut down if the threat is airborne. Regular classwork may continue. Students should remain in the classroom with doors locked. Principal can declare if/when students can move around within the school. In the event of an airborne threat, HVAC systems will be shut down and open areas under/around doors, windows, and vents need to be covered. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.

**Intruder on Campus (IOC)** – indicates that there is an ARMED and/or DANGEROUS INTRUDER in the building or on campus. It involves moving all students into classrooms or designated areas, locking both the outside and classroom doors, turning off lights, and staying out of sight until the all-clear is given. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.

**Incident Command System (ICS)** – an on-scene, all hazards emergency management system designed to enable effective and efficient management of incidents by facilitating priority setting, interagency cooperation, and the efficient flow of resources and information necessary during a crisis. The ICS is the response infrastructure that facilitates effective and efficient incident management.

- **Incident Command Center** – the location designated as the control hub during an event; directions will be delivered from this location, if feasible.
- **Crisis Management Team (CMT)** – an organized group of school-based faculty and staff members created to assist the Incident Commander and/or Principal in planning for and responding to school emergencies. Each site will develop their own Crisis Management Team and each Crisis Management Team should include the Public Information Officer (PIO).
- **Incident Commander (IC)** – the person responsible for all coordinated efforts during school emergencies until public safety officials assume that role. Even after the IC’s role officially passes to the public safety leadership, he/she is still the leader of his/her own staff/students and the various functions that they have been assigned. The IC, normally the site principal, will work with the other Crisis Management Team members to coordinate efforts. The IC is the conduit between public safety and school officials and may share authority if “unified command” is more appropriate. The IC will serve as the Police and Fire Liaison (IO) or assign another person to handle those duties.
- **Public Information Officer (PIO)** – Organizes and releases information to the public media, referencing the incident. Obtains information from the Incident Commander and Police and Fire Liaison.
- **Off-Site Evacuation Coordinator (OSEC)** – the person responsible for organizing off-site movement of persons from the campus during an emergency. The OSEC establishes a pre-identified location where parents can wait to be reunited with their children. The OSEC will also provide information to the PIO to notify parents in the event of an emergency and give instructions regarding the reunification process.
- **Parent Reunification Organizer (PRO)** – the PRO organizes, manages, and coordinates the safe and orderly release of students to their parents / guardians during an emergency. The PRO and OSEC establish a pre-determined pickup location where parents can be reunited with their children. The PRO assembles a pre-determined team of staff members that will provide information necessary to parents as to how to be reunited with their children.
- **Counseling Organizer (CO)** – the CO organizes and provides crisis intervention and prevention counseling. The CO coordinated post-event counseling to help students, parents, and faculty to recover from an incident. The CO will coordinate with outside professional community services, when required.
- **School Site Security** – Initiates protective measures to separate students and staff from threat, if necessary. Secures the campus until First Responders arrive on the scene.

## **2.0 GENERAL RESPONSIBILITIES**

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) Identify the type of emergency; 2) Identify the level of emergency; and 3) Determine immediate action(s) that may be required.

### **2.1 STAFF RESPONSIBILITIES**

#### **Administrators:**

The Superintendent is responsible for ensuring that an emergency procedure plan is in place and for creating a system to train all employees in those procedures. All administrators are to familiarize themselves with these procedures and assist during any emergency.

#### **Principals:**

The Principal and/or Department Director should assume the responsibility for ensuring that all site personnel are trained in the contents of this emergency plan. The Principal and/or Department Director should see that a Crisis Management Team is in place and prepared for emergencies. He/she should ensure that the plan contains specific information for the site. During the training with staff, Principals should ensure all employees have the necessary information and understand his/her role during each emergency.

The Principal and/or Department Director should supervise all procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified, he/she should also make sure that:

1. The appropriate alarm or signal is sounded.
2. Procedures to ensure the safety of the student are being implemented.
3. Proper authorities and agencies are notified.
4. Internal communication channels are established within the building and at the district level.
5. Planned role assignments are reinforced.
6. Any staff members trained in CPR and/or first-aid are assisting students who are reported to be injured.
7. Well-stocked, portable first-aid kits are kept in the building at all times, and that staff members are aware of where these are located.
8. External communications are established with parent/guardians, emergency personnel, and the media.
9. An administrator/designee should be on site during the emergency.

#### **Classroom Teachers:**

Teachers must familiarize themselves with the procedures in this document and review pertinent procedures with their students. The sequence of actions you take will depend on the circumstances and severity surrounding the event.

1. At the beginning of the school year, teachers should make arrangements for other staff members or students to assist students with disabilities. Have blank name tags available for students in case busing of students to a new location becomes necessary.
2. If evacuation or sheltering is necessary, make sure that the process is as orderly and prompt as possible. Attempt to make sure all windows and doors are closed. Students should be relocated to the designated area appropriate to the nature of the emergency.

3. Every teacher should have grade books or class rosters with emergency contact information and phone numbers at all times during an emergency. The rosters should include an alphabetical listing of all students enrolled in the teacher's class at the time of the emergency.
4. Teachers must not leave students unattended, ensuring that an adult is with students at all times.

#### **Cafeteria Staff:**

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the building's main office immediately.
2. When an alarm sounds, all cafeteria personnel must evacuate the kitchen area immediately. All windows and doors should be shut, and all stoves and ovens should be turned off.
3. If students are present in the cafeteria, cafeteria personnel should assist the teachers in evacuating or sheltering the students.
4. If the emergency involves evacuation of teachers and students from the school, cafeteria personnel should be ready to assist teachers with the evacuation.

## **2.2 MEDIA RELATIONS**

The primary communication goal should be to keep the public informed about the crisis while maintaining student privacy and as little interruption to the educational process as possible. Reporters monitor police, fire, and ambulance radio-dispatch scanners and usually arrive at the crisis scene very quickly. Because most of the community finds out what has happened through the media, and because the media can assist in dispelling rumors, it is essential that we give reporters accurate and prompt information.

#### **Action Steps:**

1. Notify the Superintendent's office (918-357-6001) and the Executive Director of Communications (918-357-6016 or 918-357-6015).
2. If necessary: refer media inquiries to the Communications Department (918-357-6016 or 918-357-6015). Below is a sample script which can be sent or read to the media:

*We understand your need for information and appreciate your concern. At this time our staff is in the process of assessing and dealing with the situation. We are keeping the Communications Department apprised of everything that is taking place, so we ask that you contact our Executive Director of Communications, Gretchen Haas-Bethell, for information and any arrangements you might need for your coverage. I hope you can understand our need to protect the privacy and welfare of our students, so we also ask that you contact the Communications Department before you attempt to take picture or conduct interview. You can reach Communications at (918-357-6016 or 918-357-6015).*

3. If necessary, the Principal or designated building-level spokesperson must respond immediately to media inquiries. In dealing with the media during or after a crisis:
  - a. Be accessible. Designate an area for the media either inside or outside the building.
  - b. Be prepared. Know the answers to the basic questions: WHO, WHAT, WHEN, WHERE, and HOW. Know what is being done to help staff and students cope with the situation and include that in your responses.
  - c. Be open and concerned, not defensive. Be honest, brief, and stick to the facts, don't speculate. Stress student safety.

- d. If you don't know the answer, say so. Offer to find out, and share the information when you can. Often, confidentiality must be maintained to protect students' or employees' rights and the integrity of any possible investigation. If you are unable to give details or certain information, explain why, rather than unintentionally raising suspicions by saying, "No comment."
- e. Remember that nothing is ever "off the record," and the interview is not over until the reporter leaves. Assume the microphone is always on.

**MEDIA STAGING AREA**

\*Site Specific

PRIMARY LOCATION:

Secondary Location:

DIRECTIONS FROM SCHOOL: (to be filled out per site)

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CONTACT PERSON: (to be filled out per site)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

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**2.3 RELEASE OF STUDENTS**

**Action Steps:**

1. Students will only be released to those, or by request of those, listed on student information sheets as found on the district's student information system or on the Student Health and Emergency Information form.
2. Phone requests to release students to someone other than those listed on student information sheets should be verified (i.e. call or fax parent/guardian in our system at the time).
3. Verification of a person's identity through a valid driver's license or photo I.D. is required.
4. Legal papers (i.e. court orders, protective orders, restraining orders or changes/reversals thereof) prohibiting contact by any individual with a student must be on file. If they are not, direct the individual to provide the information to the Enrollment Center for placement in the system
5. Unless a legal document is on file restricting contact, a noncustodial parent (if listed on the student information sheet as found on the district's student information management system) may check out his/her child. The noncustodial parent may receive information about or review the records of his/her child.

