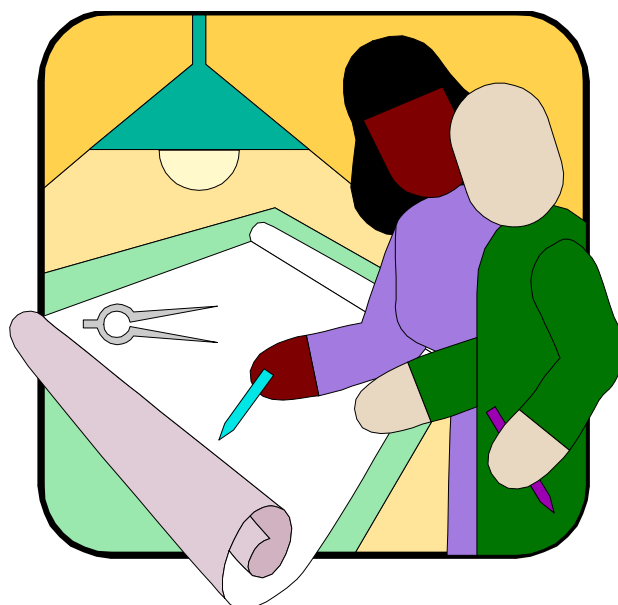


CUBA INDEPENDENT SCHOOLS

SAFE SCHOOL

PLAN



Response

INTRODUCTION – RESPONSE

The Cuba Independent School District is committed to providing a safe and secure environment for students and employees. The **SAFE SCHOOLS PLAN – RESPONSE** is designed to assist the school staff in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment.

The goal of the RESPONSE section of the *School-level Safety Plan* is to provide direction for school staff in planning, preparing and training for potentially harmful situations.

The Cuba Independent School District recognizes that each school community has unique needs and resources which must be addressed to enhance the *School-level Safety Plan*. The **SAFE SCHOOL PLAN – RESPONSE** section will be reviewed annually by school staff. A comprehensive *School-level Safety Plan* requires an assessment and identification of security needs as the first phase of planning.

EMERGENCY PHONE NUMBERS

FIRST PRIORITY - Preserve Lives, Prevent Injuries

IN AN IMMEDIATE EMERGENCY:

Police, Fire, Paramedic, Toxic Spill **{911 or 0}**

Non-emergency phone number **289-9157**

Give the following information:

This is **Cuba Independent School District**

Address: **50 County Road 13 Cuba, NM**

Cross Streets: **County Road and School Loop Road**

Site Phone Number: **505-289-3211** Site Emergency Number:

Other Site Phone Numbers: **505-289-3211**

SECOND PRIORITY

NOTIFY {SCHOOL/LOCAL} POLICE

- Say “Cuba Independent School District”, Nature of Emergency, Help Needed
- Contact Central Office with information

In the case of a district wide emergency, it will be impossible for each administrator to call his or her immediate supervisor. If phone communications become unusable or impractical, the school district will attempt to send information via the following sources:

- Local Media - TV
- Local Radio Station – AM/FM Radio Station
- e-mail

NOTE: Phones will not operate without electricity. (Establish open line communications with cell phone systems).

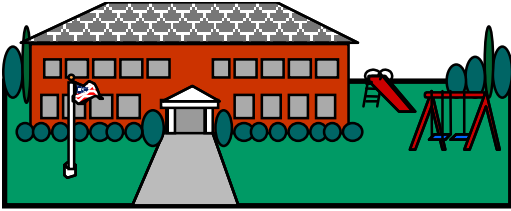
When working with your communities, please encourage them to use the telephone system during an emergency **only if absolutely necessary**; this will prevent the phone circuits from being tied up with non-essential calls.

Cuba Independent School District

Person/Agency	Phone Number	Person/Agency	Phone Number
Superintendent Victor Velarde	289-3211	District Bus Transportation Beverly Rodriguez	289-3211
Police: Local law enforcement agency	289-9157 911	High School Felix Garcia Middle School Ed Painter Elementary School Dr. Paddy Domier	289-3211 289-3211 289-3211
State Police Tribal Police	289-3443 911	Poison Control Center	1-800-432-6866
Sheriff	911	Federal Bureau of Investigation (FBI)	505-224-2000
Fire Department Emergencies	289-3456 911	Child Protective Services (CPS)	1-800-926-9425

EMERGENCY MANAGEMENT RESPONSIBILITIES

DISTRICT PERSONNEL DUTIES/RESPONSIBILITIES



The following School organizational line of authority shall exist in an emergency:

Superintendent

Director of Operations / Local Police

Director of Instruction / Chief Financial Officer

Principals / Site Administrators

Superintendent or Designee

- Coordinates assistance and maintains communication with any district school affected by an emergency or disaster.
- Assigns central office personnel to duties in the emergency headquarters, specific district facilities, or to school sites as necessary.
- Maintains communication with the School Board of Education.

Director of Operations or Designee

- Responsible for coordinating the district response to critical incidents.
- Provides direction to individual school sites and maintains communication with the School/Local Police, Central Office Staff, and the District Community Relations Office.
- Ensures that appropriate office personnel are dispatched to the site of the emergency or disaster.
- Coordinates public relations on the release of information to the press.
 - Acts as the designated spokesperson for all disaster/emergency-related information in coordination with the Superintendent and site principal. Duties may include preparation of press releases, communication with parents, establishment of on-site rumor control/information post, and other related duties.

Director of Student Transportation Services

Plans and provides transportation services as needed by school sites to transport students home or to assist in evacuation of students and staff.

Establishes and maintains communication with the appropriate Emergency Services and forwards information and direction to the sites affected.

- Dispatches appropriate district personnel to the site of the emergency or disaster to facilitate the following:
 - Assess the severity of the disaster and report the extent of need.
 - Assist site staff with communication needs.
 - Coordinate transportation and maintenance needs.
 - Assist with pupil release and/or evacuation procedures.
- Contacts the District Critical Incident Response Team members as necessary.
- Coordinates the efforts of the various community agencies, district departments and other individuals working in the emergency or disaster.

Chief of Facilities Planning and Operations

Assigns maintenance personnel to school sites as necessary in order of highest to lowest priority. Assists custodial staffs at school sites as necessary, ensuring that all gas, water, and electricity is shut off or provided under safe conditions. Provides crew immediately following a disaster to assess and completely clean and repair damages. Ensures that there is a telecommunication plan to facilitate communication between the central office and the affected sites in the event that the regular telephone system is disrupted by the conditions of the disaster or emergency.

Director of Food Services

Oversees the proper storage, preparation, and delivery of food to the various sites as necessary. If the extent of the disaster dictates that schools become emergency shelters, works with other community and government agencies to ensure that adequate water and food supplies are made available at each shelter.

Director of Site Based Health Center

Activates and coordinates immediate on-site psychological resources for intervention at the crisis site. Provides counseling and/or debriefing to the individuals involved and affected by the crisis.

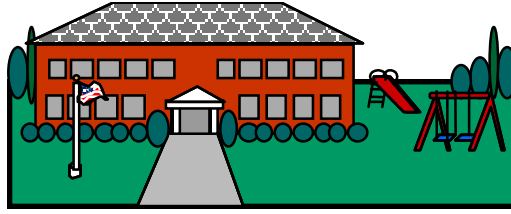
Coordinator of Nursing/Health Services

Coordinates' nursing services and works with school health services personnel to assist with emergency health needs of students.

Counseling and Special Services

Coordinate school counseling services K-12.

SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES



In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, **the school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.**

It is critical to determine *who does what, where, and how* – *before such a disaster occurs.*

Principal and/Crisis Response Team

1. Responsible for notifying Emergency 911 and/or Police at 289-9157.
2. Is the liaison between the school site and central office and maintains communication with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
3. Annually reviews and initiates update of the site-level plan, with particular attention to the unique characteristics of the site.
4. Posts and regularly updates Emergency School Site Administrative stations, emergency phone numbers, emergency first aid, and chemical inventory lists.
5. Plans alternate classroom evacuation routes if standard routes are obstructed.
6. Establishes a communications system consisting of the following elements:
 - a) Use of a system of specific disaster warning signals that are well known to staff and students, to include both bell and voice signals.
 - b) Use of an alternate system for written communication with staff in the event voice-to-voice communication is not available.
 - c) Designate and enforce exclusive use of a telephone line and number to be used only by the principal and the Superintendent.
 - d) Establish an Information Center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.
7. Ensure that teachers are trained to carry out responsibilities during disaster and drill procedures; encourages teachers to work in teams through a buddy system.
8. Ensures that other personnel who provide services to students and staff are aware of emergency procedures.

