

Red River Parish School Board

EMERGENCY PROCEDURES MANUAL



POLICY STATEMENT OF SUPERINTENDENT

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and the life, health, and property of students, faculty and staff in emergencies. These obligations must be met with safety, security and care at all times.

This comprehensive plan has been developed for you to use as is, or you and your staff may choose to make modifications. Every public elementary, junior, and high school must have such plan in operation. Modifications should be reported to my office.

Plans will include an organization chart with clear lines of succession and emergency assignments designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room and electrical panels.

Alison Hughes
Superintendent

POLICY STATEMENT OF SUPERINTENDENT/PRINCIPAL

POLICY STATEMENT OF PRINCIPAL

Each school will have an Emergency Procedures Plan designed to minimize injury and the loss of life and to protect property.

The principal serves as the planning coordinator and will assign tasks to staff to accomplish the objectives of the Emergency Procedures Plan.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergencies.

Once a year, within a month after school commences, the principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.

A chain of command (person in charge) that will include names and phone numbers of the persons to succeed the principal in the event of his/her absence or incapacitation will be designated in writing and prominently displayed in the school office.

The principal will send reports and documentation of emergency incidents covered in this guide to the Supervisor of Child Welfare and Attendance.

EMERGENCY MANAGEMENT STATEMENT

Incidents occur on school campuses that involve emergency response agencies (Police, Fire, EMS, etc.). When these agencies respond to a call from the school, that agency will assume control and command of the incident. That incident may or may not impact the entire school. The scope of the control and command will be determined by the incident. Regardless of the size of the incident, the principal or designee will play a vital role in the reporting and handling of the incident.

Response to Any Emergency

- Assess situation, verify information, and notify 911 or 932-4221 (if necessary). Notify the principal, who will notify the Superintendent (932-4081 ext. 23).
- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in Crisis Team Members section.
- Assemble Crisis Team and seal off high-risk area.
- Take charge of area until incident is contained or relieved by _____.
- Shelter in place or evacuate the building. Nature of incident may require alternative evacuation site.
- Designate a control area and maintain a phone log of all calls made and received and a timed sequence of events.
- Crisis team runners deliver any additional instructions from control center to classrooms and also collect status information.
- Refer media to Superintendent (318) 932-4081 ext. 23 Work () _____ Home.

EMERGENCY MANAGEMENT STATEMENT/CHECKLIST FOR PRINCIPAL

CHECKLIST FOR PRINCIPAL

1. Establish command post in your building where Persons in Charge or designee can be found at all times. The office may be a logical choice because of its access to a telephone. Appoint a person to staff the phone.
2. Assign chain of command (Person in Charge) in your buildings and post in the buildings and administrative office. Alert all school personnel to their assignments.
3. Have first aid equipment and instructions in the office area of your building.
4. Review teacher checklist with staff on a regular basis and be certain each teacher has the list immediately available at his/her desk in each classroom.
5. Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available at his desk in his room.
6. Review emergency procedures with support staff on a regular basis and be certain each staff member has procedures immediately available in work area.
7. If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration. Give instructions to relay information on injury as soon as possible.
8. In an emergency, see Response to Any Emergency Section. Person in Charge will arrange for checking all restrooms, vacant rooms, and any other room that should be vacant.

- 9. Secretaries will secure all records and office valuables in a safe place.
- 10. Teachers will take grade books and “buddy” teacher class roster and take (call) roll in their assigned areas.
- 11. When situation permits, the building principal of designee will transport school roster with students’ phone numbers, medical information, and parents’ names to evacuation site or insure each teacher has a copy of school roster information along with grade books at evacuation site. This will greatly aid in the verification for student release to parents.
- 12. Call utilities companies if conditions warrant.

Keep detailed notes of crises event.

FEATURES UNIQUE TO YOUR BUILDING:
 (Map, one floor, two or more floors, number of wings, T-buildings)

Chain of Command
 (Person in Charge): _____ Home Phone: _____

1st Alternate _____ Home Phone: _____

2nd Alternate _____ Home Phone: _____

PRINCIPAL/TEACHER CHECKLIST FOR EMERGENCY

TEACHER CHECKLIST FOR ANY EMERGENCY

INDOORS

1. If advised by principal, stay in your room. Immediately take roll count of students.
2. Take protective action if building is threatened.
 - a) Keep children away from windows and outside walls.
 - b) Take shelter in room or hall (as assigned by principal) and duck and cover.
 - c) Move all students out of temporary building, gym, or any other open areas.
 - d) Shut off any electrical or gas operated appliances.
 - e) Be alert to any developing threats such as broken water pipes or electrical wires.
 - f) Take grade book and check attendance. Communicate roll count of students and situation to the principal as soon as it is safe. If neighbor teacher is not present use your copy of “buddy” teacher class roster book to check attendance.
 - g) Be prepared to evacuate if advised to do so.
 - h) If advised to evacuate, follow the fire drill plan.
 - i) CHEMICAL WARNING - Move to inner core of building, away from outside walls, the roof, and any openings to the outside. Remember, SHIELDING IS REQUIRED.

OUTDOORS

- 1. (Can happen without warning.)
 - a) Move away from building to open space.
 - b) Avoid overhead wires and utility poles
 - c) Lie flat, face down.
 - d) Keep students assembled and take roll count of students.
 - e) Do not light fires or touch any fallen wires.
 - f) Do not enter building until authorized to do so.
 - g) Be alert for instructions from principal.

FEATURES UNIQUE TO YOUR BUILDING:

Chain of Command

Principal _____ Home Phone: _____

1st Alternate _____ Home Phone: _____

2nd Alternate _____ Home Phone: _____

TEACHERS' CHECKLIST/CUSTODIAN CHECKLIST

CHECKLIST FOR CUSTODIAN

In the event of an emergency, follow the directions of the building principal or designee and refer to the written procedures established in this Emergency Procedures Guide.

In the event of a crisis that damages the building, provide the superintendent and principal with a condition report and a damage assessment. Always send two people for initial damage assessment.

In an emergency situation, turn off the utilities if directed to do so by a proper authority.

Have ready access to all keys for campus buildings. **Update new keys regularly.** Label keys as an emergency preparedness measure. Insure a complete second set of keys are labeled and located in a centralized area.

Features unique to your building:

(Example: location of gas turn off valve; electric panels and fuse boxes; water mains; boiler rooms; storage areas, etc.)

