

McCracken County Public Schools

CRISIS RESPONSE MANUAL

M. Tim Heller
Superintendent

Board of Education

Randy Wright, Chairman
Glenda Collins, Vice-Chairman
Ronnie Goode
Gary Roberts

McCracken County School Safety Committee

The McCracken County Public School District is an equal opportunity/affirmative action employer offering equal educational opportunities.

Acknowledgments

This manual has been a collaborative effort by the McCracken County School Safety Committee.

Committee members

Randy Wright, Chairman

Frank Augustus
Bill Bond
Steve Brawner
Phyllis Broderdorp
Tony Burkeen
Rodney Bushong
Diane Cherry
Mike Clark
Glenda Collins
Sherry Davis
Jim Gilchrist
George Hanrahan
Jill Irby
Jared Jessup
Rhonda Kinsey
H. C. Mathis
Karen McCuiston
Chuck Mullen
Danny Orazine
Steve Orazine
Chuck Robertson
Ron Ruggles, Sr.
Randy Ryan
Beth Sturm

Board of Education

McCracken County Sheriff
Heath High School Principal
Community Representative
McCracken County School Transportation
Reidland High School Teacher
Reidland Middle School Principal
Reidland Area Parent
Lone Oak High School Teacher
Ad Hoc Member, Board of Education
Heath High School Teacher
Lone Oak Area Parent
Member, Law Enforcement Officer
Lone Oak High School Student
Heath High School Student
McCracken County School Transportation
Community Representative
Ad Hoc Member, Central Office
Community Business Representative
McCracken County Judge Executive
Member, Law Enforcement Officer
State Police Officer
Heath Area Parent
Lone Oak Elementary School Principal
Reidland High School Student

Superintendent's Message

The vast majority of America's schools are safe places. It is true that some schools do have serious crime and violence problems and that these problems both compromise the learning environment and endangers our children and educators. These problems urgently need to be identified, analyzed, and addressed. All children deserve to have a safe, orderly school environment in which to learn and grow.

This manual is designed to assist each school in preparing for the safety of its students and staff.

Let this school year be the safest school year ever in McCracken County.

M. Tim Heller
Superintendent

Table of Contents

Introduction.....	1
General Procedures	
Procedures for Adult Visitors in the Schools.....	3
Emergency Student-Dismissal Procedures.....	4
Emergency Phone Numbers.....	5
Responsibilities of Personnel During/After Emergency.....	6
Emergency Procedures.....	8
Evacuation of Nonambulatory Physically Handicapped or Other Health-Impaired Students.....	10
Communications	
Communications Quick-Call List.....	11
Emergency Communications Guidelines.....	12
External Communications.....	13
Internal Communications.....	13
 Topic Index	
Abduction.....	14
After-Hours Emergency Preparedness.....	15
Bomb Threat.....	18
Building Collapse.....	20
Chemical Release.....	24
Child Abuse/Neglect/Dependency.....	30
Civil Disturbance/Gangs.....	34
Earthquake/Disaster.....	37
Explosion.....	41
Fallen Aircraft.....	45
Fire.....	49
Hostage.....	54
Intruder in Building.....	58
Medical Emergency.....	61
Natural Gas Emergency.....	63
Physical Assault/Sexual Assault.....	67
Power Failure.....	70
Public Assembly Emergency Preparedness.....	73
Sabotage/Extortion.....	78
Severe Weather (Tornado, Thunderstorm, Severe Winds).....	79
Substance Abuse.....	87
Suicide.....	89
Threat of Violence.....	90
Unwanted Attention/Stalking.....	93
Water Failure.....	95
Weapons Possession/Armed Offender.....	98

Introduction

This Crisis Response Manual is intended to provide an organizational tool for schools. It combines existing pieces of a school emergency plan while at the same time allows for the addition of topics that are related to school safety.

This manual and its sections are in compliance with all federal state and local guidelines and recommendations.

The McCracken County School Safety Committee adopted this format to allow each school the latitudes to tailor its own unique crisis response plan.

Points of Contact

- MCCracken COUNTY PUBLIC RELATIONS DIRECTOR - 774-4000
- MCCracken COUNTY ASSISTANT SUPERINTENDENT FOR ADMINISTRATION - 774-4000
- LOCAL FIRE DEPARTMENT - 911
- LOCAL POLICE - 911
- STATE POLICE - 575-7228
- SHERIFFS DEPARTMENT - 911

Use of This Manual

This manual is meant to provide a place to consolidate and organize plans for crisis, emergency, and disaster situations. It is not intended to cause you additional work. Many of these plans or procedures exist in your facility and may only need to be reviewed and/ or revised. Insert the reviewed documents into the appropriate areas of this manual to make them accessible in the event of an emergency.

SEVERAL COPIES OF THIS DOCUMENT SHOULD BE MAINTAINED AT STRATEGIC LOCATIONS THROUGHOUT THE BUILDING.

In order to review existing plans and procedures as you consolidate them into this manual, it is recommended that you establish a Safety Committee. This committee can assist in further development of the plans, as well as the implementation of the procedures in the event of an emergency. Suggested role groups to be included in this Safety Committee include principal or assistant principal. ~~As~~ the **procedures are further** developed, you are strongly encouraged to invite local community resources, i.e., police and fire officers, who are available, to assist in planning.

Procedures for Adult Visitors in the Schools

Parental involvement and community support are valued by the McCracken County Public Schools, and visitors are always welcome. However, safety is a primary concern. Enforce the requirement that all visitors (including parents, media, community, etc.) sign in at the office so that there is a record of everyone who is physically present in the building. Provide escorts for all visitors. Although schools are public institutions, you have the right to limit access within the building for the safety of students and staff so as not to disrupt the instructional environment. Visitors should be aware that they cannot interrupt classes, school programs, or school business.

Increasingly, parents visit schools to determine if a particular school program meets the needs of their child. This is a prevalent practice in the McCracken County Public Schools. Appointments made for visitors shall not interrupt instructional time.

The following are suggested for visitors in the schools:

- △ Special days may be set aside for school visitation by the public.
- △ Parents new to the school may make appointments to visit the school.
- △ Parents may visit a classroom in which they have a child.
- △ The principal and staff should determine how to handle parental requests for specific teachers.
- △ Parents are encouraged to select the appropriate program for their child. This is different from making teacher selections.
- △ If custody is a question for visitation, please call the director of Pupil Personnel at 744-4000 for information.

Emergency Student-Dismissal Procedures

Once the dismissal order is received from the superintendent or the designated proper school authority, the principal will do the following:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means.
2. Inform parents that they need to make special arrangements for child care in the event school is dismissed and parents are not at home.
3. Review the dismissal procedure already provided to parents to ensure that it will be followed. The procedure should provide guidance regarding parents who have made special arrangements for child care in the event parents are not at home.
4. Ensure that designated school personnel will inspect the entire structure once dismissal is completed to ensure that the building is empty and that any precautions dictated by the Fire Plan or other specific disaster plans are taken.
5. May request assistance from administration and/or law enforcement agencies to ensure that students disperse from the school building to minimize hazards and congestion.
6. Ensure that all dealings with the news media and the public are handled by the Director of Public Relations at 744-4000.

WHEN ANY LIFE-THREATENING SITUATION OCCURS, USE THE 911 EMERGENCY NUMBER

KEEP THIS BOOKLET AT YOUR PHONE AT HOME AND OFFICE AT ALL TIMES

EMERGENCY

Education Center774-4000
State Police575-7228, 1-800-5555,
 or 1-856-3721
Sheriff444-4719, 444-4740, or 911
Paducah Police444-8550, or 911
Disaster Emergency Services444-7884, 444-6381, or 911
Kentucky Regional Poison Control Center .1-800-722-5725

FIRE DEPARTMENT

Concord442-2496 or 911
Heath/West Paducah488-3825 or 911
Hendron554-4714 or 911
Lone Oak554-5843 or 911
Reidland/Farley898-3191 or 911

HOSPITALS

Lourdes444-2444
Western Baptist575-2100

AMBULANCE

Mercy Regional Emergency Medical Service 443-6529 or 911

OTHER IMPORTANT PERSONNEL

Superintendent744-4000
Assistant Superintendents744-4000
Director of Buildings and Ground744-4000

Responsibilities of Personnel During/After Emergency

Principal

The principal shall become responsible for the overall direction of disaster procedures at the school site.

1. Direct evacuation of building in accordance with procedures.
2. Arrange for transfer of students, staff, and other individuals when their safety is threat-end by a disaster.
3. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
4. Assist as directed by the superintendent.

Teachers

Teachers shall be responsible for the supervision of students and will remain with students until directed other wise.

1. Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warnings, written notifications, or intercom orders and procedures as described in the established procedures.
2. Render first aid if necessary. School staff should be trained and certified in first aid and CPR(cardiopulmonary resuscitation).
3. Take grade book and call roll after evacuation.
4. Report missing students and staff to the principal.
5. Assist as directed by the principal.

Custodians

Custodians shall be responsible for the use of emergency equipment, for the handling of your school's supplies, and for the safe use of available utilities.

1. Survey and report damage to principal.
2. Assist rescue operations as directed.

3. Assist fire-fighting efforts until regular fire-fighting personnel take over.
4. Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
5. Assist in the disbursement of supplies and equipment.
6. Conserve usable water and other supplies.
7. Assist as directed by the principal.

