



Emergency Operations Plan - 26

BASIC PLAN

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APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) shall apply to all Kent ISD students, faculty, staff, and others participating in protection, prevention, mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any school-sponsored events, whether on or off-property.

The Kent ISD Superintendent has designated the Kent ISD Director of Safety and Security as the person who shall be responsible for the oversight of this plan. Additionally, the Director of Safety and Security shall be responsible for the coordination of this plan with applicable stakeholders, such as law enforcement, county health department, fire services, emergency management, etc. This emergency operations plan is based on the “all-hazards” concept and plans for natural and man-made disasters and incidents.

This plan is flexible. The entire plan, or segments of the plan, may be activated based on the specific emergency and decision by school leadership.

This EOP overwrites all previous editions formerly referred to as the Kent Intermediate School District EOP and is effective immediately upon the signing of the authorities below.

Dr. Ron Gorman
Kent ISD Superintendent
Date: _____

Anne Hamming
Kent ISD Board President
Date: _____

I. INTRODUCTION

The purpose of the Kent Intermediate School District (Kent ISD or ISD) Emergency Operations Plan (EOP) is to identify hazards and to provide policy for the response to incidents on Kent ISD Secondary Campus and all Center Program Campuses. This purpose is accomplished by outlining the responsibilities and duties of the Kent ISD and its employees.

Developing, maintaining, and exercising this plan will empower employees to act quickly and decisively in an emergency incident. Additionally, this plan educates students, teachers, staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that Kent ISD has established guidelines and procedures to respond to incidents/hazards effectively.

It is the policy of Kent ISD to provide in-service training for faculty/staff on this EOP. It is the expectation of the ISD that faculty members will use this in-service training to develop educational modules for their students on the proper response to hazards/incidents. It is only through the combined efforts of all Kent ISD administrators, faculty, staff, and students that active events and hazards can be mitigated with minimal impact on our educational environment.

School Board Policy Statement

This Kent ISD Emergency Operations Plan is within the scope and framework of district policies. Kent ISD's vision is to build thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

Scope of the Plan

The Kent ISD EOP outlines the expectations of the administration for faculty/staff response to an emergency for all of the Kent ISD programs.

EOP Goals

The goals of the Kent ISD EOP are to:

- Protect lives.
- Keep our students' parents/guardians informed as to the status of the incident.
- Respond to emergencies promptly and properly.
- Coordinate Kent ISD emergency response with local authorities and resources.
- Provide aid in recovery operations for students, staff, and our community.

Plan Development, Maintenance, Distribution

Dissemination of the Plan

Upon approval of this EOP by the Kent ISD School Board, the Kent ISD Superintendent will ensure the dissemination of the EOP and its appendices through the following steps:

- By providing training to staff and faculty on the contents of the EOP
- By briefing local first responders on the plan and incorporating their insights into the EOP
- By conducting regular training exercises for leadership/staff/students on responding to emergency matters in accordance with the EOP

Record of Distribution

This document has been provided to the following individuals:

Ms. Anne Hamming, President, Kent ISD Board;
Dr. Ron Gorman, Superintendent, Kent ISD;
Mr. Kevin Philipps, Assistant Superintendent-Administrative Services, Kent ISD;
Mr. Scott Corbin, Kent County Emergency Manager; and
Mr. Sean Burns, Safety & Security Director, Kent ISD.

Plan Review and Updates

According to Michigan statute, school districts must review their EOPs every two years ([MCL - Section 380.1308b, para \(1\)](#)). However, the Kent ISD EOP will be reviewed annually by the Kent ISD Director of Safety and Security to account for changes arising at Kent ISD buildings. The Director will coordinate with local emergency management agencies and other entities as deemed appropriate. In addition, the EOP will be updated based upon deficiencies identified during training exercises and/or incident management activities. It may also be updated when changes in threats, resources, or school structure occur. Per Michigan state law the Security Director will be responsible for submitting Kent ISD's EOP to the Kent County Emergency Manager's Office.

This Kent ISD Emergency Operations Plan (EOP) was completed through a collaborative community effort. The input and feedback from the following agencies were paramount to the construction of this plan.

- American Red Cross
- AMR Emergency Medical Services
- Calvary Church
- Grand Rapids Catholic Diocese
- Grand Rapids Emergency Manager's Office
- Grand Rapids Police and Fire Departments
- Grand Rapids Township Fire Department

- I Love U Guys Foundation
- Kent County Emergency Manager's Office
- Kent County Sheriff's Office
- Michigan State Police, Office of School Safety
- NorthPointe Christian High School
- Salvation Army of West Michigan
- Sparta Police and Fire Departments
- The Rapid
- TRAILS to Wellness
- Wyoming Police and Fire Departments

Record of Changes

Each update or revision to this EOP will be tracked. Revisions will include the following:

- The section of the EOP affected by the change.
- A description of the change.
- The name of the person entering the change.
- The date the change was made.

The Record of Changes is below. The Kent ISD Director of Safety and Security is responsible for ensuring EOP revisions are disseminated to affected stakeholders.

RECORD OF EOP CHANGES

Page/Section of Change	Brief description of change	Change Entered By	Date Approved by Kent ISD Board
Entire EOP	Document was constructed into the FEMA/MSP-OSS recommended format. Document was reviewed and updated by a collaborative group of employees to include: Safety Coordinator John Wittkowski, IT Security Coordinator Micky Clark, Security Supervisor Eric Van Dyke, Student Success Facilitator Amy Albert, Agra Science Teacher Jennifer Wood, Acting Principal Jennifer Wittenbach, Health Services Teacher Alison VanAndel, Director of Communications & Marketing Katie McClintic, Nurse Coordinator Rachel Vandenbrink, Mental Health Coordinator Chelsea Kitteridge-Farrell, and Assistant Principal Kelly Bowers	Sean Burns	21 October 2024
Entire EOP	Reformatted to better reflect FEMA K-12 EOP Format	Sean Burns	
Entire EOP	Correction of typographical errors, grammatical errors, and misspellings	Sean Burns	
Basic Plan, pg. 2	<i>Approval and Implementation Section</i> , change Kent ISD Board President to Anne Hamming.	Basic Plan	
Basic Plan	Additions to the <i>Terms/Acronyms Used</i> section	Sean Burns	
Basic Plan	Addition to <i>Plan Review and Updates</i> section to better reflect State law	Sean Burns	
Threat/Hazard Specific Annex	Removal of <i>Required Reporting to Law Enforcement</i> section IAW guidance provided by the Michigan State Police, Office of School Safety. See link for further information: MSP OSS Link	Sean Burns	
Threat/Hazard Specific Annex	Addition of reference to Cyber Incident Response Annex.	Sean Burns	
Functional Annex, pg. 62	Addition of <i>Cell Phone Use During a Lockdown</i> to bring EOP into compliance with HB 4141/SB 495, PA 2 of 2026: PA of 2026	Sean Burns	

TERMS/ACRONYMS USED

The following terms and acronyms are used throughout this EOP. They are listed here for the convenience of the reader.

- **AAR** – After Action Review
- **AED** – Automated External Defibrillator
- **CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosives
- **CIO** – Chief Information Officer
- **CIRP** – Cyber Incident Response Plan
- **COOP** – Continuity of Operations Plan
- **CTES** – Career Tech Education Specialist
- **CP** – Command Post
- **CPR** – Cardio-Pulmonary Resuscitation
- **CPS** – Child Protective Services
- **CS** – Cybersecurity
- **CS Team** – Cybersecurity Team
- **CSIRT** – Cybersecurity Incident Response Team
- **ELL** – English Language Learner
- **EMT** – Emergency Medical Technician
- **EMS** – Emergency Medical Service
- **EOP** – Emergency Operations Plan
- **ERT** – Emergency Response Team
- **ESC** – Educational Service Center
- **ESL** – English as a Second Language
- **EUC** – Empower U Central
- **EUN** – Empower U North
- **EUS** – Empower U South
- **HVAC** – Heating, Ventilation, Air Conditioning
- **HMP** – Hazard Mitigation Plan
- **IAW** – In Accordance With
- **IC** – Incident Command

- **ICP** – Incident Command Post
- **ICS** – Incident Command Structure
- **IHT** – Incident Handling Team
- **KCC** – Kent ISD Conference Center
- **KEC** – Kent Education Center
- **KCTC-East** – Kent Career Tech Center - East
- **KCTC-West** – Kent Career Tech Center - West
- **KCHMP** – Kent County Hazards Mitigation Plan
- **Kent ISD** – Kent Intermediate School District
- **LEA** – Local Educational Agency
- **LEP** – Limited English Proficiency
- **LDC** – Lincoln Developmental Center
- **LS** – Lincoln School
- **MDHHS** – Michigan Department of Health and Human Services
- **MERT** – Medical Emergency Response Team
- **MOU** – Memorandum of Understanding
- **NGO** – Non-Governmental Organization
- **NIMS** – National Incident Management System
- **NLT** – No Later Than
- **NOAA** – National Oceanic and Atmospheric Administration
- **NWS** – National Weather Service
- **OC** – Operations Chief
- **PIO** – Public Information Officer
- **PA** – Public Address
- **PGLC** – Pine Grove Learning Center
- **PWID** – Possession with Intent to Deliver
- **SOP** – Standard Operating Procedures
- **SRO** – School Resource Officer
- **SSO** – School Security Officer

II. PURPOSE, SITUATION OVERVIEW, ASSUMPTIONS

Building Addresses

In addition to classes during the school day, ISD facilities are frequently used for events and gatherings outside normal school hours. This EOP is applicable to all buildings and events that occur on any Kent **ISD** campus or property. When Kent ISD staff/program are housed within another school district's building, the EOP for that district will take precedence over the ISD's EOP. **The following pages contain lists of Kent ISD's buildings and campuses.**

SECONDARY CAMPUS
Educational Service Center (ESC) 2930 Knapp NE Grand Rapids, MI, 49525 616-364-1333
Kent Educational Center – Beltline (KEC-Belt) 1606 Leffingwell NE Grand Rapids, MI 49525 616-365-2357
Kent Career Tech Center - West (KCTC-West) 1800 Leffingwell NE Grand Rapids, MI 49525 616-365-2391
Kent Career Tech Center - East (KCTC-East) 1655 Beltline Avenue, NE Grand Rapids MI 49525 616-364-8421
Kent ISD Maintenance/Receiving/Facilities 1655 Beltline Avenue Grand Rapids, MI 49525 616-364-8421
Kent ISD Conference Center (KCC) 1633 Beltline Avenue, NE Grand Rapids, MI 49525 616-301-8840
Kent ISD Pole Barn (KPB) 1480 Leffingwell NE Grand Rapids, MI 49525 616-365-2357

EARLY CHILDHOOD & CENTER PROGRAM CAMPUSES	
Early Childhood/Bright Beginnings	864 Crahen, NE Grand Rapids, MI 49525 616-365- 2276
Empower U Central (EUC)	225 Mayfield, NE Grand Rapids, MI 49503 616-410- 4860
Empower U South (EUS)	3600 Byron Center Avenue, SW Wyoming, MI 49519 616-410-4420
Empower U North (EUN)	655 12 Mile Rd., NW Sparta, MI 49345 616-802-3560
Early Childhood Center North (ECC-N)	Greenridge Elementary 3825 Oakridge Ave, NW Comstock Park, MI 49321 616-254- 5401
Early Childhood Center South (ECC-S)	South Godwin Elementary 28 Bellevue, SE Wyoming, MI 49548 616-410-4990
Kent Education Center Beltline (KEC-Belt)	1606 Leffingwell NE Grand Rapids, MI 49525 616-365- 2357

Kent Education Center Oakleigh (KEC-Oak)

2223 Gordon St., NW
Grand Rapids, MI 49504 6
616-410-4760

Lincoln Developmental Center (LDC)

862 Crahen, NE
Grand Rapids, MI
49525 616-410-
4700

Lincoln School (LS)

862 Crahen, NE
Grand Rapids, MI
49525 616-410-
4700

Oral Deaf

North Oakridge
Elementary 4300 Costa,
NE
Grand Rapids, MI
49525 616-365-
6170

Pine Grove Learning Center (PGLC)

2101 52nd Street,
SW Wyoming, MI
49519
616-410-4900

Total Communications

Deaf and Hard of Hearing
Office 4561 Hunsberger, NE
Grand Rapids, MI 49525

ADULT EDUCATION CAMPUSES

Grand Rapids Adult Education

Located at GRCC's Sneden Hall 415
Fulton St. E
Grand Rapids, MI 49503
616-819-2734

Wyoming Adult Education (co-located with EUS)

3600 Byron Center Ave., SW
Wyoming, MI 49519
616-530-7500

SCHOOL POPULATION

General Population

At any one time during the school day, the Kent ISD secondary campus may have over 4,000 people on campus alone. The vast majority of these people are students attending one of the high schools on the campus. However, in addition to the students, the secondary campus has hundreds of staff members who also work on school grounds. In addition, Kent ISD campus buildings are used during after school hours for community events such as adult education, school board meetings, and summer camps for children during the summer months.

Special Needs Populations

Kent ISD Center Program schools are composed of special needs students. These special needs may include:

- Limited English Proficiency (LEP)
- Blindness or Visual Disabilities
- Cognitive or Emotional Disabilities
- Deafness or Hearing Loss
- Mobility and/or Physical Disabilities (Permanent and Temporary)
- Medically Fragile Health (Including, but not limited to, students that are vented, diabetic, asthmatic, and with severe allergies)
- Mental Health

Kent ISD is committed to the safe evacuation and transportation of students, faculty, staff, and visitors with special needs. This EOP complies with the *Americans with Disabilities Act of 1990* (ADA), Public Law 101-336, 108th Congress, 2nd session (July 26, 1990), which prohibits disability discrimination, across the spectrum of emergency management services, programs, and activities. This includes preparation, testing, notification/alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back to classes/recovery, and repairing/rebuilding after an incident. This EOP is intended to include students, staff, families and caregivers of all needs and abilities.

