

BOONE HIGH SCHOOL

CRISIS MANAGEMENT PLAN

Boone High School Crisis Plan

Table of Contents

Table of Contents	2
Support and Personnel Resources	3
Warnings and Notifications	4
Bomb Threat	5
Bomb Threat Checklist	8
Bus Accident Procedures	9
Child Abuse Reporting Procedures.....	10
Death of A Parent.....	11
Death of Student or Staff	12
Earthquake	24
Fire Drill.....	25
Intruder in the Building.....	27
Kidnapping.....	28
Medical Emergency in the Building	29
Non-Custodial Parent.....	30
Parent or Guardian Under the Influence of Drugs and/or Alcohol.....	31
Suicide.....	32
Tornado	33
Toxic Spill.....	35
Weapons.....	36

**Boone Community School District
SUPPORT PERSONNEL/RESOURCES**

ELEMENTARY COUNSELORS

Pam Winter-Miller	Franklin	433-0860	h432-3620
Linda Downs	Lincoln/Page	433-0800/0840	h432-7565

MIDDLE/HIGH SCHOOL COUNSELORS

Sue Gradoville	Middle School	433-0995, Ext. 229	h433-1447
Karlene Hughes	Middle School	433-0760/0840	h465-2783
Megan Curry	Senior High	433-0995, Ext. 214	h432-7684
Megan McIntyre	Senior High	433-0995, Ext. 215	h275-4378
Kathy Weaver	Senior High	433-0995, Ext. 265	h433-1594

AEA TEAM

Pam Abarr	School Social Worker	1-800-375-6817, Ext. 3315
Jenny Sumner	Educational Consultant	1-800-375-6817, Ext. 3318
Barb Thompson	School Psychologist	1-800-375-6817, Ext. 3319
Brenda Fisher	Educational Consultant	1-800-375-6817, Ext. 3310
Laura Fitzgerald	School Social Worker	1-800-375-6817, Ext. 3320
Marilyn Sievers	Educational Consultant	1-800-375-6817, Ext. 3314

ADDITIONAL CONTACT AGENCIES AND NUMBERS

Abuse Reporting.....	1-800-362-2178
ACCESS (Assault/Rape) Ames.....	1-800-203-3488
Alcohol/Drug Abuse Hotline.....	1-800-252-6465
American Red Cross.....	232-5104
Boone County Hospital	432-3140
Boone County Human Services	433-0593
Boone County Prevention	432-7995
Boone County Sheriff (911).....	433-0524
Boone County Transportation	433-5038
Boone Fire Department	432-3446
Boone Police Department (911).....	432-2211 or 432-3456
Boone Public Health (Home Care Services)	432-1127
Child Abuse Hotline.....	10-10-275-00
Family Therapy Associates	432-5441
Poison Control.....	1-800-222-1222
The Richmond Center	1-800-830-7009
Youth & Shelter Services	432-7983
Youth Crisis Line	1-800-448-4663
Youth Emergency Services	282-9377

Boone High School WARNINGS AND NOTIFICATIONS

- Call 911, if necessary. Assess life and safety issues first
- Inform Dave Kapfer at 226 or Ryan Ridout at 218
- Assistant Principal notifies Superintendent at 200 or Asst.
 - Superintendent at 202
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate P A with correct code
- Code words should be used in situations in which immediate notification is necessary, but safety of students and staff may be compromised if everyone in school building knows of emergency.

Code Words

CODE RED

Lockdown-Intruder in Building
Lock doors & keeps all students in room

CODE BLUE

Medical Emergency
Keep students in room until notified

CODE GREEN

Fight in progress
Keep students in room until notified

- If immediate action is not required, notify staff at a meeting before or after school hours. Teachers will debrief students during class unless an assembly or announcement over PA is made
- Assistant Principal notifies parent(s) or guardian of victims(s), if necessary
- Superintendent notifies other schools in district. The school(s) with siblings of the victim(s) should be called first.

Boone High School BOMB THREAT

Prevention

- Except for the main front door, all other exit doors should be locked.
- Rooms should be locked when not in use.
- Teacher should briefly check room upon entering and report unusual circumstances or observations to the principal/designee and the building custodian. **DO NOT TOUCH SUSPECTED ITEMS!**
- Identify priority search areas and provide law enforcement with a floor plan of the building.

Procedure for Bomb Threat

1. Person receiving the call of a bomb threat should attempt to write down the time of the call and specifics of the caller's threat. (See form on following page.)
2. **Plan of action** if a bomb is alleged to be **in the building**.
3. **The building principal will announce over the intercom that we need to evacuate the building to the following evacuation areas:**
 - Heartland Health Center (432-5925) or 1st Baptist Church, 612 8th Street (432-5981): Severe and Profound; Level II students (Hite and Groen-Hite)
 - ⇒ High School Counselor (Curry); Asst. Principal Secretary (Sunstrum); School Nurse (Phipps)
 - Methodist Church, 703 Arden (432-4660) or Christian Missionary Alliance, 111 Sixth Street (432-1299): Senior High Basement, First and Second Floor
 - ⇒ Senior High Counselor (McIntyre); Guidance Secretary (Schaeffer); Senior High Office Secretaries (Prouty & Bollenbaugh); Phy. Ed. Health (Dahl and Madson)
 - First Presbyterian Church, 703 Greene (432-2174) or Central Christian Church, 803 Greene St. (432-3540): Senior High Third Floor
 - ⇒ Career Counselor (Weaver); Attendance Office Secretary (Sunstrom)
4. **Directions for teachers:**
 - Take attendance **BEFORE** evacuating.
 - **CLOSE** windows. Do **NOT** lock classroom doors.
 - Instruct students to take backpacks and other classroom materials with them.
 - Instruct students to leave the building by designated exit and **DO NOT** stop at locker/restroom.
 - Do not allow students to use the phone.
 - Do a "cursory check" of classroom and leave a yellow post-it note on door as you leave so officials know that your room has been checked.
 - **UPON** arriving at the evacuation site, take attendance.

- Keep students with you at the evacuation site. Continue teaching and do not allow the students to roam.
- Students will not be allowed to use the phone at the evacuation site.

If evacuation occurs during your planning time, go to the evacuation site and help “man” the entrance doors so other teachers may stay with their classes.

5. Teacher Associates:

- Report to the appropriate evacuation site as assigned.
- Assist counselors and teachers in the overall supervision of evacuation site.
- Remain at evacuation site until all clear has been issued and students have safely returned to the building (associates would accompany students to the building). If students are being dismissed to home, teacher associates remain at site until students are gone.

6 Counselor:

- In charge of the evacuation site
- Responsible for meeting parents/guardian and allowing students to leave the evacuation site.
- Double check with teachers for accurate student attendance.
- Maintain communication via two-way radio.
- Assign open campus/open lunch students to an area.

7. Secretaries:

- Assist counselors in the monitoring of student attendance and verifying students that leave the evacuation site.
- Help at the evacuation site to monitor the phone.
- Need to take a student directory to site.

8. Nurse, Nurse Secretary, Phy. Ed. First Aid:

- Secure access to radio for communication.
- Be available to administer first aid.
- Take first aid kit to evacuation site.

9. Administration:

- Notify authorities and media.
- Check that all classrooms are notified and evacuated:
 - ⇒ Athletic Office (Moklestad & Oswald) notify Physical Education areas. Mr. Moklestad will inspect new building first floor and basement.
 - ⇒ Assistant Principal (Ridout) will inspect old first floor & second floor.
 - ⇒ Building Principal (Kapfer) will monitor the intercom and inspect basement.
 - ⇒ Central Office will inspect third floor.

10. Custodial Staff:

- As announcement is made will lock all exterior doors except the main entrance.

- Do a quick “cursory check” of work area prior to evacuating the building.
- Evacuate building to the south and monitor students approaching the building.

11. Central Office:

- Secure the services of the handicapped bus to aid in the evacuation.
- Prepare response for secretaries after evacuation.
- Be the spokesperson for the media.
- Evacuate to the same church as juniors and seniors.

12. Miscellaneous Information:

- If school is dismissed from an evacuation site, NO busses will be available to transport students. Students will be held at evacuation site until parent/guardian picks up the student.
- Announcements will be made over KWBG.
- All teachers remain at the evacuation site until all students have left.
- Phones at evacuation sites are to remain open for emergencies.
- If school is dismissed, students who drove may be dismissed in an orderly fashion by the counselor in charge of site.
- Students will not be allowed to enter the High School until the “all clear” has been announced.
- Support staff will remain at the evacuation site until dismissed by site coordinator.

13. Communication:

- The main source of communication will be two-way radios.
- Radio will be at each evacuation site, with each administrator, and custodial staff.

14. Spokesperson: Superintendent or designee

WHEN A BOMB THREAT CALL COMES IN . . .

Be calm and listen carefully • Do not interrupt or antagonize the caller
Try to develop a rapport by being sympathetic • Take notes about the call

A Checklist When You Receive a Bomb Threat

Time and Date Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

7. May I have your name? _____

Description of caller's voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____

Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time caller hung up: _____

Remarks: _____

Name, School Telephone of recipient: _____

REMEMBER: REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

Boone Community School District BUS ACCIDENT PROCEDURES

1. Evacuate bus
2. Driver (or trained student) radio the Director of Transportation and Superintendent's Office
 - Give the bus number
 - Give location of bus
 - Provide injury information
3. Director of Transportation or Superintendent calls 911
4. Administrator and/or counselor may go immediately to the accident site. Depending on the severity of accident, more staff may be sent to the site. A counselor may need to be released to go to the hospital.
5. Dispatch another bus to the scene to take all uninjured students to the high school auditorium. Have crisis team and all school nurses there to recheck for injuries.
6. Building principal notifies all secretaries as to how they are to respond to parent calls.
 - Give bus number
 - Give driver's name
 - Assure callers that emergency personnel and school personnel are on the scene
 - Direct parents to report to Boone County Hospital (if all students will be taken there)
 - Have a sign out sheet for parents
7. For injured students at scene, the Superintendent or Director of Transportation will get hospital information (where student/s were transported to).
8. Depending on the severity of the accident, crisis team will meet to determine if extra services (counseling, etc.) will be needed during the day. If the accident involves a death or deaths, the procedures found in the section, "Sudden death of student/staff during the school day" will be followed.
9. Superintendent or Director of transportation reports to the scene with a camera and takes pictures from all angles.
10. Determine whether drug test needs to be done as per policy.
11. Notify insurance company.
12. No drivers or school employees are to talk to the media. The superintendent (or designee) will be responsible for all media contact.
13. Bus is to be towed to bus barn and put inside pending any investigation.

Boone Community School District CHILD ABUSE REPORTING PROCEDURES

As a school employee you are considered a mandatory reporter of any type of suspected child abuse. Please follow the outlined procedures.

- Contact the building principal, counselor or nurse about your suspicion.
- Call the Child Abuse Hotline 1-800-795-9606
- Complete the required form. This must be thoroughly completed by the person who makes the contact. Copies of this can be found in the office and/or from the counselor.
- Once you have called the hotline number a case worker from the Boone County Department of Human Services (DHS) will contact you.
- If DHS feels the report is warranted, a visit to school and/or home will be made within 24 hours of the report.
- Questions? Ask the counselor.
- Be sure to document all information.

Boone Community School District DEATH OF A PARENT

In the event that a death of a parent is reported during the school day, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Building secretary will notify the building principal and guidance counselor and note who contacted the school with the information.
2. Gather factual information related to the death, as it is available.
3. Make needed contacts to verify the accuracy of the reported death.
4. Discuss with a family contact (as designated on emergency information sheet) the family's preference on the handling of the situation.
5. Determine if there are other siblings at other buildings and inform that sibling's principal or counselor of the situation.
6. Meet with the student's classroom teacher regarding the incident and discuss the plan of action for management of the situation.
7. If the student is not to be notified at school, the school counselor should make a follow up contact with the family to determine any needs the student might have upon returning to school.
8. Consult the principal and/or counselor before sending a note home with classmates.

When the death of a parent is reported to the school and the student is not in attendance at school, follow the same basic procedures outlined above as they apply.

DEATH OF STUDENT OR STAFF

SUGGESTED GUIDELINES

Day of Notification of Death/Crisis

Faculty

1. Building principal initiates “Crisis Phone Tree” to all faculty/staff informing them of the crisis and requesting their arrival at school at 7:30 a.m. to attend a special faculty meeting.
2. Meeting with crisis team members is held to plan tentative activities for the next day.



DAY ONE

1. All building principals review the facts of the case with all the faculty/staff to dispel rumors, to discuss the plan of the day, to establish the procedures for coordinated review of information, and to allow the faculty members to express their feelings. Faculty/staff are encouraged to lend support to one another.
2. A member of the crisis team describes some of the feelings the students may be experiencing following the death/crisis...disbelief, anger, denial, sadness, loss.
3. Teachers are encouraged to allow the expression of grief in their classes in whatever way and to whatever extent they are comfortable. The guiding principle is to return to the normal routine as soon as possible within each class and within the school.
The teachers are asked to dispel rumors wherever possible, and to discourage any “glorification” of the event. For example, if a student is heard to say, “I wouldn’t have the guts to kill myself!” the teacher can respond, “Suicide is not a brave act! It is far more courageous to go on living and to face your problems each day as you and I do.”
4. The guidance office establishes a crisis control center. Additional support personnel may be drawn from the building, other buildings, neighboring districts, and community resources.
5. In dealing with suicide, a Crisis Response member should be designated to occupy the “empty chair.” When deemed appropriate, the teacher should remove the chair or rearrange the seats.
6. The staff is asked to attend a faculty meeting immediately after school to review the events of the day.

7. The principal, guidance counselors, and support staff meet with each grade, either by individual homerooms or the total grade, in order to:
 - Review the known facts and to dispel rumors.
 - De-mythologize the act. (This is not heroism!)
 - Inform them of the crisis center.
 - Encourage them to express their reactions in whatever way is appropriate for them. (All responses are acceptable, from severe upset to no reaction whatsoever.)
 - Discuss possible guilt or feelings of responsibility.
 - Discuss possible fears for their own safety and that of their siblings and peers.
 - Ask them to be supportive of one another and to encourage any friend whom is upset to ask to go to the crisis center.
 - Reassure them that any adult in the building is available to help.
 - Encourage them to discuss their feelings with their parents.
8. Phone calls are made to parents of individual students who are unusually upset during the day. This is ideally handled by the support staff who can explain the student's reactions to the parents and give appropriate advice as to how the parents should handle their son/daughter. It may be necessary for parents to come to school and take the youth home for the day or for the youth to receive immediate professional help.
9. All building staff are assembled after school to:
 - Allow for the expression of feeling and mutual support. (After a full day of dealing with their own emotional responses and that of their students, the teachers are generally quite drained.)
 - Review the events of the day.
 - Review the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not dealing well), and compile a list based on staff observations of individual student reactions during the day.
 - Announce the wake and funeral arrangements and encourage staff, in accordance with the district guidelines, to attend and provide support to students and their families. (The building principal will designate which staff members will attend to represent the district.)
10. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.
11. Everyone should return to a normal schedule as soon as possible.

DAY TWO

1. Crisis Team continues counseling students, answering phone calls from anxious parents, and meeting with concerned staff.
2. Crisis team continues meeting with individual students and small groups to provide support and to identify further “high risk” students. Develop the idea of a continuing support group.
3. If deemed necessary, outside consultants (i.e. AEA, Mental Health, Ministries, etc.) are called upon to help conduct meetings for all parents, students, and staff. The consultants, making use of their professional expertise, urge the families of those students who are not coping well to pursue evaluations at one of the public or private mental health agencies listed in their area.
4. If a community meeting is necessary, an announcement is made to all concerned community members.
5. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.

DAY THREE

1. Crisis Team continues counseling students, answering phone calls from anxious parents, and meeting with concerned staff.
2. The principal writes follow-up letters to all parents of “high risk” students, indicating the school’s fear and concern for the student’s health and safety, and encouraging them to seek professional evaluation.
3. Community leaders are encouraged to form a steering committee to discuss a community-wide response to the needs of the teenagers.
4. “Front-line” staff members who have been dealing directly with the crisis meet with a consultant for expression of feelings and mutual support. (This is a very necessary ingredient.)
5. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.

Needs of Students

The largest number of students will be seen in the morning. Some students may tend to stay for long periods of time and dwell on their grief. While it is important to be sensitive to the students' needs, especially those who may be high risk, getting the students back into a routine may serve as a useful therapeutic tool.

By the afternoon encourage students to return to class. This allows for more time to be spent with students who have serious or special concerns.

It may happen that students strongly resist the notion of going back to class and may again come down to the counseling area. Unless these students are felt to have serious concerns, take time to listen to them, but at least by the last class period encourage them to go back to class. This may need to be done by someone in a position of authority in that school building.

For those students with more serious and special concerns there are several things which may be done:

1. Talk through with the student, "When you leave school, who will be at home?" If no one will be at home, what are other options so that the student will not be at home alone? Do some brainstorming. If the student is upset, don't send them to an empty house alone.
2. Contracting may be useful in getting students to commit themselves to follow-up contacts with the counselor, etc.
3. If a student is felt to be a high risk, notify the parent before that student is released from school. It may be appropriate to keep that child at school until the parent picks him/her up from school. This allows the opportunity to offer recommendations for follow-up.

Needs of the Staff

Because of the high demands placed on the crisis team by the students, it may be difficult to meet the needs of the staff. But there are some ways which may assist:

1. Make the faculty aware in advance of the crisis team's presence. Let them know that if they would like, someone can be available in their classroom. Considerations may be given to having a crisis team member circulate in the halls to be readily available if a teacher is having difficulty conducting class.
2. If possible, spend some time in the teachers' lounge being a listening ear.
3. Provide time after school with the staff to talk about the day's events.
4. Compliment them frequently about how well they did under a very stressful time.

RESPONSIBILITIES

Administrators

1. Move quickly. Control information. Stay in charge. Superintendent is contact person for media. Principal must be proactive, not reactive. Determine who does what. Gather personal belongings and records of deceased for safekeeping.
2. Arrange a meeting early the first day with administrators and Crisis Team.
3. Notify all staff of meeting prior to students' arrival.
4. Inform students about the crisis as designated in Day One of the Crisis Plan.
5. Contact relatives of the deceased. Determine if a personal meeting is appropriate.
6. Schedule a meeting with the Crisis Team and faculty at the close of the day to review the day's events.
7. Explain to parents who request a memorial service at school that this is not recommended and propose alternatives.

Counselors

1. Centralize responsibility for activities of the first days.
2. Establish drop-in center (empty classroom) for triage where students can drop in and out during the day. A list of "At Risk" students should be generated. In group counseling, focus on good memories and funeral etiquette rather than on morbid aspects of death.
3. Grieving students may want to go home. Develop a policy saying no one goes home or leaves the building (persons need to monitor all exits) without supervision. Parent contact (call) for each absent student.
4. List, report, and keep track of all high-risk individuals and contact parents as necessary.
5. Attend meeting at the close of the first day. Assist in development of a plan for upcoming days.
6. Discuss involvement in visitation and funeral.
7. Review high-risk list daily, eliminating or adding students as appropriate. Keep confidential list. Counselors, principals, and support people must meet to discuss students.

Crisis Team

The Crisis Team for any given building is responsible for implementing a response plan for all crises that may affect the school. It is to act as quickly as possible.

The Crisis Team will provide the following services:

1. Serve as a resource to teachers who may need assistance in conducting their classroom discussions or who have questions of their own.
2. Respond to the needs of high-risk students and staff who may need immediate intense support.
3. Provide assistance and referrals for students and staff who experience personal trauma relating to the loss.
4. Follow up on key individuals (friend, family) of those who were close to the situation or victim.
5. Work with small group counseling when appropriate.
6. Work individually with students/staff.
7. Request further assistance from appropriate outside agencies.
8. Offer parents in the affected building an opportunity to discuss their concerns and needs.
9. Coordinate information and response with family of the victim.
10. Lead or give support at staff meeting to announce the crisis.
11. Coordinate any and all activities of response to the crisis.
12. Consider follow-up parent/student meetings on stress, self-esteem, etc. with help from outside agencies (one night per month).
13. Update and recommend changes to the plan as necessary and submit to the Board of Education for approval.

