

# Multicultural Academy



## Emergency Safety Plan And Recommendations

Developed to provide safety and Instructions in our school

July 2016

# CRISIS MANAGEMENT PLAN

## Multicultural Academy Charter School

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#### DIRECTORY/CONTACT INFORMATION

[WWW.MACADEMYK8.COM](http://WWW.MACADEMYK8.COM)

# MEDICAL PROBLEM OR ACCIDENT

TEACHER

PRINCIPAL'S  
OFFICE

- SEND FOR THE PRINCIPAL'S OFFICE
- KEEP STUDENT AS STABLE AS POSSIBLE
- COMPLETE INCIDENT REPORT ASAP

- SECURE STUDENT'S HEALTH INFORMATION FROM ENROLLMENT CARD & TAKE IT WITH YOU TO ACCIDENT SITE
- ASSESS SEVERITY OF INJURY OR ILLNESS
- CALL STUDENT'S PHYSICIAN IF INDICATED ON ENROLLMENT CARD

SERIOUS PROBLEM

- CALL **911**
- STABILIZE STUDENT & ADMINISTER FIRST AID UNTIL MEDICS ARRIVE
- OBTAIN DIAGNOSIS FOLLOW-UP & FILE REPORT

- CALL PARENT/GUARDIAN
- APPOINT STAFF MEMBER TO SECURE HEALTH INFORMATION, ACCOMPANY STUDENT TO THE HOSPITAL & ACT AS LIAISON BETWEEN HOSPITAL & PRINCIPAL'S OFFICE
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- FILE AN INCIDENT REPORT

MINOR PROBLEM

- MOVE STUDENT TO OFFICE & ASSESS
- ADMINISTER FIRST AID IF NEEDED
- CALL PARENT/GUARDIAN & GIVE A MEDICAL REFERRAL, IF NEEDED
- FILE REPORT

# DEATH or HOMICIDE

TEACHER



- NOTIFY PRINCIPAL'S OFFICE
- IF PERPETRATOR IS IN THE AREA, SPEAK CALMLY WITH HIM/HER UNTIL POLICE ARRIVE
- TRY TO REGAIN OVERALL CALM
- IF THERE IS NO PERPETRATOR, REMOVE STUDENTS FROM THE AREA & TRY TO CALM THEM
- ISOLATE WITNESSES & DO NOT ALLOW THEM TO TALK WITH OTHERS
- AWAIT PUBLIC OFFICIALS & ADMINISTRATIVE PERSONNEL
- IDENTIFY STUDENTS IN NEED OF COUNSELING
- COMPLETE INCIDENT REPORT ASAP

PRINCIPAL'S OFFICE



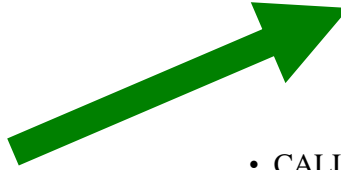
- CALL **911**
- PROVIDE PRIVACY FOR VICTIM
- SECURE HEALTH INFORMATION FROM EMERGENCY ENROLLMENT CARD FOR VICTIM & MAKE A COPY
- DOCUMENT APPROXIMATE TIME & SPECIFIC OBSERVATIONS REGARDING VICTIM'S OVERALL CONDITION
- PROVIDE A COPY OF THE RECORDED INFORMATION TO EMS
- ASSIST THE POLICE IN LOCATING ANY POSSIBLE PERPETRATORS
- PRINCIPAL AND POSSIBLY THE TEACHER WILL NOTIFY A PARENT, IN PERSON IF POSSIBLE
- APPOINT STAFF MEMBER TO SECURE HEALTH INFORMATION, ACCOMPANY STUDENT TO THE HOSPITAL, & ACT AS LIAISON BETWEEN HOSPITAL & PRINCIPAL'S OFFICE
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- INFORM STAFF & ANNOUNCE COUNSELING SERVICES & DOCUMENT STUDENTS RECEIVING COUNSELING
- FILE AN INCIDENT REPORT

# ILLCIT DRUG OVERDOSE

TEACHER



- NOTIFY PRINCIPAL'S OFFICE & GIVE THE NAME OF ILL STUDENT
- KEEP STUDENT AS STABLE AS POSSIBLE
- ISOLATE WITNESSES & DO NOT ALLOW THEM TO TALK TO ANYONE OR TO EACH OTHER
- AWAIT PUBLIC OFFICIALS & ADMINISTRATIVE PERSONNEL
- COMPLETE INCIDENT REPORT ASAP



PRINCIPAL'S  
OFFICE



- CALL **911**
- SECURE HEALTH INFORMATION FROM EMERGENCY ENROLLMENT CARD, ACCOMPANY STUDENT TO HOSPITAL & ACT AS LIAISON BETWEEN HOSPITAL & SCHOOL
- ADMINISTER FIRST AID UNTIL MEDICS ARRIVE
- APPOINT AN ADMINISTRATOR OR COUNSELOR TO NOTIFY A PARENT IN PERSON
- DOCUMENT FINDINGS. IF STUDENT IS ALERT, OBTAIN NAME OF DRUG, HOW ADMINISTERED, & AT WHAT TIME IT WAS ADMINISTERED
- PROVIDE A COPY OF DOCUMENTED INFORMATION TO EMS
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- FACILITATE INVESTIGATIONS BY POLICE
- FILE AN INCIDENT REPORT

