



# **2018/2019 – 2020/2021 Comprehensive Safe School Plan**

**Approved by School Board:  
Updated on: 01/21/2020**



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## North Cow Creek Safe Schools Goals and Support Plan

(Updated: January, 2020)

North Cow Creek School is located in Palo Cedro, California, in a rural area. The school serves students in the Northern portion of Palo Cedro and interdistricts transfer students throughout Shasta County.

**Goal One:** All students will have safe ingress and egress during the daily school routine or during a crisis situation.

### Objectives:

- Parents will be directed for safe and orderly traffic flow for drop off and pick up through information in the student/parent handbook, first day packets, through the school newsletter and during parent meetings. Frequency of parent communication will be monitored as needs and issues are assessed.
- Fencing and gates will be utilized to limit the ingress and egress points to those areas that can be closely monitored. The main entry and exit point will be monitored by staff who are assigned on a weekly schedule (See Appendix A/Forms).
- Access signage will be placed at all points of ingress/egress.
- The school administrator will work with local law enforcement to establish safe routes to school and to ensure that traffic safety is monitored. Frequency of law enforcement involvement will be assessed by traffic flow incidents, parent and staff input as needed.
- Procedures will be in place for emergency evacuation from the campus that have been established based on practices recommended by law and fire agencies as well as District insurance carriers.
- Emergency evacuation plans will be placed in each room as well as a flip chart listing the steps for each emergency procedure (See Appendix A/Forms).
- Fire drills will be held monthly. The following drills will be conducted, in conjunction with the fire drills, on a rotational basis: Soft Lockdown/Shelter in Place, Evacuation, and Active Shooter (See Monthly Emergency Drill Roster, Appendix A/Forms)

<b>Goal Two:</b> The North Cow Creek campus is a secure and safe environment,
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**Objectives:**

- The campus is closed. Visitors will be required to sign in and receive a visitor's pass before they can be on campus. Students must be signed out before they can leave the campus.
- A Student Emergency Card system will be in place with current contact information and a list of authorized individuals who may pick up students in case of an emergency. Student contact/emergency information will be updated monthly and kept in the school emergency kit.
- A school emergency kit will be maintained in the office, checked annually and updated as needed (See Crisis Response Plan, Page 14).
- Students will be supervised by staff at all times within and without the classroom. A duty schedule will be developed each year for recess and lunch supervision.
- Students are not released to anyone not listed on their emergency card or designated by their parent or guardian.
- Monthly safety checks will be performed by the custodial staff to identify any safety concerns, insure appropriate lighting is on campus at night, and all equipment is safe for use by students and staff (See Appendix A/Forms).
- Staff will receive training in emergency procedures during the first three months of each school year, including "Active Shooter" procedures.
- PBIS (Positive Behavior Intervention Services) will be utilized to establish clear, articulated expectations for student behavior and consistent enforcement of expectations by all staff.
- A Threat Assessment Team (TAT) will be in place to monitor protocols and processes for identifying threats and assisting school staff during an actual threat situation. The TAT will participate in a formal training, at least one time per year, that shall include onsite or offsite training by law enforcement or threat assessment trainers.
- A Threat Assessment Protocol will be utilized and followed as the TAT and administration work through the identification and process for managing potential threats (See Crisis Response Plan, Page 2).
- All rooms will have door locks that allow teachers to secure their classes and lock doors without stepping outside.
- Graffiti and repairs due to vandalism will be addressed quickly. Families may be held liable for financial restitution for graffiti, vandalism and damage to school property.
- A campus-wide security surveillance system will be utilized to monitor key areas of campus for appropriate activities.
- Should a bomb threat be received, the principal or designee shall notify law enforcement. A decision to evacuate the whole school will be determined in cooperation with law enforcement. Staff will avoid any publicity concerning the bomb threat (See Crisis Response Plan, Page 13).
- Should an Active Shooter be on campus, the procedures outlined in the Crisis Response Plan, page 12 will be utilized.

## **Section II**

### **Site Crisis Response Plan**

#### **PURPOSE**

The purpose of this plan is to provide North Cow Creek School staff with clear and concise procedures in the event of an emergency, threat, or incident which may

In an emergency situation, injuries to students and personnel can be minimized when communication is clear and when every player knows exactly the role he or she must play.