Do's and Don'ts

1. **DO** remain calm. **DON'T** panic.
2. **DON'T** delay sharing information with faculty/students, but make sure you are sharing facts.
3. **DO** allow students to be excused from school (with proper supervision) to attend funeral/memorial services.
4. **DON'T** make a martyr out of a student that committed suicide.
5. **DON'T** dismiss school.
6. **DO** allow students to make some type of expression of remembrance in the student's memory such as a living memorial tree planting on school grounds, etc.
7. **DON'T** allow the media to have free reign. **DON'T** bluff, ad-lib, or talk "off the record".
8. **DO** have only one spokesperson to the media, i.e. superintendent or his/her designee. After initial interview with the press, the use of releases may be a more appropriate and effective use of time.
9. **DON'T** deviate from communication policy and agreed upon statements.
10. **DO** announce and instruct teachers to keep students in the classroom until otherwise notified if there is someone posing a serious threat in the building.

Working in a crisis situation is draining and exhausting.
It is important during this day to take care of yourself.

SAMPLE INFORMATION

To All Staff

The following announcement may be read or paraphrased by staff in their classrooms:

- As stated, we have suffered a loss of one of our students. Mark, an eleventh grader, took his life yesterday. According to the information we have, Mark killed himself at his home, dying of carbon monoxide poisoning. He died yesterday afternoon. Funeral arrangements will be announced as soon as the family makes them available.
- Mark has a brother, Tom who is in tenth grade. As (designee) stated, we are all affected by this loss. We all have feelings anytime there is a death. For some of us we are reminded of previous losses and for others, this is the first loss that may have touched our lives. Be respectful of your own feelings. If you feel you need to talk with a counselor or need a place to gather your own thoughts, use the Instructional Media Center (IMC) as a safe place for doing so at some time during the day.

More information for staff:

- A. For those students who feel they need to talk further with someone, the IMC will be available and counseling staff will be present throughout the day. Tell students they need to get a pass from the teacher prior to reporting to the IMC.
- B. Please do not send large groups to the IMC. Another student should escort any student who appears especially affected to the IMC. Students will be expected to sign in and out of the IMC.
- C. If you have a large group that wants to go to the IMC, and you feel comfortable doing so, you may want to conduct a classroom discussion.
We may not be able to handle a large group of students in the IMC. Please notify the crisis center if you have a large group, and a counselor will be sent to your classroom.
- D. Staff members who have prep hours are asked to monitor the hallways and direct any students who appear emotionally upset to the IMC. Custodians, hall monitors, teacher associates, secretaries, and administrative staff also will be asked to direct affected students to the IMC. On occasion you may need to escort a student.

For all staff there will be a brief staff meeting today. The purpose of this meeting is to provide staff with any additional information, as well as to give all a chance to talk about our own feelings.

A number of community resources and counseling agencies could be notified should the need for further service and support become necessary. Please be aware that patience and understanding for staff and students will go a long way to helping us cope with this loss.

Being Prepared for the Unexpected

Having access to a few basic supplies can help the crisis day flow. Supplies may include:

- Facial tissues
Have an ample supply.

- Paper and pencil --- for students and yourself
Frequently it helps the students to be able to express their feelings through writing or drawing. It is helpful for you to keep a list of students you have seen, especially noting the high-risk students.

- Clay
This may be used as a tool for students unable to express themselves through writing, drawing or talking.

- Cards with the crisis phone numbers

Managing the Students in Crisis

Here are suggestions that will help in working with students in crisis:

- It is important to have someone direct the flow of activities. This allows for efficient use of the team.
- The team should meet before the students arrive and after they leave at the end of the day.
- A member of the crisis team should be trained in helping students confront the “Empty Chair(s)”.
- When working with a group of students, pass around a sheet of paper and gather all of the students’ names.
- Make note of students whom you feel may be high risk and give those names to the school counselor.
- Some team members may want to work in pairs with a group of students.
- Allowing students to write a letter or draw a picture provides a helpful avenue in addressing some of the feelings the student may be harboring. When allowed to share these thoughts, most students will do so in the larger group. Interesting and helpful discussion usually develops. (The same thing could be done with drawings.) If appropriate, ask the student if his comments can be shared with the family and possibly used in the memorial service.
- Be as informed as possible about the tragedy and be willing to share what you know about the arrangements when questions arise.
- Students want something tangible such as newspaper articles, a memorial card, etc. to carry around with them. If appropriate, make something available.
- When meeting with students, it is helpful to have private or semi-private areas available. If students are being seen in more than one room, it is useful to have the rooms within close proximity.
- Periodically check the halls and restrooms for students who may be alone, upset, etc.
- Be aware that other issues, especially those related to loss, will surface. This time of crisis gives students an opportunity to grieve and deal with other painful events in their lives, which may not have been adequately addressed in the past.
- If the death was caused by suicide, steer the group discussion away from talking about methods of killing oneself or glamorizing the death. (See issues to address with the students.)

Issues to Address with the Students

When the death was a suicide, some of the issues you may want to address are:

1. The death was not the other students' fault. It was the decision of that individual. Young people often have an inflated view of the power they have over the lives of others. Students may blame themselves for things they either did or did not do that led to the suicide.
2. That individual made a *bad* choice.
3. Problems are temporary. Suicide is permanent. Exciting things will happen in all of their lives in the future. The deceased won't be here to experience those things.
4. This is a good opportunity to talk about problem-solving skills. Address the fact that the individual may have been hurting, but he/she handled his/her problem poorly. Emphasize it is important to reach out and try to talk with someone about problems instead of keeping them inside. There are options that are far better than killing oneself.
5. Give permission to be angry at the victim. His/her poor choice is causing pain to many people.
6. Discourage any glorification of the death. If a student says, "he was so brave to kill himself," you can respond by saying, "Suicide is not a brave act. It is far more courageous to go on living and to face your problems each day as you and I do."

When a death occurs, students also express anger at inappropriate responses by other students, such as students who make jokes or inappropriate comments about the deceased. Explain that a variety of behaviors may be caused by the pain of grief and that an acting-out, quiet, or laughing student may be experiencing pain.

Talk about the pain of grief. One way to describe it may be through an analogy such as this: If I get a deep cut on my hand, I will feel the sharpest and deepest pain on the day that it happens. It will be very painful tomorrow and the next day. In a week it will still hurt, but not as intensely as the first day. In a month, if it was a deep cut, it still may ache, but not as intensely as the first day. If it was a very deep cut, a year from now, I may have a scar to always remind me of that hurt, but I am able to go on. I will never forget what happened, but I can go on. An emotional hurt is very similar. You may hurt the most today; tomorrow you will still hurt, but perhaps not as intensely as today. In a week you may be going through your normal routine, but your mind is still on the events of today. But with time your emotions will heal. You may always have a scar to remind you of this tragedy, but your life will go on and eventually the pain will not hurt as much as it does today.

Identifying High Risk Students After a Death

A problem with classroom discussions of a recent death centers on bringing closure to the discussion. Bringing closure means that feelings have been ventilated and students have reached some degree of understanding and acceptance and have pulled themselves together to “return to work.” Not all students will have accomplished this within the school period. The issue then becomes identifying students who need to be referred for further help. Wide variations in how people deal with feelings will make referral problematic. The following general considerations should be evaluated to determine a need for follow-up.

1. It should be expected that some students will cry. Students who have been unable to control crying by the end of the day are obvious choices for referral.
2. At the other end of the continuum will be students who are showing no visible emotion. “Expected reaction” is a function of the degree of closeness between the victim and the student. In the cases where it is known that a student was close to the victim, yet is showing no reaction, follow-up is recommended. This category is the most difficult to assess. Many students who were not close to the victim will feel very little. Also, a numb, dumbfounded response is a common response to tragedy. Finding the emotional over-controlled among this group will depend primarily on a teacher’s knowledge of social relationships.
3. Anger as well as grief is a normal response to suicide. But, if a classroom is responding predominantly by grieving, then an angry student may feel compelled to remain silent. This student may be a good candidate for follow-up.
4. Any student who is expressing feelings of hopelessness and despair should be taken seriously. This student should be seen individually to assess the degree of risk further and provide appropriate follow-up service.
5. A close friend or girlfriend/boyfriend, brother/sister, may assume a heavy burden of guilt. Special time with these individuals also may be significant.

Boone Community School District EARTHQUAKE

1. Remain where you are, remain calm, assess the situation.
2. Do not evacuate the building as long as tremors are occurring quite constantly.
 - While indoors:
 - ⇒ Take cover under desks, tables, or heavy furniture
 - ⇒ Stay away from windows
 - ⇒ Move from under light fixtures and other suspended objects
3. When tremors cease, administration will sound the fire alarm; evacuate building accordingly.
 - While outdoors:
 - ⇒ Move away from the building
 - ⇒ Avoid overhead wires and utility poles
 - ⇒ Evacuate senior high students to student parking lot; evacuate middle school students to staff parking lot; evacuate elementary school students to playground area.
 - ⇒ Counselor or designee will accompany students and teachers to assigned areas.
 - ⇒ Administrator, counselor, or designee will remain at building to ensure complete evacuation and to communicate with city/county emergency personnel
4. After the quake is over, follow administrative instructions.
 - a. Check for any injured students or staff
 - b. Call 911 if necessary
 - c. Notify nurse(s)
 - d. Notify counselors
 - e. Notify parents
 - f. If parents pick up students, have a check out list available.
 - g. Assemble Crisis Team
 - h. Be prepared to counsel students the next few days.
5. The superintendent (or designee) will be responsible for all media contacts.

Boone High School FIRE

To report a fire, pull a fire alarm. An administrator (or designee) will call 911 and the Superintendent.

The signal, a loud, CONTINUOUS BLAST of the horn will activate this plan. Close all windows and doors, including fire doors. Move quickly. **Absolutely no talking or running.**

PROCEDURES:

- Students are to proceed in a quiet and orderly manner.
- Staff is to take their class roster for attendance.
- Lights are to be turned off and doors and windows are to be closed.
- EVERYONE is to vacate the building and move across the street.
- Listed below is your exit door from the building. Take the most direct route from your room or area.

ROUTE OF EVACUATION:

Room Number

001-012	Northwest door
100-105	Northwest door
Wrestling Room	Northwest door
110-116	North door near nurse's office
120-122	North door near nurse's office
131-137	South door near Room 137
140-144	South door near Room 181
150-153	Southwest door
154-155	Food service door
160-164	Northeast door near auditorium
Auditorium	Northeast door near auditorium
181-187	South door near Room 187
200-210	Northwest door
211-224	North door near nurse's office
230-233	South door near Room 181
235-239	South door near Room 137
241-245	South door near Room 137
250-266	Southwest door
300-312	Northwest door
314-325	North door near athletic office
331-344	South door near Room 137
350-366	Food service door
Varsity Gym	South door near Room 187
Weight Room	West door near Offices
Commons	East door of Commons
Swimming Pool	East door from swimming pool
Training Room	South door near Room 137
PE Classroom	South door near Room 137
Aerobic Room	South door near Room 187

Locker Room A,BSouth door near Room 187
Locker Room C, D, ESouth door near Room 181
Locker Room F, GWest door near office
Locker Room H.....North door leading from locker room

RULES FOR FIRE EVACUATION

- Teachers will take their grade books with them, turn out lights in rooms and close the doors (leave doors unlocked).
- The assistant principal will be the primary liaison with the fire chief. All directives regarding building evacuation and re-entry will come from the assistant principal.
- In the event of an actual fire where space must be cleared for fire trucks and other emergency vehicles, students and staff should assemble at the sites directed by the principal at the time of the emergency.
- Staff should immediately take roll and report any missing students to the principal.
- An area for first aid will be established on the east side of the building.
- The superintendent (or designee) will be responsible for all media contact.
- During inclement weather, we will execute the building evacuation plan. The administration will notify teachers of evacuation sites.
- Parents will be notified where they can pick up their student.

Boone Community School District INTRUDER IN THE BUILDING

1. Intruder is identified and reported to the building principal.
2. Principal or designee will make announcement, call 911, and notify the Superintendent.
 - **INTERCOM CODE RED:**, There will be a mandatory staff meeting after school; please refer to the *red section* of your staff handbook
3. Principal or designee will notify custodian(s) to go outside to prevent anyone from entering the building.
4. Close and LOCK classroom doors, if possible; turn off lights; move students away from doors and windows, to lessen visibility by intruder; keep students in your room until further notice. Students who are not in a classroom at the time of the code will be sent to the nearest office or supervised area. If there is a student or students near your room, please have them join your class. If a student joins your class, call and let that student's teacher know the student is with you.
5. Principal will secure the area where the intruder is located.
6. If the intruder has a gun, the principal or designee will be on hand to talk to the intruder. Staff member in the area should avoid any confrontation with the intruder. Use of a patient, steady tone of voice by staff is important. Use first name in confrontation with the intruder.
7. Give control of the scene to police.
8. Intercom announcement will be made to release students; any other information deemed appropriate will be given via intercom.
9. Members of the crisis team will meet to determine what action needs to be taken with staff and students.
10. A written announcement will be distributed regarding any follow-up (counseling, staff meeting, etc.) that may be necessary.
11. The superintendent (or designee) will be responsible for all media contact.
12. A mandatory all-staff meeting may be scheduled after school.

Boone Community School District KIDNAPPING

1. When an abduction is reported, or when an abduction takes place on the way to or from school, the principal or his designee will call 911 and activate the Crisis Management Plan giving the following information:
 - Full name of the child
 - Age of the child
 - Description of the child
 - Description of essential(s), including wearing apparel and vehicle used if known)
 - Name of parent (custodial and non-custodial)
2. Notify Superintendent and refer all media to the Superintendent (or designee).
3. Principal or school representative will contact the parent.
4. Hoax calls generally originate by a call to a parent, stating that the child is being held for a specified reason. The parent then calls the school to ascertain if the student is in class. While the school official is checking on the child's attendance, someone should be collecting information from the parent for the following reasons:
 - A complete description would be available, if necessary
 - The question would help occupy the parent's mind until the official could report that the call was unfounded
5. Following the incident, an investigation should be conducted
 - This can be done personally or through law enforcement officials.
 - The parent should be encouraged to be as explicit as possible in describing what was said by the caller
 - Sex and an estimate of age of the caller should be determined
 - The parent should be questioned about possible background noises and distinctions of the caller's voice
6. The parent should be assured that a crank call seldom proceeds beyond that point. However, law enforcement officials should be notified as a precaution against any physical attempt.

Boone Community School District MEDICAL EMERGENCY IN THE BUILDING

1. Building principal will announce the intercom code for teachers to close their doors and keep students in their rooms.
 - **INTERCOM CODE:** BLUE, medical situation. Remain in your current classroom until “all clear” announcement over the intercom.
2. The principal and/or designee(s) will circulate around the building and get students out of the hallways. Students who are not in a classroom at the time of the code should report to a supervised area.
3. If a **STAFF** member is medically affected, the principal will notify a family member.
4. If a **STUDENT** is medically affected, the nurse or principal will contact the student’s family.
5. When the hallways are clear and the affected person has been removed from the building, the principal will make an intercom announcement regarding the incident. (If necessary, a written announcement will be circulated for follow-up concerns.)
6. An intercom announcement will be made to release students to their next class.
7. If a death occurs as a result of the medical emergency, the procedures found in the section, “Sudden death of student/staff during the school day” will be followed.
8. The superintendent (or designee) will be notified and will be responsible for all media contact.

Boone Community School District NON-CUSTODIAL PARENT

1. Do not allow a child to leave building with a non-custodial parent.
2. Avoid confrontation. Be accommodating and helpful without furnishing excessive details.
3. Contact custodial parent if at all possible. If not, have non-custodial parent make this contact outside of the school.
4. If non-custodial parent visits with child, school employee should remain with the child and parent during the visit.
5. If the parent becomes confrontive or combative, call local authorities or 911.

The Department of Education issued a legal advisory regarding non-custodial parent in a letter written Spring 1991: “The Department (of Education) advises local school districts to allow custodial and non-custodial parents equal rights concerning their children in the absence of a court order prohibiting these rights...this applies to both non-custodial parents’ right to see their children on school grounds and to have access to the child’s educational records.”

If you have any questions regarding non-custodial parents, please contact a school counselor. These situations can be difficult at best and often require judgment calls and/or knowing some history regarding the family.

Boone Community School District
PARENT OR GUARDIAN UNDER THE INFLUENCE
OF DRUGS AND/OR ALCOHOL

If a parent or guardian should come to school to pick up their child while under the influence of drugs or alcohol, it is the school personnel's obligation to prevent the child from leaving. According to the Department of Education, any employee that knowingly allows a child to leave with someone under the influence puts themselves and the school in a liable situation should the child become injured. To assess the situation, you should look for the following:

- Strong odor
- Bloodshot eyes
- Slurred speech
- Unsteady gait
- Boisterous or quiet behavior
- Actions different from their normal behavior

If it is clear that the parent/guardian is under the influence. You need to:

- Stall the parent
- Contact the principal, counselor, superintendent, or building crisis designee
- Let the parent know that the child may not leave with him/her
- Contact the police (911)
- Document the situation

Boone Community School District SUICIDE

In the event that a student has committed suicide, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Crisis team meets at 6:30 a.m. or in the evening, if possible.
2. Activate phone tree as soon as possible to report suicide.
3. Mandatory all-staff meeting at 7:30 a.m. The following will occur:
 - Accurate information regarding the suicide will be given.
 - Available resources where students and staff can go for help will be provided.
 - Identification of students/staff who may be “at risk” or strongly affected.
 - Provide teachers with guidelines for handling distressed students.
 - Prepare formal announcement of death to be read to students and staff.
4. Media should be directed to principal.
5. Announce death to students and staff.
6. Have crisis center available for students and staff to go to.
7. Mandatory staff meeting at the end of the day.
8. Remember – do not glorify a suicide in any way:
 - Do not fly the flag at half-mast.
 - Do not observe a moment of silence in the school.
 - Do not have a memorial service.
9. Principal or designee will maintain contact with the family to verify facts and respect their privacy.

Boone Middle/High School TORNADO

Tornado Watch is issued when weather conditions are such as to make formation of a tornado highly possible. Staff/students will be notified via the intercom that a tornado watch has been issued.

Tornado Warning is issued when funnel-shaped clouds are seen and reported to the weather service. Staff/students will follow the procedures listed below:

1. The tornado “signal” will be sounded to alert staff/students to take cover immediately. The siren will be a series of interrupted short signals (a wail tone).
2. Classroom teachers will:
 - Direct their students to the designated area. (If students are outside, bring them inside to designated area.)
 - Take class rosters for purposes of attendance.
 - Report any missing students to the principal.
3. The designated area for a tornado shelter will be:

DESIGNATED AREAS:

Room Number

001-009	Move to inner hallway-close hallway doors
010.....	Move into the storage room
011-012.....	Move to inner hallway-close hallway doors
Wrestling Room.....	Into corridors leading east from wrestling room
100-105	Down northwest stairs to inner hallway
110-116.....	Down stairwell north of Teacher’s Lounge into west corridor of
.....	Weight Room
120-122	Down stairwell northeast of H.S. principal office into north corridor
.....	M.S. gym
131-137	Down stairwell southeast of offices (towards H.S. gym) into west
.....	corridor of Weight Room (custodian break room hallway)
140-144	Down south vestibules to south P.E. locker room
151,153.....	Into Room 151 storage closet
152.....	Into basement boy’s and girl’s restroom
155,156.....	Into welding storage room
160-164	Stay in music rooms (choir, band, orchestra)
181-187	Down swimming pool stairs to boys’ PE locker room
200-210	Down northwest stairs to 1st floor, down stairwell north of offices into
	west corridor
211-224	Down northeast stairs to music rooms
230-233	Down southeast stairs and south vestibule to locker room D
235-239	Down southeast stairs and south vestibule to girls’ varsity locker room
241-245	Down southeast stairs and south vestibule to south M.S. locker room

250 (Café)-266Down middle stairs (across from Rm. 260) to ICN hallway (Industrial Tech wing)

300-305Down northeast stairs and stairwell northeast of H.S. Principal office to west corridor

310-325Down northeast stairs and north vestibule to north corridor (stairs to lower gym)

331-344Down southeast stairs and south vestibule to south P.E. locker room

350-366Down middle stairs (across from Rm. 360) to ICN hallway (Industrial Tech wing)

Auditorium.....To Boys & Girls Restrooms in Commons area

Commons.....To Boys & Girls Restrooms in Commons area

Varsity Gym.....Down swimming pool stairs to weight room

Weight Room.....Out north gym doors into north locker rooms

Swimming Pool.....Down swimming pool stairs to boys' varsity locker room A

Training Room.....Stay in room

PE Classroom.....Stay in room

Aerobic Room.....Stay in room

Locker Room A,B.....Stay in room

Locker Room C, D, E ...Stay in room

Locker Room F, GStay in room

Locker Room H.....Stay in room

4. NO CONVERSATION should be held during the entire event. Listen for directions.
5. Windows are preferred shut if time allows. Classroom doors are to be shut to prevent flying debris from the classrooms to enter the hallways.
6. Students are to file into designated area and sit on the floor in a crouching position, placing head on the knees, covering head with arms. In hallway areas, a double line should be formed, with students facing each other in that double line. A walk-way should be left down the middle of the hall.
7. **DO NOT MOVE FROM YOUR POSITION UNTIL THE "ALL CLEAR" IS GIVEN!!**
8. The principal will use a bullhorn, if necessary, to provide information to student/staff in the event of an actual tornado. The principal will also instruct custodial staff to turn off gas and electricity if necessary.
9. After the tornado, if there is damage to the building or harm to students, the principal will call 911 and the Superintendent.