# VERBAL OR WRITTEN THREATS OF SUICIDE

## TEACHER

- SEND FOR COUNSELOR
- TAKE THREAT SERIOUSLY
- TELL THE STUDENT YOU ARE CONCERNED
- DO NOT LEAVE THE STUDENT ALONE
- CONTINUE TO EXPRESS INTEREST IN THE STUDENT AFTER THE CRISIS IS OVER

## COUNSELOR

- ISOLATE STUDENT FROM PEERS IF POSSIBLE
- TALK WITH STUDENT & ASSESS THE SERIOUSNESS OF THE THREAT
- ASK DIRECTLY IF THE PERSON HAS ENTERTAINED THOUGHTS OF SUICIDE
- DO NOT LEAVE THE STUDENT ALONE
- NOTIFY THE PRINCIPAL'S OFFICE
- CONTINUE TO COUNSEL THE STUDENT
- GIVE THE STUDENT & PARENTS THESE NUMBERS

Pine Rest...800-678-5500  
Allegan General Hospital...673-8424  
Community Mental Health...800-795-6617

## PRINCIPAL'S OFFICE

- NOTIFY THE PARENTS TO COME & GET THE STUDENT
- CONTACT DISTRICT PSYCHOLOGIST FOR POSSIBLE ANALYSIS
- PARENTS MAY PROVIDE PROOF OF PSYCHOLOGICAL CONSULTATION BEFORE THE STUDENT IS PERMITTED TO RETURN TO SCHOOL
- CALL THE SUPERINTENDENT

# SUICIDE ATTEMPT IN PROGRESS

## TEACHER



- SEND FOR PRINCIPAL & COUNSELOR
- TRY TO CALM THE STUDENT & OTHERS
- IN CALM MANNER, ASK STUDENT FOR PERMISSION TO EVACUATE THE REST OF CLASS
- IN THE EVENT OF THE DEATH OF THE ASSIGNED STUDENT, BE PREPARED TO ASSIST PRINCIPAL WITH NOTIFICATION OF PARENTS/GUARDIANS
- IDENTIFY STUDENTS IN NEED OF COUNSELING
- COMPLETE INCIDENT REPORT ASAP

## PRINCIPAL'S OFFICE



- CALL **911**
- SECURE HEALTH INFORMATION FROM EMERGENCY ENROLLMENT CARD & TAKE IT TO THE SCENE
- HAVE APPROPRIATE EMERGENCY STAFF AT SCENE, BUT OUT OF VIEW OF THE STUDENT
- NOTIFY PARENT/GUARDIAN
- APPOINT STAFF MEMBER TO HANDLE ARRIVING PARENTS
- CALL SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE CALLED
- ESCORT POLICE TO THE SCENE & STAY OUT OF VIEW OF THE STUDENT
- IF SUICIDE WAS PREVENTED, REQUIRE PARENTS TO SHOW PROOF OF PSYCHOLOGICAL CONSULTATION BEFORE STUDENT RETURNS TO SCHOOL
- IF SUICIDE WAS NOT PREVENTED, INFORM STAFF
- AUTHORIZE INCREASED COUNSELING SERVICES TO STUDENTS
- FACILITATE ANY INVESTIGATIONS BY DISTRICT OR AUTHORITIES

# SUICIDE ATTEMPT IN PROGRESS (Cont'd)

## COUNSELOR

- CALL THE DISTRICT PSYCHOLOGIST, BRIEF HIM/HER & ASK FOR GUIDANCE
- GO TO THE SCENE & ASSIST WITH SITUATION
- IF A WEAPON IS VISABLE, USE GOOD JUDGEMENT ON WHETHER OR NOT TO APPROACH THE STUDENT
- SPEAK CALMLY WITH THE STUDENT & TRY TO DEFUSE THE SITUATION
- IF POSSIBLE TRY TO GET THE STUDENT ISOLATED & TO A TELEPHONE IN ORDER TO CALL A CRISIS INTERVENTION HOTLINE
- MAINTAIN CONTACT WITH THE STUDENT. IF THE DISTRICT PSYCHOLOGIST ARRIVES, WORK WITH HIM/HER, DO NOT ABANDON THE STUDENT
- IF SUICIDE WAS PREVENTED GIVE THE STUDENT & PARENTS THE NUMBERS LISTED IN THE **REMINDER**
- WORK WITH PARENTS, ADMINISTRATORS & TEACHERS TO MONITOR THE STUDENT
- IF SUICIDE WAS NOT PREVENTED, COORDINATE & DOCUMENT INCREASED COUNSELING SERVICES TO STUDENTS
- FILE AN INCIDENT REPORT ASAP

## REMINDER

MAIN OFFICE PHONE NUMBER  
(734) 677-0732

NATIONAL YOUTH CRISIS HOTLINE  
1-800-448-4663

- Available nationwide
- Provides counseling
- Provides local referrals
- Open 24 hours
- Can assist with suicide concerns, pregnancy, rape, gangs, abuse, etc.

