



# **SCHOOL EMERGENCY PROCEDURES TOOLKIT**





## HOW TO USE THIS TOOLKIT



# INTRODUCTION

A copy of this guide should be placed in every classroom, gym, cafeteria, office and other noticeable places in which students and staff frequent. This guide outlines recommended procedures for responding to emergencies. Since the information is general, each school or district should tailor these procedures to fit its own environment and capabilities. Schools may use this guide as a functional guide to the school's safety plan in addition to the RI School Emergency Planning Guide. For the most effective response, present guide to staff during training and review procedures at the beginning of each school year.

**This toolkit is intended as a reference for students and staff and should not replace sound judgment, common sense, and a school's safety or crisis plan.**

# INTRODUCTION

## RESPONSE TO ANY EMERGENCY

- Notify 911 (if necessary) and the principal. Principal/designee notifies Superintendent.
- 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.**
- Seal off high-risk area.
- Take charge of area until incident is contained or relieved by \_\_\_\_\_
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of incident.
- Refer media to \_\_\_\_\_  
District Spokesperson Telephone Number(s)/Location

## CRISIS TEAM MEMBERS

# INTRODUCTION

POSITION	NAME	WORK PHONE	HOME PHONE	MOBILE	ROOM #
Principal					
Asst. Principal					
Counselor					
Nurse					
Info Officer					
Custodian					
Alternates					

**CRISIS TEAM  
MEMBERS**

# INTRODUCTION

## CRISIS TEAM MEMBERS CONT.

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	MOBILE/PAGER
Coordinator (Superintendent)				
Alternate Coordinator (Asst. Superintendent/Designee)				
Spokesperson				
Alternate Spokesperson				

## EMERGENCY ALERT STATIONS (EAS)

# INTRODUCTION

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

FM	AM	MARINE
WPRO 92.3	WPRO 630	Channel 16
WHJY 94.1	WSKO 790	Channel 9
WBRU 95.5	WHJJ 920	
WCRI 95.9	WPMZ 1110	
WCTK 98.1	WCNX 1180	
WMNP 93.3	WSTL 1220	
WHKK 100.3	WOON 1240	
WWBB 101.5	WNRI 1380	
RINPR 102.7	WLKW 1450	
WEEI 103.7	WADK 1540	
WWLI 105.1		
WWKX 106.3		

## **EMERGENCY PHONE NUMBERS**

# INTRODUCTION

Fire, Ambulance, Police .....	911
Local Police (Non-emergency) .....	.....

### **CRISIS SERVICES AND INTERVENTION**

Child Abuse and Neglect Tracking System .....	1-800-RICHILD (1-800-742-4453)
Missing Children Hotline (24-hr) — Rhode Island State Police .....	444-1125
Children’s Behavioral Health and Education (DCYF) .....	457-4514
Domestic Violence Hotline .....	1-800-494-8100
Samaritans Suicide Hotline .....	1-800-365-4044

### **EMERGENCY SERVICES**

Hazardous Materials Leak or Spill Reporting .....	911
Dept. of Environmental Management (DEM/HazMat) .....	222-1360 or 222-3070
Poison Control Center—Rhode Island Hospital .....	1-800-222-1222

### **DISASTER ASSISTANCE**

American Red Cross (24-hr) .....	831-7700
RI Emergency Management Agency (24-hr) .....	946-9996 or 1-800-439-2990



## EMERGENCY PHONE NUMBERS CONT.

# INTRODUCTION

### R.I. DEPT. OF BEHAVIORAL HEALTHCARE, DEVELOPMENTAL DISABILITIES AND HOSPITALS (BHDDH)

#### COMMUNITY MENTAL HEALTH CENTERS (CMHC)

The Providence Center .....	274-7111
Providence	
Mental Health Services .....	553-1031
Cranston, Johnston, North Providence, Smithfield, Scituate, Foster, Gloucester	
East Bay Mental Health .....	435-7475
East Providence, Barrington, Warren, Bristol	
South Shore Mental Health Center .....	364-7705
North Kingstown, Exeter, Richmond, Charlestown, Westerly, Hopkinton, Narragansett, South Kingstown, Block Island, Wakefield	
Newport County Community Mental Health Center .....	846-1213
Jamestown, Newport, Middletown, Portsmouth, Little Compton, Tiverton	
Community Counseling Service .....	723-5656
Pawtucket, Central Falls	
The Kent Center for Human and Organizational Development .....	732-5656
Warwick, West Warwick, Coventry, East Greenwich, West Greenwich	
Northern Rhode Island Community Services .....	235-7120
Burrillville, Cumberland, Lincoln, North Smithfield, Woonsocket	