Boone Community School District TOXIC SPILL

Reaction to a toxic spill will have to be handled on a case-by-case situation in conjunction with law enforcement and Boone County Disaster Services (433-0592 or 432-3405).

1. If there is a need to react, we will be informed by law enforcement.
2. The principal will be responsible for relaying information to students and staff over the PA system.
3. The principal will be responsible for receiving information from law enforcement and relaying it to the superintendent's office.
4. The principal will be responsible for arranging transportation to evacuate students if necessary.
5. If the toxic spill is near an elementary school and the students must be evacuated, they will be transported to the high school auditorium.
6. If the toxic spill is near the high school and the students need to be evacuated, the students with cars may be dismissed. All other students will be transported to the Page Elementary gym.
7. Parents will be notified as to where their student(s) may be picked up.

Boone Community School District WEAPONS

Staff or student who is aware of a weapon brought to school should:

1. Notify principal or teacher immediately.
2. Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details
3. If teacher suspects that a weapon is in classroom, he/she should confidentially notify a neighboring teacher to notify principal or his designee. Teacher should not leave classroom.

The Principal or designee will:

1. Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
2. Ask another administrator, School Resource Officer, or counselor to join you in questioning suspected student or staff member.
3. Accompany suspect to private office to wait for police.
4. Conduct search with police or School Resource Officer.
5. Inform suspect of his/her rights and why you are conducting search.
6. Keep detailed notes of all events and why search was conducted.
7. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
8. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

BOONE MIDDLE SCHOOL



CRISIS MANAGEMENT PLAN

Boone Middle School Crisis Plan

Table of Contents

Support and Personnel Resources	3
Crisis Team Members.....	4
Floor Plan	5
Warnings & Notifications	6
Assault/Fights.....	7
Bomb Threat.....	8
Bomb Threat Questions	9
Child Abuse Reporting Procedures	10
Death of a Parent	11
Earthquake.....	12
Emergency Relocation Center	13
Fire	14
Hazardous Materials	15
Intruder/Hostage.....	16
Kidnapping.....	17
Lockdown.....	18
Media Procedures	19
Medical Emergency	20
Non Custodial Parent Issues.....	21
Parent/Guardian Under The Influence	22
Response To Any Emergency	23
School Bus Accident.....	24
Serious Injury/Death.....	25
Suicide.....	26
Tornado	27
Toxic Spills.....	28
Weapons	29

SUPPORT & PERSONNEL RESOURCES

ELEMENTARY COUNSELORS

Pam Winter-Miller	Franklin	433-0860	h432-3620
Virgie Lestina	Lincoln/Lowell	433-0800/0820	h432-1603
Karlene Hughes	Middle School	433-0020	h465-2783

MIDDLE/HIGH SCHOOL COUNSELORS

Sue Gradoville	Middle School	433-0995, Ext. 229	h433-1447
Megan McIntyre	Senior High	433-0995, Ext. 214	
Megan Curry	Senior High	433-0995, Ext. 274	
Kathy Weaver	Senior High	433-0995, Ext. 215	h433-1594

AEA TEAM

Pam Abarr	School Social Worker	1-800-375-6817, Ext. 3315
Jenny Sumner	Educational Consultant	1-800-375-6817, Ext. 3318
Barb Thompson	School Psychologist	1-800-375-6817, Ext. 3314
Brenda Fisher	Educational Consultant	1-800-375-6817, Ext. 3310
Laura Fitzgerald	School Social Worker	1-800-375-6817, Ext. 3320
Marilyn Severs	Educational Consultant	1-800-375-6817, Ext. 3316

ADDITIONAL CONTACT AGENCIES AND NUMBERS

Abuse Reporting.....	1-800-362-2178
ACCESS (Assault/Rape) Ames	1-800-203-3488
Alcohol/Drug Abuse Hotline.....	1-800-252-6465
American Red Cross.....	232-5104
Boone County Hospital	432-3140
Boone County Human Services.....	433-0593
Boone County Prevention.....	432-7995
Boone County Sheriff (911).....	433-0524
Boone County Transportation.....	433-5038
Boone Fire Department.....	432-3446
Boone Police Department (911).....	432-2211 or 432-3456
Boone Public Health (Home Care Services).....	432-1127
Child Abuse Hotline.....	10-10-275-00
Family Therapy Associates.....	432-5441
Poison Control.....	1-800-222-1222
The Richmond Center	1-800-830-7009
Youth & Shelter Services	432-7983
Youth Crisis Line	1-800-448-4663
Youth Emergency Services.....	282-9377

Crisis Team Members

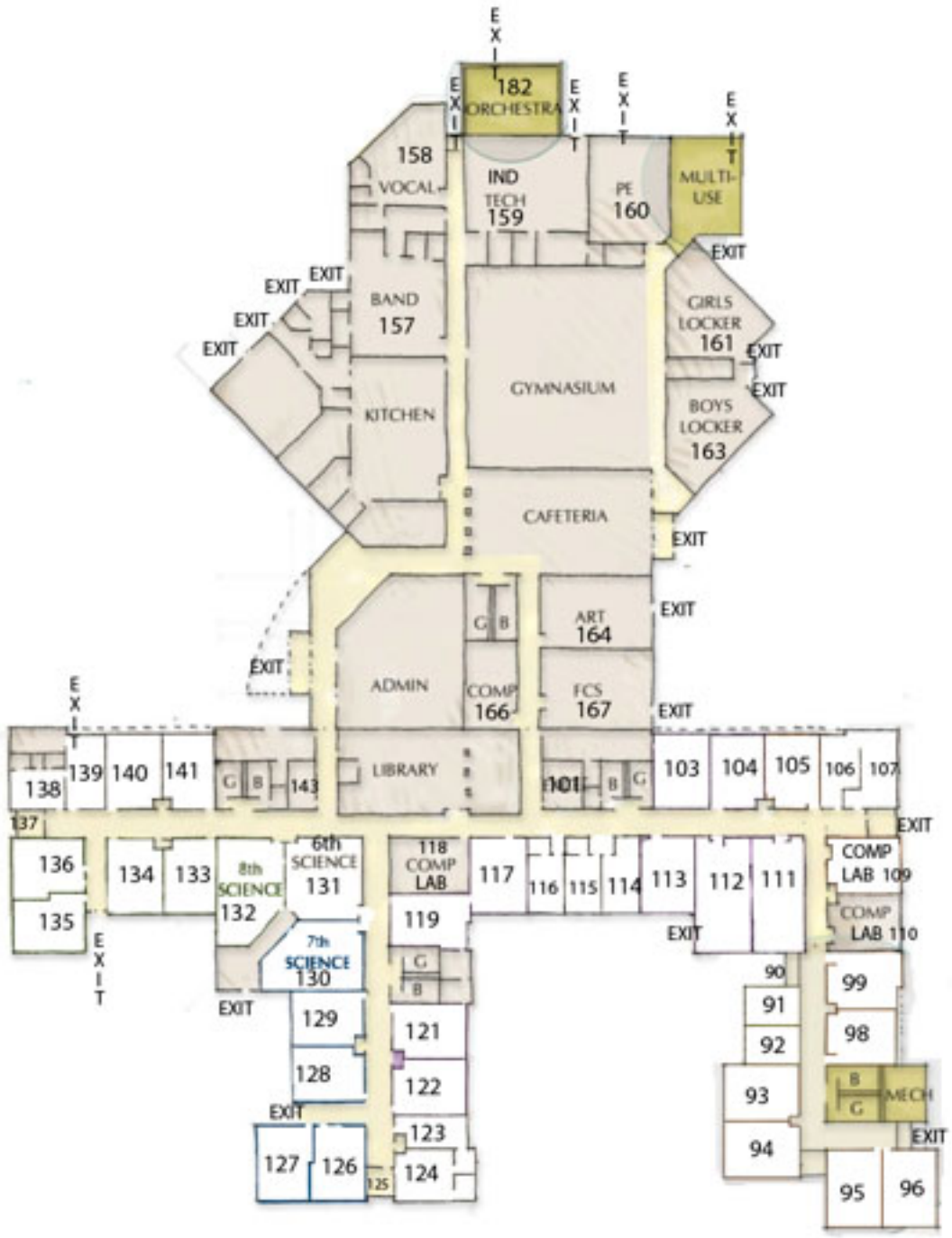
Position	Name	Extension	Home	Cell
Principal	Carolyn Clark	151		298-0571
Asst. Principal	Scott Kelley	150		298-0573
Counselor	Sue Gradoville	144		298-2850
Counselor	Karlene Hughes	244		229-0218
Counselor	Mark Hanna	145		230-2499
Nurse	Maureen Welterlen	149		689-7133
Secretary	Lauri Bauk	146		212-0354
Secretary	Deanna Kudrna	147		230-1772

CPR/First Aid Certified Persons at BMS

Name	Extension	Certification
Maureen Welterlen	149	CPR/First Aid
Scott Kelley	150	CPR/First Aid
Megan Hansen	161	CPR/First Aid

District Crisis Committee

Position	Name	Extension	Home	Cell
Superintendent	Brad Manard	200		298-9738
Curr. Director	Pam Nystrom	202		451-0143



BOONE MIDDLE SCHOOL

Warnings and Notification

- Call 911, if necessary. Assess life and safety issues first
- Inform Carolyn Clark at 151 or Scott Kelley at 150
- Assistant Principal notifies Superintendent at 200 or Asst. Superintendent at 202
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate PA with correct code
- Code words should be used in situations in which immediate notification is necessary, but safety of students and staff may be compromised if everyone in school building knows of emergency.

Code Words	Emergency	Actions
CODE RED	Lockdown-Intruder in Building	Lock doors & keeps all students in room
CODE BLUE	Medical Emergency	Keep students in room until notified
CODE GREEN	Fight	Keep students in room until notified

- If immediate action is not required, notify staff at a meeting before or after school hours. Teachers will debrief students during class unless an assembly or announcement over PA is made
- Assistant Principal notifies parent(s) or guardian of victims(s), if necessary
- Superintendent notifies other schools in district. The school(s) with siblings of the victim(s) should be called first

Assault/Fight

If you come upon an assault or fight:

- Ensure the safety of students and staff first
- Call 911, if necessary
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section)
- Notify Assistant Principal. Administration assembles Crisis Team Members
- CODE GREEN announced over PA
- Seal off area where assault took place
- Diffuse situation, if possible
- Administration notifies police of weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact
- Assistant Principal notified Principal and Superintendent
- Administration contacts parents of students involved in incident
- Document all activities. Ask victim(s)/witness(es) for their account of incident
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threat

Upon receiving a message that a bomb has been planted in school:

- Use bomb threat checklist
- Ask where the bomb is located, when the bomb will go off, what materials are in bomb, who is calling, why caller is doing this
- Listen closely to caller's voice and speech patterns and to noises in background
- Remain calm and obtain as much information as possible
- Notify Assistant Principal
- Assistant Principal notifies Principal and Superintendent
- Administration orders evacuation of all persons inside school building(s)
- Administration notifies police (911) and must report incident to Boone County Disaster Services/Fire Marshal

Evacuation procedures:

- Administration warns students and staff. So not mention "Bomb Threat". Use standard fire drill procedures
- Direct students to take their belongings
- Students and staff must be evacuated to a safe distance outside school building. After consulting with Superintendent, Principals may move students to the south end of the football field and bus students to the Iowa National Guard Armory, if weather is inclement or building is damaged.
- Teachers take attendance after being evacuated
- No one may reenter the building until the building is declared safe by fire or police personnel
- Administration notifies students and staff of termination of emergency. Resume normal operations.

Questions When a Bomb Threat Occur

Be calm and listen carefully • Do not interrupt or antagonize the caller
Try to develop a rapport by being sympathetic • Take notes about the call

A Checklist When You Receive a Bomb Threat

Time and Date Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____
7. May I have your name? _____

Description of caller's voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____

Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time caller hung up: _____

Remarks: _____

Name, School Telephone of recipient: _____

REMEMBER: REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

Child Abuse Reporting Procedures

As a school employee you are considered a mandatory reporter of any type of suspected child abuse. Please follow the outlined procedures.

- Contact the building principal, counselor or nurse about your suspicion.
- Call the Child Abuse Hotline 1-800-795-9606
- Complete the required form. This must be thoroughly completed by the person who makes the contact. Copies of this can be found in the office and/or from the counselor.
- Once you have called the hotline number a case worker from the Boone County Department of Human Services (DHS) will contact you.
- If DHS feels the report is warranted, a visit to school and/or home will be made within 24 hours of the report.
- Questions? Ask the counselor.
- Be sure to document all information.

Death Of A Parent

In the event that a death of a parent is reported during the school day, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Building secretary will notify the building principal and guidance counselor and note who contacted the school with the information.
2. Gather factual information related to the death, as it is available.
3. Make needed contacts to verify the accuracy of the reported death.
4. Discuss with a family contact (as designated on emergency information sheet) the family's preference on the handling of the situation.
5. Determine if there are other siblings at other buildings and inform that sibling's principal or counselor of the situation.
6. Meet with the student's classroom teacher regarding the incident and discuss the plan of action for management of the situation.
7. If the student is not to be notified at school, the school counselor should make a follow up contact with the family to determine any needs the student might have upon returning to school.
8. Consult the principal and/or counselor before sending a note home with classmates.

When the death of a parent is reported to the school and the student is not in attendance at school, follow the same basic procedures outlined above as they apply.

Earthquake

1. Remain where you are, remain calm, assess the situation.

2. Do not evacuate the building as long as tremors are occurring quite constantly.
 - While indoors:
 - ⇒ Take cover under desks, tables, or heavy furniture
 - ⇒ Stay away from windows
 - ⇒ Move from under light fixtures and other suspended objects
3. When tremors cease, administration will sound the fire alarm; evacuate building accordingly.
 - While outdoors:
 - ⇒ Move away from the building
 - ⇒ Avoid overhead wires and utility poles
 - ⇒ Evacuate senior high students to student parking lot; evacuate middle school students to staff parking lot; evacuate elementary school students to playground area.
 - ⇒ Counselor or designee will accompany students and teachers to assigned areas.
 - ⇒ Administrator, counselor, or designee will remain at building to ensure complete evacuation and to communicate with city/county emergency personnel
4. After the quake is over, follow administrative instructions.
 - a. Check for any injured students or staff
 - b. Call 911 if necessary
 - c. Notify nurse(s)
 - d. Notify counselors
 - e. Notify parents
 - f. If parents pick up students, have a check out list available.
 - g. Assemble Crisis Team
 - h. Be prepared to counsel students the next few days.
5. The superintendent (or designee) will be responsible for all media contacts.

Evacuation/Relocation Center

Evacuation:

- Call 911, if necessary
- Assistant Principal/Principal issues evacuation procedures after consulting with Superintendent
- Administration determines if students and staff should be evacuated outside of building or to relocation centers. Administration coordinates transportation and notifies transportation coordinator if students are evacuated to relocation center.
- Administration notifies relocation center
- Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
- Close all windows
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system
- Place evacuation sign in window
- Lock doors

Teachers:

- Direct students to follow normal fire drill procedures unless administration alters route
- Take class roster
- Close classroom doors and turn out lights
- When outside building, account for all students. Inform administration immediately if student(s) is/are missing
- If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center

Relocation Centers:

- Iowa Army National Guard
- 700 Corporal Sneed Dr.
- 515-432-8833

Fire

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

- Pull fire alarm

- Evacuate students and staff to a safe distance outside of building
- Follow normal fire drill route as indicated in classroom. Follow alternate route if normal route is too dangerous
- Teachers take attendance
- Assistant Principal notifies police (call 911) and Principal and Superintendent. Assistant Principal reports to Fire Marshal
- After consulting with Superintendent, Assistant Principal may move students to the **south end of the football field, where students will be bused to the National Guard Armory**, if weather is inclement or building is damaged
- No one may reenter the building until entire building is declared safe by fire or police personnel
- Assistant Principal notifies students and staff of termination of emergency. Resume normal operations

Incident occurred in school:

- Call 911
- Notify Assistant Principal
- Assistant Principal notifies Principal/Superintendent
- Seal off area of leak/spill
- Take charge of area until fire personnel/Boone County Disaster Services contain incident
- Official in charge will recommend shelter or evacuation actions
- Follow procedure for evacuation
- Notify parents if students are evacuated
- Resume normal operations after consulting with fire/disaster officials

Hazardous Materials

Incident occurred near school property:

- Fire or Police will notify Superintendent

- Superintendent will notify Administration
- Fire Officer in charge of scene will recommend shelter or evacuation actions
- Follow procedures for evacuation
- Notify parents if students are evacuated
- Resume normal operations after consulting with fire officials

Intruder/Hostage

Intruder: An unauthorized person enters school property

- Notify Assistant Principal

- Ask another staff person to accompany you before approaching intruder
- Politely greet intruder and identify yourself
- Ask intruder the purpose of his/her visit
- Inform 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. Inform him/her that you will call police
- Notify Assistant Principal if intruder still refuses to leave. Give full description of intruder
- 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.)
- Administration may issue a Lock-down-CODE RED

Hostage:

- If hostage taker is unaware of your presence, do not intervene
- Call 911. Give dispatcher details of situation
- Seal off area near hostage scene
- Notify Assistant Principal
- AP notifies Principal/Superintendent
- Give control of scene to police and hostage negotiation team
- Keep detailed notes of events

If taken hostage:

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

Kidnapping

1. When an abduction is reported, or when an abduction takes place on the way to or from school, the principal or his designee will call 911 and activate the Crisis Management Plan giving the following information:

- Full name of the child
 - Age of the child
 - Description of the child
 - Description of essential(s), including wearing apparel and vehicle used if known)
 - Name of parent (custodial and non-custodial)
2. Notify Superintendent and refer all media to the Superintendent (or designee).
 3. Principal or school representative will contact the parent.
 4. Hoax calls generally originate by a call to a parent, stating that the child is being held for a specified reason. The parent then calls the school to ascertain if the student is in class. While the school official is checking on the child's attendance, someone should be collecting information from the parent for the following reasons:
 - A complete description would be available, if necessary
 - The question would help occupy the parent's mind until the official could report that the call was unfounded
 5. Following the incident, an investigation should be conducted
 - This can be done personally or through law enforcement officials.
 - The parent should be encouraged to be as explicit as possible in describing what was said by the caller
 - Sex and an estimate of age of the caller should be determined
 - The parent should be questioned about possible background noises and distinctions of the caller's voice
 6. The parent should be assured that a crank call seldom proceeds beyond that point. However, law enforcement officials should be notified as a precaution against any physical attempt.