Secretarial Staff

1. Be responsible for reporting a fire or other disaster.
2. Take enrollment cards and sign-out sheets for off-site student release if required.
3. Utilize telephones and monitor emergency radio broadcasts.
4. Assist as directed by the principal.
5. Perform the duty of messenger-courier as directed.

Food Services/Cafeteria Workers

1. Use, prepare, and serve, on a rationed basis, cafeteria stock and water supply whenever providing food for students and staff becomes necessary during a disaster.
2. Assist as directed by the principal.

Bus Drivers

1. Supervise the care of students if disaster occurs while students are on bus.
2. Transfer students to new location when directed.
3. Utilize bus radios as an emergency communication system.

Central Office Staff

The Central Office staff will assist in all emergencies. A command post will be set up at the Central Staff, telephone **554-6800**.

These responsibilities shall be modified to meet the needs of your specific facility.

Emergency Procedures

Evacuation

In case of an emergency and, if necessary, to protect employees and students, the building may have to be evacuated. This is a decision that will be made by the building principal, utilizing all available information. However, there may be instances when local fire, disaster, or police personnel may order evacuations, and it is imperative that communications to Superintendent's Office be accurate and timely.

Evacuations should be orderly and practiced throughout the year.

Teachers shall take grade/roll book and shall call roll after evacuation and report missing students and/or staff to the principal.

Office staff shall take enrollment cards and sign out sheets for off-site student release if required. (This information should be kept in an index file or single drawer that can easily be taken in emergency). Responsibility for this task should be assigned and an alternate assigned prior to any drill or emergency.

The plant operator shall be responsible for shut-off valves for gas, water, and electricity and shall ensure that no hazard results from broken or downed power lines.

An outdoor assembly should be designated for evacuations. In the event of an actual disaster, all students and employees shall go to the designated assembly area. This assembly area should be free of overhead obstruction (e.g., Power lines, transformers, large trees, etc.) and away from power sources. The classes should be placed in an assembly area in such a way that dismissal of students and staff will be orderly and efficient. (Attach map of site plan with class locations designated).

Within close proximity of the assembly area, a student release station, first-aid station, and command communications station should be set up (show location on site plan). All staff shall be aware of location of the assembly area and all stations locations.

No student shall be dismissed until appropriate procedures are implemented.

Transportation

Transportation will be provided to another location and/or home as required by the specific incident. The assembly area is to be considered a waiting area until proper departments and/or agencies can respond. **No student shall be moved from the waiting area until the order is received from the superintendent or designee.**

Alternative Building Location

Plans should be made to evacuate to an adjacent or alternate buildings, where practical, that could temporarily house students and staff until transportation is provided in lieu of assembly area in case of inclement weather, etc.

Alternate Building Location:

Name

Telephone Number

Contact Person

Emergency Procedures must be posted in all rooms. (See sample below.) It is also recommended to post, along with the emergency procedures, a building floor plan with primary and secondary evacuation routes properly identified.

EMERGENCY PROCEDURES

FIRE

building

When the Fire Alarm sounds, leave the

at once under the direction of the teacher, following
the exit route below.

TORNADO WATCH

dangerous winds

This means there is a chance of

... maybe a tornado

weather

DO THIS: Stay alert for further

information. (The school will have at least one
adult posted as a weather observer.)

TORNADO WARNING

This means that a tornado has been seen in the area.

SIGNAL: _____

DO THIS: Go at once to the safe area listed below:

ROOM _____

DATE POSTED

Evacuation of Nonambulatory Physically Handicapped or Other Health-Impaired Students

Procedures to prepare for Emergency Evacuation or Drill

Each principal should designate the area outside and adjacent to each stairwell on every floor as the Rescue Area. The Rescue Area might be the stairwell itself, the hall area, or an adjacent classroom, depending on the presence of smoke/fire and on traffic flow during evacuation. The Rescue Area should also be marked on maps of the building and included in written procedures for evacuating the building that are posted in each classroom.

The principal should determine the number of physically disabled handicapped students by period, by day, and by floor who will need assistance in evacuating the building. Personnel available on that floor should be assigned to assist specific students to evacuate with their classes or from a Rescue Area. To evacuate those students who have been moved to the Rescue Area rather than evacuate with their classes, unassigned personnel from all floors should also be assigned to assist. All personnel should be told that if they find themselves available, they should proceed to work their way from the top-floor Rescue Areas to lower-floor Rescue Areas to assist in any evacuations that are needed.

Each principal should ensure that personnel assigned to evacuate physically disabled students receive ongoing professional development in safe, appropriate lifting and carrying procedures.

Routine evacuation drills should be scheduled to provide an opportunity for personnel and students to practice evacuating from different classrooms at different periods of the day and on different days of the week. Personnel and students should be made aware that the actual emergency may determine exit procedures, since certain stairwells or parts of the building may be blocked or inaccessible.

All students, especially those who are nonambulatory, should be informed of procedures for emergency evacuation and should know who would assist them in leaving the building. A written plan, taking into account student movement throughout the day, should be available to all personnel and should be posted in each classroom.

All students should be taught appropriate safety procedures for exiting the building in the event of a fire or an emergency e.g., the need to remain calm, what to do if there is heavy smoke, how to react if clothing catches on fire, etc.

Communications Quick, Call List

Fire, Police, and EMS 911

(If you are using McCracken County Public Schools telephones, you should give school name and location.)

Community Emergency Numbers

Health Department 444-9631

Gas

West KY. Gas Company 442-0183

Electric

Paducah Power..... 575-4000

After Hours..... 575-4010

Jackson Purchase..... 442-7321

Kentucky Utilities..... 653-2814

Water

Paducah Water..... 442-2746

After Hours..... 442-4747

Reidland Water..... 898-2443

After Hours..... 832-2880

West McCracken County..... 442-3337

To Report Environmental Hazards....911

McCracken County Public Schools Emergency Numbers

Facilities/Transportation Dept.....744-4000

General Counsel.....443-0040

Health Services.....444-9631

Press Relations/

Public Information Office..... 744-4000

Pupil Personnel.....744-4000

School & Community 744-4000
Nutrition Services

Superintendent's Office..... 744-4000

Technology 744-4000

Transportation..... 744-4000

Exceptional Child Transportation...744-4000

McCracken County Public Schools Emergency Numbers (continued)

Emergency Communications Guidelines

1. Each school shall designate a person(s) to be in charge of communications during an emergency situation. This person will need to be in charge of communications with outside agencies, various MCPS departments, and in-house communications. This person(s) shall also be responsible for monitoring McCracken County Emergency Radio Broadcasts and local television and radio updates.
2. Providing factual updates during the situation is crucial. Students and staff should be informed as appropriate under the circumstance. A decision as to whether an interim or a full story will be released will be made by the principal in conjunction with the Press Relations/Public Information Director.
3. It is imperative that only accurate, verified information of a public nature be shared. For this purpose, it is best to limit the spokesperson for the situation to one individual.

All student information is confidential, including names, and cannot be shared with the media. All media inquiries regarding employees must be referred to the Press Relations/Public Information office (744-4000).

4. Although schools are public institutions, you have the right to limit access within the building and on school grounds for the safety of students and staff so as not to disrupt the instructional environment. Reporters should be aware that they cannot interrupt classes/school programs/school business and cannot interfere with school or police investigations. Should reporters forget, give them a polite reminder.

External Communications

In an emergency situation:

1. Call **911** and give a description of the emergency and the name and location of the school or facility from which you are calling.
2. Call **744-4000** and advise the Director of Public Relations of the nature and scope of the situation.

The Public Relations Director will notify other applicable departments as required.

A. School has two-way radio communication: Yes No (Circle one.)

If yes, school principal, assistant principal, or plant operator has been given a demonstration on how to use the radios.

Note: **These radios are for emergency use only!**

B. Cellular phones available:

Name	Telephone Number
_____	_____
_____	_____
_____	_____
_____	_____

Section B should be completed as a supplement to the communications section. If the school has a cellular phone, list that number first; then check with various administrators and teachers for cellular phone numbers that could be used during an emergency situation and list these numbers.

Internal Communications

In an emergency situation, disseminating information to the staff needs to be addressed. The use of two-way radios, megaphones, runners, tones, intercom systems, etc., are important tools for the building principal to utilize.

The building principal is responsible for the overall direction of the disaster procedures and communications at the school site.

Abduction

Definition

When a person unlawfully and without consent restricts another person's movements and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted, it is called *abduction*.

This does not have to be removal of a person from the site but can be the detaining of a person on a school site by an unauthorized person.

Procedure

1. **Notify 911.** Identify yourself, the school, and the nature of the emergency. Give all the information you have available, i.e., description of the child and the abductor, names if you know them, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify the Director of Public Relations at **744-4000**.
3. Notify the parent of the situation and steps being taken.
4. Keep any witnesses, both adults and students, in the office and preferably separated to prevent sharing stories.
5. Have school security secure the area of conflict, location of vehicle involved, i.e., making it possible to maintain any evidence for the police investigation.
6. Assist the police. (Have student's file and pictures available.)
7. Have counselor assist with any emotional response on the part of the staff or students during the situation and following.

After-Hours Emergency Preparedness

Definition

This plan should address all functions (PTA meetings, outside agencies using the building, and school activities, etc.) performed after normal working and office hours.

Procedure

Should an emergency occur after school hours and endanger the occupants of the building, do the following:

1. Initiate Evacuation Plan or Shelter In-Place Plan.
2. Alert occupants-Our signal is _____.
3. Call **911**
4. Notify the Director of Public Relations **(443-7836) immediately**; who will notify the proper MCPS departments.
5. Render first aid, if necessary.
6. The principal or designee will direct all other action as required by the on-scene commander.