Chain of Command (Person in Charge): _____ Home Phone: _____

1st Alternate _____ Home Phone: _____

2nd Alternate _____ Home Phone: _____

SCHOOL CLOSING

It shall be the policy of the board to authorize the superintendent to suspend normal school operations when conditions arise that would make school attendance hazardous and unsafe. The superintendent will notify the board president of his/her decision to close facilities and the reasons therefore.

The superintendent is authorized to make such administrative regulations as necessary to guide the employees of the board in adjusting to emergency closing.

The safety of students and employees will be the main consideration when making a decision to close schools or to delay the start of classes.

Lost time will be made up by extending the school year or canceling holidays only if the time lost causes the school year to become less than 177 instructional days.

When schools are closed, the superintendent will periodically make public announcements as to whether or not Central Office will be closed.

When school is closed or canceled due to inclement weather or emergencies, an official announcement will be issued through media outlets. Parent/legal guardian(s) should monitor local media outlets to determine if school has been canceled or closed early. The school district also will make use of other communications channels such as the district website and official social media accounts to announce such closures and/or cancellations, the district will also use the All Call Notification System.

The principal shall notify the staff of the school as soon as he/she has confirmed with the superintendent or designee that schools are closed.

If schools close during a regular school day, the principal or designee shall remain at school until all bus drivers have contacted their base schools, that delivery of all students is completed and all parents have been notified.

SCHOOL CLOSING/PUPIL DISMISSAL PROCEDURES

PUPIL DISMISSAL PROCEDURES

Once the dismissal order is received from the superintendent or his/her designee, the principal will:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means.
2. Review dismissal procedures previously provided to parents to ensure it will be followed. This procedure should include provisions for children whose parents are away from home during the day. Insure release of students to proper guardians. If unable to contact a student's parent or guardian, the student will remain at his/her school site until contact is made.
3. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty. Any precautions dictated by the Fire Plan or other specific disaster plans will also be enacted.
4. The school principal may request assistance from Central Office to assure that students are dispersed from the school building to minimize hazards and reduce congestion.
5. The release information to the news media and the public will be coordinated by the Superintendent.

BUS AND AUTO ACCIDENTS

When you receive information about a bus accident, follow the guidelines indicated below.

Within District:

- Record accident location, time of day, bus number, route, student/adult injuries (names/number).
- Initiate the appropriate communication contacts:
 - Transportation Department---_____ (number).
 - Superintendent's Office-----_____ (number).
- Call 911.
- Student injured: Get info---hospital(s) sent to inform parents/guardians.
- Appoint staff/crisis team member to go to hospital(s). He/she will act as liaison between hospital, school & parents.
- Appoint staff/crisis team member(s) to go to accident site with cell phone---relay info, to school command post. Media involvement: Follow media guidelines in media section of guide.

On Trips Away From School:

- Verify report with on-site police department.
- Record accident location, time of day, bus number, route, student/adult injuries (names).
- Notify Central Office and Transportation Department.
- Notify School Nurses/Counselors.
- Send designated personnel (crisis team member) to scene and to hospital.
- Request police officer with whom to maintain open communication.
- Obtain names and hospital(s) destinations of injured.
- Prepare list of the passengers.
- Inform parents/guardian, relative or emergency contact on registration card.
- Designated District spokesperson will prepare fact sheet and media statement.
- Fill out student/personnel accident report.
- Check with Business Office about insurance issues.
- Activate Crisis Team (if necessary).
- Debrief with Central Office, Crisis Team, Staff, and all agencies involved.

BUS AND AUTO ACCIDENTS/SEVERE WEATHER

SEVERE WEATHER

If a severe storm or other weather-related emergency is in the forecast and has arrived in the area, the Superintendent will determine if school will dismiss for the day.

Tune into Alert AM, local radio or television stations for early morning reports.

If a storm or other weather-related emergency develops during the day, the Superintendent/Principal will determine the action to be taken and advise personnel. Tune into weather radios for weather alert warnings.

Lightning is a threat during any severe thunderstorm. Personnel should move students inside to safety if lightning is occurring.

Lightning

Protective Action:

1. School Grounds:
 - Get out of open areas and into an enclosed building as soon as possible upon the approach of storm.
 - Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations. Stay indoors. Do not venture outside unless absolutely necessary.
2. School Buildings:
 - Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm has passed.
 - Keep telephone use to a minimum.
 - Do not handle flammable liquids in open containers.
 - TV sets, computer equipment, all electrical equipment and appliances should be unplugged, if possible.

Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P.A. system to warn spectators of approaching severe weather. Game officials/Principal may stop play when unsafe weather conditions exist.

TORNADOES

Information regarding the threat of tornadoes will be broadcast on the Weather Alert Warning radio and/or local radio and television stations.

All Red River Parish Schools will have a weather radio in operation at all times.

1. Tornado Watch - means no funnel clouds have been sighted, but tornados can be expected to occur. If a tornado watch is declared, be prepared to execute the tornado drill plans for your school.
2. Tornado Warning - means a funnel cloud has actually been sighted. A resource person from your school should monitor the location and direction of travel of the storm and relay information to the administrative staff.

In the event that a tornado threatens your school, please ensure that teachers, students, and other personnel:

Move to safe areas.

Stay away from windows.

Take class rosters and buddy teacher rosters to evacuation site.

Close doors.

Drop and tuck positions.

Account for all students.

Remain in safe area and under cover until immediate danger passes.

NOTE: In the event a storm produces high winds up to 60 mph. ALL temporary buildings should be evacuated.

TORNADOES/FLOODS

FLOODS

In the event of street or highway flooding, the principal should determine the safest possible location within the school until arrangements can be made for safe transportation home of students.

Notify Supervisor of Transportation

FIRE AND FIRE DRILL

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

- Assess the situation. Pull the fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster and “buddy” teacher roster to evacuation site. Take (call) roll of your class after being evacuated. Call roll of your “buddy” teacher’s class if he/she is not available. Advise principal of missing students.
- Custodian or designated person turns power and gas off to the building(s).
- Principal notifies 911 or police (932-4221) and Superintendent. Principal or Superintendent must report incident to Fire Marshal.
- After consulting with Superintendent, Principal may move students to _____ if weather is inclement or building has been damaged.

Primary Relocation Center

- Principal/Coordinator/Crisis Team attends to those injured by fire/explosion until EMS arrives. Perform necessary immediate first-aid on victim(s): smother fire by rolling victim on ground, deluge with water.