Lock-Down Procedures

Lock-down procedures may be issued in situation involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Assistant Principal will issue lock-down procedures by announcing warning over PA system. PA announcement may be coded (i.e. CODE RED)
- Direct all students, staff and visitors into classrooms
- Lock classroom doors
- Cover windows of classrooms
- Move all persons away from windows and doors
- Allow no one outside of classrooms until all-clear signal is given by Assistant Principal

Media Procedures

All staff must refer media to the district spokesperson

Boone CSD assumes responsibility for issuing public statements during an emergency

- District Spokesperson: Brad Manard, Superintendent, ext. 200
- Alternate District Spokesperson: Pam Nystrom, Curriculum. Director, ext. 202
- School Public Information person: Dave Kapfer, ext. 226
- Alternate School Public Information person: Carolyn Clark, ext. 151

During an emergency, adhere to the following procedures:

- Assistant Principal/Principal relays all factual information to Superintendent
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media
- Establish a media information center away from school
- Update media regularly. Do not say “No Comment”
- Do not argue with media
- Maintain log of all telephone inquiries. Use scripted response to inquiries

Media statement:

- Create a general statement before an incident occurs. Adapt statement during crisis
- Emphasize safety of students and staff first
- Briefly describe a school’s plan for responding to emergency
- Issue brief statement consisting only of the facts
- Respect privacy of victim(s) and family of victims(s). Do not release names to media
- Refrain from exaggerating or sensationalizing crisis

Medical Emergency In The Building

1. Building principal will announce the intercom code for teachers to close their doors and keep students in their rooms.
 - **INTERCOM CODE:** BLUE, medical situation. Remain in your current classroom until “all clear” announcement over the intercom.
2. The principal and/or designee(s) will circulate around the building and get students out of the hallways. Students who are not in a classroom at the time of the code should report to a supervised area.
3. If a **STAFF** member is medically affected, the principal will notify a family member.
4. If a **STUDENT** is medically affected, the nurse or principal will contact the student’s family.
5. When the hallways are clear and the affected person has been removed from the building, the principal will make an intercom announcement regarding the incident. (If necessary, a written announcement will be circulated for follow-up concerns.)
6. An intercom announcement will be made to release students to their next class.
7. If a death occurs as a result of the medical emergency, the procedures found in the section, “Sudden death of student/staff during the school day” will be followed.
8. The superintendent (or designee) will be notified and will be responsible for all media contact.

Non-Custodial Parent Issues

1. Do not allow a child to leave building with a non-custodial parent.
2. Avoid confrontation. Be accommodating and helpful without furnishing excessive details.
3. Contact custodial parent if at all possible. If not, have non-custodial parent make this contact outside of the school.
4. If non-custodial parent visits with child, school employee should remain with the child and parent during the visit.
5. If the parent becomes confrontive or combative, call local authorities or 911.

The Department of Education issued a legal advisory regarding non-custodial parent in a letter written Spring 1991: “The Department (of Education) advises local school districts to allow custodial and non-custodial parents equal rights concerning their children in the absence of a court order prohibiting these rights...this applies to both non-custodial parents’ right to see their children on school grounds and to have access to the child’s educational records.”

If you have any questions regarding non-custodial parents, please contact a school counselor. These situations can be difficult at best and often require judgment calls and/or knowing some history regarding the family.

Parent Or Guardian Under The Influence Of Drugs & Or Alcohol

If a parent or guardian should come to school to pick up their child while under the influence of drugs or alcohol, it is the school personnel's obligation to prevent the child from leaving. According to the Department of Education, any employee that knowingly allows a child to leave with someone under the influence puts themselves and the school in a liable situation should the child become injured. To assess the situation, you should look for the following:

- Strong odor
- Bloodshot eyes
- Slurred speech
- Unsteady gait
- Boisterous or quiet behavior
- Actions different from their normal behavior

If it is clear that the parent/guardian is under the influence. You need to:

- Stall the parent
- Contact the principal, counselor, superintendent, or building crisis designee
- Let the parent know that the child may not leave with him/her
- Contact the police (911)
- Document the situation

Response to Any Emergency

- Notify 911 (if necessary) and the Assistant Principal. Assistant Principal notifies Principal and Superintendent

- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified are listed in the Crisis Team Members section
- Seal off high-risk areas
- Take charge of area until incident is contained or relieved by Assistant Principal
- Assemble Crisis Team
- Preserve evidence. Keep detailed notes of incident
- Refer media to Brad Manard, Superintendent. Extension #200

Bus Accident Procedures

1. Evacuate bus
2. Driver (or trained student) radio the Director of Transportation and Superintendent's Office
 - Give the bus number

- Give location of bus
 - Provide injury information
3. Director of Transportation or Superintendent calls 911
 4. Administrator and/or counselor may go immediately to the accident site. Depending on the severity of accident, more staff may be sent to the site. A counselor may need to be released to go to the hospital.
 5. Dispatch another bus to the scene to take all uninjured students to the high school auditorium. Have crisis team and all school nurses there to recheck for injuries.
 6. Building principal notifies all secretaries as to how they are to respond to parent calls.
 - Give bus number
 - Give driver's name
 - Assure callers that emergency personnel and school personnel are on the scene
 - Direct parents to report to Boone County Hospital (if all students will be taken there)
 - Have a sign out sheet for parents
 7. For injured students at scene, the Superintendent or Director of Transportation will get hospital information (where student/s were transported to).
 8. Depending on the severity of the accident, crisis team will meet to determine if extra services (counseling, etc.) will be needed during the day. If the accident involves a death or deaths, the procedures found in the section, "Sudden death of student/staff during the school day" will be followed.
 9. Superintendent or Director of transportation reports to the scene with a camera and takes pictures from all angles.
 10. Determine whether drug test needs to be done as per policy.
 11. Notify insurance company.
 12. No drivers or school employees are to talk to the media. The superintendent (or designee) will be responsible for all media contact.
 13. Bus is to be towed to bus barn and put inside pending any investigation.

Serious Injury/Death

If incident occurred in school:

- > Call 911
- > Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section)

- > If possible, isolate affected student/staff member
- > Notify Assistant Principal-**CODE BLUE**
- > AP will notify Principal/Superintendent
- > Activate school crisis team. Designate staff person to accompany injured/ill person to hospital
- > Administration notifies parent(s) or guardian(s) of affected student
- > Direct witness(es) to school counselor. Contact parents if students are sent to counselor
- > Determine method of notifying students, staff and parents
- > Refer media to Superintendent; 433-0995 ext. 200

If incident occurred outside of school:

- Activate school crisis team
- Notify staff before normal operating hours
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance
- Refer media to Superintendent; 433-0995 ext. 200

Post-crisis intervention:

- Meet with school counseling staff and community service personnel to determine level of intervention for staff and students
- Designate rooms as private counseling areas
- Escort affected student's siblings and close friends and other "highly stressed" students to counselors
- Assess stress level of staff. Recommend counseling to overly stressed staff
- Follow-up with students and staff who received counseling
- Designate staff person(s) to attend funeral
- Allow for changes in normal routines or test schedules to address injury or death

Suicide/Attempt

Suicide Attempt in School:

- Verify information
- Call 911, if person requires medical attention, has weapon or needs to be restrained
- Notify school psychologist, counselor and administrator

- Assistant Principal calls Principal/Superintendent and parent(s) if suicidal person is student. Schedule meeting if possible
- Calm suicidal person
- Try to isolate suicidal person from other students
- Stay with person until counselor, psychologist, suicide intervention arrives. **Do NOT leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention. Determine level of intervention.
-

Suicidal Death/Serious Injury:

- Verify information
- Activate school crisis team
- AP notifies Principal/Superintendent
- Notify staff in advance of next school day following suicide or attempted suicide
- Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- Implement post-crisis intervention

Post-crisis intervention:

- Meet with school counseling staff and community services personnel to determine level of intervention for staff and students
- Designate rooms as private counseling areas
- Escort siblings and close friends and other “highly stressed” students to counselors
- Assess stress level of staff. Recommend counseling to overly stressed staff
- Refer media to Superintendent. Do not let media question students or staff.
- Follow-up with students and staff who received counseling
- Resume normal routines as soon as possible

Tornado

Tornado Warning has been issued in an area near school or tornado has been spotted near school:

- Signal will sound over PA-series of interrupted short signals
- Move students and staff to safe areas as listed in classrooms

- Take attendance
- Ensure that students are in “tuck” positions
- Account for all students
- Report any missing students to principal
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal

Toxic Spill

Reaction to a toxic spill will have to be handled on a case-by-case situation in conjunction with law enforcement and Boone County Disaster Services (433-0592 or 432-3405).

1. If there is a need to react, we will be informed by law enforcement.
2. The principal will be responsible for relaying information to students and staff over the PA system.
3. The principal will be responsible for receiving information from law enforcement and relaying it to the superintendent's office.
4. The principal will be responsible for arranging transportation to evacuate students if necessary.
5. If the toxic spill is near an elementary school and the students must be evacuated, they will be transported to the high school auditorium.
6. If the toxic spill is near the high school and the students need to be evacuated, the students with cars may be dismissed. All other students will be transported to the Page Elementary gym.
7. Parents will be notified as to where their student(s) may be picked up.

Weapons

Staff or students who is aware of a weapon brought to school:

- Notify Assistant Principal, SRO, or teacher immediately

- Tell Assistant Principal, SRO, or teacher the name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself
- If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

Franklin Elementary School Crisis Plan

Table of Contents

Support Personnel/Resources.....	1
Bomb Threat.....	2
Bomb Threat Checklist.....	3
Bus Accident Procedures.....	4
Child Abuse Reporting Procedures.....	5
Death of a Parent.....	6
Death of a Student or Staff.....	7
Earthquake.....	19
Fire Drill.....	20
Emergencies at Recess.....	21
Intruder in the Building.....	22
Kidnapping.....	23
Medical Emergency in the Building.....	24
Non-Custodial Parent.....	25
Parent or Guardian Under the Influence of Drugs and /or Alcohol.....	26
Suicide.....	27
Tornado.....	28
Toxic Spill.....	30
Weapons.....	31
Floor Plan.....	32

**Boone Community School District
SUPPORT PERSONNEL/RESOURCES**

ELEMENTARY COUNSELORS

Pam Winter-Miller Franklin
Linda Downs Page/Lincoln

ELEMENTARY SCHOOL NURSES

Beth Solomon Franklin
Mary Ann Moglestad Page/Lincoln

MIDDLE/HIGH SCHOOL COUNSELORS

Sue Gradoville Middle School
Karlene Hughes Middle School
Megan McIntyre Senior High
Megan Curry Senior High
Kathy Weaver Senior High

AEA TEAM

Pam Abarr School Social Worker
Brenda Fisher Educational Consultant
Barb Thompson School Psychologist
Marilyn Sievers Educational Consultant

FRANKLIN CRISIS TEAM

Dan Gould Franklin Principal
Pam Miller Guidance Counselor
Beth Solomon School Nurse
Kathy O'Neill School Secretary
Chris Myers Elementary Principal
Linda Downs Elementary Counselor
Mary Ann Moglestad Elementary Nurse

Franklin Phone Tree will be used when needed.

Franklin Elementary School BOMB THREAT

Prevention

- Except for the main front door, all other exit doors should be locked.
- Rooms should be locked when not in use.
- Teacher should briefly check room upon entering and report unusual circumstances or observations to the principal/designee and the building custodian. **DO NOT TOUCH SUSPECTED ITEMS!**
- Identify priority search areas and provide law enforcement with a floor plan of the building.

Procedure for Bomb Threat

1. Person receiving the call of a bomb threat should attempt to write down the time of the call and specifics of the caller's threat. (See form on following page.)
2. **Plan of action** if a bomb is alleged to be **in the building**.
 - a. The principal or the principal's designee will immediately notify local law enforcement and the Superintendent's office.
 - b. Police will want someone familiar with the building and contents to assist with the search. (building/grounds supervisor, principal, custodian, counselor, etc.)
 - c. Evacuate the building in good weather. Students will go to Memorial Park. The fire drill alarm and procedure should be followed.
 - d. Evacuating the building in poor weather conditions, students will move to Memorial Park and then be transported to the High School.
 - e. At the conclusion of the bomb search, students and staff will be informed by the principal or the principal's designee the next step to follow.
 - 1) If the all-clear is given, students may return to their classrooms.
 - 2) If the students cannot re-enter the building, the principal or the principal's designee will call the Director of Transportation and/or Superintendent to have buses take the elementary students to their sister school.
3. **Most importantly...Remain calm throughout the evacuation procedure and do not excite students. Offer the students only limited information if necessary and consider the age of the students.**
4. Notify parents of the bomb threat by a written news release to be sent home with the student.
5. If a real bomb is found, notify parents when students can be picked up.
6. Spokesperson – Superintendent or designee

WHEN A BOMB THREAT CALL COMES IN . . .

Be calm and listen carefully • Do not interrupt or antagonize the caller
Try to develop a rapport by being sympathetic • Take notes about the call

A Checklist When You Receive a Bomb Threat

Time and Date Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

7. May I have your name? _____

Description of caller's voice: _____

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Tone of Voice _____ Background Noise _____

Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time caller hung up: _____

Remarks: _____

Name, School Telephone of recipient: _____

REMEMBER: REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

Boone Community School District BUS ACCIDENT PROCEDURES

1. Evacuate bus
2. Driver (or trained student) radio the Director of Transportation and Superintendent's Office
 - Give the bus number
 - Give location of bus
 - Provide injury information
3. Director of Transportation or Superintendent calls 911
4. Administrator and/or counselor may go immediately to the accident site. Depending on the severity of accident, more staff may be sent to the site. A counselor may need to be released to go to the hospital.
5. Dispatch another bus to the scene to take all uninjured students to the high school auditorium. Have crisis team and all school nurses there to recheck for injuries.
6. Building principal notifies all secretaries as to how they are to respond to parent calls.
 - Give bus number
 - Give driver's name
 - Assure callers that emergency personnel and school personnel are on the scene
 - Direct parents to report to Boone County Hospital (if all students will be taken there)
 - Have a sign out sheet for parents
7. For injured students at scene, the Superintendent or Director of Transportation will get hospital information (where student/s were transported to).
8. Depending on the severity of the accident, crisis team will meet to determine if extra services (counseling, etc.) will be needed during the day. If the accident involves a death or deaths, the procedures found in the section, "Sudden death of student/staff during the school day" will be followed.
9. Superintendent or Director of transportation reports to the scene with a camera and takes pictures from all angles.
10. Determine whether drug test needs to be done as per policy.
11. Notify insurance company.
12. No drivers or school employees are to talk to the media. The superintendent (or designee) will be responsible for all media contact.
13. Bus is to be towed to bus barn and put inside pending any investigation.

Boone Community School District
CHILD ABUSE REPORTING PROCEDURES

As a school employee you are considered a mandatory reporter of any type of suspected child abuse. Please follow the outlined procedures.

- Call the Child Abuse Hotline 1-866-474-5366
- Once you have called the hotline number a case worker may contact you.
- If DHS feels the report is warranted, a visit to school and/or home will be made within 24 hours of the report.
- Questions? Ask the counselor or principal.
- Be sure to document all information.

Boone Community School District DEATH OF A PARENT

In the event that a death of a parent is reported during the school day, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Building secretary will notify the building principal and guidance counselor and note who contacted the school with the information.
2. Gather factual information related to the death, as it is available.
3. Make needed contacts to verify the accuracy of the reported death.
4. Discuss with a family contact (as designated on emergency information sheet) the family's preference on the handling of the situation.
5. Determine if there are other siblings at other buildings and inform that sibling's principal or counselor of the situation.
6. Meet with the student's classroom teacher regarding the incident and discuss the plan of action for management of the situation.
7. If the student is not to be notified at school, the school counselor should make a follow up contact with the family to determine any needs the student might have upon returning to school.
8. Consult the principal and/or counselor before sending a note home with classmates.

When the death of a parent is reported to the school and the student is not in attendance at school, follow the same basic procedures outlined above as they apply.

DEATH OF STUDENT OR STAFF

SUGGESTED GUIDELINES

Day of Notification of Death/Crisis

Faculty

1. Building principal initiates "Crisis Phone Tree" to all faculty/staff informing them of the crisis and requesting their arrival at school at 7:30 a.m. to attend a special faculty meeting.
2. Meeting with crisis team members is held to plan tentative activities for the next day.



DAY ONE

1. All building principals review the facts of the case with all the faculty/staff to dispel rumors, to discuss the plan of the day, to establish the procedures for coordinated review of information, and to allow the faculty members to express their feelings. Faculty/staff are encouraged to lend support to one another.
2. A member of the crisis team describes some of the feelings the students may be experiencing following the death/crisis...disbelief, anger, denial, sadness, loss.
3. Teachers are encouraged to allow the expression of grief in their classes in whatever way and to whatever extent they are comfortable. The guiding principle is to return to the normal routine as soon as possible within each class and within the school.
The teachers are asked to dispel rumors wherever possible, and to discourage any "glorification" of the event. For example, if a student is heard to say, "I wouldn't have the guts to kill myself!" the teacher can respond, "Suicide is not a brave act! It is far more courageous to go on living and to face your problems each day as you and I do."
4. The guidance office establishes a crisis control center. Additional support personnel may be drawn from the building, other buildings, neighboring districts, and community resources.
5. In dealing with suicide, a Crisis Response member should be designated to occupy the "empty chair." When deemed appropriate, the teacher should remove the chair or rearrange the seats.
6. The staff is asked to attend a faculty meeting immediately after school to review the events of the day.

7. The principal, guidance counselors, and support staff meet with each grade, either by individual homerooms or the total grade, in order to:
 - Review the known facts and to dispel rumors.
 - De-mythologize the act. (This is not heroism!)
 - Inform them of the crisis center.
 - Encourage them to express their reactions in whatever way is appropriate for them. (All responses are acceptable, from severe upset to no reaction whatsoever.)
 - Discuss possible guilt or feelings of responsibility.
 - Discuss possible fears for their own safety and that of their siblings and peers.
 - Ask them to be supportive of one another and to encourage any friend whom is upset to ask to go to the crisis center.
 - Reassure them that any adult in the building is available to help.
 - Encourage them to discuss their feelings with their parents.
8. Phone calls are made to parents of individual students who are unusually upset during the day. This is ideally handled by the support staff who can explain the student's reactions to the parents and give appropriate advice as to how the parents should handle their son/daughter. It may be necessary for parents to come to school and take the youth home for the day or for the youth to receive immediate professional help.
9. All building staff are assembled after school to:
 - Allow for the expression of feeling and mutual support. (After a full day of dealing with their own emotional responses and that of their students, the teachers are generally quite drained.)
 - Review the events of the day.
 - Review the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not dealing well), and compile a list based on staff observations of individual student reactions during the day.
 - Announce the wake and funeral arrangements and encourage staff, in accordance with the district guidelines, to attend and provide support to students and their families. (The building principal will designate which staff members will attend to represent the district.)
10. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.
11. Everyone should return to a normal schedule as soon as possible.

DAY TWO

1. Crisis Team continues counseling students, answering phone calls from anxious parents, and meeting with concerned staff.
2. Crisis team continues meeting with individual students and small groups to provide support and to identify further "high risk" students. Develop the idea of a continuing support group.
3. If deemed necessary, outside consultants (i.e. AEA, Mental Health, Ministries, etc.) are called upon to help conduct meetings for all parents, students, and staff. The consultants, making use of their professional expertise, urge the families of those students who are not coping well to pursue evaluations at one of the public or private mental health agencies listed in their area.
4. If a community meeting is necessary, an announcement is made to all concerned community members.
5. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.

DAY THREE

1. Crisis Team continues counseling students, answering phone calls from anxious parents, and meeting with concerned staff.
2. The principal writes follow-up letters to all parents of "high risk" students, indicating the school's fear and concern for the student's health and safety, and encouraging them to seek professional evaluation.
3. Community leaders are encouraged to form a steering committee to discuss a community-wide response to the needs of the teenagers.
4. "Front-line" staff members who have been dealing directly with the crisis meet with a consultant for expression of feelings and mutual support. (This is a very necessary ingredient.)
5. When appropriate, have a designated area open in the building, with supervision provided, so students/parents may meet or gather.

