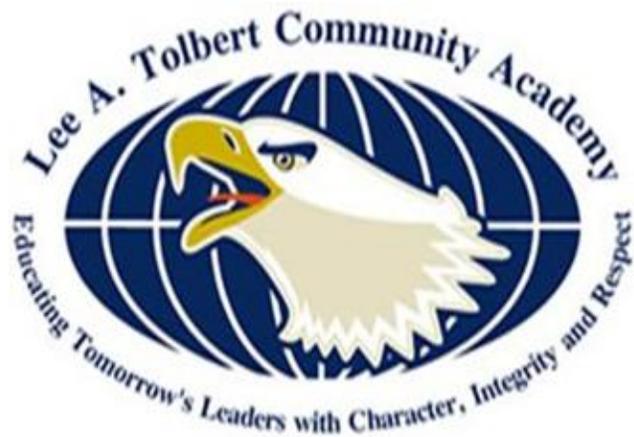


# Lee A. Tolbert Community Academy **SAFETY MANUAL**



Lee A Tolbert Community Academy  
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Phone: 816-561-0114 Fax: 816-561-1015

# Emergency Standard Operating Guidelines FOR CLASSROOMS

Developed by the Missouri Center for Safe Schools 2007 (revised 2022)

Teachers set the example for students. In all emergency situations remain:

- Calm
- Alert
- Informed
- Responsive

In this way, the school staff can do its part to prevent an emergency from developing into a disaster. Enclosed are the initial response guidelines. Recovery procedures, as described in the school emergency management plan, including critical incident stress management debriefings and reestablishment of school operations/routines, will be initiated by the principal as quickly as possible following the incident.

A copy of these guidelines should be posted next to the exit door of every instructional area (including the auditorium, the cafeteria, the gym) along with: A list of the alarm signals (with and without power).

The floor plan of the building marked with primary and alternate routes for evacuations and storm/tornado sheltering.

The front cover is on green paper and will be used to signal that all persons are present and accounted for and no one is injured.

The back cover is on red paper and will be used to signal that one or more persons are missing or injured.

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## BOMB THREAT

Gather information and complete the "Bomb Threat Record Form"

- Trace the call.
- Submit the report.
- Continue classroom operations as normal.
- Await instructions.

1. When a threat is made, report it and record it:
  - a. If you find a written threat (note, computer screen, etc.), do not touch it. Protect the evidence. Notify the building leader immediately. Complete the Bomb Threat Record Form.
  - b. If you are the recipient of a threatening call:
    - i. Keep the caller on line as long as possible and do not hang up. If a student answers the telephone, have an adult take the call if possible.
    - ii. Using the Bomb Threat Record Form, record the time the conversation began and the caller ID number.
    - iii. Have someone alert the principal's office.
    - iv. Write down everything the caller says.
    - v. Make an educated guess as to caller's sex, age, race, accent.
    - vi. Listen for and make a record of background noises.
    - vii. Record the time the call ends.
  - c. After the call is over, write down any impressions of the caller.
  - d. Complete the Bomb Threat Record Form.
  - e. Discuss this matter only with administrators to ensure that misinformation does not cause panic.
2. Teachers may be directed by messenger to conduct a room search for items that seem out of place. Divide the room into various search levels. The first sweep covers all objects resting on the floor or built into the walls, up to your waist. The second step is a scan of the room from the waist to chin height. The final scan is from the top of the head to ceiling height, including air ducts, window tops and light fixtures. Do not touch suspicious items. Report them immediately to the administration.

3. Discontinue use of cellular telephones.
4. Teachers may be told to evacuate the building in buddy room teams. Fire evacuation procedures will be followed, except that bells will be turned off and evacuation will be initiated by word-of-mouth.
5. If there is an evacuation, students and staff may be told to "leave as you are" and take no bags, backpacks, etc. to the Safe Zone. Another option is to have the students and staff take their bags, backpacks, etc. with them, which makes a search of the building following evacuation easier and reduces the liability for property left behind. Under the second option, the bags and backpacks should be screened before being admitted into the Safe Zone

## BOMB THREAT RECORD FORM

Date:

Time Threat Detected/Received:

How the Threat was Transmitted/Found:

Person Receiving/Finding the Threat:

1. Exact wording of threat:
  
2. Questions to ask if talking with the person making the threat:
  - a. When is the bomb going to explode?
  - b. Where is the bomb right now?
  - c. What does the bomb look like?
  - d. What kind of bomb is it?
  - e. Did you place the bomb?
  - f. Why did you do this?
  - g. What is your name?
  - h. What is your address and telephone number?
  
3. If the threat is received on a telephone, listen for background sounds (circle or note):

Street noises	Factory machines
Vehicles	Office machines
Dishes	Animal noises
Voices	Public address system
MusicTV/radio	
  
4. Sex of caller (circle): Male Female
  
5. Race of caller:
  
6. Age of caller based on voice:

7. Caller's voice (circle)

Calm	Nasal	Rasp
Angry	Stutter	Deep
Excited	Lisp	Soft
Slow	Rapid	Loud
Clearing Throat	Disguised	Cracking Voice
Accent	Slurred	Familiar

## EARTHQUAKE

- Drop! Cover! Hold!
- Stay put for aftershocks.
- Be prepared to evacuate the building with your buddy room.
- Account for your students.
- Watch for structural hazards and overhead power lines. Smell for gas.
- Await instructions.

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
  - a. Talk calmly to students to avoid panic.
  - b. Get beneath a desk, table or bench.
  - c. Cover head with a coat, clothing or hands.
  - d. If no cover is available, crouch against an inside wall and cover head.
  - e. Stay away from outside walls, windows or expanses of glass.
  - f. Students and staff outside the building should move away from the building and any overhead electrical wires.
  - g. All doors should be left open to minimize jamming if the building shifts.
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. If the fire alarm sounds, evacuate by "buddy rooms" a safe distance from the building. One teacher will lead the evacuating students out the primary evacuation route. If the primary route is blocked, the lead teacher will select an alternate route. Another staff member will follow the last student from the two classrooms, making sure doors are left open and lights are turned off. Take the class roster, the emergency bucket, and the class copy of these procedures with you. If electricity is out, the alternate fire alarm will be sounded. [Some fire evacuation routes will not be suitable for earthquake evacuation, due to overhead power lines, exposed gas lines, etc. Follow the earthquake evacuation routes posted in each room.]
5. If outside the school building when the earthquake or aftershock occurs:
  - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
  - b. Assume the "drop and cover" position until the quake is over.

6. When in the assembly area outside the building, and a safe distance from the building, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use these Standard Operating Guidelines to signal the status of your class to the individual collecting accountability data. Use the red front cover of the Guidelines to indicate one or more students are missing or injured, or that you picked up an extra student who belongs with another classroom. Use the green back cover of the Guidelines to indicate that all students are accounted for and no one is injured.

7. One of the two "buddy room" teachers should be released to their assigned response team when the student roll has been taken and reported. The other teacher assumes responsibility for supervising both classes in the assembly area. Check for injuries among the students and have injured students escorted to the first aid station.

8. Await further instructions. Do not return to the building until instructed to do so by the principal or designee.

## **FIRE**

- Sound the alarm.
- Evacuate students
- Shut windows and doors. Turn off lights.
- Get a safe distance from the building.
- Account for your students.
- Await instructions.

1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm using one of the pull stations located in each hallway. Our alarm system automatically alerts the fire department.
2. Evacuate students with the "buddy room" teacher. One teacher will lead the evacuating students out the primary evacuation route. If the primary route is blocked, the lead teacher will select an alternate route. The other staff member will follow the last student from the two classrooms, making sure doors and windows are closed and lights are turned off. Take the class roster, the emergency bucket, and the class copy of these procedures with you.
3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions.
4. The school has a designated search and rescue team that is trained in light fire suppression. If the fire is small and contained, they are the school staff members who may decide to use the appropriate fire extinguisher to engage the fire. All other school staff members should only use a fire extinguisher when it is necessary to assist in the evacuation of the school. Considerations when making the decision to use a fire extinguisher are:
  - The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.
  - The fire department has been called.
  - The fire is small and confined to the immediate area where it started.
  - The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.
  - You are trained to use the extinguisher and can operate it safely.

- o You are supported by another adult who monitors the exit route and carries a backup fire extinguisher.

5. When in the assembly area outside the building, and a safe distance from the building, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use the red front cover of the Guidelines to signal that one or more students are missing or injured, or that you picked up an extra student who belongs with another classroom. Use the green back cover of the Guidelines to signal that all students are accounted for and no one is injured.

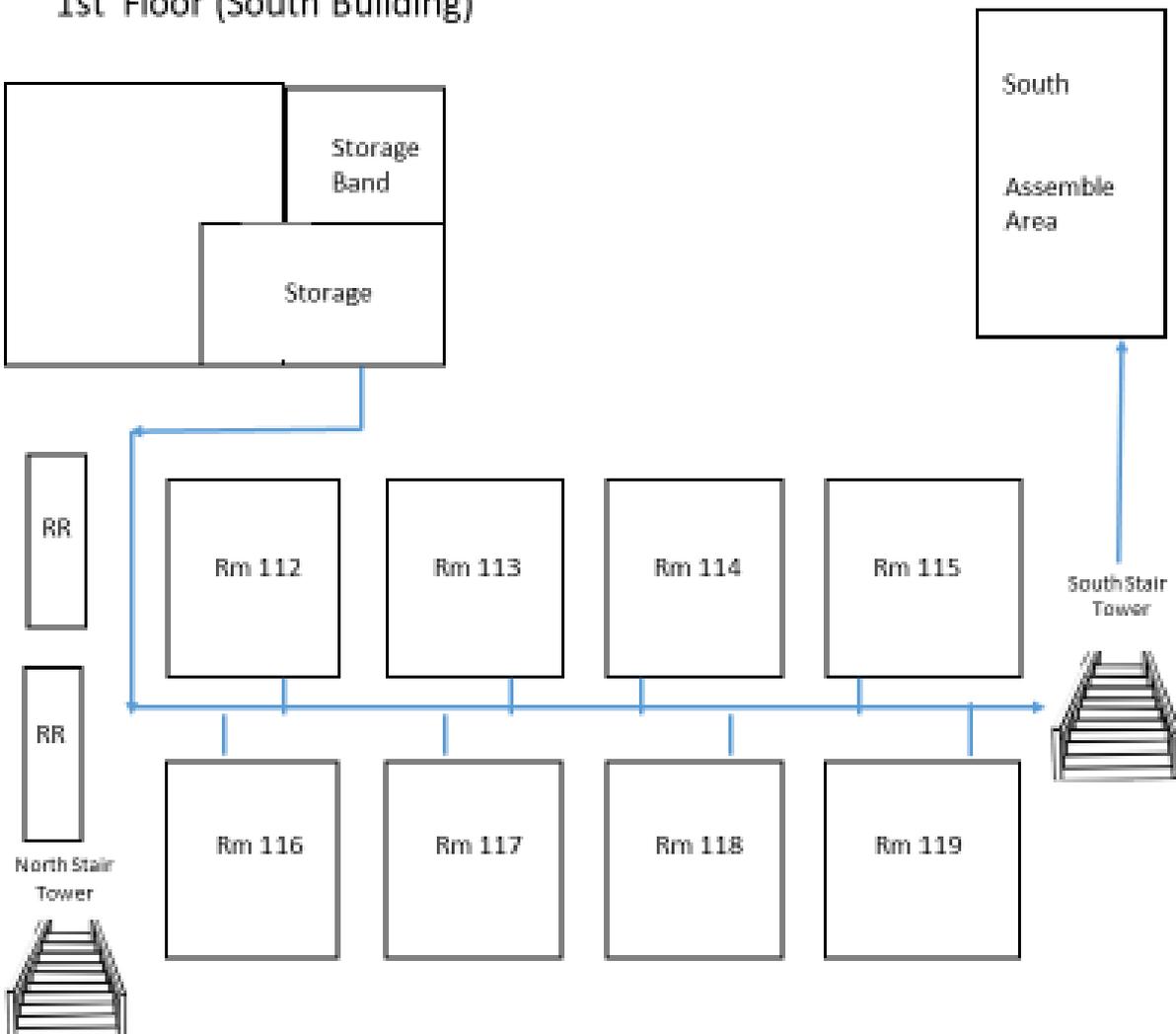
6. Have injured personnel escorted to the designated first aid station. If the injured parties cannot or should not be moved, send someone to the first aid station to request assistance.