## North Cow Creek School District Threat Assessment Protocols

### STEP 1: Evaluate Threat

- Obtain a specific accounting of the threat by interviewing the individuals who made the threat, the recipient of the threat, and other witnesses.
- Record the exact content through writing, photos, video (as appropriate) of the threat and statements.
- Consider the circumstances in which the threat was made and the student's intentions.
- Consult with members of the Threat Assessment Team (TAT, which includes law enforcement).

### STEP 2: Decide whether the threat is clearly transient or substantive

- Consider criteria for transient versus substantive threats.
- Consider student's age, credibility, previous discipline history, and intent.

Transient

Substantive

### STEP 3: Respond to transient threat

Typical responses may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends and attend mediation, counseling, and/or a conversation with law enforcement.

### STEP 4: Determine if threat is serious or severe

A serious threat might involve a threat to assault someone ("I'm going to beat that kid up."). A severe threat involves use of a weapon or is a threat to kill, rape, or inflict severe injury. Convene TAT to enact the following steps.

Serious

Severe

### STEP 5: Respond to serious threat

Work with law enforcement and TAT to develop action plan to include:

- Take immediate precautions to protect potential victims, including notifying intended victim and victim's parents.
- Refer student for counseling, dispute mediation, or other appropriate intervention.
- Discipline student as appropriate to severity and chronicity of situation.

### STEP 6: Conduct safety evaluation

Work with law enforcement and TAT to develop action plan to include:

- Take immediate precautions to protect potential victims including notifying intended victim and victim's parents.
- Begin a mental health evaluation of the student.
- Discipline student as appropriate (may include suspension, expulsion, or removal from campus until any potential of threat has been resolved).

### STEP 7: Implement a safety & communication plan

- Develop and distribute a communication and/or press release to school community as appropriate.
- Maintain contact with the student.
- Evaluate procedures with TAT and law enforcement to determine strengths and weaknesses of protocol.
- Revise plan as needed.

# INCIDENT REPORTING AND INITIAL EMERGENCY PROCEDURES

In the event of the following:

## *Active Shooter*

- SEE PROCEDURE PAGE 12

## *Altercation between Adults*

- Remove students from immediate area.
- Notify office using campus phone system.

## *Attempted kidnapping*

- Secure your students in classroom.
- Account for all students.
- Notify the office of attempt and perceived victim using campus phone system.
- Provide a description of the suspect.

## *Bomb Threat/Suspicious Object*

- CRISIS RESPONSE PAGE 11

## *Communication Protocol*

- CRISIS RESPONSE PAGE 18

## *Death of student (off campus)*

- Minimize initial comment to students until all facts are present.
- Contact school office for confirmation.
- Respect privacy of the victim's family.
- Moderate student discussions.
- Expect support from district psychological or counseling personnel.

### *Death of student (on campus)*

- Remove students from scene by sending them to neighboring classroom.
- Notify office using campus phone system or through adult runner.
- Remain with victim until relieved by administrative personnel, law enforcement or paramedic.
- Minimize initial comment to students.
- Expect support from district psychological or counseling personnel.

### *Death of employee*

- Same as above

### *Earthquake*

- CRISIS RESPONSE PAGE 8

### *Evacuation of Campus*

- CRISIS RESPONSE PAGE 16

### *Fire*

- CRISIS RESPONSE PAGE 7

### *Hard Lockdown*

- CRISIS RESPONSE PAGE 9

### *Mountain Lion or Other Major Animal Predator*

- Move students to the nearest secure location.
- Notify office through campus telephone system.

### *Rumors of Trauma, Injury, Accident or Death*

- Seek confirmation from school office.
- Minimize comments to students until all facts are known.
- Moderate student discussions.
- Expect support from district psychological and counseling personnel.

### *Serious Injury*

- Begin First Aid procedures.
- Notify office using campus phone or reliable student messenger(s)
- Send students to neighboring classroom.
- Stay with victim until relieved by paramedic or other qualified individual.



### *Soft Lockdown/Shelter in Place*

- CRISIS RESPONSE PAGE 10

### *Stranger on campus*

- Notify the office through the campus phone system or by walkie-talkie from the playground
- Provide a description of the individual

### *Student Behavior Crisis*

- Remove students from immediate area of student misbehavior or
- Remove disruptive student from peers.
- Notify office through available systems.
- Commence procedures outlined in individual student behavior plan if available or
- Rely upon office or designee for next steps

### *Student Seizure (Medical with health plan)*

- As able, be aware of health plan protocols associated with a student prone to seizures and follow as necessary.
- Remove students from immediate area.
- Do not restrain but protect the student from harming themselves.
- Notify the office through the campus phone system or by walkie-talkie from the playground.
- Stay with victim until relieved by paramedic or other qualified individual.
- Debrief with health personnel.