Needs of Students

The largest number of students will be seen in the morning. Some students may tend to stay for long periods of time and dwell on their grief. While it is important to be sensitive to the students' needs, especially those who may be high risk, getting the students back into a routine may serve as a useful therapeutic tool.

By the afternoon encourage students to return to class. This allows for more time to be spent with students who have serious or special concerns.

It may happen that students strongly resist the notion of going back to class and may again come down to the counseling area. Unless these students are felt to have serious concerns, take time to listen to them, but at least by the last class period encourage them to go back to class. This may need to be done by someone in a position of authority in that school building.

For those students with more serious and special concerns there are several things which may be done:

1. Talk through with the student, "When you leave school, who will be at home?" If no one will be at home, what are other options so that the student will not be at home alone? Do some brainstorming. If the student is upset, don't send them to an empty house alone.
2. Contracting may be useful in getting students to commit themselves to follow-up contacts with the counselor, etc.
3. If a student is felt to be a high risk, notify the parent before that student is released from school. It may be appropriate to keep that child at school until the parent picks him/her up from school. This allows the opportunity to offer recommendations for follow-up.

Needs of the Staff

Because of the high demands placed on the crisis team by the students, it may be difficult to meet the needs of the staff. But there are some ways which may assist:

1. Make the faculty aware in advance of the crisis team's presence. Let them know that if they would like, someone can be available in their classroom. Considerations may be given to having a crisis team member circulate in the halls to be readily available if a teacher is having difficulty conducting class.
2. If possible, spend some time in the teachers' lounge being a listening ear.
3. Provide time after school with the staff to talk about the day's events.
4. Compliment them frequently about how well they did under a very stressful time.

RESPONSIBILITIES

Administrators

1. Move quickly. Control information. Stay in charge. Superintendent is contact person for media. Principal must be proactive, not reactive. Determine who does what. Gather personal belongings and records of deceased for safekeeping.
2. Arrange a meeting early the first day with administrators and Crisis Team.
3. Notify all staff of meeting prior to students' arrival.
4. Inform students about the crisis as designated in Day One of the Crisis Plan.
5. Contact relatives of the deceased. Determine if a personal meeting is appropriate.
6. Schedule a meeting with the Crisis Team and faculty at the close of the day to review the day's events.
7. Explain to parents who request a memorial service at school that this is not recommended and propose alternatives.

Counselors

1. Centralize responsibility for activities of the first days.
2. Establish drop-in center (empty classroom) for triage where students can drop in and out during the day. A list of "At Risk" students should be generated. In group counseling, focus on good memories and funeral etiquette rather than on morbid aspects of death.
3. Grieving students may want to go home. Develop a policy saying no one goes home or leaves the building (persons need to monitor all exits) without supervision. Parent contact (call) for each absent student.
4. List, report, and keep track of all high-risk individuals and contact parents as necessary.
5. Attend meeting at the close of the first day. Assist in development of a plan for upcoming days.
6. Discuss involvement in visitation and funeral.
7. Review high-risk list daily, eliminating or adding students as appropriate. Keep confidential list. Counselors, principals, and support people must meet to discuss students.

Crisis Team

The Crisis Team for any given building is responsible for implementing a response plan for all crises that may affect the school. It is to act as quickly as possible.

The Crisis Team will provide the following services:

1. Serve as a resource to teachers who may need assistance in conducting their classroom discussions or who have questions of their own.
2. Respond to the needs of high-risk students and staff who may need immediate intense support.
3. Provide assistance and referrals for students and staff who experience personal trauma relating to the loss.
4. Follow up on key individuals (friend, family) of those who were close to the situation or victim.
5. Work with small group counseling when appropriate.
6. Work individually with students/staff.
7. Request further assistance from appropriate outside agencies.
8. Offer parents in the affected building an opportunity to discuss their concerns and needs.
9. Coordinate information and response with family of the victim.
10. Lead or give support at staff meeting to announce the crisis.
11. Coordinate any and all activities of response to the crisis.
12. Consider follow-up parent/student meetings on stress, self-esteem, etc. with help from outside agencies (one night per month).
13. Update and recommend changes to the plan as necessary and submit to the Board of Education for approval.

Do's and Don'ts

1. **DO** remain calm. **DON'T** panic.
2. **DON'T** delay sharing information with faculty/students, but make sure you are sharing facts.
3. **DO** allow students to be excused from school (with proper supervision) to attend funeral/memorial services.
4. **DON'T** make a martyr out of a student that committed suicide.
5. **DON'T** dismiss school.
6. **DO** allow students to make some type of expression of remembrance in the student's memory such as a living memorial tree planting on school grounds, etc.
7. **DON'T** allow the media to have free reign. **DON'T** bluff, ad-lib, or talk "off the record".
8. **DO** have only one spokesperson to the media, i.e. superintendent or his/her designee. After initial interview with the press, the use of releases may be a more appropriate and effective use of time.
9. **DON'T** deviate from communication policy and agreed upon statements.
10. **DO** announce and instruct teachers to keep students in the classroom until otherwise notified if there is someone posing a serious threat in the building.

Working in a crisis situation is draining and exhausting.

It is important during this day to take care of yourself.

SAMPLE INFORMATION

To All Staff

The following announcement may be read or paraphrased by staff in their classrooms:

- As stated, we have suffered a loss of one of our students. Mark, an eleventh grader, took his life yesterday. According to the information we have, Mark killed himself at his home, dying of carbon monoxide poisoning. He died yesterday afternoon. Funeral arrangements will be announced as soon as the family makes them available.
- Mark has a brother, Tom who is in tenth grade. As (designee) stated, we are all affected by this loss. We all have feelings anytime there is a death. For some of us we are reminded of previous losses and for others, this is the first loss that may have touched our lives. Be respectful of your own feelings. If you feel you need to talk with a counselor or need a place to gather your own thoughts, use the Instructional Media Center (IMC) as a safe place for doing so at some time during the day.

More information for staff:

- A. For those students who feel they need to talk further with someone, the IMC will be available and counseling staff will be present throughout the day. Tell students they need to get a pass from the teacher prior to reporting to the IMC.
- B. Please do not send large groups to the IMC. Another student should escort any student who appears especially affected to the IMC. Students will be expected to sign in and out of the IMC.
- C. If you have a large group that wants to go to the IMC, and you feel comfortable doing so, you may want to conduct a classroom discussion.
We may not be able to handle a large group of students in the IMC. Please notify the crisis center if you have a large group, and a counselor will be sent to your classroom.
- D. Staff members who have prep hours are asked to monitor the hallways and direct any students who appear emotionally upset to the IMC. Custodians, hall monitors, teacher associates, secretaries, and administrative staff also will be asked to direct affected students to the IMC. On occasion you may need to escort a student.

For all staff there will be a brief staff meeting today. The purpose of this meeting is to provide staff with any additional information, as well as to give all a chance to talk about our own feelings.

A number of community resources and counseling agencies could be notified should the need for further service and support become necessary. Please be aware that patience and understanding for staff and students will go a long way to helping us cope with this loss.

Being Prepared for the Unexpected

Having access to a few basic supplies can help the crisis day flow. Supplies may include:

- Facial tissues
Have an ample supply.
- Paper and pencil --- for students and yourself
Frequently it helps the students to be able to express their feelings through writing or drawing. It is helpful for you to keep a list of students you have seen, especially noting the high-risk students.
- Clay
This may be used as a tool for students unable to express themselves through writing, drawing or talking.
- Emergency Information Sheets for students and/or access to Power School.

Managing the Students in Crisis

Here are suggestions that will help in working with students in crisis:

- It is important to have someone direct the flow of activities. This allows for efficient use of the team.
- The team should meet before the students arrive and after they leave at the end of the day.
- A member of the crisis team should be trained in helping students confront the "Empty Chair(s)".
- When working with a group of students, pass around a sheet of paper and gather all of the students' names.
- Make note of students whom you feel may be high risk and give those names to the school counselor.
- Some team members may want to work in pairs with a group of students.
- Allowing students to write a letter or draw a picture provides a helpful avenue in addressing some of the feelings the student may be harboring. When allowed to share these thoughts, most students will do so in the larger group. Interesting and helpful discussion usually develops. (The same thing could be done with drawings.) If appropriate, ask the student if his comments can be shared with the family and possibly used in the memorial service.
- Be as informed as possible about the tragedy and be willing to share what you know about the arrangements when questions arise.
- Students want something tangible such as newspaper articles, a memorial card, etc. to carry around with them. If appropriate, make something available.
- When meeting with students, it is helpful to have private or semi-private areas available. If students are being seen in more than one room, it is useful to have the rooms within close proximity.
- Periodically check the halls and restrooms for students who may be alone, upset, etc.
- Be aware that other issues, especially those related to loss, will surface. This time of crisis gives students an opportunity to grieve and deal with other painful events in their lives, which may not have been adequately addressed in the past.
- If the death was caused by suicide, steer the group discussion away from talking about methods of killing oneself or glamorizing the death. (See issues to address with the students.)

Issues to Address with the Students

When the death was a suicide, some of the issues you may want to address are:

1. The death was not the other students' fault. It was the decision of that individual. Young people often have an inflated view of the power they have over the lives of others. Students may blame themselves for things they either did or did not do that led to the suicide.
2. That individual made a *bad* choice.
3. Problems are temporary. Suicide is permanent. Exciting things will happen in all of their lives in the future. The deceased won't be here to experience those things.
4. This is a good opportunity to talk about problem-solving skills. Address the fact that the individual may have been hurting, but he/she handled his/her problem poorly. Emphasize it is important to reach out and try to talk with someone about problems instead of keeping them inside. There are options that are far better than killing oneself.
5. Give permission to be angry at the victim. His/her poor choice is causing pain to many people.
6. Discourage any glorification of the death. If a student says, "he was so brave to kill himself," you can respond by saying, "Suicide is not a brave act. It is far more courageous to go on living and to face your problems each day as you and I do."

When a death occurs, students also express anger at inappropriate responses by other students, such as students who make jokes or inappropriate comments about the deceased. Explain that a variety of behaviors may be caused by the pain of grief and that an acting-out, quiet, or laughing student may be experiencing pain.

Talk about the pain of grief. One way to describe it may be through an analogy such as this: If I get a deep cut on my hand, I will feel the sharpest and deepest pain on the day that it happens. It will be very painful tomorrow and the next day. In a week it will still hurt, but not as intensely as the first day. In a month, if it was a deep cut, it still may ache, but not as intensely as the first day. If it was a very deep cut, a year from now, I may have a scar to always remind me of that hurt, but I am able to go on. I will never forget what happened, but I can go on. An emotional hurt is very similar. You may hurt the most today; tomorrow you will still hurt, but perhaps not as intensely as today. In a week you may be going through your normal routine, but your mind is still on the events of today. But with time your emotions will heal. You may always have a scar to remind you of this tragedy, but your life will go on and eventually the pain will not hurt as much as it does today.

Identifying High Risk Students After a Death

A problem with classroom discussions of a recent death centers on bringing closure to the discussion. Bringing closure means that feelings have been ventilated and students have reached some degree of understanding and acceptance and have pulled themselves together to "return to work." Not all students will have accomplished this within the school period. The issue then becomes identifying students who need to be referred for further help. Wide variations in how people deal with feelings will make referral problematic. The following general considerations should be evaluated to determine a need for follow-up.

1. It should be expected that some students will cry. Students who have been unable to control crying by the end of the day are obvious choices for referral.
2. At the other end of the continuum will be students who are showing no visible emotion. "Expected reaction" is a function of the degree of closeness between the victim and the student. In the cases where it is known that a student was close to the victim, yet is showing no reaction, follow-up is recommended. This category is the most difficult to assess. Many students who were not close to the victim will feel very little. Also, a numb, dumbfounded response is a common response to tragedy. Finding the emotional over-controlled among this group will depend primarily on a teacher's knowledge of social relationships.
3. Anger as well as grief is a normal response to suicide. But, if a classroom is responding predominantly by grieving, then an angry student may feel compelled to remain silent. This student may be a good candidate for follow-up.
4. Any student who is expressing feelings of hopelessness and despair should be taken seriously. This student should be seen individually to assess the degree of risk further and provide appropriate follow-up service.
5. A close friend or girlfriend/boyfriend, brother/sister, may assume a heavy burden of guilt. Special time with these individuals also may be significant.

Boone Community School District EARTHQUAKE

1. Remain where you are, remain calm, assess the situation.
2. Do not evacuate the building as long as tremors are occurring quite constantly.
 - While indoors:
 - ⇒ Take cover under desks, tables, or heavy furniture
 - ⇒ Stay away from windows
 - ⇒ Move from under light fixtures and other suspended objects
3. When tremors cease, administration will sound the fire alarm; evacuate building accordingly.
 - While outdoors:
 - ⇒ Move away from the building
 - ⇒ Avoid overhead wires and utility poles
 - ⇒ Evacuate senior high students to student parking lot; evacuate middle school students to staff parking lot; evacuate elementary school students to playground area.
 - ⇒ Counselor or designee will accompany students and teachers to assigned areas.
 - ⇒ Administrator, counselor, or designee will remain at building to ensure complete evacuation and to communicate with city/county emergency personnel
4. After the quake is over, follow administrative instructions.
 - a. Check for any injured students or staff
 - b. Call 911 if necessary
 - c. Notify nurse(s)
 - d. Notify counselors
 - e. Notify parents
 - f. If parents pick up students, have a check out list available. Students will be picked up in the lunchroom.
 - g. Assemble Crisis Team
 - h. Be prepared to counsel students the next few days.
5. The superintendent (or designee) will be responsible for all media contacts.

Franklin Elementary School FIRE

To report a fire, pull a fire alarm. An administrator (or designee) will call 911 and the Superintendent.

FIRE DRILL PLAN <u>Area</u>	Franklin Elementary 2011-2012 <u>Classes</u>				
Lunchroom					EXIT OUT OF CAFETERIA AND THROUGH SOUTH DOORS ONTO GRASS AREA SOUTH OF PARKING LOT
South Hallway & Specials	Music Sturtz	P.E. Art	ESL Loomis	Speech	EXIT SOUTH DOORS BY THE LUNCHROOM ROOM ONTO GRASS AREA SOUTH OF PARKING LOT
<u>West Wing - 2ND Grade</u>					
West side of Hallway	Minnehan Elsberry		Cook Caruth	Harkin	NORTH EXIT (left) DOOR ONTO THE GRASS AREA NORTH OF BLACKTOP
East side of Hallway	EXCEL Venner		Christenson Baker		NORTH EXIT (right) DOOR ONTO THE GRASS AREA NORTH OF BLACKTOP
Media Center	EXIT NORTH DOOR IN MEDIA CENTER - GO NORTH OF PLAYGROUND EQUIPMENT				
<u>East Wing - 3RD Grade</u>					
	Krafcsin Viau	Freund Lester			SOUTHEAST (FRONT) DOOR ONTO THE SIDEWALK & GRASS PARKING
	Beer Miller	Zehr/Green Schwind	Dighton Ricklefs		GO OUT EAST DOOR BY GUIDANCE OFFICE ONTO THE NORTH SIDEWALK AND GRASS PARKING
<u>East Wing - 4th Grade</u>					
	Castle	Schneider	Kubik		NORTH EXIT LEFT DOOR ONTO THE GRASS ARE NORTH OF PLAYGROUND EQUIPMENT
	Hyatt	Olofson	Brittain		NORTH RIGHT DOOR ONTO THE GRASS AREA NORTH OF PLAYGROUND EQUIPMENT

- E. Close all doors and windows and turn off lights. Last class will close the door to building.
F. Teachers should post disaster plan procedures in the classroom.

RULES FOR FIRE EVACUATION

- Each room should leave in single file - walk quickly without unnecessary talking.
- Windows and doors of each room should be closed.
- The last person in the last class to leave hall should close fire doors at the end of the hall.
- **EACH TEACHER SHALL COUNT THE STUDENTS TO BE SURE THAT NO ONE IS LEFT IN THE BUILDING.** Take your emergency sheets. The principal will determine the time of re-entry to school, if possible.
- If students cannot re-enter building, the principal will notify the Transportation Director and/or the superintendent to have buses take students to the high school auditorium.
- Parents will be notified to pick up students the high school auditorium.

Franklin Elementary School
EMERGENCIES AT RECESS

Reasons to Run Drill

1. Bomb Threat
2. Tornado
3. Fire
4. Intruder
5. Medical Emergency

Sound Whistle – for 1 ½ minutes

Student Expectations

1. Report to nearest Grade Level Associate – Quickly
2. Line up by class
3. NOT TALKING (Do not ask questions)
4. Follow directions from the adults

Boone Community School District INTRUDER IN THE BUILDING

1. Intruder is identified and reported to the building principal.
2. Principal or designee will make announcement, call 911, and notify the Superintendent.
 - **INTERCOM CODE RED:**, There will be a mandatory staff meeting after school; please refer to the *red section* of your staff handbook
3. Principal or designee will notify custodian(s) to go outside to prevent anyone from entering the building.
4. Close and LOCK classroom doors, if possible; turn off lights; move students away from doors and windows, to lessen visibility by intruder; keep students in your room until further notice. Students who are not in a classroom at the time of the code will be sent to the nearest office or supervised area. If there is a student or students near your room, please have them join your class. If a student joins your class, call and let that student's teacher know the student is with you.
5. Principal will secure the area where the intruder is located.
6. Give control of the scene to police.
7. Intercom announcement will be made to release students; any other information deemed appropriate will be given via intercom.
8. Members of the crisis team will meet to determine what action needs to be taken with staff and students.
9. A written announcement will be distributed regarding any follow-up (counseling, staff meeting, etc.) that may be necessary.
10. The superintendent (or designee) will be responsible for all media contact.
12. A mandatory all-staff meeting may be scheduled after school.

Boone Community School District KIDNAPPING

1. When an abduction is reported, or when an abduction takes place on the way to or from school, the principal or his designee will call 911 and activate the Crisis Management Plan giving the following information:
 - Full name of the child
 - Age of the child
 - Description of the child
 - Description of essential(s), including wearing apparel and vehicle used if known)
 - Name of parent (custodial and non-custodial)
2. Notify Superintendent and refer all media to the Superintendent (or designee).
3. Principal or school representative will contact the parent.
4. Hoax calls generally originate by a call to a parent, stating that the child is being held for a specified reason. The parent then calls the school to ascertain if the student is in class. While the school official is checking on the child's attendance, someone should be collecting information from the parent for the following reasons:
 - A complete description would be available, if necessary
 - The question would help occupy the parent's mind until the official could report that the call was unfounded
5. Following the incident, an investigation should be conducted
 - This can be done personally or through law enforcement officials.
 - The parent should be encouraged to be as explicit as possible in describing what was said by the caller
 - Sex and an estimate of age of the caller should be determined
 - The parent should be questioned about possible background noises and distinctions of the caller's voice
6. The parent should be assured that a crank call seldom proceeds beyond that point. However, law enforcement officials should be notified as a precaution against any physical attempt.

**Boone Community School District
MEDICAL EMERGENCY IN THE BUILDING**

1. Building principal will announce the intercom code for teachers to close their doors and keep students in their rooms.
 - **INTERCOM CODE:** BLUE, medical situation. Remain in your current classroom until “all clear” announcement over the intercom.
2. The principal and/or designee(s) will circulate around the building and get students out of the hallways. Students who are not in a classroom at the time of the code should report to a supervised area.
3. If a **STAFF** member is medically affected, the principal will notify a family member.
4. If a **STUDENT** is medically affected, the nurse or principal will contact the student’s family.
5. When the hallways are clear and the affected person has been removed from the building, the principal will make an intercom announcement regarding the incident. (If necessary, a written announcement will be circulated for follow-up concerns.)
6. An intercom announcement will be made to release students to their next class.
7. If a death occurs as a result of the medical emergency, the procedures found in the section, “Sudden death of student/staff during the school day” will be followed.
8. The superintendent (or designee) will be notified and will be responsible for all media contact.