7. One of the two "buddy room" teachers should be released to their assigned response team when the student roll has been taken and reported. The other teacher assumes responsibility for supervising both classes in the assembly area.

8. Await further instructions. Do not return to the building until instructed to do so by the principal or designee.

## FIRE DRILL INSTRUCTIONS

### FIRE DRILL INSTRUCTIONS 1st Floor (South Building)



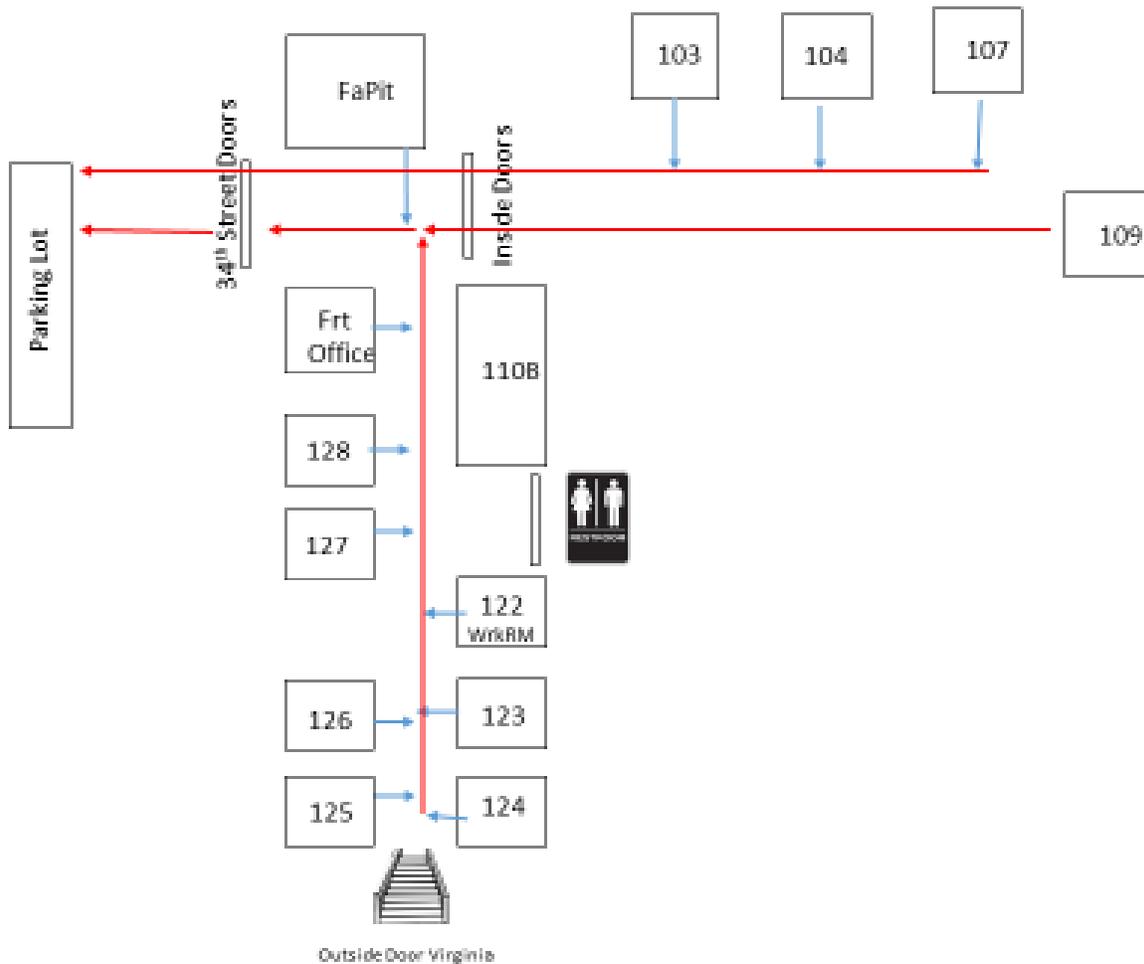
All 1<sup>st</sup> floor rooms use min corridor to proceed out of the south doors out of the building and up the drive

**Every one must exit the building within 2 minutes of the Fire alarm sounding.**

Assemble class in a line along the south fence facing the school.

Take your class roster and do a head count in the assembly area.

**FIRE DRILL INSTRUCTIONS**  
**1st Floor (North Building)**



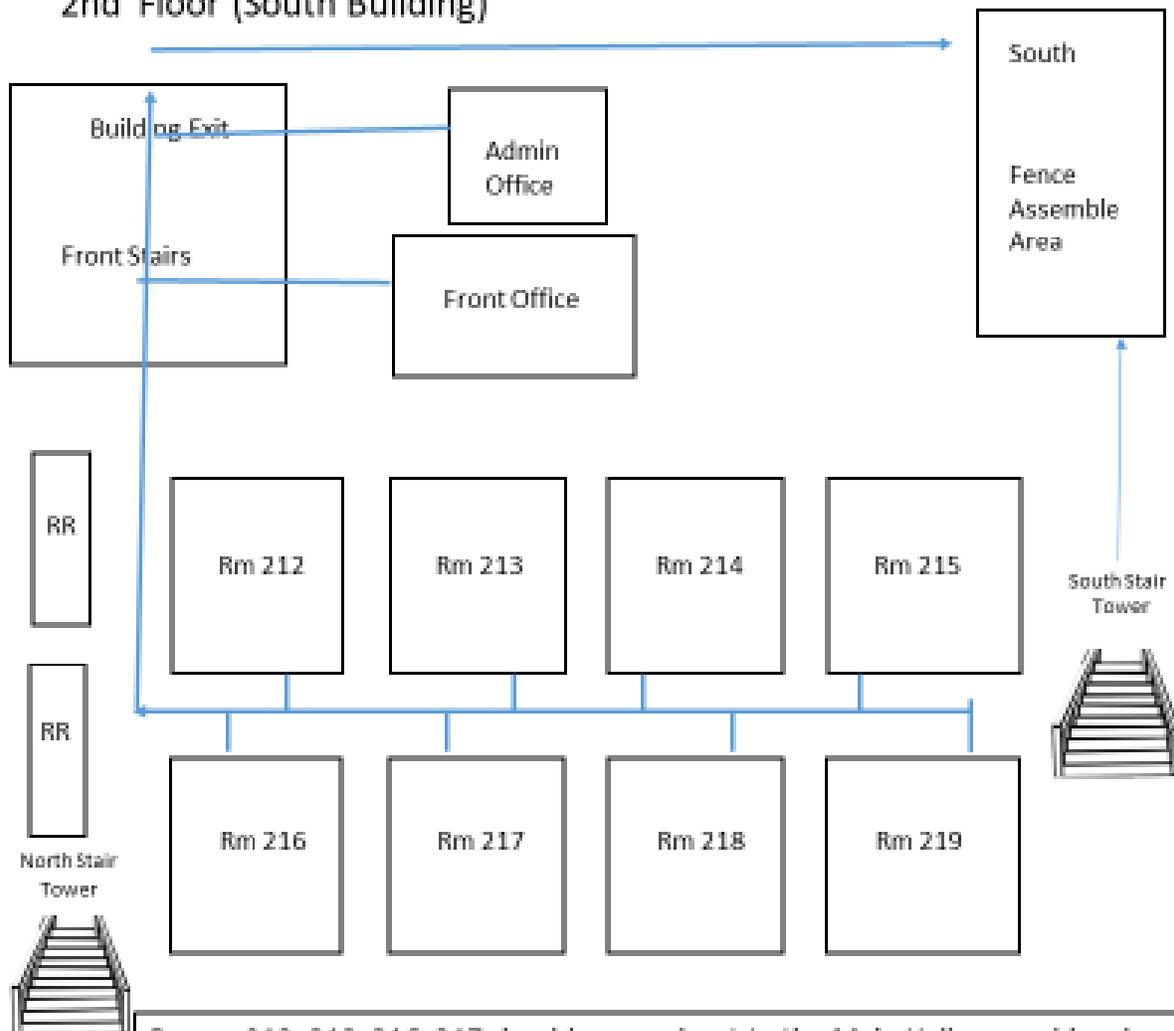
All 1<sup>st</sup> floor north offices use hallway corridor to proceed out of the north doors out of the 34<sup>th</sup> street side building and across the street to parking lot

**Every one must exit the building within 2 minutes of the Fire alarm sounding.**

Assemble class in a line along the south fence facing the school.

Take your class roster and do a head count in the assembly area.

