

Denver Public Schools



CLASSROOM EMERGENCY and SAFETY PROCEDURE MANUAL

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This manual has been a collaborative effort by many departments of Denver Public Schools.

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Safe & Drug Free Schools & Communities
Psychological Services
Safety & Security
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DENVER PUBLIC SCHOOLS

900 GRANT STREET / DENVER, CO 80203
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OFFICE OF THE SUPERINTENDENT

June 26, 2001

District Staff:

This Emergency Management Plan is intended to provide school and site administrators and classroom teachers with an easy-to-use reference tool when facing a crisis or emergency situation.

The manual is divided into several parts and when collated and viewed as a whole will constitute the District's Emergency Management and Critical Incident Response Plan. The information within this document will provide information to the site administrator when confronted with any critical incident.

This will be an evolving document. That means it will be reviewed and revised continually to ensure that it remains current with district policy, and federal, state, and city laws and regulations. It is critical that site administrators test the plan regularly and that all staff members be familiar with the plan and how to utilize it. It is equally critical to remember that school emergencies affect the entire district and frequently require the combined resources of the district. To resolve an emergency, the sooner you notify our Safety and Security Department, the sooner help will arrive.

Please read and review this manual and subsequent materials with your staff so that all will be prepared to provide the highest level of safety and security for our students and staff members.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerome F. Wartgow".

Jerome F. Wartgow, Ph.D.
Superintendent

INTRODUCTION TO THE MANUAL

With a shared safety awareness by school administrators, educators, security and support personnel across the nation, the need to be prepared to take quick and appropriate action has never been greater. The keys to producing a positive outcome during a crisis lies in our preparation and safety prevention.

It is very important to understand that all emergencies have four distinct time periods in which action/reaction occurs. They are:

Stage 1 - The first 10 to 15 minutes following the onset of the crisis
 Panic most likely to occur
 Staff awareness of duties is critical to decreasing panic

Stage 2 - The next 45-50 minutes
 Arrival of emergency services, administrators, news media, parents, curiosity seekers, etc.
 How do you isolate/insulate/protect students and staff from the onslaught?
 How do we restore normalcy?

Stage 3 - The rest of the school day

Stage 4 - Subsequent days

During periods 3 and 4 it is important that the actions of school staff help to provide positive messages about the school, informing all, of the actions taken to ensure the safety and well-being of staff members and students.

The purpose of this plan is to recommend actions for staff members to consider when faced with a crisis. The intent of this document is to minimize confusion when a crisis occurs. This plan is by no means an all-inclusive step-by-step guide, however it does provide guidelines for prudent response in a variety of situations.



Public address systems in all sites must be kept in working order.

INTRODUCTION TO MANUAL

CRISIS MANAGEMENT

Disasters differ in their impact in many ways, including:

Type (natural vs. perpetuated by man)

Duration

Degree of Personal Impact

Potential for occurrence (containment)

Control over future impact

Anyone can expect to feel some or all of the following:

Shock

Sadness

Loneliness

Anxiety and Fear

Depression

Guilt

Anger

Healing

Loss

Teacher or Supervising Adult

1. Intervene immediately to help victim(s) and create a safe environment
2. Inform administration and staff members with known facts
3. Deal with emotional impact relative to self and students with aid of in-building support staff and/or the District Crisis Consultation Team (DCCT)
4. Encourage restoration of normal routine

DIRECTED RESPONSE

IDENTIFY A LOCATION WITHIN THE BUILDING

DIRECTED RESPONSE--Inside the Building

What: DIRECTED RESPONSE is issued by the school Principal or Designee. Directed Response is used to give specific instructions to move students and staff to a location **inside the building** when it is safer to remain in the building than to leave.

When: DIRECTED RESPONSE is used when the location of an actual or potential threat:

- Is known and can be confined to a specific area.
- Is far enough from the designated area that safety is ensured.

Example: A potentially violent disturbance is occurring outside the building.