Provide fire department with map of school and location of fire. Provide master key(s) to building.

- No one may re-enter building(s) until entire building(s) has been declared safe by fire or police personnel.
- Principal notifies students and staff of termination of emergency. Resume normal operations.
- Complete Crisis Documentation Form.

WARNING: Do not use water on electrical fires. Do not attempt to fight fires involving explosives. Do not attempt to fight fires involving toxic chemicals or strong oxidizers.

FIRE AND FIRE DRILL/FIRE DRILL PROCEDURES

FIRE DRILL PROCEDURES

1. Each elementary, junior, and high school campus shall hold at least one fire drill each month that school is in attendance. There shall be two (2) fire drills held during the first two weeks of a school term and eight (8) additional fire drills during the year. (A total of ten (10) drills are required.)
2. A record of all drills must be kept available for inspection in each school, with a copy sent to the Supervisor of Transportation.
 - At the sound of the fire alarm, all students stand and move as rapidly as possible, without crowding or running, into the hall and out the exit nearest their room, according to the instruction given. The teacher will check to see that all students are out of the room and will close the door.
 - The first pupils outside are to move away from the building in order not to block the exit for those following.
 - Teachers are to direct students to move away from the building, crossing the street when necessary to clear the area.
 - All occupants, including students, teachers, administrators, certified employees, and adult students must leave the building under his supervision.
 - The principal of each building will be responsible for preparing an evacuation diagram for each floor of the building under his supervision.
 - Teachers shall remove their class rolls or records (along with “buddy” teacher class roster) from the building when they depart, so that a rapid check of all students may be made.

HAZARDOUS MATERIALS

Incident occurred on campus:

- Assess the situation.
- Call 911 or 932-4221
- Principal notifies Superintendent, Fire Department, Law Enforcement and Office of Emergency Preparedness (OEP)
- Principal seals off area of leak/spill.
- Fire/OEP or Law Enforcement will recommend shelter or evacuation actions.
- DO NOT RING FIRE ALARM BELLS.

Incident occurred off campus:

- Fire/Law Enforcement/OEP will notify Superintendent and/or Principal.
- Announce Crisis Keyword. Assemble School Crisis Team.
- Fire officer in charge of scene will recommend shelter or evacuation actions. Follow procedure for sheltering or evacuation.
- Notify parents if students are evacuated.
- Announce “all clear” after consulting with Fire/OEP/Law Enforcement officials.
- Complete Chemical Spill/Hazardous Materials Form.

Follow procedures for evacuation or sheltering.

- Announce Crisis Keyword (see Warning and Notification Section for Keywords). Use intercom system for communication instructions to staff and students.
- Principal is in charge of area until fire personnel contain incident.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.
- Complete Chemical Spill/Hazardous Materials Form.

HAZARDOUS MATERIALS

Sheltering Notification:

- Take all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put in the refrigerator.
- If advised, cover mouth and nose with a handkerchief, cloth, paper towel or tissues.

Evacuation Notification:

- Principal contacts Superintendent of Transportation (318) 932-4081 ext. 16 and informs him/her that evacuation is taking place.
- Principal notifies all personnel to close windows and to turn off lights, electrical equipment, gas, water, faucets, air conditioning, and heating systems.
- Principal and/or designee lock doors.

Teacher responsibilities during evacuation:

- Return to homeroom or keep classes intact. Turn off air, electrical equipment and shut all windows.
- Take (call) roll. Explain procedures to students. Instruct students to take belongings to the relocation center.
- Wait in classroom until principal or designee informs teachers that buses have arrived.
- Take class roster and "buddy" teacher roster to relocation center.
- Take (call) roll again after arriving at relocation center.
- Remain with students until they have been picked up by parents.

ASSAULTS/BATTERY (FIGHTS)

An assault is defined as:

- Intentionally or knowingly threatening another with imminent bodily injury.

Battery is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another person.
- Intentionally or knowingly causing physical contact with another when it's known, or reasonably believed, that the other will regard the contact as offensive or provocative.

Ensure the safety of students and staff first

Assault/Battery Procedures:

1. Most assaults may be handled at the campus level. Fighting and other incidents where there is no injury may be resolved through campus level discipline or filing charges.
2. Exercise necessary physical constraints to stop the incident.
3. Request the assistance of other adult staff to break up fights, etc.
4. Report all serious assaults or batteries resulting in injury to the School Resource Officer and the Superintendent.
5. Provide first aid if necessary with CPR/First Aid certified person in school building for medical emergencies (names of certified persons is listed in the Crisis Team Members Section). Contact EMS when emergency requires further medical assistance.
6. Protect crime scene, make note of circumstance and individuals present upon your arrival.
7. Maintain control of students.
8. Separate witnesses in serious incidents until police arrive for statements.
9. Contact parents of students involved in the assault/battery.
10. Take appropriate administrative and disciplinary actions, including detailed reports.
11. If after hours, contact the local law enforcement.

ASSAULT/BATTERY (FIGHTS)/THREATENING, DISRUPTIVE OR SUSPICIOUS PERSONS

Threatening, Disruptive or Suspicious Persons

Threatening, disruptive, or suspicious persons are described as those persons on or near your campus, whose behavior is threatening or disruptive to the school environment, and whose conduct is suspicious and perhaps poses a threat to campus safety.

Persons entering a school unauthorized or in a manner which a reasonable person may consider threatening should be reported to law enforcement. This shall include an individual(s) who is loud, abusive, using profanity, making threatening remarks, uncooperative, or suspected of carrying a weapon.

BOMB THREATS

A bomb or terrorist threat is committed when a person threatens to commit any offense involving violence to any person or property with intent to:

Cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; place any person in fear of imminent serious bodily injury, or prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile or other form of conveyance, or other public place.

The following should be used for Bomb Threats:

By Phone:

Keep caller on line as long as possible, ask:

- When is bomb going to explode?
- Where is bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?
- Where are you calling from?
- What is your address?
- What is your name?
- **Write down EXACT** wording of threat

Fill out Bomb Threat checklist

By Mail:

- Save all materials, including envelope
- Handle as little as possible

Turn off all two way devices

- Walkie Talkies
- Cell phones

DO NOT USE RADIOS OR CELLULAR PHONES, SINCE RADIO WAVES CAN CAUSE DETONATION.

A campus level bomb search procedure should be in place for each school.