**FIRE DRILL INSTRUCTIONS**  
**2nd Floor (South Building)**



Rooms 212, 212, 216, 217 should proceed out to the Main Hallway and head out of the front (East) doorway. Rooms 214, 215, 218 & 219 proceed out to the South stairs, out of the south doors out of the building and up the drive

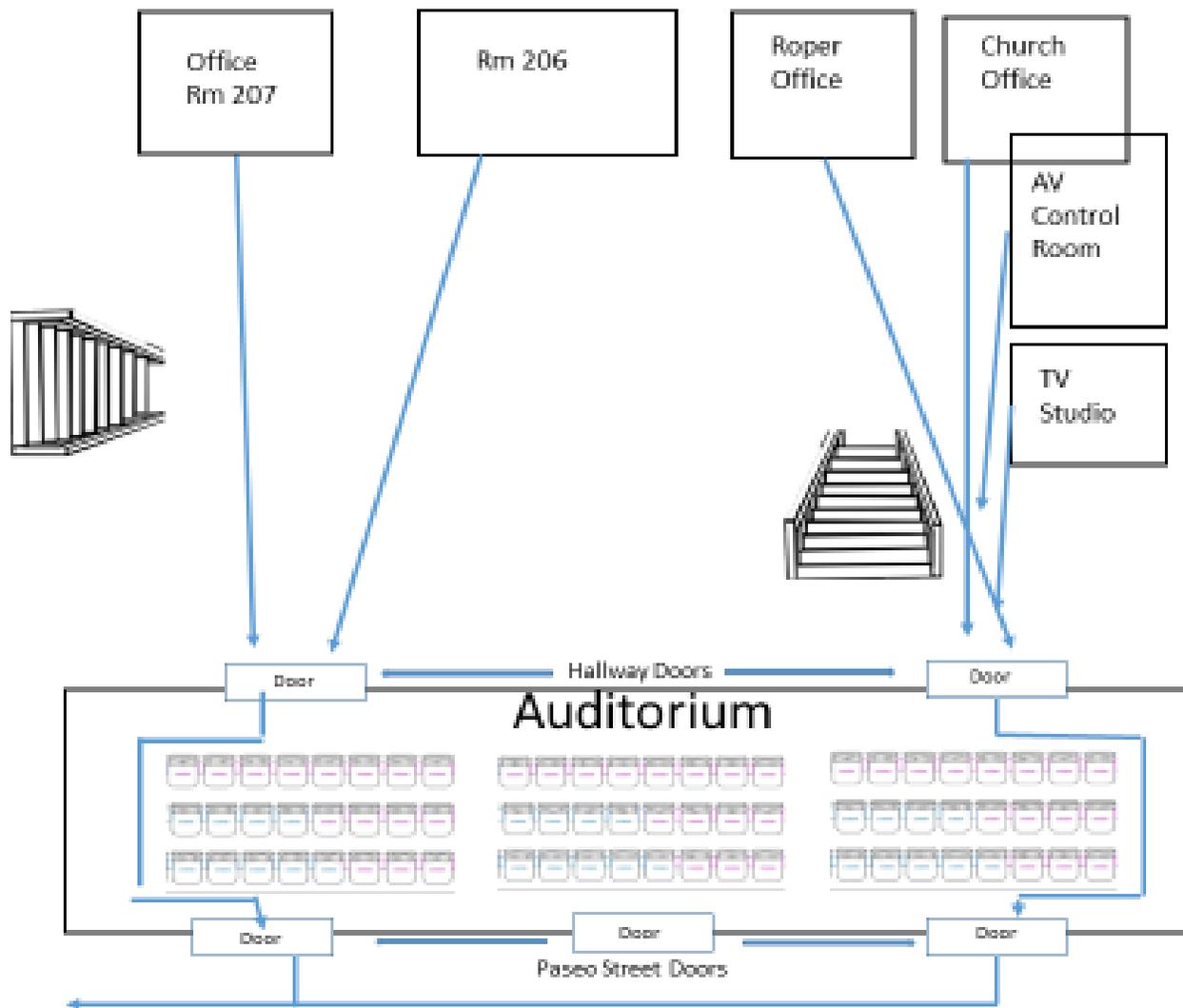
**Every one must exit the building within 2 minutes of the Fire alarm sounding.**

Assemble class in a line along the south fence facing the school.

Take your class roster and do a head count in the assembly area.

## FIRE DRILL INSTRUCTIONS

### 2nd Floor (North Building)

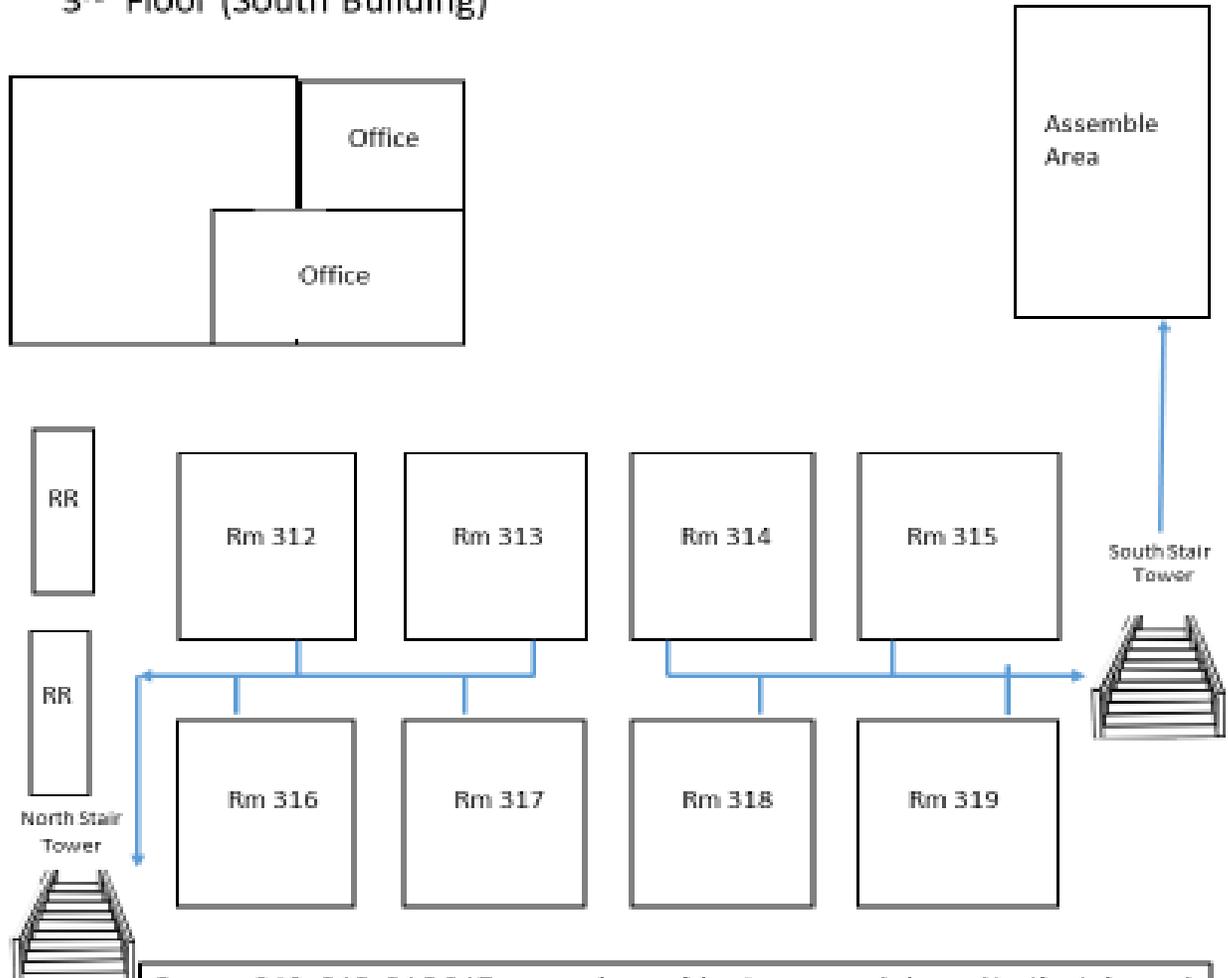


Office personnel & Rm 206, proceed through the Auditorium, out the front doors and assemble in a line at the south fence, facing the school.

Every one **MUST** exit the building within 2 minutes of the Fire alarm.

Take your class roster and do a head count in the assembly area

**FIRE DRILL INSTRUCTIONS**  
**3<sup>rd</sup> Floor (South Building)**



Rooms 312, 313, 316,317 use main corridor to proceed down North stairs and down the hall to front door exit. Rooms 314, 315, 318 & 319 proceed out down the South stairs, out of the south doors out of the building and up the drive

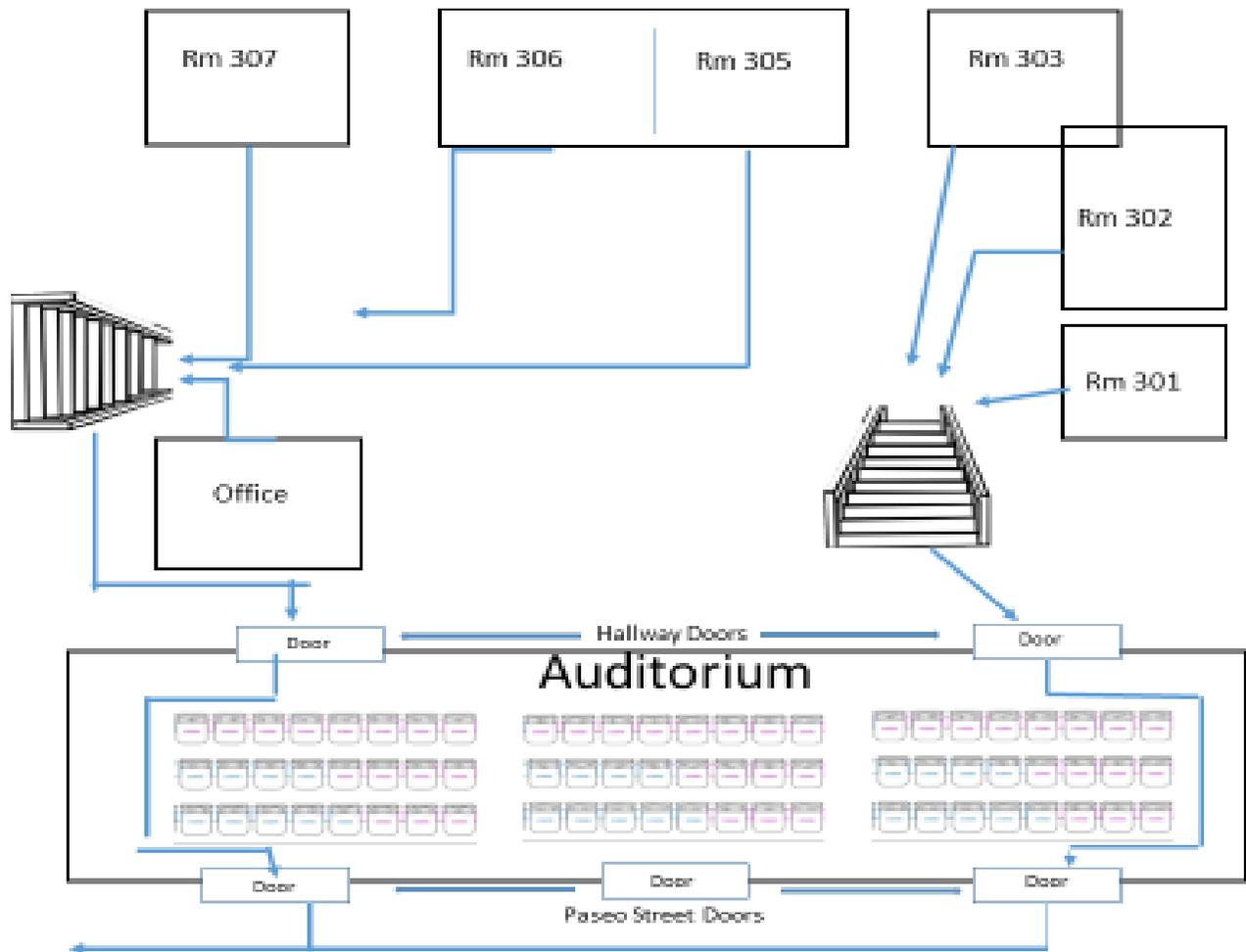
**Every one must exit the building within 2 minutes of the Fire alarm.**

Assemble class in a line along the south fence facing the school.

Take your class roster and do a head count in the assembly area.