Teacher or Supervising Adult

1. Follow all instructions as given by the principal.
2. When directed, proceed immediately, in a calm orderly fashion, to the area designated by the Principal.
3. **Consider individuals with disabilities that may need assistance evacuating.**
4. Stay with students, keeping them in a group.
5. **ACCOUNT** for all students and remain in designated area until contacted by staff or a supervising adult.
6. **IMMEDIATELY** report any children not accounted for to the school administration.

Take your grade book or attendance sheet and this emergency manual.

Follow the guidelines in the Evacuation Plan for Individuals with Disabilities

REMEMBER: When the Fire Alarm is activated, elevators go to the first floor and lock. If individuals with mobility impairments are on floors other than the main floor, follow the School's Evacuation Plan for Individuals With Disabilities. Notify the office which Evacuation Staging Area you are at and they will notify responding emergency personnel. The emergency responders are more equipped to evacuate these individuals.

DIRECTED RESPONSE

ROOM CLEAR

**IDENTIFY A LOCATION WITHIN THE BUILDING AS THE
SAFE AREA**

ROOM CLEAR

What: **ROOM CLEAR**, issued by the teacher or supervising adult, is used to send students away from a potential threat, such as a violent disturbance in the classroom.

Successful use of **ROOM CLEAR** requires students to understand that they must go directly to the designated area when a **ROOM CLEAR** order is issued.

When: **ROOM CLEAR** is used when the teacher elects to remain in the dangerous situation but can send students to a designated safe area.

Example: A dangerous situation arises in the classroom, such as a violent disturbance.

Teacher or Supervising Adult

1. Tell students to go immediately to the agreed-upon designated area.
2. **Consider individuals with disabilities that may need assistance evacuating.**
3. Notify office immediately by phone or send a student or responsible person.
Include as much information as reasonable and the requested response, such as, call **911 and DPS Security at (303) 764-3911**.
4. **Remain calm.** Reassure everyone involved that everything possible is being done to return the situation to normal.
5. **ACCOUNT** for all students and report any missing students to administration. All students shall remain in the designated area until contacted by staff or a supervising adult.

ROOM CLEAR

SECURED ROOM

What: Your classroom or office becomes a **SECURED ROOM** when all doors are locked, windows are closed and locked, and all blinds are pulled. This emergency direction is used when it may be more dangerous to leave the building by **Directed Evacuation** than it is to stay in a secured room.

When: **SECURED ROOM** is used when:

- It is safer to stay in your current room, that can be secured, than to move to where the potential threat may be encountered.

Example: An armed or out of control intruder is in the building.

Teacher or Supervising Adult

1. Lock classroom doors and windows and pull shades immediately.
2. Call and/or notify the school office of the circumstances and notify DPS Security at **303-764-3911**. If an emergency, call **911**.
3. Tell the person answering the telephone who you are, where you are and follow their directions.
4. Keep students quiet and away from doors and windows.
5. Maintain a **calm** environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
6. If a gunshot or an explosion is heard, **STOP AND DROP TO THE FLOOR**.
7. Remain in secured classrooms until notified to release class by staff or a supervising adult.
8. **ACCOUNT** for all students.
9. **IMMEDIATELY** report any children not in classroom to administration.

DO NOT HANG UP!
Just lay the phone down so authorities can hear what is happening.

SECURED ROOM

DIRECTED EVACUATION--Non-Fire Emergency

What: DIRECTED EVACUATION is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, a bomb threat, or a hazardous material spill.

When: DIRECTED EVACUATION is used when the location of a potential threat is known allowing:

- An evacuation route away from the threat.
- A gathering point outside the building that is as far as possible from the threat.

Example: A hazardous spill has contaminated a part of the building.

Teacher or Supervising Adult



Take your grade book or attendance sheet and this emergency manual.

1. Consider weather conditions and ensure students have appropriate clothing.
2. Leave building immediately, in a calm orderly manner, using only the exits and directions given.
3. Consider individuals with disabilities that may need assistance evacuating.
4. Get (and remain) at least **100** feet from the building.
5. Stay with students, keeping them in a group.
6. **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, if possible.
7. IMMEDIATELY report any missing children to administration per your School's Student Accountability Procedure.
8. Wait to be contacted. **Do not return** to the building or move to another side of the building unless told to do so.
9. Refer all media who want to speak with you or students to on-site media spokesperson.