# FOOD POISONING

## PRINCIPAL'S OFFICE

- APPOINT STAFF MEMBER TO PULL ALL APPROPRIATE HEALTH INFORMATION FROM ENROLLMENT CARDS
- NOTIFY THE CAFETERIA TO TAKE ACTION
- NOTIFY PARENTS/GUARDIANS TO COLLECT ILL STUDENTS
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- FOLLOW DIRECTIONS FROM PUBLIC HEALTH AGENCIES
- FILE APPROPRIATE REPORTS WITH DISTRICT & PUBLIC HEALTH AGENCIES

## CAFETERIA

- CLOSE CAFETERIA
- SECURE ITEMS USED IN FOOD PREPARATION FOR EXAMINATION & TESTS
- STORE SAMPLES OF SUSPECTED MENU ITEMS FOR EXAMINATION
- FOLLOW ANY FURTHER DIRECTIONS FROM PUBLIC HEALTH AGENCIES

## SEVERE PROBLEM

- CALL **911**
- ADMINISTER FIRST AID UNTIL MEDICS ARRIVE
- FILE APPROPRIATE REPORTS WITH DISTRICT & HEALTH AGENCIES

## MINOR PROBLEM

- ADMINISTER FIRST AID
- GIVE PARENTS COPIES OF SUGGESTED HOME TREATMENT FOR MILD FOOD POISONING FROM APPROPRIATE HEALTH AGENCY
- FILE AN INCIDENT REPORT ASAP

# BUS ACCIDENT

## BUS DRIVER

- SECURE VEHICLE & DISPLAY APPROPRIATE WARNING SIGNS
- SURVEY ALL INDIVIDUALS INVOLVED IN ACCIDENT FOR INJURIES
- CALL OR RADIO CENTRAL DISPATCH
  - REPORT YOUR LOCATION, BUS & ROUTE NUMBER
  - REPORT THE SCHOOL WHICH STUDENTS ATTEND
  - REPORT ANY INJURIES & IF AN AMBULANCE IS NEEDED
- KEEP ALL STUDENTS ON THE BUS, UNLESS IT IS UNSAFE TO DO SO
- **IF THE THREAT OF FIRE**, MOVE EVERYONE TO A SAFE LOCATION, AT LEAST 100 FEET FROM THE ROAD
- ADMINISTER FIRST AID IF NEEDED
- DO NOT MOVE THE BUS UNTIL INSTRUCTED TO DO SO
- ACCOUNT FOR ALL STUDENTS & RECORD EXTENT OF INJURIES ON PROPER FORM
- GET & GIVE ALL PERTINENT INFORMATION TO THOSE INVOLVED IN ACCIDENT
- GET NAMES, ADDRESSES & NUMBERS OF ALL WITNESSES
- MAKE ABSOLUTELY NO STATEMENTS TO THE MEDIA OR BYSTANDERS

- RECEIVE THE EMERGENCY CALL FROM DRIVER & RECORD ALL ACCIDENT INFORMATION
- CALL **911**
- DIRECTOR OF ADMINISTRATIVE SERVICES WILL ACT AS SAFETY INVESTIGATOR.
- NOTIFY THE CENTRAL ADMINISTRATION

## MULTICULTURAL ADMINISTRATION

- NOTIFY THE PRINCIPAL ABOUT THE ACCIDENT & CONTINUE TO INFORM AS NEW INFORMATION BECOMES AVAILABLE
- OBTAIN THE NAMES OF STUDENTS ON THE BUS FROM BUS ROUTE FILES
- OBTAIN A LIST OF INJURIES AS SOON AS AVAILABLE
- CONTACT THE INSURANCE CARRIER TO AUTHORIZE TREATMENT AT THE HOSPITAL
- PROVIDE ANOTHER BUS & DRIVER, IF NEEDED

# BUS ACCIDENT (Cont'd)

## PRINCIPAL

- CALL THE PRINCIPAL'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- COLLECT HEALTH INFORMATION FROM ENROLLMENT CARDS FOR ALL STUDENTS ON THE BUS
- APPOINT A STAFF MEMBER TO GO TO ACCIDENT SITE TO REPORT ANY SPECIAL HEALTH CONSIDERATIONS TO MEDICS
- IN THE EVENT OF A SERIOUS INJURY OR FATALITY, THE PRINCIPAL OR DESIGNEE WILL GO TO THE ACCIDENT SITE & HOSPITAL
- APPOINT STAFF TO CONTACT PARENTS & AS INFORMATION IS AVAILABLE, INFORM THEM:
  - THAT THEIR CHILD IS UNINJURED OR INJURED & TO WHAT EXTENT
  - OF THE MEDICAL FACILITY TO WHICH STUDENTS HAVE BEEN TAKEN
  - TO CONTACT THE HOSPITAL
- REFER INCOMING MEDA CALLS TO MULTICULTURAL ADMINISTRATION
- INFORM STAFF