### *Student Seizure (Medical without a health plan)*

- Remove students from immediate area.
- Do not restrain but protect the student from harming themselves.
- Notify the office through the campus phone system or by walkie-talkie from the playground.
- Stay with victim until relieved by paramedic or other qualified individual.
- Debrief with health personnel.

### *Threat Assessment Protocols*

- SEE PROCEDURES PAGE 2

# EMERGENCY ALERT PROCEDURES

## Office ----

- 1 In order to access communication with **all rooms and outside** on campus using the office phone system,
  - a. Press #8 on an office phone and wait for dial tone.
  - b. Enter 500 and wait for tone.
  - c. Speak slowly and clearly.

## Classrooms/Gym ----

- 1 In order to initiate an alert, contact the office providing the specific information regarding the alert.
  - a. Dial #100 on classroom phone.
  - b. Speak slowly and clearly.

## Playground ----

- 1 Notify the office by walkie-talkie or send a reliable student or adult messenger to the office.

# FIRE

In the event of a fire:

- 1 The fire alarm will be activated by personnel at the nearest fire alarm pull station, or
- 2 Upon hearing the fire alarm:
  - a. Listen for the announcement and/or check your email to verify the alarm is valid. If you do not hear an announcement or see an email, call the office.
  - b. Evacuate the classroom and follow the exit route listed on the classroom emergency plan/map.
  - c. Monitor class to remind students they should not talk while walking out or while waiting for instructions.
- 3 In the event that the procedure is a drill, an “all clear” announcement will be broadcast at which time staff and students may return to their classroom.

# EARTHQUAKE

In the event of an earthquake:

- 1 Verbal announcement may be broadcast over the campus intercom system, or you'll know because you'll feel it.
- 2 Personnel and students outside the building will move away from any buildings, trees, utility poles, downed power lines or other hazards
- 3 Personnel in the building will...
  - a drop -- assume a curled position on the floor, knees on the ground.
  - b cover -- hands joined behind the neck, beneath a table or student desk if possible, and
  - c hold -- in this position for approximately five minutes or until shaking stops.
- 4 Following the event, the fire alarm may sound. Staff located in buildings will:
  1. Secure the emergency list.
  2. Escort students from the room.
  3. Keep the exit door open.
  4. Maintain control of students during the evacuation.
  5. Take roll of students once class has arrived at the predetermined location.
  6. Await further instructions.
- 5 Staff or students located outside a building will:
  1. Move to the predetermined location.
  2. Await further instructions.
- 5 No person shall be allowed back into the building for any reason until emergency personnel have thoroughly inspected the facility.
6. In the event that the procedure is a drill, an "all clear" announcement will be broadcast at which time staff and students may return to their classroom.

# HARD LOCK DOWN

In the event that it becomes necessary to secure the building with the students remaining inside due to a dangerous intruder on campus:

- 1 Verbal announcement will be broadcast over the campus intercom system.
- 2 Staff will escort students to the nearest building and secure the door. The exterior and interior doors to the buildings are to be locked.
- 3 Draw drapes/blinds closed and cover the window in the door.
- 4 Students will move as far away from the window as possible. If a gunshot is heard refer to Active Shooter Protocol.
- 5 Teachers will account for all students present on that day writing down the first and last name of each student who is missing.
- 6 The office will call each classroom. When answering the phone speak slowly providing the following information:
  - a. Your first and last name
  - b. If all students are present, state: "All students present"
  - c. If one or more students are missing, state: "I have \_\_\_\_\_ students missing. They are ..."
- 7 The classroom walkie-talkie needs to be turned on and teachers should open up and check their emails regularly throughout the event for any specific directions. Teachers in possession of a cell phone should turn the phone on as an additional source of communication.
- 8 All personnel will await further notification either through a general broadcast over the school intercom system, through individual telephone, personal contact or by e-mail.
- 9 Students may not be released to exit the classroom. Provide trash bags, privacy screening materials, and toilet paper for use if the event extends for a long period of time and students must use the restroom.
- 10 In the event that the procedure is a drill or the emergency is over, an "all clear" announcement will be broadcast.
- 11 Teacher shall secure the emergency list/packet and keep it with them. Do not open the door for anyone unless receiving instructions from the office.