During an Emergency, Principal

- Remains highly visible
- Addresses media
- Contacts superintendent
- Sets tone and direction

Principal/Crisis Response Team

1. Assigns the following duties to school staff:
 - a) Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and to prohibit unauthorized persons from entering campus.
 - b) Monitor/supervise patios, classrooms and portable to maintain a safe and secure environment.
 - c) Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment.
 - d) Establish/coordinate a Communication Center.
 - e) Administer first aid.
 - f) Work with emergency medical triage teams to identify injured students and staff and to record ambulance destination.
 - g) Supervise Student Release Procedures.
2. Ensures that all School Site Emergency Team members know where utility shut-off valves are located.
3. Schedules regular emergency drills and review the emergency plans with staff, students, and parents.

Counselor

- Provide counseling for students
- Plan logistics of counseling
- Coordinate all counseling activities
- Communicate with faculty
- Cancel scheduled activities
- Seek assistance from other schools
- Provide Information to parents

Faculty

- Announce events to students
- Lead class discussions
- Create activities to reduce *impact of trauma*
- Identify students in need of counseling
- Structure and shorten assignments
- Postpone testing



SAMPLE

General Procedures

- If possible, utilize the school library as the Information and Command Center.
- Include a **Sign-in Sheet for everyone.**
- Only the **Superintendent, Director of Operations or designee is authorized to release information.** All other personnel should cordially refer the media to the public relations point person.
- Designate a person to record incidents for documentation purposes.
- Each school should annually identify individuals who respond on the crisis team, with specific duties assigned to each member.

- When the crisis is over, evaluate your plans and make any necessary modifications.

PERSONAL SAFETY AND SECURITY

Planned school wide crisis response can significantly reduce disruption during times of high stress. A structured and orderly response plan by a trained team of staff members can facilitate the return to a “**normal school routine**” in the unlikely event of a crisis occurring on or near the school. Emergency procedures, or “contingency plan,” are essential components.

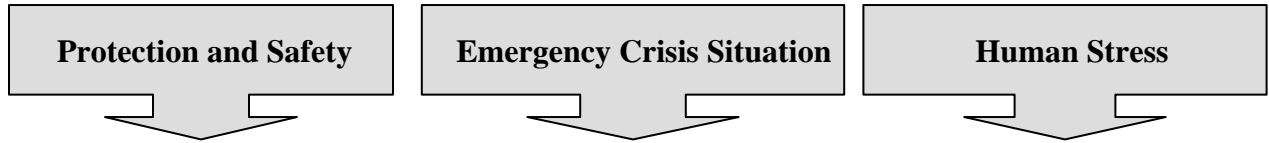
The following information outlines emergency response procedures that can be tailored for individual school sites. Schools are encouraged to use this outline as a **starting point** in reviewing the adequacy of their own response plans.

Schools with Special Education students are encouraged to include discussion of emergency plans in individual educational plan meetings and to make practice drills a regular periodic classroom activity.

- Devise a signal for announcing an emergency situation. This signal may differ depending on the type of emergency situation.
- Identify who can declare an emergency and under what conditions.
- Provide an emergency kit to each classroom, and designate the students responsible for taking the kit when students leave the classroom during an emergency. **The kit should contain, at a minimum the following items:**
 - Copy of all class rosters and emergency telephone numbers of each student;
 - A bandage sheet;
 - Name tags for releasing students;
 - A large tarp to cover students in case of bad weather;
 - Candy and gum;
 - Playing cards, games;
 - Small blanket.

CRITICAL INCIDENT MANGEMENT PLAN – SYNOPSIS

A Critical Incident is a crisis, which is an unexpected interruption from a previously normal state of functioning producing significant reactions such as turmoil, instability and upheaval in a system. It is further defined as any incident where students, faculty, staff or visitors are in danger and there is a need for immediate action to prevent injury or further harm.



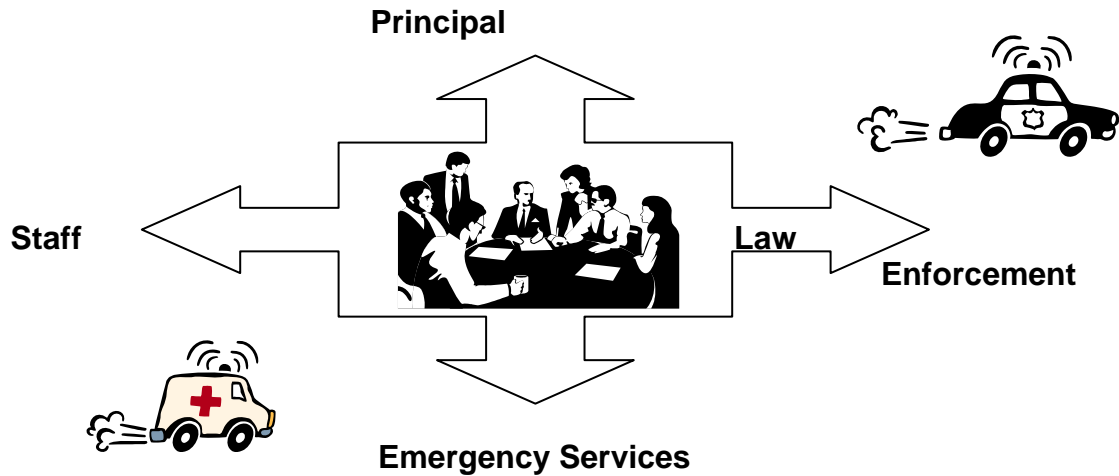
<p>Communication Activate a two way communication system</p> <p>Designate Danger Zones {Identify the location where the problem is and no one should enter}</p> <p>Inner Perimeter (Containing the problem)</p> <p>Outer Perimeter (Limited casual access to the problem area by non-essential personnel)</p> <p>Command Post (Designate an area outside of the Danger Zone but within the inner perimeter where the one in charge can be reached)</p> <p>Staging Area {Indicate where resources need to gather. These can include Fire Dept., EMS, rescue trucks, buses, etc.)</p> <p>Resources {Identify district and/or community resources needed for the incident} Review and assess the handling of the incident and/or plan for any future incidents</p>	<p>Initial Crisis identification by principal or other building site administrator</p> <p>Call 911 or 0 on life threatening or endangering situations. (If unsure call 911 or 0).</p> <p>Report crisis to the Police/Security by principal/building site person {phone number} Responsible Security {Phone Number}</p> <p>School Police or School Security calls: Superintendent Office No. EAP Director Pager: Office Pager</p> <p>EAP activities psychological resources</p> <p>School Police, Local Law Enforcement/ District Critical Response Team activates necessary district and community emergency resources</p>	<p>EAP activates immediate onsite psychological resources for intervention.</p> <p>Debriefing for the staff directly involved by the crisis.</p> <p>Grief counseling/debriefing teams for students and/or parents affected by the crisis.</p> <p>Educational sessions on crisis management skills</p> <p>Review and asses the effectiveness of the psychological services used in the crisis and plan for future interventions.</p> <p>Within 72 hours with follow-up as appropriate</p>
--	--	--



In order to maximize the effectiveness of this School-level Safety and Response Plan a team of district personnel has been identified to act as the School Incident Response Team in the case of school emergencies. The School Incident Response Team includes key personnel, who are knowledgeable of school procedures, school-building layouts, first-aid precautions, etc. Essentially, the Response Team is a nucleus of personnel which includes the School Police and/or local law enforcement agency), Employee Assistance Program, Facilities Management, Risk Management, Community Relations Officer, and others who are knowledgeable of the SAFE SCHOOL RESPONSE PLANS.

PROCEDURES FOR INVOLVING LAW ENFORCEMENT

Develop specific steps to ensure smooth police involvement in a school crisis situation. The police department should be notified of any school disturbance as a matter of record and reference for any future need for assistance.



SAMPLE



Procedures for Personal Safety and Security

Develop a written agreement regarding coordination and police response to a school disruption before such an occurrence. The written memorandum of understanding would include clear guidelines regarding the point at which responsibility for a situation would be assumed by the assigned officer(s).