6. A student must be signed out at the building site, leaving student's name, time leaving, purpose for leaving, and signature of an adult taking the child or the signature of the high school (gr. 9-12) student leaving the premises.
7. Bus drivers are not permitted to drop off students at a site other than their routine bus stop, unless the student has an authorized pass from the school principal.
8. Each site shall develop a form to be used to verify and track the release of students.

### ***2.3.1 NEIGHBORHOOD CRISIS***

The Principal may delay school dismissal until safety of students is ensured. In the event school dismissal is delayed, the Principal should contact the Superintendent's Office.

### **3.0 EMERGENCY PROCEDURES**

#### **3.1 CHILD ABUSE REPORTING**

State statutes and Board Policy #5016 require any employee who knows of or has reasonable concerns regarding a student injury resulting from physical or sexual abuse or neglect must file a report to Department of Human Services immediately.

##### **Action Steps:**

1. The employee who has reasonable knowledge of an injury from abuse/neglect must immediately inform the building administrator of concerns.
2. The counselor, nurse, and/or administrator will investigate and complete the Child Abuse Reporting form.
3. The employee, the administrator, counselor, and/or nurse will personally contact DHS to file a report. Record the name of the DHS contact person, the time, and the date the report was filed on the Child Abuse Reporting Form.
4. The Tulsa Police or Broken Arrow Police Department will be contacted if it has been determined the student may be in further danger. Record the name of the Tulsa or Broken Arrow police contact and the time and date on the Child Abuse Reporting Form.
5. If student is removed by the police from the school, it is the responsibility of DHS personnel to immediately notify the parents/guardians where the student has been taken for intervention/assistance.
6. All Child Abuse Reporting Forms and resulting documents must be kept in a confidential file in the office of the building administrator or nurse. It is essential to maintain family and student confidentiality. If the student moves within the district, these confidential records are to be sealed and forwarded to the receiving administrator. All Child Abuse documents shall be destroyed upon the student's eighteenth birthdate or graduation.

*Department of Human Services (Child Abuse Hotline) 1-800-522-3511*

**Oklahoma Statutes Title 10A: Chapter 2: Reporting and Investigations, Duty to report, Section 1-2-101, dated 11-1-2013**

**B. 1. Every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter *promptly* to the Department of Human Services. Reports shall be made to the hotline provided for in subsection A of this section. Any allegation of abuse or neglect reported in any manner to a county office shall immediately be referred to the hotline by the Department.**

#### **3.2 SUICIDE INTERVENTION**

Any school site personnel with reason to believe, by direct or indirect knowledge, that a student is at-risk for suicide must immediately refer the student to the school Counselor for intervention and notify the Principal. Assistance from other members of the building crisis intervention team may be requested to complete the suicide assessment scale. Any other employee with reason to believe, by direct or indirect knowledge, that a student is at-risk for suicide must immediately report it to his/her supervisor, who will contact the school's Principal or Counselor.

1. After the potential suicide risk level has been assessed, the Counselor must notify the parent/guardian.
2. If the situation is judged to be of moderate or high risk of suicide, the student may not leave the school grounds until a conference is held with the parent/guardian.
  - a. The parent/guardian will be apprised of the seriousness of the situation and will be required to sign a Student Referral for Free Initial Assessment / Crisis Referral/Intervention Form\* (see sample on page 31) which indicates that they have been notified of the situation and of the school's recommendations.
  - b. A Student Referral for Free Initial Assessment / Crisis Referral/Intervention Form will be completed by the Counselor and/or Principal and given to the parent/guardian to take to the mental health provider.
  - c. In serious cases, if the parent/guardian refuses to seek an evaluation, the Counselor and/or Principal shall contact a School Resource Officer or police to escort the student to a designated crisis facility for an emergency assessment. The Counselor and/or Principal will then contact the Department of Human Services (DHS) to file a report of neglect.
  - d. If the student's parent/guardian cannot be reached even by pursuing the emergency numbers on file, and if school has ended, the Counselor or Principal should notify a School Resource Officer or police to transport the student to the Tulsa County Youth Services Shelter or the DHS Protective Shelter in Tulsa.
  - e. If the student's parent/guardian cannot be reached and the team has determined that the student's condition is critical (i.e., the possibility of suicide is imminent if left unsupervised), the student can be hospitalized for up to 72 hours without parent/guardian consent. The Counselor or Principal should call a School Resource Officer or the police to arrange this.
3. When necessary, the school Counselor and crisis team will provide follow-up monitoring by assigning a Student Support Team and may have the student complete the No-Suicide Contract form.
4. For more detailed information, refer to the Union Public Schools Crisis Intervention Manual, available through the Director of Special Services.
5. Keep informed of plans and procedures that may be implemented in the event the student dies (see "Death of Student" section of this manual).
6. Be observant of student and staff reaction to news. If required, refer the person to the counseling office or Crisis Team Coordinator for assistance.
7. Do not deny your own emotional response to the situation and seek appropriate assistance when needed.
8. Respond to student questions but do not glamorize the attempt. Discourage suicide from being perceived as a viable, achievable option for solving problems.

Common Warning Signs of Suicidal Behavior:

- Suicidal notes
- Direct and indirect suicidal threats
- Making final arrangements
- Giving away prized possessions
- Talking about death
- Reading, writing, and/or creating artwork about death
- Hopelessness or helplessness
- Social withdrawal and isolation
- Increased risk taking
- Heavy use of alcohol or drugs

- Abrupt changes in appearance
- Sudden weight or appetite change
- Sudden changes in personality or attitude
- Inability to concentrate or think rationally
- Sudden unexpected happiness
- Sleeplessness or sleepiness
- Increased irritability or crying easily
- Low self-esteem
- Abrupt changes in attendance
- Dwindling academic performance
- Failure to complete assignments
- Lack of interest and withdrawal
- Changed relationships
- Despairing attitude

*Note:* These warning signs are presented in order beginning with the most dangerous ones. No warning sign, in and of itself, is an indicator of suicidal behavior.

### **3.3 STUDENT ABDUCTION**

When a student is abducted from school, the incident may or may not be witnessed. In either case, it is important that facts are gathered and assessed quickly to determine the best course of action.

#### **Action Steps:**

1. If you have information of an abduction, immediately contact site security and call 911. Then call Director of Security Tyoto Wardlow (918-991-1181). Next contact the Principal or other school administrator. Gather facts about the abduction and a description of the abductor from witnesses. Include a physical description, type of clothing, and the time and place the student was last seen; a vehicle description, tag number, and the direction headed is also important. The Principal or designee will notify the parent or guardian immediately.
2. If not witnessed, verify the information received and determine if the child is missing. Review available security camera footage and have ready for the responding Police Officer. Call the Director of Security Tyoto Wardlow (918-991-1181) if applicable. All steps set forth in the previous scenario should again be followed.
3. Do not attempt to confront the abductor of the individual if he/she appears to be armed or under emotional distress.
4. Do not release any information to the media unless instructed to do so by the Superintendent or designee.
5. If at any point during these steps the child is found, inform everyone who has been notified of the incident that the child is no longer missing. The initial contact should be with the Director of Security Tyoto Wardlow (918-991-1181).
6. School Bus Drivers:
  - a. If a student is abducted, contact base immediately and gather any facts about the abduction and a description of the abductor and/or suspicious vehicle from all witnesses.
  - b. If you witness a runaway student, contact base immediately. Gather any facts about the student (physical description/clothing, direction headed) and try to keep the student in sight, if possible.

- c. After contacting base, advise to contact site security, call 911, and then contact Principal or Superintendent.

### **3.4 STUDENT RUNAWAY**

1. In a student runaway situation, try to keep the student in sight if possible, and contact the Director of Security Tyoto Wardlow (918-991-1181).
2. Provide a photo for law enforcement officers, if available, and a description of the student and what the student was wearing.
3. Notify the parent/guardian and the Superintendent's Office (918-357-6001).
4. The Principal should work with other Crisis Management Team members to determine a plan of action. Consider the following:
  - a. Meet with the faculty. Advise teachers about sharing appropriate information with students.
  - b. Visit the classrooms, if requested.
  - c. Ask police or the PIO about what information may be released.
  - d. Prepare a fact sheet for those answering phone inquiries.
  - e. If concern exists about additional abductions, consult with the Crisis Management Team, PIO, and police about informing parents.
  - f. Prepare classmates to be supportive when the child returns.
  - g. Provide follow-up counseling, as needed.