Nothing in this document should be interpreted to separate individuals with disabilities from service animals and assistive devices, nor to deny them disability-related assistance (e.g. activities of daily living, administration of medications, and help with management of emotions and sensory reactions) throughout emergencies. This EOP has been written so as to be in compliance with all of the law's requirements.

Planning Assumptions

Stating the planning assumptions allows the Kent ISD to deviate from the EOP if, during operations, certain assumptions are absent. The EOP assumes:

- Kent ISD buildings and campuses are subject to the hazards described in the Hazard Analysis summary (page 17), as well as lesser hazards and others that may develop in the future.
- A major disaster can occur with or without warning. In cases where a warning has been disseminated to the public, increased readiness measures may be implemented.
- Single-site incidents (e.g., fire, gas main breakage, etc.) can occur without warning.
- Kent ISD staff will take immediate action to mitigate issues if they are trained to do so.
- Following a catastrophic incident, Kent ISD buildings and campuses may have to be self-sustaining for up to 72 hours.
- There will be a number of injuries of varying degrees/seriousness to faculty, staff, and students.
- Outside assistance from fire, law enforcement, and medical will be available within 20 minutes of notification.
- Creating a positive school environment and conducting staff/student training sessions will reduce incident-related losses.

Planning Limitations

Kent ISD acknowledges that this EOP is not a perfect management system. This EOP is, however, based on current best practices at the federal, state, and local levels. Kent ISD will make every reasonable effort to manage the situation with the resources and information available at the time of the incident.

Resources

This plan is based upon the concept that any emergency responses that school personnel might be required to perform should parallel a person's normal day-to-day functions. When possible, personnel and material resources used for day-to-day activities will be employed during emergency situations.

Because personnel and equipment resources are limited, routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that are normally required for those functions will be redirected to accomplish emergency tasks. Kent ISD will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, assistance from local emergency services, organized volunteer groups, or the State of Michigan may be requested. Resources from industry or individuals may also be requested.

References

The following references were used in the construction of this document:

A Framework for Safe and Successful Schools; National Association of School Psychologists (NASP), 2013.

Crisis Management Affecting Institutions of Higher Education: A Collaborative Community Approach-MGT-361, version 3.1; FEMA and the Texas A&M Engineering Extension Service (TEEX), January 2023.

Final Recommendations of the School Safety Task Force, 2018. Michigan State Police, Office of School Safety website: [Final Recommendations Link](#).

Guide for Developing High-Quality School Emergency Operations Plans, Federal Emergency Management Agency (FEMA), June 2016, [Guide For High Quality K-12 EOPs](#).

I Love U Guys Foundation Standard Response Protocol; [I Luv U Guys SRP Link](#).

I Love U Guys Foundation, Standard Reunification Method; [I Love U Guys SRM Link](#).

School Safety and Violent Event Incident Management, FL-005-RESP, version 1.0; C-3 Pathways, Inc., October 2019.

1976 PA 451, MCL 380.1308b, as added by 2018 PA 436.

Americans with Disabilities Act (ADA), Public Law 101-336, 108th Congress (July 26, 1990)

Hazard Analysis

Hazard Risk Summary

Kent ISD campuses can potentially be exposed to many hazards. These hazards have the ability to disrupt the school community by causing injury or by damaging property. This EOP spells out incident response procedures that will minimize damage and trauma.

As part of an ongoing analysis of potential risks/hazards, Kent ISD will conduct the following vulnerability and risk assessments for all of its campuses:

- Biennial assessments of the strengths and weaknesses of individual campus buildings.
- Biennial assessments of the strengths and weaknesses of campus grounds.
- Annual reviews of staff skills and resources.
- Annual reviews of concerns of individuals with disabilities and special needs.

Risk and Vulnerability Assessment Summary, Kent County

To determine the hazards that present the greatest threat to Kent County residents (to include Kent ISD students and staff), the Kent County Emergency Manager's Office completes a yearly Hazards Mitigation Plan (HMP). The HMP ranks and prioritizes hazards that pose the most significant threat to Kent County. As part of the HMP, the Kent County Emergency Manager creates a Kent County Risk and Vulnerability Assessment (KCRVA, see below). This matrix is updated every five (5) years. The HMP and the KCRVA were taken into consideration while creating the Kent ISD EOP.

The table below is the KCRVA Summary. The higher the score (on a scale of 0-100), the higher the probability of a hazard occurring in Kent County. Values from this summary were used in developing the EOP. The Kent ISD Director of Safety and Security will review this data on a yearly basis with the Kent County Emergency Manager. Once the review is completed, the Director will update the EOP as appropriate.

**2022 Kent County, Ottawa County, and the City of Grand Rapids
Regional Hazard Mitigation Plan**

Most Probable Hazard (top) to Least Probable (bottom)

Event	Ranking
Public Health Emergencies (Pan, Epi, Con F&W)	1
Flooding & Erosion (Riverine/Shoreline)	2
Infrastructure Failure (Electric, Gas/Oil, Pipeline, Water)	3
Severe Summer Weather (Hail, Lightning, High Winds)	4
Supply Chain Disruption (Gas/Oil, PPE, etc.)	5
Infrastructure Failure (Communications & Internet)	6
Extreme Temperature (Hot/Cold)	7
Winter Weather (Snow, Ice, Sleet)	8
Tornadoes	9
Major Fires	10
Invasive Species	11
Cyber Security Intrusion	12
Criminal Acts (Mass Shootings/Active Assailant)	13
Landslide	14
Civil Unrest	15

Taken from: Kent County, Ottawa County, and City of Grand Rapids Regional Hazard Mitigation Plan (Revision Date: December 29, 2022, and Approval Date: January 5, 2023), Pg. 5, Table 1: Hazard Ranking.

Prevention and Intervention Measures

All Kent ISD schools have implemented the following measures to prevent and minimize the impact of an adverse incident.

Limiting Access to Schools

Students and visitors entering a Kent ISD facility will be directed to specific entrance points. At school buildings, these entrances will be secured so that individuals will not be admitted into school building until they have been vetted through Kent ISD's visitor management system (VMS) to ensure they are not on the National Sex Offender Registry or a prohibited person. If the individual causes an alert on the VMS, the building administrator can override the alert and allow the person into the building. However, that person must be escorted at all times. Once a person has been vetted via the VMS, they should be issued a visitor badge (to be displayed prominently) and escorted to their location. Administration and staff should continually discourage anyone from allowing individuals into buildings via any entrance other than the main entrance.

Staff should be visible in the hallways before school, during passing times, and at the end of the day. If a staff member observes a student allowing someone into the school via an exit-only door, corrective actions should be taken with the student, and the visitor should be escorted to the main office to be properly checked into the building.

Visitors to Kent ISD Buildings

All visitors/vendors are required to check in at the front office before visiting classroom areas. At the front office, visitors will be required to provide a picture identification card so that staff can check the visitor's name via Kent ISD's Visitor Management System (VMS).

This check is done to ensure the person is not on the National Sex Offender Registry or otherwise prohibited from being on school property. Once the check has been completed, the visitor will be issued a "Visitor Pass", which will be displayed prominently on their person. All school faculty and staff should be advised to greet visitors or any unidentified person not having a pass and escort them to the office.

Emergency Alarm System

Warning announcements will be issued via the public address system. Announcements will be used to alert and update staff/students in the event of a critical incident or a change of standard response protocols (SRP).

Announcements will be used by building administrators to signal the following SRPs: **Lockdown**, **Secure**, **Hold**, **Shelter**, and **Evacuation**. Additionally, announcements can be used to disseminate information to a large crowd in a rapid fashion. See Appendix J for further communication procedures.

Evacuation Sites and Routes

In the event of an evacuation of a building on the Kent ISD Secondary Campus, students

and staff will relocate to one of three locations: NorthPointe High School, Catholic Central CAT Complex, or the Kent Conference Center. In the event of the evacuation of any other Kent ISD facility, staff and students will move to pre-designated evacuation sites. Detailed information concerning evacuation routes, evacuation sites, and points of contact for those sites can be found in the Functional Annex. Additionally, all this information can be found on the MyEOP desktop/phone application.

Reunification Site

In the event of a campus evacuation, students will be transported to a predetermined location to be reunited with parents/guardians. See Functional Annex-Reunification, for further information.

Building Plans, Maps, Utility Shutoffs

Building floor plans are on file with local police and fire departments. Additionally, critical incident maps for all Kent ISD buildings have been constructed and are available to Kent County Dispatch and Grand Rapids Dispatch.

These critical incident maps are also on the Kent ISD SharePoint OneDrive under *Safety and Security Admin Files>Maps of Kent ISD Buildings>Critical Response Maps and Updates>(Year)_(Month) Update*. All S2D team members have access to this OneDrive, as does the Director of Facilities, the Assistant Superintendent of Technology Services, and the Assistant Superintendent of Administrative Services. These maps are updated yearly.

MyEOP Desktop and Phone Application (App)

Kent ISD has purchased the MyEOP phone and desk app. Instructions on how to download the application can be located on the Kent ISD Staff portal at the following site: [Link to download Kent ISD MyEOP plan](#).

All Kent ISD staff have the MyEOP app on their issued laptops. Staff are highly encouraged to download the app onto their phones.

III. CONCEPT OF OPERATIONS

Kent ISD will use the federal National Incident Management System (NIMS) to manage all incidents and planned events. NIMS can be used to address all phases of incident management, including preparation, response, and recovery.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic approach that guides the coordination of government agencies, nongovernmental organizations (NGOs), and the private sector in emergency situations. The foundation of NIMS is that incidents are managed by those with the greatest level of technological/practical expertise in relation to the hazard.

A serious incident at a Kent ISD facility will require ISD officials to coordinate their activities with first responder agencies. NIMS not only enables ISD staff and administrators to respond effectively to an incident; it also facilitates coordination with first responder agencies as these agencies all utilize the NIMS model for their response to incidents.

It is critical that Kent ISD administration officials and emergency responders train together prior to an emergency. This will allow ISD officials and responders to develop a working relationship and an understanding of how the school's initial response will unfold. Training will also expose response flaws that can be addressed and resolved. This training can take the form of table-top exercises (TTX) that exercise the EOP's procedures with regard to higher probability hazards.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident. This will include a list of tasks and responsibilities by position.

Building principals may not be able to manage all the aspects associated with a major incident without assistance. Schools rely on key personnel to perform tasks that will ensure the safety of students and staff during a crisis or a critical incident. The Incident Command Structure (ICS) uses a team approach to manage incidents.

Staff roles within the ICS have been assigned based on training and qualifications. Additionally, key positions within the Kent ISD ICS have staff members designated as alternates in case the primary for the position is unavailable and/or for purposes of establishing a 'rest plan.' All staff members should be familiar with his/her role and responsibilities prior to the occurrence of an incident.

In the event of an incident, ISD staff may be required to remain at work or may be called in to work to assist with the incident.

Building Level (Incidents that are site specific)

During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. These situations can take the form of an emergency medical response, a student in crisis, a bomb/swatting incident, or other emergency scenarios.

These situations are building specific. Buildings should establish teams that consist of staff members who possess the abilities and knowledge to serve in these specialized roles. Team members should be selected so that members are available to respond to incidents throughout the school day. Staff that are often away from the building or are in administrative roles should not be members of these teams.

As a general matter, primary responsibility for an emergency response at a Kent ISD facility will be assigned to the individual from that facility that possesses the skills and the authority to lead the response. Most times, this will be the building principal or senior administrator. The person will serve as the Incident Commander (IC) for the incident. Other personnel may be assigned support responsibilities for specific emergency events.

A principal may delegate their authority as an IC to a qualified individual in the principal's absence or at the principal's direction. However, the principal still retains the responsibility for the overall safety of students and staff.

District Level

During a district level incident, the Kent ISD Superintendent will institute the Incident Command Structure. During a district level incident, the Superintendent (or designee) may stand up all or part of the District's Incident Command Structure (ICS) to facilitate the direction of emergency response and recovery operations.

District Superintendent

At all times, the District Superintendent retains the overall responsibility for the safety of students and staff, regardless of the threat location and severity.

Implementation of Incident Command Structure (ICS)

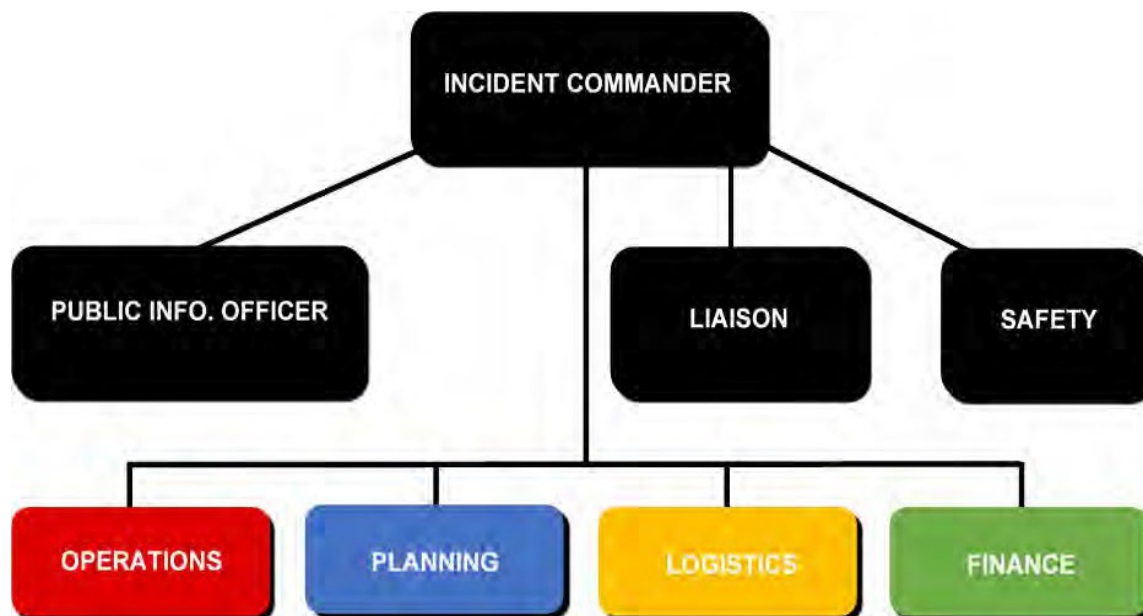
The purpose of this section is to provide guidance for the effective coordination of an incident on the Kent ISD secondary campus. The Kent ISD Superintendent (or designee) will serve as the Incident Commander (IC) and will be responsible for activating the Incident Command Structure. Kent ISD IC responsibilities include, but are not limited to:

- Establishing an Incident Command Structure (see below).
- Determining the appropriate incident response.
- Determining which protocols to implement and/or adapt.
- Monitoring safety concerns.
- Coordinating media relations and information dissemination.
- Documenting all activities.

