

De Smet School
District 38-2

**School
Emergency
Procedures**

The purpose of this crisis plan is to provide an outline of responsibilities and duties when confronted with a crisis situation. This plan will give school personnel a step – by – step outline to follow when confronted with a crisis.

This plan will be tested, revised, and updated to ensure that all involved know the plan and the actions that will occur during a crisis situation.



School Board Approved: December 20, 2022

Table of Contents:

Media Parameters.....	Page 3
Fire Drill.....	Page 4
Tornado.....	Page 5
Electrical, Heat, or Water Outage.....	Page 6
School Bus Accident.....	Page 7
Winter Storm.....	Page 8
Death of Student/Employee.....	Page 9
Abduction/Kidnapping.....	Page 10
Dangerous Weapons.....	Page 11
Bomb Threat.....	Page 12
Bomb Threat Reporting Form.....	Page 13
Gas Leaks.....	Page 14
Allergic Reactions/Seizures/Choking.....	Page 15
Hostage.....	Page 16
CPR.....	Page 17

Media Parameters During a Crisis Situation:

1. All media correspondence, news releases, interviews, etc., shall take place in the Superintendent's office with the administration present.
2. No students shall be interviewed within the school or the school premises.
3. No teachers or support staff shall be interviewed except those who have been designated by the school administration in charge.
4. No cameras, video equipment, or recording devices shall be allowed within the school building.
5. All media questions shall be directed to the superintendent or designee.
6. All official school district communications shall originate from the superintendent's office with administrative approval.
7. All members of the media are required to display consideration for the emotional welfare and educational interests of all the students and school employees by following the media parameters listed above.

Fire Procedures:

- Rules and evacuation maps must be posted in each room. These rules will indicate the following:
 1. Primary route for building evacuation.
 2. Alternate route for building evacuation.
 3. Information regarding the tornado route and safety location.
- Everyone is to evacuate the building during fire drills.
- Evacuation area will be 50 ft. from the building.
- It shall be every teacher's responsibility to do the following:
 1. Close windows and doors.
 2. Maintain order / get all the students out of the building safely.
- It shall be every custodian's responsibility to do the following:
 1. Shut off electrical circuits.
 2. Shut off gas.
- Principal / designee shall keep a record of all fire drills held in their school. The number of fire drills will be determined by federal and state mandates.

Fire Drill:

- Leave books, papers, etc. at desk.
 - Line up at the door and as a class **WALK**, do not run, to the _____ exit.
 - Turn off lights.
 - Close door once everyone has exited.
- Alternate exit: _____
- Walk across _____ and **WAIT** for the "ALL CLEAR" signal before entering.

Tornado Procedures:

- Central office alerts school building of tornado watch / warning.
- The principal will signal a warning to students and staff using intercom.
- Students go to a pre-designated area (interior room) within the school building with their teacher. Students should sit with their backs to the wall, bend down, and cover their heads. Stay away from open doors / glass.

After a Tornado Strikes:

- Tend to the injured. Call 911.
- When evacuating the building, be aware of unstable walls, ceilings, and roof structures.

Early Dismissal Due to Electrical, Heat, or Water Outage:

- Announcements will be made over KELO, KDLT, and KSFY television.
- Announcements will be made over School Messenger and Remind.
- City children will be sent to their homes.
- Bus children will be sent home on the buses early.

School Bus Accident:

- The following individuals will be assembled:
 1. Superintendent
 2. Principal
 3. Counselor
 4. Transportation Director
- Superintendent will verify the report and determine
 1. Who is injured
 2. Hospital where students have been transported
- The principal will call student's parents or guardians, injured students first.
- If needed, principal / designee will call crisis counselors from area schools to assist at school with friends and classmates of the injured.
- Principal will meet with the following:
 1. Faculty
 2. Students
- Superintendent will be responsible for all media communication
- Provide follow-up counseling if needed

Winter Storm Procedures:

1. School will be closed because of a storm and busses will not go out on routes.

- Announcements will be made over KELO, KDLT, and KSFY television prior to the start of school.

- Announcement will be made over School Messenger and Remind.

2. School will be delayed in opening due to inclement weather or other factors.

- Same procedures as above will be followed.

3. Storm occurs after children are in school.

- Announcements will be made over KELO, KDLT, and KSFY.

- Parents of children will be contacted via School Messenger and Remind.

4. City children will be sent to their homes before conditions become too difficult.

- Bus children will be sent home on the buses early, if conditions warrant.

- If conditions are too severe to send children home on buses, snow homes are designated for children to stay in town. In the event of early dismissal, teachers need to stay in the building until students are accounted for.

*Snow home forms are distributed in early fall to all students.