Design emergency plans with assistance from the police department that include planning for major life-threatening disorders, such as shootings and bomb threats, as well as natural disasters.

Train staff in leadership roles to recognize when police intervention is required. (Police staff become primarily responsible for enforcing the law and will insist on final decision making in all matters involving their sworn obligations.

- Practice the response plans to assure that the plan is smooth running an comprehensive.
- Review the plan regularly
- Conduct monthly drills
- Prepare staff to respond to all types of emergencies.

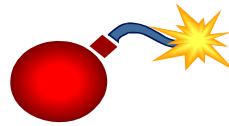
EMERGENCY SITUATIONS

BOMB THREATS/BOMB EMERGENCIES

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb has been located, or an explosion has occurred. Schools should have a separate type of alarm to notify staff that the evacuation is for a bomb threat. Staff can then look for items, which are suspicious, or out of place, which can be reported to the Police or Fire Dept.:

Recipient of Phone Call

- **Keep caller on phone**
- **If student answers phone get an adult**
- **Write down all information**
Notify the principal
- **Identify any noises in the background**



Principal

- **Call 911 or 0 for Security**
- **Call Superintendent**
- **Evacuate Decision**
- **Do not use radio, phones or electronic bells**
- **Bomb can be activated by electronic devices**

SAMPLE

General Procedures

- Principal or person in charge will activate fire drill.
- Officers will be dispatched immediately.
- Cease radio transmissions on campus (Ham, 2-way and CB radios).
- An officer will contact school officials on site to begin immediate investigation. Avoid spreading panic; do not refer to the “bomb” or “bomb threat.” Discuss the matter with the officer.
- The Police will dispatch fire/rescue equipment if necessary.
- The officer will determine how a search is made. The officer will instruct personnel familiar with the areas in search method:
 - a) Do not touch, pick up, or move any object found which is not familiar to them.
 - b) Upon finding a suspect item, which may be or may contain an explosive device, confirm that it does not belong in the area.
 - c) The officer will notify school staff when the search will be discontinued.
 - d) If the officer determines an evacuation is necessary follow the Emergency Evacuation plan.

Note: If media arrives, the principal or designee should keep the media in the front of the school. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde, 289-3211.

CHEMICAL SPILL IN A BUILDING

All containers must be labeled as to their contents. No chemicals should be brought onto school property without approval from the principal, and the Material Safety Data Sheet (MSDS) for the chemical should be forwarded to Central Office or Risk Management. Proper chemical hazard signs should be displayed on outside of buildings that contain chemicals.

To protect against spills, schools should maintain the MSD sheets for the Fire Department or other service provider.

If the boiler malfunctions, or if a line leaks there may be an irritating ammonia odor. Call Maintenance and Operations and evacuate away from the area. Open windows if necessary.



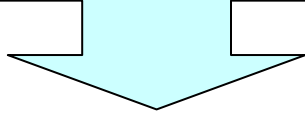
General Procedures

- Render First Aid. Use the shower or eyewash as needed for 15 minutes to clean contaminated persons.
- Contain or neutralize the spill. Spills occur most often in science, art, and vocational shops. Certain chemicals such as paint can be cleaned up and put in a container.
- If evacuation is necessary follow the Emergency Evacuation plan (see Emergency Evacuation Plan).
- If vapors, gases, or mists are being released, evacuate students from the immediate area as a precaution.
- Do not clean up or touch any chemical spill. Call Risk Management or the Fire Department. A serious spill will have to be cleaned up by an outside contractor skilled and trained in emergency procedures.

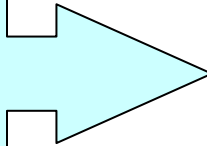
Note: If media arrives, the principal or designee should usher the media to the Information Center {i.e., principal's office, school library}. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde, 289-3211.

CHEMICAL SPILL
Sample Procedures

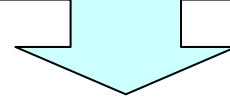
Hazardous Materials



911 or 0
Fire Dept.
Haz-Mat Division



Principal's
Office



Evacuation Decision
Fire Dept
Haz-Mat
Principal

DRIVE-BY SHOOTING/SHOW-BY

(driving by with the intent of a show of force i.e. showing a gun out the car window, but not firing it)

With the availability of weapons and the increase of gang activity, it is possible that a drive-by shooting could occur at or near a school site. The immediate concern is the safety of staff and all students. The locations at greater risk may be the fields utilized by physical education classes, the perimeter of the school, and the entrance areas due to accessibility by vehicles.



Immediately after the incident/reported shots fired:

- Call 911 or 0.
- Immediately notify the school office of the situation and report the extent of injuries.
- Notify the school police. (school police will then contact the superintendent's office, and activate the District Critical Incident Response Team, as necessary.
- Assess injuries, if applicable.
- Have students move safely and quickly to the nearest shelter (building).
- Do not allow anyone seriously injured to move. If injured are ambulatory assist them to a shelter.
- Stay with the injured until emergency services arrive.
- The media is not allowed on campus during a critical incident. If media enters campus they should be ushered to the Information Center {i.e., school library}. They should be referred to the public relations point person for information: {Telephone number}.
- Assist the police with as much detail as possible.
- Alert nearby schools of the incident if the potential exists for them to be affected.
- All staff will remain with students until the emergency is over.

REMEMBER – Students will model their emotional reaction after yours. STAY CALM.