# SOFT LOCK DOWN/SHELTER IN PLACE

In the event that it becomes necessary to secure the building with the students remaining inside for a nonthreatening cause:

- 1 Verbal announcement will be broadcast over the campus intercom system.
- 2 The exterior and interior doors to all rooms are to be locked.
  - a. Classified staff and available certificated staff will sweep the campus, including bathrooms, to direct all students back to their classrooms.
- 3 The office will call each classroom. When answering the phone speak slowly providing the following information:
  - a. Your first and last name
  - b. If all students are present, state: "All students present"
  - c. If one or more students are missing, state: "I have \_\_\_\_\_ students missing. They are ..."
- 4 The classroom walkie-talkie needs to be turned on and teachers should open up and check their emails regularly throughout the event for any specific directions. Teachers in possession of a cell phone should turn the phone on as an additional source of communication.
- 5 Teachers and students will conduct instruction as usual, but will not leave the classrooms.
- 6 All personnel will await further notification either through a general broadcast over the school intercom system, through individual telephone, personal contact or by e-mail.
- 7 Depending on the situation, staff will be instructed as to if students may be released to use a restroom. (*Future Considerations: Provide trash bags, privacy screening materials, and toilet paper for use if the event extends for a long period of time and students must use the bathroom*).
- 8 In the event that the procedure is a drill or the emergency is over, an "all clear" announcement will be broadcast.

# BOMB THREAT

Utilize the following procedures if receiving a call, note, or verbal threat of a bomb on campus:

- 1 If receiving the call, remain calm. Keep the caller on the line and do not hang up, even if the caller does.
- 2 Send a student to the office with a note stating: "Need immediate assistance in room \_\_\_\_\_."
- 3 Write down as much information as you can on a piece of paper or, if possible, using the form provided in your classroom emergency flip chart.
- 4 Evacuate when directed to do.
- 5 Avoid telling the students about the threat.
- 6 Do not allow anyone to touch, handle or move any suspicious object.

## BOMB THREAT RECORDING FORM

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

Location: \_\_\_\_\_ Time when the bomb may go off: \_\_\_\_\_

### Description/Exact Wording:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message Read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Calm	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Crying	<input type="checkbox"/> PA System	<input type="checkbox"/> Well-Spoken
<input type="checkbox"/> Deep	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Music	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Motor	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Clear	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Static	
<input type="checkbox"/> Loud	<input type="checkbox"/> Office Machinery	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Factory Machinery	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Local	
<input type="checkbox"/> Normal	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> _Ragged		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

# ACTIVE SHOOTER

## PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA).

## POLICY:

It is the policy of North Cow Creek to provide an active shooter emergency response plan to alert employees that an active shooter appears to be engaged at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

## DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on school grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency, but is not an automatic response to an active shooter on campus. It is recommended you RUN, HIDE, or FIGHT.

## PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the most wide-ranging form of communication available including the classroom phone, classroom two-way radio, or personal cell phone. Do not use the fire alarm.
  - a. Speak in plain language, using the words **ACTIVE SHOOTER**.
  - b. State location of the incident.
  - c. Give physical description of the shooter(s).
  - d. State type of weapon(s) if known.
2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.
3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
  - a. Description of shooter(s) and possible location.
  - b. Number and types of weapons.
  - c. Shooter's direction of travel.
  - d. Location, condition, and number of any victims.

## POTENTIAL RESPONSES

In response to an active shooter event there are three courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome.

**You can choose to RUN, HIDE, or if necessary FIGHT.**



## **RUN**

**If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:**

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Leave your belongings behind.
3. If not in charge of students, evacuate regardless of whether others agree to follow.
4. Prevent others from entering an area where the active shooter may be.
5. Keep your hands visible.
6. Follow the instructions of any law enforcement.
7. Do not attempt to move wounded people.
8. Call 911 when you are safe.
9. Go to the pre-arranged site(s) as indicated below:



## **HIDE**

**If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:**

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet.
3. Turn off any source of noise: Radios/TV/Learning devices. Two-way radios may be left on but turned down so only the teacher can hear.
4. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc.). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

Do not open the classroom door or attempt to leave the classroom until a school official or law enforcement opens the classroom door and gives the all clear using the identified “safe/secret” statement. If the door is opened be prepared to fight and don’t automatically assume it is safe.

## **FIGHT**

**If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter, then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:**

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

## **LAW ENFORCEMENT RESPONSE**

**Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:**

1. **Comply with all law enforcement instructions.** The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-up emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put it in a safe container, or bring it out in a small container such as a trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

**When appropriate, be able to provide information that you know:**

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

## POST-INCIDENT ACTION

When law enforcement has determined that the active shooter emergency is under control, an “ALL CLEAR” will be given using a “safe/secret” phrase. You may not be allowed back into the school.