## MULTICULTURAL ADMINISTRATOR

- GO TO THE SCENE OF THE ACCIDENT ASAP
  - TAKE GUIDELINES & FORMS WITH YOU
  - TAKE CAMERA & RADIO OR CELLULAR PHONE
- IF MEDICS HAVE NOT ARRIVED, ASSIST IN FIRST AID
- GET A LIST OF STUDENTS INVOLVED & INJURIES & REPORT NEW INFORMATION TO CENTRAL ADMINISTRATION
- TAKE PICTURES OF THE ACCIDENT & GATHER INFORMATION
- GO TO HOSPITAL & STAY UNTIL EVERYONE HAS BEEN SEEN BY A PHYSICIAN
- COMPLETE AN ACCIDENT REPORT & FORWARD TO DISTRICT SAFETY DEPARTMENT WITH A COPY TO TRANSPORTATION

# ACTIVE SHOOTER

## TEACHER

- Lock all doors and windows immediately.
- Never attempt to open doors or windows unless ordered to do so by safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all the lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “All Clear” from authorized personnel.

## STUDENTS

- Alert a staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or instructed to do so.

## VIOLENT ACTIONS

Physical Assault  
Fights  
Verbal Assault  
Verbal Threat



## PRINCIPAL'S OFFICE

- ASSESS SITUATION & INTERVENE IF REQUESTED BY TEACHER
- CALL **911** IF STUDENTS REFUSE TO COOPERATE
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- ASSIST POLICE IN ANY WAY REQUESTED
- FOLLOW DISCIPLINARY ACTION ACCORDING TO YOUR CODE OF STUDENT CONDUCT
- FILE AN INCIDENT REPORT

# SHELTER IN PLACE

## PRINCIPAL'S OFFICE



- RECEIVE INFORMATION & INSTRUCTIONS TO SHELTER IN PLACE RATHER THAN EVACUATE, DUE TO A NEARBY HAZARDOUS MATERIAL RELEASE
- ACTIVATE THE SCHOOL SHELTER IN PLACE PLAN BY P.A. ANNOUNCEMENT 
- REQUIRE ALL PERSONS IN OUTSIDE AREAS TO GO INDOORS
- ENSURE THAT APPOINTED CARETAKERS ASSIST HANDICAPPED STUDENTS
- ENSURE THAT MAINTENANCE IMMEDIATELY SHUT OFF ALL HEATING, COOLING & VENTILATION SYSTEMS FOR ENTIRE CAMPUS
- IN SEVERE CASES INSTRUCT TEACHERS TO SECURE DOORS & WINDOWS
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- ALLOW NO ONE TO LEAVE THE SHELTER DURING THE EMERGENCY
- USE REASONABLE JUDGMENT IN ALLOWING OUTSIDERS INTO A SHELTER DURING THE HEIGHT OF THE INCIDENT
- BE IN CONTACT WITH POLICE FOR CONTINUOUS INFORMATION & INSTRUCTIONS UNTIL THE INCIDENT IS UNDER CONTROL
- ANNOUNCE THE CURRENT STATUS OF INCIDENT AT FREQUENT INTERVALS OVER THE P.A. SYSTEM 

## DEFINITION

Sheltering In Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release

## EMERGENCY Hazardous Material Release

Chemical Plant Accident  
Chemical Train Derailment  
Chemical Truck Overturning  
Pipeline Rupture

## TEACHER



- MOVE ALL STUDENTS INDOORS
- CLOSE ALL WINDOWS & DOORS TO THE SHELTER
- TURN OFF ROOM HEATING, COOLING & VENTILATION SYSTEMS
- IF THERE APPEARS TO BE AIR CONTAMINATION WITHIN THE SHELTER, PLACE A WET PAPER TOWEL OVER THE NOSE & MOUTH FOR TEMPORARY RESPIRATORY PROTECTION
- CONTINUE TO FOLLOW INSTRUCTIONS GIVEN OVER THE P.A. SYSTEM
- DO NOT ALLOW ANYONE TO LEAVE THE SHELTER UNTIL THE **ALL CLEAR**

# EVACUATION

## TEACHER



- EVACUATE WHEN YOU HEAR FIRE ALARM
- BE AWARE OF PRE-DESIGNATED PRIMARY & ALTERNATIVE EVACUATION ROUTES
- TAKE ROSTER SHEET & GRADE BOOK WITH YOU
- CLOSE CLASSROOM DOOR & TURN OUT LIGHTS AS STUDENTS LEAVE
- LEAVE BUILDING IN AN ORDERLY MANNER WITHOUT RUSHING OR CROWDING
- IF SITUATION WARRANTS, VEHICLE EVACUATION WILL BE USED TO TRANSPORT STUDENTS TO ANOTHER SITE
- IF EMERGENCY CALLS FOR AN EVACUATION WITHOUT THE USE OF VEHICLES, WALK FROM THE BUILDING IN THE STATED COURSE
- STUDENTS SHOULD BE EVACUATED AT LEAST 300 FEET FROM BUILDING & OUT OF THE WAY OF EMERGENCY VEHICLES
- REASSEMBLE STUDENTS & TAKE ROLL
- REPORT ANY MISSING STUDENTS
- RETURN TO ROOM WHEN YOU ARE INSTRUCTED THAT IT IS SAFE