## FIRE DRILL INSTRUCTIONS

### 3<sup>rd</sup> Floor (North Building)



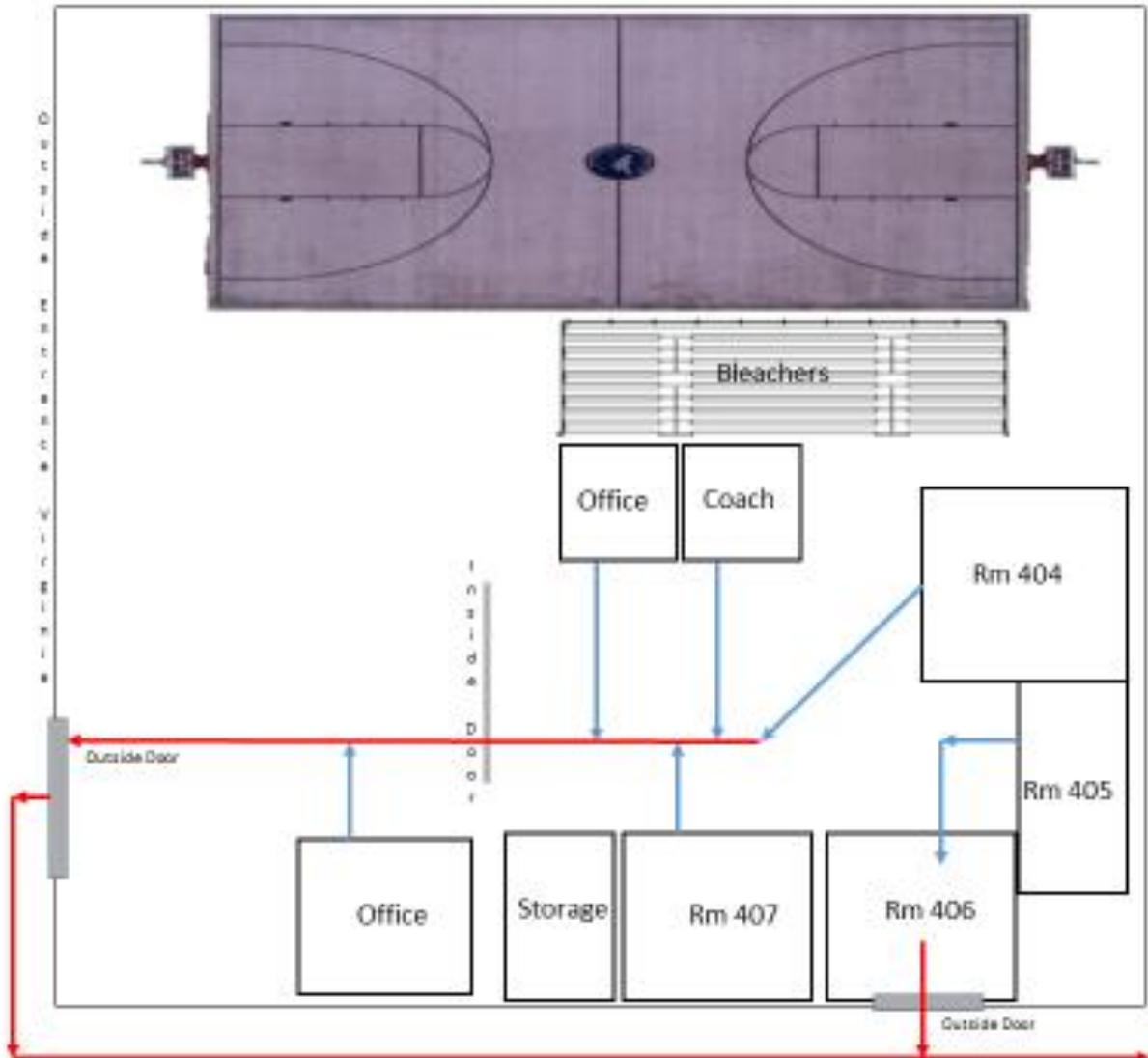
Rooms 307,306,303,302,301 & Office proceed down the stairs and through the Auditorium, out the front doors and assemble in a line at the south fence, facing the school.

Every one must exit the building within 2 minutes of the Fire alarm.

Take your class roster and do a head count in the assembly area.

## FIRE DRILL INSTRUCTIONS

3400 Virginia ----- Gymnasium



All classes must exit through the east main entry doors, go north to the corner of 34<sup>th</sup> & Virginia, and then turn west on 34<sup>th</sup> street and assemble along the wall at 34<sup>th</sup> and Tracy

**Every one must exit the building within 2 minutes of the Fire alarm sounding.**

Take your class roster and do a head count in the assembly area.

## HAZARDOUS MATERIAL SPILL/LEAK

- From vapor clouds and fumes, then seek shelter.
- If inside, move to a room where there is no evidence of fumes, close doors and windows, and shut off ventilation.
- Report to the building administrator.
- Be prepared to evacuate the building with your buddy room.
- Account for your students.
- Await instructions.

It may be safer inside the building than outside. The building leader will make an assessment in consultation with the Fire Department's hazardous materials division. The location of the spill, the nature of the hazard, the type of fumes, the wind direction, and other factors will be considered. If your class is outside the building, you may be told to move back into the building and "shelter in place." If it is decided to "shelter in place," the ventilation system will be turned off. Teachers will be directed to close windows and all external doors.

You may be told to move your students to the gymnasium, where members of the school's HAZMAT team will close and seal windows, vents, and the air passages around doors using duct tape and plastic garbage bags.

You may be told to evacuate the building.

1. If the fumes are inside the building and could be ignited by an electrical spark, electrical utilities will be immediately shut off. Communication will then be by voice. The building incident command team will move to classrooms and direct their evacuation.
2. Evacuation will be by buddy rooms. One teacher will lead the evacuating students out the primary evacuation route. If the primary route is blocked, the lead teacher will select an alternate route. The other teacher will follow the last

student from the two classrooms, making sure doors and windows are closed and lights are turned off. Take the class roll and the class copy of these procedures with you.

3. Be prepared to move a considerable distance from the school by foot. When in the designated assembly area outside the building, and a safe distance from the building, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use these Standard Operating Guidelines to signal the status of your class to the individual collecting accountability data. Use the red cover of the Guidelines to indicate one or more students are missing or injured, or that you picked up an extra student who belongs with another classroom. Use the green cover of the Guidelines to indicate that all students are accounted for and no one is injured.

4. One of the two "buddy room" teachers should be released to their assigned response team when the student roll has been taken and reported. The other teacher assumes responsibility for supervising both classes in the assembly area. Check for injuries among the students and have injured students escorted to the first aid station.

5. Await further instructions. Do not return to the building until instructed to do so by the principal or designee.

## HEALTH EMERGENCY: BIOTERRORISM

- Calmly keep students informed about health hazards.
- Supervise the students in maintaining good personal hygiene. Wash hands frequently. Monitor the daily decontamination of the classroom.
- Do not open mail in the classroom. Wear plastic gloves whenever there is danger of coming in contact with bodily fluids.
- Be observant for symptoms associated with disease and report symptoms to the school nurse.

1. Convey biosafety alert notices to the students. Only relay information provided by the school administration to the students. The administration may provide information regarding the hazard/agent, manner of transmission, incubation period, the signs/symptoms of infection, types of clinical tests that can detect infection, duration of the illness, vaccine, prophylaxis (measures designed to preserve health and prevent the spread of the disease), treatment, and decontamination.

2. It is unlikely that bioterrorist attacks will be detected during the attack. It is more likely that detection will occur after the incubation period of the agent, when symptoms are reported. If, however, the school is notified that an attack is underway and that the school is potentially in the target area, follow the procedures in the HAZMAT section of these Emergency Standard Operating Guidelines. The terrorism advisory system is as follows:

- a. Severe (red):
  - i. Be prepared for immediate activation of the emergency management plan.
  - ii. Restrict school access to essential personnel.
  - iii. Consider canceling outside activities and field trips.
  - iv. Provide mental health services to anxious students and staff.
- b. High (orange):
  - i. Place school and district emergency response teams on standby alert status.
  - ii. Monitor all entrances at all times.

- iii. Assess facility security measures.
- iv. Update students and parents on preparedness measures.
  - c. Elevated (yellow):
    - i. Review emergency management plans with school staff and public safety officials.
    - ii. Test alternative communication capabilities.
  - d. Guarded (blue):
    - i. Confirm emergency exercises are current.
    - ii. Confirm emergency response team training (CERT, CPR, First Aid, etc.) is current.
  - e. Low (green): Continue normal operations.
- 3. When there is a biosafety alert, advise students to refrain from biting fingernails, licking fingers, rubbing eyes to avoid ingesting contamination. Wash hands frequently as if contaminated. Decontaminate all surfaces daily. Use approved disinfectant (e.g. 1 : 10 household bleach, etc.).
- 4. When there is a biosafety alert, handle mail carefully wearing gloves. Open mail in a controlled area and control access to distribution boxes. Anthrax has been transmitted by mail.
- 5. A package or letter is suspicious if:
  - a. Unexpected or from someone unfamiliar to you.
  - b. Addressed to someone no longer with your organization.
  - c. No return address or the return address does not match the postmark.
  - d. Unusual weight, given their size, or lopsided/oddly shaped.
  - e. Marked with restrictive endorsements, such as "personal" or "confidential."
  - f. Protruding wires, strange odors or stains, or makes a noise. If a suspicious package is received:
    - a. Do not try to open the parcel.
    - b. Isolate the parcel.
    - c. Evacuate the immediate area.
    - d. Notify the principal.
- 6. Use proper waste management. Place infectious waste in labeled "red bag" at the nurse's office.
- 7. Use gloves for protection when working with or around blood and body fluids. Change gloves between patients. Wash your hands after removing gloves. The following are potential sources for exposure: blood (lacerations, abrasions, and bloody noses), vomit, urine, feces, saliva, needles, syringes or other sharp objects.

8. Use glasses, goggles, or masks to protect your face from splashes.
9. Use resuscitation equipment and devices for mouth-to-mouth resuscitation.
10. Promptly seek medical attention and counseling from the school nurse if exposed to contaminated materials. Report any needle sticks immediately to the school nurse.
11. Be vigilant for the following symptoms among the students and staff and make sure the school nurse is notified when these symptoms are detected:
  - a. Influenza-like Illness—malaise, headache, fever, cough and sore throat, in the absence of known cause
  - b. Hemorrhagic Disease—bleeding from skin or mucus membrane surfaces or reddish or purplish spots or discolorations on the skin or mucus membrane surfaces
  - c. Gastrointestinal Illness—diarrhea, vomit, abdominal pain or cramps, with or without fever
  - d. Neurological Illness—headache, sensitivity to light, confusion, convulsions, double/blurred vision, drooping eyelids, muscle twitching, difficulty talking/swallowing, weakness or paralysis
  - e. Rash Illness—rashes with or without fever
  - f. Fever Illness—fever of unknown origin
  - g. Respiratory Illness—cough, sore throat, trouble breathing, with or without fever
12. If neither the school office nor the school nurse are available, these emergency telephone numbers may be helpful:
  - a. General Emergency 911
  - b. School District Administration 816-561-0114
  - c. County Health Department (Jackson) 816-404-6415
  - d. Regional Medical Center (Truman) 816-404-1000
  - e. Poison Control 800-222-1222

## INTRUDER

- Send visitors who do not have a school badge to the office.
- On notice, conduct "lockdown" procedures.
- Be prepared to evacuate the building.
- Account for your students.
- Await instructions.