### 1. Medical Assistance:

- a. Ensure first aid is applied as soon as possible, when in a safe area.
- b. Treat severe bleeding and life-threatening wounds first.
- c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
- d. Report all injuries to medical authorities on site as soon as possible.
- e. For non-emergency employee injuries, contact the SIA Early Intervention Nurse at 1-877-742-3467 for treatment instructions. In emergency medical situations, call the number as soon as you can be following treatment to ensure your Workers Compensation Benefits are engaged.

### 2. Accountability:

- a. If in charge of students, attempt to gain accountability as soon as possible.
- b. Communicate your status and the accountability of your students by utilizing the classroom radio, classroom phone (if in a classroom) or utilizing a personal cell phone.
- c. Students will be returned to parents from a pick-up location established and communicated by school personnel or law enforcement.
  - i. Depending on safety the following pick-up locations will be utilized:
    1. Option 1: Assigned Classroom
    2. Option 2: Cafeteria
    3. Option 3: Office Resource Room
    4. Option 4: Playfield
    5. Option 5: Other identified location

### 3. Counseling:

- a. Following an active shooter event, counseling and support will be provided. The school will contact local districts and county mental health services to secure counseling supports as available.
  - b. Employees and family members can contact the Employee Assistance Plan for additional resources. Members of Shasta-Trinity Schools Insurance group can go online to [anthemeap.com](http://anthemeap.com), and enter SISC to log in to arrange free counseling sessions and other help.
4. **OSHA.** Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.
  5. **Media.** The district will designate a representative who will respond to any media requests for information. The representative will carefully consider the nature of any such requests to avoid disclosing confidential information. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

# EVACUATION OFF CAMPUS

In the event that students must be evacuated from campus

1. Transportation will be arranged to a predetermined alternative site. The following school districts have agreed to provide busing, if available, to transport NCC students to their site. If bussing cannot be secured, alternative forms of transportation or options will be determined.

The alternative evacuation site will be Bella Vista Elementary.  
Secondary alternative site will be Junction Elementary.  
Foothill High School may also be utilized.

2. All students will be accounted for and physically checked off the class roster as they are deployed into designated transportation.

Any student injured and unable to be moved will be reported to the office or the emergency incident commander using any means that do not require other students to remain unsupervised.

3. In the event a student cannot be accounted for the incident commander will be notified.

5. Students will walk from a designated spot on campus to the transportation pick up area.

6. Teachers will collect and bring the classroom emergency packet.

7. Doors to the building will be shut [and locked if so directed.]

9. When arriving at the evacuation site, students will remain in classroom units to await instructions.

10. Students will not be dismissed to parents or guardians until said parent or guardian is confirmed to be listed on the emergency card and said parent or guardian has signed for the student including date and time.

11. In the event that a teacher is incapacitated, an alternative staff member will be designated to assume responsibility.

# STUDENT SIGN OUT SHEET

[illegible]

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

DATE

## TIME

# COMMUNICATION PROCEDURES

In the event of an emergency on campus, it is imperative that communication be succinct, limited and, above all, accurate.

- 1 The principal or teacher-in-charge will direct all personnel in an emergency situation until an incident commander is appointed by an outside emergency agency.
- 2 Except from the location of the emergency, the telephone system and e-mail will be used to disseminate information from the office or command center to personnel in the classrooms.
- 3 Members of the press will be limited to a preselected location on or near the campus and may not have contact with pupils under any circumstances.
- 4 Communication with parents:
  - a A message will be sent out via the school's announcement system using a communication script.
  - b The communication script will be distributed to staff listing the information to be shared with parents.
  - c As practical, the office will begin making phone calls utilizing class rosters and start at the bottom of the alphabetized class roster.
  - d Teachers will begin calling parents of their students starting at the top of their alphabetized class roster marking off those parents' whom contact has been made with.
- 5 Personnel *will not* make independent contact with members of the parent - community during any emergency situation.

## COMMUNICATION SCRIPT

- 1 “Hello. I need to speak to \_\_\_\_\_”  
(state name clearly)

Do not deliver the message to an individual not on the student emergency card.

- 2 “There is a situation at North Cow Creek School.

\_\_\_\_\_  
Describe in few words. Examples:

- ✓ “A car has hit a fire hydrant and the road is closed.”
- ✓ “A plane executed an emergency landing on the grass field.”

