

EWING-NORTHERN C.C.S.D. # 115
CRISIS MANAGEMENT PLAN
Crisis Manage Plan Reviewed By
The Ewing-Northern Grade School Board of Education

Signature of Board President
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Approval Date
July 13, 2023

Signature of Superintendent / Principal
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Date
July 13, 2023

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EWING-NORTHERN C.C.S.D. # 115

CRISIS MANAGEMENT PLAN

1. The objectives of school emergency operations programs are to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the school shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

2. **General**

A. It is the responsibility of Ewing-Northern C.C.S.D. # 115 officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect school.

B. It is the responsibility of the school to provide in-service emergency response education for all school and office personnel.

C. It is the responsibility of the school principal/superintendent, or a designated person, to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.

D. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.

E. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. The school is charged with ensuring the training and equipment necessary for an appropriate response are in place.

This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

1. School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. **However, at no time will school officials transfer responsibility for student care.**

The Principal/Superintendent will be responsible for activating the school emergency operations plan and the initial response which may include the following. However, at any time, if a staff member determines a danger is present and it is in the best interest of the students and staff to call one of the following crisis management alters, staff have the authority to do so.

- a. **Evacuation** – When conditions are safer outside than inside a building, evacuation requires all staff and students to leave the building immediately.
- b. **Reverse Evacuation** – When conditions are safer inside a building than outside, a reverse evacuation requires all staff and students to go to safe places in the building from outside the building.
- c. **Lockdown** – When a person or situation presents an immediate threat to students and staff in the building, the school will ensure all exterior doors and classroom doors are locked and students and staff stay in their offices, work areas and classrooms.
- d. **Shelter-in-Place** – When conditions are safer inside the building than outside, for severe weather sheltering, students and staff are held in the building safe areas and interior rooms away from windows. For hazardous material released outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed, and all ventilation systems are shut off. Limited movement is allowed. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
- e. **Drop, Cover and Hold** – Students and staff drop low, take cover under furniture, cover eyes and head with hands and arms, and protect internal organs.

EMERGENCY CONTACT NUMBERS

Public Safety Agencies Number

- Emergency 911
- Police/Sheriff/Fire
 - Franklin County Sheriff 911
(618) 439-9553
 - Ewing-Northern Fire Department 911
(618) 629-2396
 - Benton Fire Department 911
(618) 439-2511 Non-Emergency
 - Illinois State Police 911
 - Cardinal EMS 911
439- 9291
- Poison Control 800-222-1222
- Local Hospital
 - Franklin Hospital (618) 439-3161

District Contacts

- Superintendent/Principal
 - Kristin Ing (618) 629-2181 (School)
(618) 218-4976 (Cell)
- Assistant Principal
 - Amy Hamson
- Transportation
 - Teresa Thompson
- School Nurse
 - Lynn Jones
- School Maintenance Director
 - Daniel Jefferies
- School Lead Custodian
 - Kelly Lemmon

EVACUATION

Purpose: *Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, bomb threat, active shooter etc.)*

Superintendent/Principal:

- Any staff member may call 911, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The Superintendent/Principal or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREAS. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEAD COUNT AT THE ASSEMBLY AREAS.”

- Off-campus assembly area site is the Ewing Baptist Church. The school will utilize the Ewing Church facility when it is determined that reunification is appropriate by school grounds. If it is determined that an alternate reunification site is needed, Whittington Church is designated as the off-campus reunification site. The Transportation Director will be contacted to transport students to the alternate off-campus relocation site.

Office Staff:

- Take visitor log and student sign out sheet to the Assembly Areas.
- Gather head count information from teachers and inform the Superintendent/Principal of any missing student(s) or staff.

Teachers:

- Teachers and staff will instruct students to evacuate the building using designated routes and report to their assigned Assembly Areas. Designate a school staff member to help move your class to the Assembly Areas.
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists and phone lists.
- All staff will check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, especially noting any students in other activities or services such as band, choir, reading, physical education, special education that are missing. Display GREEN status card to indicate all students/staff accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators (Grade level reports RED/GREEN card to the teacher with the oldest grade present in their reunification site. For example, Kindergarten and first grade are together, then RED/GREEN card is shown to first grade teacher).
- At the Assembly Areas, teachers and students will stay in place until further instructions are given.