- 1) Initiate keyword for Bomb Threat
- 2) Contact Law Enforcement
- 3) Contact Superintendent
- 4) Anything unusual or out of place **DO NOT TOUCH - NOTIFY PRINCIPAL - AWAIT ASSISTANCE - DO NOT SHARE INFORMATION ABOUT CALL WITH OTHERS. PRINCIPAL OR DESIGNEE WILL DISSEMINATE INFORMATION.**

BOMB THREATS

- **Keyword initiates all personnel's search procedures**

EVACUATING
(will be at the Principal's discretion)

Signal

- Continuous ring pattern of the fire alarm system

Teachers in classrooms

- Instruct all students to take all of their belongings including book-bags, purses, etc. with them
- Perform quick search of room for any suspicious items
- Hang proper marker on the door knob, on the outside of locked classroom door
 - Green marker means room is clear
 - Red marker means room contains a suspicious item

Teachers take grade book & buddy teacher roster

- Evacuate students to the proper area.
- Try not to move students to area openly visible from the street. The bomb threat could be a diversion to get students out in open area. During inclement weather and a possible prolonged search, move students to an alternate location _____ after clearance from the Superintendent.
- Attendance should be taken when the students are assembled away from building.
- If need be call roll for "buddy" teacher
- Give roll count to appropriate principal or designee.

Teachers not in classroom/Office workers

- Assist in evacuating students to the proper areas
- Instruct students to take all their belongings with them
- Evacuate building

Re-Entering Building

- All clear signal
- One bell ring
- Students return to their rooms

IF BOMB THREAT CALL IS RECEIVED AT CENTRAL OFFICE:

1. Use Bomb Threat Checklist and the Description of Caller's Voice Form. Note the time and telephone number of the very next call.
2. Call the school involved.
3. Immediately notify Superintendent.

NOTE: Should a call be received after normal school hours, call Superintendent.

BOMB THREAT CHECKLIST

Time and date reported _____

How reported _____

EXACT words of caller _____

Questions to ask: (REMAIN CALM AND SPEAK DISTINCTLY)

1. Tell caller that the school building is occupied and innocent people will be hurt. When is the bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What is it made of? _____

5. What does it look like? _____

6. What will cause it to explode? _____

7. When will it go off? _____

8. Why did you place the bomb? _____

Try to keep caller talking as long as possible.

9. How did you get in the building? _____

10. Where are you calling from? _____

11. What is your address? _____

12. What is your name? _____

BOMB THREAT CHECKLIST

Description of Caller's Voice

Male _____ Female _____ Middle Age _____ Old _____ Child _____

Accent _____ Speech Patterns _____ Tone of Voice _____

Caller appeared to be: Calm _____ Angry _____ Nervous _____ Drunk _____ Sober _____

Comments:

Background Noise _____

Is voice familiar? _____ If so, who does it sound like? _____

Other voice characteristics _____

Time caller hung up _____ Remarks _____

Time and telephone number of very next call _____

Name of person receiving call _____

Action Required: Immediately notify the principal or his/her designee. Be prepared to also notify the law enforcement _____ and/or fire department _____.

INTRUDER/HOSTAGE

Intruder - *An unauthorized person who enters school property.*

- Notify Principal or School Resource Officer (SRO)
- Ask another staff person to accompany Principal before approaching intruder.
- Politely greet intruder, identify yourself, and ask the intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if she/he indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- When law enforcement arrives, they are in charge.
- Principal notifies Superintendent and may issue lock-down procedures. (See Lock-Down Procedures section.)
- Issue an "All Clear" when incident is under control.
- Complete Crisis Documentation Form. (Crisis Manual)

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 or (318) 932-4221, immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Contact SRO/Law Enforcement.
- Notify Principal. Principal notifies Superintendent.
- Seal off area near hostage scene.
- Give control to law enforcement and negotiation team. Be prepared to provide:
 - Number of hostage taker(s)
 - Description of hostage taker(s)
 - Type of weapon hostage taker(s) has
 - Number and names of hostage
 - Demands and instructions hostage taker(s) has given
- Crisis Team Management keeps detailed notes of events.
- Crisis Team Management completes Crisis Response Documentation Form.

If taken hostage:

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

INTRUDERS/HOSTAGE/KIDNAPPING/CHILDNAPPING

KIDNAPPING/CHILD-NAPPING

Any non-custodial adult who takes a child from the campus without permission of the court ordered parent/guardian may be guilty of a felony.

Procedures to follow when releasing students to parents/guardians during the school day:

- All adults entering a school campus must sign in at a central area.
- Visitor passes must be worn by all visiting adults on campus.
- The name of the parent/guardian must be indicated on Emergency Card.
 - Parents are responsible for providing current court orders.
 - Court orders should be kept on file by the school.
- The parent/guardian should present photo identification.
- The parent/guardian must sign out the student through front office. Sign-out logs must be carefully maintained.
- Students cannot be checked out during the last 30 minutes of the school day.

NOTE: Elementary schools should implement a security code system in which parents designate a secret code that identifies them as the parent/guardian.

If a child is Kidnapped/Child-napped from school:

School Crisis Team Management calls the Law Enforcement 911 or 932-4221.

School Crisis Team Management contacts the custodial parent/guardian.

School Crisis Team Management obtains witness statements.

School Crisis Team Management assists the police in their investigation.

Homeland Security will offer training to the School Crisis Management Team.

SERIOUS INJURY/DEATH

If incident occurred in school, the School Crisis Team Management will:

- Assess the situation.
- Call (318) 932-5753 as soon as situation warrants.
- Notify CPR/First Aid certified person in school building of medical emergencies. (Names of CPR/First Aid certified persons are listed in Crisis Team Members section.)
- If possible, isolate affected student/staff member.
- Notify Principal. Principal notifies Superintendent, Central Office Personnel, (Parents, Guardians, Spouse of affected students/staff.)
- Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- Gather information: Student/Staff schedule and emergency contact person.
 Student/Staff close friends, siblings, and schools they attend.
 Names of witnesses, if any.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance. Designate room location(s) _____.
- Adjust scheduled activities. Keep school personnel updated on events and circumstances.
- Refer media to Superintendent.

If incident occurred outside of normal operation hours of school, the School Crisis Team Management will:

- Activate school crisis team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance. Designate room location(s) _____.
- Refer media to Superintendent.