- 3 “Students are being evacuated to \_\_\_\_\_”  
or, “Students are secured in the classrooms until \_\_\_\_\_”  
or, “\_\_\_\_\_”

- 4 “Please do not call the school. Information has been posted on the school’s website. We will also be sending out updates every thirty minutes via text, email, and the automated phone system.

- 5 “Please arrange to pick up your child at \_\_\_\_\_”

# SCHOOL EMERGENCY KIT

In the event of an emergency, the school Emergency Bag must be accessed immediately and carried by office staff or other responsible adult.

The Emergency Kit must contain:

- Aerial photos of the campus
- Maps of campus listing evacuation sites and command posts
- Campus Site Plan/Floor Plans
- Emergency resource list with phone numbers
- Crisis response plan
- Keys to all locks (added from office key box during emergency as appropriate)
- Utility Shut-off Tools
- Gas line and utility layout (indicated on campus site plan)
- Fire Alarm turn-off procedures
- Teacher/employee roster and cell phone numbers
- Student information (contact information and photos)
- Student attendance roster (updated monthly)
- First aid supplies (checked annually for expiration dates)
- Megaphone and spare batteries (checked annually)
- Caution tape
- Hand-help radios (added from office during emergency)
- Orange safety vests
- Safety Sign (added from office during emergency)

NOTE: Contents of the Emergency Bag ARE NOT TO BE USED FOR DAY TO DAY FIRST AID. The Emergency Bag must be kept intact in anticipation of an emergency or crisis situation.



## **NORTH COW CREEK SCHOOL Duty Assignment**

### Site Administrator

- Assume overall direction of school disaster procedures.
- Account for the presence of all students and staff.
- Control internal and external communication.
- Direct evacuation of buildings, if necessary.
- Transfer students to a safe location when their safety is threatened.
- Provide for "in place" sheltering.
- Issue instructions to teacher if the students are to assemble in pre-selected safer areas of the school.
- Report, as soon as possible, the conditions and actions that have taken place as needed.

### Classroom Teacher

- Respond to the specific emergency as prescribed and direct students in appropriate safety procedures.
- Remain with students until relieved by the authority of school site administrator.
- Take roll during emergency, as soon as possible, and report missing students to the site administrator.
- Send students in need of first aid to the first aid station, if necessary.
- Help to restore order and assist other staff and students, as needed.
- Use pre-planned activities during periods of confinement to lessen possible hysteria and tension.
- If assigned to students at the time of the emergency, report at once to the site administrator.

### Custodial Staff

- Shut off utilities as necessary at the direction of the site administrator.
- Conduct rescue operations as required, to the extent of capabilities and safety.
- Survey and report damage to the site administrator.
- Safeguard all potable water within the campus.
- Follow pre-determined emergency procedures of supervisors.

### Other Non-Teaching Staff

- Assist the site administrator in the execution of their duties.
- Assemble the first aid station, if necessary.
- Act as communication liaisons between site administrator and staff.
- Act as communication liaisons between parents, site administrator and staff.

## STAFF MEETING FOR DEBRIEFING

As soon as any crisis has passed, the principal or designee will call a staff meeting to debrief all individuals on the crisis including the nature of the crisis, those events leading up to the crisis, any details regarding the condition of the campus or individuals involved in the crisis and any services, psychological or medical, offered to victims of the crisis, associates of the victims and / or staff.

It will be critical to respect the privacy of all individuals involved in any crisis and the need to do such will restrict the amount of communication available to staff immediately following the event.

All staff should make themselves available for this meeting. Staff members not directly involved in the situation should avail themselves of the opportunity to participate in the meeting in order to be well informed about what has happened and to prevent any misinformation or rumors that may be circulating regarding the incident.

Within one week after the incident, if necessary, convene another meeting of staff to review the incident and the procedures associated with the incident to ensure:

- 1      that all procedures were handled in accordance with the plan.
- 2      that any necessary revisions evident because of the incident are included in the plan.

The site principal, designee, incident commander, other administrator or other qualified personnel such as the area chaplain or the school psychologist will be available to follow up as necessary with individual staff members or students.

Staff members may be reminded to protect the privacy of any individuals involved in a crisis situation by maintaining a high degree of confidentiality.

## COUNSELING SERVICES

Counseling services will be made available to students and staff members in accordance with the best practices. This may involve the participation of counselors and psychologists from throughout the district or from neighboring school districts.