NIMS Incident Command Structure

The Incident Command Structure (ICS) is comprised of two staffs; the Command Staff that work *for* the Incident Commander, and the General Staff who work *with* the Incident Commander to mitigate an incident. The Command Staff positions are denoted by the **black** boxes in the diagram below. The General Staff positions are denoted by the red, blue, yellow, and green boxes. All staff positions are subordinate to the Incident Commander.

Depending on the type of incident, all, or portions of the ICS may be activated by the Incident Commander.



Incident Command Structure for Kent ISD

Incident Commander (IC) – Kent ISD Superintendent

(Emergency Operations Center (EOC) Director or EOC Coordinator in the IC's absence)

Responsibilities

- Overall responsibility for the ISD's response to an incident.
- Is the Kent ISD's on-scene commander.
- Maintains command until public safety agencies arrive to assume command/establish Unified Command.
- Participates in the Unified Command with public safety agencies, once established.
- Establishes objectives, strategies, and priorities for the ISD's response to the incident.
- Reviews and approves/denies requests for resources.
- Determines when to terminate the ISD's response
 - When to demobilize assets
 - When to close down the incident command post (CP) or emergency operations center (EOC).
- Directs the ISD's short-term, medium-term, and long-term response to an incident with guidance from Leadership Response Group.
- Schedule both a 'hot wash' at the immediate conclusion of the incident and a formal after-action review (AAR) when appropriate.

Safety Officer – Director of Strategic Planning

Responsibilities

- Keep the IC apprised of any activities or problem areas that may need solutions.
- Monitors conditions and develops measures for ensuring the safety of staff and students.
- Identify and disseminate hazardous situations.
- Prevent accidents by stopping unsafe acts and correcting unsafe conditions.
- Coordinates with the PIO to ensure safety messages are effectively communicated to ISD staff.
- Maintains a log of messages received, actions taken, and justification for decisions made.

Public Information Officer (PIO) - Director of Communications Responsibilities

- Serves as or designates official spokesperson for Kent ISD following a critical incident.
- Coordinates public messages with the PIOs from all the agencies making up Unified Command.
- Serves as the **only** conduit for information on the incident for media outlets and ISD families.
- Develops information for use in media briefings.
- Obtains IC's approval for all media releases.
- Conducts periodic media briefs in conjunction with Unified Command agency counterparts.
- Maintains a log of messages received, actions taken, and justification for decisions made.

Liaison Officer – Assistant Superintendent of Career and Talent Development Responsibilities

- Point of contact for agencies outside the Unified Command.
- Monitors operations to identify inter-agency conflicts and to ensure the ISD's interests are upheld.
- Ensures effective coordination of efforts by keeping the IC informed of partner agencies action plans.

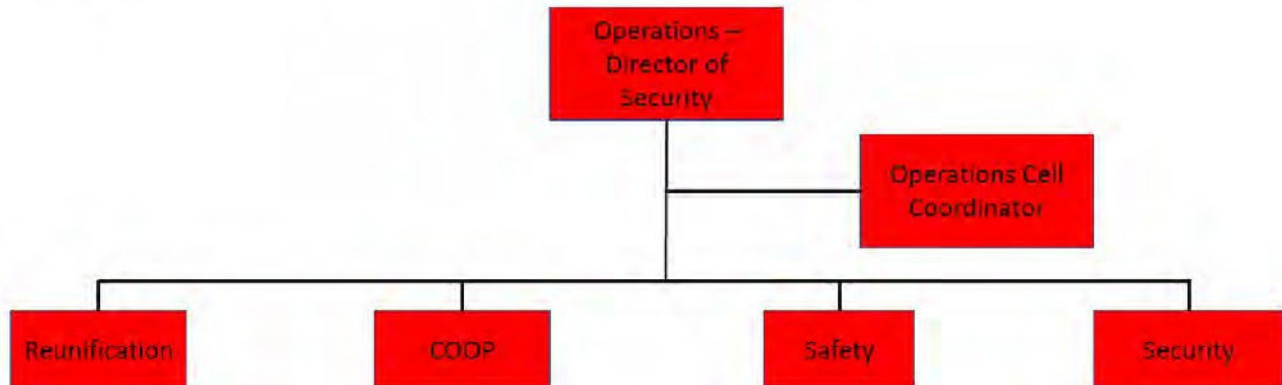
Legal – Thrun Law Firm/SetSeg Insurance Representative

Responsibilities

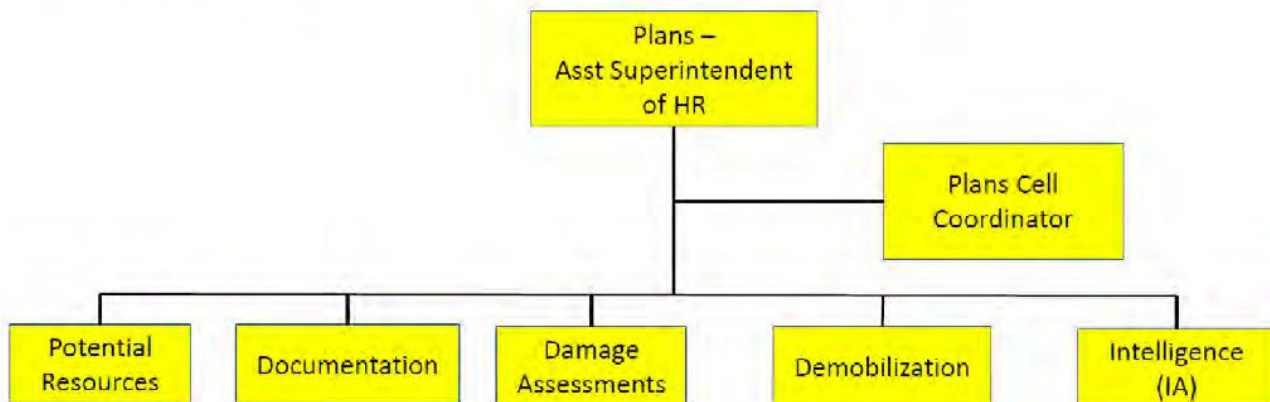
- Advise the IC on liability matters and how those matters may affect the ISD.
- Provide counsel and legal advice with regard to potential courses of action.

General Staff Assignments

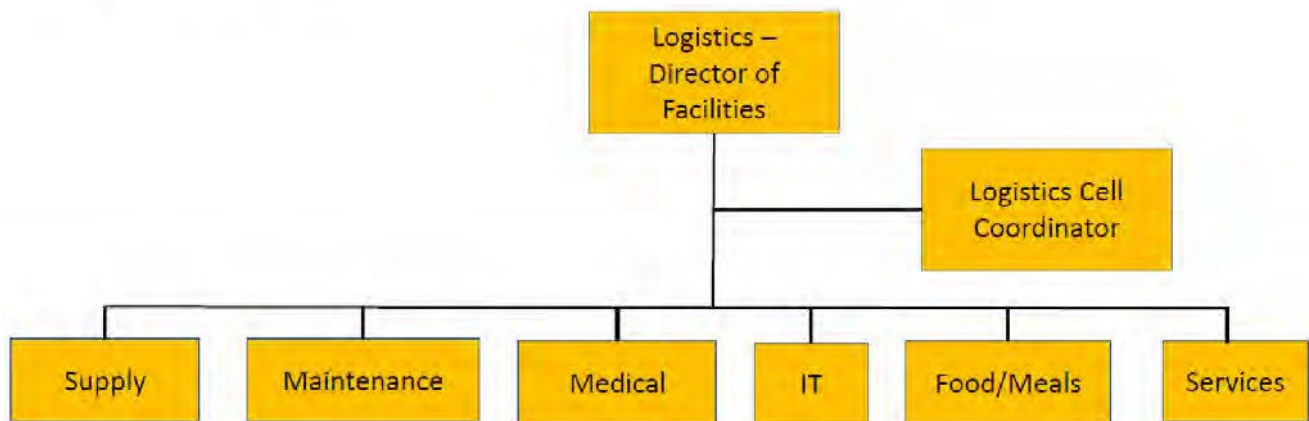
Operations Cell



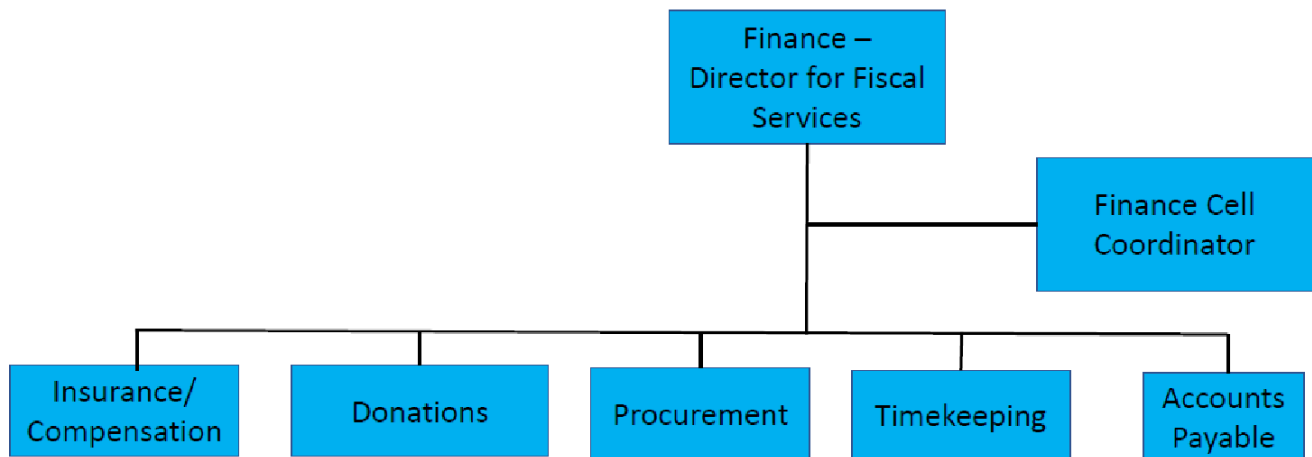
Plans Cell



Logistics Cell



Finance Cell



General Staff Responsibilities

Operations Cell Chief – Director of Safety/Security or Assistant Superintendent of IT (*depending on the incident*)

Responsibilities

The Operations Chief manages the tactical response to the incident, which can include:

- Coordinate and direct Reunification operations.
- Coordinate and direct Continuity of Operation (COOP) actions.
- Point of contact for first responder agencies outside the Unified Command.
- Maintain good communications with IC.
- Ensure that safety and security concerns are addressed.
- Develop a rest plan for staff for operations lasting more than 12 hours.
- Make sure that operations staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for supplies as needed.
- Maintain positive communications with Plans for documentation of damage and intelligence products.
- Ensure information is disseminated both up and down the chain of command.

Plans Cell Chief – Assistant Superintendent of HR

Responsibilities

The Plans Chief manages the intelligence and planning aspects of the incident to include:

- Listing/tracking of potential resources that are available.
 - Need for technical experts/specialized resources to support the incident.
 - Overseeing check-in/check-out of non-organic resources.
 - Maintaining status of resources to include location and availability.
 - Maintain a master list of all resources assigned to the incident.
- Documentation of incident.
- Damage assessments.
- Demobilization plans.
- Intelligence products to include analysis of incident and alternative strategies.
 - Security Intelligence Analyst attached to Plans Section for duration of incident.
- The storage of documents related to the incident for legal, analytical, and historical purposes.
 - Record content of all radio communications in conjunction with Emergency Operations Center (EOC).
 - Maintain all written reports.
 - File all reports for later retrieval.
 - Record Student Accounting forms and staff roster.
- Conduct and facilitate planning meetings.
- Be able to compute the number of students, staff, and others accounted for.

- Report missing persons to the Command Post.
- Maintain good communications with IC.
- Ensure proper Documentation of incident is maintained
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
 - Ensure that Plans staff remain mentally healthy and safe.
- Maintain positive communications with Logistics for the use of potential resources.
- Maintain positive communications with Finance for insurance/compensation claims.
- Provide updates to all units of intelligence products and ensure information is disseminated both up and down the chain of command.