1. The only unlocked access to the school from outside, throughout the school day, is the one next to the office. Signs are posted directing all visitors to the office to be signed in and cleared for visits to other parts of the school. Visitors who are cleared will be given a badge that has been marked with today's date. Strangers in the building not displaying a valid "visitor" badge should be stopped by any member of the staff and directed to the office for screening and authorization.

2. If the intruder is inside the building and becomes violent or displays a weapon, teachers may be notified to "lock down" or evacuate the building.

a. The "lockdown" announcement will be made over the TV monitors and/or the telephone intercom. For a "lockdown," close and secure the classroom door. Have students sit on the floor against the wall on the side of the room where the entrance is. If the door has a window, cover it. If all students are present and everyone is OK, tape a piece of green paper to an outside window. If a student is missing or someone is injured, tape a piece of red paper to an outside window. No talking. If someone knocks on the door, do not respond. Students are trained that they will not be readmitted to their classroom if caught outside during a "lockdown." They are to report to one of the designated offices. Designated hall monitors will assist them. Report missing students to the main office using the telephone. The office should have turned off the bell system. Disregard any bells.

b. If the "lockdown" is initiated during a passing period, get all students in your vicinity inside your room and secure the door. Prepare a roster of the students in your room. If possible, transmit the roster to the office over the phone. If all students are OK, tape a piece of green paper to an outside window.

If a student is injured or you need immediate help, tape a piece of red paper to an outside window.

3. Be prepared, when directed by law enforcement or the building leader, to evacuate the building. One teacher will lead the evacuating students out by the primary evacuation route. If the primary route is blocked, the lead teacher will select an alternate route. The other teacher will follow the last student from the two classrooms, making sure doors are left open and lights are turned off. Take the class roll and the class copy of these procedures with you. Law enforcement officials may not have the intruder isolated at the time of the evacuation. Under those circumstances, law enforcement officials will be concerned that the intruder(s) might mix in with the evacuating students/staff in order to escape or cause further damage. Evacuating students/staff should be prepared to put their hands on their heads when directed by the police and until they have been checked by law enforcement officials.

4. When in the assembly area outside the building, and a safe distance from the building, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use these Standard Operating Guidelines to signal the status of your class to the individual collecting accountability data. Use the red front cover of the Guidelines to indicate lone or more persons are missing or injured, or that you picked up an extra student who belongs with another classroom. Use the green back cover of the Guidelines to indicate that all students are accounted for and no one is injured.

5. One of the designated buddy room teachers should be released to their assigned response team when the student roll has been taken and reported. The other teacher assumes responsibility for supervising both classes in the assembly area.

6. Await further instructions. Do not return to the building until instructed to do so by the principal or designee.

7. If you are with students outside the building when a violent intruder comes on campus, notify the administration to initiate the lockdown while having your students drop to the ground in their present location. If the threat is directed toward you or your students, stay low and move quickly to the best shelter (the school building or other nearby structure).

## **LATCA Lock Down Drill**

All Staff members should be alert to any unfamiliar visitors, and/or any suspicious or unusual activity that is occurring in the building. Parents and Visitors are always asked to sign-in at the office and obtain an identifying "Visitor" name tag. If you notice a visitor in the building without the "Visitor" name tag, or an escort, you should ask them to go to the office to get one. If a potentially dangerous situation occurs, or if the police authorities request, our building will be placed on LOCK-DOWN status.

Lock-Downs can be initiated by the Principal, Vice Principal, Safety Manager, Security (with principal approval), Office Manager (with principal approval), Any teacher (with principal approval)

This message will be either Flashed on the TV monitor screens all over the building, or announced over the telephone intercom system-----In extreme emergency cases, we will use both notification methods.

During a LOCK-DOWN, teachers & staff should do the following:

1. Lock your class room door so that it cannot be opened from the hallway,
2. Cancel any bathroom breaks and/or recess until we get an all clear.
3. Lunch-room/Library access will be managed depending on the severity of the threat.

Rooms can communicate with the Principal's office and/or the main office via telephone during the lock-down to get help with any special circumstances that you might be experiencing.

Remember, your phone will deliver a silent alarm to the office if it is off of the hook for more than 30 seconds. This is a Silent way for you to get someone to come immediately to your room to check on you.

To end the LOCK-Down, an announcement will be flashed on the TV monitor screen, or made over the telephone intercom.

When the all clear is announced, teachers & staff can continue with business as usual.

## LIGHTNING

If inside:

- Stay away from water pipes, fountains, etc.
- Be prepared to evacuate the building.
- If outside:
  - Get inside.
  - Avoid natural lightning rods (trees, etc.)
  - Account for your students.
  - Await instructions.

When thunderstorms threaten, get inside a large building or vehicle. Inside the building, avoid water faucets, water coolers, and sinks because metal pipes can conduct electricity. Avoid using the telephones, except for emergencies.

If outside, with no time to reach a safe building or vehicle:

1. If in a forest, seek shelter in a low area under a thick growth of small trees.
2. If in an open area, go to a low place such as a ravine or valley.
3. Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area.
4. Do not stand on a hilltop, in an open field, on a beach, or in a boat on the water.
5. Avoid isolated sheds or other small structures in open areas.
6. Get away from open water.
7. Get away from anything metal.
8. Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths which could carry lightning to you from some distance away.
9. If you are isolated on a level field and you feel your hair stand on end (which indicates that lightning is about to strike) use the lightning crouch by squatting with both feet together, tucking your head, and covering your ears. Do not lie flat on the ground.

## SUICIDE

- Stay with the suicidal person.
- Send to the office for help.
- Get other students away.
- Be a good listener.
- Share all information with the school administrator and mental health team.  
No one else.

1. If any employee believes that an individual at school intends to harm him/herself, the following procedures should be followed:
  - a. Never leave the student alone.
  - b. Notify the office. Seek assistance.
  - c. Remain calm and remove other students as appropriate.
  - d. Do not allow the student to leave school unsupervised. A parent or Division of Family Services employee must assume direct responsibility before the student is allowed to leave.
2. If a student or staff member commits suicide at school, the following steps are to be taken:
  - a. Secure the area where the suicide occurred.
  - b. Notify the office.
  - c. Be sure that all students who witnessed the suicide are removed from the immediate vicinity and placed under the supervision of a counselor or teacher. Keep a record of witnesses for the police.
  - d. The office will turn off the bell system and notify all teachers to keep their students until further notice.
  - e. The office will notify law enforcement.
  - f. Request support from the counselor in meeting the mental health needs of students. Do not allow students to leave school prior to normal dismissal without parent/guardian approval.
  - g. Contain the story and protect the privacy of the family.

## **TORNADO/STORM CHECKLIST**

1. Each student and staff member should carry with them a hard-covered book/notebook for use in covering the head in the shelter area.
  2. Each teacher should have a class roster and the emergency notebook with her/ him.
  3. Have students assume the protective kneeling or squatting position, against the wall, holding a hard-covered book or notebook over their heads.
  4. Take attendance
  5. Hold up the red side of your notebook if students are missing or injured or if you have picked up an extra child belonging to another class.
  6. Hold up the green side of your notebook to indicate that all students are accounted for and no one is injured.
  7. Return to the classroom only after being instructed to do so by an all call from the principal or designated person.
- tornado/storm

- Tornado Watch: stay vigilant and stay inside.
- Tornado Warning: alarm sounded. Move to your designated shelter area.
- Assume the protective squatting position, against the wall, holding a hard covered book/notebook over the head.
- Be prepared to evacuate the building if it is damaged by the tornado or if instructed to do so.

When a Tornado Watch (conditions are right for a tornado) is issued for our area, teachers will be notified about the watch and they will not take their classes outside the building until the watch is ended. During a Watch, monitor the weather by radio station (KMBC-AM/FM) and/or television outlet (KSHB - TV Channel 41 or KCTV-TV Channel 5).

If a Tornado Warning (a tornado has been spotted in our vicinity) is issued, an announcement will be made via the TV Monitors and/or the telephone intercom system; these steps are to be followed:

1. When the announcement is made, move the students to the designated shelter area. Each student and staff member should carry with them a hard covered book/notebook for use in covering the head in the shelter area. One teacher will lead the students to the designated shelter. If the primary route is blocked, the lead teacher will select an alternate route. The other teacher will follow the last student from the two classrooms, making sure doors and windows are closed and lights are turned off. Take the class roster, and the class copy of these procedures with you.
2. When in the shelter, have students assume the protective kneeling or squatting position, against the wall and facing the wall, holding a hard covered book/notebook over the head. Take roll. If there is a student missing, determine when the student was last seen and the probable location of the missing student. Use these Standard Operating Guidelines to signal the status of your class to the individual collecting accountability data. Use the red front cover of the Guidelines to indicate one or more students are missing or injured, or that you picked up an extra student who belongs with another classroom. Use the green back cover of the Guidelines to indicate that all students are accounted for and no one is injured.
3. The teacher assumes full responsibility for supervising their class in the shelter area.
4. After the storm passes, check the roll and check shelter occupants for injuries. Get medical assistance from the First Aid Team as necessary.
5. Await further instructions. Do not return to the classroom until instructed to do so by the principal or designee. Be prepared to evacuate the building.

## **LATCA Tornado Drill Plan**

Tornado Drills will be announced via the TV Monitors

(Secondary notification via telephone intercom.)

(Last resort, via Safety Team messenger.)

All third (3<sup>rd</sup>) floor classes are to proceed to the first floor cafeteria and Room 110 per Diagram.

Use the Stairs in the Old building to get to the first floor quickly.

Sit at the tables in the cafeteria, and sit on the floor in the Speech/Reading Room.

The classes in the Room 110 should sit at the tables. .... Wait for all clear signal.

All Second (2<sup>nd</sup>) floor classes are to proceed to the First floor East/West Corridor per diagram.

Use the North Stair tower to get to the first floor quickly.

Students should sit on the floor facing the wall. Wait for all clear signal.

All First (1<sup>st</sup>) floor classes should proceed into the North/South corridor in front of the classrooms per diagram.

Room 112 will stay in the room, but sit on the floor facing the East wall Room 113 will go into rm 112 and sit on the floor facing the North wall.

Room 116 will go into rm 112 and sit on the floor facing the West wall.

Room 117 will go into rm 112 and sit on the floor away from the door.

All other classes will sit on the floor in the corridor facing the wall per the diagram.

All classes in the First Floor (old bldg) "Reading Wing" should proceed to the stage in the Cafeteria. Sit Down facing the back wall.

All classes in the 3400 Virginia "Gym" building should proceed to the restrooms and the concession "kitchen" area.