Post-crisis intervention

- Meet with school counseling staff and Mental Health Worker to determine level of counseling services for those who need assistance. Designate room location(s) _____.
- Anticipate absences on the day of a funeral and consider alternate scheduling.
- Designate rooms as private counseling areas.
- Escort affected student's siblings and close friends and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Procure personal items of the deceased from lockers, desks, etc.
- Identify and communicate with other affected schools.
- Be visible on campus.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Follow-up the student day with a short faculty meeting to review the facts of the incident and the role of the faculty in further coping with the loss/injury. Allow the faculty the opportunity to share experiences and suggestions.
- Announce the loss to the entire school providing facts that will reduce rumor. Provide a moment of silence.

STUDENT UNREST

- Notify police, if necessary.
- Ensure the safety of the students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Principal. Principal notifies Superintendent.
- Crisis team alert. Principal may issue lock-down. (See Lock-Down Procedures section.)
- Shut off bells.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorder or take detailed notes.

SERIOUS INJURY/DEATH/STUDENT UNREST

STUDENT UNREST (CONT'D)

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you have received an all-clear signal from Principal.
- Make a list of students absent from the classroom.
- Document all incidents.

NOTIFICATION OF INCIDENT: (Shooting/Stabbing)

- Take cover, if necessary. USE CAUTION.
- Assess the situation; provide for your own safety.
- If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance.
- If no one is available, personally notify office immediately, request medical assistance if necessary, and return to the victim.
- If vehicle is involved, attempt to identify (CYMBAL)

| | |
|------------------|---|
| Color of vehicle | Body (two door, type of vehicle) |
| Year | Anything else of importance (direction of travel, etc.) |
| Make | License number |
- Attempt to identify the individuals in vehicle and/or the area.
- Indicate the location of incident.
- Do not disturb the crime scene.

ADMINISTRATIVE ACTION: Shooting (Drive by) - No Injuries

- Assess the situation.
- Contact the SRO. If not available, call (318) 932-5753.
- If necessary, announce Code and follow procedures. Crisis team reports.
- Isolate the witness(es) with an administrator. Gather information.
- Secure the crime scene.
- Re-route traffic from affected areas.
- Prepare written statements for callers/media, in cooperation with law enforcement. Provide updates as available.
- When the area is clear and the emergency is over, announce all clear.
- Prepare a written statement for students to take home.
- Designate a place for parents who arrive on campus. Have school media spokesperson on hand to answer questions.
- Hold a faculty meeting at the end of the day to inform and update the faculty staff.
- Hold an administrative meeting to debrief and assess responses. Complete Crisis Form.

ADMINISTRATIVE ACTION: Shooting/Stabbing -- With injuries

- Assess the situation.
- If necessary, announce CODE. Follow procedures.
- Contact the SRO--if available, or call (318) 932-5753. Be prepared to:
 - Describe the situation.
 - Indicate whether the perpetrator has been identified and/or isolated.
 - Describe injuries
- School Crisis Team reports
- Give medical assistance until help arrives.
- Isolate the witness(es) with an administrator. Gather information.
- Secure the crime scene.
- Re-route traffic from effected areas.
- Notify parish personnel if emergency is over, announce "all clear."
- Complete all crisis documentation forms.

WEAPONS

A weapon is any instrument of offensive or defensive combat, or anything used, or designed to be used, in destroying, defeating or injuring a person. In Louisiana, a dangerous weapon includes any gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated to or likely to produce death or great bodily harm. Weapons include, but are not limited to, any size knife, firearm, air gun, sword, spear, ax, club, explosive device, fireworks, or other incendiary device, instrument of the martial arts, firearms ammunition, knuckles, blackjack, night stick, mace, chains, razor, box cutter, ice pick, screwdriver, homemade weapon, or any other device which may produce bodily harm or death.

All students and staff of RRPSB shall not be in possession of any weapon while on school property or at school functions (including personal vehicles).

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

Student

- Send reporting student to the office, if possible.
- If the reporting is unable/unwilling to report, follow steps below. The student may remain anonymous.
- Notify principal.

Teacher

- Send sealed message with trusted student that includes:
 - Your name and location
 - The name/description of the suspect
 - Whether the suspect has threatened anyone
 - Any information regarding the weapon's location/type
- Discreetly call the office if the suspect is not present.
- Seek assistance from another teacher in reporting the incident.
- If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher.
- Teacher should not leave classroom; he/she should wait for administrative response.

**IN ALL CASES--USE EXTREME CAUTION. DO NOT CONFRONT SUSPECT. STAY CALM!!
IF STUDENT THREATENS YOU WITH A WEAPON, FOLLOW THE SUSPECT'S DIRECTIONS.
DON'T TRY TO BE A HERO!!**

WEAPONS

Principal

- Alert SRO/Law Enforcement if a weapon is suspected, as reported by staff or student (reasonable). Question him/her. Crisis code announced.
- If a student reported the weapon, isolate him/her.
- Two administrators/SRO proceed to the area under suspicion.
- One administrator/SRO should escort suspect to a private area to wait for law enforcement, the other should carry all the suspect's belongings at a safe distance.
- At no time should the suspect be allowed to put his/her hands in pockets or handle belongings (book, bags, purses, lockers, autos).
- Inform the suspect of his/her rights and the reasons you are conducting a search. Conduct search with SRO/law enforcement and a reliable witness.
- Take possession of and secure the weapon.
- Keep detailed notes of all events and the reason the search was conducted.
- If suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up and remain calm.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and what results were determined.
- Complete Gun/Weapon on Campus Crisis Form (Crisis Manual).

If the weapon is a firearm or any other illegal weapon, **always** notify the police and the Superintendent. If a firearm is discharged on or near the campus, refer to the individual school's Emergency Procedures Plan for appropriate action. Do not attempt to forcibly disarm an individual. Permit him or her to leave the area if necessary and provide as much information about the individual as possible (race, height, weight, clothing, auto description and tag number, etc.) to the law enforcement agency contacted and then to the security department.

SUICIDE/ATTEMPT

Suicide Attempt in School

- Verify information
- Call 911 or 318-932-5753, if person requires medical attention, has a weapon, or needs to be restrained.
- Notify school psychologist, school counselor, and Principal.
- Principal calls parent(s) or guardian(s) of the suicidal person if student. Principal may schedule meeting with parents, school psychologist, and counselor to determine course of action.
- Principal notifies Superintendent.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until counselor or person conducting the intervention has arrived.