Create an After-Hours Emergency Preparedness Plan

Purpose

This plan should address all functions (PTA meetings, outside agencies using the building, and school activities, etc.) performed after normal working and office hours.

General

Regular Emergency Planning utilizes the use of this manual which is located in an accessible place in each building.

All facilities that have functions or personnel working after regular school hours need to devise an Emergency Plan that addresses their particular situation, especially notification of building occupants.

The following are recommendations for your After-Hours Emergency Preparedness Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a system to indicate an after-hours emergency.

1. Our evacuation signal is _____.
2. Our Shelter In-Place signal is _____

Create an After-Hours Emergency Preparedness Plan (continued)

III. Suggested actions to be taken before emergency occurs:

1. Principal or designee will develop a plan to disseminate emergency information to employees and/or groups after hours. The communications that could be utilized could be in the form of the following: PA (Public Address) systems, radios, local broadcasts, designated off-site personnel, etc.
2. Principal or designee will see that employees or other personnel utilizing the building after hours are instructed and drilled in the actions and duties that they are to perform in an emergency.
3. Any fire will be reported by activating the Alarm System. Call **911**.

IV. Suggested actions when emergency occurs:

1. The principal or designee shall implement building-shelter or evacuation procedures.
 2. Implement a system to alert others who may be unaware of emergency procedures.
 3. Call **911**
 4. Notify the Public Relations Director **(443-7836) immediately**; who will notify the proper MCPS departments.
 5. Guide emergency vehicles to proper entrance.
6. Keeping people informed should prevent any panic situation.

Bomb Threat

Most bomb-threat calls are very brief: The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Why did you place it?

*See sample form used to document bomb threat.

When a bomb threat is received, implement the following plan:

1. Call local Police/Fire Department and Public Relations Director (744-4000). (Office staff should have immediate access to telephone numbers.)
2. Empty building of all students and those employees not assisting with building sweep. (Use Evacuation Plan recommended by the Safety Unit.)
3. All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to the principal any items or containers that are unusual or foreign to the normal operation at the school. **Do not handle** the item under suspicion.
4. The building will be under the principal's jurisdiction, but it will be under the Police or Fire Department's authority if a bomb is discovered.
5. The principal will make the decision for the students and other personnel to re-enter the building. If possible the principal should seek the advice of Police/Fire Departments when declaring the building safe to reenter.
6. If students or staff cannot reenter building on a timely basis, they may have to be transported to another facility. **No student shall be moved from the waiting area until the order is received from the superintendent or designee.** The Transportation Unit will implement the movement of students and staff to an alternate building location.

BOMB THREAT		
Date Year of / Call /	Month	Day
Received Time a.m. of Call p.m.	a.m. p.m.	Ended
Operator's Name		

Instructions:

1. Attempt to keep caller talking.
2. Calmly ask caller questions below.
3. Complete form as detailed as possible. Give initial impressions and/or check off what applies as time and circumstances.

Exact words of caller _____

Questions to ask _____
 When is bomb going to explode? _____

 Where is the bomb right now? _____

 What kind of bomb is it? _____

 What does it look like? _____

 Why did you place it? _____

Comments: _____
Description of callers' voice _____

Initial Impression:

____ Male ____ Young ____ Loud Voice ____ High Pitch ____ Slow Talking ____ Accent(Describe)
 ____ Female ____ Old ____ Soft Voice ____ Low Pitch ____ Fast Talking ____ Intoxicated ____ Conceal
 Voice

Manner

____ Calm ____ Rational ____ Coherent ____ Deliberate ____ Religious ____ Self-righteous
 ____ Angry ____ Irrational ____ Incoherent ____ Emotional ____ Laughing

Language

____ Excellent, fluent, good vocabulary
 ____ average or normal vocabulary
 ____ Poor-bad grammar, poor vocabulary
 ____ foul

Does voice sound familiar? IF YES, WHO DOES IT SOUND LIKE? Has this person called before?
 ____ Yes ____ No _____ ____ Yes ____ No

Initial Impression

☐total quiet ☐quiet faint noise ☐voices/conversation ☐noisy ☐party atmosphere ☐music ☐office machines ☐factory machines
☐street traffic ☐highway traffic ☐trains ☐planes ☐animal noises ☐mixed

Comments:

Building Collapse

Definition:

A *building* collapse occurs when the structure integrity of the building is lost due to overstressed conditions.

Procedure:

Should a *building* collapse occur and endanger the school population, do the following:

1. Initiate Evacuation Plan.
2. Alert staff-Our signal is _____.
3. Call **911**
4. Notify the Director of Public Relations **(744-4000) immediately**; who will notify the proper MCPS departments.
5. Fight small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory on all fires.
6. Students shall not enter a vacated building if there is any doubt concerning the safety of the structure. In this event, an inspection should be requested by the Maintenance Department.
7. Render first aid, if necessary.
8. Students and staff should not return to the school until the fire department officials declare the area safe.
9. The principal or designee will direct any other action as directed by the on-scene commander.

Create an After-Hours Emergency Preparedness Plan

Purpose

To establish emergency procedures to be used in the event a building collapse occurs

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary.

The following are recommendations for your Building Collapse Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a system to indicate an after-hours emergency.

1. Our evacuation signal is _____.

Create a Building Collapse Plan(continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Evacuation Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazard located, and team sites marked.
6. Map of primary and secondary evacuation routes and hazards along these routes.
7. Assignments of additional staff(other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications(internal/external.)
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Chemical Release

Definition

A *chemical release* occurs when hazardous materials escape from their contained environment.

Procedure

Should an off-property chemical release accident endanger the school population, do the following:

1. Initiate Shelter In-Place Plan.
2. Alert staff-Our signal is _____.
3. Call **911**.
4. Notify the Director of Public Relations (**744-4000**) **immediately**; who will notify the proper MCPS departments.
5. All windows and doors must be closed and remain shut. Stay in the building and disable Heating, Ventilating, and Air Conditioning (HVAC also, kitchen exhaust system units are to be turned off.
6. Do not proceed outside unless directed. If required, take action to evacuate the building and, if necessary, the school site. **Transfer school-site operation only by the direction of the MCPS superintendent or his/her designee or local authority having jurisdiction (i.e., Fire Department, Police Department, etc.).**
7. Render first aid, if necessary.
8. The principal or designee will direct any other action as directed by the on-scene commander.

The school will be advised of the necessary action verbally, by telephone, or by emergency McCracken County Public Schools radio communication. Turn on the radio and/or television for additional information.

Chemical Release (continued)

If a chemical release occurs within the building, do the following:

1. Initiate Evacuation Plan if required.
2. Alert staff-Our signal is _____.
3. Call **911**
4. Notify the Director of Public Relations at **744-4000**; who will notify the proper MCPS departments.
5. Render first aid, if necessary.
6. All appropriate state and local agencies will be notified as to the nature of the emergency.
7. With the staff, maintain control of the students at a safe distance from the accident and take roll call. Students and staff shall not return to their prospective areas in the school until it is determined to be safe.

Create an After-Hours Emergency Preparedness Plan

Purpose

To establish emergency procedures to be used in the event an accident occurs when hazardous materials escape from their contained environment.

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary.

The following are recommendations for your Chemical Release Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a system to indicate an after-hours emergency.

1. Our evacuation signal is _____.
2. Our evacuations signal is _____.

Create a Chemical Release Plan(continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Evacuation Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazard located, and team sites marked.
6. Map of primary and secondary evacuation routes and hazards along these routes.
7. Assignments of additional staff(other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications(internal/external.)
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Create a Chemical Release Plan(continued)

III. Shelter In- Place Procedures

The following are minimum recommendations for your Shelter In Place Plan.

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Shelter In Place Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside building,(Examples: gas lines, high voltage, vents.)
5. Migration plan for the identified hazards.
6. Hazard identification outside building. (Examples: Gas lines, power lines, sewer lines, propane tanks.
7. Assignments of additional staff(other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies), location, etc.
11. Emergency telephone numbers.
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)

Child Abuse/Neglect/Dependency

Definition

Child Abuse is an act of **commission**. *Child Neglect* is an act of **omission**. A *dependent* is any child, other than an abused or neglected child, who is under improper care, custody, control, or guardianship.

An abused or neglected child is defined by state law as a child whose health or welfare is harmed or threatened with harm when his/her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon a child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical abuse(i.e., assault or contact that causes physical injury or emotional injury) and sexual abuse(i.e., touching private areas or zones of a child's body).

The Child Protection Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapter 600 to 645.

Under Kentucky law any person is obligated to report child abuse, child sexual abuse, and child neglect or dependency. This means that any school staff member or District employee who becomes aware of abuse or neglect from any source- whether from a student, parent, staff member, or any other person- no matter if the information is oral or in written form, is obligated to report the suspected abuse or neglect to the proper authorities immediately. If you receive information in written form or come into the possessions of writings, photographs, pictures, or other information in a tangible form that is related to suspected abuse or neglect, do not mark, write on, or otherwise alter the documents or tangible information in any way. Such information should be provided to the proper authorities after you mark your report.

Child Abuse/Neglect/Dependency (continued)

Abuse or neglect can be caused by a child's parents, guardian, or other person who has the permanent or temporary care, custody, or responsibility for the supervision of a child-including District personnel. Abuse can also be caused by another child or by a stranger or someone outside the school setting. Regardless of who is reported to have caused the abuse or neglect, you should immediately report it to the proper authorities and let them handle the investigation.