### **3.5 DEATH OF A STUDENT OR STAFF MEMBER**

#### **3.5.1 When the death occurs away from school:**

1. The Principal shall notify the Superintendent's Office (918-357-6001).
2. The Principal shall convene the Site Crisis Management Team to determine a plan of action considering the following:
  - a. How, what, and when to notify staff
  - b. How, what, and when to notify students
  - c. How, what, and when to notify parents
  - d. Note: The Principal shall verify that family members have been notified
  - e. Establishing a crisis room (work with Counseling Organizer)
  - f. Counseling component during and after the event
  - g. Follow-up meetings and information
  - h. Plan for how to cover classrooms/assignments should several teachers/staff members request to attend the funeral
3. The Principal shall update his/her supervisor and coordinate any correspondence being sent home to parents with the Superintendent and Executive Director of Communications before it is sent.
4. Do not deny your own emotional response to a situation. Seek appropriate assistance when needed.

#### **3.5.2 When the death occurs at school:**

1. The Principal notifies emergency services (911).
2. The Principal notifies the Superintendent's Office (918-357-6001), the Director of Security Tyoto Wardlow (918-991-1181) and Cindy Solomon (918-357-6048).

3. The Principal, with security personnel, will immediately secure the area surrounding the individual and close it off to others, making sure that nothing is touched or moved until the authorities have arrived.
  - a. If in a classroom, other students should be directed to another room. A counselor(s) and teacher should be assigned to that room to assist.
  - b. If in a hallway, restroom, lobby, office area, commons area, or outside the building, the area immediately surrounding the individual should be blocked off and students should be directed away from and around the area.
4. The Principal should convene the Crisis Management Team to determine a plan of action, considering the following:
  - a. Contact with emergency personnel when they arrive
  - b. Counseling component during and after the event
  - c. Public Information Officer's statement
  - d. Contact of family, parent/guardian, and closest relative
  - e. How, what, and when to notify staff
  - f. How, what, and when to notify students
  - g. How, what, and when to notify parents
  - h. How to handle visitors or onlookers
  - i. Follow-up meetings and information
  - j. Plan for how to cover classrooms/assignments should several teachers/staff members request to attend the funeral
5. Do not deny your own emotional response to a situation. Seek appropriate assistance when needed.

### ***3.5.3 When a serious illness, injury or death occurs while on a school trip or extra-curricular activity:***

#### **THE SPONSORS OF THE ACTIVITY WILL:**

1. Immediately call the local emergency police number (911) and provide the following information:
  - a. Self-identification as the Sponsor in charge of the trip or activity.
  - b. Give an address for the location of the incident.
  - c. State the type of injury and give a number of victims to the police.
  - d. Request Emergency Medical Services respond immediately.
2. Call Principal or designee.
3. Contact the Superintendent's Office (918-357-6001).
4. Obtain telephone numbers locally where Sponsor(s) may be contacted. A cell phone number should be provided to the Principal and Superintendents office that will link them directly to the Sponsor(s).
5. Sponsor or designee should stay by designated telephone to maintain a communication link between the central office and the school.

### **3.6 BUS ACCIDENTS**

#### **Action Steps:**

1. Accidents with Injuries
  - a. Once contacted, the Principal shall proceed to the accident scene.
  - b. All employees are to refrain from discussing the accident with anyone on the scene except law enforcement officers and appropriate school district personnel.
  - c. Assign an administrator and/or clerical personnel to remain at the school to facilitate the flow of information.

- d. Assist in identifying injured students and documenting accident scene activity.
  - e. Contact the Superintendent's Office (918-357-6001).
  - f. Assign administrator(s) to go to the hospital(s).
  - g. Uninjured students will be transported from the accident scene to the school or transported home by another bus. Designate a person(s) to receive uninjured students when they arrive at the school and continue to evaluate and meet their needs.
  - h. Prepare to receive inquiries from parents and the media and designate who those inquiries will be directed to.
2. Accidents with no injuries
- a. Designate a person(s) to receive uninjured students when they arrive at school and continue to evaluate and meet their needs.
  - b. Contact parents and guardians.
  - c. Contact the Superintendent's Office (918-357-6001).

### ***3.7 ATHLETIC EVENTS CRISIS MANAGEMENT***

Schools often host athletic events that involve not only our own districts students but also students and visitors from outside the district. In the event that shots are fired inside a school during an athletic event, the Principal or designee will need to follow these steps listed below.

#### **Action steps:**

1. Contact Site Security.
2. Call 911 and relay the following information:
  - a. Self-identification.
  - b. Give the School's name and address.
  - c. Location within the school or on the grounds of the incident.
  - d. The type of weapon if known.
  - e. Type of injuries and number of victims.
3. Initiate Secure in Place (SIP) procedures for the immediate area involved. And decide if evacuating other areas is possible and safe.
4. If evacuation is not possible, everyone should lie down on the bleachers or floor until the shooting stops.
5. The Police department will have total control over the situation once on scene. Follow their directions carefully.
6. The Principal or designee will contact the Director of Security Tyoto Wardlow (918-991-1181) and the Superintendent's Office (918-357-6001).
7. Once the shooting has ceased all available qualified personnel should start checking students and spectators for injuries and tending to those injuries if able.
8. The Crisis Management Team should be notified to respond.
9. Incident reports and witness statements should be obtained as soon as possible. As well as any photographs or videos anyone had taken during the shooting.

In the event that shots are fired outside a school or at an athletic complex during an athletic event, the Principal or designee will need to follow these steps listed below.

#### **Action steps:**

1. Contact Site Security.
2. Call 911 and relay the following information:

- a. Self-identification.
  - b. Give the School's name and address.
  - c. Location on the grounds of the incident.
  - d. The type of weapon if known.
  - e. Type of injuries and number of victims.
3. Initiate Intruder on Campus (IOC) procedures for the immediate area involved. And decide if evacuating other areas is possible and safe.
  4. If evacuation is not possible, everyone should lie down on the bleachers or ground until the shooting stops.
  5. The Police department will have total control over the situation once on scene. Follow their directions carefully.
  6. The Principal will contact the Director of Security Tyoto Wardlow (918-991-1181) and the Superintendent's Office (918-357-6001).
  7. Once the shooting has ceased all available qualified personnel should start checking students and spectators for injuries and tending to those injuries if able.
  8. The Crisis Management Team should be notified to respond.
  9. Incident reports and witness statements should be obtained as soon as possible. As well as any photographs or videos anyone had taken during the shooting.

Athletic Events that are considered "Away Games" should have a sponsor designated that is tasked with ensuring the students safety. The sponsor shall at all times have a working cell phone with all emergency contacts readily available. In the event of an emergency such as a shooting occurring while at an away event the Sponsor shall take the following steps:

1. Firstly, ensure that all students are as safe and protected as possible. Evacuate or help them shelter in place depending on the situation at hand.
2. Contact the Director of Security Tyoto Wardlow (918-991-1181) and the Superintendent's Office (918-357-6001).
3. Be prepared to administer first aid should it be necessary.
4. If needed, call 911 and relay the following information:
  - a. Self-identification.
  - b. Give the location of the incident.
  - c. All pertinent information that the operator requests.

### ***3.8 FIELD TRIPS***

A Lead teacher or Sponsor on a field trip must have a working cell phone with them at all times along with all emergency contacts readily available. They should also carry a list of students with any medical conditions and medications they may take. All adults on the trip should have been provided with a copy of the districts Emergency Procedure Guide prior to the trip as to familiarize themselves with the policies and procedures of the District. The action steps for an emergency situation while on a field trip shall mirror those for an Athletic Event Away from school.

### ***3.9 AFTER SCHOOL ACTIVITIES***

School sites host many after school activities such as parents' meeting, dances, practices etc.. All sponsors or group leaders must have the principal's cell phone number, a list of emergency contacts and a copy of the emergency plan with them at all times. They should review the policies and procedures for varies possible incidents and be prepared to respond accordingly.

In case of regularly scheduled after school activities (after school care, etc.), there should be a mini Incident Command Plan in place that involves and informs all personnel

### **3.10 WEAPONS**

Any suspicion or knowledge of a possible weapon on school or on school property and/or the possibility of a weapon being brought to school or onto school property should be taken as a serious threat and should be reported to the Principal or Site Security immediately.

#### **Action Steps:**

1. If the situation allows, alert the Site Security and Principal's office that a weapon has been reported in the building/classroom/on campus.
2. The Principal will immediately contact the Director of Security Tyoto Wardlow (918-991-1181) and the Superintendent's Office (918-357-6001).
3. If danger is imminent, call 911 first.
4. Depending on the setting and circumstance, provide the following information:
  - a. Your name and location.
  - b. The name/description of suspect with the weapon if known.
  - c. Any information regarding weapon type and its location, location of the individual in possession of the weapon, etc.
5. WAIT FOR AN ADMINISTRATIVE RESPONSE.
6. Office personnel should gather pertinent information about the suspect and have that ready to give to Police once they arrive.