Individuals directly involved with a loss of a family member or friend, or witnesses to an accident where an injury or a fatality occurs or an act of violence where an injury or a fatality occurs will be given immediate access to trained professionals. Because long term counseling regarding traumatic events or crises may not be within the purview of the school to provide, individuals may be referred to private therapists, to county mental health or to a non-profit agency for follow-up assistance.

Staff members may be admonished to protect the privacy of any individuals involved in a crisis situation by maintaining a high degree of confidentiality.

## Section III

### Forms & Reference Information

**PURPOSE**      The section is used to maintain the annual forms that need to be updated.

- ❖ Safety Log (Drills, Trainings, Incidents)
- ❖ Emergency Drill Schedule
- ❖ Emergency Kit Contents
- ❖ Emergency Procedure Flip Chart

## Safety Logs

[illegible]

## Emergency Drill Schedule

Month	Type
August	Fire
September	Fire, Lockdown
October	Fire, Evacuation
November	Fire, Active Shooter
December	Fire
January	Fire, Lockdown
February	Fire, Evacuation
March	Fire, Active Shooter
April	Fire
May	Fire

# Emergency Kit Contents

Item	Checked
Aerial photos of campus	
Maps of campus listing evacuation sites and command posts	
Campus Site Plan/Floor Plans	
Emergency resource list with phone numbers	
Crisis Response Plan	
Keys to all locks (added from office key box during emergency as appropriate)	
Utility shut-off tools	
Gas line and utility layout (indicated on campus site plan)	
Fire alarm turn-off procedures	
Teacher/employee roster and cell phone numbers	
Student information (contact information and photos)	
First aid supplies	
Megaphone and spare batteries (added from office during emergency as appropriate)	
Caution tape	
Walkie Talkie (add from office during emergency as appropriate)	
Orange safety vests	
Safety sign (added from office during emergency as appropriate)	

# **Emergency Flip Chart**

(On following pages)



## School Communication Procedures

### Office notification of an emergency situation

- 1) An announcement will be made on the school intercom that will include one or more of the following:
  - Attention Staff: the school is on a *hard lockdown*, staff please check your email.
  - Attention Staff: the school is on a *soft lockdown*, staff please check your email.
  - Attention Staff: please check our email for important information
- 2) Follow the directions under "*hard lockdown*" or "*soft lockdown*" or directions listed in the email.
- 3) Immediately turn on your walkie talkie.
- 4) Immediately take possession of your cell phone (if you have one).

### Staff notification of an emergency situation:

- 1) If in a classroom, dial #100 on the classroom phone.
- 2) When the office answers, state clearly: "*I have an emergency*" followed by a brief description of the situation.
- 3) Do not hang up until directed to do so.

## EMERGENCY PROCEDURES

## **EVACUATION (CLASSROOM/SCHOOL)**

- 1) Fire Alarm: Wait for directions on the intercom system to leave the classroom
- 2) Earthquake: Leave the classroom and move away from all buildings
- 3) Assign a line leader to lead the class in a single line out the classroom following the route listed on the evacuation map posted in the classroom.
- 4) Staff member follows the last student out
- 5) Shut the classroom door (do not lock the door)
- 6) Bring the classroom emergency packet
- 7) Follow students to the grass area (or other area if instructed to do so).
- 8) Students form a single line on the grass area.
- 9) Staff member takes roll
  - Staff member or first student in line holds up GREEN card if all students present
  - Staff member or first student in line holds up RED card if missing students
- 9) Follow further instructions as to when to return to the classroom or evacuate campus.
- 10) Students in other programs will be escorted out to the evaluation area and directed to join their class.

**Keep the class group of students together at all times.**

**Report injured students but do not leave other students unattended**

**Parents must sign out their students through office personnel.**

## **EVACUATION/FIRE DRILL**

## **HARD LOCK DOWN PROCEDURES**

- 1) Students/Staff need to go to the nearest available classroom.
- 2) Lock the room door.
- 3) Close blinds/curtains (if present).
- 4) Cover window on classroom door.
- 5) Move students away from windows if possible.
- 6) Take roll and list names of missing students or other students in your room.
- 7) Turn on assigned walkie talkie and personal cell phone.
- 8) The office will call on the class phone or radio.
  - If all students are present, state: "All students are present."
  - If one or more students are missing, state: "The following students are missing:" and read off the names of each missing student.
  - If you have other students in the room, state: "I have missing students. The students missing are:" and read off the names of the additional students.
- 8) Wait for further directions.
- 9) Wait for an "all clear" to be made to resume normal schedule.