DO NOT LEAVE SUICIDAL PERSON ALONE.

- Activate school crisis team to implement post-crisis intervention (See next column).
- Determine level of intervention.
- Determine method of notifying staff, students and parents. Hold daily staff debriefing before and after normal operating hours as needed.
- Document all calls made on incident.
- Do not attempt to remove a weapon from a student.

Suicidal Death/Serious Injury

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

Post-crisis Intervention:

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

SUICIDE ATTEMPT/VANDALISM

Vandalism

Vandalism generally is the willful and malicious destruction of property. The destruction must have been intentional or in such reckless and wanton disregard of the rights of others to be the equivalent of intent. Malice may be inferred from the act of destruction. Louisiana also defines vandalism in the criminal laws of criminal mischief, criminal damage to property and institutional vandalism.

Vandalism Procedures:

- Assess damage and take photos if necessary.
- Notify Superintendent and law enforcement (318) 932-5753.
- Resolve the damage at campus level or notify maintenance for assistance.
- Complete all documentation forms.

TERRORISM

This is for the “least exposed,” not in imminent danger and a facility that is not under attack, nor has been penetrated by dangerous individuals.

The First Day: All School Levels

- > Immediately contain the environment. Monitor entry/exit points.
- > Do not close school unless evacuated by Police, FEMS, FBI. Schools are safer than many environments.
- > Mobilize available Crisis Team Members. Facilitate ongoing, incoming-outgoing communication and/or actions and instructions.
- > If a terrorist incident happens during school hours, communicate what has happened to staff or Crisis Team and reassure that students and staff “are all currently safe and if new issues develop you will inform them quickly.”
- > Mobilize Crisis Team to insure all staff are following protocol.
- > Provide secretaries with a script for answering the phone with the intent of calming parents and reassuring them of their child’s safety.
- > Assign staff at major entry points to greet parents and escort them to a designated waiting area, also staffed, while they wait for you to bring their child to them. (Having parents in the halls or going into classrooms only adds to chaos, increases student anxiety, and can create additional risk factors.) Have parental release slips available.
- > Ask for Police presence outside the entrance areas, if necessary. (The visibility of law enforcement can be very calming for adults and children. In some cases police might be asked to escort buses to help children feel safe.)
- > Immediately direct staff to assume their triage duties (responsibilities for maintaining safety for specific areas — halls, entry/exit points, etc. and communicating information about areas to the command post, providing first aid, etc.)
- > Send a letter home to parents reiterating the schools preparedness and safety.
- > Cancel after school events. (Take your lead, if possible, from statewide or nationwide responses.)
- > Be prepared (sing script) to ask for responsible behavior, especially in a diverse community.
- > Be prepared to speak to health hazards: bio-terrorism, Anthrax, etc. (Use Bioterrorism information)
- > Send information of such to parents and/or have available on website, etc. for parent access.
- > Provide staff that receive suspicious packages with guidelines for managing the delivery and inspection of packages.
- > Present all staff with a letter from the Superintendent’s office articulating expectations of them and comments about sensitive issues.
- > Operational Debriefing for outlining feelings, responsibilities, etc.

TERRORISM/BIO-CHEMICAL HAZARD

BIO-CHEMICAL HAZARDS

Anthrax

Acquisition: Difficult to obtain lethal bacteria stock. Non-lethal stock is much more prevalent.

Transmission: Introduction of the spore through the respiratory tract, skin contact, or consumption of contaminated food.

Lethality: Cutaneous — mild, usually curative. Inhalation — very high. Intestinal — moderate to high. Early treatment is essential. Not contagious.

Symptoms: Usually develop within 7 days of exposure
— *inhalation:* fever, body aches, tiredness, cough, chest discomfort, sweating, shortness of breath, difficulty breathing, blueness around nailbeds or lips, shock
— *cutaneous:* local edema (sores) occur resulting in circular ulcer/sore followed by possible discharge of fluid; sores may turn black after a few days
— *intestinal:* inflammation of the intestinal tract, nausea, loss of appetite, vomiting and fever followed by abdominal pain, vomiting blood and diarrhea.

Treatment: Vaccine exists. Treatable with antibiotics, but nearly always fatal if inhaled, thereafter when flu-like symptoms develop.

Observations: Likely terrorist agent because it can be stored, is resistant to weather conditions and not activated until inhaled, absorbed or ingested.

Botulism

Acquisition: Widely available, but most poisonous forms of this toxin are rare and difficult to use as a weapon.

Lethality: High.

Exposure: Eating contaminated food, infected wounds or aerosolized form — it cannot be passed person to person.

Symptoms: Blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, muscle weakness that descends from the shoulders down the body, possible paralysis of the arms, legs, trunk and respiratory muscles.

Treatment: Vaccine being tested. U.S. Centers for Disease Control and Prevention maintains a supply of effective antitoxin.

Observations: Stable for weeks in food or still water, but it is difficult to use as a weapon and is not considered likely for use in mass attacks.

Plague

Acquisition: Very difficult to obtain lethal bacterial stock.

Lethality: Very high. Very contagious

Exposure: From wild rodent with infected fleas or inhaling bacteria — can be passed person to person.

Symptoms: Fever, cough, shortness of breath, chest pain, spitting up blood, shock.

Treatment: No vaccine, rapid use of antibiotics can be effective.

Observations: Not considered a likely agent used by terrorists because heat and sun render it harmless and it is difficult to turn into a weapon.

Ebola

Acquisition: Very difficult to obtain, unsafe to process.

Lethality: Very high.

Treatment: Vaccine. Some antiviral drugs may work, but overall effectiveness of treatments is questionable. Up to 90% of victims die.

Observations: Not considered a likely agent used by terrorists because it is poorly understood and difficult to acquire.

Smallpox

Acquisition: Only confirmed sources of this disease, which killed more than 500 million people in the twentieth century, are in one U.S. and one Russian lab. But circumstantial evidence suggests it is available elsewhere.

Lethality: High.

Exposure: Spread through the air or by contact with fluid from smallpox skin blisters — can be passed person to person.

Symptoms: Flu like symptoms, high fever for 2 to 4 days, body aches and pains, fatigue, vomiting, cluster-like skin lesions in the mouth, on the lips and face progressing to the rest of the body.

Treatment: Vaccine exists in limited supplies. There is no cure and generally no effective treatments after infection.