The Districts child abuse reporting policy (McBOE 09.227) was adopted on October 27, 1994.

Procedure

If there is any question in your mind whether information you have learned might indicate that a child has been abused or neglected, you should call in the report and let the proper authorities investigate and determine what has occurred.

1. Under Kentucky law there are several authorities to whom abuse or neglect can and should be reported. It is the District's policy, in compliance with state law, that you should immediately report incidents of suspected abuse or neglect to the Department for Social Services.

Call 270-575-7105 - The Department for Social Services.

If the number is busy, keep calling until you get through-do not wait until the next day or, if it is Friday, until the following Monday.

When you call the Department for Social Services, you should provide all the information you have, including, if possible:

- The name of the child who is suspected of being abused or neglected.

The name of the child's parents, their address, and telephone number.

Child Abuse/Neglect/Dependency (continued)

- the child's age.
- the nature of the suspected abuse or neglect.
- the name and address of the person whom you suspect is responsible for the abuse or neglect.
- any other information that you believe would be useful to investigate the suspected abuse or neglect, including any documents or other tangible information that relates to your report.

In the event that the abuse or neglect is caused by a District employee, this is a personnel matter that also should be reported to the principal of your school so that appropriate action can be taken.

2. After you have reported the abuse to the Department for Social Services, immediately inform your principal of the report in writing and include the date and time of the report. Do not inform the person or persons suspected of abuse or neglect of the allegations made against them, and do not inform the person or persons suspected that you have called in a report to the Department for Social Services.

In the event that the person who is alleged to have committed the abuse or neglect is an employee of the District, the principal/supervisor shall first call the Department for Social Services, informing said Department that the principal/supervisor intends to confront the employee concerning the allegations, and allowing the Department for Social Services the opportunity to be present when that meeting is held. If the Department for Social Services is unwilling or unable to send an officer to that meeting, principals may proceed with the meeting in a timely fashion.

Under state law, school personnel are not permitted to conduct an internal investigation in lieu of an official investigation by the Department for Social Services, or other law enforcement authorities. Do not delay your report to further investigate suspected abuse or neglect or to confirm it with other parties.

Child Abuse/Neglect/Dependency (continued)

3. If a social worker or police officer who visits your school wishes to interview a child alone, school personnel are to comply. First, review the credentials or badge of the individual officer or detective to confirm his/her identity and document his/her name and agency. Then provide him/her with a room to conduct the interview.
4. If you fail to report suspected abuse or neglect or if you conduct an investigation before making a report, you may be charged with failure to report abuse or neglect, which is a misdemeanor under Kentucky law.

If you have questions, contact the Central Office or the Assistant Superintendent for Administration at 270-744-4000.

Civil Disturbance/Gangs

Definition

A *civil disturbance* is a riot or out-of-control demonstration that could threaten the welfare and safety of staff and students. This can include, but not be limited to, organized gang activity and can occur either inside or outside of the building.

Procedure

Emergency

1. **Notify 911.** Make sure the 911 operator understands that there is a civil disturbance, the location of the disturbance, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify all teachers that you have an emergency situation. The Emergency Signal is _____. Keep all students inside their classrooms until further notice. All classroom doors should be locked at the sound of the Emergency Signal. Teachers and students should move away from the doors and windows. They should remain quiet and seated.
3. Notify the **Central Office at 744-4000.**
4. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom. All staff should make certain that any stray student is brought into a locked area.
5. All doors should remain locked; students and staff should remain seated and quiet until the All-Clear Signal _____ is given or other instructions are forthcoming.
6. Assist police as directed by them.

Create a Civil Disturbance Plan

Purpose

To establish emergency procedures to be used in the event of a Civil Disturbance to protect the staff and students

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary.

The following are recommendations for your Civil Disturbance Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a civil-disturbance situation.

1. Keep all students inside classrooms until further notice.
Our signal is_____.
2. If the situation has been resolved, the All-Clear Signal will be given.
Our All-Clear Signal is_____.

III. Shelter in Place

Earthquake/Disaster

Definition

An *earthquake* is a shaking or trembling of the earth.

Procedure

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

1. The custodian and/or maintenance personnel shall assist with the shutdown of the facility's mechanical, water, and gas systems. The electrical system is to be shut off as necessary.
2. At no time-either from the building or from external, designated evacuation sites-should students or staff be dismissed until the McCracken County Public Schools Emergency Dismissal procedures have been implemented. This precaution is crucial for accountability reasons and because the possible condition of the surrounding community may not be known.
3. Students shall not reenter a vacated building if there is any doubt concerning the safety of the structure. In this event, an inspection should be requested by the Maintenance Department.
4. Call **911**.
5. Notify the Central Office immediately; they will notify the proper departments.
6. Render first aid, if necessary.
7. The principal or designee will direct any other action as directed by the on-scene commander.

Create an Earthquake/Disaster Plan

Purpose

To establish emergency procedures to be used in the event an earthquake/disaster occurs. It is required by law to have a minimum of two earthquake drills per year. During an earthquake drill, have students demonstrate the ability to react appropriately to your command.

General

There is no warning signal given to indicate an anticipated earthquake. A rolling or shaking movement of the building and of the ground presages an earthquake. Destructive earthquakes are normally preceded by lesser tremors. All school personnel must be aware of the emergency procedures established for the building and be ready to react when necessary.

The following are recommendations for your Earthquake/Disaster Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a Earthquake/Disaster.

1. Teachers command students to: the situation has been **drop and cover**.
2. Our evacuation signal is_____.

Create an Earthquake/Disaster Plan(continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Evacuation Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazard located, and team sites marked.
6. Map of primary and secondary evacuation routes and hazards along these routes.
7. Assignments of additional staff(other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications(internal/external.)
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Explosion

Definition

An explosion is a sudden violent release of energy from its contained environment.

Procedure

In the event an explosion occurs at the school site, do the following:

The principal will determine if the explosion endangers the school population.

If yes, the following will be implemented:

1. Initiate Evacuation Plan.
2. Alert staff--Our signal is _____.
3. Call **911**.
4. Notify the Central Office 744-4000 immediately; they will notify the proper MCPS departments.
5. Transfer school-site operation only by direction of the MCPS superintendent or his/her designee or local authority having jurisdiction (Fire Department, Police Department, etc.).
6. Students shall not reenter a vacated building if there is any doubt concerning the safety of the structure. In this event, an inspection should be requested by the Maintenance Department.
7. Render first aid, if necessary.
8. The principal or designee will direct any other action as directed by the on-scene commander.

If no, the following will be implemented:

1. Alert Safety Committee.
2. Notify the Central Office 744-4000 immediately; they will notify the proper MCPS departments.
3. The principal or designee will determine and direct any other action as required.

Create an Explosion Plan

Purpose

To establish emergency procedures to be used in the event an explosion occurs.

General

All school personnel must be aware of the emergency procedures established for the building and be ready to react when necessary. Explosions can occur without warning. If the explosion occurs within the building or threatens the building, the principal or designee will implement the Evacuation Plan.

The following are recommendations for your Explosion Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate an Earthquake/Disaster.

1. Teachers command students to: the situation has been **drop and cover**.
2. Our evacuation signal is _____.

Create an Explosion Plan (continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Evacuation Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazard located, and team sites marked.
6. Map of primary and secondary evacuation routes and hazards along these routes.
7. Assignments of additional staff (other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications (internal/external.)
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Fallen Aircraft

Definition

A *fallen-aircraft* occurs when an aircraft falls near a school or on a portion of the school building.

Procedure

Should a fallen aircraft endanger the school population, do the following:

A. If an aircraft falls near the school, the following will be implemented:

1. Alert staff--Our signal is _____.
2. Call **911**.
3. Notify the Central Office 744-4000 immediately; they will notify the proper MCPS departments.
4. Render first aid, if necessary
5. The principal or designee will determine and direct any other action as required.

B. If an aircraft falls on a portion of the school, the following will be implemented:

1. Initiate Evacuation Plan.
2. Alert staff--Our signal is _____.
3. Call **911**.
4. Notify the Central Office 744-4000 immediately; they will notify the proper MCPS departments.
5. Staff will evacuate students from buildings to a safe area as directed.
6. All students and staff will be kept at a safe distance, upwind, allowing for possible explosions. (Note: In case of jet aircraft, the minimum safe distance is 400 yards).
7. Students shall not reenter a vacated building if there is any doubt concerning the safety of the structure. In this event, an inspection should be requested by the Maintenance Department.
8. Render first aid, if necessary.
9. The principal or designee will direct any other action as directed by the on-scene commander.

Create an Fallen Aircraft Plan

Purpose

To establish emergency procedures to be used in the event a fallen-aircraft occurs.

General

All school personnel must be aware of the emergency procedures established for the building and be ready to react when necessary. Fallen aircraft accidents occur without any advance warning. They are identified usually by sight, sound, fire.

The following are recommendations for your Fallen Aircraft Plan:

I. Designate job responsibilities for the Safety Committee.

The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a Earthquake/Disaster.

1. Our evacuation signal is_____.

Create an Explosion Plan(continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appropriate of Safety Committee (names, titles, responsibilities, etc.)
2. Explanation of Evacuation Plan.
3. Explanation of Communication Plan for staff and students.
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazard located, and team sites marked.
6. Map of primary and secondary evacuation routes and hazards along these routes.
7. Assignments of additional staff(other than Safety Committee) and a list of responsibilities.
8. Training of staff.
9. Explanation of the Accountability Plan for staff and students.
10. Supplies in schools, location identified, etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications(internal/external.)
12. Community Awareness Plans for school community.
13. Drilling procedures and reporting of drills.
14. Education of students and staff.
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Fire

Definition

A fire occurs when combustible materials ignite in the presence of oxygen and heat.