Follow the guidelines in the Evacuation Plan for Individuals with Disabilities.

NOTE: IF Fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building.

ALL STAFF, STUDENTS AND VISITORS MUST EVACUATE THE BUILDING. NO EXCEPTIONS!

DIRECTED EVACUATION

BUILDING LOCKDOWN

What: A building lock down consists of moving all students , staff, and visitors off playgrounds and the exterior portions of the site and into the school, securing all entrances and denying access to any unauthorized person.

Examples:

- When police are engaged in a search of the immediate area for an armed suspect.
- Hazardous Material / spill in the immediate area.
- Severe weather warnings.
- Anytime that it is determined to be in the best interest of the students or staff due to circumstances that are beyond the control of the school.

Teacher or Supervising Adult

1. Follow directions of the Principal.
2. Close windows and blinds or shades.
3. Escort students at all times.
4. Lock any classroom's exterior door.

BUILDING LOCKDOWN

DANGEROUS PERSON ON CAMPUS

- What:** A dangerous person could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized person. To reduce the possibility of dangerous persons on campus:
- All staff and students should be instructed in stranger awareness.
 - Direct all strangers or visitors to the office for registration and credentialing. (The school should have a visitor badge procedure in place)
 - Notify the security officer (if assigned) or the office immediately of suspicious persons or behavior.
 - Report suspected or actual weapons or serious altercations immediately.

Teacher or Supervising Adult [Refer to “Gun/Weapon on Campus” for “Methods of Notification”]

1. Report immediately to home-rooms or designated safe area. X
2. Notify office immediately of dangerous (or suspicion of dangerous) person.
3. From classroom phone call **911 and DPS Security at (303) 764-3911.**
Consider using a cell phone if no classroom phone is available.
4. If the dangerous person is not in your room, follow **DIRECTED RESPONSE** instructions from the office.
5. Stay with students, keeping them together.
6. **ACCOUNT** for all students and remain in the area to which you were sent. (Or rejoin your students as soon as possible if you issued a ROOM CLEAR.)

If at recess or outside the building, go immediately to closest **safe cover**.

In the event of a **sniper**, do not lie down in open area.
Run to closest safe cover.

DANGEROUS PERSON ON CAMPUS

STRANGER ON CAMPUS

What: All unauthorized / non-staff individuals are to be considered “A Stranger”.

Teacher or Supervising Adult

- Politely greet the visitor/stranger.
- Direct all strangers or visitors to the office for registration and credentialing .
- Notify the school office immediately of suspicious persons or behaviors.
- Avoid physical contact with the stranger. DO NOT use physical force to escort the stranger to the office and notify the office immediately.

Note: If there is a threat of potential danger, **DO NOT** confront the stranger. Use extreme caution and notify the school office immediately.

STRANGER ON CAMPUS

SUICIDE THREAT OR ATTEMPT DURING SCHOOL HOURS

Suicide or the threat of suicide in young persons is one of the fastest growing issues facing society. The threat of suicide should never be taken lightly and should be reported immediately to persons specifically trained to provide professional assistance. It is not uncommon for such a threat to culminate in real danger to others and those who are trying to assist. Teachers should make every effort to:

- Protect students from becoming unintended victims.
- Protect students from witnessing a traumatic event.
- Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the individual.

Teacher or Supervising Adult

1. Notify the office immediately. (Provide individual's name if known, as well as location and status of the individual, and the presence of weapons).
2. Issue **ROOM CLEAR** to remove students from the scene.
4. Remain **CALM** and reassure students that everything possible is being done to return the situation to normal.
5. **DO NOT** return to the room without the assistance of professional support staff.
6. When the principal, police and/or medical personnel have arrived, rejoin your students in the designated **ROOM CLEAR** area.
7. **ACCOUNT** for all students and staff.



Extreme caution should be used when faced with this type of incident.

SUICIDE THREAT OR ATTEMPT DURING SCHOOL HOURS

MISSING / LOST CHILD

What: A missing or lost student or child is any student / child whom is known to have reported to school, been in route to or from school, or boarded a DPS school bus and now cannot be located.