All Doors and Windows in All Rooms MUST be CLOSED,

All Doors in All Corridors MUST be Closed

All Doors to ALL Stairways MUST be Closed

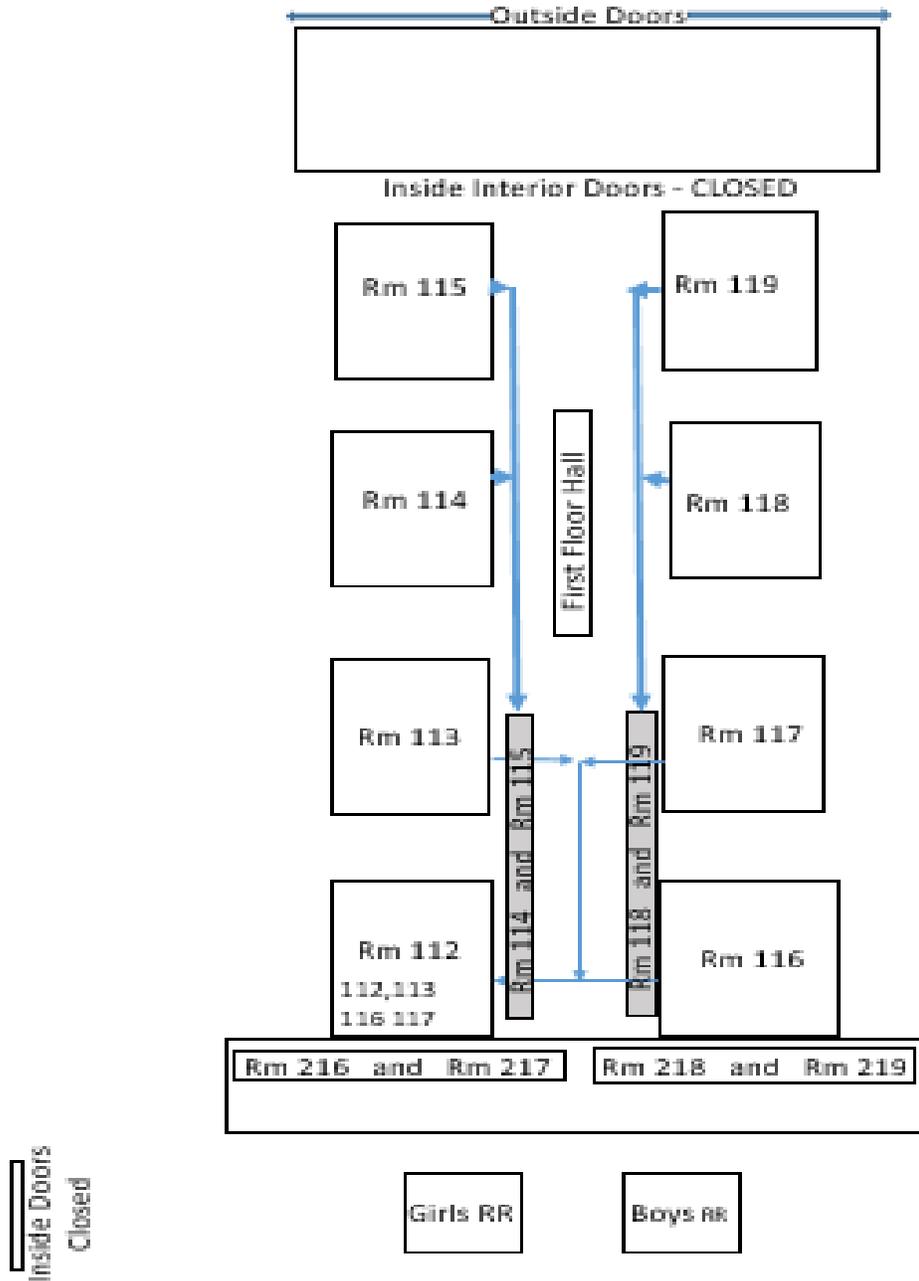
Stay in your designated Shelter Area until an ALL Clear is announced by the Safety Team.

### Tornado DRILL INSTRUCTIONS

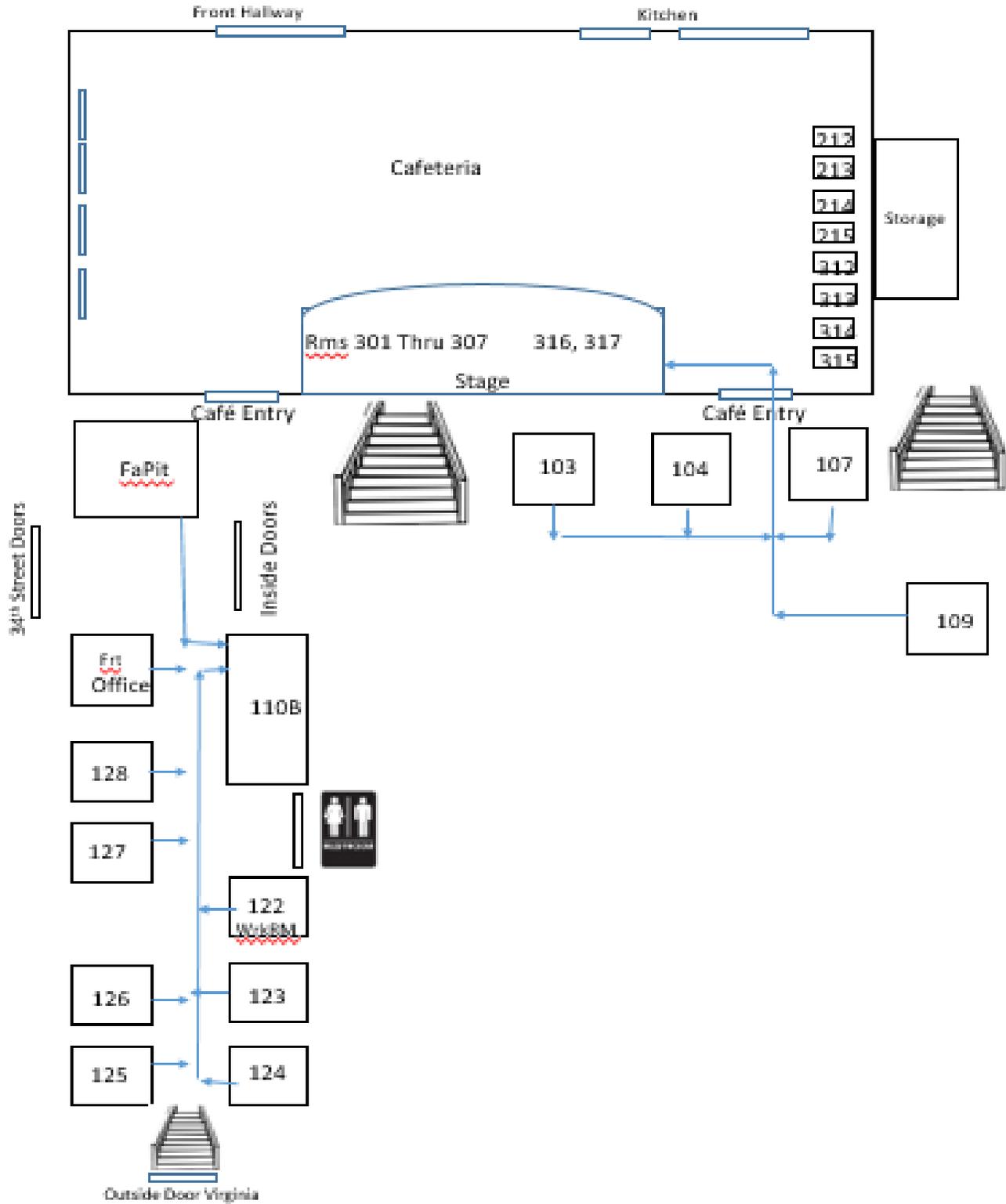
All classes must enter the Main Gym and go into the Boys Restroom, The Kitchen Concession area, and the Girls restroom. These are the only interior structural reinforced rooms in the Gym. Take your Class Roster & Do a Head Count.

# TORNADO DRILL INSTRUCTIONS

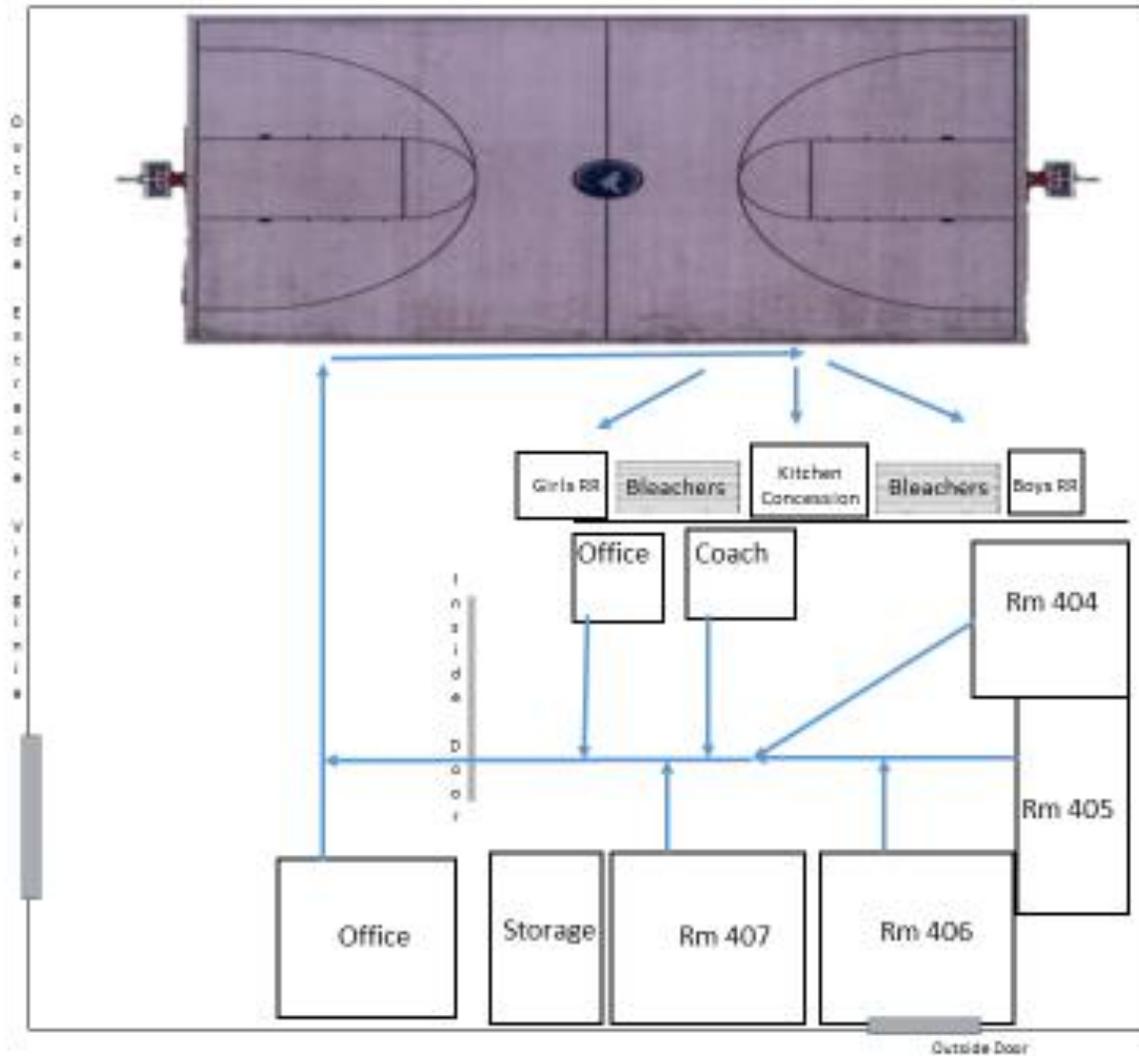
## TORNADO DRILL INSTRUCTIONS



# TORNADO DRILL INSTRUCTIONS



**TORNADO DRILL INSTRUCTIONS**  
 3400 Virginia ----- Gymnasium



All classes must enter the Main Gym and go into the Boys Restroom, The Kitchen Concession area and the girls restroom. These are the only interior structural reinforced rooms in the Gym.