Logistics Cell Chief – Director of Facilities

Responsibilities

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

- Ensure that the Command Post and other facilities are set up as needed.
- Coordinate supplies, equipment, and personnel needs with the Incident Commander and General Staff Chiefs.
- Secure needed equipment and supplies.
- Develop a plan and coordinate a plan for accepting and disseminating donations
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate and direct Damage Assessments.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
 - Ensure that Logistics staff remain mentally healthy and safe.
- Maintain positive communications with Plans Cell for the use of potential resources.
- Maintain positive communications with Finance Cell for insurance/compensation claims.
- Provide updates to all units of Logistics resources and ensure information is disseminated both up and down the chain of command.

Finance Cell Chief – Director for Fiscal Services

Responsibilities

The Finance/Administration Section is responsible for financial tracking, for procurement, and for cost analysis related to the disaster or emergency. The Finance Section Chief will maintain financial records and will track/record staff hours.

- Establish methods and procedures to receive and manage cash contributions.
 - Ensure donations are in line with Kent ISD policy
- Establish procedures to handle the influx of volunteers.
- Pre-identify facilities likely to be used in the management and storage of contributions.
- Develop processes for tracking regular and overtime hours of staff.
 - Ensure accurate records are kept of all staff members, indicating the hours worked.
- Provide Plans Chief with all logs, message forms, etc. at the conclusion of the incident.
- Coordinate Demobilization efforts with Operations Chief.
- Develop a rest plan for staff for operations lasting more than 12 hours.
 - Ensure that Finance staff remain mentally healthy and safe.
- Maintain positive communications with all General Staff cells for insurance/compensation claims.
- Provide updates to all units of Finance resources and ensure information is disseminated both up and down the chain of command.

Role of Kent ISD Leadership During a Crisis

The most sacred trust that is placed upon school leaders is that of the parents/guardians who entrust the District with their child's safety and security. The safety of our students, faculty, and staff is the ultimate role of Kent ISD Leadership (hereafter Leadership). In order to facilitate this role, Leadership should develop capabilities to avoid, prevent, or stop threats from adversely impacting students and employees.

The Department of Homeland Security (DHS) has defined **a threat** as a natural or man-made occurrence which *has the potential to harm life, operations, or property/environment*. These threats can be natural hazards, technological hazards, and human caused incidents. Additionally, DHS has defined a **critical incident** as *an occurrence that is natural, technological, or human-caused that requires a response to protect life/property that overwhelms the capabilities of the initial responding agency*. As can be garnered from these definitions, the terms are not synonymous. A threat can become a critical incident if actions are not taken to allay it.

Leadership has to develop plans in which threats can be identified, prevented, and protected against. When threats evolve into critical incidents, Leadership has the responsibility of addressing and mitigating the incident. Procedures for the prevention and protection of our students and employees are addressed in the various annexes of

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this document. In this section, the document will focus on mitigating the effects of a critical incident on the school community.

The guiding principle of the National Incident Management System (NIMS) is that incidents are managed by the persons with the greatest level of technological and practical expertise in relation to the hazard. The immediate tactical response for a critical incident will be the traditional public safety agencies of fire, medical, and law enforcement. These agencies will remain on site until the threat to public safety has been abated. In the below figure, this public safety response will fall under the immediate response to the disaster ('Disaster Strikes') and the 'Short-Term' phase of recovery. In contrast, Leadership's responsibilities will encompass not only the Short-Term, but also the Intermediate and Long-Term phases.



Figure 1-The Recovery Continuum (FEMA MGT-361-C Jan 2023)

Law enforcement, fire, and medical will address the issues that led to the critical incident. These investigations will be completed within days/weeks. Conversely, it is the responsibility of Leadership to take the long view over weeks and months to determine what the long-term effects of the critical incident were upon the District and the community.

To assist with managing the impact of the incident upon the District, Kent ISD will utilize a **Leadership Response Group (LRG)** to develop policies and procedures to lessen the adverse effects of the incident on the institution. The LRG should not only address shortcomings that may have led to the critical incident but should also look forward to address events/items that may arise in the aftermath of the incident. Additions to the LRG can be made at the discretion of Superintendent.

Leadership Response Group

The purpose of the Kent ISD *Leadership Response Group* is to develop policies and procedures to lessen the adverse effects of a critical incident on the institution. The LRP is focused on the Intermediate and Long-Term phases of the Recovery Continuum.

The LRG consists of the following Kent ISD positions:

- Kent ISD Superintendent
- Assistant Superintendent-Information Technologies
- Assistant Superintendent-Career and Talent Development (CTD)
- Assistant Superintendent-Instructional Services
- Assistant Superintendent-Student Services

We Lead Learning

- Assistant Superintendent-Administrative Services
- Assistant Superintendent-Human Resources
- Kent ISD Michigan Education Association (Union) President
- Kent ISD Communications Director

Communication After a Crisis Incident (Recovery Process)

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, faculty and staff will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

Staff/Faculty/Administration

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment, resources used, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to estimate when the educational program can be fully operational and identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Continue to educate school personnel, students, and parents on available crisis counseling services.

District

- Identify record keeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for faculty/staff and students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return to classes immediately (e.g., correspondence classes, videoconferencing, tele-group tutoring, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Post-Incident After-Action Review (AAR)

The Superintendent and/or his/her designee is responsible for organizing and conducting an after-action review (AAR) following the conclusion of a significant emergency event/incident.

The review will entail both written and verbal input from all appropriate school participants and first response agencies. An AAR report will be created and where deficiencies are identified, school personnel will be assigned responsibility for correcting the deficiency. The Superintendent will identify responsible persons and due dates for any identified issues to be corrected.

Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Discuss and approve memorials with the school board's consent.

Specialized Procedures

The following procedures should be undertaken in the aftermath of a serious injury, death and/or major incident:

- Convene an all-staff meeting to brief staff on updates and how the situation is being handled. Discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up locations where staff/students can obtain counseling services.
- Leadership should consider using outside mental health professionals to assist with staff grief.
- Encourage discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to counselors.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available.
- Designate leadership personnel to be at and later visit hospitals and/or attend the funeral to represent Kent ISD.

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ACCOUNTING FOR ALL PERSONS: SPECIAL NEEDS POPULATION PROCEDURES

Purpose

The cumulative effects of trauma and other environmental stimuli have compelled school administrators to identify and implement methods for assisting students who are unable to function and learn in traditional ways and/or settings.

Scope

The Procedures for the Special Needs Population Annex provides appropriate accommodations for these students. In most cases, additional safeguards have been established regarding roles, responsibilities, and procedures for students with physical, sensory, cognitive, emotional, and health disabilities. All school nurses and staff members assigned to assist students with special needs are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this annex.

This annex provides for the safety of students with, but not limited to:

- Limited English proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary)
- Medically fragile health (including asthma and severe allergies)

Responsibilities

Designated school staff/faculty, in conjunction with administration, should take the following actions:

- Pre-identify people with special needs and the type of assistance they will require in an incident.
- Review all paths of travel and keep them free from potential obstacles.
- Create a usable circulation path to allow students with visual and/or mobility needs to travel unassisted to an exit.
- Determine the primary and secondary paths of exit to be used during incidents.
- Assign appropriate staff members to students that require assistance and provide training

Specialized Procedures

The following procedures will be followed by staff/faculty designated to assist students with special needs during an incident. Staff/faculty will receive training and equipment based upon the specific needs of the student(s).

Students with limited English proficiency will be assigned staff members for assistance on an as-needed basis.

Students/Staff who are blind or have visual impairments will be assigned a staff member to assist them during an incident when appropriate. All staff so assigned will receive training in how to be a sighted guide, how to use specialized equipment, and where additional supplies are located to assist students/staff who have visual impairments.

Students with disabilities should be assigned a staff member to assist the student during an incident. Assigned staff members should be trained in the following procedures:

- Being able to quickly describe the situation to the student and being able to explain to the student how they may be affected during an incident.
- How to keep the student informed as to what is happening.
- How to reassure the student if the student becomes agitated.
- Possibly create pre-printed messages such as “I need help, I am hearing impaired/disabled” for students with the inability to speak to display their communication.

CONTINUITY OF OPERATIONS PLAN (COOP)

The purpose of the Continuity of Operations (COOP) Plan is to ensure there are procedures in place to maintain or rapidly resume essential operations of the school district after the disruption of these normal operations. These essential operations include the academic, IT, business, and physical facilities of the district.

Below is an outline of essential functions and the positions responsible for those functions:

Superintendent and District Leadership

- Determine when to close schools/buildings.
- Determine when to relocate students/staff to alternate locations.
- Disseminate information internally to students and staff.
- Communicate with parents, media, and the larger school community.
- Identify who is responsible for restoring various functions for individual schools.
 - i. Ensure systems are in place for rapid contract execution after an incident
 - ii. Restore administrative and record-keeping functions such as payroll, accounting, and personnel transactions.

Principals and Directors

- Identify relocation areas for classrooms and administrative operations.
- Identify staff who can 'work from home'.
- Create a system for accounting of students/employees.
- Brief and train staff regarding their additional responsibilities.
- Secure and provide needed personnel, equipment, resources, and service as required for continued operations.
- Identify strategies to continue teaching.
- Reevaluate the curriculum as necessary.

Facilities Department

- Coordinate with local government officials to determine when it is safe for students and staff to return to ISD buildings and grounds.
- Manage the restoration of school buildings and grounds (e. g. debris removal, repairing, repainting, and/or re-landscaping)

Faculty

- Secure teaching materials and student curricular materials
- Prepare for alternative curriculum delivery methods as needed
- Maintain accountability for all students

Administrative Support Staff

- Maintain inventory, accountability, and essential records
- Assist in securing classroom equipment, books, and materials as needed by faculty.
- Retrieve, collect, and maintain all building personnel data (emergency contact information, etc.).
- Provide accounting and cash management services

Counselors, Social Workers, and School Nurses/Health Assistants

- Establish academic and support services for students and staff/faculty.
- Coordinate for and implement additional response and recovery activities as needed.

COOP Training

All core COOP plan members and senior staff will undergo training on COOP activation. Training will inform staff of what the COOP plan is, when a COOP would be initiated, and what staff responsibilities are during COOP activation. Training will include testing the information technology (IT) systems and backing up data to include testing off-site IT operating systems.

COOP Activation

The Superintendent will determine when to activate the COOP plan. The Superintendent will also decide the extent to which relocation is needed. The COOP plan will be implemented whenever it is determined a Kent ISD school or building is not suitable for safe occupancy or functional operation.

COOP Locations

If the ESC becomes inoperable, the primary COOP location will be the Lincoln Early Childhood Conference (ECC), 864 Crahen, NE, Grand Rapids, 49525. Department Directors will be responsible for determining which employees will be able to work remotely and which employees will need to come into the office. If circumstances prohibit the use of the ECC, Kent ISD will coordinate with local districts and universities for COOP locations.

Potential COOP locations:

1. Grand Rapids Public Schools (GRPS) University, 1400 Fuller, NE, Grand Rapids, MI. POC- Larry Johnson - GRPS Chief of Staff, 616-819-2100;
2. Calvin University, 3201 Burton, SE, Grand Rapids, MI. POC-Bill Corner - Public Safety Director, 616-526-6452;
3. Grand Valley State University, 1 Campus Drive, Allendale, MI. POC - Chief Brandon DeHaan, 616-331-3255.

Alert, Notification, and Implementation Process

The Kent ISD Communications team will notify employees of the COOP Plan activation and will provide situation information, as available. The Communications Team will also alert parents/guardians using the automated notification systems and ISD social media sites.

Alternate Locations for Educational Sites

In the event that a Kent ISD campus or school is rendered inaccessible, academic instruction will be shifted to an online version until a suitable location can be secured for the reinstitution of face-to-face instruction. This model was used with success during the Covid pandemic. The Kent ISD Facilities Department and the appropriate academic leaders will coordinate the search for a facility that can accommodate the student body and the academic curriculum.

Reconstitution

In most instances of the COOP plan implementation, reconstitution (the return to normal) will be a reverse of the procedures above. Staff will be advised the threat or incident no longer exists and will be provided instructions for the resumption of normal operations. Leadership will supervise an orderly return to Kent ISD buildings to include the resumption of academics. Leadership should conduct an after-action review of COOP operations, plans and procedures to determine where improvements can be made.

Lastly, ISD leaders should be cognizant of an increased need for counseling services. Oftentimes, the implementation of a COOP plan is the result of a traumatic event. Accordingly, students and staff may need assistance in addressing that trauma.

COMMUNICATIONS

Communications are a critical part of incident management. Kent ISD's Communications Team maintains a robust Crisis Communications Plan which is used to guide communication activities in mitigated, active and ongoing incidents ranging from low impact to high impact.

This section provides a brief overview of some communication practices and tools that help keep staff, students and the community informed, as well as limit misinformation.

Media Protocol

In the event of an incident, the following protocol should be followed for communicating with the media to ensure messages are thoughtful, accurate and unified.

- **No one speaks with the media other than the appointed spokespersons or the superintendent**, unless approved and offering pre-scripted responses provided by the Com Team.
- **All media inquiries received should be directed to or forwarded to the Communication Team** as soon as possible upon receipt.
- **Communication with the media must be approved** by the district Spokesperson in advance of any media interview.
- If the media contacts an administrator for comment, they should forward the call to Communications.
- **The District Spokesperson will respond to all media inquiries** as quickly as possible.
- **An interviewee should never respond with “no comment”** or deflect blame. Interviewees should reference key messages developed by the Crisis Com Team.
- **Key messages will be distributed** to staff and designated spokespersons. It is important that all staff follow the approved key messages to ensure consistency and a cohesive voice.
- **The District Spokesperson will provide updates** to the Incident Communication Lead and superintendent following all approved comments and responses to media.

In the event of an incident, the Crisis Com Team will also:

- Establish a briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center with other responding agencies.

Communication Tools

Common internal and external communication tools that Kent ISD may use include the following. All communications should be sent out in Spanish and English.

