

School Safety Plans and Procedures Handbook

Revised February 2021

Table of Contents

Introduction	3
Purpose and Major Goals of the Crisis Management Plan	4
Planning Before a Crisis Situation Occurs	5
Guidelines for Suicide or Sudden Death	6
Guidelines for Illness and/or Injury (For Personnel)	6
Guidelines for Illness and/or Injury (For Student)	6
Automated External Defibrillator (AED)	7
Guidelines for Visitors	7
Guidelines for Intruders	7
Guidelines for Active Violent Intruders	7
Lockdown Options During Active Violent Intruder	8
Potential Threat Procedures	8
Guidelines for Dealing with Hostage Situations	9
Security Plan for Students Leaving Building without an Adult	9
Guidelines for Handling Verbal Bomb Threats	10
Guidelines for Suspicious Package	10
Guidelines for Earthquake and Tornado Procedures	11
Guidelines for Fire Procedures	12
Guidelines for Chemicals, Gas Leaks and Other Hazardous Materials	13
Guidelines for Controlled Evacuation	13
Guidelines for Working with Media During a Crisis Situation	14
Appendix	15

Crisis Intervention Plan

Earlywood Educational Services

Introduction

Traumatic incidents, sudden death, suicide, both attempted and completed are but a few of the situations that increasingly occur in our schools. In keeping with these increases, so has a need to have written plans and procedures to guide school personnel in the event of a crisis situation. Such a plan enhances the school districts and the community's effectiveness to respond immediately and effectively. It also addresses the legal responsibility of a school corporation to protect others from harm.

The occurrence of a crisis situation has the potential of overwhelming the resources of an individual school. It demands a coordinated response, which collectively utilizes the helping services of both school personnel and community resources. The following crisis intervention plans and procedures are designed to provide this coordinated and consistent response at Earlywood Educational Services.

Purpose and Goals of the Crisis Management Plan

Purpose: To help meet the needs of student, staff and community during times of crisis

Crisis: A situation, which is out of the norm and/or has the potential of causing significant disruption to the school community.

Goals

1. To facilitate the safety of the students and staff.
2. Avoid confusion.
3. Help the school community survive a traumatic situation.
4. Help the system get back to normal as soon as possible.
5. Reduce psychological suffering.
6. Maintain follow-up.
7. To protect students, staff, and visitors from unreasonable risk or harm.
8. Guide the actions of intervening staff.
9. Help maintain a supportive, positive learning environment.

Crisis Intervention Guidelines

It is the intent of the crisis intervention guidelines to provide a basis for, and to assist in:

- Administrative support to this effort by allocating staff time and resources to the development of individual guidelines.
- To create recommendations for daily routine building security.
- Plan for training for all staff members in their roles in an emergency situation. The guidelines call for the involvement of all building staff.
- To adopt a plan to address both internal situations and those requiring community support services (police, fire, etc.).

Planning Before a Crisis Situation Occurs

Prior planning for a crisis situation is essential in each school. The following is a guideline to follow:

1. Inform all staff members at the start of each school year that the school and district have a crisis intervention plan outlined and a crisis team available to assist the school if needed.

Review with the staff:

- The plan in general
- What would designate a crisis situation
- How the staff will be informed
- Expectations of staff
- Services available
- How students will be informed
- How parents will be informed
- Responses to parent requests
- Designate place (location) for parents to pick up children
- Responses to media
- Training that is available or needs to be accomplished

2. Identify key staff members to determine the best method of assembling crisis team members when the need arises.
3. Implement the communication plan for all staff.
4. Establish an area within the building to provide support for students/staff.

Guidelines for Suicide or Sudden Death

Day of Sudden Death

1. The Director or Designee will:
 - a. Verify Information
 - b. Activate School Safety Team
 - c. Administration will notify staff of the suicide or death using the Blackboard system as appropriate
 - d. Notify staff that all media contact should be referred to the Director or Designee.
 - e. Notify home principal, transportation or other necessary individuals
2. If needed, a meeting of the School Safety Team will be held.
3. Provide support for the staff
4. A general staff meeting will be held if necessary. Concerns regarding suicide or death will be shared.
5. The family of the deceased may be contacted by the Director or designee to inform them of the plan, to obtain permission for use of specific items or information to be announced at school, and to offer assistance.