Take your class roster and do a head count in the assembly area.

## **TRAUMATIC INJURY OR DEATH OF A STUDENT OR STAFF MEMBER**

Call the office for help

Perform life-saving procedures if qualified Check with building administration for reliable information.

Secure property of the deceased that happens to be under your control.

Be prepared to refer traumatized students.

Continue classroom operations as normal. Pass prepared statements along to students.

Await instructions.

1. If the incident occurs on campus or at a school event:

a. Contact the office or building nurse for immediate assistance.

If no one is available at the school office, call 911.

b. Perform life-saving procedures (CPR, stop the bleeding, treat for shock, etc.) if qualified. Protect yourself and others against blood borne pathogens.

c. Have other adults take charge of students who may have witnessed the incident and have them moved away from the area. Their eye witness accounts will be obtained later.

2. If the incident occurred off campus and not as part of a school event, check with the building administration for reliable information about reports of traumatic injury or death (resulting from an accident, sickness, homicide, suicide, or other cause) of students or staff members.

3. Determine from school data if students in the class are related to any of the injured or deceased.

4. Confirm with the school counselor what procedures will be followed to refer students for assistance who are traumatized by the loss. Know what resources are available.

5. If the injured or deceased student is from your classroom, secure all personal items that may be in the classroom. Check with the school administration on securing personal items in lockers and elsewhere in the school.

6. Pass to students the prepared statements from the school administration regarding the death(s), memorial services, and funeral arrangements.

7. Ask students to deliver to their homes any correspondence prepared by the school administration.

8. Contact with the family of the deceased will only be made by the school administration. Delete the deceased's name from mailing lists so that correspondence is not inadvertently sent to the home of the deceased.

9. If asked by students, explain that the Federal Flag Code only provides for flying the flag at half-mast for deaths of principal government figures.
10. Attend scheduled school debriefings.
11. Refer all media contacts to the principal.

## UTILITY FAILURES

- Move Away from the Hazard
- Notify the Office Call 911

### **Electrical Power Failure:**

Report a power failure to the building administrator, who will contact the Business Office. The Business Office will contact the Electric Utilities company.

Shut off electrical equipment until the power returns.

### **Gas Leaks:**

Gas leaks are dealt with utilizing HAZMAT procedures. Do not use electrical devices such as the public address (PA) system, bells, telephones, cellular telephones, and light switches in the presence of gas. Move upwind (wind in your face) and uphill from gas leaks. When safely away from the gas, notify 911, then Missouri Gas Energy and the District Administration Office.

### **Water Line Break:**

Report broken water lines to the building administrator, who will direct the building custodian to shut off the main water valve, then will notify the Water Company and the District Administration Office. Do not handle electrical equipment while standing in water.

## **EMERGENCY MANAGEMENT TEAM FUNCTIONS**

### Definition of Terms:

Emergency: a situation (critical incident) involving the long-term risk to life and property from natural, technical or manmade hazards (multiple-hazards); other terms like crisis and critical incident, which are sometimes used interchangeably with "emergency," are included in this definition.

The Emergency Response team for LATCA consists of the following participants:

Safety Manager:

Principal:

Building Maintenance

Manager:

Transportation:

Nurse:

Social Worker:

The LATCA Safety Management Team and the Emergency First Responders are responsible to address all the phases of the emergency management process: prevention, mitigation, preparation, response, and recovery:

- Prevention: actions taken to eliminate potential hazards
- Mitigation: actions taken to eliminate or reduce the degree of long-term risk to life and property from multiple hazards
- Preparedness: actions taken in advance to develop operational capabilities and facilitate effective response when and emergency occurs
- Response: actions taken immediately before, during or after an emergency to save lives, minimize damage and enhance the effectiveness of recovery, including post-trauma stress debriefing for those experiencing emotional crisis
- Recovery: actions to return vital life support systems to minimum operating standards and long-term measures designed to return facilities, programs and operations to normal or improved levels

## **PREVENTION/MITIGATION/PREPARATION**

1. Establish procedures for the conduct of periodic safety inspections using comprehensive checklists
2. Provide guidelines for securing objects and furnishings so that they cannot become airborne or tip over in a storm or earthquake
3. Describe the alerting system, including the location and monitoring of the NOAA alerting radio(s) & other media with battery backup
4. Designate shelter areas and arrange for emergency access to those areas
5. Outline measures for educating students and staff on what to do in the event of an emergency; establish guidelines for routinely conducting exercises to practice all emergency procedures
6. Include plans for assisting students and staff with special needs during emergency procedures
7. Provide for training of selected personnel in firefighting, CPR, first aid and other emergency procedures
8. Present procedures to be followed by parents if there is a release of students under emergency circumstances, including contingency plans for off-site evacuation points

### Response

1. Include classroom, building, and district level procedures.
2. Provide for an internal incident command structure (incident commander, safety officer, public information officer, student/staff supervision team, search & rescue team, health team, security team, student/parent reunion team, damage assessment team, etc.)
3. [When planning for earthquakes, the school district should expect to wait up to 72 hours for emergency service support. When planning for other wide area emergencies (storms, flooding, etc.), the school district incident commander should expect to manage emergency response utilizing nothing but district assets for 3 or more hours.]
4. Establish procedures for the transition of command and control when community emergency responders do arrive on the scene [The school emergency response plan should refer to the county/city emergency

response plan and contain an annex on interacting with the county/city Emergency Operations Center (EOC).]

#### Recovery

1. Incorporates coordination for regional counselor support when debriefing students and staff who are traumatized by an emergency.
2. Review arrangements for optional classroom space if the school building can no longer be occupied.
3. Establish guidelines for structural assessment if the building is damaged.

#### Resources:

- Multi-hazard Planning for Schools Course provided by the Federal Emergency

#### Management Agency

- IS-IOO.SC Introduction to the Incident Command System for Schools provided online at [http://training.fema.gov/EMIWeb/IS/IS 1 OOSC.asp](http://training.fema.gov/EMIWeb/IS/IS_1_OOSC.asp) by the Emergency
- Management Institute of School Emergency Operations Plan guide provided by the State Emergency Management Agency (<http://sema.dps.mo.gov>). This document presents the standardized format for school emergency management planning in Missouri.
- Missouri All-Hazards Planning Guide for Schools (<http://sema.dps.mo.gov>). This document is the handout used to support training on the standard School Emergency Operations Plan

# Emergency Standard Operating Guidelines FOR BUSES

The Bus Driver sets the example for students. In emergency situations, the example is calm, alert, informed and responsive. In this way, the bus driver does his/her part to prevent an emergency from developing into a disaster. Enclosed are the initial response guidelines. Recovery procedures, as described in the school emergency management plan, including critical

incident stress management debriefings and reestablishment of school operations/routines, will be initiated by the principal as quickly as possible following the incident.

A copy of these guidelines should be posted next to the driver at the front of the bus.

Also, on board each bus is a plastic "Emergency Bucket" containing the following materials: 3 bottles of drinking water, 2 flashlights with spare batteries, 2 survival blankets, 1 roll of plastic garbage bags, 2 rolls of duct tape, 1 first aid kit (containing two ace bandages, 10 sterile 4"X4" gauze pads, bandages, 2 pair of sterile latex gloves, 1 red biological waste bag, antiseptic cream), 1 bottle of antiseptic lotion, note pad, pen, indelible marker, 1 pair of scissors, 1 roll of toilet paper, 1 bag of hard candy.

This cover is on red paper and will be used to signal that one or more persons are missing or injured.

The back cover is on green paper and will be used to signal that all persons are present or accounted for and no one is injured.

## ACCIDENT

Through prior arrangement, each bus driver should designate a mature student regularly seated near the rear to assume responsibility should the driver be unable to supervise students. The student should be trained on the use of the bus radio to call for help if the bus driver is incapacitated. In the event of an accident, the bus driver (or the designated student supervisor) should:

1. Always stop immediately, turn on flashers, turn off the ignition, take the keys from the ignition, and investigate, no matter how minor. Never leave the scene of an accident.
2. Check for the possibility of fire. Use the fire evacuation and fire extinguisher procedures if necessary. If unloaded, see that students assemble and remain in a group well off the roadway and more than 100 feet from the bus.
3. Unless the bus is in danger, have students remain on the bus and seated until another bus arrives. The bus is considered to be in danger if the bus is on rail tracks, could fall into water, could go over a cliff, or is positioned on a curve or hill where on-coming traffic will not see the bus until within 300 feet.
4. Check students for injuries. Initiate lifesaving steps as necessary.
5. Report the accident to district transportation utilizing the two-way radio on the bus if possible.
  - a. Give the location of the bus accident.
  - b. Request a fire truck, if needed.
  - c. Request an ambulance, if needed. (Provide the number of injured and the types of injuries.)
  - d. Do not break communication until the dispatcher has all the needed information.
  - e. District transportation will arrange for transporting non-injured students to school or home. Having all students checked by the school nurse is advisable.
6. Place flares/triangles/flags as follows:

- a. On a two-lane highway, one 100 to 300 feet in front of the bus on the shoulder occupied by the bus, one 100 to 300 feet behind the bus on the shoulder occupied by the bus, and one 10 feet behind the bus.
- b. On a four-lane divided highway, one 200 or more feet, one 100 feet, and one 10 feet behind the bus on the shoulder occupied by the bus.
7. Prohibit smoking near vehicles involved in the accident.
8. Direct traffic if a hazard exists.
9. Secure names and addresses of witnesses, license number of vehicles involved, make and year of vehicles, and the name of insurance companies.
10. Initially, release information only to the investigating officers and school officials.
11. Permit a wrecker to tow vehicles away only after investigation is complete.
12. Remain on the scene until excused by law enforcement and school officials

## **BREAKDOWN**

Should a breakdown or mechanical failure occur which the driver cannot correct, the driver should stay with the bus. Personnel at the district transportation office should be notified as soon as possible. The driver should:

1. Pull the bus as far to the right hand side of the road as possible.
2. Activate hazard flashers.
3. Place flares/triangles/flags as follows:
  - a. On a two-lane highway, one 100 to 300 feet in front of the bus on the shoulder occupied by the bus, one 100 to 300 feet behind the bus on the shoulder occupied by the bus, and one 10 feet behind the bus.
  - b. On a four-lane divided highway, one 200 or more feet, one 100 feet, and one 10 feet behind the bus on the shoulder occupied by the bus.