- Cell Phone
 - Cell phones may be the only tool working when electric service is out.
 - However, in a crisis, cell towers may become overloaded, which negates the use of cell phones for voice/data transmission.
- Public Address (PA) Systems
- Classroom hard line telephones
- Applications
 - BrightArrow mass notification platform
 - Emails to parents/guardians, staff, students
 - Text messages to parents/guardians, staff, students
 - Phone calls to parents/guardian, staff, students
- MyEOP
 - All Kent ISD staff should have the MyEOP app uploaded to their laptop computers
 - It is optional for staff to load the MyEOP app to their cell phones, unless the phone was issued by Kent ISD or the employee receives a technology stipend.
- Kent ISD Social Media Accounts
 - Facebook
 - X (akaTwitter)
 - Instagram
- Computers/Tablets
- Alarm Systems
 - Bells and strobes signal incidents; for example, Evacuations, Lockdowns, Shelters.
 - Alarm notifications should be accompanied by an announcement over the building's PA system.
- Handheld Radios
 - Hand-held radios can be used for communications between persons.
 - Limitations
 - Line of sight transmission range
 - Non-secure transmissions

Notification Procedures

In the case of an emergency at any Kent ISD student building, the flow of information after calling 9-1-1 should be from the school principal (or their designee) to their respective Superintendent. Information should include the nature of the incident and any impact on the students and staff.

Emergency Communications

The principal (or designee) is responsible for the overall direction of the response procedures and communication at the school facility until the arrival of emergency responders.

911 Calls - Callers should provide the following information, if known:

- Location
- Type of incident
- Number of individuals involved and whether or not there are injuries.
- When possible, callers should stay on the line with the dispatcher until emergency responders arrive.

Alarm Signals

- The fire alarm bell shall be used to alert students and staff of the **possible** need to evacuate the building.

PA Announcement

- Used to provide instructions and create awareness of an incident.
- Used to announce **HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER, or ALL CLEAR.**

Additional Communication Tools

In an emergency situation, it is crucial to communicate accurate and timely information to staff and students. The use of hand-held radios (**do not use during a bomb threat**), cell phones (**do not use during a bomb threat**), megaphones, runners, phone apps, etc. are important tools for school leaders to use to accomplish this end.

Communication/Notifications During School Breaks

If a school administrator or other crisis response team member is notified of an emergency during the summer (or other break period), the response usually will be one of limited school involvement. In that case, the administrator should contact the Superintendent and advise of the crisis. With the Superintendent's approval, the following steps may be taken:

- Contact the Communications Team for assistance in notifying faculty/staff and families of students with appropriate information.
- Schedule a faculty/staff meeting for an update the week before students return to school.
- Be alert for repercussions among students/staff.
- When school reconvenes, institute appropriate support mechanisms and

Internal Communication

Communication With and Between Staff

It is the responsibility of the chief building administrator/Operations Chief to notify faculty and staff when an incident occurs. Faculty and staff will be kept informed as additional information becomes available. The following practices may be utilized to disseminate information internally, when appropriate:

- PA System
- Runners
- District Email system
- PowerSchool
- SMS text message

Communication with the Superintendent's Office

The Operations Chief will notify Kent ISD's superintendent of the school's status/needs. The superintendent is responsible for notifying other ISD leaders of the incident and providing status updates. This function may be delegated to the Kent ISD Safety & Security Director by the Superintendent.

External Communication

Communications are best initiated before an incident occurs. However, after an incident has occurred, parents/guardians, media, and first responders will require clear and concise information from Kent ISD about actions that are being taken and the safety of students/staff.

Communication with Parents, Guardians, Families

Before an incident occurs, Kent ISD should:

- Educate parents/guardians on how to access alerts and incident information.
- Ensure that student/staff emergency contact information is up-to-date and accurate.
- Have access to translation services for parents/guardians who have limited English or no English-speaking abilities.

In the event of an incident, Kent ISD may:

- Disseminate information via text messages, social media, and emails to inform parents/guardians of pertinent information.
- Provide reunification site procedures to parents/guardians.
- Provide parents/guardians with information regarding possible reactions their children may experience and ways to talk with them.

- Inform parents/guardians, students, and staff about how and when school activities will resume.

Communication with First Responders/Incident Command Transition

The IC will maintain communications with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. When this transfer occurs, the Kent ISD's IC may be integrated into the Unified Command structure. Kent ISD will conduct training operations with first responders to exercise this EOP to facilitate the effective transfer of command.

Handling Rumors and Misinformation

Providing facts as soon as possible is the most effective strategy to limit misinformation and rumors. To facilitate this, Kent ISD may:

- Provide factual information to District internal groups, such as administrators, teachers, students, and staff.
- Conduct a debriefing with staff to provide factual information and to clearly communicate what may be discussed publicly.
- Conduct briefings for parents/guardians and others associated with the District.
- Enlist the help of the media to provide frequent updates to the public, dispelling rumors and inaccurate information.

During an incident, the above actions will be the responsibility of the ICS Public Information Officer (PIO).

After the emergent nature of the incident subsides, Kent ISD will conduct public briefings on the incident as needed. These briefings will provide the public the opportunity to ask questions and to receive accurate information on the incident.

EVACUATION ROUTES AND SITES

SECONDARY CAMPUS EVACUATION SITES

Following are graphics illustrating the evacuation routes for buildings on the Secondary Campus. The routes lead to three evacuation sites. Those sites are NorthPointe Christian High School, Cougar Athletic Trails (CAT), and the Kent Conference Center (KCC). Additionally, if the Kent Conference Center has to evacuate, the evacuation sites will be the Kent Career Tech Center-East (KCTC-East) or the Educational Service Center (ESC). The addresses for all the buildings are below.

Secondary Campus Buildings

- ESC: 2930 Knapp St., NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- KCTC-East: 1655 East Beltline, NE, Grand Rapids, MI, 49525
- KCTC-West: 1800 Leffingwell, NE, Grand Rapids, MI, 49525
- KEC-Beltline: 1606 Leffingwell, NE, Grand Rapids, MI, 49525

Evacuation Sites

- CAT Fieldhouse: 2770 Knapp Street, NE, Grand Rapids, MI, 49525
- KCC: 1633 East Beltline, NE, Grand Rapids, MI 49525
- North Pointe High School: 3101 Leonard St., NE, Grand Rapids, MI, 49525

NOTE: The route to North Pointe High School that runs south through the woods is marked by signs similar to the one pictured below.



Educational Service Center (ESC) Evacuation Routes



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

EMPOWER U CAMPUSES EVACUATION SITES

Following are graphics illustrating the evacuation routes for the three Empower-U buildings; Empower-U South, Empower-U Central, and Empower-U North. The students at these schools have disabilities that could hinder an orderly evacuation. Accordingly, the locations chosen for evacuation sites are relatively close to the schools and are in direct lines from the school. The addresses for all the buildings are below.

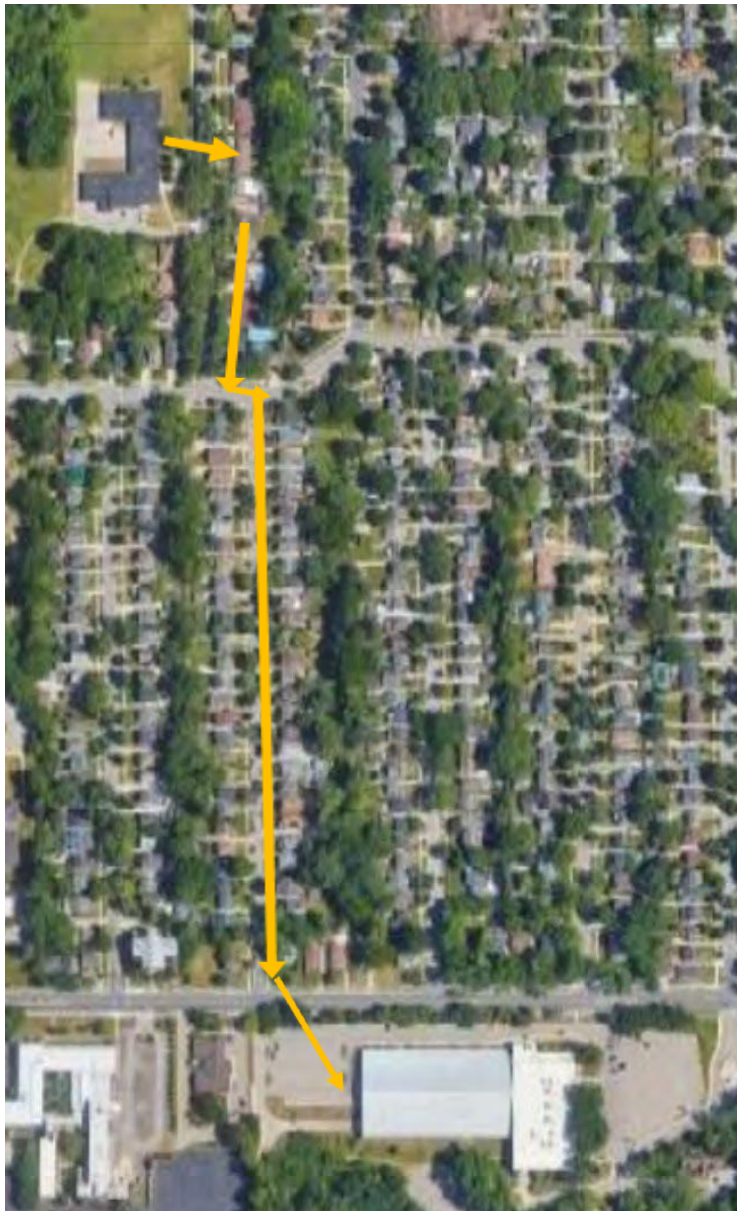
Empower U School Buildings

- Empower U South (EUS): 3600 Byron Center Ave., SW, Wyoming, MI, 49519
- Empower U Central (EUC): 225 Mayfield Ave., NE, Grand Rapids, MI 49503
- Empower U North (EUN): 1655 12 Mile Rd, NW, Sparta, MI, 49345

Evacuation Site

- **EUS:** Calvary Christian Church, 3500 Byron Center Ave., SW, Wyoming, MI, 49519
- **EUC:** Aquinas College Sturris Sports and Fitness Center, 1580 East Fulton St., Grand Rapids, MI, 49506.
- **EUN:** Ridgeview Elementary School, 560 West Spartan Dr., NW, Sparta, MI, 49345

Empower U Central Evacuation Route



↘ **Evacuation Route to Aquinas Field House**

Empower U North Evacuation Route



← **Primary Evacuation Route to Elementary School**

Empower U South Evacuation Route



← Primary Evac Routes to Calvary Church

Kent Career Tech Center-East Evacuation Routes



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

Kent Career Tech Center-West Evacuation Routes



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

Kent Conference Center Evacuation Routes



← Primary Route to Kent Career Tech Center-East
← Primary Route to North Pointe Christian

Kent Education Center-Beltline Evacuation Routes



-  Primary Route to Kent Conference Center
-  Primary Route to CAT
-  Primary Route to North Pointe Christian

Lincoln Campus Evacuation Sites

Following are graphics illustrating the evacuation routes for buildings on Lincoln Campus. The two schools on the campus, Lincoln School (LS) and Lincoln Developmental Center (LDC) have unique student populations. The students at these schools have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for both schools is the Early Childhood Conference Center (ECCC) which is also located on the Lincoln Campus. The addresses for all the buildings are below.

Lincoln Campus School Buildings

- Lincoln School: 860 Crahen, NE, Grand Rapids, MI, 49525
- Lincoln Developmental Center: 862 Crahen, NE, Grand Rapids, MI 49525

Evacuation Site

- Early Childhood Conference Center: 864 Crahen, NE, Grand Rapids, MI, 49525

Lincoln Developmental Center Evacuation Routes



-  Primary Route to Early Childhood Center
-  Primary Route to Lincoln School

Lincoln School Evacuation Routes



-  Primary Route to Early Childhood Center
-  Primary Route to Lincoln Developmental

**Kent Educational Center (KEC)-Oakleigh
Evacuation Site**

Following is a graphic illustrating the evacuation route for KEC-Oakleigh. The evacuation site for KEC-Oakleigh is Faith United Methodist Church. The addresses for both buildings are below.