Guidelines for Illness and/or Injury (For Personnel)

In the event of a staff member being injured or becoming ill, the following guidelines are to be followed:

1. If staff needs immediate medical attention, 911 will be notified.
2. An announcement may be made for assistance from anyone in the building who has CPR or first aid training.
3. Business office will be notified of the injury or illness
4. Business office will notify the staff's emergency contact, if necessary.
5. Business office must complete the Incident Report. Report is maintained in the personnel file.

Guidelines for Illness and/or Injury (For Student)

1. If the student needs immediate medical attention, 911 will be notified.
2. An announcement will be made for assistance from anyone in the building who has CPR or first aid training.
3. New Connection Administrator or designee will contact parent/guardian and/or emergency contact on student's emergency enrollment form.
4. Business Office will be notified of the injury or illness.
5. Business Office or teacher/staff must complete an Incident Report. Report is maintained in the student file.

Automated External Defibrillator (AED)

An AED is located in Room 300 on the left wall inside of the door. Turn the key and proceed to remove the AED kit and follow the instructions inside of the AED case. This can be used for adults or children.

Guidelines for Visitors

Visitors and guests are welcome at Earlywood Educational Services. However, in order to safeguard students and staff, reasonable precautions should be taken.

1. All visitors will report and sign in at the welcome desk. Visitors will be provided with a "Visitor" badge. Visitors should be prepared to provide identification to school personnel if it is requested.
2. Visitors who fail to comply with school procedures will then be considered intruders.

Procedures for Intruders

Visitors who fail to comply with Earlywood visitor procedures:

1. Should be verbally informed they are in violation of school policy. Inform them of actions to take or that police will be called.
2. If the verbal warning fails, inform nearby staff of situation and need for assistance, notify administration of the situation and continue to follow the person.
3. The "Intruder" message will be announced to activate a building-wide Emergency Response Plan concerning an active violent intruder in the building.

Procedures for Active Violent Intruder

1. An announcement of "Intruder" will be announced over the radio system when possible
2. When safe to do so call 911 and indicate:
 - a. Location of the active intruder
 - b. Number of intruders
 - c. Physical description of intruder
 - d. Number and type of weapons held by intruder
 - e. Number of potential victims at the location
3. When possible have enlarged floor plans of the building ready for the law enforcement agents, coded with utility "shut off" valves.
4. Follow Active Violent Intruder procedures

Active Violent Intruder Event Options

Guidance from the Indiana State Police:

1. Escape or Run Escape is an option in the event you have a secured path to a predetermined or secured area.

2. Lockdown or Hide If a secure path or exit site is not a certainty “lockdown” may be the best option.
3. Fight When faced with imminent danger take lethal action.

Escape or Run

1. Have a safe path and destination (with alternate in mind)
2. Escaping is one of your best options IF you have a safe path to a secure site.
3. Do not attempt to evacuate if you do not know where the threat is located.
4. Leaving a secure place for an unknown option may take you directly into the threat.
5. Leave your possessions (warn others) but do not slow your escape.
6. As you evacuate, understand the concepts of “concealment and cover”.
7. *Concealment* should hide you, while *cover* may stop a bullet.
8. Quickly check corners, intersections or rooms before you move into or through them.

Lockdown/Hide

1. Quickly lock and secure the door.
2. Put as much furniture as possible in doorway to create a secure barricade.
3. Put as much “cover” between you and the threat as possible.
4. Stay out of the line of sight/fire.
5. Do not make yourself an easy target (stay on your feet ready to move).
6. Silence your cell phone and/or pager.
7. If you can, silence your cell phone and leave an open line to 911.
8. Turn off any source of noise and remain quiet, i.e. radios, televisions, computers.
9. Remember that “cover” is your goal. Hiding behind large items (cabinets, desks, solid walls) is best.