Support Staff

- Return all of your students to their classroom designated assembly areas or to a buddy teacher, avoiding area(s) of hazard.
- Report to your assigned grade level to support homeroom teacher. If not needed with homeroom teacher, report to the Unassigned Staff Area if there is one. You may be needed in another capacity as the incident unfolds.

⇒ Fire- Track

⇒ Ewing Baptist Church- East Entrance Door

REVERSE EVACUATION

Purpose: *When conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.*

Superintendent/Principal:

- Order a **REVERSE EVACUATION** for students and staff outside to move inside the building. Use the building public address system, megaphone, 2-way radio, telephones, or runners to gather school community inside.

Teachers:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas or off-campus assembly sites.
- Teachers will take attendance and account for all students/staff. Report any missing students/staff to administration/office.
- No staff or students are allowed outside the building.
- If the situation allows, return students to his/her homeroom. Students do not leave that location until given the “All Clear”.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

LOCKDOWN

Purpose: *Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e., intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)*

Superintendent/Principal:

- The Superintendent/Principal will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”

- Any staff member may call 911, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus Assembly Area, account for the students, and be prepared to evacuate off-campus to the relocation sites.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director to stop all inbound buses and redirect them to designated relocation sites (if applicable.)

Office Staff:

- Stay by the phones to wait for additional procedures from district office and Superintendent/Principal.
- Remotely check status of classrooms via PA., telephone, computer or other methods.
- Assist as the Superintendent/Principal establishes the school command post.

Teachers:

- Clear the hallway and bathrooms near your room by moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Arm students and self with objects in the event force is needed.
- Have all persons sit down against an interior wall.
- If a life threatening situation exists, exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify Superintendent/Principal of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Superintendent/Principal gives the “All Clear” signal.
- If outside, teachers will move students to the designated off-campus Assembly Areas and wait for further instructions.

SHELTER-IN-PLACE

Purpose: *Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-Place is used when evacuation would place people at risk. Shelters may change depending on the emergency.*

Superintendent/Principal:

- The Superintendent/Principal will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM OR HALLWAY.” OR SEVERAL LONG BELLS FROM THE BELL SYSTEM TO SIGNIFY SHELTER IN PLACE.

- Order a **REVERSE EVACUATION** for students and staff outside to move inside the building. Use the building Public Address system, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status (“DROP, COVER AND HOLD” or “All Clear”).

Custodians:

- Shut off utilities (if necessary).
- Turn off ventilation systems (heating, ventilation, and air conditioning) as appropriate.

Teachers:

- Move students into designated safe areas such as inside rooms with no windows and hallways without large windows or doors (away from trophy cases).
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
 - a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch, or low spot away from trees and power poles.
 - b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- All persons must remain in the shelter until notified by the Superintendent/Principal or emergency responders.

DROP, COVER AND HOLD

Purpose: Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather should kneel down against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students/staff and report any missing student(s)/staff to the administration.
- The Superintendent/Principal may order an evacuation if the situation warrants and it is safe to do so.

OFF-CAMPUS EVACUATION

Purpose: *This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site(s) where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site(s) that is remote from the school and to evacuate students and staff to that site(s).*

Superintendent/Principal:

- The Superintendent/Principal will advise the school secretary of the decision to implement the protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site(s) and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site(s) during Family Reunification.
- The Superintendent/Principal will order an **OFF-CAMPUS EVACUATION** and **FAMILY REUNIFICATION** at a pre-designated relocation site(s) with the following announcement:

“FOR SAFETY REASONS, WE ARE EVACUATING OFF-SITE TO THE EWING BAPTIST CHURCH OR WHITTINGTON CHURCH FOR GRADES PK-8. WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION.”