## EMERGENCY

Disaster  
Fire  
Fallen Aircraft  
Chemical Release  
Bomb Threat

# EVACUATION (CONT'D)

## PRINCIPAL'S OFFICE



- SOUND FIRE ALARM TO SIGNAL AN EVACUATION
- USE P.A. ANNOUNCEMENT IF  ALTERNATE EVACUATION ROUTE OR ASSEMBLY AREA IS TO BE USED
- CALL **911**
- ADVISE STAFF TO ADMINISTER FIRST AID AS NECESSARY
- EVACUATE ALL STAFF & STUDENTS TO PRE-DESIGNATED EVACUATION AREAS
- ENSURE THAT APPOINTED CARETAKERS ASSIST HANDICAPPED STUDENTS
- PRE-APPOINTED STAFF MEMBERS SHOULD SEARCH ALL AREAS OF BUILDING FOR STRAGGLERS
- ENSURE THAT CUSTODIAN(S) & CAFETERIA HAVE TURNED OFF ALL MOTORS, FANS & OTHER POWER-DRIVEN EQUIPMENT
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- ADVISE WHETHER PRIMARY OR ALTERNATE ASSEMBLY AREA WILL BE USED
- ADVISE WHETHER STUDENTS NEED TO BE TRANSPORTED BY BUS TO ANOTHER SITE
- AFTER TOTAL ROSTER IS COLLECTED, PRE-APPOINTED STAFF SHOULD SEARCH BUILDING FOR ANY MISSING STUDENTS
- IF STUDENTS ARE TO BE EVACUATED TO ANOTHER SITE OR THEY ARE TO BE DISMISSED FOR THE DAY, ORGANIZE A SYSTEM FOR LOADING THE BUSES AS QUICKLY & SAFELY AS POSSIBLE
- IF STUDENTS ARE TO BE DISMISSED FOR THE DAY, A CHECK-OUT AREA SHOULD BE ESTABLISHED
- STUDENTS SHOULD ONLY BE RELEASED TO PARENTS OR THOSE LISTED ON EMERGENCY RELEASE FORM
- SIGNAL ***ALL CLEAR - RETURN TO CLASS*** WHEN APPROPRIATE
- FILE AN INCIDENT REPORT



# BOMB THREAT

## PHONE CALL RECIPIENT

- KEEP CALLER ON PHONE AS LONG AS POSSIBLE & DO NOT HANG UP
- IF STUDENT IS ANSWERING PHONES, HAVE AN ADULT TAKE THE CALL
- SIGNAL TO SOMEONE TO ALERT PRINCIPAL'S OFFICE
- WRITE DOWN EVERYTHING CALLER SAYS
- ASAP, USE BOMB THREAT CHECKLIST
- MAKE AN EDUCATED GUESS AS TO CALLER'S SEX, AGE, RACE, ACCENT
- IDENTIFY ANY BACKGROUND NOISES
- AFTER CALL IS OVER, WRITE DOWN ANY IMPRESSIONS OF CALLER
- EVEN AFTER THE CALLER HANGS UP, KEEP THE PHONE OFF THE HOOK SO POLICE CAN TRACE THE CALL

## PRINCIPAL'S OFFICE

- CALL **911**
- CALL THE SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT NECESSARY ADMINISTRATORS ARE NOTIFIED
- MAKE DECISION WHETHER OR NOT TO EVACUATE BUILDING
  - IF EVACUATION IS NECESSARY SEE EVACUATION PROCEDURES **18**
- BOMBS CAN BE ACTIVATED BY RADIO SIGNALS & ELECTRONIC DEVICES
- PASS INFORMATION & INSTRUCTIONS TO TEACHERS BY MESSENGER
- ESTABLISH SEARCH TEAMS OF EMPLOYEES
- UNDER NO CIRCUMSTANCES ARE THEY TO TOUCH A SUSPICIOUS PACKAGE
- PRINCIPAL SHOULD REMAIN IN OFFICE TO COORDINATE SEARCH TEAM RESPONSE & TO ASSIST POLICE
- WAIT FOR **ALL CLEAR** FROM POLICE BEFORE ALLOWING STUDENTS BACK IN SCHOOL
- FILE AN INCIDENT REPORT



# BOMB THREAT (CONT'D)

TEACHER



- COLLECT CLASS ROSTER
- EVACUATE WHEN ADVISED
- TAKE ATTENDENCE WHEN STUDENTS ARE ASSEMBLED AWAY FROM SCHOOL
- GIVE ROLL & STUDENT COUNT TO PRINCIPAL'S OFFICE

## BOMB THREAT CHECKLIST

### LOG CALL

- Date reported \_\_\_\_\_
- Time reported \_\_\_\_\_
- Exact words of caller \_\_\_\_\_

### ASK QUESTIONS

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb right now? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- Why did you place the bomb? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_