Fight if your area is being breached and your life is in imminent danger

1. Obtain improvised weapons.
2. Position yourself out of the line of sight/fire with as much cover as possible.
3. Goal is to obtain cover until the attacker comes into your circle of violence.
4. You must be able to take lethal action, you are capable of doing more if you are prepared to do so.

WHEN POLICE ARRIVE

Remain calm and follow instructions

Put down any items in your hands (i.e., bags, jackets)

Raise hands and spread fingers

Keep hands visible at all times

Avoid quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming or yelling

Do not stop to ask officers for help or direction when evacuating

Potential Threat Procedures

1. Notify Administrator of possible potential threat.
2. If potential threat is deemed valid, the Administrator will send an email to all staff informing them of potential threat and a Blackboard Connect call will be made notifying staff.
3. Upon receiving the announcement from Administration, check your email immediately.

Potential Threat Color Code System (color cards located at all building entrances)

Green – All Clear

Yellow – Caution

- Ensure classroom doors are closed and locked
- Keep lights down and pull shades to all outside windows
- All guests should be greeted in person before entering the building
- Staff should proceed in and out of the building with a heightened awareness to their surroundings

- Students will remain inside the building during school hours

Red

- Ensure all doors are closed and locked
 - Keep lights down, pull shades to all outside windows, and remain in area
 - **No one**, including staff members, is allowed to enter or exit the building.
4. Continue to follow potential threat color code system, and any additional Administrator or law enforcement directives until an “All Clear” is announced.

Guidelines for Dealing with Hostage Situations

1. If the hostage situation occurs in your classroom or area of supervision:
 - a. Remain calm and under control. Help keep the students calm and stay alert.
 - b. Follow the instructions of the hostage taker(s), and inform your students to do so as well.
 - c. Follow the instructions of the law enforcement hostage negotiator(s). Trust the negotiator(s).
 - d. Make mental notes of everything that is said and done. Number of hostages and hostage taker(s), any names that are used by the hostage taker(s) and their temperament.
 - e. Be prepared to respond to rescue units’ commands immediately if negotiations fail and rescue becomes necessary.
2. Follow the Active Violent Intruder Procedures

SECURITY PLAN FOR STUDENTS WHO POTENTIALLY MAY LEAVE THE BUILDING WITHOUT AN ADULT

CODE BLUE: This means a student from one of the New Connection classes left their classroom and may potentially try to leave the building. This is not an automatic emergency, but rather a **preventative measure**.

Hand Radios: All New connections staff will have a hand radio with them at all times. Any outside counselors/therapists who work with students outside of the classroom must take a hand radio with them.

PROCEDURE:

- The person determining there is a concern will call a CODE BLUE over the hand radio.
- The secretary who receives the Code Blue call over the hand radio will make a “Code Blue” announcement over the intercom.
- Personnel will shut and lock their doors so the student cannot enter into their area.
- A staff member will stand at the south door of the building.
- One staff member from the elementary classroom will remain at the north door.
- A teacher from New Connections or an administrator will monitor the situation.
- Building staff should follow the direction of the New Connections personnel
- If necessary, only those trained in CPI should assist in restraining the student.
- A “Code Blue All Clear” announcement will be made when the situation is under control.

DRILLS: The social worker is responsible for setting up drills for this procedure, as needed. The social worker will record dates and times of drills. The social worker will provide written feedback to staff as to the accuracy of the drill and any needs for improvement.

Guidelines for Handling Verbal Bomb Threats

After receiving an unidentified threat:

1. Record the exact time the call came in.
2. Record the phone line number that the call was received on.
(There is no need to keep the phone off the hook.)

After writing down these two pieces of information call 911

3. Staff will follow the direction of the Administrator or law enforcement
4. Do not use cell phones or paging system

Guidelines for Suspicious Package

After receiving or suspecting an unidentified package:

1. Do not touch the package
2. Secure the area
3. Inform an Administrator or designee of the situation
4. Call 911
5. Staff will follow the direction of the Administrator or law enforcement
6. Do not use cell phones or paging system

Earthquake Procedures

Taking the proper actions, such as “Drop, Cover, and Hold On”, can save lives and reduce your risk of death and injury. Earthquake drills will be held at least once a year.