Boone Community School District NON-CUSTODIAL PARENT

1. Do not allow a child to leave building with a non-custodial parent.
2. Avoid confrontation. Be accommodating and helpful without furnishing excessive details.
3. Contact custodial parent if at all possible. If not, have non-custodial parent make this contact outside of the school.
4. If non-custodial parent visits with child, school employee should remain with the child and parent during the visit.
5. If the parent becomes confrontive or combative, call local authorities or 911.

The Department of Education issued a legal advisory regarding non-custodial parent in a letter written Spring 1991: "The Department (of Education) advises local school districts to allow custodial and non-custodial parents equal rights concerning their children in the absence of a court order prohibiting these rights...this applies to both non-custodial parents' right to see their children on school grounds and to have access to the child's educational records."

If you have any questions regarding non-custodial parents, please contact a school counselor or principal. These situations can be difficult at best and often require judgment calls and/or knowing some history regarding the family.

**Boone Community School District
PARENT OR GUARDIAN UNDER THE INFLUENCE
OF DRUGS AND/OR ALCOHOL**

If a parent or guardian should come to school to pick up their child while under the influence of drugs or alcohol, it is the school personnel's obligation to prevent the child from leaving. According to the Department of Education, any employee that knowingly allows a child to leave with someone under the influence puts themselves and the school in a liable situation should the child become injured. To assess the situation, you should look for the following:

- Strong odor
- Bloodshot eyes
- Slurred speech
- Unsteady gait
- Boisterous or quiet behavior
- Actions different from their normal behavior

If it is clear that the parent/guardian is under the influence. You need to:

- Stall the parent
- Contact the principal, counselor, superintendent, or building crisis designee
- Let the parent know that the child may not leave with him/her
- Contact the police (911)
- Document the situation

Boone Community School District SUICIDE

In the event that a student has committed suicide, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Crisis team meets at 6:30 a.m. or in the evening, if possible.
2. Activate phone tree as soon as possible to report suicide.
3. Mandatory all-staff meeting at 7:30 a.m. The following will occur:
 - Accurate information regarding the suicide will be given.
 - Available resources where students and staff can go for help will be provided.
 - Identification of students/staff who may be “at risk” or strongly affected.
 - Provide teachers with guidelines for handling distressed students.
 - Prepare formal announcement of death to be read to students and staff.
4. Media should be directed to principal or Superintendent.
5. Announce death to students and staff.
6. Have crisis center available for students and staff to go to.
7. Mandatory staff meeting at the end of the day.
8. Remember – do not glorify a suicide in any way:
 - Do not fly the flag at half-mast.
 - Do not observe a moment of silence in the school.
 - Do not have a memorial service.
9. Principal or designee will maintain contact with the family to verify facts and respect their privacy.

Franklin Elementary School TORNADO

Tornado Watch is issued when weather conditions are such as to make formation of a tornado highly possible. Staff/students will be notified via the intercom that a tornado watch has been issued.

Tornado Warning is issued when funnel-shaped clouds are seen and reported to the weather service. Staff/students will follow the procedures listed below:

IN CASE OF TORNADO

- A. The warning for natural disasters will be a sound that is similar to a POLICE SIREN.
- B. The building principal, custodian, school nurse, and secretary will compose the chief administrative unit under emergency conditions. Duties are as follows:
 - 1. The building principal will issue general procedures.
 - 2. The custodian will shut off gas and electrical outlets.
 - 3. The secretary will disperse general orders and tune in radio and telephone communications.

Protection Areas for Natural Disasters

- A. All students upon hearing the announcement will walk quietly to their designated areas. Each student will sit down facing the walls and protect his face with his hands and legs. Teachers will stand beside their group or class and await further instructions from the principal. It is essential that no one talk at that time so that clear verbal directions can be given.
 - B. Position each class or group so that students are not in doorway exits to the building or any other open space where blown glass can affect the safety of students.
 - C. Close doors and windows and turn off the lights.
 - D. Designated Areas are:
 - 1. All classrooms down the north/south hallway will come out into the hallway and kneel down and get as close to the walls/lockers as possible.
 - 2. Music/PE classes will seek shelter in the music room.
 - 3. Art students will stay in their room.
 - 4. Media Center, Mrs. Price, and the teacher's lounge will go to the East/West hallway.
 - 5. Mrs. Loomis, ESL, and Speech will go to the alcove outside their doorways.
-
- 1. NO CONVERSATION should be held during the entire event. Listen for directions.
 - 2. Windows are preferred shut if time allows. Classroom doors are to be shut to prevent flying debris from the classrooms to enter the hallways.
 - 3. Students are to file into designated area and sit on the floor in a crouching position, placing head on the knees, covering head with arms. In hallway areas, a double line should be formed, with students facing each other in that double line. A walk-way should be left down the middle of the hall.
 - 4. **DO NOT MOVE FROM YOUR POSITION UNTIL THE "ALL CLEAR" IS GIVEN!!**

5. The principal will use a bullhorn, if necessary, to provide information to student/staff in the event of an actual tornado. The principal will also instruct custodial staff to turn off gas and electricity if necessary.
6. After tornado, if there is damage to the building or harm to students, the principal will call 911 and the Superintendent.
7. If students can remain in the building, notify the parents to come and pick up their student(s). An accurate roll of students must be taken.
8. If students cannot remain in the building, the principal will call the Director of Transportation and/or Superintendent to request buses to transport students to the high school auditorium. An accurate roll of students must be taken.
9. The parents will be notified to pick up their student(s) at the high school auditorium.
10. The Crisis Team will meet as soon as possible to determine the appropriate activities for students following the tornado.

Boone Community School District TOXIC SPILL

Reaction to a toxic spill will have to be handled on a case-by-case situation in conjunction with law enforcement and Boone County Disaster Services.

1. If there is a need to react, we will be informed by law enforcement.
2. The principal will be responsible for relaying information to students and staff over the PA system.
3. The principal will be responsible for receiving information from law enforcement and relaying it to the superintendent's office.
4. The principal will be responsible for arranging transportation to evacuate students if necessary.
5. If the toxic spill is near an elementary school and the students must be evacuated, they will be transported to the high school auditorium.
6. If the toxic spill is near the high school and the students need to be evacuated, the students with cars may be dismissed. All other students will be transported to the Page Elementary gym.
7. Parents will be notified as to where their student(s) may be picked up.

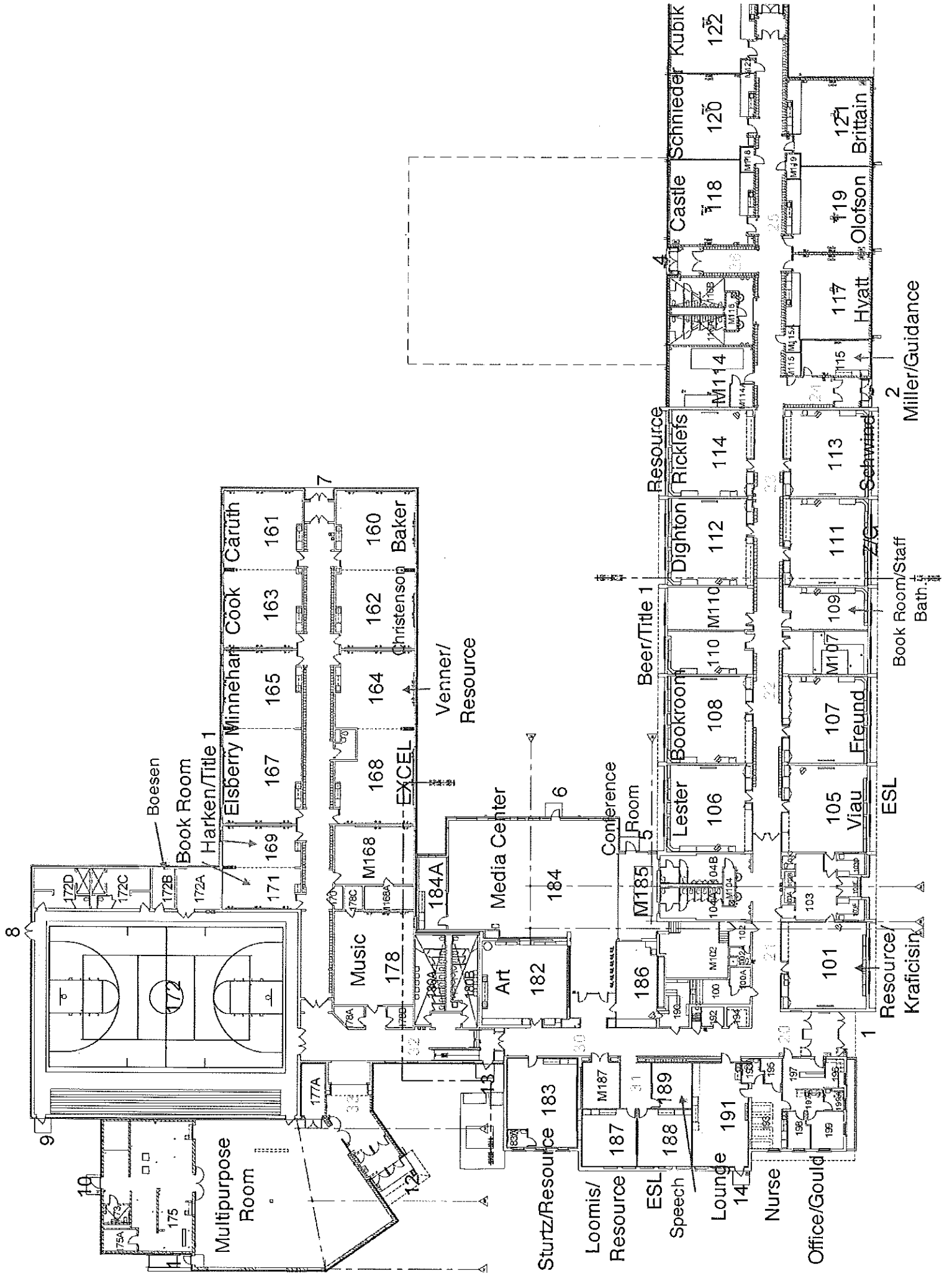
Boone Community School District WEAPONS

Staff or student who is aware of a weapon brought to school should:

1. Notify principal or teacher immediately.
2. Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details
3. If teacher suspects that a weapon is in classroom, he/she should confidentially notify a neighboring teacher to notify principal or his designee. Teacher should not leave classroom.

The Principal or designee will:

1. Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
2. Ask another administrator, School Resource Officer, or counselor to join you in questioning suspected student or staff member.
3. Accompany suspect to private office to wait for police.
4. Conduct search with police or School Resource Officer.
5. Inform suspect of his/her rights and why you are conducting search.
6. Keep detailed notes of all events and why search was conducted.
7. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
8. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.



8

9

19

12

Boesen
Book Room
Harken/Title 1

Multipurpose
Room

Eisberry Minnehan
Cook
163
165
167
169
171
172A
172B
172C
172D

Music
178
M168

EXCEL

Venner/
Resource

Media Center
184

Sturtz/Resource
183

Loomis/
Resource
187

ESL
Speech
188

Lounge
191

Nurse

Office/Gould

Conference
Room
5

Lester
Bookroom
106
108

Beer/Title 1
110
M110

Dighton
112

105
Viaw
Freund

ESL
Book Room/Staff
Bath.

Resource
Rickiefs
114

113
Schwirer

111
109
M107

117
Hvatt

Miller/Guidance
2

Castle
Schnieder
Kubik
122
120
118

119
Olofson
Britain
121

115
M115

114
M114

113
M113

111
M111

109
M109

107
M107

105
M105

103
M103

101
M101

100
M100

186
M186

184
M184

182
M182

188
M188

189
M189

191
M191

197
M197

198
M198

199
M199

195
M195

196
M196

194
M194

193
M193

192
M192

190
M190

189
M189

188
M188

187
M187

186
M186

185
M185

184
M184

183
M183

182
M182

181
M181

180
M180

179
M179

178
M178

177
M177

176
M176

175
M175

174
M174

173
M173

172
M172

171
M171

170
M170

169
M169

168
M168

167
M167

166
M166

165
M165

164
M164

163
M163

162
M162

161
M161

160
M160

159
M159

158
M158

157
M157

156
M156

155
M155

154
M154

153
M153

152
M152

151
M151

150
M150

149
M149

148
M148

147
M147

146
M146

145
M145

144
M144

143
M143

142
M142

141
M141

140
M140

139
M139

138
M138

137
M137

136
M136

135
M135

134
M134

133
M133

132
M132

131
M131

130
M130

129
M129

128
M128

127
M127

126
M126

125
M125

124
M124

123
M123

122
M122

121
M121

120
M120

119
M119

118
M118

117
M117

116
M116

115
M115

114
M114

113
M113

112
M112

111
M111

110
M110

109
M109

108
M108

107
M107

106
M106

105
M105

104
M104

103
M103

102
M102

101
M101

100
M100

99
M99

98
M98

97
M97

96
M96

95
M95

94
M94

93
M93

92
M92

91
M91

90
M90

89
M89

88
M88

87
M87

86
M86

85
M85

84
M84

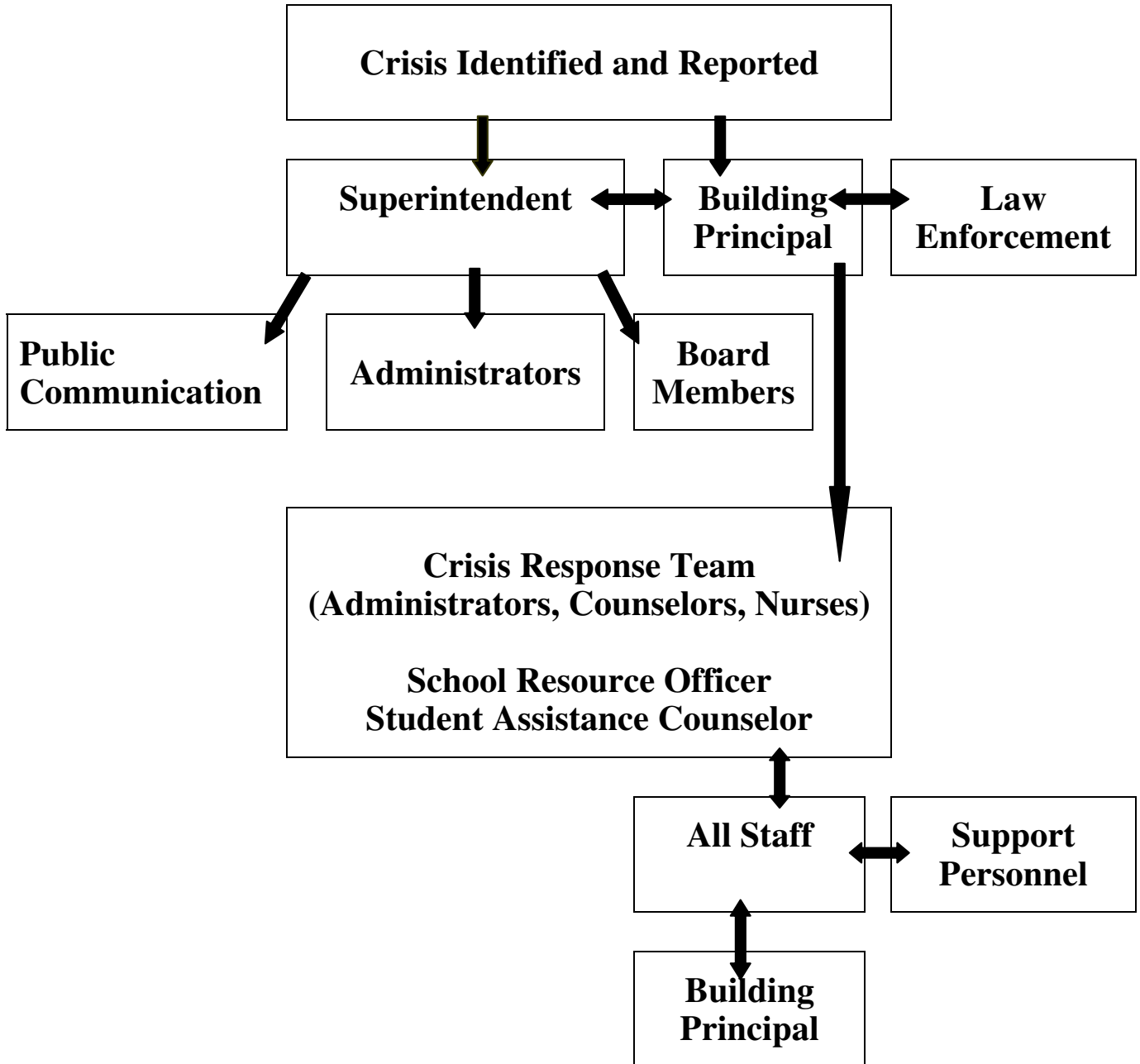
83
M83

82
M82

Lincoln Elementary

CRISIS MANAGEMENT PLAN

Boone Community School District Crisis Management Plan Organizational Chart



Lincoln Elementary Schools BOMB THREAT

Prevention

- Except for the main front door, all other exit doors should be locked.
- Rooms should be locked when not in use.
- Teacher should briefly check room upon entering and report unusual circumstances or observations to the principal/designee and the building custodian. **DO NOT TOUCH SUSPECTED ITEMS!**
- Identify priority search areas and provide law enforcement with a floor plan of the building.

Procedure for Bomb Threat

1. Person receiving the call of a bomb threat should attempt to write down the time of the call and specifics of the caller's threat. (See form on following page.)
2. **Plan of action** if a bomb is alleged to be **in the building**.
 - a. The principal or the principal's designee will immediately notify local law enforcement and the Superintendent's office.
 - b. Police will want someone familiar with the building and contents to assist with the search. (building/grounds supervisor, principal, custodian, counselor, etc.)
 - c. Evacuate the building in good weather. The fire drill alarm and procedure should be followed. **(Classroom teachers should take their Student Information notebooks with.)**
 - d. Evacuating the building in poor weather conditions, Lincoln students will move to the Eastern Star Home located just east of Lincoln school and should enter the west door of the home.
 - e. At the conclusion of the bomb search, students and staff will be informed by the principal or the principal's designee the next step to follow.
 - 1) If the all-clear is given, students may return to their classrooms.
 - 2) If the students cannot re-enter the building, the principal or the principal's designee will call the Director of Transportation and/or Superintendent to have buses take the elementary students to their sister school.
3. **Most importantly...Remain calm throughout the evacuation procedure and do not excite students. Offer the students only limited information if necessary and consider the age of the students.**
4. Notify parents of the bomb threat by a written news release to be sent home with the student.
5. If a real bomb is found, notify parents when students can be picked up.
6. Spokesperson: Superintendent or designee

WHEN A BOMB THREAT CALL COMES IN . . .

Be calm and listen carefully • Do not interrupt or antagonize the caller
Try to develop a rapport by being sympathetic • Take notes about the call

A Checklist When You Receive a Bomb Threat

Time and Date Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

7. May I have your name? _____

Description of caller's voice: _____

Male_____ Female_____ Young_____ Middle Age_____ Old_____ Accent_____

Tone of Voice_____ Background Noise_____

Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time caller hung up: _____

Remarks: _____

Name, School Telephone of recipient: _____

REMEMBER: REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

Boone Community School District BUS ACCIDENT PROCEDURES

1. Evacuate bus
2. Driver (or trained student) radio the Director of Transportation and Superintendent's Office
 - Give the bus number
 - Give location of bus
 - Provide injury information
3. Director of Transportation or Superintendent calls 911
4. Administrator and/or counselor may go immediately to the accident site. Depending on the severity of accident, more staff may be sent to the site. A counselor may need to be released to go to the hospital.
5. Dispatch another bus to the scene to take all uninjured students to the high school auditorium. Have crisis team and all school nurses there to recheck for injuries.
6. Building principal notifies all secretaries as to how they are to respond to parent calls.
 - Give bus number
 - Give driver's name
 - Assure callers that emergency personnel and school personnel are on the scene
 - Direct parents to report to Boone County Hospital (if all students will be taken there)
 - Have a sign out sheet for parents
7. For injured students at scene, the Superintendent or Director of Transportation will get hospital information (where student/s were transported to).
8. Depending on the severity of the accident, crisis team will meet to determine if extra services (counseling, etc.) will be needed during the day. If the accident involves a death or deaths, the procedures found in the section, "Sudden death of student/staff during the school day" will be followed.
9. Superintendent or Director of transportation reports to the scene with a camera and takes pictures from all angles.
10. Determine whether drug test needs to be done as per policy.
11. Notify insurance company.
12. No drivers or school employees are to talk to the media. The superintendent (or designee) will be responsible for all media contact.
13. Bus is to be towed to bus barn and put inside pending any investigation.