Procedure

In the event a fire is detected within a school building, the following action will be taken:

1. Sound the Fire Alarm. **This will implement the Fire Drill Evacuation Procedures.**
2. Call **911**.
3. Notify the Central Office **(744-4000) immediately**; they will notify the proper departments.
4. Students and staff should not return to the school until Fire Department officials declare the area safe.
5. Fight small fires if it is possible to do so without endangering lives, **but notification of the Fire Department is mandatory for all fires.**
6. Render first aid, if necessary.
7. The principal or designee will direct any other action as directed by the on-scene commander.

Create a Fire Plan

Purpose

To establish emergency procedures to be used in the event a fire occurs

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary. There shall be at least two (2) Fire-Exit Drills the first two weeks of a school term and eight additional Fire-Exit Drills during the year. **Notification of the Fire Department (911) is mandatory for all fires.**

The following are recommendations for your Fire Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

If. Create a tone or system of signals to indicate a fire.

1. Our Fire Signal is _____.

III. Fire-Alarm Procedures

Occupied Facility

If the fire alarm is activated while the building is occupied, the following procedures should be followed:

1. Evacuate the building immediately. State law requires evacuation of the building upon activation of the Fire-Alarm System.
2. Call **911**.

Create a Fire Plan (continued)

3. **The local fire department must be called in advance** of any Fire Drill and informed of the location and time of the drill. If the fire department is not notified of the drill, the Fire Department will be sent to the facility needlessly.
4. If it is a false alarm and the cause of the alarm is known, the local fire department should be notified and the facility personnel should correct the cause of the alarm. Evacuation of the building is not necessary in this situation.
5. If malicious false alarms are frequent, the appropriate city or county authorities should be contacted to investigate further. Please also call the Central Office at 554-6800. Steps should be taken to determine the person or persons tripping the alarm. After discussions with school personnel, appropriate corrective actions should be taken.
6. Under no circumstances should the Fire Alarm System be shut off or taken out of service. If construction or renovation affects the Fire-Alarm System, requiring the system to be shut off, an approved fire watch must be implemented as well as the appropriate Fire Dispatch Center notified.
7. State law requires all actual fires to be reported to the Fire Department **immediately**. Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.

Unoccupied Facility

If the fire alarm is activated while the building is unoccupied, the following procedures should be followed:

1. The responsible individual shall call the Fire Department (**911**) upon receiving the alarm and then call the Maintenance Department. **Under no circumstance should the alarm system be reset.**
2. The Maintenance Department should perform a visual inspection from outside the building, open the building for the Fire Department, and act as a liaison with the local Fire Department upon their arrival.

Fire Department

The following are the procedures the Fire Department will follow in regard to Fire Alarm Systems:

1. The fire alarm will not be reset unless it has been determined that the cause of the alarm is from a manual pull station.
2. The Fire Department will silence or acknowledge the Fire Alarm System if the system contains those components and will allow silence. If the Fire Alarm System cannot be silenced or acknowledged, the system will be allowed to continue to sound until Maintenance staff arrive on the scene.
3. Upon request by the Fire Department, fire alarm statistics regarding the number of times the alarm has gone off will be provided.

Create a Fire Plan (continued)

If an explosion occurs:

Immediately give the Drop and Cover command. Sound school fire alarm, and notify **911** and the **Central Office at 744-4000** Evacuate the building, if necessary, and maintain the safety and security of all students.

IV. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appointment of Safety Committee (names titles, responsibilities, etc.)
2. Explanation of Evacuation Plan
3. Explanation of Communications Plan for staff and students
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, power lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazards located, and team sites marked
6. Map of primary and secondary evacuation routes and hazards along these routes
7. Assignments of additional staff (other than Safety Committee) and a list of responsibilities
8. Training of staff
9. Explanation of the Accountability Plan for staff and students
10. Supplies in schools, location identified etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications (internal/external)
12. Community Awareness Plans for school community
13. Drilling procedures and reporting of drills
14. Education of students and staff
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Hostage

Definition

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

These situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school principal.

Procedure

1. Call **911**. Make sure the 911 operator understands that there is an armed person inside the school, his/her last known location, and any descriptive information available. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify all teachers that you have an emergency situation. The Emergency Signal is _____.
Keep all students inside their classrooms until further notice. All classroom doors should be locked at the sound of the Emergency Signal.
3. Notify the **Central Office** at **744-4000**.
4. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom. All staff should make certain that any stray student is brought into a locked area.
5. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
6. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
7. Assist police as directed by them.

Create a Hostage Crisis Plan

Purpose

To establish emergency procedures to be used in the event a student, staff, or combination is taken hostage.

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary

The following are recommendations for your Hostage Situation Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a hostage situation.

1. Keep all students inside classrooms until further notice.
Our hostage signal is._____.

2. If the hostage taker has been contained in one part of the building, initiate evacuation to safer areas.
Our signal is._____.

Create a Hostage Crisis Plan (continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appointment of Safety Committee (names titles, responsibilities, etc.)
2. Explanation of Evacuation Plan
3. Explanation of Communications Plan for staff and students
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, power lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazards located, and team sites marked
6. Map of primary and secondary evacuation routes and hazards along these routes
7. Assignments of additional staff (other than Safety Committee) and a list of responsibilities
8. Training of staff
9. Explanation of the Accountability Plan for staff and students
10. Supplies in schools, location identified etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications (internal/external)
12. Community Awareness Plans for school community
13. Drilling procedures and reporting of drills
14. Education of students and staff
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Intruder in Building

Definition

An intruder is an individual in the building who has not followed established visitor procedures and who appears suspicious

Any school personnel who observe an individual in the building who appears suspicious should notify the office. The principal will determine if it is a serious situation.

A principal will determine if it is an emergency situation.

Procedure

Emergency

1. Call **911**. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his/her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify all teachers that you have an emergency situation. The Emergency Signal is Keep all students inside their classrooms until further notice. All classroom doors should be locked at the sound of the Emergency Signal. Teachers and students should move away from the door and remain quiet and seated.
3. Notify the Central Office at **744-4000**.
4. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom. All staff should make certain that any stray student is brought into a locked area.
5. All doors should remain locked; students and staff should remain seated and quiet until the **All-Clear** Signal is given or other instructions are forthcoming.
6. Assist police as directed by them.

Create an Intruder-in-Building Plan

Purpose

To establish emergency procedures to be used in the event of an intruder in the building protect the staff and the students.

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary

The following are recommendations for your Intruder-in-Building Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a hostage situation.

1. Keep all students inside classrooms until further notice.
Our Intruder Signal is._____.
2. If the situation has been resolved, the All-Clear Signal will be given.
Our signal is._____.

III. Shelter in Place

Medical Emergency

Definition

A *medical emergency* exists anytime a school incident exceeds the need for basic first aid.

In case of an emergency, check the scene for safety. Remove self and others out of harm's way.

Procedure

1. **ACTIVATE EMERGENCY MEDICAL SERVICES (EMS)-CALL 911.**

Be prepared to state the nature of the emergency and location (address, building entrance). Provide the EMS personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.

2. Initiate prompt first aid. Call first-aid responders to the scene. These designees will respond with the following:

- a. Check the person for airway blockage, breathing, and circulation.
- b. Control severe bleeding.
- c. Check for poisoning or ingestion of chemicals.
- d. Provide CPR/first aid as necessary until back-up medical services arrive at the scene.
First aid is the immediate and temporary care given to a victim of an accident or sudden illness until the services of a physician can be obtained. The *First-Aid Manual* provided during training is the definitive source for reference.
- e. Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file. The person must be conscious in order to administer medication by mouth!

f. Persons in the building with known life-threatening allergies should be identified; they should have emergency protocols developed by the physician in place; and epinephrine kits should be stored in a readily accessible location known to those trained to administer the medication. Call Health Services regarding such persons when identified.

3. Notify the parent as soon as possible. Inform parents of any first aid or illness that occurs while the child is at school. **Stay with the student** until dismissed to the parent or until returned to the classroom. In the event of ambulance transport to a health-care facility, the principal shall designate a school staff person to stay with the child until the parent is present. No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult. Likewise, a student should not be left at home unattended unless there is a responsible person present to take care of him/her.
4. All student injuries and the provision of first aid should be documented according to procedures set by the McCracken County School Board.

Staff

1. ACTIVATE EMERGENCY MEDICAL SERVICES (EMS) - CALL 911.

With the exception of severe bleeding, unconsciousness, obvious fracture, or any other obvious emergency, an employee should not be referred to a hospital emergency room nor should EMS be called.

2. If it is not an emergency, follow instructions for reporting workers' compensation injuries. Call the Central Office at 744-4000. Timely reporting and specific documentation are essential.

Natural Gas Emergency

Definition

A natural gas emergency occurs when natural gas escapes from its controlled environment.

Procedures

If a gas leak is suspected or detected, implement the following:

1. Initiate Evacuation Plan. Evacuate students and staff a safe distance from the building or the suspected leak site.
2. Alert staff—Our signal is_____.
3. Call 911 and ask if you should contact West Kentucky Gas 443-4236
4. Notify the MCPS immediately at 744-4000.
5. Render first aid if necessary.
6. The building or suspected leak site shall not be reentered until authorization is given by the fire department.