During earthquakes,

1. Drop to the floor and take cover under a sturdy desk or table, and hold on to it firmly.
2. Be prepared to move with it until the shaking stops.

The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to collapse. To stay away from this danger zone. Stay inside if you are inside and outside if you are outside.

Guidelines for Tornado

Tornado drills are held once a semester. Tornado drills will generally be announced as follows over the intercom. In case the electricity is off, the announcement will be called out in the hallways.

TORNADO WATCH - issued when severe thunderstorms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

PAGING ANNOUNCEMENT to be made by Administrator or Designee

“We are in a **severe weather watch** area, please do the following; Close all doors, Close all Blinds, Take a student count. Please wait for further instructions:”

TORNADO WARNING – is issued when severe thunderstorms are occurring or imminent in the warning area.

- a. Paging announcement will be made by stating “This is a **severe weather warning**, staff and students, please go to your assigned area” REPEAT

A. Move quickly to assigned areas:

<u>Room</u>	<u>Assigned Area</u>
100	Restroom in Room 100 (overflow in main hallway)
150	Room 150 hallway
200	Front Bathroom in Room 200 (overflow in main hallway)
Gym	Room 150 hallway (overflow in main hallway)
Kitchen	Room 375 – The Williams Room
300	Front Bathroom w/in offices
325	Bathroom/hallway within office
350	Proceed to Room 375 – The Williams Room
375	Stay in Room 375
400	Front bathroom in Room 400 (overflow in main hallway)
450	Proceed to office in room 450
Staff retreat	Proceed to Room 375 – The Williams Room
500	Front bathroom in Room 500 (overflow in main hallway)
550	Proceed to main hallway
Swing Room	Men’s and Women’s Bathrooms in area
600	Front bathroom in Room 600 (overflow in main hallway)
650	Bathroom w/in office
Buses at North Door	Front bathroom in Room 600 (overflow in main hallway)

****NO ONE ALLOWED IN GARAGE**

1. Assume position on hands and knees with head down and hands over head
2. An “all clear” announcement will be made when threat of tornadoes has passed.

Guidelines for Fire Procedures

A fire drill will be held every month. Below are the procedures to follow:

THE FIRE ALARM WILL BE ENGAGED

1. All students should quickly and quietly go to their assigned area.
2. Teacher – check restrooms and Quiet Rooms
3. Teacher will take emergency kit
4. Turn off lights
5. Close doors
6. After students are at outside refuge area, teachers will take attendance
7. Administrator will meet fire department at front of building
8. After “All Clear” is called you may return to the building

<u>Room</u>	<u>Exit and Assigned Area</u>
100	Exit through east door to grassy area across parking lot
150	Exit through south door to grassy area across parking lot
200	Exit through south door to grassy area across parking lot
Gym	Exit through south door to grassy area across parking lot
Kitchen	Exit through west door to grassy area across parking lot
300	Exit through south door to grassy area across parking lot
325	Exit through south door to grassy area across parking lot
350	Exit through south door to grassy area across parking lot
375	Exit through north door grassy area across parking lot
400	Exit through east door to shed
450	Exit through north door to grassy area across parking lot
Staff Retreat	Exit through west door to grassy area across parking lot
500	Exit through east door to shed
550	Exit through north door to grassy area across parking lot
600	Exit through east door to shed
650	Exit through north door to grassy area across parking lot

Personnel should take any students they have out the appropriate exit and let the classroom teacher know the student is safely out of the building.

If a staff member discovers a fire, they should immediately pull the fire alarm and evacuate. **DO NOT WAIT to report to an administrator.** In 2018, the Indiana Legislature directed the State Fire Marshal to provide written guidance to school administrators, teachers, and students regarding options available during an unplanned fire alarm. In the event of a fire alarm options include:

1. Evacuate the building when you hear the alarm. This will always be an option for students, teachers, and administrators when a fire alarm is activated.
2. Administrators, teachers, and students may barricade or block a door for a period not to exceed three (3) minutes in the event of an unplanned fire alarm activation in order for a designated school official to investigate the alarm. The school must initiate evacuation and safety procedures after the three (3) minute period expires. However, the period may be extended in the event that an active shooter has been verified to be on the school’s property.