If a weapon is suspected but has not been displayed, no effort should be made to intervene until the Police arrive.

1. Once Site Security has been alerted to the potential weapon, the Principal or designee should call 911, explain the situation and request an officer respond to the school.
2. Do not confront a suspect. Site Security should go to the area where the suspect is reported to be and observe until Police arrive on scene.
3. A designee should also be monitoring the suspect via the closed circuit camera system and relaying that information to Site Security.
4. If a student is reporting the weapon, isolate him/her in an office.
5. A Principal, Site Security Officer or designee shall gather as much information as possible from the student/witness.
  - a. Name of student with the weapon.
  - b. Last known location of the student and the weapon.
  - c. What actions did the suspect do with the weapon?
  - d. Were any direct threats made by the suspect?

If a weapon is known and being used as a threat follow these guidelines:

1. Follow the previously prescribed Action Steps for contacting the authorities and gathering information.
2. The Principal will make a decision as to prepare to lockdown per Intruder on Campus (IOC) procedures.
3. Take measures to protect self and students, as necessary.
4. Do not attempt to disarm or confront the individual unless a life is in imminent danger.

5. Do not make quick moves, look the individual in the eye, and talk in a calm manner.

NOTE: if a weapon is on campus and not secured by staff, the Principal or staff member should call 911 before any other Action Steps are taken.

Once Police arrive at the school:

1. When the police officers arrive at the school, the Site Security should completely brief the officer on the events. If the Site Security is unavailable or with the suspect the Principal will handle this communication.
2. A Site Security Officer should accompany the Police Officer to the location of the student suspected of having a weapon. The Police are now in charge of the incident and all school personnel will take orders directly from them.
3. A private area should be reserved for the student to be taken and questioned.
4. A second administrator or officer should take all of the suspected student's belongings (book bag, clothing, etc.) from the classroom, vehicle or other location.
5. Do not allow the student to pick up or carry his own belongings.
6. The student should be thoroughly searched by the police officer or an administrator with another adult witness present.
7. An administrator should search belongings, including (but not limited to) book bags, purses, lockers, and autos if applicable. If a gun or other weapon is found, the police officers take control of the search.
8. The police should take possession of and secure any weapon located during such an incident.

Document the event in writing using the District Weapon Report Form and obtain detailed written statements from witnesses on the Union Witness Statement Form, including staff. Provide a copy of all reports to the Director of Security. Photographs should be taken of the weapon to be aid in the expulsion proceedings. A media release will be handled by the Director of Public Relations; no one involved in the incident is to speak with the media until instructed to do so by the Superintendent.

Counseling should be provided to all students and staff as needed.

### ***3.11 HOMICIDAL THREAT***

Any district personnel (teachers, clerical, transportation, food service, maintenance, custodial, etc.) with reason to believe, by direct or indirect knowledge, that a student is making homicidal threats, must immediately refer the student to the school Principal or notify their immediate supervisor, who shall notify the Principal.

If a student threatens to kill someone the following steps should be taken:

1. The Principal shall speak to students involved
2. The Principal shall complete the Homicidal Threat Form (see sample below)
3. The Principal shall call the parent/guardians of all students involved
4. The Principal shall complete an Incident Report Form and Witness Form and provide copies to the Director of Security
5. The Principal shall not release the student making the threat until there is no danger present.
6. If the threat takes place on a school bus, the bus driver shall contact the transportation office immediately:
  - a. The bus driver shall talk to the students involved and keep the aggressor calm
  - b. The bus driver shall complete an Incident Report Form and keep students on the bus

- c. The bus driver should not try to take the weapon from the student, but should wait for the police
- d. The transportation office, specifically the Director of Transportation, will make the decision to contact the school, the Director of Security, or 911.
- e. The transportation office or the Director of Security will advise the driver when to release the students.

### ***3.12 STUDENT OUT OF CONTROL***

#### **Action Steps:**

1. If the situation allows, call the office for help
2. Move other students out of the classroom or follow “clear the room” procedures
  - a. Send student to pre-designated classroom (have a backup plan in case the designated classroom teacher is not in the room)
  - b. The teacher receiving the students should immediately notify the office
  - c. The teacher should stay with the disruptive student until assistance arrives, unless the teacher’s safety is in jeopardy
  - d. Students should not return to class until notified by the sending teacher.
3. Send a student to bring in another teacher or adult for help
4. Talk to the student in a calm manner. Use team approach. School crisis team members can assist in helping the student gain self-control.
5. Do not attempt to restrain the student unless there is an immediate danger to self or others. Even then, the age and size of the student are important factors to consider.
6. Document the event in writing for the Principal’s files, and the Principal should forward copies to his/her immediate supervisor.

### ***3.13 ACCIDENT/SERIOUS INJURY/ILLNESS***

In the event that an accident, serious injury or illness occurs at school the principal or designee will assess the situation.

#### **Actions Steps:**

1. The situation should be assessed for personal risk factors prior to assistance/intervention.
2. In case of injury/illness, call the Nurse and Principal.
3. In case of injury/illness on a school bus, the driver should contact the Director of Transportation; then notify the school and/or parent/guardian.
4. Contact emergency services (911), if necessary.
5. Do not move or allow movement of the injured person unless the person is still in danger.
6. If needed, administer CPR if you are qualified. If you are not trained in CPR, do not attempt to administer CPR.
7. If needed, and you are qualified, utilize an automatic external defibrillator (AED). If you are not trained in the use of the AED, do not attempt to use it.
8. The Principal will contact the parent/guardian and the Superintendent’s Office if emergency services are called.
9. Personal protective equipment (gloves, etc.) must be worn if blood or other bodily fluids are present.
10. Each site shall provide all staff with a minor emergency kit including gloves. Gloves are also available in the nurse’s office.
11. Complete the district Incident Report Form or the Employee Injury & Incident Report Form.
12. Each site shall maintain a current list of staff who are trained in the following areas:

**HEIMLICH MANEUVER**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

**RESCUE BREATHING**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

**FIRST AID**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

**CPR**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

**AED (Automated External Defibrillator)**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Location \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Location \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Location \_\_\_\_\_

**Locations of building First Aid Kits:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Instructions for Care: Always wear personal protective equipment (PPE) when handling blood or other bodily fluids. Bloodborne pathogens procedures should be followed at all times.

1. Bleeding
  - a. Have a student go get help in the office
  - b. Wear PPE, apply pressure over the wound
  - c. Elevate the bleeding part, if feasible, until help arrives. DO NOT elevate a broken limb.
2. Seizure
  - a. Remain calm. You cannot stop a seizure once it has started.
  - b. Have a student go get help in the office.
  - c. DO NOT restrain movements, but protect the individual from injury.
  - d. DO NOT try to place anything between the individual's teeth.
  - e. Do not leave the individual unattended.
  - f. Remove objects nearby including furniture.
  - g. Evacuate the area as needed.
3. Choking
  - a. If trained, perform the Heimlich Maneuver; have a student go get help in the office.
  - b. If not trained, notify the office immediately requesting assistance or a trained employee.
4. Heart Attack
  - a. If trained, perform CPR; have a student go get help in the office.
  - b. If not trained, notify the office immediately requesting assistance or a trained employee.
5. No Heartbeat
  - a. If trained, perform CPR or AED; have a student go get help in the office.
  - b. If not trained, notify the office immediately requesting assistance or a trained employee.
6. No Breathing
  - a. If trained, perform rescue breathing; have a student go get help in the office.
  - b. If not trained, notify the office immediately requesting assistance or a trained employee.
7. Asthma
  - a. Children with asthma should be identified as having a special medical condition and notation should be made of the availability and location of that student's prescribed inhaler.
  - b. Contact the nurse or front office.
  - c. Reassure and make the student comfortable either sitting or reclining in their position of comfort.
  - d. Give the student warm water to drink.
  - e. Remove any other allergen, i.e. smoke, plants, etc.

### ***3.14 CUSTODY PROCEDURES***

In order to properly manage the difficulties inherent in these sensitive, emotional and often volatile issues, the Principal, administrator or designee should consider and take the following cautions.

#### **Action steps;**

1. Call 911 for assistance and/or documentation, as needed.
2. Comply with information provided pertaining to custody and court orders in the Student Record.
3. Maintain a current file of legal document copies pertaining to appropriate students.
4. Direct school secretary to have at his/her desk a list of students who are not to be released to anyone except a particular parent or guardian. This list should be evaluated and updated regularly.
5. When a parent telephones a request that a child be released from school, direct that the identity of the caller be confirmed by a separate call to the parent or guardian, if needed, before the child is permitted

to leave. In the event of any doubt, the message and telephone number should be written down; a return call should be made after cross-checking the telephone number with those on file in the child's folder or on the emergency card.