Examples: A child who has fallen asleep on the Bus.
A child who has fallen asleep under a school desk.
A child who has wandered off to locations unknown.
A child that has been taken from the school by an unknown person(s).

(See STUDENT ABDUCTIONS in this Flip Chart).

Teacher or Supervising Adult

1. Immediately search the classroom for the child. ie: closets, under desks, etc.
2. Ask other children if they know where the child may be.
3. Immediately report the missing child to the school office.
4. Furnish a physical description and clothing information to the Principal.
(Age, height, weight, color of hair, color of eyes, color of shirt, pants, etc.)
5. Advise the Principal of any problems that are known to you regarding the child.
6. **REMAIN CALM**

DO NOT delay notifying the school office if the child cannot be found.

MISSING / LOST CHILD

STUDENT ABDUCTION

What: Abduction is forcibly seizing and carrying a child from one place to another by means of enticement or persuasion to hide or imprison that child.

Example: During a custody dispute, a parent attempts to pick up a child without proper authorization.

Stranger Alert

If children, staff, or parents express concern about a stranger loitering on or near school property, or following students between home and school, report it immediately to the **Police, 911 and DPS Security, (303) 764-3911.**

To avoid Abductions

- Report suspicious persons to office immediately.
- Require that students be sent/escorted to the office and released by administrative personnel.
- Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file.
- Do not accept a substitute for the designated parent or guardian without proof of prior approval from the parent/guardian. If in writing make and keep a copy of this authorization. If in doubt attempt to contact the designated parent or guardian before release or **DO NOT** release the child.
- Designated parents or guardians, or substitutes for them, who appear at the classroom to remove a child **MUST** have a Visitor's Badge or be accompanied by an administrative staff member to show that the office is aware they are here to pick up the child.

Teacher or Supervising Adult

1. Report abductions, or attempted abductions, to the office immediately.
2. Provide student identification.
3. Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
4. **REMAIN CALM.**
5. Treat custody dispute problems as a possible abduction.
6. **ACCOUNT** for all students and staff.

STUDENT ABDUCTION

STUDENT / STAFF EMERGENCIES ON CAMPUS

What: The cause of possible death or injury (natural or unnatural) and the circumstances surrounding the incident (violent or not) will affect your behavior during the event and during post-trauma procedures.

If the death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the event is handled.

NEVER presume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until that time.

Teacher or Supervising Adult

1. Notify office immediately and with the following information: **NAME, LOCATION, CONDITION.**
2. A first-aid certified staff person should be sent immediately to your location by the principal.
3. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma or danger (e.g., **ROOM CLEAR** if in the classroom).
4. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
5. **ACCOUNT** for all students and remain with them until contacted by staff or a supervising adult.

NOTE: Be Aware of Bloodborne Pathogen exposure.
Use Personal Protective Equipment as required.

STUDENT OR STAFF EMERGENCIES ON CAMPUS

SHOOTING OR STABBINGS ON CAMPUS

What: Shootings' and stabbings and other forms of violence on our nation's school campuses have become a major concern for students and staff alike. The short- and long-term disruption to the educational process cannot be measured when the fear of such incidents is present. The actions of staff and students during and following such an incident is critical to restoration of normalcy.

Teacher or Supervising Adult

REMAIN CALM--and follow instructions from Administration if given; otherwise use the following steps.

1. Take cover, if necessary. **USE EXTREME CAUTION!**
2. Assess the situation; provide for your own safety and the safety of the students and staff under your control.
3. If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance, if it is safe to do so.
4. If no one is available, personally notify the office immediately, request medical assistance and return to the victim, if it is safe to do so.
5. Attempt to identify the individuals involved in the incident:

Race	Sex	Clothing	Height / Weight	Distinguishing Features
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6. If a vehicle is involved, attempt to identify (**CYMBAL**)

Color of vehicle

Year

Make

Body (two door, four door etc., type of vehicle)

Anything else of importance (direction of travel, unusual markings, damage to car, etc.)

License number

7. **DO NOT DISTURB THE CRIME SCENE.**



NOTE: Let police handle any questions regarding criminal investigations. Administration and staff should focus on what the school is doing and what is going to happen tomorrow.