DRIVE-BY SHOOTING/SHOW-BY
Sample Procedures

Teacher

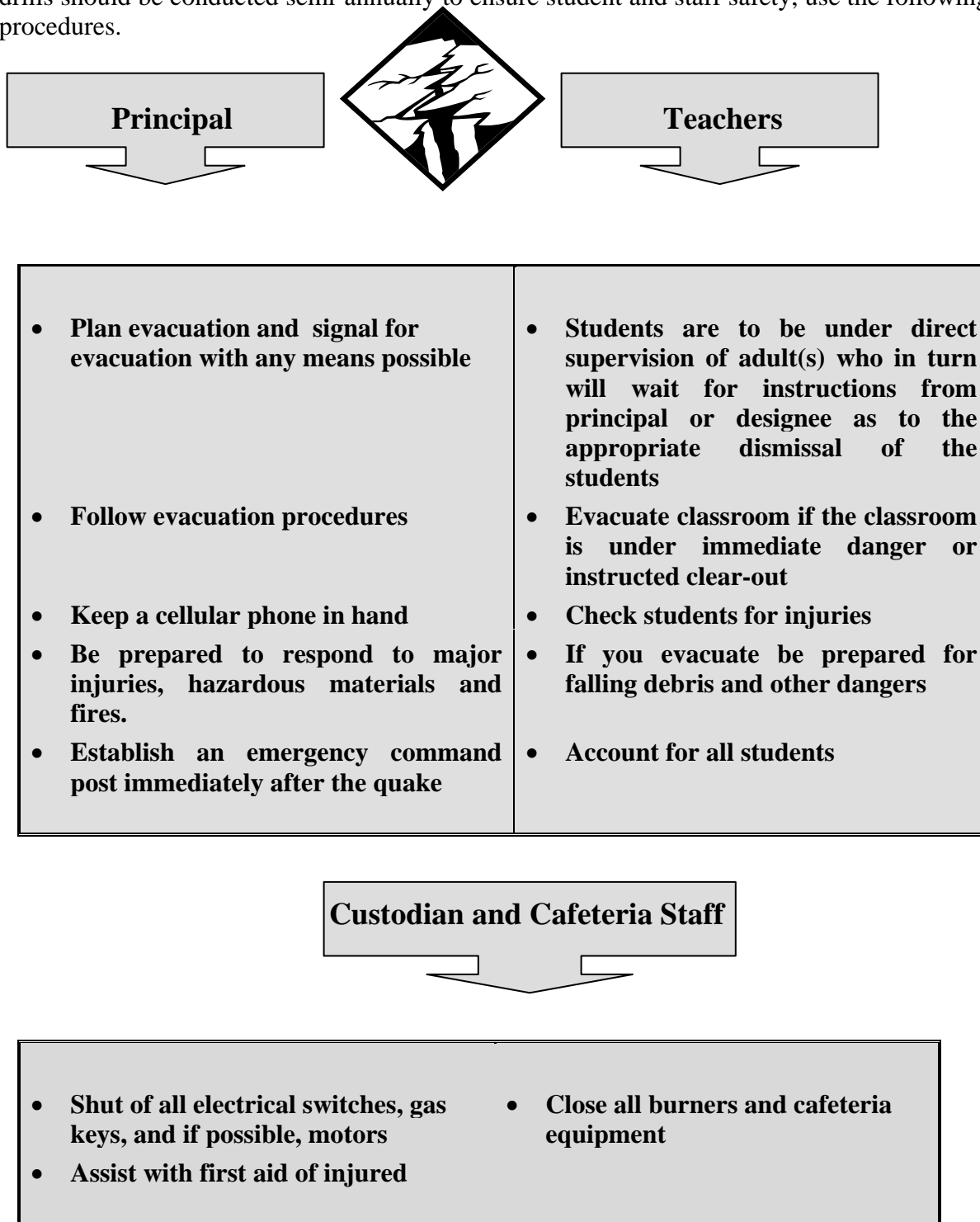
Principal

- **Have students and staff lie flat on the ground and keep as low as possible.**
- Notify principals office
- Cover all door windows to the classroom
- Report injuries and provide first aid
- Keep students calm
- Return students back to the classroom
- Under no circumstances allow students to leave the building
- Take roll call and report any missing students

- **Call 911 or 0**
- Initiate evacuation
- Notify the superintendent's office
- Call nurse, prepare for injuries
- Bring all students and staff indoors
- Keep all staff in classrooms
- Call counselor for assistance for **all** students requiring counseling
- Hold students beyond dismal time if necessary

EARTHQUAKE

Earthquakes are a form of disaster that gives no advance warning. Therefore, earthquake drills should be conducted semi-annually to ensure student and staff safety, use the following procedures.





INSIDE BUILDING

- All pupils and staff should immediately turn away from glass areas and place themselves under tables and desks.
 - Stay inside
 - Take cover under table or desk
 - Drop and tuck
- If structural damage, window breakage, etc. has been sustained, the teacher is to follow normal fire drill procedures **following termination of the quake.**
 - Extinguish all science class room gas burners
 - Stay clear of chemicals

Students are not to be dismissed from school until the appropriate clearance has been given.

OUTSIDE BUILDING

- Students and staff are to remain in a cleared area free from any potential falling objects.
 - Move to an open area away from trees, portable backstop, power lines, buildings, etc.
 - Lie down or crunch
- **Under no circumstances should students or adults attempt to return to the building during an earthquake.**

FOLLOW-UP

A survey of injuries should be made as soon as possible. Notify the principal or nurse of any injuries or if help is needed. List names of students and description of any injuries. Further instructions will be given over intercom as soon as possible.

- Prepare procedures for releasing students after an earthquake.
- Provide staff training for potential earthquakes.
- Practice drills for evacuation of buildings.
- Train staff in rescue and emergency measures.
 - First Aid
 - CPR
 - Dealing With Trauma

INSPECTIONS

Note: if any school buildings have signs of structural damage (including cracks in windows, walls, floors, or ceilings), do not re-enter school buildings until they have been inspected by appropriate and qualified departments.

FALLEN AIRCRAFT
(Including Hot Air Balloons)

In the event of a fallen aircraft, teachers/administrators should instruct students to implement Shelter-in-Place procedures (see Shelter-In-Place procedures). If building(s) or site is evacuated all students/staff shall:



<ul style="list-style-type: none"> • Clear all students immediately away from the crash site. • Notify the Principal immediately. • Keep class roll with you at all times. 	<ul style="list-style-type: none"> • The principal or designee should check with staff to ensure safety of and accountability for all students and staff. • Call 911 or 0 and report the incident • The principal or designee should ensure that no one returns to buildings for ANY reason until such buildings are officially declared safe by the fire department, district Maintenance and Operations, etc.
--	---



SAMPLE **General Procedures**

All school staff and students should:

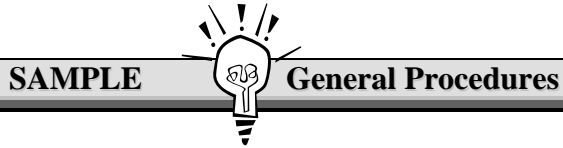
- Maintain a safe distance from aircraft (minimum of 400 yards; for military aircraft, use greater caution.)
- Move away and upwind from aircraft (i.e., airplane or hot air balloon), allowing for possible explosion.

In the event of an explosion, principal should immediately order evacuation according to site plan. In the case of a life-threatening situation, the principal should enlist immediate assistance of the School Site Emergency Team.

Note: If media arrives, the principal or designee should usher the media to the Information Center (i.e., school library or principal's office). The only information that should be released to the media is the phone number of the Public relations point person: Victor Velarde, 289-3211.

FIRE

School fires are often more dangerous than they appear. Panic greatly complicates evacuation. Most school fires are set by vandals. Never assume that the fire has a single source or is minor. Cafeterias, laboratories, shops, storage rooms and toilets are common areas for fires. To prepare, have your staff familiarize themselves with the locations and operation of fire extinguishers, fire pull stations, and hoses.



Internal Building Fire:

- Sound alarm and evacuate students and staff a safe distance from building. (See fire drill map and procedures.)
- Call 911 or 0.
- Do not fight the fire if it will put you in danger.
- Notify superintendent, risk management, school police, and public relations point person.
- Do not reenter the building until fire officials declare the area safe.
- If necessary students may be reassigned to an area of the school not affected by the fire. Students should be accounted for, and if appropriate, a staff member can remain at or near the school to assist arriving parents.

External fire near the school:

- Evaluate situation.
- Evacuate if students or school buildings are in danger.
- If smoke is blowing in the direction of the school and not endangering lives, activate the Shelter-In-Place procedure (Keep students inside of classrooms, turn off ventilation systems, wait for word that it is safe before resuming any outside activity) (see Shelter-In-Place procedures).

Note: If media arrives, the principal or designee should keep the media in the front of the school. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde, 289-3211.