**EMERGENCY PHONE NUMBERS CONT.**

**INTRODUCTION**

**NON-EMERGENCY VICTIM ASSISTANCE**

Child Abuse and Neglect Reporting Line—Statewide ..... 1-800-RICHILD (1-800-742-4453)  
Victims of Crime (Domestic Violence and Sexual Assault) ..... 1-800-494-8100  
Rape Crisis Hotline ..... 421-4100  
Runaway National Hotline ..... 1-800-RUNAWAY (1-800-786-2929)

**FAMILY SERVICES OF RHODE ISLAND**

Region 1 Providence ..... 528-3502  
Region 2 East Bay ..... 254-7000  
Region 3 South ..... 294-5300  
Region 4 North ..... 721-2400

**All staff must refer media to district spokesperson.**

**School District assumes responsibility for issuing public statements during an emergency.**

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

District spokesperson: \_\_\_\_\_  
Name Telephone Number(s)

Alternate District spokesperson: \_\_\_\_\_  
Name Telephone Number(s)

- School Public Information Officer acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

School Public Information person: \_\_\_\_\_  
Name Room #

Alternate Public Information person: \_\_\_\_\_  
Name Room #

**During an emergency, adhere to the following procedures:**

- Principal relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly. Do not say “No comment”.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

## **MEDIA PROCEDURES CONT.**



# INTRODUCTION

### **Media Statement**

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

## STAFF RESPONSIBILITIES



### PRINCIPAL OR DESIGNEE

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify Superintendent.
- Notify students and staff (depending on emergency; students may be notified by teachers).
- Evacuate students and staff if necessary.
- Refer media to district spokesperson (or designee).
- Notify community agencies (if necessary).
- Implement post-crisis procedures.
- Keep detailed notes of crisis event.

# INTRODUCTION

### TEACHERS

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of crisis event.

### ASSAULT/FIGHTS



- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Notify Principal. Principal assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Principal notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (*intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing*).
- Principal notifies Superintendent and parents of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

# BOMB THREATS

## UPON RECEIVING A MESSAGE THAT A BOMB HAS BEEN PLANTED IN SCHOOL

- Use bomb threat checklist and contact the Police.
- Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller’s voice and speech patterns and to noises in background.
- Notify Principal or designee.
- Principal/designee orders evacuation of all persons inside school building(s) depending upon an evaluation by the school response team.
- Principal/designee notifies police (call 911) and Superintendent.  
Principal or Superintendent must report incident to the Police Department at \_\_\_\_\_

## EVACUATION PROCEDURES

- Principal warns students and staff. Do not mention “Bomb Threat”. Use Evacuation procedures.
- Direct students to take their immediate belongings. Instruct the teachers to conduct a visual sweep of the classroom for any items that do not belong. Do not approach or touch any item of concern, but notify the Principal, or member of the School Response Team.
- Students and staff must be evacuated to a safe distance (suggested distance at least 2000 ft) outside of school building(s).  
After consulting with the Superintendent, Principal may move students to \_\_\_\_\_  
if weather is inclement or building is damaged. Primary Relocation Center
- Teachers take roll after being evacuated.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Principal notifies students and staff of termination of emergency. Resume normal operations.

**BOMB THREATS CONT.**

**BOMB THREAT CHECKLIST**

**Ask The Caller:**

Where is the bomb right now? *(If the caller refuses to answer, say "The building is occupied, a detonation could result in the injury or death of many innocent children")*

When is the bomb going to explode?

What does the bomb look like?

What kind of bomb is it?

What will cause the bomb to explode?

Who planted the bomb?

Why was the bomb planted?

When was the bomb planted?

How did the person get the bomb in the building?

What is your address?

What is your name?

**Describe The Caller:**

SPEED AND PITCH:    EMOTION:

Hurried or Rapid    Distant

Slow    Excited

Hushed or Quiet    Angry

Loud    Sad

Deep    Happy

High—Pitched    Calm

Squeaky    Agitated

Other:    Matter-of-Fact

QUALITY:    Boastful

Stutter    Sincere

Whispered    Crazed

Laughing or Giggling    Other:

Raspy    LANGUAGE:

Nasal    Accent:

Deep Breathing    Well-Spoken

Crying    Foul

Stressed    Incoherent

Whining    Irrational

Other:    Drunk

Could you tell if the call was:

Local \_\_\_ Long Distance \_\_\_ Cell Phone \_\_\_

If the voice was familiar, how or who? \_\_\_\_\_

Was the voice disguised? \_\_\_ If yes, how? \_\_\_

**Describe The Atmosphere:**

**Background Sounds Heard on the Call:**

- |                   |           |
|-------------------|-----------|
| Street Noises     | Trains    |
| House Noises      | Airplanes |
| Vehicle Noises    | Party     |
| Animal Noises     | Quiet     |
| PA System         | Static    |
| Music             | Children  |
| Motor             | Echo      |
| Factory Machinery | Other:    |
| Office Machinery  | Other:    |



## BOMB THREATS CONT.

# BOMB THREAT CHECKLIST

### Bomb Threat Call Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. All bomb threats are a crime in the State of RI and should be reported to the police. When receiving a bomb threat, act quickly but remain calm and obtain information with the checklist provided in this card.

#### If a bomb threat is received by phone:

1. Remain Calm. Keep the caller on the line as long as possible.
2. Listen carefully. Be polite and show interest.
3. Pay attention to background sounds and noises.
4. Try to keep the caller talking and obtain as much information as possible.
5. If possible, write a note to a colleague to call the police or as soon as the caller hangs up, call the police.
6. If your phone has caller id, write the caller's number down.
7. Complete the Bomb Threat Checklist on the reverse side of this card.

#### If a bomb threat is received by handwritten note:

1. Handle the note as little as possible.
2. Place the note in a folder and give to the police.

#### If a bomb threat is received by e-mail:

1. Do not close the message, leave it displayed on the screen it was received on.
2. Print the message and give to the police.



## RI State Bomb Squad

RI Division of State Fire Marshal

118 Parade st  
Providence RI 02909

Phone: 401-462-4200  
Fax: 401-462-4260

### Bomb Threat Checklist

Date: \_\_\_\_\_ Phone number where received: \_\_\_\_\_  
Time: \_\_\_\_\_ Time caller hung up: \_\_\_\_\_  
Person receiving call: \_\_\_\_\_

### Exact Words of the Threat:

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### Information About the Caller:

Male or Female? \_\_\_\_\_  
Estimated Age? \_\_\_\_\_  
Is Voice Familiar? \_\_\_\_\_  
Background Noise? \_\_\_\_\_  
Other Points: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EVACUATION

- Call 911, if necessary.
- Principal issues evacuation procedures after consulting with \_\_\_\_\_  
Superintendent
- Principal determines if students and staff should be evacuated outside of building or to relocation centers.  
\_\_\_\_\_  
Crisis Team Member coordinates transportation if students are evacuated to relocation center.
- \_\_\_\_\_ contacts \_\_\_\_\_ and informs him/her that evacuation is taking place.  
Crisis Team Member Transportation Coordinator
- Principal notifies relocation center.
- Direct students and staff to follow fire drill procedures. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.  
**\*\*Except in the case of a bomb threat-leave lights on\*\***
- Place evacuation sign in window.
- Lock doors.

# EVACUATION CONT.

## TEACHERS

- Direct students to follow normal fire drill procedures unless, principal alters route.
- Take class roster.
- 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 the class. Take roll again when you arrive at relocation center.

## Relocation Centers

- The primary site is located close to school. The secondary site is located further away from school (in case of community-wide emergency).
- List primary and secondary student relocation centers for each school in district.

### Primary Relocation Center

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Secondary Relocation Center

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# FIRE

## IN THE EVENT OF A FIRE, SMOKE FROM A FIRE OR A GAS ODOR HAS BEEN DETECTED

- Pull fire alarm.
- Evacuate students and staff to a designated area.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Principal/designee notifies police (call 911) and Superintendent. Principal or Superintendent must report incident to Fire Marshal's office.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Principal may move students to \_\_\_\_\_ if weather is inclement or building is damaged.  
Primary Relocation Center
- No one may reenter building(s) until declared safe by fire or police personnel.
- Principal/designee notifies students and staff of termination of emergency. Resume normal operations.

# HAZARDOUS MATERIALS



## INCIDENT OCCURRED IN SCHOOL

- Call 911.
- Notify Principal.
- Principal notifies Superintendent.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Personnel in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

## INCIDENT OCCURRED NEAR SCHOOL PROPERTY

- Fire or Police will notify Superintendent.
- Superintendent will notify Principal.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

## **INTRUDER/HOSTAGE**



### **INTRUDER: AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY**

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- Notify Principal.
- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform 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**

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- 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 he/she 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).
- Principal notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).