- Direct staff to move students to the evacuation staging area for loading onto buses.
- Notify the district office of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation sites, the evacuation route and if needed, request buses or alternate means of transportation.
- Request the district office to activate appropriate system-wide Crisis Response Team and send them to the relocation sites to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Sites.
- Designate someone as the Reunification Site Commander.

Teachers and Staff:

- Take your class roster, phone lists as you exit to the designated Assembly Areas.
- After evacuating, take roll and account for all students/staff. Report any missing students/staff to school administration. Hold up the RED status card to indicate you have missing or injured students/staff. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation sites.
- Ensure special needs students and staff is assisted. Request help if needed.
- While in route to the relocation sites, the teachers will prepare a list of all evacuees on the bus, which will be delivered to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the sites.

FAMILY REUNIFICATION

Purpose: *The Family Reunification protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.*

Superintendent/Principal:

- The Superintendent/Principal, after consulting with the Incident Commander, will determine the appropriate pre-designated relocation sites and safe evacuation route.
- The Superintendent/Principal will notify the contact person at the relocation sites to prepare for arrival of students.
- Designate a Reunification Site Commander. (District Superintendent or other designee)
- Request the district office to send personnel to staff the Family Reunification Center. (Ewing Baptist Church or Whittington Church)

Reunification Site Commander:

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff is assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive.
- You may be asked to assist in staffing the sites.

BOMB THREAT

Call Taker: Upon receiving a message that a bomb has been placed in school:

- Use bomb threat checklist.
 - Listen carefully – do not interrupt.
 - Try to take down the entire message.
 - Try to keep the caller talking. Obtain as much information as possible about the caller and situation.
 - Record date and time of call.
 - 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?
 - Why?
 - What is your address?
 - What is your name?
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify the Superintendent/Principal or designee.

Superintendent/Principal:

- Superintendent/Principal or designee notifies law enforcement by calling 911
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the Public Address system:

“YOUR ATTENTION PLEASE, A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.”

The Superintendent/Principal and law enforcement agency will make a decision to:

- Evacuate immediately.
- Search the building and evacuate if warranted.
- Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.
- Assemble and brief the Search Team members at the interior command post. Assign search areas within the building, the emergency exit routes, and the outside Assembly Areas.
- If a suspicious item is located, notify law enforcement official(s) and order an **EVACUATION** selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.**
- Direct students and staff, “DO NOT take personal belongings, coats or backpacks.” “Teachers and staff will leave their windows and doors open when exiting.”
- Students and staff must be evacuated to a safe distance outside of school building(s). A MINIMUM of 1000 feet is the general rule. Consult with Fire and Police officials.
- Arrange for person who found a suspicious item to talk with law enforcement official(s).
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- After consulting with the Incident Commander, the Superintendent/Principal may move students to the Ewing Baptist Church or Whittington Church if weather is inclement or building is damaged.
- The Superintendent/Principal will notify staff and students of the termination of the emergency and to resume normal operations.

Teachers and Staff:

- Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the Superintendent/Principal or Search Team members.
- If a suspicious item is found - DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students/staff and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to Assembly Areas.
- Teachers will open classroom windows and leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Hold up the GREEN status card to indicate everyone is accounted for. Use a RED status card to indicate student(s) or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the Assembly Areas until given further instructions. Be prepared for Off-Site Evacuation if ordered.
- If given the “All Clear” signal, return to the building and resume normal operations.

BUS ACCIDENT

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.

- Check for conditions that could cause a fire.
- If conditions are safer outside the bus than inside, evacuate the bus.
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district office and provide the following information:
 1. Who
 2. What
 3. When
 4. Where (location)
 5. Why and needs
- Do not discuss details of the accident with media.
- Do not release any students to anyone unless told to do so by school district administration or law enforcement.
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
- If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

Superintendent/Principal:

- Dispatch the school administrator or designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the Superintendent/Principal.
- Superintendent/Principal or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken to the district office so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The superintendent or nurse will ensure any special health information or medication for any injured student is sent to the hospital.
- School official(s) will notify the parents/guardians of students involved, and if injured, the name/location of the hospital where the student was taken.
- District staff will assess counseling needs of victim(s) or witness/witnesses and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm and report the fire to the School Administrator.
- The School Administrator or designee will immediately initiate an **EVACUATION** announcement, direct staff to call 911 to verify the fire alarm, and notify the district office.

- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department.

Administration:

- School Administrator or designee calls 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated, and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and the Critical Incident Response Kit and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the principal or incident commander of any missing students.
- After consulting with fire department and law enforcement officials, the School Administrator may direct an off-site evacuation to the Ewing Baptist Church if weather is inclement or building is damaged.
- School Administrator notifies students and staff of termination of emergency, return to the building, and resumes normal operations.

Teachers

- Take the class roster and lead students out of the building to the designated Assembly Areas. Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting, confirming all students and personnel are out of the classroom.
- Return students to their homeroom teachers for attendance.
- Take attendance at the assembly areas after being evacuated. Hold up the GREEN status card to indicate all students are accounted for. Use the RED status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students- if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instructions.
- Non-homeroom teachers, report to designated location for further instructions.

FIRE DRILL PROCEDURE

When the fire alarm sounds, students line up and leave the room quickly and orderly. Go single file to the designated exit as instructed later in this bulletin. Proceed to the ball fields north of the playground, and stay together in grade-level groups. Stay there until instructed to return to the building. In the event a fire, the Superintendent may make a decision that students will be loaded on the school buses and be taken home or to an alternate location for parent pick up.

In case of bad weather, the students not riding the bus will continue to be supervised by their teacher and will be provided temporary shelter at the Baptist Church located in Ewing.

Once assembled at the designated meeting location (soccer field or softball field), all teachers are to report to the lead teacher in that areas. Lead teacher is defined as the oldest grade level teacher in the area. For example, if PK-1 grades are in one area the first grade teacher would be considered the “Lead” teacher because he/she would be in charge of the oldest students in that area. Each grade level teacher is to report Red or Green to the Lead Teacher designating if all students and staff are safe and accounted for. Lead teachers will report to the Superintendent, Principal or the Lead Teacher in charge the status of students/staff. The Superintendent, Principal and/or the Lead Teacher would report directly to the fire chief the status of students/staff.

Rooms 9, 14, 15, 17, 19 and the east set of Bathrooms will use the front exit (Door A). If the front entrance cannot be used because of fire or is blocked, use the gym door. Use the west door of the gym to exit. Then proceed directly to the ball field. As soon as possible, report to the Lead Teacher the status of staff/students.

Rooms 26, 27, 41, 42, 43, and 44 will use the south exit. Rooms 27, 44, and 43 will exit out the right door. Rooms 26, 41, and 42 will exit out the left door. Proceed directly to the soccer field. As soon as possible, report to the Lead Teacher the status of staff/students.

Rooms 34, 35, 36, and 37 use the north exit. Rooms 34 and 35 will exit out the left door. Rooms 36 and 37 will exit out the right door. If the north entrance cannot be used because of fire or is blocked, use the west hallway door then proceed directly to the soccer field. As soon as possible, report to the Lead Teacher the status of staff/students.

From the cafeteria (doors 16 and 18) students exit the door (Door E). The adult in charge will take the students to the ball field and soccer field immediately and have students assemble in their grade-level groups.

Classes in the gym do not return to the classrooms. Exit through the east gym door and proceed immediately to the ball fields. As soon as possible, students are to return to their grade-level groups.

Rooms 20, 21, 22, 23, 24, 25, 28, 30, and 31 will use the west exit and proceed immediately to the ball field or soccer field. Students who are in room 30 for attendance purposes should be with their teachers. All other students are to find their grade level groups immediately.

Students in room 40 will use the outside door on the north side.

Rooms 38 and 39 are to exit the gym doors (east or west). If the music class is on the stage, the students will exit the east gym door and be taken immediately to the ball field or soccer field. Students are to get into their grade-level groups.

Note, if a Special Education student whose attendance is kept by a special education teacher is in another teacher's class, exit with the class to the ball fields, and report directly to the special education teacher.