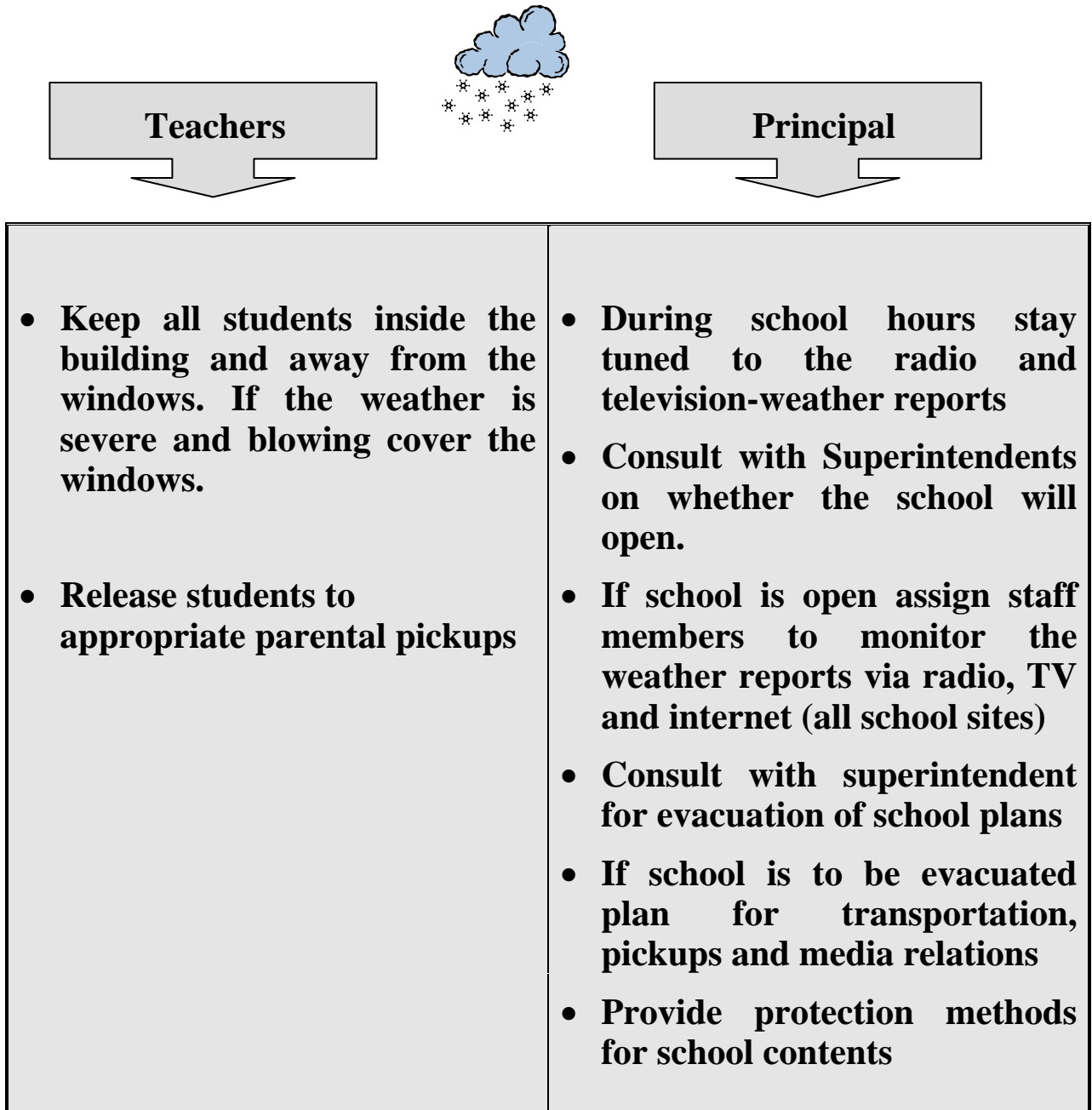
FIRE
Sample Procedures

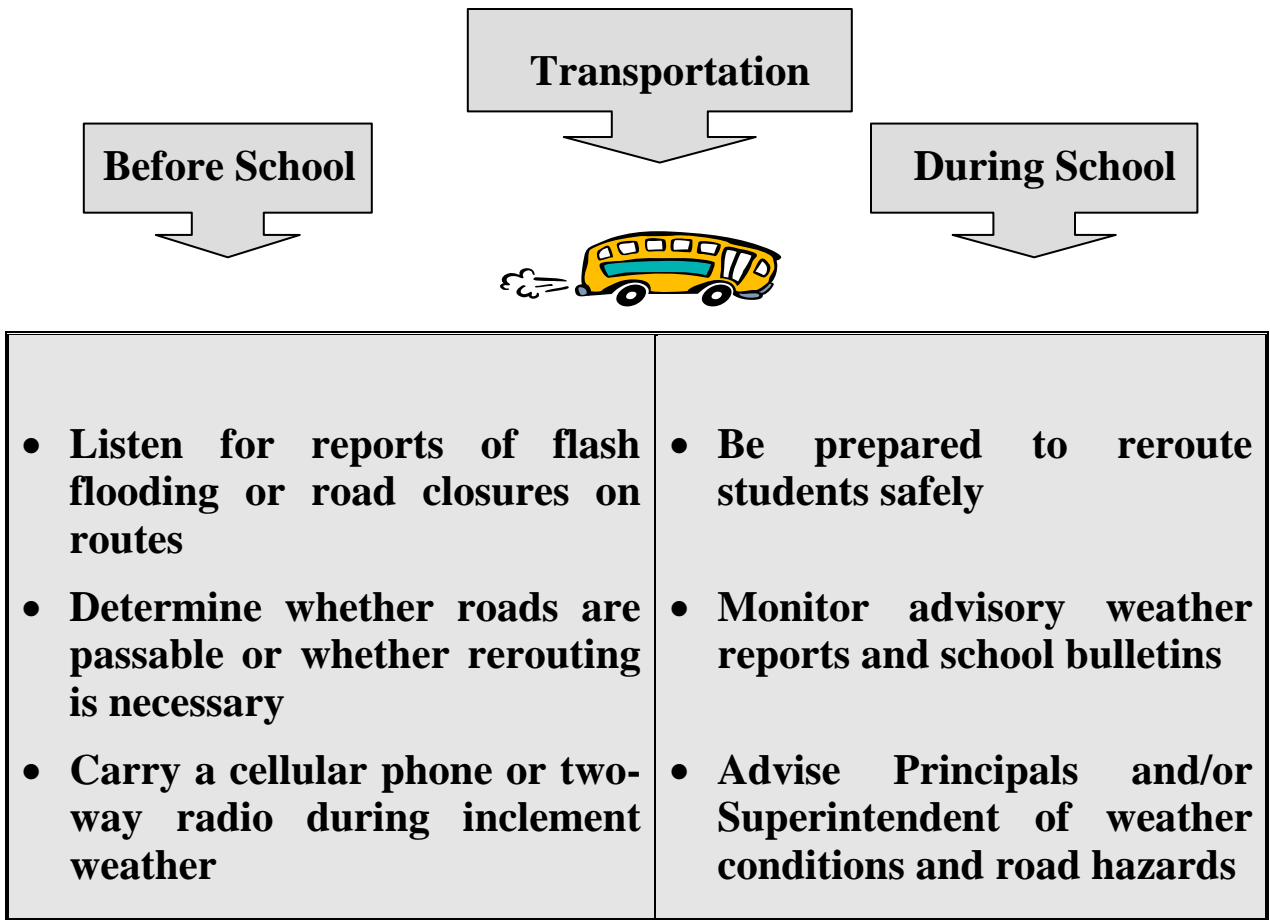



<ul style="list-style-type: none">• Evacuate when the alarms sound• Use Fire extinguisher if the fire is small and located in your room• Account for all students • Proceed with evacuation of buildings (follow fire drill procedures)• Provide First Aid • Account for all students and do not allow students to leave the area or return into the building	<ul style="list-style-type: none">• Sound Alarm • Call 911 or 0 • The school may have to be evacuated make a sound judgement (see evacuation plan).• Notify the Superintendent • Notify all staff when it is safe to return to building • Be prepared to transport students to a safe site if necessary
--	--

FLOOD/SNOWFALL

These natural disasters are usually Shelter-In-Place (see Shelter-In-Place procedures) emergencies, until parents can be notified. Although closing school may be appropriate, students should not be sent home if it is hazardous to do so.





SAMPLE  **General Procedures**

If evacuation to another location is necessary, contact the Superintendent, Director of Operations, or designee. A flood may require immediate evacuation. If so, it would be communicated by a governmental authority. Do not evacuate through water. If time permits have custodians turn off utilities, especially if basement is in danger of flooding. Evacuate to high ground.


GAS LEAK/EXPLOSION

Gas leaks can be internal or external to the building. Natural gas rises, while propane is denser than air and accumulates in low places. Do not attempt to evaluate the probability of an explosion.

It is difficult to respond to an explosion, because explosions are sudden and unexpected. If there is sufficient time, students should drop to the floor, protecting face and neck with arms from flying debris and glass.

Maintenance and Operations evaluates gas leaks and makes repairs. If a Fire Department or Gas Company turns off the main valve, the school must pass a high-pressure test before services can continue. If the school fails to pass the test, extensive investigation and repairs may have to be made prior to reopening school.

Natural gas is not toxic. It burns and does cause explosions, but it will not poison an individual. It is an asphyxiate, and could cause suffocation if someone were to be exposed to it for a lengthy period of time.



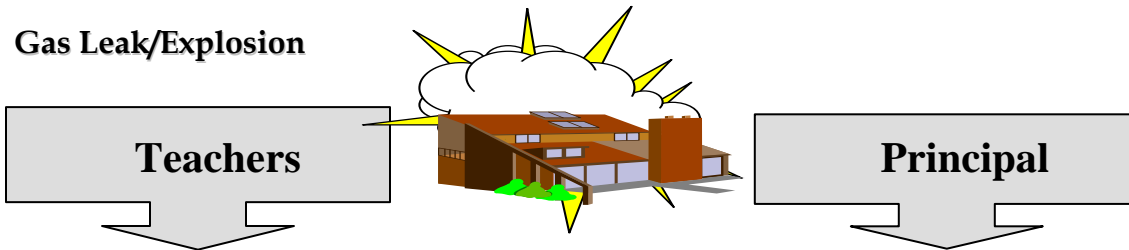
SAMPLE General Procedures

If there is a leak, CALL 911 or 0 and:

- Evacuate according to the fire evacuation plan.
- Evacuate away from the source of the gas leak. Extinguish flames in science rooms and in the kitchen as feasible.
- Move students away from buildings and windows.
- Advise Maintenance and Operations and School Police of the situation.
- If evacuation of campus is necessary follow the Emergency Evacuation Plan.
- Practice drills for evacuation of buildings.