Observations: If a terrorist could obtain this virus, one infected person on an airplane could infect most passengers and possibly cause a national epidemic.

EMERGENCY COMMAND POST/"GO BOX"

Every building needs to establish an on-site primary and alternate location, as well as an off-site location for evacuation and for the emergency Command Post. The Command Post and the Medical Triage area should have immediate access to phone communications and other forms of communication (i.e. fax machine, computers, intercom, building bell controls, etc.).

Primary On-Site Location: _____ Phone# _____
Secondary On-Site Location: _____ Phone# _____

Off-Site Location: _____ Address: _____
Phone#: _____ Contact: _____

Emergency "Go Box"

Each school should put together a "Go Box" that can be carried to any emergency Command Post location for use during an emergency.

Items included:

- Walkie-talkies
- Cell-phone/extra batteries—one charged and ready for use.
- Bullhorn/extra batteries
- Portable, battery powered radio/extra batteries
- Flashlight/extra batteries
- Markers, pens, legal pads
- Current class lists
- Pictures of students/staff—yearbook or CD
- List of students with special needs
- Telephone book
- Copy of Crisis Plan/Emergency Guide
- Staff directory (phone numbers—work/home)
- Copies of student emergency card information
- District phone directory
- Building floor plans and blueprints (if available)—indicate room numbers and/or names of rooms/names of hallways—indicate main gas—electrical/water shutoff valve locations—locations of chemicals and/or possible explosive compounds
- Building inside/outside master keys

EMERGENCY COMMAND POST "GO BOX"/BASIC FIRST AID

BASIC FIRST AID

Bleeding

Signs and Symptoms

- External—uncontrolled bleeding.
- Internal—patient complaining of pain in stomach or chest, patient dizzy when standing, pulse rate fast (above 100)

First Aid

- Call Nurse. Call 911 (as directed by nurse or administrator).
- External—Place direct pressure over the wound. Keep wound clean. Immobilize injured area in a comfortable position. Elevate a bleeding extremity above the level of the heart. Do not remove any impaled object.
- Internal—Lay patient down with feet raised. Protect airway. Keep patient calm.

Choking

Signs and Symptoms

- Unable to talk or cry out
- Victim clutches at throat

First Aid

- Call Nurse. Call 911 (as directed by nurse or administrator)
- If patient is coughing, encourage them to continue coughing
- Do not give fluids during episode
- If patient is unable to cough and airway is completely obstructed, use five (5) abdominal thrusts. Pause and determine if the patient is still choking. Repeat until airway is clear, or medical help arrives.

Heart Attack or Stroke

Signs and Symptoms

- Chest pain, middle of chest and possibly in left arm and neck.
- Shortness of breath
- Sweating
- Loss of consciousness
- Weakness on one side of the body
- Slurred speech

First Aid

- Call nurse. Call 911 (as directed by nurse or administrator)
- Check to see if patient is breathing and check pulse
- If not pulse or breathing, start CPR
- If stroke (weakness on one side: slurred speech) lay victim down on unaffected side, guard airway

Seizure

Signs and Symptoms

- Uncontrolled muscle contractions caused by possible head injury, drug overdose, epilepsy, fever, acute infection

First aid

- Call nurse; call 911 (as directed by nurse or administrator)
- Place patient on floor. Do not restrain
- Try to help maintain an open airway by supporting person in side-lying position
- Do not put anything in patient's mouth such as fingers
- After seizure, do not attempt to awaken patient
- Note time of onset, and behavior during seizure, as well as time that seizure ends if emergency personnel have not arrived

CRISIS TEAM MEMBERS

School Crisis Team

| Position | Name | Work Phone | Home Phone | Mobile/Pager | Room # |
|----------------------------|-------------|-------------------|-------------------|---------------------|---------------|
| Principal | _____ | _____ | _____ | _____ | _____ |
| Assistant Principal | _____ | _____ | _____ | _____ | _____ |
| Psychologist | _____ | _____ | _____ | _____ | _____ |
| Counselor | _____ | _____ | _____ | _____ | _____ |
| Nurse | _____ | _____ | _____ | _____ | _____ |
| Secretary | _____ | _____ | _____ | _____ | _____ |
| Food Serve Manager | _____ | _____ | _____ | _____ | _____ |
| Custodian | _____ | _____ | _____ | _____ | _____ |
| Teachers | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |

CPR/First Aid Certified Persons in School Building

| Name | Room # | Certification (circle): | |
|-------------|---------------|--------------------------------|------------------|
| _____ | _____ | CPR | FIRST AID |
| _____ | _____ | CPR | FIRST AID |
| _____ | _____ | CPR | FIRST AID |
| _____ | _____ | CPR | FIRST AID |

District Crisis Committee

| Position | Name | Work Phone | Home Phone |
|---|-------------|-------------------|-------------------|
| Coordinator (Superintendent) | _____ | _____ | _____ |
| Alternate Coordinator (Assistant Superintendent or Designee) | _____ | _____ | _____ |
| Alternate Spokesperson | _____ | _____ | _____ |
| Attorney | _____ | _____ | _____ |
| Business Manager (Financial Administrator) | _____ | _____ | _____ |
| Bus Transportation Director | _____ | _____ | _____ |
| Supervisor of School Food Service | _____ | _____ | _____ |

CRISIS TEAM MEMBERS/WARNING NOTIFICATION/LOCK-DOWN PROCEDURES

WARNING AND NOTIFICATION (CODES)

- Call 318-932-5753, if necessary. Assess life and safety issues first.
- Inform _____, in _____ or _____ in _____.
Principal Room # Designee Room #
- Principal/Designee notifies _____ or _____.
Superintendent District Designee
(Telephone numbers in crisis team members section.)
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate _____.
Warning system: P.A. announcement, sounding of bell.
- To insure immediate action and total comprehension of a crisis situation, codes will not be used. The following key words will be given. **lock down, evacuate to and/or all clear.**
Other key words are: _____.

LOCK-DOWN PROCEDURES

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

- Principal will issue lock-down procedures by announcing warning code over PA system, sending a messenger to each classroom or sounding bells.
- Direct all student, staff, and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by Principal or Law Enforcement, Fire Official or Emergency Preparedness official evacuates your room.
- Teachers are to take class roll to holding area in room.