### IDENTIFY CHARACTERISTICS

Description of callers voice \_\_\_\_\_

- Male  Female  Young  Middle Age  Old  Accent

Tone of voice \_\_\_\_\_

- Intoxicated  Speech problem  Hostile

Background noise \_\_\_\_\_

Time caller hung up \_\_\_\_\_

Remarks \_\_\_\_\_

# TORNADO OR SEVERE STORM

## TORNADO SAFETY GUIDELINES

- Remember that the National Weather Service issues a tornado **WATCH** when the possibility of tornadoes exists, and a tornado **WARNING** when a tornado has been spotted or indicated on radar. Remember also there may not be time for a tornado **WARNING** before a twister strikes. Tornadoes form suddenly. Teachers and students should know the difference between a Watch and a Warning.
- Each school should be inspected and tornado shelter areas designated. Schools should use interior hallways on the ground floor that are NOT parallel to the tornado's path, which is usually from the southwest. Never use gymnasiums, auditoriums, or other rooms with wide, free-span roofs. Avoid all windows and other glassed areas. *The most dangerous locations of a building are usually along the south and west sides, and at all corners.*
- Teachers and students should know their designated shelter areas.
- During a tornado *watch*, specific teachers or other staff members should be designated to monitor commercial radio or TV for tornado *warnings*.

### **DANGER SIGNS**

#### **SEVERE THUNDERSTORMS**

Thunder, lightning, heavy rain, and strong winds

#### **HAIL**

Pellets of ice from dark-clouded skies

#### **ROARING NOISE**

Like a hundred railroad locomotives; a crashing thunderous sound

#### **FUNNEL**

Dark, spinning rope or column from the sky to ground or a sudden increase in wind

- Weather spotters should keep an eye on the sky for dark, rolling clouds, hail, driving rain, or a *sudden increase in wind* in addition to the telltale funnel or roaring noise. Tornadoes are often obscured by precipitation or darkness.
- Specific teachers should be assigned to round up students on playgrounds or in other outdoor arenas.
- When students are assembled in designated sheltered areas, and when the danger is imminent, they should be instructed to respond to a specific command, such as **Drop and Tuck**. They should assume a protective posture facing an interior wall. Most tornado deaths are caused by head injuries.

# TORNADO OR SEVERE STORM (CONT'D)

## PRIOR TO ONSET OF BAD WEATHER


### PRINCIPAL'S OFFICE



- BE AWARE OF GUIDELINES FOR SAFE & UNSAFE SHELTER AREAS
- DESIGNATE TORNADO SHELTER AREAS
- IF POSSIBLE HAVE A CELLULAR PHONE ON HAND
- A SPECIAL ALARM SYSTEM SHOULD BE DESIGNATED TO INDICATE A TORNADO **WARNING** (TORNADO HAS BEEN SIGHTED & IS APPROACHING)
- A BACK-UP ALARM, (BULLHORN OR ORAL WARNING) SHOULD BE PLANNED IF ELECTRICAL POWER FAILS
- ENSURE THAT STAFF & STUDENTS ARE AWARE OF THE DIFFERENCE BETWEEN TORNADO & FIRE ALARMS
- HAVE REGULAR TONADO DRILLS:  
1 PER SEMESTER
  - ENSURE STAFF & STUDENTS KNOW THE DIFFERENCE BETWEEN A WATCH & WARNING
  - ENSURE STAFF & STUDENTS ARE AWARE OF SHELTER AREAS
  - INSTRUCT STUDENTS HOW TO ***DROP & TUCK***
  - INSTRUCT STUDENTS OUTDOORS HOW TO TAKE COVER IN NEAREST DEPRESSION
- DESIGNATE STAFF TO MONITOR RADIO & TV WARNINGS

### TEACHER



- BE AWARE OF WATCH & WARNING SIGNALS
  - WATCH = P.A. ANNOUNCEMENT 
  - WARNING = INTERMITTENT SHORT BELLS
- KNOW SHELTER AREA FOR YOUR CLASS
- BE AWARE OF ANY OTHER SPECIFIC ASSIGNMENTS DURING A WATCH OR WARNING

# TORNADO OR SEVERE STORM (CONT'D)

## DURING A TONADO WATCH

### PRINCIPAL'S OFFICE

- MAKE A P.A. ANNOUNCEMENT THAT A TORNADO **WATCH** IS IN EFFECT
- REMIND STAFF & STUDENTS WHAT TO EXPECT IF A **WARNING** IS ISSUED
- REMIND TEACHERS IN EXTERIOR ROOMS TO CLOSE WINDOWS & BLINDS
- ACTIVATE PRE-DESIGNATED STAFF TO MONITOR RADIO & TV FOR WARNINGS
- BRING STUDENTS & STAFF FROM PLAYGROUNDS & OTHER OUTDOOR AREAS INDOORS
- BRING STUDENTS & STAFF WHO ARE IN PORTABLE CLASSES INTO MAIN BUILDING
- NOTIFY CUSTODIAN(S) THAT GAS **ONLY** SHOULD BE SHUT DOWN IF HE/SHE HEARS A TORNADO **WARNING**
- DURING A TONADO **WATCH** STUDENTS MAY BE RELEASED TO A PARENT OR THOSE LISTED ON EMERGENCY RELEASE FORM