5. Out of town staff members may leave immediately @ dismissal time. Other staff members must remain in building until all children are accounted for.

Death of Student / Employee:

Natural, Accident, Homicide, or Suicide

- Principal verifies information
- Principal / designee notifies Superintendent and counselor
- Principal / designee meets with faculty as soon as possible
- The Superintendent or principal inform students in small groups with a prepared statement
- Provide counseling / counselors from surrounding schools and ministerial group
- Principal / designee prepares fact sheet and gives to administrative assistants for telephone inquiries and media
- Superintendent will be responsible for media communication
- Office personnel permits students to leave campus only with parental permission. Release students only to parent who has custody unless approved by custodial parent.
- Debriefing session for students and staff / professional consultation may be needed

Abduction / Kidnapping:

- Report incident to office personnel
- School records must be checked immediately / issues regarding custody
- Office personnel will call parent or guardian
- Office personnel will call 911 and give the following information:
 1. Give name
 2. Where student was last seen
 3. Description of child
 4. Description of clothes child is wearing
- Superintendent will be notified
- Counselor will be notified
- Principal will meet with the following:
 1. Faculty
 2. Students / if necessary
- Superintendent will be responsible for all media communication
- Provide counseling if needed

Dangerous Weapons:

- Call the principal / designee with information regarding a weapon in school
- The principal / designee locates student and verifies information
- Parent or guardian is contacted
- Disciplinary action is taken according to the policies set forth by the De Smet School Board

Dangerous Weapon / Life Threatening:

- The principal / designee will determine if there is a need for a classroom lockdown
- _____ is announced on the intercom for students to remain at their locations
- The principal will call 911 and give the following information:
 1. School name / address
 2. Location of person with weapon
 3. Types of injuries / if any
 4. Number of victims / if any
- Principal / designee will inform Superintendent of situation
- Principal will do the following:
 1. Meet the police, fire, ambulance at an agreed location
 2. Direct officers to the scene
- Total authority of situation will be provided by the police department with assistance from school authorities

Bomb Threat:

- The person receiving the bomb threat needs to keep caller on the line as long as possible and ask questions using bomb threat reporting form.
- Notify the principal
- Write down all information obtained
- Inform the police department and report the bomb threat
- If the preliminary decision is made not to evacuate, a code announcement is made to the staff. This announcement will direct all staff to visually check the immediate area. If an object is discovered, it is not to be touched. Contact the principal. If an unusual or suspicious object is detected, an evacuation must be called immediately.
- If the decision to evacuate is made, a code announcement is made for an evacuation. Use the fire drill evacuation procedure. The fire and police departments are to be contacted immediately and asked to assist with the search.
- The Superintendent is spokesperson for the media.

Procedure at games or large public gatherings:

- Notice of a bomb threat will be given to the highest person in the line of authority; that person shall make a decision to evacuate the building or initiate a search of the area.
- Custodial personnel shall be contacted.
- Police and fire departments shall be contacted.
- Public address system announcers will be prepared to announce and direct evacuation procedures.

Bomb Threat Reporting Form:

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why did you put it in the building?
8. What is your address?
9. What is your name?

Describe the callers voice:

Distinct Disguised Loud Angry Stutter Soft Excited
 Accent Slow Slurred Raspy Calm Rapid Normal
 Lisp Ragged Familiar Nasal Laughter Crying Deep
 Whispered Deep Breathing Clearing Throat Cracking Voice

Exact wording of the threat: _____

Background Sounds:

Street PA Systems Static Voices Music Motor Booth Local
 Animal Noises Office Machinery Long Distance House Noises

Threat Language:

Foul Taped Irrational Incoherent Well Spoken
 Message read by a threat maker

Time: _____ Date: _____ Sex of Caller: _____

Number at which call was received: _____

Remarks:

***Dial *69 after the phone call to see where the phone call is coming from.**

Gas Leaks:

1. If the odor of natural gas is detected, the principal / designee shall call the De Smet Fire Department using 911. The Fire Department will call _____ to help assess the situation and determine the course of action. If building is activated, the fire evacuation plan is followed. Depending on the building to be evacuated, students should be moved to the nearest gymnasium. Elementary students would go to the High School gym. Students grades 6-12 would go to the Elementary gym.
2. Notify the Superintendent / designee.
3. Keep students at a safe distance until the problem has been corrected.

Allergic Reaction:

1. If the reaction appears life threatening, call 911 immediately.
2. Keep the student or employee as awake and alert as possible. Clear the area surrounding the student / employee.
3. Notify the school nurse and / or a parent or spouse.
4. Use trained staff as needed for first aid.
5. If a parent or spouse cannot be reached, call the doctor who is on the person's emergency card.