Refer to the next section "Angry or potentially violent visitor" for how to handle a custody issue that becomes violent.

### ***3.15 ANGRY OR POTENTIALLY VIOLENT VISITOR***

1. If the visitor is in an office area, ask the visitor to have a seat in an administrator's office; if the visitor is not in the office ask the visitor to return to the office. If the visitor has not yet been let into the building's interior, do not allow them access if they are exhibiting violent behavior.
2. Call Site Security for assistance.
3. If the visitor is violent or threatening and there is any chance of the behavior expanding out of the office area, institute the Secure the Perimeter procedures. The Principal will make this determination.
4. The Principal shall contact the Director of Security Tyoto Wardlow (918-991-1181) for assistance.
5. The Principal should report the incident to the Superintendent's Office (918-357-6001).
6. Document the event in writing for the Principal's files; provide copies to the Director of Security and his/her immediate supervisor.

### ***3.16 MENTAL HEALTH SITUATIONS***

1. Don't argue with or try to subdue the student/individual. Stay calm.
2. Contact Site Security immediately.
3. If no Site Security are on campus contact the Principal.
4. Decrease any disturbing stimuli.
5. Acknowledge that the student/individual appears upset, agitated, etc.
6. Ask the student/individual what, if anything, you can do to assist him/her.
7. If possible, encourage the student/individual to go to a quiet location in the building.
8. Generally, be supportive, but not overly talkative, if the student/individual does not want to talk.
9. If the situation arises in a classroom, attempt to remove the other students from the situation using the site "clear the room" procedure.
10. Position yourself close to the door in order to quickly leave the room, if warranted.
11. Contact the school counselor and/or the school psychologist if the individual is a student.
12. If a student, the Principal is to contact the parent/guardian if the situation is not satisfactorily resolve within a reasonable amount of time.
13. Contact the school nurse to see if medication issues are involved.
14. Notify the Associate Superintendent for Teaching and Learning (918-357-6031) and the Superintendent's Office (918-357-6001). If security, SRO's, or police are involved, contact the Director of Security Tyoto Wardlow as well (918-991-1181).

### ***3.17 BOMB/BOMB THREAT/EXPLOSIVE***

Pre-incident planning is very important. Each staff member should be made aware of the building's pre-determined code and procedure for handling a bomb threat. As part of the pre-planning process, the Principal should designate staff members to inspect halls, offices, and common areas. That procedure should include a staff search plan, because police officers are unable to determine what does or does not belong in a classroom or building. Only employees familiar with their surroundings can spot an item out of place with its environment.

Consideration must be given regarding the most secure location for students and staff when deciding to evacuate or remain in the building. According to the Tulsa Police Department Bomb Squad, the classroom may be the most secure place for students to remain in the event a bomb explodes. Students exiting the building may be in more imminent danger in the hallways or just outside the building.

#### The Bomb Threat:

1. If a threat is received by telephone, the person taking the call should try to keep the caller on the line as long as possible to obtain as many details as possible. Complete the Bomb Threat Checklist.
2. Alert the Principal/building administration and Site Security. If possible, do so while the caller is still on the line.
3. After evaluating the information from the call, the Principal will decide whether to evacuate. If the caller appears to have been a student, or if there are indications that the call was made from within the building (during a major testing period), the Principal may want to delay the evacuation and institute the search plan. The Principal will take precautionary measures to ensure the safety of students and staff. Building evacuation may be warranted.
4. Initiate Search Procedure
  - a. Notify the building staff, "Attention staff, this is a search drill. We ask that you stop what you are doing at this time and follow our predetermined search plan immediately."
  - b. Search Plan – Employees should immediately inspect the area in which they work to see if there is anything out of the ordinary.
    - i. Teachers inspect their classrooms.
    - ii. Food service employees inspect the kitchen area.
    - iii. Building engineers and custodians inspect their closets, the restrooms, and mechanical rooms.
    - iv. Designated staff members inspect halls and commons areas.
    - v. If anything unusual is found, do not touch or attempt to open or move it. Immediately notify your supervisor who will immediately notify the Principal. Make a personal contact, by phone or in person; do not rely on email.
    - vi. The Principal will contact the Director of Security and may decide to contact the Police Bomb Squad (911).
    - vii. The Principal may decide to evacuate the building or initiate lockdown procedures. Utilize the Fire Evacuation Plan for an evacuation of students and staff.
    - viii. If deemed necessary, the principal or IC will initiate the Relocation and Reunification procedures.
    - ix. The building should not be re-occupied until officials declare it safe and an "all clear" signal is given.
5. If needed, the Incident Commander will institute the Relocation and Reunification procedures.
6. The Principal shall contact the Superintendent's Office (918-357-6001).

\*See attached Bomb Threat Checklist on next page. This page is a useful tool and should be printed and kept readily available at the front desk.

## ***BOMB THREAT CHECKLIST***

QUESTIONS TO ASK WHEN A BOMB THREAT IS RECEIVED:

Note time call started	
When is the Bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb or someone else?	
Why?	
What is your name?	
What is your address?	

Listen for background noises. Check anything you hear:

- Street noise       Clear       Dishes       Voices       PA system  
 Music       House noise       Motors       Office/factory       Large Machines  
 Animal noise       Static       Other \_\_\_\_\_

Listen carefully to the callers voice. Check anything that you can note in their tone:

- Calm       Slurred       Angry       Nasal       Excited       Stutter  
 Slow       Accent       Rapid       Lisp       Soft       Raspy  
 Loud       Deep       Disguised       Ragged       Laughter       Clearing throat  
 Crying       Deep breath       Normal       Cracking voice       Distinct       Familiar



### **3.18 LOCKDOWN PROCEDURES**

There are two types of lockdowns:

**Secure the Perimeter (SP)** – prompted by incidents occurring in the neighborhood. It involves bringing all students in from practice fields or playgrounds, turning off all passing bells and locking outside doors to ensure no one enters or leaves the building until the “All Clear” is given. HVAC systems may be shut down if the threat is airborne. Regular classwork may continue. Students should remain in the classroom with doors locked. Principal can declare if/when students can move around within the school. In the event of an airborne threat, HVAC systems will be shut down and open areas under/around doors, windows, and vents need to be covered. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.

**Intruder on Campus Lockdown (IOC)** – indicates that there is an ARMED and/or DANGEROUS INTRUDER in the building or on campus. It involves moving all students into classrooms or designated areas, locking both the outside and classroom doors, turning off lights and passing bells, and staying out of sight until the all-clear is given. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.

The Principal or designee will specify which lock-down procedure to follow when making the announcement over the PA system. If any person poses a threat to the safety of students or staff, the Principal should contact Site Security and 911 then initiate lock-down procedures. Any person is instructed to call 911 to save a life or stop a crime.

#### **3.18.1 General Procedures**

1. All visitors must show a photo ID and sign in & out. They should wear an official visitor’s badge when in the building and indicate where they will be during their visit.
2. School personnel should stop any stranger without a badge and inquire about his/her business in the building or on school grounds. If the visitor’s reason is appropriate, he/she should be escorted to the office to sign in and receive a badge. If it is not possible to escort the visitor personally, staff should contact the office.
3. If common areas are occupied at the time of lockdown, it is suggested that students proceed to the following areas:
  - a. Secondary sites – students should go back to class
  - b. Elementary sites – students should go to their homeroom class
  - c. Soft seating areas – such as the Union Collegiate Academy commons area, should be ushered to the closest classroom.
  - d. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.
4. DO NOT attempt to confront or disarm an intruder.
5. Each school shall conduct two Secure Perimeter drills and two Intruder on Campus Lockdown drills. One Intruder on Campus Lockdown drill should be conducted in the first fifteen (15) days of each semester.

### **3.18.2 Secure the Perimeter Procedures**

#### **Principal:**

1. Make a special announcement over the intercom system: "Teachers, your attention please. We are now activating the school's Secure Perimeter procedures. Please clear the halls and follow our planned procedure." In the event of an airborne threat, be sure to indicate this in the announcement.
2. Facilitate the pre-planned staff response to the emergency.
  - a. Ensure all students (inside and outside) are taken to protected areas away from exterior doors and windows and/or where they are out of the line of sight.
  - b. Ensure all doors are locked.
3. Notify the Superintendent's Office (918-357-6001)
4. When it is safe to do so, announce the "all clear" and notify the Superintendent's Office.
5. Principal can declare if/when students can move around within the school.