# INTRUDER/HOSTAGE CONT.



## HOSTAGE

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Principal.
- Principal notifies Superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

## 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 to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

## **LOCK-DOWN PROCEDURES**



**Lockdown 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 lockdown procedures and attempt to get the message out by announcing warning over PA system or other methods.
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors, turn classroom lights off, pull down shades and make room appear empty.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by Principal or designee.



# NATURAL DISASTERS



## EARTHQUAKE

- Remain calm.
- If indoors, follow “drop, duck, cover and hold” procedures. Take cover under a sturdy desk, table or bench and hold on or sit against an interior wall.
- If outdoors, stay there. Move away from building, utility poles, wires and street lights.
- Be prepared for aftershocks.
- Evacuate building if gas or chemical fumes are presented.

## FLOODS

- Monitor emergency alert stations and listen to television newscasts for the latest information.
- Evacuate the building by prescribed routes when necessary.
- Stay away from floodwaters as it may contain chemicals or raw sewage.

## HEAT ALERTS

- Monitor the heat index, and listen to news reports for the latest information.
- Relax classroom drinking policies.
- Curtail physical activities.

## NATURAL DISASTERS CONT.



### SEVERE THUNDERSTORMS

- Monitor weather updates with a battery operated radio.
- Escort students to designated area for shelter.
- If inside, move to pre-designated shelter area.

### TORNADO

- Shut off gas.
- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather stations (National Weather Service, or Weather Channel).
- Bring all persons inside building.
- Close windows and blinds.
- Review tornado drill procedures and location of safe areas. Tornado safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, duck, cover and hold” procedures with students.

**For all situations, identify primary and alternate evacuation routes and sheltering locations.**

# RADIOLOGICAL INCIDENT



Rhode Island does not have a commercial Nuclear Power Plant within its borders. However, our neighboring States of Connecticut and Massachusetts do. In the event of a site emergency of some kind, appropriate warning and instruction will be broadcast over the state Emergency Alert System (EAS). Schools will be notified if radiological release requires protective actions. There are two basic protective actions: sheltering and evacuation.

## Sheltering Notification:

- Bring 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 it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

## Evacuation may not be necessary in Rhode Island (distance factor)

- State and / or local officials will notify all affected schools of a nuclear power plant emergency.
- All precautionary actions will be announced by State Officials.

## Radiological Incident / Accident:

- An accident or incident involving radiological materials at or near a school is quite possible. Consequently, certain precautionary actions should be taken. The three basic actions are:
  - **Time:** Minimize the amount of time near and exposed to the source.
  - **Distance:** Maximize the distance away from the source.
  - **Shielding:** Maximize the amount of material (i.e. wood, concrete, earth, etc.) between the individual and radioactive source.

## **SERIOUS INJURY/DEATH**

### **IF INCIDENT OCCURRED IN SCHOOL**

- Call 911.
- Notify CPR/first aid certified persons 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/designee.
- Principal/designee notifies Superintendent.
- Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- Principal notifies parent(s) or guardian(s) of affected student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to

\_\_\_\_\_  
District Spokesperson

\_\_\_\_\_  
Telephone Number(s)/Location

### **IF INCIDENT OCCURRED OUTSIDE OF SCHOOL**

- Building administrator confirms the accuracy of the report with law enforcement or family.
- Activate school crisis team if appropriate.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to

\_\_\_\_\_  
District Spokesperson

\_\_\_\_\_  
Telephone Number(s)/Location

# SERIOUS INJURY/DEATH CONT.

## POST-CRISIS INTERVENTION

- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention.
- Meet with school counseling staff and \_\_\_\_\_ to determine level of intervention for staff and students.  
Children’s Behavioral Health & Education or other mental health workers
- 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.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

## SHELTER IN PLACE



**Sheltering in Place 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, including chemical release.**

- Identify safe area in each school building.
- Principal warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors if it's a chemical or biological emergency.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Cover up food not in containers or put it in the refrigerator.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Principal or emergency responders.

# STUDENT UNREST



- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Principal.
- Principal/designee notifies Superintendent.
- Warn staff. Principal/designee may issue a Lockdown (see Lockdown 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.

## TEACHERS

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you receive an all-clear signal from principal/designee.
- Make a list of students absent from classroom.
- Document all incidents.