Seizures:

1. Call 911, if necessary.
2. Protect the victim from nearby hazards (sharp objects, objects, desks, etc.)
3. Loosen any clothing that may be restricted (tie, collar, necklace, etc.)
4. If possible, put a jacket or padding under the head.
5. Turn the victim on his / her side to assure an open airway.
6. Do not put any objects in the victim's mouth.
7. Do not restrain the victim.
8. Stay calm and continue to reassure the victim that he / she is going to be okay. Tell them that they are having a seizure and that you will be staying with them.
9. Notify parents of seizure and document.

Choking:

1. Stand behind the choking victim and wrap your arms around his / her waist. Bend the person slightly forward.
2. Make a fist with one hand and place it slightly about the person's navel.
3. Grasp your fist with the other hand and press hard into the abdomen with a quick, upward thrust. Repeat this procedure until the object is expelled from the airway.

For Obese or Pregnant:

Stand behind the person and place your arms under the armpits to encircle the chest. Press with quick backward thrust.

If you must perform this on yourself, position your fist slightly above the navel. Grasp your fist with your other hand and thrust upward into your abdomen until the object is expelled, or lean over the back of a chair to produce the effect.

Hostage Situation:

Situations in which someone threatens a student's life or that of a staff member can be extremely dangerous. When the life of another is threatened it is absolutely essential that law enforcement be called to handle the situation; they are professionals who have training to deal with these extremely dangerous situations. When a hostage or life-threatening situation develops:

1. Call 911, and activate the Building Crisis Team if safe to do so.
2. Announce the coded phrase familiar to all teachers, which signifies that teachers should take appropriate safety lockdown procedures. Do not ring bells.
3. When police arrive, they will expect school personnel to assist them in the following manner:
 - a. Who is the hostage taker?
 - b. What do you know about the person?
 - c. What is the situation?
 - d. Are you aware of a motive?
4. Keep other students and personnel away from the area of confrontation. Police may order an evacuation of the building. Building Crisis Team members assist with the evacuation one classroom at a time.
5. The staff will need to provide police with information about the hostages. Have multiple copies of building floor plans available for police.
6. Maintenance and custodial staff should be present to handle mechanical systems as necessary to inform police about areas of access throughout the building.
7. All students should be released through the classroom teacher. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use prearranged evacuation site to release students to their parents if necessary.
8. Have busses available for evacuation as needed.
9. If situation develops as students are arriving in the morning, have incoming busses diverted to other locations.
10. Prepare a fact sheet for media and phone calls from parents. Share this with the Superintendent / designee.
11. Make preparations with the counselors for follow up with students and staff.
12. All staff should be informed that if the hostage taker orders a teacher to leave the room, that instruction is to be followed! It is important to keep the hostage taker's anger level as low as possible. Refusing to follow instructions may create a much more dangerous situation.
13. Log all activities and decisions.

CPR:

1. **Check Response:** Gently shake victim and shout, Are you okay? If the victim is unresponsive, phone 911 or send someone to phone 911.
2. **Airway:** Open airway – Head tilt – chin lift or Jaw Thrust method.
3. **Breathing:** Hold the airway open and *Look, Listen, and Feel* to determine if the victim is breathing normally. If the victim is not breathing normally, provide rescue breaths.
 - a. **Look** – Look at chest and see if chest is rising with breath
 - b. **Listen** – Place ear next to victim’s mouth, listen for breathing sounds
 - c. **Feel** – Place ear next to victim’s mouth – feel for air movements
 - If victim is not breathing normally, give rescue breaths
 - Place your mouth around victim’s mouth and pinch the nose closed.
 - Continue to tilt the head and lift the chin
 - Give 2 slow breaths
 - Be sure chest rises each time and give time to exhale between breaths.
4. **Circulation:** Look for signs of circulation – check pulse in neck with two fingers.
 - a. If no pulse, provide chest compressions
 - Place heel of one hand on the center of the breastbone right between the nipples (lower half of the breastbone)
 - Place heel of second hand on top of the first hand and lock fingers
 - Place your body directly over your hands – elbows should be straight and not bent
 - b. Provide *30 compressions* at a rate of 100 per minute (2 compressions per second)
 - c. Push breastbone in 1 ½ to 2 inches with each compression
5. **“Pump and Blow”:** Provide cycles of 30 chest compressions and 2 rescue breaths
 - a. **After CPR:** for about one minute, check for signs of circulation

If victim develops signs of circulation (has a pulse) chest compression are no longer needed and if the victim resumes normal breathing, rescue breathing is no longer necessary. Then place the victim in a position that will hold the airway open (if there are no signs of trauma). Turn the victim onto side, facing your legs and hold in place.