Sheltering provides refuge for students, staff, and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Identify safe area in each school building.
- Principal initiates Crisis Code Alert. Follow procedures.
- Principal notifies Superintendent School Level Personnel and Facilities Services.
- Teachers assemble class team to cover windows and air leaks around doors, and vents.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Use public address system for communicating instructions to staff and students.
- Principal warns students and staff to assemble in safe areas. Take all persons inside building(s).
- Teachers take class roster to safe area.
- Crisis Team Management contacts cafeteria manager.
- Cover up food not in containers or put it in refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Teachers should account for all students after arriving in the safe area.
- All persons must remain in safe areas until notified by Principal or emergency responders, law enforcement issues an "All Clear" code.
- Crisis Team Management completes Crisis Documentation

EVACUATION/RELOCATION CENTERS

Evacuation

- Call 911 or (318) 932-4221, if necessary.
- Principal issues call for Crisis Team to report to office.
- Principal issues evacuation procedures and notifies Superintendent.
- Principal determines whether or not students and staff should be evacuated outside of building or to relocation centers.
- _____ coordinates transportation if students are evacuated to relocation center.

Crisis Team Member

- Principal notifies relocation center.
- Direct students to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
- Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/assembly points.
- Close all windows. Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system.
- Lock doors.
- Teachers should ensure all students are out of the classroom and adjoining bathrooms.
- Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. Continue this process until the building is clear.

Teachers

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

Relocation Centers

- List primary and secondary student relocation centers for each school in district.
- The primary site is located close to school. The secondary site is located farther away from school (in case of community-wide emergency).
- Establish a management post at the off-site evacuation location (command post).
- Notify Supervisor of Transportation of alternate bus schedule.
- Law Enforcement will be in charge of evacuation procedures.
- Release students (walkers, rider) after parents sign release form.
- Complete Crisis Response Documentation Form.

Primary Relocation Center

Address:

Phone: _____

Secondary Relocation Center

Address:

Phone: _____

MEDIA PROCEDURES

Mass media is the most efficient means for disseminating information about events or situations within the school district or on a particular Red River Parish school campus.

All information about an incident, accident, or crisis must be reported immediately to the **Superintendent** or his/her designee. Complete information will then be released to the media and the general public through the Superintendent's office.

All requests for information by the media will be handled via this procedure. All teachers, students, and the other school personnel should avoid being interviewed or providing information to the media and should instead direct such inquiries to the Superintendent or the Superintendent's designee.

An incident, accident, or crisis on a Red River Parish school campus or property constitutes news, and news organizations are anticipated to travel to the scene to gather facts.

Only the **Superintendent** or appropriate designees should provide information to newspaper, radio, or television representatives. Isolated quotes from teachers, students, or other personnel may be incomplete or misleading, and therefore, should be avoided.

If you are contacted by a media representative, either in person, or by telephone, refer the caller to the Superintendent's office. Every effort will be made to handle the request for information efficiently, promptly, and thoroughly.

Respect privacy of victim(s) and family of victim(s). Do not release names to media.

Refrain from exaggerating or sensationalizing accidents, incidents, or crisis.

All staff must refer media to Superintendent.

Red River Parish School System assumes responsibility for issuing statements during an emergency.

- Superintendent serves as parish spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Superintendent _____
Name

Telephone Numbers (home, work, mobile)

Asst. Superintendent _____
Name

Telephone Numbers (home, work, mobile)

MEDIA PROCEDURES FOR SUPERINTENDENT

Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only of facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.
- Emphasize positive action being taken. Turn negative questions into simple positive statements.

During an emergency, adhere to the following procedures:

- Principal or designee relays all factual information to Superintendent.
- Establish a media information center away from school.
- Prepare factual, written statements for the Superintendent, in cooperation with Law Enforcement, or agency acting as incident reporter.
- Be certain every media member receives the same information.
- Update media regularly. **Do not say "No comment."**
- Set limits for time and location for interviews.
- When handling interviews:
 - Ask in advance what specific questions will be asked.
 - Don't say "no comment." If an answer is not known, offer to get information and get back with them.
 - Don't speak "off the record."
 - Before agreeing to have staff members interviewed, obtain their consent.
 - Students under the age of 18 may not be interviewed on campus without parental permission.
 - Yearbook and school newspaper photographs are public documents.
 - Access to them must be provided.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use script response to inquiries.
- Crisis Team Management completes Crisis Response Documentation Form.

MEDIA PROCEDURES/EMERGENCY PHONE NUMBERS/ALERT STATIONS

EMERGENCY PHONE NUMBERS/ALERT STATIONS

| <u>Referrals</u> | <u>State/National</u> | <u>Parish/Local</u> |
|--|-----------------------|---------------------|
| Help Line for Louisiana Emergency Numbers | 225-342-6600 | _____ |
| Crisis Intervention | | |
| Rape Crisis Hotline | 800-656-4673 | _____ |
| Suicide Prevention | 225-924-3900 | _____ |
| I Care Crisis Counseling Services | 225-226-2273 | _____ |
| Victim Assistance | | |
| Child Abuse/Neglect Reporting Line | 225-925-4571 | _____ |
| Runaway Hotline (for students) | 800-621-4000 | _____ |
| National Center for Missing/Exploiting Children (for parents) | 800-843-5678 | _____ |
| Crime Victims Bureau | 888-342-6110 | _____ |
| Domestic Violence Hotline | 800-799-7233 | _____ |
| Hazardous Materials/Poison | | |
| Hazardous Materials Leak or Spill | 877-925-6595 | _____ |
| Poison Control Center | 800-256-9822 | _____ |
| Disaster Assistance | | |
| American Red Cross | 225-291-4533 | _____ |
| Emergency Management Agencies | | |
| Office of Emergency Preparedness | 800-256-7036 | _____ |

USE THE FOLLOWING SPACE TO LIST OTHER IMPORTANT PARISH NUMBERS

| | | | |
|-------------------|----------|----------------|-------|
| Fire, EMS, Police | _____ | _____ | _____ |
| Local Hospital | _____ | _____ | _____ |
| Local Utilities | Gas | 1-800-252-3353 | |
| | Water | _____ | |
| | Electric | 1-800-622-6537 | |
| | Phone | _____ | |

Listen to the following radio stations for information regarding a potential or impending emergency:

| <u>CITY</u> | <u>FM</u> | <u>AM</u> |
|-------------|--|-----------------------------------|
| Shreveport | 94.5 KWKH 93.7 KITT 94.5 KRUF 96.5 KVKI | 1130 KWKH 710 KEEL 950 KRRP |