Note: If media arrives, the principal or designee should keep the media in the front of the school. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde at 289-3211.

Gas Leak/Explosion



<ul style="list-style-type: none">• Evacuate when the alarms sound• Be calm• Account for all students • Evacuate the room—follow the fire drill procedures• Evacuate to a safe distance or designated area away from the source of the danger• Return to your room only after you have been instructed to return• Be prepare to dismiss students if necessary and provide a method for accountability of all students and staff• Organize the evacuation and practice drills for bus/vehicle transportation away from the danger zone	<ul style="list-style-type: none">• Sound Alarm • Call 911 or 0-Fire Dept• Prepare nurses and counselors for First Aid procedures• Insure that all electrical, fans and cafeteria equipment is off• Call the Superintendent • Prepare staff for transporting students to an evacuation safe site if necessary• Notify all staff when it is safe to return to building • Prepare incident report
--	--

HOSTAGE CRISIS/STUDENT WITH A WEAPON

It is possible that students and/or staff could be drawn into a hostage crisis. If your site should be faced with this crisis, your ability to act appropriately will be of extreme importance to the safety of students and personnel, as well as your own.

All students and staff who are on site, but not in imminent danger should follow **Shelter-In-Place procedures** (see Shelter-In-Place procedures). Close and lock all doors, close curtains/blinds, stay away from the doors and windows, and wait quietly for further instructions.



SAMPLE

General Procedures

Your actions during the crisis will enhance your chances of survival. As a hostage follow the guidelines below:

- Obey terrorist orders, do not become antagonistic.
- Be courteous and polite to the terrorists and other hostages.
- Do not debate, argue, or discuss political issues with terrorists or other hostages.
- Talk in a normal voice. Avoid whispering when talking to other hostages and avoid raising your voice when talking to terrorists.
- Avoid abrupt movements. Keep movement to a minimum and in view.
- Locate students and yourself away from windows and doors and as far away from terrorists as possible.
- Answer all questions unless your position may pose a threat to terrorists or to their ideologies.
- Inform captors of any medical conditions or special disabilities of all hostages.
- Do not discuss possible actions to be taken by other agencies, school district, colleagues, media, or parents.
- **Stay calm.**

If Possible, Try To Inform Any Of The Following Agencies, But Not At The Risk Of Lives.

- Call 911 or 0
- Superintendent's Office 289-3211

REMEMBER: Time And Remaining Calm Are Your Greatest Allies!

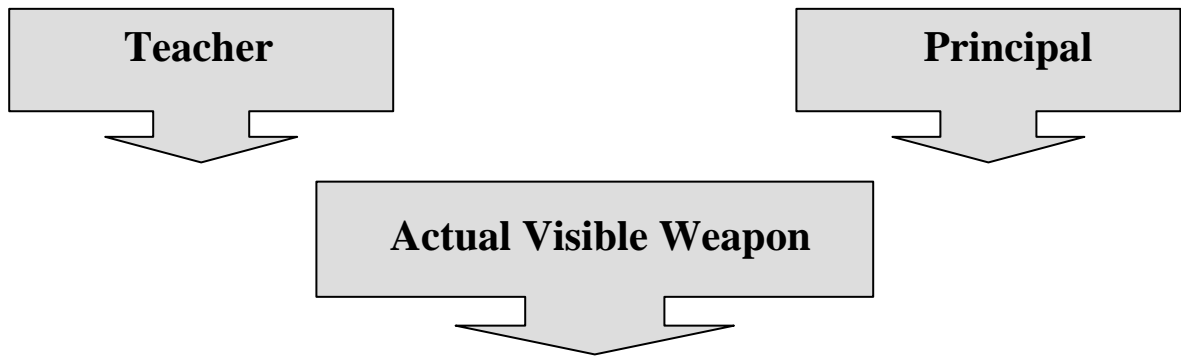
Note: If media arrives, the principal or designee should keep the media in the front of the school. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde at 289-3211.

**Person/Student With A Weapon
Sample Procedures**



<ul style="list-style-type: none">• Be calm and use common sense• Notify the Principal immediately-even if you only suspect a weapon (gun, knife, bludgeon or other illegal weapon)• Advise the Principal of the reported incident and possible weapon violation• Do not attempt to confiscate the weapon from the suspect student (s)	<ul style="list-style-type: none">• If weapon is suspected bring the student to the office along with backpack and other items belonging to the student• Have more than two adults in this meeting with the student.• Ask the student to empty out all items in his possession• If no weapon is found continue the investigation further into the student's locker.
---	--

**Person/Student With A Weapon
Sample Procedures**



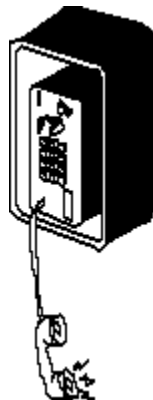
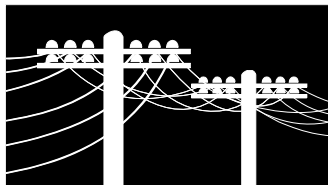
<ul style="list-style-type: none"> • Notify the Principal • Be calm and use common sense • Do not approach the student (suspect) with the weapon • Evacuate the classrooms without causing aggressive moves toward the student (suspect with weapon) • Clear the area completely and away from sight • Keep students calm • Advise the Police of all actions taken by the suspect and describe the weapon (s) 	<ul style="list-style-type: none"> • Call 911 or 0 • Call superintendent's office • Report the name of the student and his/her location • Secure all teachers and students in classroom • Utilize passwords or code words for weapon violations • Stay out of sight from suspect • Evacuate the building by using the PA system announcement, if possible • Advise the police of all actions taken by the suspect and describe the weapon (s)
---	---

LOSS OF POWER OR WATER

Loss of power or water should be phoned to Maintenance and Operations. Dispatch at {phone number} will, in turn notify appropriate school officials.

Maintenance and Operations will assess the situation and advise the Superintendent or Chief of Facilities Planning and Operations and the site administrator with the estimate of when the utilities will be restored.

School Police can be called at {phone number} if the Maintenance and Operations dispatcher is not available.



SUICIDE THREATS/ATTEMPTS

If a person demonstrates any suicidal tendencies (verbal or other signs), keep that person under close observation until a trained professional in mental health arrives.

Suicide is not a spontaneous activity. Suicide is usually the result of a long-term, gradual; wearing-away process called emotional erosion. What is being eroded is the person's ability to cope with life experiences and the emotions surrounding his/her experiences. There is no single cause of a suicide; only causes.

When working with a suicidal person look for a clustering of warning signs within a context of: recent loss, sadness, frustration, disappointment, grief, alienation, depression, loneliness, physical pain, mental anguish, or mental illness.

- **Take Suicide Threats Seriously.**
- **Remain With The Person Until Help Is Obtained.**
- **Seek Immediate Help From A Trained Professional.**