If there is ever any doubt, follow the evacuation procedures immediately.

If a strong concentration of gas is noted in the early morning hours when the custodian opens the school, the principal shall be notified immediately, and no one will be allowed to enter the building.

Create a Natural Gas Emergency Plan

Purpose

To establish emergency procedures to be used in the event of a power failure.

General

Remember, the possibility of a gas leak and possible concentration of gas or buildup within a building should by no means be taken lightly. There have been many explosions causing deaths and injuries to school personnel and students. It is always best to be "safe rather than sorry."

The following are recommendations for your Natural Gas Emergency Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a Communication System to Inform Staff.

1. Our communication System is_____.
2. Our evacuation Signal is_____.

Create a Natural Gas Emergency Plan (continued)

III. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appointment of Safety Committee (names titles, responsibilities, etc.)
2. Explanation of Evacuation Plan
3. Explanation of Communications Plan for staff and students
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, power lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazards located, and team sites marked
6. Map of primary and secondary evacuation routes and hazards along these routes
7. Assignments of additional staff (other than Safety Committee) and a list of responsibilities
8. Training of staff
9. Explanation of the Accountability Plan for staff and students
10. Supplies in schools, location identified etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications (internal/external)
12. Community Awareness Plans for school community
13. Drilling procedures and reporting of drills
14. Education of students and staff
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Create a Natural Gas Emergency Plan (continued)

IV. Additional Natural Gas Alert and Evacuation Suggestions

1. Should a Natural Gas Emergency exist and emergency evacuation be necessary, it is preferable that a tone or system of signals **different** from that of a Fire Drill be used- **although Fire Drill procedure will be used.** Such tone or signals will designate that although Fire Drill exit procedures will be used to empty the building, it is a natural gas evacuation and **all personnel must proceed to a designated outdoor assembly area.** The audio system can be used to call for an evacuation rather than the Fire Drill Signal System and can provide for giving specific instructions as to area designated.
2. All messages over the audio system will be given by the principal or by some other school official who is recognized by the school staff and students.
3. The message should be given calmly and as briefly as possible. A brief consideration should be given as to content of message, depending on the specific situation at the time of message transmission. (Example: "A report has been received that makes it necessary for everyone to leave the building, and room numbers____ and ____ need to use alternate exit.")
4. Upon receiving such an announcement, every teacher should first instruct the students as to the proper exit to use when exiting the building. The teacher then should conduct a visual check of classroom(s) to be sure everyone has left the building.
5. Staff members with special assignments should complete those assignments, and then should join their students outside the building until further instructions are received.

Physical Assault/Sexual Assault

Definition – Physical assault is considered to be any intentional act of hitting, pushing, sexual assault/attack, scratching, biting, kicking, or any other such physical contact engaged in, by, or directed toward another student, staff, or visitor to the facility, which results or is intended to result in death, physical injury, or mental/emotional damage.

The violations included under this section in the *Student Code of Conduct* are the following:

Fighting - the use of physical force between two or more students, serious enough to warrant a Central Office suspension (level 1, 2, 3, or 4)

Intimidating - through violence (level 1, 2, 3, or 4)

Exhibitionism - the exposure of the unclothed or apparently unclothed human male or female genitals, pubic areas, buttocks, or female breasts (ref. KRS.531.300[4d])

Sexual harassment/Malicious remarks - shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (level 3 or 4)

Assault - of school personnel/student (level 3 or 4)

Sexual abuse - any sexual act or attempted sexual act without the individual's consent (level 3 or 4)

Arson or attempt arson - with staff and students present (level 3 or 4)

Extortion - obtaining something from an individual by use of illegal pressure (level 2, 3, or 4)

Since physical assault/sexual assault is a criminal act, jurisdiction also exists with outside law enforcement, which may be involved at any time by administrators, the students, or their parents.

Procedure

Student

An informal hearing is required and will be conducted by the principal/designee before a student is suspended. The process will include the following steps:

1. Inform the student (oral or written) of the charges for the proposed suspension, and provide an explanation of the evidence supporting the charges.
2. Provide the student a reasonable opportunity to present his/her case.
3. The principal/designee shall report the decision to **suspend, orally and/or** in writing, to the student's parent/guardian within one (1) school day of the informal hearing.
4. The McCracken County Schools Superintendent or his/her designee, the DPP, and other appropriate personnel will be notified by telephone followed by the appropriate paper work.
5. If necessary, the proper law enforcement agency will be notified.
6. A parent conference will be held with the DPP as soon as practical after the date of suspension.
7. Recommendation will be made after the conference by the McCracken County Public Schools Central Office staff.
8. The local school will receive information from the McCracken County Public Schools Central Office that the conference was completed.
9. Alternative placement will be considered for the first offense and will be recommended for the second offense, or pre-expulsion procedures will be initiated.

**Physical Assault/Sexual Assault
(continued)**

Staff

Prior to initiating any corrective discipline/progressive assistance, the supervisor should review the requirements associated with due process and just cause. Each case has to be handled on an individual basis.

For assistance, call Bob Steele (744-4000) and refer to the *McCracken County Public Schools Policy Manual*.

Other Adults

Any other adults on school property who engage in assaultive behavior should be treated as intruders. Assess the situation and, if necessary, call the police to have them assist in handling the situation.

Power Failure

Definition

A power failure occurs when normal activities are disturbed due to loss of electrical power.

Procedure

Should a **power failure** occur, do the following:

1. Make sure students and staff is safe.
2. Keep staff informed.
3. Notify the Central Staff at 744-4000 **immediately**; they will notify the proper MCPS departments.
4. Evacuate the building when advised by the principal or designee.
5. Proceed to the alternate site for your school, if necessary/available.
6. If required, students will be sent home by bus, or parents may pick them up at the alternate location. Information on student pickup will be supplied by the MCPS District administration and will be relayed to the radio and television stations through the Division of Communications. **No student shall be released until the order to let school out is received from the superintendent or designee.**
7. Render first aid, if necessary.
8. The principal will direct further action as required.

Create a Power Failure Plan

Purpose

To establish emergency procedures to be used in the event of a power failure.

General

A power failure can affect the normal, everyday routine of a school. Issues to consider in developing your plan are food menus, food storage temperature, communication to staff, exterior communications, auxiliary emergency lighting, length of outage, alternate site.

The following are recommendations for your Power Failure Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create an Alternate Communication System to Inform Staff.

1. Our alternate communication System is_____.

III. Evacuation Procedures (if required)

Evacuation procedures will need to take the following in consideration: lighting, alternate site, movement of students and staff from alternate site, student dismissal procedures, nonambulatory physically handicapped students, staff responsibilities, security, student accountability, etc.

Public Assembly Emergency Preparedness

Definition

A public assembly is a meeting with an occupant load of 300 or more persons who are gathered in one area or place in a building.

Procedure

Should an emergency occur during an assembly, do the following:

1. Initiate Evacuation Plan.
2. Alert occupants-our signal is
3. Call **911**.
4. Notify the Central Office at 744-4000 **immediately**; they will notify the proper departments.
5. Render first aid, if necessary.
6. The principal or designee will direct all other action as required by the on-scene commander.

Create a Public Assembly Emergency Preparedness Plan

Purpose

To establish emergency procedures to be used in an emergency which occurs during an assembly of 300 or more persons assembled in one area.

General

All facilities which contain an area where 300 or more people may be assembled in one room are required to maintain an Emergency Preparedness Plan for the orderly evacuation of the persons assembled, in case of an emergency.

The following are recommendations for your Public Assembly Emergency Preparedness:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Plant Operator	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a system to indicate a Public Assembly Emergency.

1. Our public Assembly Evacuation signal is _____

Create a Public Assembly Emergency Preparedness Plan (continued)

III. Suggested actions to be taken before an emergency occurs:

- 1 . Principal or designee will see that employees or other personnel serving at a public event are instructed and drilled in the duties they are to perform during an emergency evacuation. Records of training shall be kept in the principal's office and made available to any fire code official upon request.
2. Principal or designee shall be responsible for ensuring that the posted occupant load is not exceeded.
3. Principal or designee shall check all exits before public arrives to ensure that all **exits are clear and unlocked from the inside.**
4. Smoking or the use of matches and lighters shall not be permitted in the gymnasium or assembly area.
5. Flashlights shall be made available to employees to assist occupants in the evacuation in case the normal lighting and/or the emergency lighting fails.
6. Prior to the beginning of an event the public address announcer will point out emergency exits and the need for aisles and exits to be kept open.
7. Any fire will be reported by activating the Alarm System. An announcement on the public address sound system will be used to explain the problem. Security and attendants will assist in providing an orderly exit. Call **911**.
8. All assembly activities are supervised by the principal or designee. Designated school personnel in attendance will:
 - a. assist with crowd control.
 - b. determine when the occupant load is reached.
 - c. be available for emergency situations.
 - d. see that the emergency evacuation **procedure is announced** to the audience.
9. Inspect the Fire Alarm System and emergency lighting before the beginning of all scheduled events.
10. The principal or designee shall provide traffic control before and after an event.