## **SUICIDE/ATTEMPT**

### **SUICIDE ATTEMPT IN SCHOOL**

- Verify information.
- Call 911, if person requires medical attention, has a weapon or needs to be restrained.
- Notify school psychologist/counselor, Principal and \_\_\_\_\_  
Children's Behavioral Health & Education (students under 18)  
or \_\_\_\_\_  
Other suicide intervention service
- Principal calls Superintendent and parent(s) or guardian(s) if suicidal person is a student. Principal may schedule meeting with parents and school psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a "no suicide contract".
- Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention (see page 32). Determine level of intervention.



# SUICIDE/ATTEMPT CONT.



## 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.
- Implement post-crisis intervention.

## POST-CRISIS INTERVENTION

- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- To determine level of intervention for staff and students, meet with school counseling staff and

\_\_\_\_\_  
Children’s Behavioral Health & Education or other mental health workers

- Activate school crisis team and 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 \_\_\_\_\_  
District spokesperson

### **Do not let media question students or staff.**

- Follow-up with students and staff who received counseling.
- Resume normal routines as soon as possible.

## **WARNING AND NOTIFICATION**

Plain language should be used in all situations in which immediate notification is necessary. For example, “Lockdown procedures will begin immediately” or “An evacuation has been issued for the Science building”.

- **Call 911**, if necessary. Assess life and safety issues first.
  - Inform \_\_\_\_\_ in \_\_\_\_\_ or \_\_\_\_\_ in \_\_\_\_\_  
Principal Room # Designee Room #
  - Principal/Designee notifies \_\_\_\_\_ or \_\_\_\_\_  
Superintendent District Designee
- (phone 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, i.e. pa announcement, sounding of bell
  - If immediate action is not required, notify staff at a meeting before or after school hours. Teachers will debrief students during class unless an assembly or announcement over PA is preferred.
  - \_\_\_\_\_ notifies parent(s) or guardian of victim(s), if necessary.  
Principal
  - \_\_\_\_\_ notifies other schools in district. The school(s) with siblings of the victim(s) should be called first.  
Superintendent or District Designee

# WEAPONS



## STAFF OR STUDENT WHO IS AWARE OF A WEAPON BROUGHT TO SCHOOL

- Notify principal or teacher immediately.
- Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

## PRINCIPAL

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator or to join you in questioning suspected student or staff member.
- If feasible, accompany suspect to private office to wait for police.
- If situation warrants, isolate suspect/area until police arrive.
- Assign person detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- Avoid confrontation. Do not try to disarm him/her. Back away with your arms up. Remain calm.

# UTILITY FAILURE



### GAS LINE BREAK

- Call 911.
- Notify Principal/designee.
- Open windows.
- If directed, follow evacuation procedures.
- Do not re-enter building until utility officials say it is safe.

### ELECTRIC POWER FAILURE

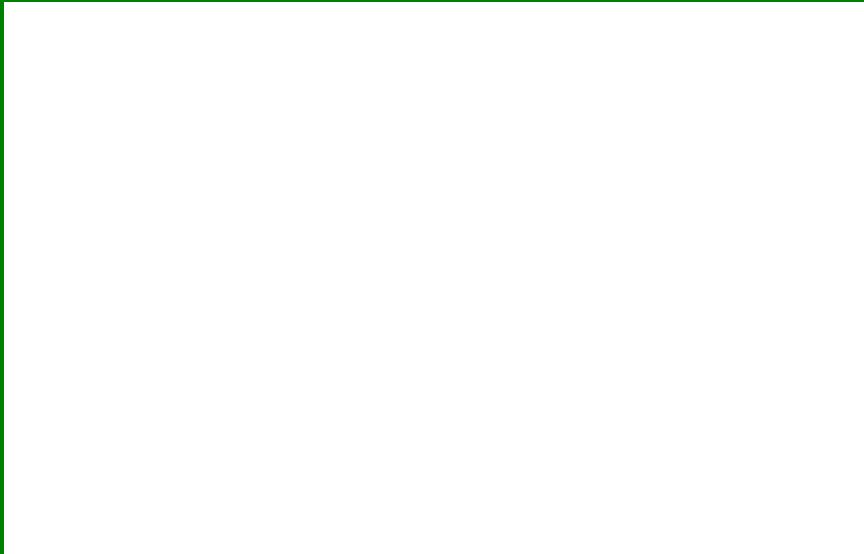
- Calm students.
- Stay in classroom until evacuation notification.
- If there is danger of fire, evacuate the building by evacuation procedures.
- If a short is suspected, turn off all electric devices in room, and notify custodian.

### WATER LINE BREAK

- Notify Principal/designee and custodian.
- Relocate students to designated safe area.
- Relocate articles that may be damaged by water.



**TO BE USED FOR EVACUATION PURPOSES ONLY**



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