#### **Teachers:**

1. Ensure that students who are outside or outside your classroom (playgrounds, hallways, restrooms, etc.) are directed to go inside to your classroom. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.
2. Take roll.
3. Have all students remain in your classroom until the "all clear" signal is given. *Note:* If for any reason a student needs to leave the classroom, contact the front office for permission and an escort for the student.
4. Ensure all doors are locked.
5. Stay with and protect students; provide first aid, if necessary.
6. Continue regular class work and notify the front office, by phone, of any suspicious or questionable behavior.
7. In the event of an airborne threat: Find cloth, towels, coats, plastic, etc. to block door vents, gaps under/around doors leading to your room, and air/heat vents.

#### **Secretary and Auxiliary Staff:**

1. Assist with securing students in classrooms.
2. Check vacant rooms and restrooms to ensure there are no students there.
3. Provide first aid, if necessary.
4. Designated persons should lock outside doors and place sign on each door to alert anyone approaching that the school is on lockdown.
5. Assist the Principal with maintaining security at the front door.
6. In the event of an airborne threat:
  - a. Find cloth, towels, coats, plastic, etc. to block door vents, gaps under/around doors leading to your room, and air/heat vents.
  - b. Building Engineer will shut down the building's air handling system.

### **3.18.3 Intruder on Campus (IOC) Lockdown Procedures**

#### **Principal:**

1. Make a special announcement over the intercom system: "Teachers, your attention please. We are now activating the school's Intruder on Campus Lockdown procedures. Please clear the halls and follow our planned procedure. Police are en route."
2. Facilitate the pre-planned staff response to the emergency.

- a. Ensure all students (inside and outside) are taken to protected areas.
  - b. Ensure all doors are locked.
3. Notify the Director of Security Tyoto Wardlow (918-991-1181).
4. Notify the Superintendent's Office (918-357-6001).
5. When it is safe to do so, announce the "all clear" and notify the Superintendent's Office.

**Teachers (see "Intruder on Campus" – Teachers' Responsibilities handout):**

1. Ensure that students who are outside or outside your classroom (playgrounds, hallways, restrooms, etc.) are directed to go inside to your classroom. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.
2. Lock your classroom door and have all students remain in your classroom.
3. Move students away from doors and windows; turn off the lights.
4. Institute the IOC Lockdown procedures (including the Green Card / Red Card System).
5. Stay with and protect students; provide first aid, if necessary.
6. Notify the front office, by phone, of any suspicious or questionable behavior.
  - a. Principal Cell Phone: \_\_\_\_\_

**Secretary:**

1. Assist the principal, call 911 or the Superintendent's Office based on the principal's directive.
2. When notifying authorities, advise if there is a weapon and give a description of the person by noting clothing, gender, race, age, etc., and a description of the weapon.
3. Lock the office doors, take cover and utilize the Green Card / Red Card System

**Auxiliary Staff:**

1. Assist with securing students in classrooms.
2. Check vacant rooms and restrooms to ensure there are no students there.
3. Provide first aid, if necessary.
4. Designated persons should lock outside doors and, if safe to do so, place sign on each door to alert anyone approaching that the school is on lockdown.
5. Lock the doors in your area, take cover and utilize the Green Card / Red Card System.

**Door:**

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**Person Assigned:**

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**Other Assignments:**

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**Chain of Communication:**

- **Superintendent:** Notify the Associate Superintendent, the Assistant Superintendent, and the Director of Communications.
- **Associate Superintendent:** Notify the Executive Director of Secondary, the Executive Director of Elementary, and the Principals.
- **Assistant Superintendent:** Notify the Director of Security, the Director of Facilities, the School Resource Officers, and the Director of Transportation.

*If warranted, the Executive Director of Communications will send out a Connect-ED message.*

### **3.18.4 “Intruder on Campus” – Teachers’ Responsibilities**

*Definition:* **Intruder on Campus** is a term used to indicate that there is an **ARMED and / or DANGEROUS INTRUDER** in the building or on campus. In the event of an **Intruder on Campus**, an administrator will come on the public address system and announce, “Teachers, we are now activating the Intruder on Campus Lockdown procedures. Immediately commence your IOC procedure.” Procedure will then be followed.

If you, as a teacher or staff member, have reason to suspect an individual in the building, or on campus, of suspicious behavior or of being armed with a weapon, immediately inform a member of the administration or a member of building security by phone. In the event of an **Intruder on Campus**, the following procedure is to be followed in the classroom:

***You are encouraged to have your administrator’s cell phone number accessible.***

Procedure:

1. Ensure that students who are outside or outside your classroom (playgrounds, hallways, restrooms, etc.) are directed to go inside to your classroom. *Note:* If danger is inside the building do not allow students to go back inside. Look for a safe exit route to escape any danger.
2. Immediately remind your students of the meaning of Intruder on Campus.
3. Lock your door making sure to stay away from the glass window in the door.
4. Turn out the lights and direct your students to move to the back of the room away from the glass window in the door; out of line-of-sight with the door and window if possible.
5. Ask two students to assist you in barricading the doors with filing cabinets and desks.
6. **CARD SYSTEM** – if you have two doors be sure to do the same at both doors. This system is used to communicate internally as a school but not with the Police. They will check every door regardless of the color of the card outside your door.
  - a. **GREEN CARD** – by sliding the green card under your door you are indicating that “Everything is OK” in your room.
  - b. **RED CARD** – by sliding a red card under your door you are indicating a “Medical Emergency” in your room.
  - c. **NO CARD** – the absence of a red or green card indicates to search and rescue teams they need to check the room and a possible intruder may be in the room.
7. Take roll.
8. Stay put until you hear the “All Clear” announcement given over the PA by an administrator. The “All Clear” may also come via telephone or e-mail depending on circumstances.
9. Administrators and building security officers will provide direction and instruction for all students and teachers caught in transit in hallways or commons area.

10. If the situation were to last for an extended period, further information will be forthcoming over the PA or otherwise communicated to you.

\*\*If the IOC is an announced drill, it is not necessary to barricade the door. All other steps of the procedure must be followed.

### ***3.19 HOSTAGE/BARRICADE SITUATION***

#### **Action Steps:**

1. Contact Site Security and notify the Principal of the situation.
2. Call 911. Tell the dispatcher all available information including number of hostages, location of hostages, weapons involved and any other pertinent information about the suspect.
3. Initiate the Intruder on Campus (IOC) procedures.
4. Activate the Crisis Management Team members to respond to designated area.
5. Office personnel should begin gathering and documenting as much information about the situation as possible.
6. The Security staff member charged with meeting the arriving Police team should be waiting at assembly area for police to arrive.
7. Notify the Superintendent's Office (918-357-6001).
8. As Police officers arrive, assist them in a quiet, orderly evacuation away from the hostage situation as per evacuation procedures.
9. Actual hostage situation is turned over to the police department. Site Security shall assist the Police in leading them to the suspect and any other assistance they request.
10. Office personnel should begin gathering and documenting as much information about the situation as possible. Gather information on students involved and provide information to police department as it becomes available. If a parent of a student is involved, gather information about that specific child.

As the Police arrive, the following information needs to be prepared for them to review:

1. The number of hostage takers/suspects.
2. Description of hostage takers/suspects.
3. The number and names of the hostages.
4. Any demands or instructions the hostage taker has given.
5. Any available closed circuit camera footage that is available as well as a live feed to their location.
6. Maps and diagrams are valuable to police, these should be available in the Emergency Preparedness Bags at each site. These also contain keys to aid in accessing the buildings rooms.

After the Police have taken control of the incident, our individual Crisis Management Team members should:

1. Begin accurately recording events.
2. Acting as a police liaison when communicating between school and police officials.
3. Contacting transportation and arranging bus staging area.
4. Preparing the off-site evacuation route and location.
5. Making sure emergency response kit leaves the school during evacuation.
6. Accounting for students as they are evacuated.
7. Establishing school command post at the off-site location.

8. Preparing family reunification location.
9. As students begin to arrive at the evacuation site, notify Police of any missing students.
10. Preparing for media relations.
11. Ensure counseling services are being directed to the evacuation site to aid the students arriving.
12. With assistance of Public Affairs, implementing hotline numbers for parents to call.

During any emergency situation it is important that teachers, students, staff and other Administrators limit cell phone and radio usage to priority communication. If you are not an immediate member of the Crisis Management Team who is tasked with relaying information, it is imperative that you leave these channels open for effective communication.

### ***3.20 FIRE/EVACUATION***

#### General Information

- Small fires can sometimes be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled.
- Never enter a room that is smoke filled.
- Never enter a room containing a fire without a backup person.
- Never enter a room if the door is warm to the touch. Be certain to feel the top, middle and bottom areas of the door for warmth.
- Never assume that a fire alarm is a false alarm. **All fire alarms require immediate evacuation.**
- Signal: Continuous ringing of fire alarm. In case of a loss of electrical power, the signal will be a series of blasts on a whistle/horn in the hallways (whistles/horns need to be available).