The bus is considered to be in danger if the bus is on rail tracks, could fall into water, could go over a cliff, or is positioned on a curve or hill where oncoming traffic will not see the bus until within 300 feet. When the bus is in danger it is necessary to unload students and the driver should direct them to:

1. Assemble well off the roadway shoulder more than 100 feet from the bus.
2. Stay in a group.

As of 8/22

## EARTHQUAKE

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
  - a. Pull the bus off the road and stop the bus.
  - b. Talk calmly to students to avoid panic.
  - c. If the ground is still shaking, have the students remain seated and lean forward so that their heads are between their knees, or at least below the tops of the seats.
  - d. Cover head with a coat, clothing or hands.
  - e. As soon as the ground stops shaking, determine if you are in a safe place to off-load the students (no overhead electrical wires, no buildings that may fall, etc.). If you are in a safe location, off-load the students and have them move into an open area (away from overhead wires and buildings, etc.).
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. If outside the bus when the earthquake or aftershock occurs:
  - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
  - b. Assume the "drop and cover" position until the quake is over.
5. When safely outside the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. Use the communication capability on the bus to conduct the district transportation office or a school administrative office to provide the status of your bus and riders.
6. Await further instructions. Routes may not be safe. Bridges may be damaged, there may be debris in the road, and electrical lines may be down. Do not operate the bus until instructed to do so by a district administrator.

As of 8/22

## **FIRE**

1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), pull the bus to the side of the road and stop it.

Fight the fire with a portable fire extinguisher only if the following are true:

- The evacuation of the bus has been initiated and no one is dependent on you to assist in their evacuation.

- The fire department has been called.

- The fire is small and confined to the immediate area where it started.

- You can always keep your back to a safe escape route while fighting the fire.

- The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.

- You are trained to use the extinguisher and can operate it safely.

2. Evacuate students. Take the roll, the emergency bucket, and the copy of these procedures with you.

3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions. Move the students to an assembly area at least one football field (100 yards) from the bus.

4. If a cell phone is readily available, call 911 and report the fire.

5. When in the assembly area a safe distance from the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student. If a mobile phone is readily available notify the district transportation office or a school administrative office regarding the situation.

6. If there are injured personnel, provide first aid to open the airways, stop bleeding, and treat for shock. Do not move injured personnel unless necessary to get them out of harm's way.

7. Await further instructions.

## **HAZARDOUS MATERIAL SPILL/LEAK**

It may be safer inside the bus than outside. Make an assessment. Consult with a representative of the Fire Department's hazardous materials division if one is present. The location of the spill, the nature of the hazard, the type of fumes, the wind direction, and other factors will be considered. If your students are outside the bus, you may be told to move them back onto the bus and "shelter in place." If it is decided to "shelter in place," close the doors, close all windows and turn off the ventilation fan. Seal any vents and the air passages around doors using the duct tape and plastic garbage bags in the emergency bucket. Drive out of the contaminated area if that is possible.

You may need to evacuate the bus because the fumes are contained within the bus:

1. If the fumes inside the bus could be ignited by an electrical spark, shut off the bus and discontinue use of any electrical devices (radios, etc.).
2. Get the students off the bus. Move students at least 100 yards from the bus (preferably upwind). When a safe distance from the bus, take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student.
3. If there are injured personnel, provide first aid to open the airways, stop bleeding, and treat for shock. Do not move injured personnel unless necessary to get them out of harm's way. If a telephone is readily available, call 911 and report the fire.
4. If a telephone is readily available notify the district transportation office or a school administrative office regarding the situation.
5. Await further instructions.

## **INTRUDER**

1. As posted on the top step of each of our buses, it is a class A misdemeanor for someone to trespass on a school bus (RSMO 569.155). Make sure that anyone attempting to board the bus without authorization is reminded of the law and immediately notify the district transportation office utilizing the bus radio.
2. Close the doors and drive away from any adult who is moving aggressively toward the bus entrance. This may involve leaving students who have not yet boarded the bus at their bus stop with the aggressive adult. Immediately call 911 and visually monitor the activity at the bus stop from a safe distance. Wait for the police to arrive.
3. If the intruder is able to board the bus, remain calm and attempt to defuse the situation. If the intruder is armed, ask the intruder for permission to offload the students.

## LIGHTNING

When thunderstorms threaten, get inside a large building or vehicle. Inside the building, avoid water faucets, water coolers, and sinks because metal pipes can conduct electricity. Avoid using the telephones, except for emergencies.

If outside, with no time to reach a safe building or vehicle:

1. If in a forest, seek shelter in a low area under a thick growth of small trees.
2. If in an open area, go to a low place such as a ravine or valley.
3. Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area.
4. Do not stand on a hilltop, in an open field, on a beach, or in a boat on the water.
5. Avoid isolated sheds or other small structures in open areas.
6. Get away from open water.
7. Get away from anything metal.
8. Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths which could carry lightning to you from some distance away.
9. If you are isolated on a level field and you feel your hair stand on end (which indicates that lightning is about to strike) drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

## **MEDICAL EMERGENCY:**

### **BIOTERRORISM**

1. Convey biosafety alert notices to the students. Separate rumor from reliable information. Inform them regarding the hazard/agent, manner of transmission, incubation period, the signs/symptoms of infection, types of clinical tests that can detect infection, duration of the illness, vaccine, prophylaxis (measures designed to preserve health and prevent the spread of the disease), treatment, and decontamination.
2. Advise students to refrain from biting fingernails, licking fingers, rubbing eyes to avoid ingesting contamination. Wash hands frequently as if contaminated.
3. Decontaminate all surfaces daily. Use approved disinfectant (e.g. 1 : 10 household bleach, etc.).
4. Use proper waste management. Place infectious waste in labeled "red bag" at the nurse's office.
5. Use gloves for protection when working with or around blood and body fluids. Change gloves between patients. Wash your hands after removing gloves.
6. Use glasses, goggles, or masks to protect your face from splashes.
7. Use resuscitation equipment and devices for mouth-to-mouth resuscitation.
8. Promptly seek medical attention and counseling from the school nurse if exposed to contaminated materials. Report any needle sticks immediately to the school nurse.

## **SUICIDE**

1. If any employee believes that a student intends to harm him/herself, the following procedures should be followed:
  - a. Never leave the student alone.
  - b. Notify the office. Seek assistance.
  - c. Remain calm and remove other students as appropriate.
  - d. Do not allow the student to leave school unsupervised. A parent or Division of Family Services employee must assume direct responsibility before the student is allowed to leave.
2. If a student or staff member commits suicide while on a school bus, the following steps are to be taken:
  - a. Call 911. Notify the district transportation office or a school administrative office.
  - b. Offload other students/riders. Move those students to a safe area.
  - c. Secure the area where the suicide occurred.
  - d. Be sure that all students who witnessed the suicide are placed under the supervision of a counselor. Provide for the counseling needs of students.
  - e. Do not allow students to leave the area unless a parent/guardian signs for them.
  - f. Keep a record of witnesses for the police.
  - g. Contain the story and protect the privacy of the family.

## **TORNADO**

When a Tornado Watch (conditions are right for a tornado) is issued for our area, follow these instructions:

1. Do not begin a bus route or load students for a field trip unless otherwise instructed by the director of transportation. Remain inside a safe structure.

2. If in the middle of running a route or in route for a field trip, continue the route, being vigilant of weather conditions.

If a Tornado Warning (a tornado has been spotted in our vicinity) is issued, area sirens will be sounded and these steps are to be followed:

1. Have any students who are on your bus help you watch for tornados.

2. Take the students who are already onboard the bus to the nearest building with a substantial shelter area. Notify the district transportation office with the location where you will be sheltering your students. Be prepared to provide the names of the students who are with you.

3. Do not let students out at bus stops along the way unless you are sure their parent/guardian is at home. Watch them until they enter the home.

4. If a tornado is approaching the bus before you are able to reach a shelter, have the students exit the bus and move into a ditch away from overhead lines and other hazards. Students should lie down in the bottom of the ditch unless there is heavy rain and water is rising in the ditch. Have students cover their heads with a hard covered book/notebook or their arms.

5. Await further instructions. Roadways may not be safe after the tornado passes.

Never drive through water that is running over the roadway.

## **WINTER STORM**

If the bus is caught in a blizzard, it may be necessary to discontinue the route and go to the nearest shelter, as with tornado procedures. If the bus is stalled or stuck in a blizzard:

1. Stay with the bus.
2. Turn on hazard flashers.
3. Allow the motor to run only if wind current carries away exhaust fumes.
4. Provide ventilation by lowering windows slightly on the side away from the storm.
5. Call 911. Get word to school officials as soon as possible. Never drive through water that is running over the roadway

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## **Safety Exercise Decision Tree**

Use these questions to guide actions & decisions with regard to the following events:

Fire- Tornado- Intruder- Hazardous Material Spill- Bomb Threat- Earthquake

1. What should I, (the teacher) be doing now?
2. Do I have my class roster and my RED/GREEN safety folder?
3. What actions do I take with my students at this time?
4. What is the status of school emergency response team at this time?
5. Where is your command post at this time?
6. What other information do I need Now?
7. What action can I take to get the information that I need NOW?
8. How do I transfer information that I have to the command post?
9. What information do I need to provide to the staff, students, and parents during and after the event?

Conclude the exercise with an After Action Review:

- What did we do well?
- What could we do better next time?
- What changes should we make in our plan?

## Annual Emergency Preparedness Checklist

School: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Instructions: Please complete this form prior to the first day of the school year.

### Accomplished Preparedness Tasks

1. Create a schedule for emergency preparedness activities and attach it.

- \_\_\_\_\_
- a. Fire drills (monthly)
  - b. Tornado drills (twice a year)
  - c. Lockdown drill (once a year)
  - d. Table top exercise involving school emergency teams (once a year)

2. Review and update your school's Emergency Operations Plan (EOP)

- \_\_\_\_\_
- a. Verify that off-campus evacuation sites are still usable. If a change in evacuation sites must be made, coordinate the change with the Safety Coordinator.
  - b. Check floor plans in your school's EOP. Modify the floor plans if changes have been made to the school.
  - c. Verify that all emergency response team rosters are still valid. Replace team members who are no longer at your school. (It is recommended that no person serve on more than one emergency response team.)
  - d. Update your school's phone tree.

3. Verify that a leader and two alternates are designated for each emergency

\_\_\_\_\_

response team

4. Have new members of emergency response teams study the

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relevant School EOP. Have them attend district-level training for their functional area of responsibility, as needed.

5. Verify that all equipment and supplies listed in the school EOP

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for each emergency response team are on hand or on order. Using the school's budget:

- a. Replace missing/damaged equipment /supplies
  - b. Replace weak batteries
6. Check out equipment to emergency response teams for the duration of

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the school year

7. Verify that each team has a storage area for their team equipment that is

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readily accessible by team members in an emergency.

8. Check and ensure that each classroom has a copy of the Emergency

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Standard Operating Guidelines (SOG). Use the Master Copy of the SOG to make duplicate copies. (The front must be duplicated on red paper and the back on green paper.)

9. Review in a meeting of school faculty and staff the following:

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- a. Use of the SOG
  - b. Assignment of buddy room partner(s) and how the buddy room system functions
  - c. Taking classroom roll when in the assembly or shelter area
  - d. Availability in the school library of copies of the School emergency plans and guidelines for checkout and review

10. Confirm the school library has current copies of the School

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emergency plans and guidelines for checkout. Confirm that calling tree and other sensitive information has been removed from those copies.