SHOOTINGS OR STABBINGS ON CAMPUS

ASSAULT AND/OR BATTERY

WHAT: Assault is the alleged and / or actual physical contact causing bodily harm to another person.
(RE: DPS Board Policy--JKD/JKE-E-Grounds for Suspension / Expulsion)

Teacher or Supervising Adult

- Notify School Office
- Administer First Aid as appropriate
- Follow school procedures for parental notification
- Follow school procedures for Police notification
 - **Call 911--In an emergency**
 - **Call Police at 720-913-2000--If not an emergency**
 - **Call DPS Security Dispatch (in all cases)--303-764-391**
- Complete and submit the Student Injury/Incident Report

Clarification of Assault

School Employee/Student

• Any incident of alleged physical, or extreme emotional abuse or neglect of a student by a school employee could be defined as assault. The Principal will notify the Area Superintendent to determine further action. (Refer to Child Abuse section for abuse definitions)

• Parents will be notified along with the police and DPS Security.

Student/Student

• Any incident where a student is physically injured or in imminent danger of physical injury by another student or students, on school grounds, could be defined as assault.

* Any incident where a student is physically injured or in imminent danger of physical injury by another student or students off school grounds and/or off school time, could be defined as assault.

Sexual Assault

Refer to the **CHILD ABUSE / SEXUAL ASSAULT REPORTING** section of this document.

ASSAULT AND/OR BATTERY

FIRE OR EXPLOSION

WHAT: Intentionally set fires are among the most common of school incidents. Failure to respond appropriately to a fire or explosion regardless of size can have devastating results to students, staff and buildings. Explosions similarly can have devastating results and frequently result in mass casualties. Uncontrolled fires and explosions can and frequently do result in other fires and explosions occurring. **YOU MUST ACT QUICKLY.**

Teacher or Supervising Adult

1. Follow instructions given for **DIRECTED RESPONSE**. +
2. When evacuating, move a minimum of 100 feet from the building.
3. **ACCOUNT** for all students and remain in your designated area until contacted. +
4. **REMAIN CALM** and stay with your students.

Take your class roster when evacuating.

AND

Follow the guidelines in the Evacuation Plan for Individuals with Disabilities.

REMEMBER:

- If a student or staff member's clothing catches fire, do not allow him or her to run. Running will fan the fire. **STOP, DROP, AND ROLL**
- Try to smother the fire by wrapping the person in a heavy fabric, coat, rug, curtain, etc., and rolling them on the ground. If fabric is not available, roll the person on the ground unwrapped.



ALL pulled alarms, fires that have been put out, and active fires, **MUST** be reported to the Denver Fire Department and to DPS Security Dispatch.

Emergency Fire--911 DPS Security Dispatch--3911 Non-Emergency Fire--720-913-2400

Starting a fire is considered aggravated arson.

FIRE OR EXPLOSION

HAZARDOUS MATERIAL SPILL

What: Hazardous materials are those products or compounds that are flammable, reactive, corrosive, or toxic and may represent a potential hazard to facilities and/or human health.

Location, quantity, concentration and other factors affect how a spill will be handled.

DO NOT TRY TO CLEAN UP THE SPILL

The first priority is student and staff safety.

Teacher or Supervising Adult

1. Issue a **ROOM CLEAR** and then secure the area.
2. Notify the school office immediately.
3. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
4. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
5. Attempt to contain the material if possible when leaving area by shutting doors, windows, etc.
6. **ACCOUNT** for all students and staff.
7. Remain in designated area until directed to leave.

+

DO NOT TRY TO CLEAN IT UP!

HAZARDOUS MATERIAL SPILL

BOMB OR SUSPICIOUS DEVICE

What: Any unusual looking devices or devices that look out of place should be considered suspicious.

Example: An unattended briefcase that is leaning against an outside wall could be considered suspicious.

Teacher or Supervising Adult

1. Do not touch or approach a bomb or suspicious device.
2. Get all students/staff out of the immediate area with **Directed Response** or **Room Clear**, as appropriate.
3. Notify the office immediately of the location of the device.
4. Proceed from the area in a controlled manner.
6. Follow principal's instructions for appropriate emergency procedure.
7. **ACCOUNT** for all students and remain in designated area until contacted.