### TEACHER

- CLOSE WINDOWS & BLINDS
- REMIND STUDENTS OF TORNADO DRILL PROCEDURES
  - ↳ DEFINE THE SHELTER AREA THEY MAY NEED TO MOVE TO
  - REVIEW THE **DROP & TUCK** POSITION FACING THE WALL
  - INFORM STUDENTS NOT TO BE ALARMED IF LIGHTS GO OUT
  - IMMEDIATE ACTION MAY BE CALLED FOR - **DROP & TUCK** UNDER DESKS IF INSTRUCTED TO DO SO


# TORNADO OR SEVERE STORM (CONT'D)

## DURING A TORNADO WARNING

### PRINCIPAL'S OFFICE

- SOUND THE **WARNING** ALARM IMMEDIATELY
- MOVE ALL OCCUPANTS TO TORNADO SHELTER AREAS

**IMPORTANT** - IF A TORNADO IS SPOTTED OR REPORTED AS BEING VERY IMMINENT, ISSUE A COMMAND OVER P.A. TO **DROP & TUCK WHERE THEY ARE, UNDER DESKS**

- ENSURE THAT APPOINTED CARETAKERS ASSIST HANDICAPPED STUDENTS
- ISSUE DROP & TUCK COMMAND OVER P.A. WHEN JUDGEMENT WARRANTS 
- ACCOUNT FOR ALL STUDENTS
- PARENTS ARRIVING AT SCHOOL TO PICK UP STUDENTS SHOULD BE INVITED TO SHELTER INSIDE
- KEEP ALL EXTERIOR DOORS CLOSED

### TEACHER

- EVACUATE STUDENTS TO SHELTER AREA
- TAKE ROSTER WITH YOU
- TAKE FLASHLIGHT, IF AVAILABLE
- LEAVE CLASSROOM DOOR OPEN
- HAVE STUDENTS SIT ON FLOOR QUIETLY
- TAKE ROLL & ACCOUNT FOR ALL STUDENTS
- KEEP STUDENTS CALM & QUIET
- IF YOU ARE GIVEN A **DROP & TUCK** COMMAND, ENSURE STUDENTS FACE WALL
- IF YOU SENSE THAT A TORNADO IS IMMINENT, GIVE THE **DROP & TUCK** COMMAND YOURSELF

# TORNADO OR SEVERE STORM (CONT'D)

## DURING A TORNADO WARNING (CON'T)

### CUSTODIAN(S)

- SHUT OFF GAS BUT **NOT** ELECTRICITY
- ENSURE THAT ALL EXTERIOR DOORS ARE CLOSED TO PREVENT WIND TUNNEL EFFECT & FLYING DEBRIS
- IF TIME PERMITS, HAND OUT FLASHLIGHTS
- IF THERE IS A POSSIBILITY THAT A TORNADO HAS HIT THE BUILDING, SHUT OFF ELECTRICAL POWER IMMEDIATELY

### BUS DRIVER

- WHEN A TORNADO IS SIGHTED, HEAD AWAY FROM ITS PATH, AT A RIGHT ANGLE OF IT
- TRY TO FIND SHELTER UNDER A BRIDGE OR OVERPASS
  - ↳ • ONCE UNDER OVERPASS, HAVE STUDENTS OPEN WINDOWS & DROP TO THE FLOOR & COVER THEIR HEADS
- IN AN OPEN AREA, ESCORT CHILDREN TO A LOW AREA (DITCH, CULVERT, RAVINE, ETC.)
  - ↳ • HAVE STUDENTS LIE FLAT, FACE-DOWN & COVER THEIR HEADS
- ACCOUNT FOR ALL STUDENTS
- REPORT IN AS SOON AS POSSIBLE

# TORNADO OR SEVERE STORM (CONT'D)

## POST TORNADO

### PRINCIPAL'S OFFICE

#### IF BUILDING IS STRUCK BY A TORNADO

- CALL CUSTODIAN(S) TO ENSURE THAT GAS & ELECTRICITY HAVE BEEN SHUT OFF AT MAIN SWITCHES
- ACTIVATE MEDICAL RESPONSE  
SEE MEDICAL PROBLEM OR ACCIDENT
- CALL **911**
- APPROPRIATE STAFF SHOULD ADMINISTER FIRST AID UNTIL MEDICS ARRIVE
- ALL INJURIES SHOULD BE NOTED
- EVACUATE DAMAGED AREA CAUTIOUSLY
- CALL SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- COLLECT ROLL & SEARCH FOR ANY MISSING STAFF OR STUDENTS
- ESTABLISH A PARENT-INFORMATION RESPONSE TEAM ASAP
- RETAIN STUDENTS IN AN AREA UNTIL IT IS CONSIDERED SAFE
- AFTER CRISIS, PRINCIPAL SHOULD GO TO HOSPITAL TO BE WITH THE INJURED
- FILE AN INCIDENT REPORT