INTRUDER/HOSTAGE

**** All classrooms doors are to remain locked throughout the day. Teachers and staff are required to have their classroom key on them at all times.**

Intruder - When an unauthorized person enters school property:

- Notify School Administrator.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.

- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify police and School Administrator if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- School Administrator or any staff member may issue Lockdown procedures (see Lockdown Procedures section under active Shooter / Armed Intruder).

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the School Administrator or main office.
- School Administrator or designee will announce **LOCKDOWN** action.
- The School Administrator or designee will ensure staff outside are notified of the **LOCKDOWN** and to move students away from the building to the outside Assembly Areas.
- The School Administrator or designee will call 911 immediately. Give dispatcher details of situation and number of intruders, exact location in the building and that the school is in **LOCKDOWN**. Ask for assistance from hostage negotiation team
- The School Administrator will give control of scene to police and hostage negotiation team.
- The School Administrator will ensure detailed notes of events are taken.
- Teachers and staff will implement **LOCKDOWN** procedures upon hearing the alert. If outside, move to campus Assembly Areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area near the school:

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways, and interior rooms away from windows.

- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review **“DROP, COVER and HOLD”** procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

- The School Administrator will announce **SHELTER-IN-PLACE** alert signal.
- The School Administrator will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
 - Pre-K- Classroom Closet
 - 3rd- 4th Library
 - K, 1st, 2nd, and 5th-8th - Center in Main Hallway
- Ensure that students are in **“DROP, COVER and HOLD”** positions until the danger passes.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine, open ditch, or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.
- In the event of severe weather, the school will go into “Shelter in Place” and remain until local authorities have lifted warnings. If tornado sirens have sounded and/or the Franklin County Emergency Management System has notified the district to seek shelter, students will be moved to the designated safe area. Once the Principal/Superintendent has made the decision to move students to their safe locations, NO student will be allowed to leave the building.

HAZARDOUS MATERIAL RELEASE

Hazardous material (hazmat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. External hazmat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside a Room or Building:

- The School Administrator will initiate an **EVACUATION** alert. Direct staff to use designated routes or other alternative safe routes to assigned Assembly Areas upwind or cross-wind from the affected room or building.

- The School Administrator directs staff to call 911, provide the name and location of the school, state the emergency and describe actions to safeguard students and staff, and identify the location of the school command post.
- The School Administrator or staff will notify the school office staff and request activation of media and parent notification protocol.
- The School Administrator will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The School Administrator will establish a school command post outside the school and brief fire officials when they arrive.
- Refer media to: Kristin Ing – District Superintendent
- Teachers should take attendance at their outside Assembly Areas and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with hazmat substances should be taken to a decontamination area.
- The School Administrator will determine if an off-campus evacuation to a relocation site is necessary. If so, request transportation resources from the district. Alert staff to move students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

Substance Release Outdoors:

- The School Administrator will immediately announce a **REVERSE EVACUATION** into the building for all students and staff outside the building.
- The School Administrator or designee will call 911, identify the name and exact location of the school, describe the emergency, state what actions are being taken to safeguard students and staff, and remain on the line until told otherwise.
- The School Administrator will direct staff to turn off air handling/ventilation systems, close all windows and doors, and turn off fans and air conditioners.
- The School Administrator will notify the school office staff and request activation of media and parent notification protocol.
- Refer media to: Kristin Ing – District Superintendent
- The School Administrator will ensure all buses enroute to the school are re-directed to the alternate relocation site and place students there for reunification with parents.
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor Assembly Areas upwind or cross-wind from the spill.
- The School Administrator will turn on a radio or television to monitor information concerning the incident.
- The school will remain in **SHELTER-IN-PLACE** until the fire official or appropriate agency provides clearance or the staff is otherwise notified by the Superintendent/Principal.
- When emergency responders determine it is safe to do so, the School Administrator will give the “All Clear” signal to staff and students and announce whether school will resume normal activities, dismiss early, or complete a non-emergency evacuation and movement to off-campus relocation sites for parent reunification.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building, and injuries.