+

DO NOT PULL THE FIRE ALARM
ELEVATORS MAY BE NEEDED FOR EVACUATION

(Bomb Threat Checklist is on the back of this page.)

BOMB OR SUSPICIOUS DEVICE

CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

Time and Date Reported:

How Reported:

Exact Words of Caller:

QUESTIONS TO ASK:

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

DESCRIPTION OF THE CALLER'S VOICE:

- Male Female Young Middle Age Old Accent
- Tone of Voice Background Noise Is the Voice Familiar?
- If so, what did it sound like?
- Other Voice Characteristics:

OTHER REMARKS:

Time Caller Hung Up:

Name, Address, School, Telephone of the Recipient of the Call:

REMINDER

ALWAYS CALL 911

AND

CALL DPS SAFETY AND SECURITY AT 303-764-3911

BOMB THREAT

WHAT: Bomb threats maybe communicated in many ways. Some of these are by Telephone, Mail, Courier, Video, Audio, and E-Mail. **Take ALL Bomb Threats Seriously.**

Recipient of the Threat

1. Refer to the Bomb Threat Check List. (Posted above on facing page)
2. Contact the office immediately.
3. **REMAIN CALM**
5. **Call or have someone call 911 and DPS Security Dispatch, 303-764-3911.**
4. Follow the Principal's Instructions.

Teacher or Supervising Adult

1. Follow principal's instructions for appropriate emergency procedure.
2. Avoid running and other movement, since they can detonate some devices.
Keep movement to a minimum.
3. **ACCOUNT** for all students and staff.

BOMB THREAT

GUN/WEAPON ON CAMPUS

What: Any firearm, similar appearing device or item that could be used as a weapon that is detrimental to the welfare or safety of students or staff.

Teacher or Supervising Adult

If you become aware of a gun or weapon on campus, contact the front office immediately without alerting student(s) and/or suspect(s), if at all possible. Suggested methods of notification:

Student observed

1. Send reporting student to the office, if possible. + **DONOT TOUCH THE WEAPON**
2. If the reporting student is unable/unwilling to report, follow the steps below. The student may remain anonymous.
3. Should a student observe a gun/weapon, instruct them **NOT TO TOUCH IT**.

Teacher observed

1. Send sealed message with trusted student that includes:
- Your name and location
 - The name/description of the suspect
 - Any information regarding the weapon's location and type.
 - Current situation
2. Discreetly call the office if the suspect is not present.
3. Seek assistance from another teacher in reporting the incident.
- 4. WAIT FOR ADMINISTRATIVE RESPONSE.**

IN ALL CASES - USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.



**Stay Calm! If a suspect threatens you with a weapon, follow the suspect's directions.
DON'T TRY TO BE A HERO.**

GUN/WEAPON ON CAMPUS

ELECTRICAL OUTAGE (At night or in windowless classrooms)

What: When the electrical power goes out due to any reason.

Teacher or Supervising Adult

1. **STAY CALM.** Reassure the students.
2. Remain in the area unless directed to go to another designated area.
3. Use a flashlight to account for all students or wait for a staff person to come to your room or area with a flashlight.
4. If moved to another area, **ACCOUNT** for all students and take your class roster with you.
5. Wait to be contacted.

REMEMBER: Do not use candles or matches for a light source.

ELECTRICAL OUTAGE (at night or in windowless classrooms)

SCHOOL BUS OR FIELD TRIP EMERGENCY

What: Any transportation accident and / or student or staff injuries on field trips.
Method of transportation includes School Bus or an Authorized Personal Vehicle

Teacher or Supervising Adult

If the accident involves a school bus:

1. Follow the instructions of the bus driver and assist as needed.
2. Stay with the students.
3. Evaluate first aid needs of the students.
4. Release students only to parents, guardians or authorized representative.
Record name of person to whom students were released.
5. Tracking of students or staff that are transported to the local hospital requires the following
 - Which hospital
 - Name of student or staff member
 - Type of injuries, if known
6. Submit the required Pupil Accident Report within 48 hours

If the accident involves an approved personal vehicle:

1. Notify the school immediately.
2. Call DPS Security Dispatch at 303-764-3466.
3. Follow instructions listed under School Bus Accident

Carrying a Cell Phone is Recommended

SCHOOL BUS OR FIELD TRIP EMERGENCY

SPILED BODY FLUIDS

- What:** All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with disease such as Hepatitis B, HIV or other serious illnesses.
- Your school custodian should be familiar with safe cleanup and disposal procedures. Ask him or her for assistance.