SAMPLE

General Procedures

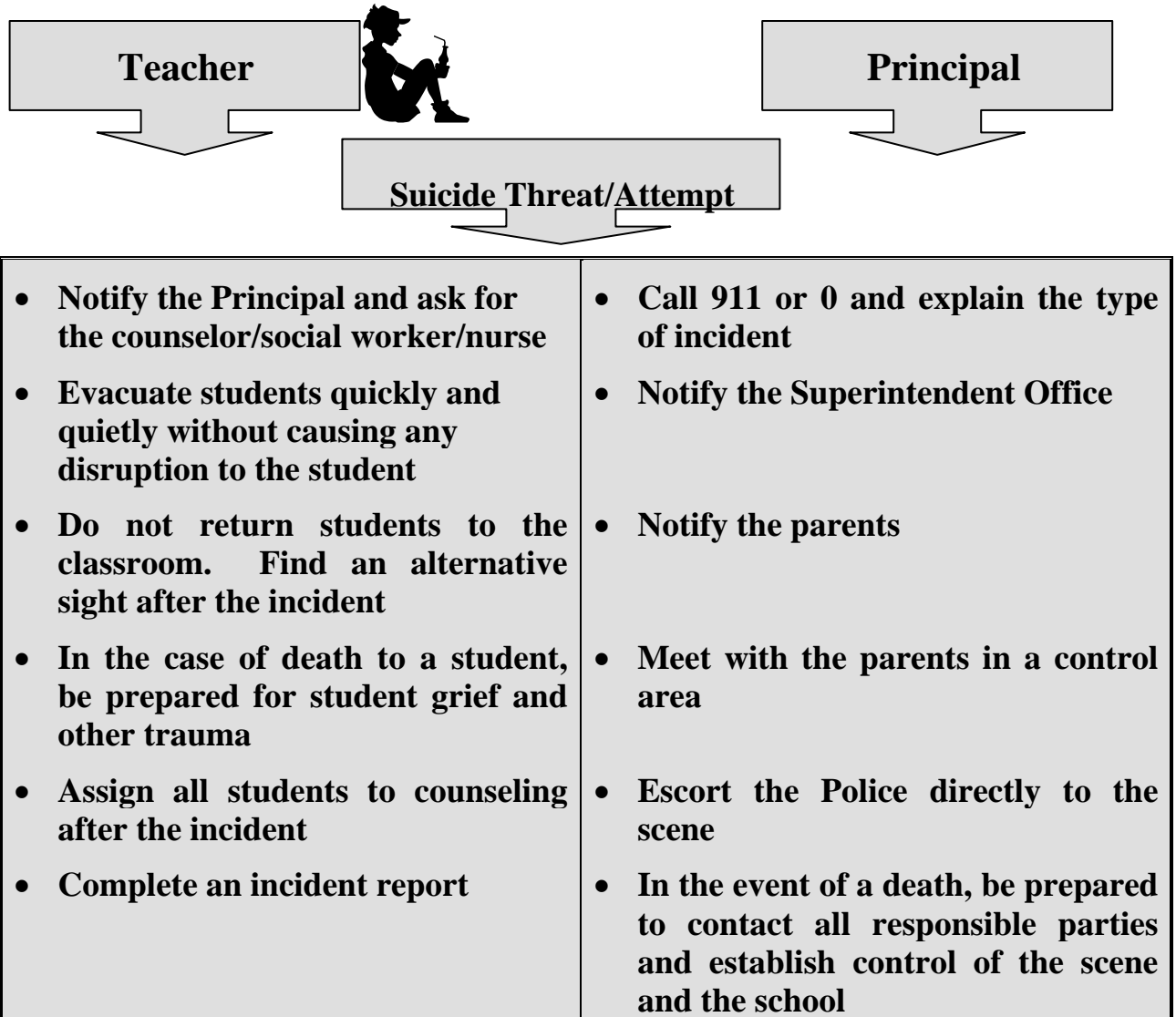
Should a person brandish a weapon, the following actions should be taken:

- Call 911 or 0 **IMMEDIATELY**
- Notify the principal or other administrative staff.
- Isolate the person, if possible, to eliminate risk to others.
- Principal or designee should contact parent/guardian/family member **IMMEDIATELY.**
- Stay calm and await emergency personnel.
- Contact Employee Assistance for psychological services.

**FOR INTERVENTION AND ASSESSMENT SERVICES CALL THE DISTRICT
EMPLOYEE ASSISTANCE
289-3211**

Note: If media arrives, the principal or designee should usher the media to the Information Center {school library}. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde at 289-3211.

SUICIDE THREATS/ATTEMPTS



Counselor—Social Workers

- Respond to the scene directly and control the scene
- If weapon is visible use common sense on approach
- Maintain contact with the student and do not leave the scene even if control is obtained by others
- Call the district psychologist
- Call the Teen Suicide and Crisis Hot Line if appropriate (505-820-0024)

- **Utilize the National Youth Crisis Hotline if possible and appropriate (1-800-422-0009)**

TEAR GAS/PRANKS

In case of a tear gas prank:

- Evacuate according to the fire evacuation plan.
- Render First Aid.
- Leave doors and windows open. The gas will dissipate in about 30 minutes.
- Notify the Principal and Risk Management 289-3211.
- It is not necessary to evacuate the entire school if one building is affected.

In the event of inclement weather, students should be moved to an unaffected building.

Overreaction tends to encourage tear gas pranks.

SOME TEAR GAS CAN BE FATAL TO INDIVIDUALS WITH ASTHMA.

Note: If media arrives, the principal or designee should usher the media to the Information Center {school library}. The only information that should be released to the media is the phone number of the public relations point person: Victor Velarde at 289-3211.

WINDSTORMS

Tornadoes/strong winds travel in an erratic path 5 to 50 miles in length at 25 to 40 miles per hour. Since the danger is present outside, follow the procedure for Shelter-In-Place (see Shelter-In-Place procedures). Dangers are from wind, flying debris, and collapse of buildings, trees, etc.

- Move students away from windows. Open windows slightly to equalize air pressure (tornado). Hallways also provide protection.
- Lowest floor, interior spaces on the opposite side of the wind – closets and other similar framed construction are safer areas. Poured in place concrete buildings are probably the safest types of building.
- Move students from portables to main building, if time allows.
- Avoid auditoriums, gymnasiums and structures with large roof spans. Avoid rooms with glass.
- Shut down boilers.

Thunderstorms produce lightning, hail, strong winds. Follow Shelter-In-Place procedures (see Shelter-In-Place procedures).



EMERGENCY PROCEDURES/GUIDELINES

EVACUATION PLAN

Unscheduled Early Dismissal

School may be dismissed early due to emergency status such as severe weather conditions, power outages, etc.



<ul style="list-style-type: none"> • Evacuate when the alarm {bell} sound • Be clear of evacuation routes and sites • Close class room doors after everyone has been accounted for • Leave the building quickly, quietly and orderly • If the situation warrants vehicle and/or bus use, follow set procedures 	<ul style="list-style-type: none"> • Sound the alarm {bell} • Call 911 or 0/district security. Advise them of the reason for the evacuation and present the alternative plans • If the situation warrants vehicle/bus use, notify/have transportation • Evacuate all students and staff to pre-designated areas • Notify parents of the evacuation and give them the central site for picking up students
--	---

SAMPLE



General Procedures

If an unscheduled early dismissal occurs these steps should be followed:

- The crossing guard or designated staff will go on duty in front of the school immediately.
- Support staff will assist the traffic in front of the building. Teachers remain with their classes.
- Support staff will assist in the office answering the phones, delivering messages, and monitoring bus arrivals.
- Each teacher will call a parent who institutes a telephone tree for that class. Teachers arrange early in the school year for the room mother/parent to have a list of parents and their phone numbers.

- Each teacher remains with his/her students until all students are picked up.
- Students remain in the classroom until notified of their bus arrival or that their parent is here to pick them up.
- After all busses have departed all remaining students will report to {location}. The principal or designee will be responsible until all students have been picked up.

Emergency Evacuation Sample Procedures

In the event that there is a need to evacuate the school (i.e., chemical spill, disaster, bomb emergency, fallen aircraft, fire or gas leak), the students will be transported to Gymnasium (located across from Administration Building). If an evacuation is necessary these steps should be followed:

Principal and Teacher

- **The principal or designee will announce that an emergency evacuation will take place**
- **Classes will be dismissed by {grade level, campus location, etc.}.**
- **{Police, fire, civil defense, bus, and/or staff cars} will transport the students**
- **Students are transported to {location}**



SAMPLE

General Procedures

- All students are transported to Gymnasium.
- Do not dismiss students from school. Any interference during the evacuation could jeopardize the safety of the students.
- There will be a phone tree for each class. Staff will notify parents.
- Support Staff will post signs parents of evacuation, and giving them instructions for pick up.
- Parents/guardians arriving at Gymnasium enter through the front door and go directly to designated area.
- Select a person for message taking and to record incidents for documentation purposes. Before leaving Gymnasium, parents must first check out their student with his/her classroom teacher, and again at the central checkout point {office/main entrance, etc.}.

All students, staff and visitors must evacuate in an emergency. No one shall be left in the buildings. Each school shall develop a fire evacuation and a disaster evacuation plan for all students including students with disabilities.

Evacuation Guide for Persons with Disabilities

All students and staff shall evacuate in an emergency. No one shall be left in the buildings. Each school shall develop fire and disaster evacuation plan for all students including students with disabilities.