Create a Public Assembly Emergency Preparedness Plan continued

IV. Suggested action when an emergency occurs:

- 1 . The principal or designee shall implement building evacuation procedures.
2. Personnel who have been designated shall assist with flashlights during evacuation.
3. Alert others who may have remained in the building that the building is to be evacuated.
4. Call **911** and the MCPS at 744-4000.
5. Guide emergency vehicles to the proper entrance.
6. If there is power failure, contact one of the Electric companies listed on page 11. Attempt to ascertain length of time of outage.
7. If there is an equipment failure, contact the McCracken County Public Schools Director of Public Relations at **744-4000**.
8. Implement your plan, and keep people calm while they are moving toward lighted exits.
9. Keeping people informed should prevent any panic situation.
10. Following an emergency evacuation, internal security will be implemented by school personnel.

Sabotage/Extortion

1. Call local police agency if student or staff members are experiencing any form of monetary/safety losses relative to any school-related activities at 444-4719.
2. Notify McCracken County Central Office at 744-4000.

Severe Weather (Tornado, Thunderstorm, Severe Winds)

Definition

A severe weather alert occurs when the National Oceanic and Atmospheric Administration (NOAA) issues a severe thunderstorm warning, tornado watch, or tornado warning.

Procedure

At the sound of an emergency siren or any information indicating that severe weather is present, immediately implement your emergency procedures.

1. Initiate your emergency procedures.
2. Alert staff-our signal is _____.
3. Maintain sheltered positions and remain until the **All-Clear** notice is received.
4. Call **911** if emergency responders are needed.
5. Render first aid, if necessary.

The principal or designee will direct any other action as required and request assistance, through appropriate channels, from superintendent's office, DES office, fire departments, sheriff's office, and state police

Create a Severe Weather Plan

Purpose

To establish emergency procedures to be used in the event severe weather occurs

General

All school personnel must be aware of the emergency procedures established for their building and must be ready to react when necessary. A minimum of two (2) Disaster Drills are required each school year.

The following are recommendations for your Severe Weather Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Media/Parent Information	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a tone or system of signals to indicate a severe weather.

1. Our Emergency Procedures Signal is _____.
2. Our Evacuation Signal is _____.
3. Our All-Clear Signal is _____.

Create a Severe Weather Plan (continued)

III. Emergency procedures

Severe Weather Emergency Procedures

- I. At the sound of an Emergency Warning Siren during severe weather conditions, immediately implement your emergency procedures and maintain sheltered positions until the **All-Clear** notice is given.
2. When weather conditions in your area are severe, follow procedures for a Tornado Warning,
 - a. Implement evacuation from outside portable buildings to a sheltered position inside the school.
 - b. All staff and students must proceed to designated areas, assume an appropriate position, and remain there until the **All-Clear** message is received.
3. For a TORNADO WARNING notice, immediately implement your emergency procedures and maintain sheltered positions until the All-Clear notice is given. For a SEVERE STORM/SEVERE THUNDERSTORM WARNING notice, immediately implement your emergency procedures and maintain sheltered positions until the All-Clear notice is given. For a TORNADO WATCH, review emergency procedures and be prepared to implement; vacate outside portable buildings; check radio and T.V. for additional information; and monitor Appropriate Weather Radio Systems. Designated school personnel should observe outside weather conditions.

If there are questions concerning any drills, procedures, plans, etc., please call the McCracken County Board of Education.

IV. Evacuation Guidelines

Guidelines/Procedures for Tornado Safety

Purpose

The purpose of Severe Weather Drills is to ensure the efficient and safe use of the occupied building. Practice drills ensure order and **controlled movement to prevent** panic, which has been responsible for injuries and loss of life.

Create a Severe Weather Plan (continued)

Frequency

Two Disaster Drills must be held during the school year. To be effective, drills should be held frequently.

Planning Drills

It is important that Tornado Drills be held in each school prior to the severe weather season. All schools should have the capability of taking appropriate action for severe weather, tornadoes, thunderstorms, and severe winds.

Preinstructions to Faculty, Other Adult Personnel, and Students

The faculty and all other adult school personnel shall be assigned and informed of every detail of the plans such as the warning signal, safe areas, and all procedures. **Plans must be posted in each room.**

Each teacher in the elementary schools is assigned to a safe area for his/her class. Appoint an aide to assist disabled students and staff.

Safe areas in the building are designated for each classroom in the school. The teacher of the group occupying the particular room is instructed as to the safe area for students in that room.

The proper positions that students may take in shelter areas are listed and explained. One of these positions should be used:

- Rest on knees, lean forward, cover back of head and neck.
- Sit on floor, cross legs, cover back of head and neck.
- Stand and cover back of head and neck with crossed arms, if space does not permit use of the first or second suggested position. Wraps or coats, when readily available, should be used as a covering in case of a tornado. Open books can be used during an event for cover/activity.
- Students and teachers remain at the assigned safety areas until the **All Clear** Signal is given.

The principal of each building will be responsible for preparing and posting all tornado evacuation diagrams for each classroom.

Teachers using corridors as shelter areas will be responsible for the closing of any corridor door within the area. Doors will be closed only after all students are in a designated area.

Staff should be assigned to gather in children from playgrounds or from other outdoor areas during a Tornado Warning.

Create a Sever Weather Plan (continued)

Selection of protection or safety areas-Students who are housed in one-story buildings and in portables shall be brought into interior halls or corridors of the main buildings.

Students who are housed in two- or three-story buildings, should be evacuated from the top floor to interior halls of the lower floor. If this space does not accommodate all students, the smaller number possible should be kept in the corridors of the second floor.

Potentially Hazardous Elements

Windows at the ends of corridors, particularly those facing south and west, are very dangerous. They probably will be blown down the corridor.

Acrylic or polycarbonate plastics are more resistant to impact the glass, but large panes may pop out.

Long-Span rooms almost always have high ceilings.

High walls often collapse into the long spans, causing roofs, which depend on the walls for support, to fall in.

Lightweight roofs such as steel deck, wood plank, and plywood usually will be lifted up and partially carried away, with debris falling into the room below.

Heavier roofs, especially precast concrete planks, may lift up, move slightly, and then fall. If the support has collapsed, the heavy roof may fall onto the floor below, causing almost certain death or injury to anyone there.

Wind tunnels occur in unprotected corridors facing the oncoming winds, which usually come from the south or west. Openings facing these directions allow the winds to penetrate into the interior spaces.

Windward side walls, which usually are in the south and west, receive the full strength of the winds.

Load-bearing walls are the sole support for floors or roofs above.

The most dangerous locations of a building are usually along the south and west sides and at all corners.

Masonry exterior walls higher than 10 feet are potentially hazard.

Create a Severe Weather Plan (continued)

Protective Elements

The safest spaces are those with two or more of these protective elements, and with no potentially hazardous elements.

The lowest floor is usually the safest.

Below ground space is almost always the safest location for shelter.

Interior spaces often form a protective core. A completely interior room protects against debris and the wind-tunnel effect.

Avoid interior partitions that contain windows.

Short spans on the roof or floor structure usually remain intact.

Framed construction usually remains intact. Any structural system that is rigidly framed together is superior to load-bearing walls.

Poured in-place, reinforced concrete usually remains after the storm.

Generally, the heavier the floor or the roof system, the more resistant it is to lifting and removal.

The lowest floor and interior spaces should be checked as safe assembly areas.

Spaces that have no walls on the exterior of the building (avoid interior spaces with large spans) are to be checked, also.

Short spans: Seek out a number of smaller spaces.

Portions of buildings supported by rigid structural frames such as steel, concrete, or wood, rather than those portions that have load-bearing walls are better.

Warnings

Avoid spaces opposite doorways or openings into rooms that have windows in the exterior walls, particularly those facing south or west.

Avoid interior locations that contain windows such as display cases, transoms above doors, and door sidelights.

V. Evacuation Plan

The following are minimum recommendations for your Evacuation Plan:

1. Appointment of Safety Committee (names titles, responsibilities, etc.)
2. Explanation of Evacuation Plan
3. Explanation of Communications Plan for staff and students
4. Hazard identification inside/outside building, around outside assembly area, e.g., gas lines, power lines, propane tanks, etc.
5. Map of outside assembly area, teachers' stations, hazards located, and team sites marked
6. Map of primary and secondary evacuation routes and hazards along these routes
7. Assignments of additional staff (other than Safety Committee) and a list of responsibilities
8. Training of staff
9. Explanation of the Accountability Plan for staff and students
10. Supplies in schools, location identified etc. (examples: flashlights, batteries, blankets, food provisions, first-aid supplies, etc.)
11. Emergency telephone numbers/alternate communications (internal/external)
12. Community Awareness Plans for school community
13. Drilling procedures and reporting of drills
14. Education of students and staff
15. Informing everyone concerned of your plan (all responders, government, etc.)
16. Reentry into the building shall be only after the building has been evaluated and determined safe.

Substance Abuse

Emergency Overdose

A student who has taken an unidentified substance or amount of substance is handled as any other emergency medical procedure. Call **911**.

The parent/guardian is to be notified about what has been done and where the student is to be transported.

Definition

The MCPS Substance Abuse Zero-Tolerance Policy states that any student is in violation who is under the influence of alcohol or other drugs, in possession of alcohol or other drugs, or is involved in providing or selling alcohol or any other drug.

Procedure

Student

1. Inform the student of the charges for the proposed suspension and provide an explanation of the evidence supporting the charges.
2. Provide a reasonable opportunity for the student to present his/her case.
3. The principal/designee shall report the decision to suspend, orally and/or in writing, to the student's parent/guardian within one (1) school day of the informal hearing.
4. A Law Enforcement officer will be called and a report will be filed with the proper authorities.
5. A Police Referral form will be completed and submitted.
6. A parent conference will be held with Central Office staff.
7. Recommendation will be made for an assessment.
8. The local school will receive information from the proper authority.
9. Alternative placement will be considered for the first offense and will be recommended for the second offense or pre-expulsion procedures will be initiated.