#### IF TORNADO PASSES WITHOUT STRIKING

- BE CAUTIOUS AS THERE MAY BE OTHER FUNNELS IN THE AREA
- CONTINUE TO MONITOR RADIO & TV FOR CURRENT ADVISORY INFORMATION
- NOTIFY UTILITY COMPANIES OF ANY BREAK OR SUSPECTED BREAK IN LINES
- RETAIN STUDENTS IN AREA UNTIL IT IS CONSIDERED SAFE TO RETURN TO CLASS, GO HOME, BE RELEASED TO PARENTS OR BOARD SCHOOL BUSES
- SOUND 2 BELLS FOR AN ALL CLEAR SIGNAL TO RETURN TO CLASS

### TEACHER

- TAKE ROLL ASAP
- REPORT ANY INJURIES OR MISSING STUDENTS
- TRY TO RESTORE CALM
- ASSIST IN ANY FIRST AID NEEDED IN YOUR AREA
- AWAIT ANY FURTHER INSTRUCTIONS

# UNAUTHORIZED REMOVAL OF STUDENT

## SCHOOL SECRETARY

### PREVENTATIVE ACTIONS

- HAVE AT DESK A LIST OF STUDENTS WHO ARE NOT TO BE RELEASED TO ANYONE EXCEPT A SPECIFIC PARENT OR OTHER SPECIFIC PERSON
- RED-FLAG ENROLLMENT & EMERGENCY HEALTH CARDS OF SUCH STUDENTS
- CHECK WITH CUSTODIAL PARENT OR GUARDIAN BEFORE RELEASING STUDENT TO ANYONE ELSE
- RECORD THE TIME & DATE OF PHONE APPROVAL
- VERIFY IDENTITY OF ANY PARENT WHO TELEPHONES A REQUEST FOR STUDENT'S RELEASE WITH A RETURN PHONE CALL
- RECORD ANY CUSTODY CHANGES AFTER SEEING A DATED COURT ORDER OR DOCUMENT
- HOLD IN OFFICE ANY STUDENT WHO SEEMS RELUCTANT TO GO WITH PERSON PICKING UP THE STUDENT
- NOTIFY PARENT/GUARDIAN OF THE STUDENT'S RELUCTANCE & ABIDE BY PARENT'S WISHES

### UNAUTHORIZED REMOVAL

- NOTIFY THE PRINCIPAL IMMEDIATELY!

## PRINCIPAL'S OFFICE

- USE GOOD JUDGEMENT IN TRYING TO RETAIN ABDUCTOR WHILE SECRETARY NOTIFIES POLICE & PARENT
- GET LICENSE PLATE NUMBER
- CALL **911** & YOUTH SERVICES BUREAU
- CALL PARENT/GUARDIAN LISTED ON STUDENT'S EMERGENCY CARD
- CALL SUPERINTENDENT'S OFFICE WHO WILL ENSURE THAT THE NECESSARY ADMINISTRATORS ARE NOTIFIED
- DO NOT RELEASE ANY INFORMATION TO THE MEDIA
- WORK CLOSELY WITH POLICE

# SUSPECTED CHILD ABUSE

## TEACHER

- REPORT ANY SUSPECTED ABUSE OR NEGLECT OF A STUDENT'S PHYSICAL OR MENTAL HEALTH OR WELFARE TO PRINCIPAL
- EACH PERSON TO WHOM A CHILD DISCLOSES ABUSE/NEGLECT HAS A RESPONSIBILITY TO RESPOND & REPORT TO LOCAL PROTECTIVE SERVICES
- DO A FOLLOW-UP ON SUSPECTED ABUSE OR NEGLECT

## PRINCIPAL

- PRINCIPAL OR COUNSELOR SHOULD OBSERVE STUDENT & MAKE AN ASSESSMENT OF ANY ABUSE OR NEGLECT
- IF ANY ABUSE OR NEGLECT IS DETERMINED OR EVEN SUSPECTED:
  - NOTIFY COUNSELOR
  - NOTIFY PROTECTIVE SERVICES WITHIN 48 HOURS  
IT IS THE LAW!
  - INFORM TEACHER OF ASSESSMENT
- ALLOW STUDENT TO RETURN TO NORMAL SCHEDULE ASAP
- MAKE WRITTEN REPORT WITHIN 5 DAYS TO PROTECTIVE SERVICES OR STATE DEPARTMENT OF HUMAN SERVICES
- BE AWARE THAT THE PERSON WHO REPORTS, WITHOUT MALICE, IS IMMUNE FROM CIVIL OR CRIMINAL LIABILITY
- BE AWARE THAT THE NAME OF THE REPORTING PERSON REMAINS CONFIDENTIAL
- FILE A COPY OF REPORT IN PRINCIPAL'S OFFICE - WHICH IS **ALWAYS** CONFIDENTIAL

# DIRECTORY/CONTACT INFORMATION

## EMERGENCY PHONE NUMBERS



MULTICULTURAL  
ACADEMY

AMBULANCE    FIRE    POLICE  
**911**

PRINCIPAL.....	734- 677-0732 x117
STUDENT AFFAIRS.....	734-677-0732 x119
MAIN OFFICE.....	734-677-0732 x101
TRANSPORTATION.....	734-677-0732 x119
FOOD SERVICE.....	734-677-0732 x112
GSRP(Preschool).....	734-677-0732 x121