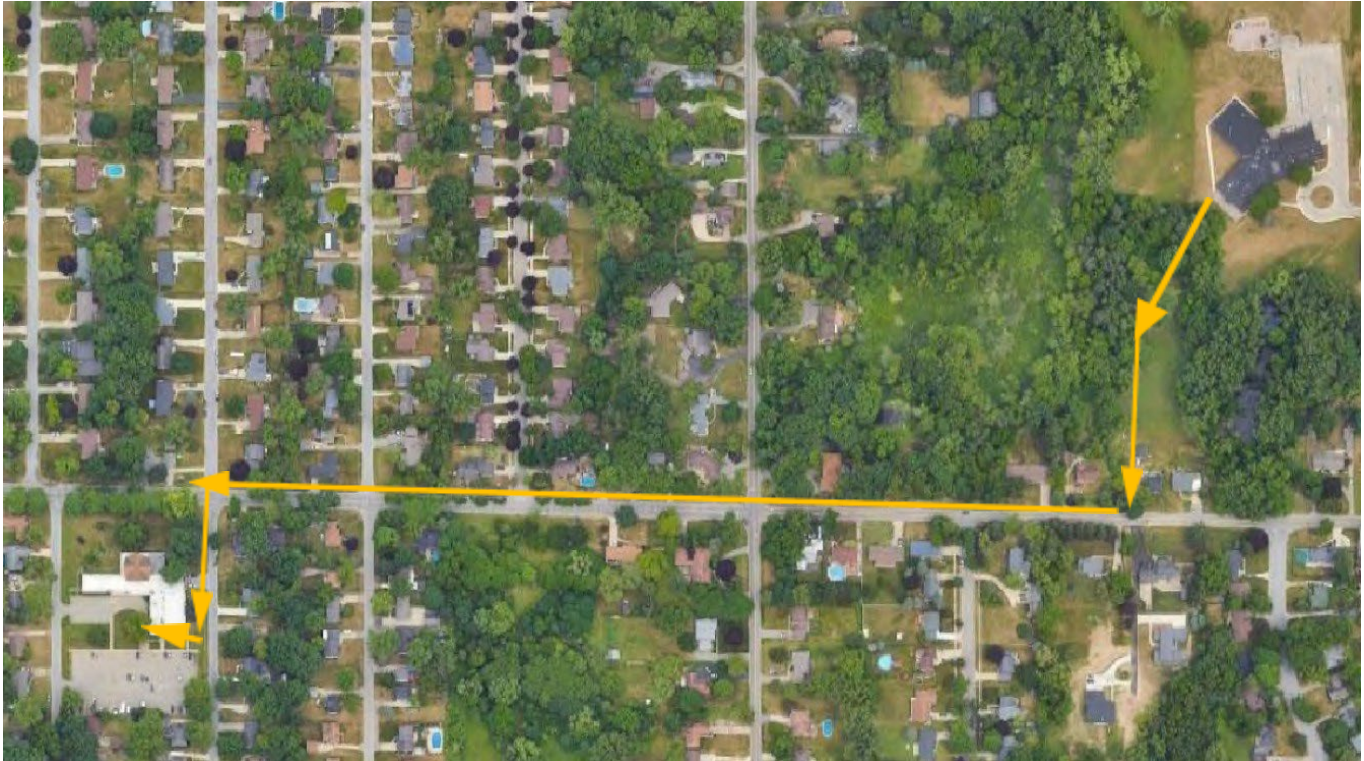
Kent Educational Center (KEC)-Oakleigh

- KEC-Oak: 2223 Gordon St., NW, Grand Rapids, MI, 49525

Evacuation Site

- Faith United Methodist: 2600 7th St., NW, Grand Rapids, MI, 49504

**Kent Educational Center (KEC)-Oakleigh
Evacuation Route**



← **Primary Route to Faith United Methodist Church**

Pine Grove Learning Center Evacuation Sites

Following are graphics illustrating the evacuation route for Pine Grove Learning Center (PGLC). PGLC has a unique student population. The students at this school have disabilities that will not allow staff to physically evacuate students over long distances. Accordingly, the main evacuation site for the school is located a short distance from the school. The addresses for both buildings are below.

Pine Grove Learning Center

- PGLC: 2101 52nd St., SW, Wyoming, MI, 49519

Evacuation Site

- Faith Community Christian Reformed Church, 5250 Byron Center Ave., SW, Wyoming, MI, 49519

**Pine Grove Learning Center Evacuation
Route**



 **Primary Evacuation Route to Faith Community Christian Reformed**

MENTAL HEALTH RESPONSE

Critical Incident Aftermath

Following a critical event, it will be necessary to respond to the concerns of staff, students, their family members, and the community. In addition to accurate and timely information concerning the incident, people will require access to mental health resources to process and recover from the incident.

Kent ISD will be 'forward-leaning' when providing mental health resources. The Kent ISD Mental Wellness Consultant will be the point person for coordinating and allocating this aspect of recovery. Kent ISD will utilize all of the District's internal assets to address mental health concerns and when necessary, the District will coordinate with outside agencies for services. Additionally, voluntary debriefing sessions will be held for students and staff following a critical incident to assist them with processing the incident.

Psychological/Emotional Recovery

These procedures have been developed to provide guidelines to staff and students who have been impacted by emotional trauma at school or in the community. Following a traumatic incident these procedures will be helpful in assisting students, staff, and their families in the healing/recovery process.

See the Basic Plan; Post Incident After Action Review (AAR) for further information on memorial services and funeral attendance.

Student Suicide Prevention Procedure

Assessment and Referral

Suicide is a continuum of behaviors, which includes suicidal ideation, suicidal behaviors, and suicide attempts. These behaviors vary and are not mutually exclusive, nor do all suicidal youth advance sequentially through them.

When a student is identified by a peer, educator, or other source as being potentially suicidal — i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation or intoxication, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation — the student will be seen by a school-employed mental health professional, such as a school psychologist, school counselor, school social worker, within the same school day to assess risk using an evidence-based evaluation tool, inform parents/guardians of the outcome of the assessment, and facilitate referrals to community resources, if necessary.

The building administrator and school suicide prevention coordinator shall be made aware of the

situation as soon as possible.

Educators should monitor student assignments for written threats and expressions about suicide and death. Such incidents require immediate referral to the appropriate school-employed mental health professional. If a mental health professional is not available, the incident should immediately be brought to the attention of the building administrator. School staff should continuously supervise the student to ensure their safety until the assessment process is complete.

The school mental health professional in conjunction with the building administrator will contact the student's parent or guardian concerning the incident. Instructional staff will not contact parents/guardians about the incident, unless instructed to do so by their administrator. Kent ISD mental health experts will assist the family with obtaining referrals as necessary.

If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see Mandated Reporters section of Threat-Hazard Specific Annex).

Kent ISD mental health staff will request written permission to discuss the student's health concerns with outside care providers from the student's parents/guardians or from the student if the student is over the age of 18.

When School Personnel Need to Engage Law Enforcement

When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as a student having access to weapons), school staff shall call 911 immediately. Staff should provide as much information about the situation as possible, including the name of the student, any weapons the student may have, and where the student is located. School staff should note for the 911 dispatcher that the student is a suicidal emotionally disturbed person, or "suicidal EDP", to allow for the dispatcher to send officers with specific training in crisis de-escalation and mental illness. After contacting 911, school officials should contact the Kent ISD school resource officer (SRO) and advise the SRO of the situation.

Parent Notification

The building administrator or school mental health professional shall inform the student's parents/guardians on the same school day any time a student is identified as having any level of risk for suicide or if the student has attempted suicide. The exception to this notification would be if notifying the parent will put the student at increased risk of harm. Following parental notification and based on initial risk assessment, the building administrator, designee, or school mental health professional may offer recommendations for next steps based on perceived student need. These can include but are not limited to, an additional, external mental health evaluation conducted by a qualified health professional or emergency service provider.

REUNIFICATION OPERATIONS

Reunification Overview

The ultimate goal of reunification operations is to reunite students with their parents/guardians. In most situations, reunification will occur at Calvary Church located at 707 East Beltline, NE, Grand Rapids, MI, 49525. In certain situations, Calvary Church may not be available. An example would be a hazmat spill on I-96 in which the church is downwind. In these instances, alternate reunification sites have been coordinated for. These sites are Calvin University (located south of Kent ISD Secondary Campus) and Kuyper College (located north of Kent ISD Secondary Campus).

Upon arrival at the designated reunification site, Kent ISD employees will marshal arriving personnel to pre-designated areas. Communications from the Kent ISD Communications Team will go out to parents/guardians to direct them to the appropriate reunification site to retrieve their student. Students will be released to their parent/guardian once the following criteria have been met:

1. The student has been accounted for;
2. The parent/guardian's identity has been confirmed; and
3. Staff has confirmed the parent/guardian has legal authority to be in custody of the student.

Reunification Center Guidelines

These general guidelines will be adhered to regardless of the physical location of the reunification center.

- Student accountability is paramount.
- Once students arrive at the reunification location, student movement will be constrained. Students **will not** be allowed to roam about the reunification site unescorted.
- Parents/guardians will check in with ISD staff at the site, utilizing some form of official photo identification (state or federal).
- Once a parent/guardian's identity and legal status to take the child have been confirmed, the parent/guardian will be reunited with their student. Reunifiers will confirm with the student that the student is comfortable departing with that person.
- Casualty Notification teams will be immediately available to notify a parent/guardian that their student was a casualty. Notification teams should have information to provide to the parent/guardian as to which hospital their student was taken to.
- Before departing with their student, the parent/guardian will sign the Student Receipt Card, acknowledging they have taken receipt of their student.

Reunification - Roles And Responsibilities

Kent ISD has modeled its Reunification plan on the *I Love You Guys Foundation's* Standard Reunification Method. The Kent ISD Operations Chief will be responsible for the management of evacuation sites and the reunification site. The Operations Chief for Kent ISD will be the Kent ISD Safety & Security Director (or designee). Primary staffing of the reunification and evacuation sites will be accomplished by Kent ISD Early Childhood staff, under the direction of the Early Childhood Director. Training of the evacuation sites' and the reunification site's operational staff will be the responsibility of Kent ISD Safety & Security Director.

Reunification Events-Student Perspective

Below is a brief sequence of events that students will encounter as they arrive at Calvary Church:

1. Buses arrive on the west side of the Church and pull up to Door I.
2. **Greeters** will meet arriving buses. Students will be triaged by **Greeters, Counselors, and Medical staff** for medical issues, mental health issues, or if the student is a potential witness.
 - a. Students identified as having a medical issue will be moved to classrooms located on the lower level, to the left (north) of the stairwell. Medical staff will be prepositioned in these classrooms to treat injured staff/students.
 - b. Students identified as having a mental health issue will be escorted to rooms on the lower level, located under the main Sanctuary. Kent ISD counselors will occupy private rooms in this area to assist students/staff.
 - c. Students identified as being a potential witness will be escorted to rooms on the lower level, located under the main Sanctuary. Officials from local law enforcement agencies will occupy private rooms in this area to assist in the interviews of student/staff witnesses.
 - d. School counselors will circulate amongst incoming students to assist as necessary.

3. Students who do not meet any of the above categories will be escorted into the center of the building to be checked into the site. **Checkers** will assist students as they approach the Accountant table. Students with ID cards should have a barcode on their ID that **Accountants** will be able to scan. Following check-in, students will ascend the stairwell to the second floor, where they will be directed to the main Sanctuary of the church. The Sanctuary will serve as the **Student Assembly** area. Students will be directed to find a seat and to relax. Students inside the Sanctuary will be supervised by **Student Assembly** personnel, which will primarily be their teachers.
4. Teachers/**Student Assembly** personnel will maintain accountability for their class that are within the assembly area. Students should not be allowed to wander about the site. Rest rooms and all exits should be monitored by **Student Assembly** team members.
5. Reunifiers will retrieve students from the Student Assembly area once the student's parent/guardian has arrived and checked in. Once the student is reunified with his/her parent/guardian, the student is free to depart the site.

Reunification Events-Parent/Guardian (P/Gs) Perspective

Following is a brief synopsis of the events that will occur as parents/guardians (P/Gs) arrive at Calvary Church:

1. P/Gs will be directed to enter Calvary Church via Door D. On entering the church, they will be met by **Greeters**. **Greeters** will be in the parking area and inside the church. **Greeters** will pass out pamphlets describing Kent ISD's reunification process and will be available to answer questions. Greeters will also issue P/Gs Reunification Cards that the P/G will fill out.
2. P/Gs will check in with **Checkers** and **Accountants** upon entering the church. The **Checker** is responsible for checking the Reunification Card to ensure it is completely filled out and is legible, and for ensuring the P/G has a picture ID.
3. **Accountants** will ask for the P/G's picture ID and the Reunification Card. The **Accountant** will use the Reunification Card to determine if the P/G's student is at the Reunification site. If the student is on-site, the P/G will move to the gymnasium. If their student has not arrived, the P/G will remain in the Holding Area until their student arrives at the reunification site or notification has been received that the student has been transported to the hospital. Uniformed **Law Enforcement** will be on hand in the Holding Area to address unruly individuals.

4. Once a P/G has been notified that their student is at the reunification site (or otherwise accounted for), they will go into the gymnasium, directly adjacent to the holding room. Inside the gymnasium, P/Gs will form a line. Once they move to the front of the line, they will be met by a **Reunifier team**.
 - a. The **Reunifier-student** will ask for the student receipt card from the P/G. The **Reunifier-student** will take the card and move to the student assembly area to retrieve the student. The **Reunifier-parent** will escort the P/G to a location where they will reunite the P/G with their student.
 - b. After the **Reunifier- student** has retrieved the student from the student assembly area, the **Reunifier-student** will confirm that the student is comfortable leaving with the P/G. The P/G will be asked to sign/date the student receipt card. At this point the P/G will be free to take their student home. The **Reunifier** will return the receipt card to the **Accountants'** table to serve as a hard copy back-up.
 - c. If a student is a casualty in the event, the **Reunifier-parent** will move the P/G to the notification room. Here, members of the **Notification Team** will be on standby to notify the P/G of the status of their student. This team will consist of a law enforcement officer, a clergy person, a victim specialist and a member of **Kent ISD Leadership (Operations Chief** if no one else is available).
 - d. The **Kent ISD Leadership member** will be responsible for ensuring that a P/G whose student is a casualty has the resources they need to safely arrive at the hospital safely. This may require securing transportation to the hospital for the P/G.

Although the above sequence has been scripted for the Calvary Church Reunification site, this template will be utilized by Kent ISD staff for alternate reunification sites.

Reunification Site Roles

Operations Chief

Responsible for the overall operation of the site.

Student Section Operations Director

Responsible for the student arrival section and associated personnel of the reunification site, to include the Student Assembly Section of the site.

Parent/Guardian Section Director

Responsible for the P/G arrival section and associated personnel of the reunification site.