Teacher or Supervising Adult

1. Wear disposable latex gloves at all times when dealing with another person's body fluids.
(Insure that there are disposable latex gloves in the classroom)
2. Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds.
3. If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the building principal immediately.
4. Clean up spilled fluids with a germicidal disinfectant or with a **FRESHLY-MADE** solution of one part bleach to nine parts water (1:9). (Contact the FM for assistance)
5. Place contaminated fluids and cleanup materials, including the gloves, in a red biohazard bag, seal the bag and place it in the authorized Secondary Container. (Contact the FM for assistance)
6. After removing gloves, follow good hand-washing practices.
7. See the Bloodborne Pathogen Program guide (available from your school office or the building principal) for more information about related exposure and clean up issues.
8. If a student is exposed, send him or her to your school nurse for recommendations for follow-up care.

Remember: The UNIVERSAL PRECAUTION:

"ASSUME ALL BODY FLUIDS ARE CONTAMINATED"

SPILED BODY FLUIDS

SEVERE WEATHER

TORNADOS AND OTHER WEATHER CONDITIONS

What: Severe weather is any weather condition that might cause damage or injury to students and staff.

Consider All Reports Of
Severe Weather As
Serious

Weather Conditions:



Tornado Watch - is issued by the National Weather Service when tornadoes are possible in the area.

Tornado Warning - is issued when a tornado has been sighted or indicated by weather radar.
The Emergency Sirens will sound when the City and County of Denver has been notified by the National Weather Service.

High Winds - Stay or move inside the building and stay away from windows

Hail - Move inside the building. Do not stay outside.

Snow - Follow the directions of the Principal for information on the closing of school.

Teacher or Supervising Adult

1. Follow the directions of your Principal.
2. Go to the area designated in your school's emergency plan.
3. Wait for further instructions.



The safe area for my classroom is:

SEVERE WEATHER

CHILD ABUSE / SEXUAL ASSAULT REPORTING

What: Child Abuse / Neglect

- A non-accidental, physical or mental injury caused by the acts or omissions of the child's parents or caretakers.
- Neglect is failure on the part of the child's caretaker to provide adequate food, clothing, shelter, supervision or medical treatment.

What: Sexual ASSAULT

- Any physical contact or verbal attack of a sexual nature to a student, with or without, physical force or violence.

Teacher or Supervising Adult

School employees are legally obligated to report, or cause a report to be made, regarding any suspected or alleged child abuse.

Reporting Definitions:

Child Abuse by family or unknown persons

- Notify your building social worker, psychologist, nurse or administrator. If none are available call yourself.
- Notify Denver Department of Social Services at 720-944-3000, **OR**
- Notify Denver Police Department at 720-973-2000, **AND**
- Notify School Administration, **AND**
- Complete and file a CAR 983.

X

**CHILD ABUSE
HOTLINE
(720- 944-3000)**

Child Abuse by School Employee

- Notify Denver Police Department at 720-913-2000, **AND**
- Notify the School Administration who will notify DPS Safety and Security, the Area Superintendent and will complete and file an incident report.

Sexual assault by Student / Other

- Notify Denver Police Department at 720-913-2000, **AND**
- Notify School Administration, who will notify DPS Safety and Security, the Area Superintendent, and will complete and file an incident report.

REFERENCE NOTE

- DPS-Denver Social Services Child Abuse and Neglect Bulletin
- DPS District Policy--JLF-R

Sexual assault by School Employee

- Notify Denver Police Department at 720-913-2000, **AND**
- Notify School Administration, who will notify DPS Safety and Security, the Area Superintendent, and will complete and file an incident report.