Boone Community School District CHILD ABUSE REPORTING PROCEDURES

As a school employee you are considered a mandatory reporter of any type of suspected child abuse. Please follow the outlined procedures.

- Contact the building principal, counselor or nurse about your suspicion.
- Call the Child Abuse Hotline 1-800-795-9606
- Complete the required form. This must be thoroughly completed by the person who makes the contact. Copies of this can be found in the office and/or from the counselor.
- Once you have called the hotline number a case worker from the Boone County Department of Human Services (DHS) will contact you.
- If DHS feels the report is warranted, a visit to school and/or home will be made within 24 hours of the report.
- Questions? Ask the counselor.
- Be sure to document all information.

Boone Community School District DEATH OF A PARENT

In the event that a death of a parent is reported during the school day, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Building secretary will notify the building principal and guidance counselor and note who contacted the school with the information.
2. Gather factual information related to the death, as it is available.
3. Make needed contacts to verify the accuracy of the reported death.
4. Discuss with a family contact (as designated on emergency information sheet) the family's preference on the handling of the situation.
5. Determine if there are other siblings at other buildings and inform that sibling's principal or counselor of the situation.
6. Meet with the student's classroom teacher regarding the incident and discuss the plan of action for management of the situation.
7. If the student is not to be notified at school, the school counselor should make a follow up contact with the family to determine any needs the student might have upon returning to school.
8. Consult the principal and/or counselor before sending a note home with classmates.

When the death of a parent is reported to the school and the student is not in attendance at school, follow the same basic procedures outlined above as they apply.

Boone Community School District EARTHQUAKE

1. Remain where you are, remain calm, assess the situation.
2. Do not evacuate the building as long as tremors are occurring quite constantly.
 - While indoors:
 - ⇒ Take cover under desks, tables, or heavy furniture
 - ⇒ Stay away from windows
 - ⇒ Move from under light fixtures and other suspended objects
3. When tremors cease, administration will sound the fire alarm; evacuate building accordingly.
 - While outdoors:
 - ⇒ Move away from the building
 - ⇒ Avoid overhead wires and utility poles
 - ⇒ Evacuate senior high students to student parking lot; evacuate middle school students to staff parking lot; evacuate elementary school students to playground area.
 - ⇒ Counselor or designee will accompany students and teachers to assigned areas.
 - ⇒ Administrator, counselor, or designee will remain at building to ensure complete evacuation and to communicate with city/county emergency personnel
4. After the quake is over, follow administrative instructions.
 - a. Check for any injured students or staff
 - b. Call 911 if necessary
 - c. Notify nurse(s)
 - d. Notify counselors
 - e. Notify parents
 - f. If parents pick up students, have a check out list available.
 - g. Assemble Crisis Team
 - h. Be prepared to counsel students the next few days.
5. The superintendent (or designee) will be responsible for all media contacts.

Lincoln School FIRE

To report a fire, pull a fire alarm. An administrator (or designee) will call 911 and the Superintendent.

The signal, a loud, CONTINUOUS BLAST of the horn will activate this plan. Close all windows and doors, including fire doors. Move quickly. **Absolutely no talking or running.**

- Room 103 -**
- a. Leave building through the east door of the south doors
 - b. Follow sidewalk to the south edge of school ground
 - c. Turn east on the sidewalk

Additional responsibilities:

- a. Check boys' and girls' restrooms - lights, windows, and door
- b. Close gym doors
- c. Close inside south doors

- Room 104 -**
- a. Leave through east door of classroom
 - b. Leave building through west door of the southeast doors
 - c. Line up along the east fence of the school yard

- Room 105 -**
- a. Leave through the south door of the two west doors
 - b. Follow sidewalk north of building, west side of walk
 - c. Continue to the north edge of school ground
 - d. Turn west on the sidewalk

- Room 108 -**
- a. Leave building through the north door of the west doors
 - b. Follow sidewalk north of building, east side of walk
 - c. Continue to the north edge of school ground
 - d. Turn west on sidewalk

- Room 109 -**
- a. Leave through the west door of the two north doors
 - b. Follow sidewalk to the south edge of school ground
 - c. Turn east on the sidewalk

- Room 112 -**
- a. Leave through the east door of the two north doors
 - b. Follow sidewalk to the north edge of school ground
 - c. Turn east on the sidewalk

- Room 115 -**
- a. Leave through the middle door of the south doors
 - b. Follow sidewalk to the south edge of school ground
 - c. Turn west on the sidewalk, south side

- Room 116 -**
- a. Leave building through the west door of the south doors
 - b. Follow sidewalk to the south edge of school ground
 - c. Turn west on the sidewalk, north side

- Room 201 -**
- a. Use north stairs, west side
 - b. Leave building through the west door of the north doors
 - c. Walk to the northwest across playground

Additional responsibilities

- a. Close double doors at the top of stairs; if last one through

- Room 203 -**
- a. Use north stairs, east side
 - b. Leave building through the east door of the north doors
 - c. Walk to the northwest across playground

Additional responsibilities:

- a. Check boys' and girls' restrooms - lights, windows and doors
- b. Close door to the teachers' room
- c. Turn out hall lights - second floor
- d. Close double doors at the top of stairs; if last one through
- e. Close two inside north doors (1st floor)

- Room 204 -**
- a. Use east stairs, south side
 - b. Leave building through the west door of the southeast doors
 - c. Group pupils in southeast corner of school grounds

- Room 205 -**
- a. Use north side of east stairs
 - b. Leave building through the east door of the southeast doors
 - c. Group pupils in southeast corner of school ground

- Room 206 -**
- a. Use north side of east stairs
 - b. Leave building through the east door of the southeast doors
 - c. Group pupils in southeast corner of school ground

Additional responsibilities

- a. Close fire doors (first floor)
- b. Close fire doors (new addition)

- Gymnasium**
- a. Go out north door
 - b. Proceed to sidewalk
(bad weather walk to bus loading area)

RULES FOR FIRE EVACUATION

- Each room should leave in single file - walk quickly without unnecessary talking.
- Windows and doors of each room should be closed.
- The last person in the last class to leave hall should close fire doors at the end of the hall.
- **EACH TEACHER SHALL COUNT THE STUDENTS TO BE SURE THAT NO ONE IS LEFT IN THE BUILDING.** Take your Student Information notebook with you. The principal will determine the time of re-entry to school, if possible.
- If students cannot re-enter building, the principal will notify the Transportation Director and/or the superintendent to have buses take students to the high school auditorium.
- Parents will be notified to pick up students the high school auditorium.

Boone Community School District INTRUDER IN THE BUILDING

1. Intruder is identified and reported to the building principal.
2. Principal or designee will make announcement, call 911, and notify the Superintendent.
 - **INTERCOM CODE RED:**, Lock classroom door and keep students IN THE CLASSROOM.
3. Principal or designee will notify custodian(s) to go outside to prevent anyone from entering the building.
4. Close and LOCK classroom doors, if possible; turn off lights; move students away from doors and windows, to lessen visibility by intruder; keep students in your room until further notice. Students who are not in a classroom at the time of the code will be sent to the nearest office or supervised area. If there is a student or students near your room, please have them join your class. If a student joins your class, call and let that student's teacher know the student is with you.
5. Principal will secure the area where the intruder is located.
6. If the intruder has a gun, the principal or designee will be on hand to talk to the intruder. Staff member in the area should avoid any confrontation with the intruder. Use of a patient, steady tone of voice by staff is important. Use first name in confrontation with the intruder.
7. Give control of the scene to police.
8. Intercom announcement will be made to release students; any other information deemed appropriate will be given via intercom.
9. Members of the crisis team will meet to determine what action needs to be taken with staff and students.
10. A written announcement will be distributed regarding any follow-up (counseling, staff meeting, etc.) that may be necessary.
11. The superintendent (or designee) will be responsible for all media contact.
12. A mandatory all-staff meeting may be scheduled after school.

Boone Community School District KIDNAPPING

1. When an abduction is reported, or when an abduction takes place on the way to or from school, the principal or his designee will call 911 and activate the Crisis Management Plan giving the following information:
 - Full name of the child
 - Age of the child
 - Description of the child
 - Description of essential(s), including wearing apparel and vehicle used if known)
 - Name of parent (custodial and non-custodial)
2. Notify Superintendent and refer all media to the Superintendent (or designee).
3. Principal or school representative will contact the parent.
4. Hoax calls generally originate by a call to a parent, stating that the child is being held for a specified reason. The parent then calls the school to ascertain if the student is in class. While the school official is checking on the child's attendance, someone should be collecting information from the parent for the following reasons:
 - A complete description would be available, if necessary
 - The question would help occupy the parent's mind until the official could report that the call was unfounded
5. Following the incident, an investigation should be conducted
 - This can be done personally or through law enforcement officials.
 - The parent should be encouraged to be as explicit as possible in describing what was said by the caller
 - Sex and an estimate of age of the caller should be determined
 - The parent should be questioned about possible background noises and distinctions of the caller's voice
6. The parent should be assured that a crank call seldom proceeds beyond that point. However, law enforcement officials should be notified as a precaution against any physical attempt.

Boone Community School District MEDICAL EMERGENCY IN THE BUILDING

1. Building principal will announce the intercom code for teachers to close their doors and keep students in their rooms.
 - **INTERCOM CODE:** BLUE, medical situation. Remain in your current classroom until “all clear” announcement over the intercom.
2. The principal and/or designee(s) will circulate around the building and get students out of the hallways. Students who are not in a classroom at the time of the code should report to a supervised area.
3. If a **STAFF** member is medically affected, the principal will notify a family member.
4. If a **STUDENT** is medically affected, the nurse or principal will contact the student’s family.
5. When the hallways are clear and the affected person has been removed from the building, the principal will make an intercom announcement regarding the incident. (If necessary, a written announcement will be circulated for follow-up concerns.)
6. An intercom announcement will be made to release students to their next class.
7. If a death occurs as a result of the medical emergency, the procedures found in the section, “Sudden death of student/staff during the school day” will be followed.
8. The superintendent (or designee) will be notified and will be responsible for all media contact.

Boone Community School District NON-CUSTODIAL PARENT

1. Do not allow a child to leave building with a non-custodial parent.
2. Avoid confrontation. Be accommodating and helpful without furnishing excessive details.
3. Contact custodial parent if at all possible. If not, have non-custodial parent make this contact outside of the school.
4. If non-custodial parent visits with child, school employee should remain with the child and parent during the visit.
5. If the parent becomes confrontive or combative, call local authorities or 911.

The Department of Education issued a legal advisory regarding non-custodial parent in a letter written Spring 1991: “The Department (of Education) advises local school districts to allow custodial and non-custodial parents equal rights concerning their children in the absence of a court order prohibiting these rights...this applies to both non-custodial parents’ right to see their children on school grounds and to have access to the child’s educational records.”

If you have any questions regarding non-custodial parents, please contact a school counselor. These situations can be difficult at best and often require judgment calls and/or knowing some history regarding the family.

Boone Community School District
PARENT OR GUARDIAN UNDER THE INFLUENCE
OF DRUGS AND/OR ALCOHOL

If a parent or guardian should come to school to pick up their child while under the influence of drugs or alcohol, it is the school personnel's obligation to prevent the child from leaving. According to the Department of Education, any employee that knowingly allows a child to leave with someone under the influence puts themselves and the school in a liable situation should the child become injured. To assess the situation, you should look for the following:

- Strong odor
- Bloodshot eyes
- Slurred speech
- Unsteady gait
- Boisterous or quiet behavior
- Actions different from their normal behavior

If it is clear that the parent/guardian is under the influence. You need to:

- Stall the parent
- Contact the principal, counselor, superintendent, or building crisis designee
- Let the parent know that the child may not leave with him/her
- Contact the police (911)
- Document the situation

Boone Community School District SUICIDE

In the event that a student has committed suicide, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Crisis team meets at 6:30 a.m. or in the evening, if possible.
2. Activate phone tree as soon as possible to report suicide.
3. Mandatory all-staff meeting at 7:30 a.m. The following will occur:
 - Accurate information regarding the suicide will be given.
 - Available resources where students and staff can go for help will be provided.
 - Identification of students/staff who may be “at risk” or strongly affected.
 - Provide teachers with guidelines for handling distressed students.
 - Prepare formal announcement of death to be read to students and staff.
4. Media should be directed to principal.
5. Announce death to students and staff.
6. Have crisis center available for students and staff to go to.
7. Mandatory staff meeting at the end of the day.
8. Remember – do not glorify a suicide in any way:
 - Do not fly the flag at half-mast.
 - Do not observe a moment of silence in the school.
 - Do not have a memorial service.
9. Principal or designee will maintain contact with the family to verify facts and respect their privacy.

Lincoln Elementary School TORNADO

Tornado Watch is issued when weather conditions are such as to make formation of a tornado highly possible. Staff/students will be notified via the intercom that a tornado watch has been issued.

Tornado Warning is issued when funnel-shaped clouds are seen and reported to the weather service. Staff/students will follow the procedures listed below:

1. The tornado “siren” will be sounded to alert staff/students to take cover immediately. The siren will be a series of interrupted short signals.
2. Classroom teachers will:
 - Direct their students to the designated area. (If students are outside, bring them inside to designated area.)
 - Take class rosters for purposes of attendance.
 - Report any missing students to the principal.

3. The designated area for a tornado shelter will be:

Room 112 Students should go out into the hall and line up close to the inside wall and away from the outside door.

Room 108 Students should go out into the hall and line up close to the inside wall.

Room 109 Students go to Handicapped restroom - take flashlight

Room 105 Students should go into supply closet; with overflow lining up in hall and stairs close to inside wall.

Rooms 115 & 116 Students go out in hall and line up outside their own room; close to wall and away from door.

Rooms 103 & 104 Students go out in hall and line up outside their own room; close to wall and away from door.

(Students from north wing will be staged in the above areas and then moved into main hallway after other classrooms have been moved safely to this area.)

Room 201 Go down staircase and proceed to basement area near northeast door.

Rooms 203 & 204 Students should leave these classrooms, proceed down the east staircase and line up on north side of hall.

Rooms 205 & 206 Students should leave these classrooms, proceed down the east staircase and line up on south side of hall.

Gymnasium Any students in gym class should proceed to main hallway.

4. NO CONVERSATION should be held during the entire event. Listen for directions.
5. Windows are preferred shut if time allows. Classroom doors are to be shut to prevent flying debris from the classrooms to enter the hallways.
6. Students are to file into designated area and sit on the floor in a crouching position, placing head on the knees, covering head with arms. In hallway areas, a double line should be formed, with students facing each other in that double line. A walk-way should be left down the middle of the hall.
7. **DO NOT MOVE FROM YOUR POSITION UNTIL THE "ALL CLEAR" IS GIVEN!!**
8. The principal will use a bullhorn, if necessary, to provide information to student/staff in the event of an actual tornado. The principal will also instruct custodial staff to turn off gas and electricity if necessary.
9. After the tornado, if there is damage to the building or harm to students, the principal will call 911 and the Superintendent.
10. If students can remain in the building, notify the parents to come and pick up their student(s). An accurate roll of students must be taken.
11. If students cannot remain in the building, the principal will call the Director of Transportation and/or Superintendent to request buses to transport students to the high school auditorium. An accurate roll of students must be taken.
12. The parents will be notified to pick up their student(s) at the high school auditorium.
13. The Crisis Team will meet as soon as possible to determine the appropriate activities for students following the tornado.

Boone Community School District TOXIC SPILL

Reaction to a toxic spill will have to be handled on a case-by-case situation in conjunction with law enforcement and Boone County Disaster Services (433-0592 or 432-3405).

1. If there is a need to react, we will be informed by law enforcement.
2. The principal will be responsible for relaying information to students and staff over the PA system. (**Classroom teachers should take their Student Information Notebooks with.**)
3. The principal will be responsible for receiving information from law enforcement and relaying it to the superintendent's office.
4. The principal will be responsible for arranging transportation to evacuate students if necessary.
5. If the toxic spill is near an elementary school and the students must be evacuated, they will be transported to the high school auditorium.
6. If the toxic spill is near the high school and the students need to be evacuated, the students with cars may be dismissed. All other students will be transported to the Page Elementary gym.
7. Parents will be notified as to where their student(s) may be picked up.

Boone Community School District WEAPONS

Staff or student who is aware of a weapon brought to school should:

1. Notify principal or teacher immediately.
2. Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details
3. If teacher suspects that a weapon is in classroom, he/she should confidentially notify a neighboring teacher to notify principal or his designee. Teacher should not leave classroom.

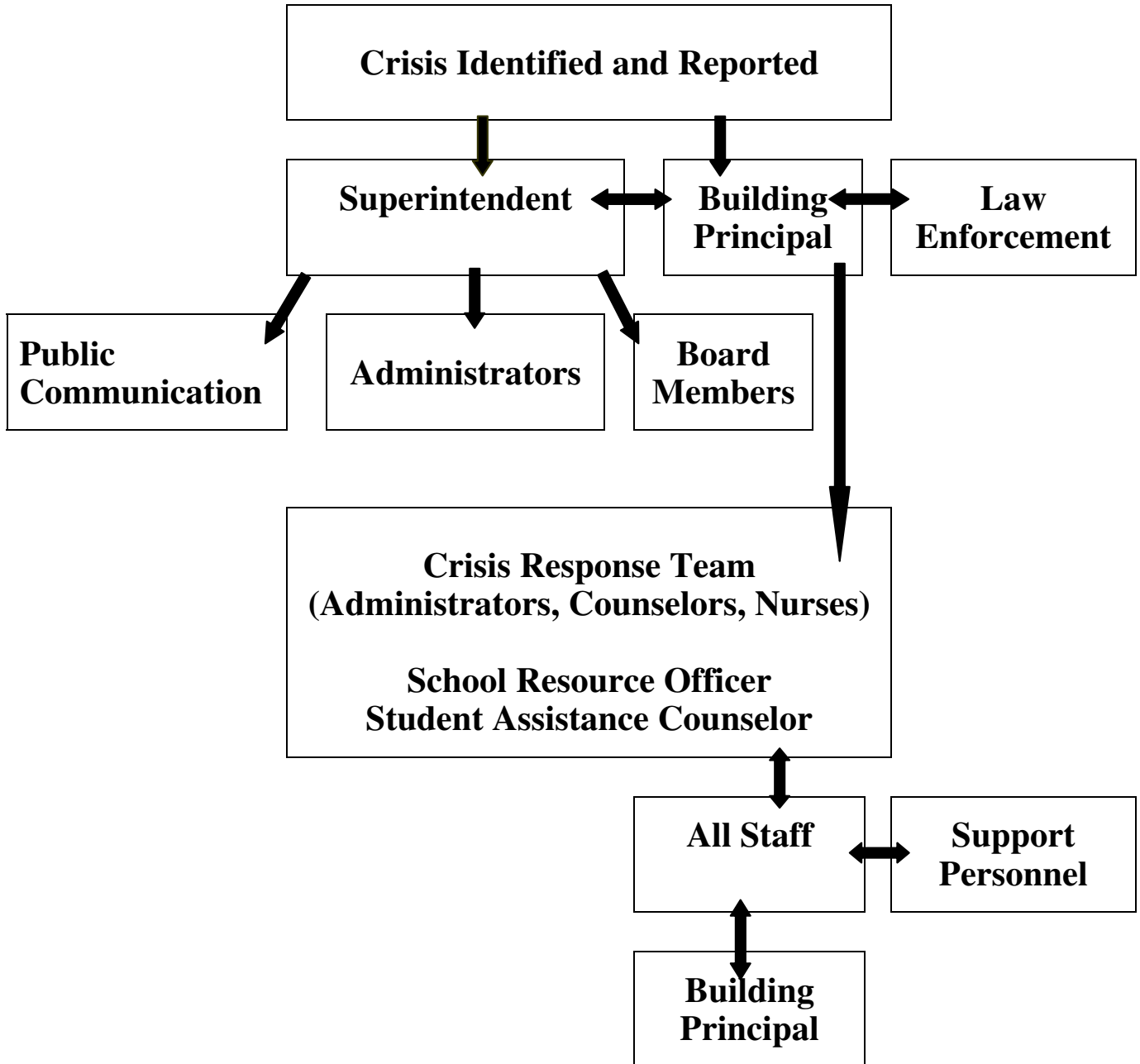
The Principal or designee will:

1. Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
2. Ask another administrator, School Resource Officer, or counselor to join you in questioning suspected student or staff member.
3. Accompany suspect to private office to wait for police.
4. Conduct search with police or School Resource Officer.
5. Inform suspect of his/her rights and why you are conducting search.
6. Keep detailed notes of all events and why search was conducted.
7. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
8. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

Page Elementary

CRISIS MANAGEMENT PLAN

Boone Community School District Crisis Management Plan Organizational Chart



Page Elementary Schools BOMB THREAT

Prevention

- Except for the main front door, all other exit doors should be locked.
- Rooms should be locked when not in use, if they can be locked and you have a key.
- Teacher should briefly check room upon entering and report unusual circumstances or observations to the principal/designee and the building custodian. **DO NOT TOUCH SUSPECTED ITEMS!**
- Identify priority search areas and provide law enforcement with a floor plan of the building.