**Do not allow students to leave the room**

## **HARD LOCKDOWN**

## **SOFT LOCK DOWN / SHELTER IN PLACE PROCEDURES**

- 1) Students/Staff will be directed back to their classroom
- 2) Lock your classroom door (unless directed otherwise)
- 3) Take roll and list names of missing students or other students in your room.
- 4) Turn on classroom radio and personal cell phone.
- 5) The office will call on the class phone or radio.
  - If all students are present, state: "All students are present."
  - If one or more students are missing, state: "The following students are missing:" and read off the names of each missing student.
  - If you have other students in the room, state: "I have missing students. The students missing are:" and read off the names of the additional students.
- 6) Wait for further directions as to if students may use the restroom or transition to other programs on campus.
- 7) Wait for an "all clear" to be made to resume normal schedule.

## **SOFT LOCKDOWN / SHELTER IN PLACE**

## **HANDLING IN CLASS CRISES**

### **SERIOUS INJURY OF STUDENT**

- Begin first aide
- Call office or send a student to the office requesting immediate help
- Send other students to neighboring classroom

### **DEATH OF A STUDENT**

- Send students to the neighboring classroom
- Call office or send a student to the office requesting immediate help
- Follow communication directions from support staff

### **IN CLASSROOM FIRE**

- Evacuate students using established EVACUATION procedures
- Activate fire alarm by pulling fire pull station (if available)
- Call office or send a student to the office requesting immediate help
- Notify neighboring classes as your class walks out to evacuation location

### **STUDENT BEHAVIOR CRISIS (Creating unsafe situation for students in the class)**

- Send students to neighboring classroom
- Call office or send a student to the office requesting immediate help
- Protect self and students while minimally engaging the student

## **OTHER CRISIS**

## BOMB THREAT

- 1) If receiving the call, remain calm. Keep the caller on the line and do not hang up, even if the caller does.
- 2) Send a student to the office with a note stating: Need immediate assistance in room:
- 3) Write down as much information as you can on the form below:
- 4) Evacuate when directed to do so (or evaluate if unable to contact school staff)
- 5) Avoid telling the students about the threat.
- 6) Do not allow anyone to touch, handle or move any suspicious object.

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

Location: \_\_\_\_\_ Time when it will go off: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

### Caller's Voice:

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Calm
- ☐ Coughing
- ☐ Crying
- ☐ Deep
- ☐ Deep Breathing
- ☐ Disguised
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

### Background Sounds:

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA System
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

### Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

### Exact Words of Threat:

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## BOMB THREAT

## ACTIVE SHOOTER ON CAMPUS

Please note that a staff member may need to modify these procedures based on the location of the active shooter or current conditions. They should do what they feel is best and for the safety of the students.

### 1) First employee to identify an active shooter:

- Direct any students to “run.”
- Call the school office on an appropriate communication device:
  - Speak clearly: “ACTIVE SHOOTER”
  - Speak location
  - If possible, give description of shooter and type of weapon.
  - Call 911

### 2) Utilize one of the four potential courses of action:

#### RUN (Direct students to run away from the shooter)

- Leave belongs & follow any directions from police or staff if appropriate
- Direct students to the following locations:
  - (REMOVED FOR CONFIDENTIALITY)

#### HIDE (Direct students to hide away from shooter)

- Lock and barricade doors
- Turn off any sources of noise
- Use any object/furniture to cover and conceal (protect from bullets)
- Do not leave or open the door. Wait for police/staff to open door and call CLEAR

#### FIGHT (Direct students to distract and fight in anyway possible)

- Acts as aggressively as possible (yell, wave wildly, etc.)(
- Throw furniture and objects
- Use fire extinguisher
- Once started, commit and continue

### 3) Keep safe from law enforcement by:

- Comply with all directions
- Put down items in your hands and keep hands visible at all times
- Avoid pointing and yelling
- Avoid talking to officers or asking them questions

## ACTIVE SHOOTER

# **SECTION 4**

## **Board Policies**

1. Child Abuse Reporting Procedures (BP/AR 5141.4)
2. Suspension and Expulsion (BP/AR 5144.1)
3. Notification to Teachers of Dangerous Students (BP/AR 4158)
4. Discrimination and Harassment (BP/AR 5145.7 & 5145.3)
5. School-wide Dress Code (BP/AR 5132)
6. Hate Crimes Reporting (PB 5145.9)