When in doubt, REPORT!

X

REMEMBER

- No one within the School District has the authority to veto the reporting.
- The medical and safety needs of the child are the top priority.
- Parents will be notified by the Denver Department of Social Services' caseworker, and not by school personnel, after the initial report is made.
- The Denver Police Department will notify the parents if the child is taken into custody.

CHILD ABUSE / SEXUAL ASSAULT REPORTING

COMMUNICATING WITH THE MEDIA

Teacher/Supervising Adult and Administration

- **Request assistance from the Public Information Office, (303) 764-3414.** Together, the public information person and the point person will determine who will act as the media spokesperson. Very often, the media are more receptive to a media spokesperson who is NOT the public information person.
- Administrator should appoint one school employee to be the point person. This person will work with the public information office in providing information to the media.
- Provide the public information staff person with accurate pertinent information. Also provide the Superintendent's Office with accurate information.
- Continue to solve or defuse the crisis, referring all media inquiries to the public information specialist.
- Continue to communicate with the public affairs specialist, who will set up an internal communications system.
- Internal communications will be used to share information between staff members and to help you prepare accurate communications for parents and family members.

Tips and Suggestions for Talking with the Media

While the Public Information Office will often handle media inquiries, there may be times when speaking with a reporter is necessary. At these times:

1. Provide accurate information; we want to be the reliable source of information in crisis situations.
2. Speak conversationally, otherwise your voice will go up in pitch and sound strained. (Do not repeat the reporter's question when answering. Just provide a quick, clear answer.)
3. Answer each question succinctly and then stop speaking. Do not embellish, elaborate or change your statements. Don't let a reporter's friendly sympathetic manner lead you to provide additional information or assume that your comments are off the record.
4. If you do not know the answer, say so. If appropriate, indicate when you would be able to supply the information.
5. If the information is known, but you cannot supply it, say so and explain why (e.g., an injured student's parents have not been contacted yet and you do not want to release the name). It is best not to say "no comment." This phrase makes you sound evasive.
6. If a reporter interrupts you, stop speaking, wait for him or her to finish and then continue with what you were saying.
7. If a reporter asks more than one question at a time, ask which question you should answer first. This will help you avoid sounding confused or rattled.

RESOURCES

DPS Board Policy--JKD/JKE-E

DPS Board Policy--JLF-R

DPS-Department of Student Services Child Abuse and Neglect Bulletin-July-2002

Emergency Crisis Template

School Fire Drill Plan

School Evacuation of Individuals with Disabilities

Student Accountability Procedure

Web Sites for Emergency Threat Levels

www.ed.gov/emergencyplan www.ready.gov

www.fema.gov/youareready www.ops.state.co.us

American Red Cross www.redcross.org

Emergency and Non-Emergency Telephone Numbers (listed on back of this page)

EMERGENCY AND NON EMERGENCY TELEPHONE NUMBERS

EMERGENCY	ONLY	911
Denver Public Schools		
Safety and Security Department		
• Dispatch		303-764-3911
• Safety and Security Director's Office		303-764-3476
District Crisis Consultation Team Office		303-764-3614
Transportation Department Emergencies	5 AM-10 PM M-F All Other Times	303-575-4624 303-764-3911
Facility and Operations Emergencies	7 AM-3:30 PM M-F All Other Times	303-575-4020 303-764-3911
Hazardous Material Pick Up		303-575-4131
Risk Management Office		303-764-3515
Worker's Compensation Office		303-764-3281
Worker's Compensation Clinics		
• Aurora Clinic		303-584-5000
• Centennial Clinic		303-493-1914
• Lodo Clinic		303-534-9550
• Bryant Street Clinic		303-936-9700
• Stapleton Clinic		303-377-0545
• Union Clinic		303-958-1811
Denver Fire Department		
• Non-Emergency Dispatch		720-913-2400
• Emergency		911
Denver Police Department		
• Non-Emergency Dispatch		720-913-2000
• Emergency		911
Rocky Mountain Poison & Drug Center		303-739-1123

REMEMBER--IF YOU CALL 911, YOU MUST CALL 3911