School Administrator:

- The School Administrator or designee will call 911 if necessary.
- After the shaking stops, the School Administrator will initiate an **EVACUATE BUILDING** alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Areas.
- The School Administrator will establish a school command post and medical triage site on campus.

- The School Administrator will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- The School Administrator will consult with emergency management and public safety officials to determine if the buildings are safe for re-entry.
- If an off-campus **EVACUATION** is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Teachers and Staff:

- Upon the first indication of an earthquake, teachers should direct students to **DROP, COVER and HOLD**, seek shelter under desks, and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- If **EVACUATION** is ordered, teachers will bring their student roster and emergency Go Kit, take attendance at the Assembly Areas, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site(s) if an off-campus evacuation is ordered.

ACTIVE SHOOTER/ARMED INTRUDER

**** All classrooms doors are to remain locked throughout the day. Teachers and staff are required to have their classroom key on them at all times.**

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, knife, bomb, or other harmful device.

Administrator

- Any staff member may call 911, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), and area of the school

where last seen, actions taken by the school, and whether there are on-site security or law enforcement officer(s) (e.g. School Resource Officer). The caller will remain on the line to provide updates.

- The School Administrator will announce a building-wide **LOCKDOWN or EVACUATION** alert. Direct staff and students outside the building to move immediately to the campus Assembly Areas and be prepared to **EVACUATE** off-campus if necessary.
- The School Administrator will direct any support staff outside to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until police arrive.
- The School Administrator will ensure any buses enroute to the school are redirected to the pre-designated Relocation Site.
- The School Administrator will secure the administration office as a command post and retrieve the Critical Incident Response Kit. If the incident is occurring at the administration office, the School Administrator will designate an alternate command post.
- The School Administrator or designee will switch bells to manual mode and disarm the fire alarm.
- Assign staff to meet and brief responding law enforcement officers.
- The School Administrator will direct office staff to contact the classrooms via intercom or alternate means of communication to check status.
- The School Administrator will notify the school office staff to request activation of media and parent notification protocols.

Teachers:

- Upon first indication of an armed intruder, staff should immediately notify the School Administrator and go to **LOCKDOWN or EVACUATION**.
- Immediately clear students from the hallway and bathrooms outside the classroom. Evacuate the building if possible.
- Close and lock all doors and windows, pull down the shades, and turn off the lights if evacuation is not possible.
- Tell the students to get down on the floor up against an interior solid wall and remain quiet.
- Account for all students/staff and report any additional non-class students sheltered in the room and any missing students.
- Arm yourself and protect the classroom area from breach in the lockdown.
- Teachers, staff and students will remain in **LOCKDOWN** until given the “All Clear” by the Incident Commander or a law enforcement officer in uniform.
- If an intruder enters the classroom, use a pre-determined code to communicate when the office calls for a status check.
- If an intruder enters and begins shooting, “TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE”, exit the building, or run to another location that can be locked.

Recovery

- After the intruder(s) have been subdued, the School Administrator will announce an **EVACUATION** and **OFF-CAMPUS RELOCATION** to alternate sites for **FAMILY REUNIFICATION**.
- The School Administrator will notify officials at the relocation sites of the **EVACUATION** and to activate **FAMILY REUNIFICATION** protocols.
- The School Administrator will request bus transportation or alternate transportation to the relocation sites.
- The School Administrator will request the district activate media and parent notification protocols and direct parents to go to the relocation sites.

- Teachers will **EVACUATE** the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the buses for transport.
- The School Administrator will activate the district Crisis Response Team and notify area mental health agency to provide counseling and mental health services at the relocation sites.
- The School Administrator will debrief the school Emergency Management Team.
- The School Administrator, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

MEDICAL EMERGENCY

For all emergency illness or injury, students will be transported by ambulance to the nearest medical facility. Parents will be notified of the emergency. For non-emergency illness or injury, the following treatment will be given by the school nurse with parental consent.