#### Procedure:

1. If a fire is seen, report the fire to the office and activate the alarm immediately.
  - a. If smoke is seen or smelt, notify the Site Security and Principal.

#### The Principal will:

1. Initiate the regular fire drill procedures immediately to evacuate the building.
2. Call 911 immediately once fire has been confirmed. Remember to remain calm and give accurate information.
3. Notify the Director of Security Tyoto Wardlow (918-991-1181) and the Superintendent's Office (918-357-6001).
4. Prepare for arrival of emergency responders.
5. Attend to student safety.
6. Begin to account for all students.
7. Consider activation of Incidence Command Team if necessary.
8. Prepare to support victim's families.
9. Prepare to handle incoming telephone calls and visitors to the campus.
10. If needed, the Incident Commander or Principal will institute the Relocation and Reunification procedures.

**Drills:** Each school site shall have at least ten (10) fire drills per year. The first fire drill shall be conducted within the first fifteen (15) days of each semester. A record of all drills shall be kept by the Principal and shall include:

1. Time of drill
2. Date of drill
3. Weather conditions when occupants were evacuated
4. Number of occupants evacuated
5. Total time for evacuation
6. Other information relevant to the drill

### **3.21 TORNADO**

Signals: Continuous short rings on the indoor bell system. Announcements in the hallways may also be made by the Principal or designee.

Office staff will monitor the NOAA weather alert radio, local television and/or battery operated radio stations as to the direction and severity of storms and/or tornados.

A tornado emergency is defined as an event when a tornado is actively causing destruction and requires that staff and students take cover immediately.

Procedure:

1. The Principal, or designee, will announce the need to take tornado shelter.
2. Persons outside or in unsafe locations should seek cover in the main building (see the map posted in each classroom).
3. Students should proceed to their pre-determined shelter area. Kneel with your head down and cover your head with your hands.
  - a. Avoid large open areas, i.e. gyms, cafeterias, libraries, etc.
  - b. Teachers should close classroom doors and windows.
4. If there is too little time to reach a designated area, proceed to the lowest level of the building and move to an interior room with no windows. Restrooms, closets, and hallways are often good locations. If no such space is available, crawl under a strong table in the middle of the building, or crouch next to an inside wall away from windows and doors.
5. The Principal should maintain contact with the Superintendent's Office.
6. Students and staff shall remain in shelter areas until the "All Clear" is given.

School Buses – Tornado Procedure:

1. School buses should not be loaded in the event of a tornado warning near dismissal time.
2. Drivers/assistants should remain in the school until the warning is cleared.
3. If traveling within the district when a tornado warning is issued, bus drivers should proceed to the nearest school, unload students, and take cover until the warning is cleared.
4. Contact the transportation office to give your location information.
5. If traveling and a tornado is present, pull the bus over and stop.
  - a. Notify transportation by radio of the impending danger and give location.
  - b. Evacuate the bus and escort students to a nearby building, ditch, or ravine.
  - c. If in a building, students should go to the middle of the building and cover their heads with their hands. If the students are in a ditch or ravine, they should lie down and cover their heads.
  - d. Keep away from power lines.

- e. Students should not be located with the bus between them and the approaching tornado. They should be far enough away to prevent the bus from rolling over on them.
- f. School buses should not be used as a shield against an approaching tornado.

Drills: Each school site shall have two (2) tornado drills each year. One drill must occur in September and one must occur in March.

### **3.22 OTHER EMERGENCIES**

#### **3.22.1 UTILITY EMERGENCY**

The Building Engineer or Custodian shall shut off the affected utility at the source. The Principal shall notify the Superintendent's Office (918-357-6001).

#### **3.22.2 WATER LEAK**

Employees should notify the Building Engineer or Lead Custodian immediately. They will respond to the leak and shut off the main water supply if needed. The Principal will then be notified by the Building Engineer or Custodian.

#### **3.22.3 GAS LEAK**

1. Employees should notify the Building Engineer, Principal and/or Site Security immediately.
2. The Building Engineer will move to the main shut off valve if able to cut off the gas.
3. The Principal will contact 911.
4. The Principal will notify staff if evacuation is appropriate.
5. Follow off site evacuation procedures, if instructed, to remove students from the room or building.
6. Do not re-enter the building until you are instructed that you may do so.

#### **3.22.4 ELECTRICAL MALFUNCTION – LOSS OF POWER**

Employees should notify the Principal or Building Engineer immediately. The Principal will notify the Superintendent's Office (918-357-6001). Continue with class until further notice. Unplug sensitive electrical devices to prevent power surges.

#### **3.22.5 HAZARDOUS MATERIALS**

The Principal shall contact the Superintendent's Office and make the decision whether to institute Secure Perimeter or Evacuation Procedures.

1. Secure Perimeter

**Principal:**

- a. Make a special announcement over the intercom system: "Teachers, your attention please. We are now activating the school's Secure Perimeter procedures. Please clear the halls and follow our planned procedure." In the event of an airborne threat, be sure to indicate this in the announcement.
- b. Facilitate the pre-planned staff response to the emergency.

- i. Call 911.
- ii. Emergency response personnel will normally instruct the Principal or designee as to what actions are deemed most appropriate based off of the threat detected.
- iii. Notify the Building Engineer or Custodial staff to shut down the HVAC system if needed.
- iv. Notify the Superintendent's Office (918-357-6001).
- v. Activate the Crisis Management Team who will be receiving the Emergency personnel and handling all evacuation and reunification needs.
- c. Ensure all students (inside and outside) are taken to protected areas away from exterior doors and windows.
- d. Ensure all doors are locked.
- e. When it is safe to do so, announce the "all clear" and notify the Superintendent's Office.
- f. Principal can declare if/when students can move around within the school.

**Teachers:**

- a. Ensure that students who are outside or outside your classroom are directed to go inside to your classroom.
- b. Take roll.
- c. Have all students remain in your classroom until the "all clear" signal is given. *Note:* There is no reason a student needs to leave the classroom during this type of emergency. If there is a secondary emergency with a student who is locked down in a classroom the teacher shall contact the front office for instructions from the Principal and an escort may possibly be sent for the student.
- d. Ensure all doors are locked.
- e. Stay with and protect students; provide first aid, if necessary.
- f. Continue regular class work and notify the front office, by phone, of any suspicious or questionable behavior.
- g. In the event of an airborne threat: Find cloth, towels, coats, plastic, etc. to block door vents, gaps under/around doors leading to your room, and air/heat vents.

**Secretary and Auxiliary Staff:**

- a. Assist with securing students in classrooms.
- b. Check vacant rooms and restrooms to ensure there are no students there.
- c. Provide first aid, if necessary.
- d. Designated persons should lock outside doors and place sign on each door to alert anyone approaching that the school is on lockdown.
- e. Assist the Principal with maintaining security at the front door.
- f. In the event of an airborne threat:
  - i. Find cloth, towels, coats, plastic, etc. to block door vents, gaps under/around doors leading to your room, and air/heat vents.
  - ii. Building Engineer will shut down the building's air handling system. The Principal will have already made this call however the secretary is to follow up to ensure the system has in fact been shut down.

**2. Evacuation**

- a. Move at right angles to the movement of the spill or vapors (this reduces exposure to toxic area).
- b. Protect exposed skin as much as possible with clothing, etc.
- c. Using one hand, pinch the top of nostrils between thumb and index finger to reduce air flow and completely cover mouth with palm of same hand to shut off air flow (breathe only through restricted nasal passages).

- d. Remain with students until given the “All Clear” by your administrator or other emergency personnel.
- e. Relocation and Reunification procedures may be instituted.

### **3.22.6 RADIOLOGICAL EMERGENCIES**

Many types of hazardous materials are shipped daily throughout the nations. Radioactive material is transported by all means of transportation on a daily basis throughout the county. Accidents may occur that will expose the school to the danger of contaminants. In the event of a possible radiological exposure emergency, the Principal or Designee will:

1. Notify 911 immediately with all available details of the incident
2. Initiate Secure Perimeter procedures
3. Contact the Superintendent’s office (918-357-6001)
4. Be prepared for school evacuation at the direction of appropriate fire/accident scene commander once the emergency responders have arrived and evaluated the emergency
5. Consider activation of the Crisis Management Team

### **3.22.7 BIOLOGICAL AGENTS THREAT/ANTHRAX**

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

#### **DO NOT PANIC**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective.

If a suspicious letter or package is received but not yet opened and is marked with a threatening message that indicates it contains a biological agent or anthrax the following procedures shall be followed.