Greeters

Responsibilities:

- Greets students on arrival at site (Door I)
- Check student IDs and answer questions.
- Triage students for injuries, mental health, witness potential.
- Escort students to the proper area for treatment/interview.
- Once students are checked in, escort students to the main floor and to the student assembly area (Sanctuary).
- Maintain order.
- Greets P/Gs on arrival at site (Door D).
- Explain the process to the incoming personnel.
- Pass out lanyards to students.
- Pass out pamphlets to P/Gs that illustrate the process.
- Pass out Reunification Cards to P/Gs and explain how to fill out.
- Be prepared to answer any procedural questions people may have.
- Be prepared to relay questions P/G may have to the appropriate person.
- Be upbeat, positive, and proactive.
- Contact on-site LE for assistance with unruly P/G.
- Assist with foot traffic control (with law enforcement).
- Be proactive to alleviate P/G's and student anxiety.
- Be familiar with all Reunification site positions to assist where necessary.

Checkers

Responsibilities:

- P/Gs in the gymnasium and escort them to Table 2.
- Verify P/G ID cards.
- Answer questions for P/Gs.
- Maintain order.
- Be familiar with all Reunification site positions to assist where necessary.

Accountants (Student Check-in specific)

Responsibilities

- Log students into the site by scanning student's ID Card or inputting data from Student Intake Card into the database.
- Direct student to move up stairs to the student assembly area (Sanctuary).

Accountants (P/G Check-in specific)

Responsibilities (P/G Check-in/Student Check-out Position)

- Set up tables into four sections (A-C, D-K, L-M, O-Z).
- Receive Reunification Cards from **Checkers**.
- Check the spreadsheet to determine if the student is at the Reunification Site.
- If the P/G's student is at site, direct P/G into the gym.
- If not on site, keep P/G in the lobby until name is called.
- Check students of the site once **Reunifier** has released the student to P/G.
- Obtain the completed ReunificationCard from **Reunifiers**.
- Maintain accountability of all completed Reunification Cards

Accountants (Overall)

Overall General Responsibilities

- Responsible for tracking students that are at the site and students that have left the site.
- Responsible for keeping an electronic record and hard copies of Reunification cards.
- Be familiar with all Reunification site positions to assist where necessary.

Reunifiers

Responsibilities

- Meet P/Gs outside of gymnasium.
- Get the Reunification Card from P/G.
- Escort P/G to location outside Door B.
- Retrieve Student from Student Assembly Area, take to P/G reunification site.
- Ensure students are comfortable going home with P/G.
- Recover Reunification Cards, turn into Accountants.
- Escort student and P/G to exit (door B).
- Be familiar with all Reunification site positions to assist where necessary.

Student Assembly Staff

Responsibilities

- Responsible for maintaining order in the student assembly area.
- Ensure that students do not leave the assembly area unaccompanied.
- Maintain class integrity when seating students.
- Remain vigilant for students who may need medical/mental health care.
- Encourage students to text parents. A sample message could be: *"Pick me up at Calvary Church in one hour. Bring your ID,"*
- Assist **Reunifiers** with locating students in the assembly area.

Victim Advocate Team

Responsibilities

Interpreters

- Will provide interpretive services as needed.

Casualty Notification Team

- Will consist of a law enforcement official, Victim Specialist, and Kent ISD leadership member.
- Will notify P/Gs that the student is in the hospital or otherwise a casualty.
- Will ensure that P/G gets to hospital safely.

Reporting Staff Coordinator

Responsibilities

- Will position themselves just inside Door H, Lower Level (Main Entrance)
- Incoming ISD staff will check-in with the Coordinator upon arrival at site.
- Will coordinate with the Operations Chief for placement of incoming staff.

Law Enforcement/Traffic Control

Responsibilities

Marked Unit Locations-Uniformed Officers

- Entrance to Church from Bradford.
- P/G parking area to prevent Media from wandering into the area and to maintain peace.
- Exit from Church onto East Beltline.
- Northern end of Church to prevent media from wandering into Student area

Interior/Main Level-Uniformed Officers

- Responsible for maintaining order on the inside of the church.
- Remove unruly persons from the interior of the building
- Remove anyone from the building who is not a P/G, a Church employee, an ISD employee, or a student.
- Assist reunification staff as necessary.
- Perform Notifications as necessary.

Interior/Lower Level-Investigators

- Interview incoming students who may have witnessed incident

Reunification Site Staff General Guidance

- Always check identification of all non-uniformed personnel who arrive to assist.
- Only release students to authorized P/G after checking P/G's proof of identity and P/G has signed the Reunification card

Reunification Site Calvary Church Entrances/Exits

Parent/Guardians Enter Here
(from Bradford, NE)

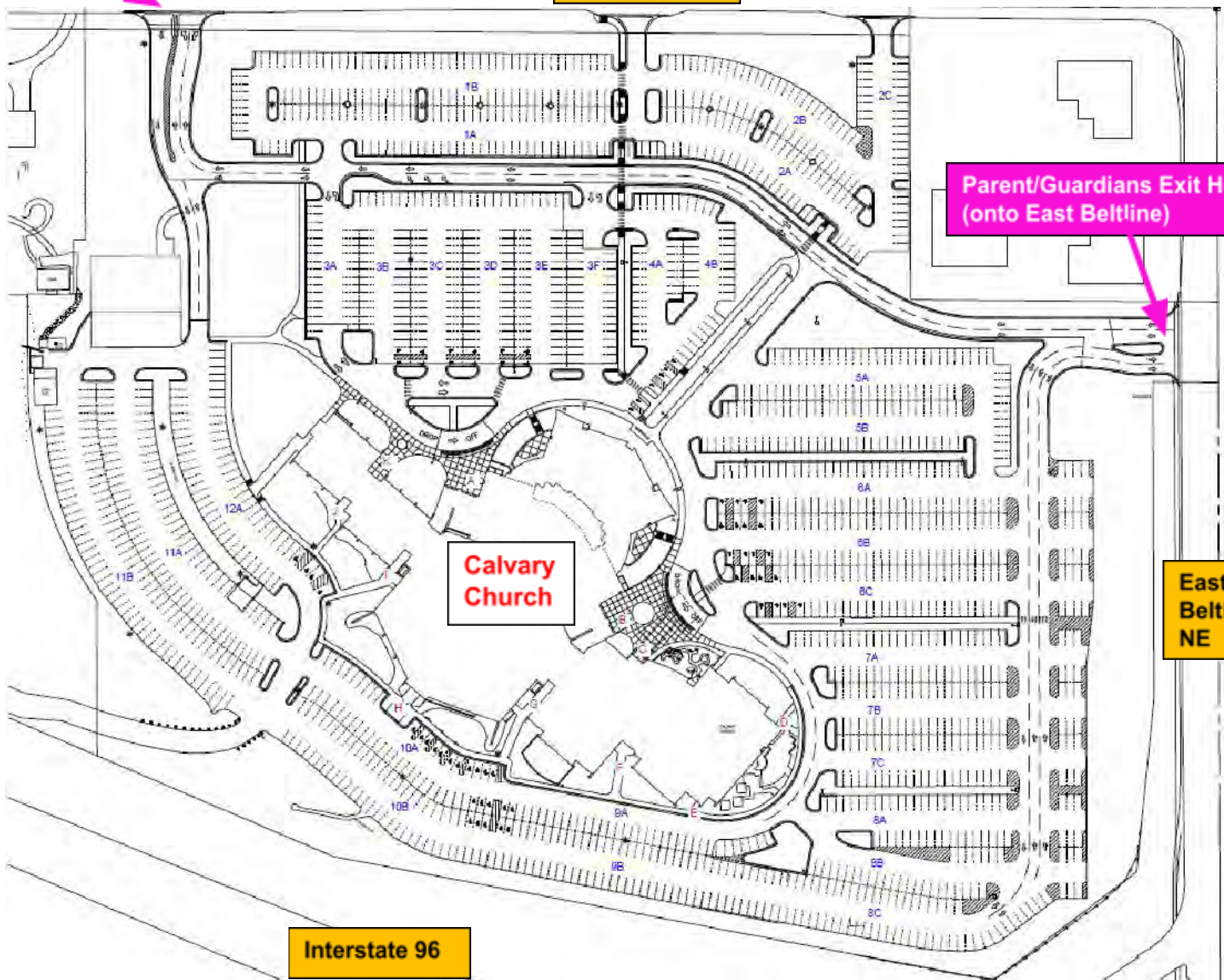
Bradford, NE

Parent/Guardians Exit Here
(onto East Beltline)