Procedure for Bomb Threat

1. Person receiving the call of a bomb threat should attempt to write down the time of the call and specifics of the caller's threat. (See form on following page.)
2. **Plan of action** if a bomb is alleged to be **in the building**.
 - a. The principal or the principal's designee will immediately notify local law enforcement and the Superintendent's office.
 - b. Police will want someone familiar with the building and contents to assist with the search. (building/grounds supervisor, principal, custodian, counselor, etc.)
 - c. Evacuate the building using Fire Drill procedures. Page students should go to Boone County Hospital, after calling head nurse.
 - d. At the conclusion of the bomb search, students and staff will be informed by the principal or the principal's designee the next step to follow.
 - 1) If the all-clear is given, students may return to their classrooms.
 - 2) If the students cannot re-enter the building, the principal or the principal's designee will call the Director of Transportation and/or Superintendent to have buses take the elementary students to their sister school.
3. **Most importantly...Remain calm throughout the evacuation procedure and do not excite students. Offer the students only limited information if necessary and consider the age of the students.**
4. Notify parents of the bomb threat by a written news release to be sent home with the student.
5. If a real bomb is found, notify parents when students can be picked up.
6. Spokesperson – Superintendent or designee

WHEN A BOMB THREAT CALL COMES IN . . .

Be calm and listen carefully • Do not interrupt or antagonize the caller
Try to develop a rapport by being sympathetic • Take notes about the call

A Checklist When You Receive a Bomb Threat

Time and Date Reported:_____

Exact Words of Caller:_____

Questions to Ask:

1. When is the bomb going to explode?_____

2. Where is the bomb right now?_____

3. What kind of bomb is it?_____

4. What does it look like?_____

5. Why did you place the bomb?_____

6. Where are you calling from?_____

7. May I have your name?_____

Description of caller's voice:_____

Male_____ Female_____ Young_____ Middle Age_____ Old_____ Accent_____

Tone of Voice_____ Background Noise_____

Is voice familiar?_____

If so, who did it sound like?_____

Other voice characteristics:_____

Time caller hung up:_____

Remarks:_____

Name, School Telephone of recipient:_____

REMEMBER: REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE.

Boone Community School District BUS ACCIDENT PROCEDURES

1. Evacuate bus
2. Driver (or trained student) radio the Director of Transportation and Superintendent's Office
 - Give the bus number
 - Give location of bus
 - Provide injury information
3. Director of Transportation or Superintendent calls 911
4. Administrator and/or counselor may go immediately to the accident site. Depending on the severity of accident, more staff may be sent to the site. A counselor may need to be released to go to the hospital.
5. Dispatch another bus to the scene to take all uninjured students to the high school auditorium. Have crisis team and all school nurses there to recheck for injuries.
6. Building principal notifies all secretaries as to how they are to respond to parent calls.
 - Give bus number
 - Give driver's name
 - Assure callers that emergency personnel and school personnel are on the scene
 - Direct parents to report to Boone County Hospital (if all students will be taken there)
 - Have a sign out sheet for parents
7. For injured students at scene, the Superintendent or Director of Transportation will get hospital information (where student/s were transported to).
8. Depending on the severity of the accident, crisis team will meet to determine if extra services (counseling, etc.) will be needed during the day. If the accident involves a death or deaths, the procedures found in the section, "Sudden death of student/staff during the school day" will be followed.
9. Superintendent or Director of transportation reports to the scene with a camera and takes pictures from all angles.
10. Determine whether drug test needs to be done as per policy.
11. Notify insurance company.
12. No drivers or school employees are to talk to the media. The superintendent (or designee) will be responsible for all media contact.
13. Bus is to be towed to bus barn and put inside pending any investigation.

Boone Community School District CHILD ABUSE REPORTING PROCEDURES

As a school employee you are considered a mandatory reporter of any type of suspected child abuse. Please follow the outlined procedures.

- Contact the building principal, counselor or nurse about your suspicion.
- Call the Child Abuse Hotline 1-800-795-9606
- Complete the required form. This must be thoroughly completed by the person who makes the contact. Copies of this can be found in the office and/or from the counselor.
- Once you have called the hotline number a case worker from the Boone County Department of Human Services (DHS) will contact you.
- If DHS feels the report is warranted, a visit to school and/or home will be made within 24 hours of the report.
- Questions? Ask the counselor.
- Be sure to document all information.

Boone Community School District DEATH OF A PARENT

In the event that a death of a parent is reported during the school day, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Building secretary will notify the building principal and guidance counselor and note who contacted the school with the information.
2. Gather factual information related to the death, as it is available.
3. Make needed contacts to verify the accuracy of the reported death.
4. Discuss with a family contact (as designated on emergency information sheet) the family's preference on the handling of the situation.
5. Determine if there are other siblings at other buildings and inform that sibling's principal or counselor of the situation.
6. Meet with the student's classroom teacher regarding the incident and discuss the plan of action for management of the situation.
7. If the student is not to be notified at school, the school counselor should make a follow up contact with the family to determine any needs the student might have upon returning to school.
8. Consult the principal and/or counselor before sending a note home with classmates.

When the death of a parent is reported to the school and the student is not in attendance at school, follow the same basic procedures outlined above as they apply.

Boone Community School District EARTHQUAKE

1. Remain where you are, remain calm, assess the situation.
2. Do not evacuate the building as long as tremors are occurring quite constantly.
 - While indoors:
 - ⇒ Take cover under desks, tables, or heavy furniture
 - ⇒ Stay away from windows
 - ⇒ Move from under light fixtures and other suspended objects
3. When tremors cease, administration will sound the fire alarm; evacuate building accordingly.
 - While outdoors:
 - ⇒ Move away from the building
 - ⇒ Avoid overhead wires and utility poles
 - ⇒ Evacuate senior high students to student parking lot; evacuate middle school students to staff parking lot; evacuate elementary school students to playground area.
 - ⇒ Counselor or designee will accompany students and teachers to assigned areas.
 - ⇒ Administrator, counselor, or designee will remain at building to ensure complete evacuation and to communicate with city/county emergency personnel
4. After the quake is over, follow administrative instructions.
 - a. Check for any injured students or staff
 - b. Call 911 if necessary
 - c. Notify nurse(s)
 - d. Notify counselors
 - e. Notify parents
 - f. If parents pick up students, have a check out list available.
 - g. Assemble Crisis Team
 - h. Be prepared to counsel students the next few days.
5. The superintendent (or designee) will be responsible for all media contacts.

Page Elementary School FIRE

To report a fire, pull a fire alarm. An administrator (or designee) will call 911 and the Superintendent.

The signal, a loud, CONTINUOUS BLAST of the horn will activate this plan. Close all windows and doors, including fire doors. Move quickly. **Absolutely no talking or running.**

Room 105	Exit room, turn left, Exit northeast door-left door
Room 106	Exit room, turn right, Exit northeast door-right door
Room 107	Exit room, turn right, use northwest door-right side.
Room 108	Exit room, turn left, Exit northwest door-left side.
Room 109	Exit room, turn left. Exit northwest door
Room 110	Exit left - Use Northwest door
Room 120	Exit northwest door
Room 205	Go down east stairway, left hand side. Exit Northeast door-use left door.
Room 206	Go down east stairway, right hand side. Exit Northeast door-use right door.
Room 207	Go down East stairway, right hand side. Exit Northeast door-use right door
Room 208	Go down west stairway, left hand side. Exit playground door-left door
Room 209	Go down west stairway, right hand side. Exit playground door-right door.
Room 210	Exit left hand side of stairs. Go out left side of playground doors. Line up on east side of playground.
Multipurpose Room	Exit south door

RULES FOR FIRE EVACUATION

- Each room should leave in single file - walk quickly without unnecessary talking.
- Windows and doors of each room should be closed.
- The last person in the last class to leave hall should close fire doors at the end of the hall.
- **EACH TEACHER SHALL COUNT THE STUDENTS TO BE SURE THAT NO ONE IS LEFT IN THE BUILDING.** Take your Student Information notebook with you. The principal will determine the time of re-entry to school, if possible.
- If students cannot re-enter building, the principal will notify the Transportation Director and/or the superintendent to have buses take students to the high school auditorium.
- Parents will be notified to pick up students the high school auditorium.
- Windows and doors of each room should be closed.
- The last person in the last class to leave hall should close fire doors at the end of the hall.

Boone Community School District INTRUDER IN THE BUILDING

1. Intruder is identified and reported to the building principal.
2. Principal or designee will make announcement, call 911, and notify the Superintendent.
 - **INTERCOM CODE RED:**, Lock classroom door and **KEEP CHILDREN IN THE CLASSROOM.**
3. Principal or designee will notify custodian(s) to go outside to prevent anyone from entering the building.
4. Close and **LOCK** classroom doors, if possible; turn off lights; move students away from doors and windows, to lessen visibility by intruder; keep students in your room until further notice. Students who are not in a classroom at the time of the code will be sent to the nearest office or supervised area. If there is a student or students near your room, please have them join your class. If a student joins your class, call and let that student's teacher know the student is with you.
5. Principal will secure the area where the intruder is located.
6. If the intruder has a gun, the principal or designee will be on hand to talk to the intruder. Staff member in the area should avoid any confrontation with the intruder. Use of a patient, steady tone of voice by staff is important. Use first name in confrontation with the intruder.
7. Give control of the scene to police.
8. Intercom announcement will be made to release students; any other information deemed appropriate will be given via intercom.
9. Members of the crisis team will meet to determine what action needs to be taken with staff and students.
10. A written announcement will be distributed regarding any follow-up (counseling, staff meeting, etc.) that may be necessary.
11. The superintendent (or designee) will be responsible for all media contact.
12. A mandatory all-staff meeting may be scheduled after school.

Boone Community School District KIDNAPPING

1. When an abduction is reported, or when an abduction takes place on the way to or from school, the principal or his designee will call 911 and activate the Crisis Management Plan giving the following information:
 - Full name of the child
 - Age of the child
 - Description of the child
 - Description of essential(s), including wearing apparel and vehicle used if known)
 - Name of parent (custodial and non-custodial)
2. Notify Superintendent and refer all media to the Superintendent (or designee).
3. Principal or school representative will contact the parent.
4. Hoax calls generally originate by a call to a parent, stating that the child is being held for a specified reason. The parent then calls the school to ascertain if the student is in class. While the school official is checking on the child's attendance, someone should be collecting information from the parent for the following reasons:
 - A complete description would be available, if necessary
 - The question would help occupy the parent's mind until the official could report that the call was unfounded
5. Following the incident, an investigation should be conducted
 - This can be done personally or through law enforcement officials.
 - The parent should be encouraged to be as explicit as possible in describing what was said by the caller
 - Sex and an estimate of age of the caller should be determined
 - The parent should be questioned about possible background noises and distinctions of the caller's voice
6. The parent should be assured that a crank call seldom proceeds beyond that point. However, law enforcement officials should be notified as a precaution against any physical attempt.

Boone Community School District MEDICAL EMERGENCY IN THE BUILDING

1. Building principal will announce the intercom code for teachers to close their doors and keep students in their rooms.
 - **INTERCOM CODE:** BLUE, medical situation. Remain in your current classroom until “all clear” announcement over the intercom.
2. The principal and/or designee(s) will circulate around the building and get students out of the hallways. Students who are not in a classroom at the time of the code should report to a supervised area.
3. If a **STAFF** member is medically affected, the principal will notify a family member.
4. If a **STUDENT** is medically affected, the nurse or principal will contact the student’s family.
5. When the hallways are clear and the affected person has been removed from the building, the principal will make an intercom announcement regarding the incident. (If necessary, a written announcement will be circulated for follow-up concerns.)
6. An intercom announcement will be made to release students to their next class.
7. If a death occurs as a result of the medical emergency, the procedures found in the section, “Sudden death of student/staff during the school day” will be followed.
8. The superintendent (or designee) will be notified and will be responsible for all media contact.

Boone Community School District NON-CUSTODIAL PARENT

1. Do not allow a child to leave building with a non-custodial parent.
2. Avoid confrontation. Be accommodating and helpful without furnishing excessive details.
3. Contact custodial parent if at all possible. If not, have non-custodial parent make this contact outside of the school.
4. If non-custodial parent visits with child, school employee should remain with the child and parent during the visit.
5. If the parent becomes confrontive or combative, call local authorities or 911.

The Department of Education issued a legal advisory regarding non-custodial parent in a letter written Spring 1991: “The Department (of Education) advises local school districts to allow custodial and non-custodial parents equal rights concerning their children in the absence of a court order prohibiting these rights...this applies to both non-custodial parents’ right to see their children on school grounds and to have access to the child’s educational records.”

If you have any questions regarding non-custodial parents, please contact a school counselor. These situations can be difficult at best and often require judgment calls and/or knowing some history regarding the family.

Boone Community School District
PARENT OR GUARDIAN UNDER THE INFLUENCE
OF DRUGS AND/OR ALCOHOL

If a parent or guardian should come to school to pick up their child while under the influence of drugs or alcohol, it is the school personnel's obligation to prevent the child from leaving. According to the Department of Education, any employee that knowingly allows a child to leave with someone under the influence puts themselves and the school in a liable situation should the child become injured. To assess the situation, you should look for the following:

- Strong odor
- Bloodshot eyes
- Slurred speech
- Unsteady gait
- Boisterous or quiet behavior
- Actions different from their normal behavior

If it is clear that the parent/guardian is under the influence. You need to:

- Stall the parent
- Contact the principal, counselor, superintendent, or building crisis designee
- Let the parent know that the child may not leave with him/her
- Contact the police (911)
- Document the situation

Boone Community School District SUICIDE

In the event that a student has committed suicide, the following procedure is suggested but may vary due to circumstances on a case-by-case basis.

1. Crisis team meets at 6:30 a.m. or in the evening, if possible.
2. Activate phone tree as soon as possible to report suicide.
3. Mandatory all-staff meeting at 7:30 a.m. The following will occur:
 - Accurate information regarding the suicide will be given.
 - Available resources where students and staff can go for help will be provided.
 - Identification of students/staff who may be “at risk” or strongly affected.
 - Provide teachers with guidelines for handling distressed students.
 - Prepare formal announcement of death to be read to students and staff.
4. Media should be directed to principal.
5. Announce death to students and staff.
6. Have crisis center available for students and staff to go to.
7. Mandatory staff meeting at the end of the day.
8. Remember – do not glorify a suicide in any way:
 - Do not fly the flag at half-mast.
 - Do not observe a moment of silence in the school.
 - Do not have a memorial service.
9. Principal or designee will maintain contact with the family to verify facts and respect their privacy.

Page Elementary School TORNADO

Tornado Watch is issued when weather conditions are such as to make formation of a tornado highly possible. Staff/students will be notified via the intercom that a tornado watch has been issued.

Tornado Warning is issued when funnel-shaped clouds are seen and reported to the weather service. Staff/students will follow the procedures listed below:

1. The tornado “siren” will be sounded to alert staff/students to take cover immediately. The siren will be a series of interrupted short signals.
2. Classroom teachers will:
 - Direct their students to the designated area. (If students are outside, bring them inside to designated area.)
 - Take class rosters for purposes of attendance.
 - Report any missing students to the principal.

3. The designated area for a tornado shelter will be:

Room **105**..... Stay in room, next to the coat closets

Room **106**..... Go to hallway outside your room

Room **107**..... Stay in room, next to coat closets.

Room **108**..... Go to hallway outside your room

Room **109**..... Stay in room next to the coat closets.

Room **120**..... Go inside the first floor girls' restroom

Room **205**..... Go under stairs in NE corner of building

Room **206**..... Go to boys restroom on 1st floor

Room **207**..... Go to 1st floor hallway, outside the library

Room **208**..... Go to hallway outside Room 109 next to wall

Room **209**..... Go to 1st floor hallway outside Room 107

Room **210**..... Go to hallway outside the library.

Room **110**..... All students who are in library at the time of the alert, go to small hallway between library and kindergarten room.

Gymnasium..... All students in area go to hallway between kitchen and stage.

All persons who are in office, workroom, lounge, sick bay, at the time of alert go to supply room or sick bay room.

4. NO CONVERSATION should be held during the entire event. Listen for directions.
5. Windows are preferred shut if time allows. Classroom doors are to be shut to prevent flying debris from the classrooms to enter the hallways.
6. Students are to file into designated area and sit on the floor in a crouching position, placing head on the knees, covering head with arms. In hallway areas, a double line should be formed, with students facing each other in that double line. A walk-way should be left down the middle of the hall.
7. **DO NOT MOVE FROM YOUR POSITION UNTIL THE "ALL CLEAR" IS GIVEN!!**
8. The principal will use a bullhorn, if necessary, to provide information to student/staff in the event of an actual tornado. The principal will also instruct custodial staff to turn off gas and electricity if necessary.
9. After the tornado, if there is damage to the building or harm to students, the principal will call 911 and the Superintendent.
10. If students can remain in the building, notify the parents to come and pick up their student(s). An accurate roll of students must be taken.
11. If students cannot remain in the building, the principal will call the Director of Transportation and/or Superintendent to request buses to transport students to the high school auditorium. An accurate roll of students must be taken.
12. The parents will be notified to pick up their student(s) at the high school auditorium.
13. The Crisis Team will meet as soon as possible to determine the appropriate activities for students following the tornado.

Boone Community School District TOXIC SPILL

Reaction to a toxic spill will have to be handled on a case-by-case situation in conjunction with law enforcement and Boone County Disaster Services (433-0592 or 432-3405).

1. If there is a need to react, we will be informed by law enforcement.
2. The principal will be responsible for relaying information to students and staff over the PA system.
3. The principal will be responsible for receiving information from law enforcement and relaying it to the superintendent's office.
4. The principal will be responsible for arranging transportation to evacuate students if necessary.
5. If the toxic spill is near an elementary school and the students must be evacuated, they will be transported to the high school auditorium.
6. If the toxic spill is near the high school and the students need to be evacuated, the students with cars may be dismissed. All other students will be transported to the Page Elementary gym.
7. Parents will be notified as to where their student(s) may be picked up.

Boone Community School District WEAPONS

Staff or student who is aware of a weapon brought to school should:

1. Notify principal or teacher immediately.
2. Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details
3. If teacher suspects that a weapon is in classroom, he/she should confidentially notify a neighboring teacher to notify principal or his designee. Teacher should not leave classroom.

The Principal or designee will:

1. Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
2. Ask another administrator, School Resource Officer, or counselor to join you in questioning suspected student or staff member.
3. Accompany suspect to private office to wait for police.
4. Conduct search with police or School Resource Officer.
5. Inform suspect of his/her rights and why you are conducting search.
6. Keep detailed notes of all events and why search was conducted.
7. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
8. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.