Guidelines for Chemicals, Gas Leaks and Other Hazardous Materials

Should a chemical spill, gas leak, high voltage wires, or other hazardous materials/situations be discovered in a school or accident in the local area and present a danger to students and staff, the following guidelines should be followed:

1. Call the appropriate fire/law enforcement agencies and inform them of the “basics” of the emergency.
2. Administration will report to and work with the fire department, police department and all other emergency rescue personnel as necessary.
3. Teachers and all other staff available are to provide appropriate student supervision.
4. If a decision is made to remove students and staff from the building, assist teachers with students and proceed to Fire Station #23 behind the North end of building.
5. Only Administration will respond to the media as a representative of Earlywood Educational Services.
6. Teachers and administrators will stay with students at all times.
7. Once the local Fire department and/or emergency rescue personnel arrive on the scene, their directions are to be followed to the fullest extent.
8. Each teacher will have an emergency evacuation kit.
9. If the chemical spill is outside, wait for emergency personnel instruction.

Guidelines for CONTROLLED Evacuation

When an emergency situation occurs in which Earlywood Educational Services is evacuated, please adhere to the following procedures:

1. Assist students and staff with an orderly evacuation of the building to Fire Station #23.
 2. Take classroom emergency kits, which include student emergency files.
 3. Administrator will inform District Superintendents of building evacuation.
 4. Follow directives of Administrators or law enforcement
 5. Administrator will make decision and communicate regarding parent notification
- In the event of further evacuation, the information the local transportation departments will need:
- a. Number of students/staff to be transported.
 - b. Location of temporary evacuation site and entrances/doors to be used.
 - c. Any special needs students/staff being transported (e.g. wheelchair students).

Guidelines for Working with Media During a Crisis Situation

1. Establish a predetermined communication center for the media (large room or a room near the site).
2. The “Official Spokesperson,” will be the director or other administration.

Guidance for “Official Spokesperson” when dealing with media:

- Don’t ever argue or get defensive with the media.
 - Do not release student or staff names to the media.
 - Do not release ANY unfounded information.
 - Avoid sensationalism, distortions, exaggerations, speculations or hysterics.
3. If an administrator is not available, office staff should follow the guidance of law enforcement.

Appendix

Crisis Management - Checklist

The Director or designee, will:

- ___ a. Verify the event and acquire all information possible.
- ___ b. Designate a person or persons to speak with staff members specifically involved with the crisis and to provide support to them as needed.
- ___ c. Refer any and all questions from the media to the Director.
- ___ d. With the building School Safety Team, meet with staff members to share information and to provide guidance, advice, etc., in dealing with crisis situation.
- ___ e. Share written information with students/personnel in the most appropriate and efficient manner.
- ___ f. If necessary, arrange for modifications in the daily schedule so that students have time to ask questions and express feelings.
- ___ g. In the event of a death, acquire information regarding services and the family's wishes to make this information available to staff and students through a family contact person.
- ___ g. Administrator will contact Board Members of situation if necessary

The School Safety Team May be required to:

- ___ a. Clear schedules to deal with the crisis.
- ___ b. Be available to meet with the director as needed.
- ___ c. Meet with the director to set/review procedures regarding parent and/or media questions.
- ___ d. Be available to assist the teacher, at their request, in generating a list of students thought to be affected by the event who do not self-refer. Parents of any student thought to be "at-risk" may be contacted by phone.
- ___ e. Assess the need for a parent meeting and schedules one if appropriate.

Staff

- ___ a. As directed by the director or designee, provide accurate information, clarify facts, and squelch rumors
- ___ b. Assist SST as requested by Director or Designee

The School Safety Team will Meet to:

- ___ a. Evaluate the response to the crisis incident and recommend changes if needed.