#### **Action Steps:**

1. Whoever make initial contact with the envelope/package should Call 911 IMMEDIATELY. Provide as much information to the operator as possible.
2. Notify the Principal.
3. Notify the Building Engineer if the need arises to shut down any utilities or the HVAC system.
4. Contact the Superintendent’s Office (918-357-6001).
5. Place the envelope/package in a plastic bag or some other type of container to prevent leakage of contents. Be sure not to open, shake or empty the contents of any suspicious envelope/package.
6. If you are unable to place the envelope/package in a container then cover it with anything available, such as clothing, a trashcan or paperwork and do not disturb this cover.

7. Leave the room and close the door. If in an open commons area then you will section off the area to prevent others from coming into close contact with the envelope/package.
8. Wash your hands with soap and water to prevent spreading of any powder to your face or others.  
\*Unless you have been instructed by the Emergency responders to refrain from washing.
9. A designee should be awaiting the arrival of Emergency Responders and ready to lead them to the suspicious material.
10. Office personnel should prepare a list of all people who were in the room or commons area when the suspicious envelope/package was recognized. Work backwards to include the names of all persons who may have had any contact. Give this list to the first Emergency Responders who arrive on the scene.

If a suspicious letter or package is received and opened revealing a potential biological agent or anthrax the following procedures shall be followed.

**Action steps:**

1. Whoever make initial contact with the envelope/package should Call 911 IMMEDIATELY. Provide as much information to the operator as possible.
2. Notify the Principal.
3. Notify the Building Engineer if the need arises to shut down any utilities or the HVAC system.
4. Contact the Superintendent's Office (918-357-6001).
5. DO NOT attempt to clean up the powder. Cover the spilled contents immediately with anything available, such as clothing, a trashcan or paperwork as to limit the spread of the contents. Do not remove the covering for any reason.
6. Leave the room and close the door. If in an open commons area then you will section off the area to prevent others from coming into close contact with the envelope/package.
7. Wash your hands with soap and water to prevent spreading of any powder to your face or others.  
\*Unless you have been instructed by the Emergency responders to refrain from washing.
8. A designee should be awaiting the arrival of Emergency Responders and ready to lead them to the suspicious material. Follow all direction given relating to decontamination.
9. Office personnel should prepare a list of all people who were in the room or commons area when the suspicious envelope/package was recognized. Work backwards to include the names of all persons who may have had any contact. Give this list to the first Emergency Responders who arrive on the scene.

If there is a question of room contamination by aerosolization, for example due to a device being triggered, a warning is issued that the HVAC system is contaminated or a warning has been issued that a biological agent has been released in a public space, the following steps should be observed.

**Action steps:**

1. The building Engineer will immediately shut down the HVAC system paying special attention that all possible vents and fans are in fact closed out of operation.
2. Those in the area of the warning need to leave the area immediately.
3. If in an isolated area, close the door to prevent others from coming into contact with the agent.
4. The Principal or designee will contact 911 and provide as much information as possible.
5. Office personnel should prepare a list of all people who were in the room or commons area when the suspicious envelope/package was recognized. Work backwards to include the names of all persons who may have had any contact. Give this list to the first Emergency Responders who arrive on the scene.

Tips to help identify suspicious envelopes/packages:

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles for recipient
- Title only with no name for recipient
- Misspelling of common words
- Oily stains or discoloration
- Odors
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive packaging such as large amounts of tape or string securing the package
- Obvious visual distractions
- A ticking sound
- A package or envelope marked with restrictive endorsements such as “Personal” or “Confidential”
- An invalid return address such as the city not matching the state or zip code

### ***3.22.8 FLOOD***

Each site should obtain a local history of flooding in the area. Additional information that may prove helpful includes local elevation, elevation in relationship to waterways based on forecasts and topographic maps of the area. Under most circumstances, sufficient warning of an impending flood hazard will be available to allow evacuation to a safe location. If, however, insufficient time exists to conduct a safe evacuation, individuals should seek safety in the upper levels of the facility and wait for emergency personnel.

#### **Action Steps:**

1. Alert the Principal and Site Security of potential problem areas.
2. Keep all students away from creeks, streams, etc., near the school.
3. If water rises quickly, seek higher ground for all students (inside or outside the building).
4. Follow evacuation procedures, if necessary.
5. Relocation and reunification procedures may be instituted.

### ***3.22.9 EARTHQUAKE***

An Earthquake is a movement of the earth’s tectonic plates, which causes the violent movement of the earth’s crust endangering structures and occupants. In recent years Oklahoma has experienced a dramatic increase in the number of detected earthquakes. Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to happen but cannot predict the exact time and place. To be prepared for earthquakes Principals or designees should research specifics to their location and provide personnel with safety information.

#### **Action Steps:**

1. Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

2. During an earthquake instruct students to seek cover under desks and tables, facing away from the windows, and covering their head and face.
3. After the initial quake, check for injuries, assess damage, and report to the Principal.
4. The Crisis Management Team should be activated to respond.
5. Stay clear of utility lines that have fallen.
6. Once an evacuation notice is given, follow the evacuation procedures (see Fire Evacuation).
  - a. Assemble at designated point but remain at least 100 yards away from the building or other structures.
7. Be aware of potential aftershocks.
8. Radios and cell phones are to be used for emergency purposes. Communication is vital in an emergency.
9. The Incident Commander will instruct the School Site Security team to restrict access back into the building.
10. Information should be gathered from personnel and sweep teams to determine if there are any missing persons. Radio stations will be broadcasting emergency information, someone must be listening closely to this information and relaying it properly.
11. Any affected area will not be reopened until the Incident Commander and Crisis Management Team provides clearance.
12. The Incident Commander will initiate the relocation and reunification procedures if warranted.

**3.22.10 EXPLOSION OR FIRE IN SURROUNDING AREA**

1. The Incident Commander will notify the Site Security Coordinator to investigate the level and nature of the threat.
2. The Incident Commander will initiate the appropriate immediate response, which may include lockdown or evacuation procedures. Shutting down of HVAC systems may be appropriate.
3. The Incident Commander will initiate the Crisis Management Team to assess the situation and to initiate further action.
4. If needed, the Incident Commander will initiate the relocation and reunification plan.

**3.23 RELOCATION**

**OFF SITE EVACUATION AREA**

PRIMARY LOCATION:

Secondary Location:

DIRECTIONS FROM SCHOOL: (to be filled out per site)

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CONTACT PERSON: (to be filled out per site)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

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\*Keep Students in small groups; accountable to their teachers.

### **3.24 REUNIFICATION**

#### FAMILY REUNIFICATION SITE

PRIMARY LOCATION: Union 9<sup>th</sup> Grade Center, 7616 S. Garnett, Broken Arrow Ok 74012-8705

Secondary Location: Union Multipurpose Activities Center (UMAC) 6836 S. Mingo Road, Tulsa Ok 74133

DIRECTIONS FROM SCHOOL: (to be filled out per site)

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CONTACT PERSON: (to be filled out per site)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

SPECIAL TRAFFIC OR SECURITY CONCERNS FOR THIS AREA:

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\*Keep Students in small groups; accountable to their teachers.

### **4.0 POST DISASTER**

As part of the emergency management plan, post disaster issues must be addressed. By working with the Counseling Organizer, a plan shall be established to address any post disaster issues. Consider the following as plans are designed:

- Studies show that bullying behavior tends to increase after disasters
- There are generally three things that students/children want to know after a disaster:
  - Are they going to be taken care of?
  - Are their friends and family being taken care of?
  - Are those that died, or were injured, being taken care of?

## ***4.1 PSYCHOLOGICAL TRAUMA***

What to expect after trauma. Possible reactions may include:

- Feelings of anxiety, worries, and fears about safety for self and others, including pets
- Worries about re-occurrence or consequences of the event
- Decreased attention and/or concentration
- Irritability, anger outbursts, withdrawal from friends, teachers, and activities
- Increased sensitivity to sounds such as sirens, loud noises, and storms
- Changes in sleep or appetite

## ***4.2 WHAT CAN WE DO TO HELP?***

LISTEN, PROTECT, CONNECT

- LISTEN and pay attention to what your students say and how they act. Let them know that you are willing to listen and talk about the event, or to make referrals to talk with the appropriate professionals.
- PROTECT your students by answering questions simply and honestly. Watch for anything in the environment that could re-traumatize your students. Keep your eyes and ears open for bullying behaviors which usually increase after trauma.
- CONNECT with professionals in your school and community. These connections will build strength for everyone and can provide resources for your students and classroom.

## APPENDICES

- A- Parent Child Reunification Form
- B- Child Abuse Reporting Form
- C- Weapons Reporting Form
- D- Homicidal Threat Form
- E-Student Referral for Free Assessment Form
- F- Incident Reporting Form
- G- Witness Reporting Form