Definition

Evidence is any contraband/material (i.e. drugs, alcohol, or paraphernalia) confiscated from a student or found on site.

Procedure

1. Collect the material and secure it by placing it in an evidence envelope and sealing the flap. The person obtaining the evidence must sign the envelope in the appropriate space to initiate a chain-of-custody procedure.
2. Call the local police district or substation to request that the local beat officer collect the envelope.
3. When the officer picks up the evidence envelope he/she must sign the appropriate space to maintain the chain-of-custody.

Staff Under the Influence/in Possession/Trafficking

Prior to initiating any corrective discipline/progressive assistance, the supervisor should review the requirements associated with due process and just cause. Each case has to be handled on an individual basis.

For assistance, call Bob Steele (744-4000) and refer to the *McCracken County Public Schools Policies and Procedures Manual*.

Other Adults Under the Influence/in Possession/Trafficking

Any other adults on school property who may be under the influence, in possession of, or trafficking should be treated as an intruder. Assess the situation and, if necessary, call the police to have them assist in handling the situation.

Suicide

Definition

Suicide is reference to a student and/or staff member who admits to being suicidal while on the school site.

Once the individual has indicated he/she is suicidal, follow these procedures.

Procedure

Student

1. Maintain the student in the company of a certified District staff member until the parent/guardian arrives at the school to accept custody. **At no time should this child be allowed out of this staff member's sight. (Caution: Do not use a parent volunteer or classified staff to serve in the role.)**
2. Contact the parent/guardian to come to the school immediately to take custody.
3. Once the parent/guardian arrives at the school, impress upon him/her the need to seek medical/mental health assistance immediately to stabilize the situation. (You may want to assist the family in accessing services with acute psychiatric or other emergency services.)
4. Document steps taken and to whom the student is released.
5. Call **911** (Police) and gather all significant documentation, descriptions, and actions and submit to the police upon their arrival.

Staff

In the event that a staff member is suicidal, assist the individual to obtain services through employee assistance. Call 442-7121. It would be prudent to have this staff member accompanied by another staff member or a family member to the employee assistance appointment.

Threat of Violence

Definition

A *threat of violence* is any expression, verbal, or behavioral, of the intent to inflict harm, injury, or damage to persons or property. The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury.

The violations included under this section in the *Uniform Code of Student Conduct* are:

Harassment- Unwelcome activity or creation of hostile work environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical form.

Intimidation- the act of frightening or coercing by threat or implied threat

Theft- stealing

Threat- A direct or indirect expression of intent to cause physical harm or damage to equipment and/or property that might lead to or contribute to physical harm

Vandalism- damaging or defacing school property or the property of school personnel/students

Violence- aggression resulting in physical assault with or without the use of a weapon

All threats of violence within a school may be serious consequences and can be expected to have a negative impact. Threats to students or staff, for example, could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious events/crises do not follow, however, threats typically result in significant adverse consequences to the victim, which may be physical, psychological, or both.

Threat of Violence (continued)

Procedure

Student

An informal hearing is required and will be conducted by the principal/designee before a student is suspended. The process will include the following steps:

1. Call **911** (Police) and gather all significant documentation, descriptions, and actions and submit to the police upon their arrival.
2. Inform the student of the charges for the proposed suspension, and provide an explanation of the evidence supporting the charges.
3. Provide a reasonable opportunity for the student to present his/her case.
4. The principal/designee shall report the decision to suspend, orally and/or in writing, to the student's parent/guardian within one (1) school day of the informal hearing.
5. A Police Referral form will be completed and submitted.
6. A parent conference will be held with Central Office staff.
7. On the first offense an offer for an assessment will be made, and for subsequent offenses a recommendation will be made.
8. The local school will receive information from the Assessment.
9. Student assignment to alternative placement will be considered.

Threat of Violence (continued)

Staff

Prior to initiating any corrective discipline/progressive assistance, the supervisor should review the requirements associated with due process and just cause. Each case has to be handled on an individual basis.

For assistance, call Bob Steele (744-4000), and refer to the *McCracken County Public Schools Policies and Procedures Manual*.

Other Adults

Any other adults who are on school property and who engage in assaultive behavior should be treated as intruders. Assess the situation and, if necessary, call the police to have them assist in handling the situation.

Unwanted Attention/Stalking

Definition

Unwanted attention is conduct that includes a persistent/repetitive and unwelcome contacts with an employee, which contacts are intended to have the effect of alarming, annoying, or harassing. *Stalking* is similar to unwanted attention but includes the additional element of a physical following or effort to be physically present with or around the victim.

Intimidation- the act of frightening or coercing by threat or implied threat

Harassment- Unwelcome activity or creation of hostile work environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical form.

Threat- A direct or indirect expression of intent to cause physical harm or damage to equipment and/or property that might lead to or contribute to physical harm

Unwanted Attention/Stalking is a serious problem that is pervasive in society in which often comes into the workplace. Such activity can take many forms. The relationship of the subject to the victim may be that of strangers, casual acquaintances, or intimates. The activities of the subject toward the victim may range from annoying behavior to verbal or physical threats, violence, and/ or destruction of property.

Procedure

Student

For the purpose of discipline under the *Uniform Code of Student Conduct*, this would be labeled either *intimidation/harassment* or interference with staff/student.

An informal hearing is required and will be conducted by the principal/designee before a student is suspended. The process will include the following steps:

1. Call **911** (police) and gather all significant documentation, descriptions, and actions and submit to the police upon their arrival.

2. Inform the student of the charges for the proposed suspension and provide an explanation of the evidence supporting the charges.
3. Provide a reasonable opportunity for the student to present his/her case.
4. The principal/designee shall report the decision to suspend, orally and/or in writing, to the student's parent/guardian within one (1) school day of the informal hearing.
5. A Police Referral form will be completed and submitted.
6. A parent conference will be held with Central Office staff.
7. On the first offense an offer for an assessment will be made and for subsequent offenses a recommendation will be made for an assessment.
8. The local school will receive information from the Assessment.
9. Student assignment to alternative placement will be considered.

Staff

Prior to initiating any corrective discipline/progressive assistance, the supervisor should review the requirements associated with due process and just cause. Each case has to be handled on an individual basis.

For assistance, call Bob Steele (744-4000) and refer to the *McCracken County Public Schools Policies and Procedures Manual*.

Other Adults

Any other adults who are on school property and who engage in assaultive/stalking behavior should be treated as intruders. Assess the situation and, if necessary, call the police to have them assist in handling the situation.

Water Failure

Definition

A water failure occurs when the normal, everyday activities are disrupted due to nonpotable water or loss of water pressure.

Procedure

Should a water failure impact the school population, do the following:

1. Initiate the Safety Committee.
2. Keep staff informed.
3. Notify the Central Office 744-4000 **immediately**; they will notify the proper MCPS departments.
4. Check with McCracken Central Office before utilizing water after a public water failure has occurred.
5. The principal or designee will direct any other action as needed.

Create a Water Failure Plan

Purpose

To establish emergency procedures to be used in the event a water failure occurs

General

In the event of a water failure many factors need to be taken into consideration. These would include, but not be limited to, sanitation, food preparation, and potable water needs.

The following are recommendations for your Water Failure Plan:

1. Designate job responsibilities for the Safety Committee. The Safety Committee consists of:

	Name	Responsibility	
		Primary	Secondary
Principal	_____	_____	_____
Media/Parent Information	_____	_____	_____
Secretary	_____	_____	_____
First Aid/CPR Provider	_____	_____	_____
Nutrition Services Staff	_____	_____	_____
Other	_____	_____	_____

Note: Committee members should be cross-trained or alternates assigned in the event a member is absent from the building during a crisis situation.

II. Create a Communication System to inform staff.

1. Our Communication System is _____.

Weapons Possessions/Armed Offender

Definition

An *armed offender* is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The armed person may be a student, staff member, parent, or community member.

The *Uniform Code of Student Conduct* **forbids possession of weapons** carrying, storing, or using deadly weapons on school property.

The Kentucky law governing this offense states that **unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.** KRS 527.070

A principal will determine if it is an emergency situation.

Procedure

Emergency

1. Call **911**. Make sure the 911 operator understands that there is an armed person inside the school; and give his/her last known location; give a description and any other information you may have. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Notify all teachers that you have an emergency situation. The Emergency Signal is _____. Keep all students inside their classrooms until further notice. All classroom doors should be locked at the sound of the Emergency Signal.
3. Notify the Central Office at 744-4000.
4. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom. All staff should make certain that any stray student is brought into a locked area.

Weapons Possession/Armed Offender (continued)

5. If the armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
6. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
7. Assist police as directed by them.

If the situation is not deemed an emergency by a principal, the following procedures apply:

Student

1. Inform the student of the charges for the proposed suspension and provide an explanation of the evidence supporting the charges.
2. Provide a reasonable opportunity for the student to present his/her case.
3. The principal/designee shall report the decision to suspend, orally and/or in writing, to the student's parent/guardian within one (1) school day of the informal hearing.
4. A Law Officer will be called and a report will be filed with the court-designated worker.
5. A Police Referral form will be completed and submitted.
6. A parent conference will be held with Central Office staff.
7. Recommendation will be made for an assessment.
8. Student will be assigned alternative placement or pre-expulsion proceedings will be initiated.