Report emergencies in usual manner; and evacuate disabled persons according to their Individualized Emergency Evacuation Plan.

Visually Impaired

- Tell the person where they are.
- Tell the person nature of emergency.
- Assigned guide should accompany them.
- As you guide them:
 - Tell them where they are.
 - Advise of obstacles.
 - Advise of conditions.
- When you reach safety:
 - Orient the person to their surroundings.
 - Ask if you can further assist.
 - Stay with the person.

Hearing Impaired Persons

- Hearing impaired persons may not perceive emergency alarms. Switch lights on and off to gain attention or gesture what is happening or what to do.
- With simple, direct gestures or sign language, point them to safety. If you know sign language, communicate with the person. You may also write directions on paper.

Wheelchair Confined

- Persons in wheelchairs with respirators must have priority assistance if there is smoke, as their ability to breathe is jeopardized.
- Determine if a person may have limited ability to be moved or if lifting may be dangerous to their health. This limitation should be determined when the student enrolls.

Things to Consider for person in a wheelchair

- Ways to remove a person from a chair.
- Number of people needed for assistance.
- Whether to extend or bend extremities. Prosthetic equipment used by person may be needed.
- Whether a stretcher, chair, or another seat will be needed after evacuation.



Evacuation with a Wheelchair

- Control the chair and use a guide if the student cannot manage the chair.
- Secure person in chair with seat belt if appropriate.
- Lock footrests.
- Many chairs have moving parts, which are not constructed to withstand lifting.
- Lift and move chairs by the rigid frame only, with electric power off if necessary.

Persons Who May Need Assistance

- For students with disability create an emergency KIT to include the following items:
Any person with mobility, vision or recovery problems.
 - Name cards posted by the door way;
 - Current significant medical information;
 - Agreements to include medical treatment if necessary;
 - Medications, as required;
 - Picture cue cards for neurological involved or significantly delayed students
 - American Sign Language cards.
- **The elevator must not be used during a fire drill or any emergency.** The elevator shaft may become a chimney for smoke during a fire. If the electricity fails, the occupants would also be stranded.

Individualized Evacuation Plan

An Individualized Emergency Evacuation Plan should be devised for all students with disabilities. The plan should identify where the student will be at any time and how the student is to be evacuated from each location. A copy of plan should be kept in each classroom the student attends as well as the appropriate administrative offices. The plan should be detailed enough to show emergency response, assisting personnel, routes of evacuation and methods of evacuation. The individualized plan should be followed during drills and modified if necessary.

Parents/guardians should be encouraged to discuss the evacuation plan with their student's doctor since he/she may be aware of problems which might complicate evacuation. It may be necessary to administer medicine, respond to a medical emergency, respond to an emotional emergency or move the student to a second safer location. Staff should be aware of these possibilities.

FIRE DRILL PROCEDURES

Fire drills practice the basic evacuation method. Fire alarms are not connected to Fire Departments or School Police. Call 911 or 0 in the event of an actual or suspected fire.

The principal or designee will conduct fire drills once a week on the first month of the school year and once a month thereafter. Two obstructed drills should be conducted each year. Close or block exits so that students must seek alternative routes from the buildings.

The principal or designee will complete the "School Fire Drill Record" and forward copies to the appropriate office.



SAMPLE

General Procedures



All personnel should evacuate according to the school's fire drill procedures (see map and procedures). Have students stand with backs away from building.

Custodial staff and principal ensure that all restrooms and non-classrooms are evacuated.

Close doors and windows upon leaving, if time allows.

Do not reenter a building to retrieve possessions. Students should not take coats, or personal possessions.

Order And Control Is More Important Than A Hasty Evacuation.

- Teachers must take enrollment cards/ book.
- Roll must be taken in order to determine all students are present.
- If there are unaccounted absences, a runner should be sent to notify the principal.
- Students on the school grounds should go to their previously designated area.
- Enter the building only after the "all clear" bell sounds and attendance has been taken.

SCHOOLS WITH SPECIAL NEEDS STUDENTS SHOULD FOLLOW INSTRUCTIONS IN THE EVACUATION PLAN FOR PERSONS WITH DISABILITIES.

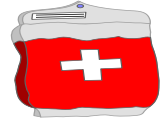
**Place Fire Drill
Map and Procedures
Here**

EMERGENCY FIRST AID

In an emergency situation, any staff member may provide assistance, with due consideration to the following precautions.

SAMPLE General Procedures

Universal Precautions



- Blood and other body fluids may transmit infectious disease.
- Do not handle without proper training and equipment.
- Assume all human blood and all body fluids are infectious and are to be treated as such.
- Latex gloves shall be worn when providing first aid, followed by thorough hand washing.

Blood borne pathogens "Exposure Incident"

"Exposure Incident" means a specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Any time an employee is involved in a possible exposure incident, it shall be reported, investigated, and documented.

FREQUENT HAND WASHING IS THE SINGLE MOST EFFECTIVE MEANS OF PREVENTING THE SPREAD OF INFECTIONS.

CPR Precautions

To minimize the risk of infectious disease transmission during emergency mouth-to-mouth resuscitation, use mouthpieces, shields, pocket masks, or other ventilation devices. Such equipment shall be stored with first aid equipment in the nurse's office.



Qualified Staff/First Aid Providers Precautions

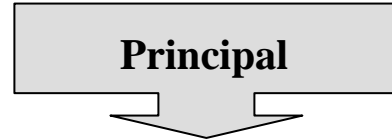
Qualified staff/first aid providers who have open lesions or weeping dermatitis shall be examined as soon as possible. These employees shall refrain from all direct patient care and from handling patient care equipment until such examination occurs.

Annually identify those staff who have current training/certification in CPR and First Aid.

Provide staff with first aid kits, latex gloves, and mouthpieces.

SHELTER-IN-PLACE

Principal or designee receives information about a situation that requires Sheltering-In-Place rather than an evacuation. Sheltering In Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release or emergency, chemical release accident, pipeline rupture etc.



<ul style="list-style-type: none"> • Make sure all students go inside • Close all windows and doors to the shelter area • Turn off all ventilation that may come from outside • If the air within the shelter appears to be contaminated, inform the office of the problem • Account for all students, keep track of and report all missing students to the office • Continue to listen for and follow the directions given by the Principal's Office {PA, written verbal, etc.} • Do not allow anyone to leave the shelter until the all clear signal is given 	<ul style="list-style-type: none"> • Instruct staff to Shelter-In-Place by a pre-designated signal {PA, bell system, verbal, written, etc.} that requires all persons outside to go indoors • Make sure persons with special needs are given assistance in getting to shelter • Ensure that maintenance shuts all exterior doors and shuts off all ventilation systems (You may wish to consider taping doors and windows) • Notify superintendent/supervisor • Make sure that people stay in shelters (Use your best judgment in allowing visitors into a shelter) • Communicate with police and fire departments to determine any change in the situation. Get periodic updates • Communicate with police and fire departments to determine any change in the situation. Get periodic updates
---	---



CRISIS ASSIGNMENTS By Principal

In the event of an emergency requiring an evacuation of students or limitation of those entering campus, follow these procedures:

- The office will be established as the Emergency Headquarters. The principal or designee will coordinate the effort. (The staff should have a secondary location for emergency planning in the event of need for more space or other situations that may arise).
- Telephones in rooms will **not** be used unless specifically directed by the Emergency Headquarters. Staff can be made aware of all communication mobile phones or hand held two-way radios.
- Staff will go immediately to their assigned location.

Staff	Assigned Area	Assignment
Class Room Teachers	Classrooms	Keep students in classroom until notified to release or other instructions from administration.
Staff Name	Office/Emergency Headquarters	Assist with coordinating emergency plans
Staff Name	Library/Information Center	If media or parents come on campus, they will be directed to the library where the { staff } will provide assurance. media should be redirected to { staff } or public relations point person. {cell phone number}.
Staff Name	Main entrance/Back/Side Entrances, etc.	Discourage people from entering campus. If parents or media do enter, direct them to the library.
Staff Name	Traffic	Direct Emergency traffic
Staff Name	Main Entrance	Do Not let anyone except emergency vehicles enter parking lots.
Staff Name	Alternate Entrance	Do Not let anyone except emergency vehicles enter parking lots.
Staff Name	Pedestrian/Traffic	Direct emergency pedestrian/traffic