*Minor joint and muscle pain, headache, and fever of 100-103 – generic acetaminophen. (Tylenol)

*Indigestion – Tums

*Sore throat or coughing—generic menthol cough drops

*Insect bites, poison ivy – Calamine spray lotion

*Minor sunburn – Aloe Vera gel

*To remove dirt, etc. from eyes – generic artificial tears

*To clean minor wounds – peroxide, soap and water

*Minor strains, sprain, and head injury – apply ice pack.

The school nurse will evaluate a student's illness if they become sick at school and determine if they should return to class, go home, or need to see a doctor. She will notify parents if they need to pick up their child when they get sick at school.

She will administer first aid in minor illnesses or accidents and if there is a medical emergency she will notify emergency medical personnel and the family. She will notify public health if there is an outbreak of a contagious disease at school and will assist with the immunizations that are given. She will assist teachers in teaching health related subjects. She will also make sure all students are current with their physicals and immunization requirements.

The nurse can administer Tylenol to students who complain of minor aches and pain, (with written permission from the parents). We do not administer aspirin at school due to the possibility of Reye Syndrome.

INCIDENT COMMAND SYSTEM

- A. Ewing-Northern C.C.S.D. # 115 intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- B. The Incident Commander is responsible for carrying out the ICS function of command - managing the incident. The IC may be the Superintendent or a veteran teacher initially, but may transfer to the appropriate emergency responder agency official. In order to clarify the roles, the school official in charge will be known as School Administrator. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger emergencies, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- C. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, in most circumstances there will be a transition from the normal ICS structure to a Unified Command structure. Designated individuals from one or more response agencies along with the School Administrator will work jointly to carry out the response. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

Incident Command Structure

Ewing Grade School

School Commander:

Superintendent/Principal

School Commander:

Assistant Principal

Alternate School Commanders:

K-4 Lead Teacher

Public Information Officer:

- Regional Superintendent *(If available)*
- District Superintendent/Principal
- Assistant Principal
- Lead Teacher

*Acts as a liaison between school and public
(including media)*

Safety Officer:

- Superintendent/Principal
- Assistant Principal
- School Resource Officer *(If available)*
- Lead Teacher
- Classroom Teacher

*Ensures the safety of the students, staff,
and others on campus is the highest
priority*

Operations Team:

- *Nurse
- Superintendent/ Principal
- Classroom teacher with his/her students
 - Classroom Designee assist classroom teachers

Handles all emergency response jobs, including taking care of students as well as handling the challenges of emergency.

Planning Team:

- *Assistant Principal
- Attendance Secretary
- Physical Education teacher
- Title Teacher
- K-4 Special Education Teacher
- Maintenance
- Cooks

Responsible for tracking both available and needed resources, assessing the changing situation, document the response and managing the large site map at the Command Post

Logistics Team:

- Bookkeeper
- Music Teacher
- Social Worker
- *5-8 Special Education Teacher

Manages personnel, supplies and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, deploying unassigned people for work.

(*Denotes officer for that team.)

ROLE OF SCHOOL ADMINISTRATOR

- A. Have overall decision-making authority in the event of an emergency at his/her school building until emergency services arrives.
- B. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- C. Keep school board informed of emergency status.
- D. Coordinate with organized volunteer groups and businesses regarding emergency operations.
- E. Ensure that the plan is coordinated with the district's plans and policies.
- F. Assign selected staff members to the Emergency Operations Planning Team who will develop the school's emergency operations plan.
- G. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- H. Conduct drills and initiate needed plan revisions based on After Action Reports.
 - Assign school emergency responsibilities to staff as required. Such responsibilities include, but are not limited to:
 - 1. Provide instruction on any special communications equipment or night call
 - 2. Systems used to notify first responders.
 - 3. Appoint monitors to assist in proper evacuation.
 - 4. Ensure that all exits are operable at all times while the building is occupied.
 - 5. Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
- J. Act as Incident Commander until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

ROLE OF TEACHERS/STAFF

- A. Participate in trainings, drills, and exercises.
- B. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
- C. Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- D. Maintain order while in student assembly area.
- E. Verify the location and status of every student. Report to the incident commander or designee on the condition of any student that needs additional assistance.
- F. Establish a buddy system for students and teachers with disabilities.
- G. Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process".