Calvary
Church

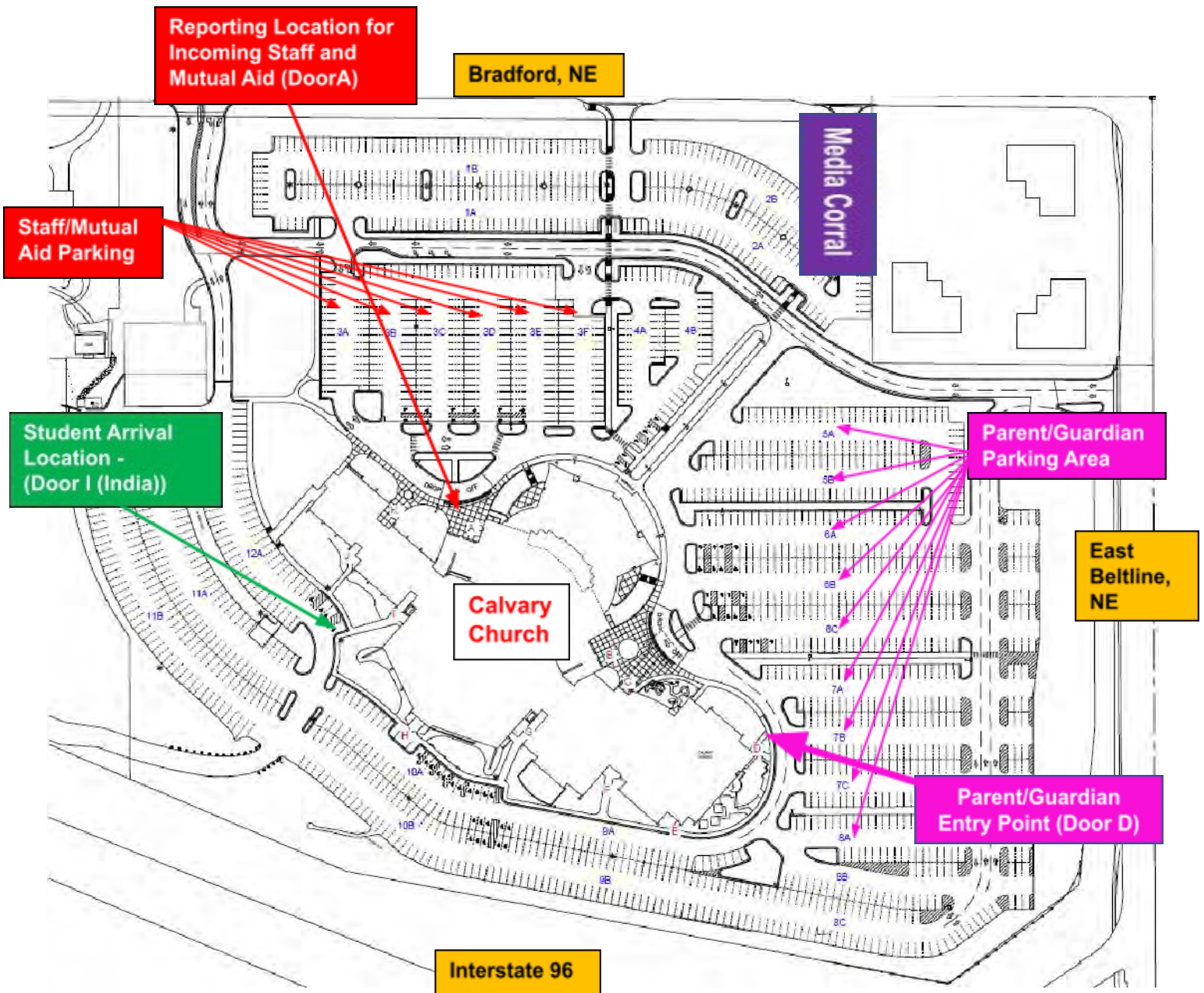
East
Beltline,
NE

Interstate 96

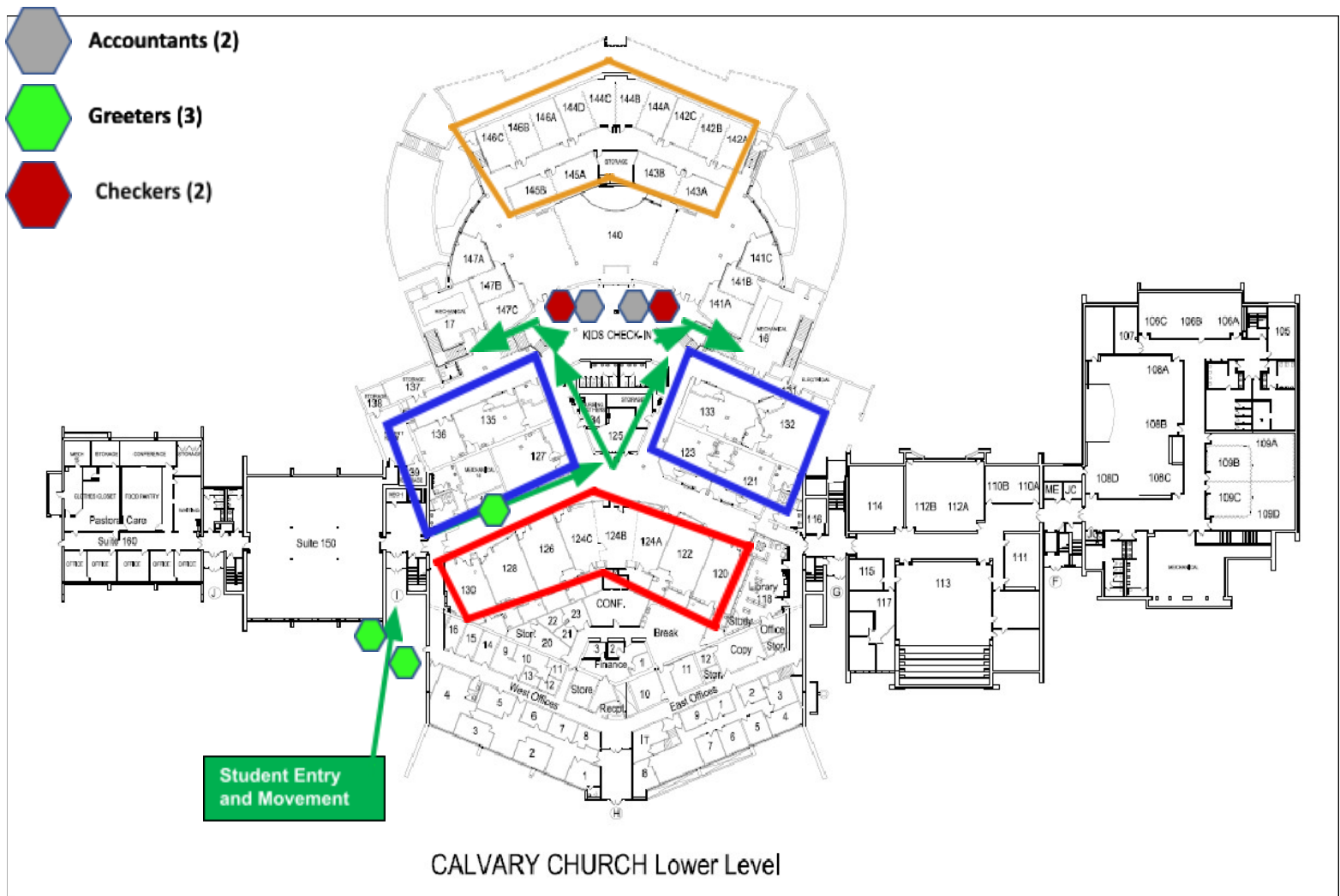


REUNIFICATION SITE

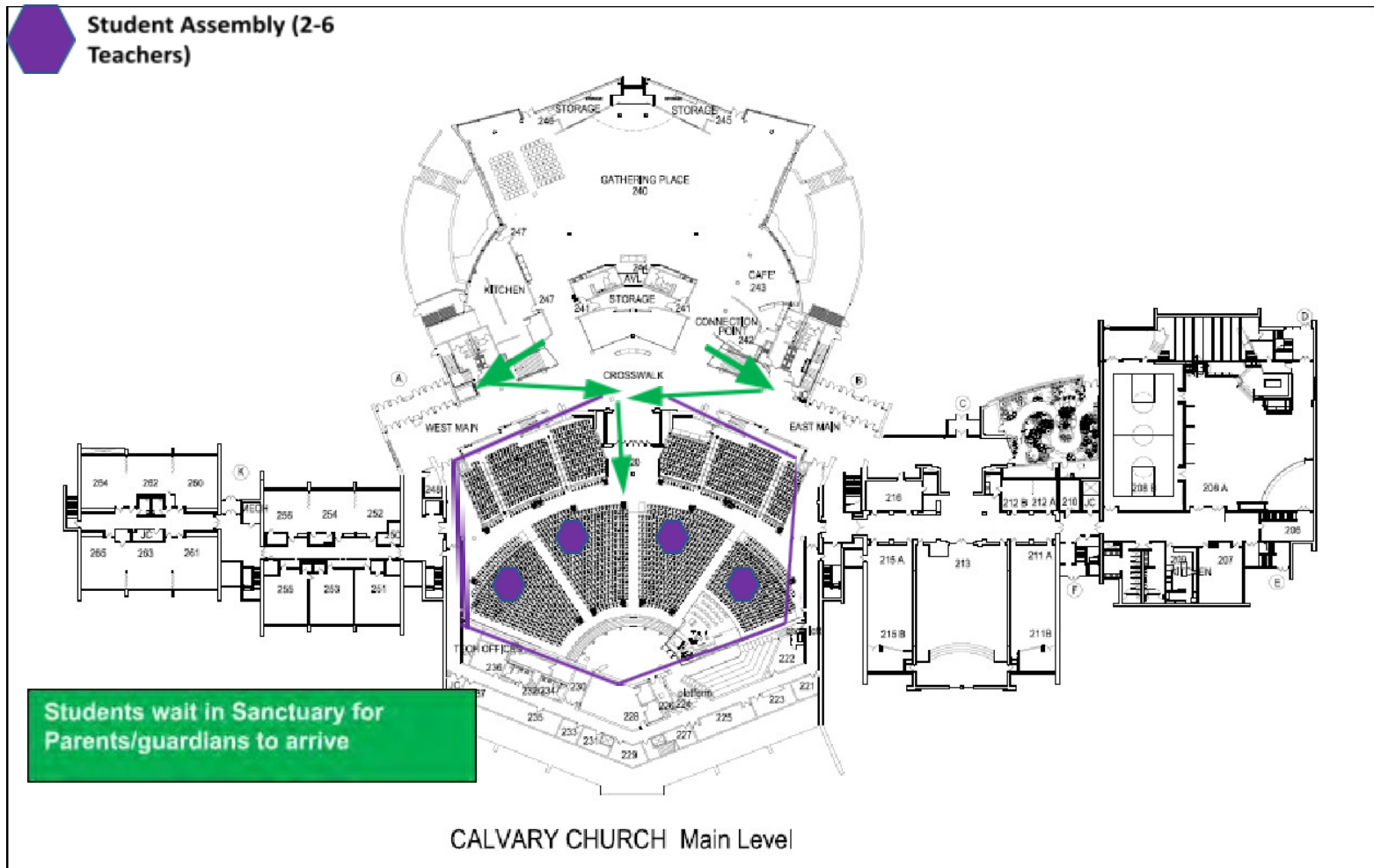
P/G Parking, Staff Reporting, Student Arrival, Media Corral



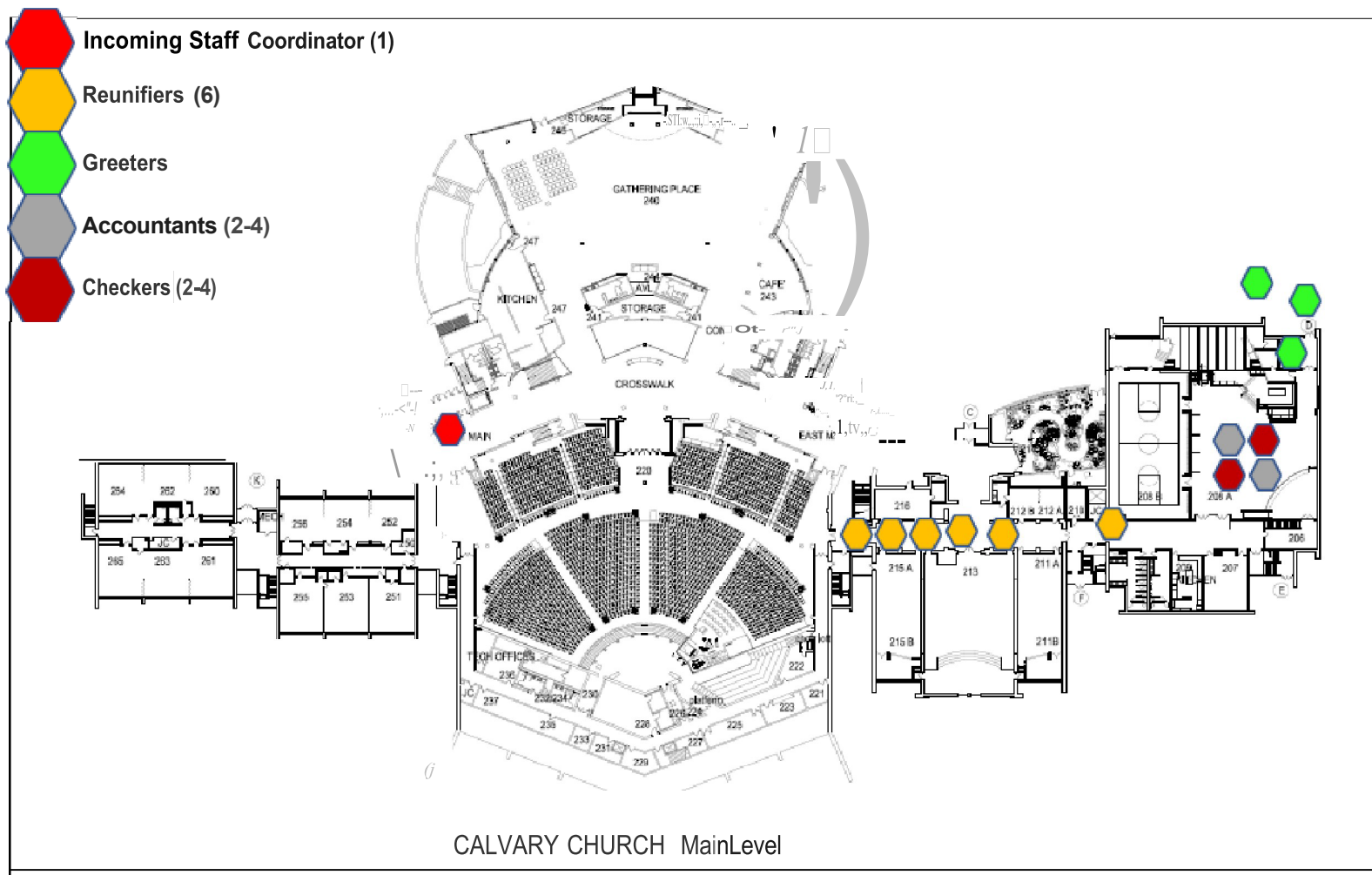
Staffing - Student Entry/Check-in Level - Student Flow



Staffing-Student Holding Area

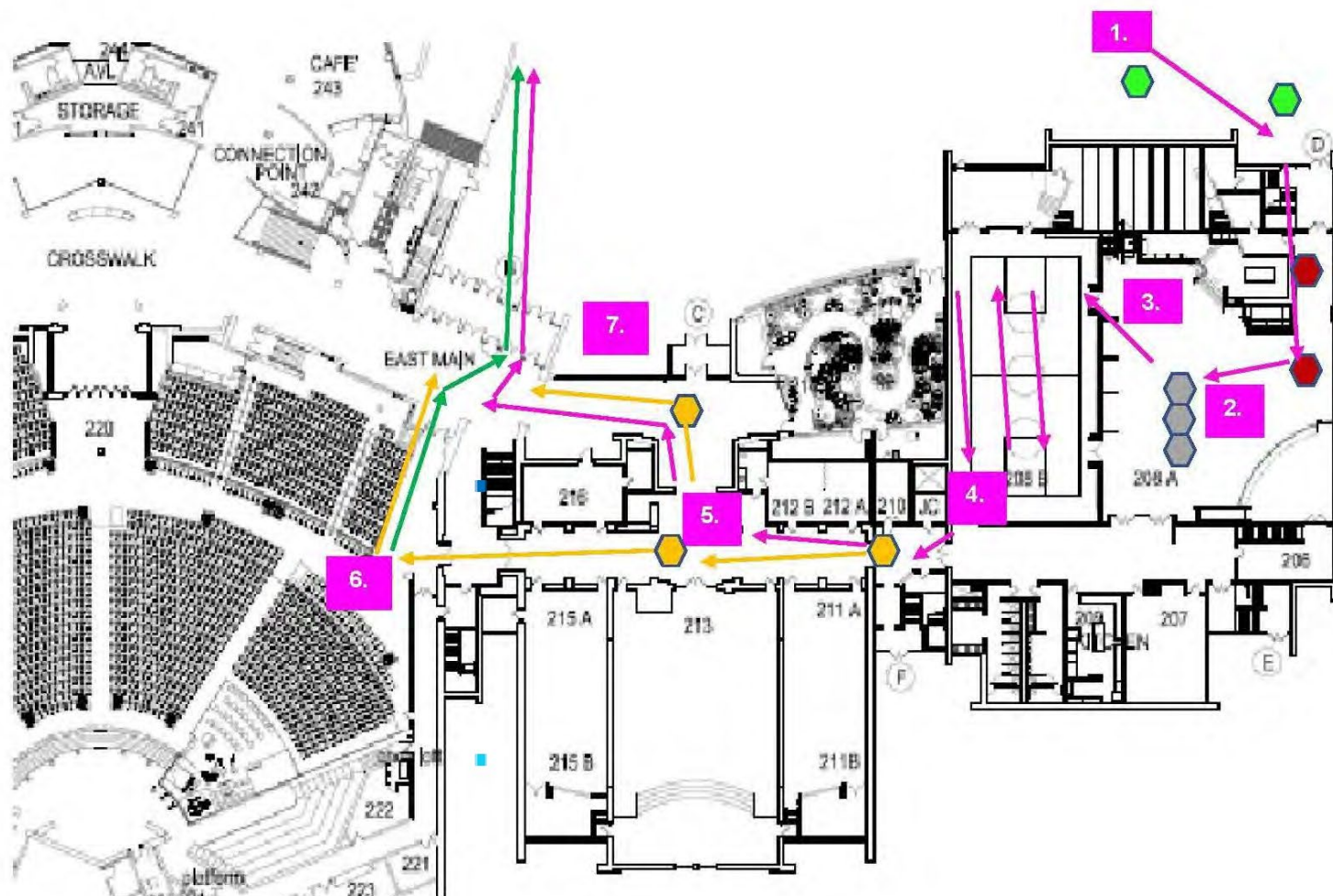


Staffing – Parental Entry/Check-in Area



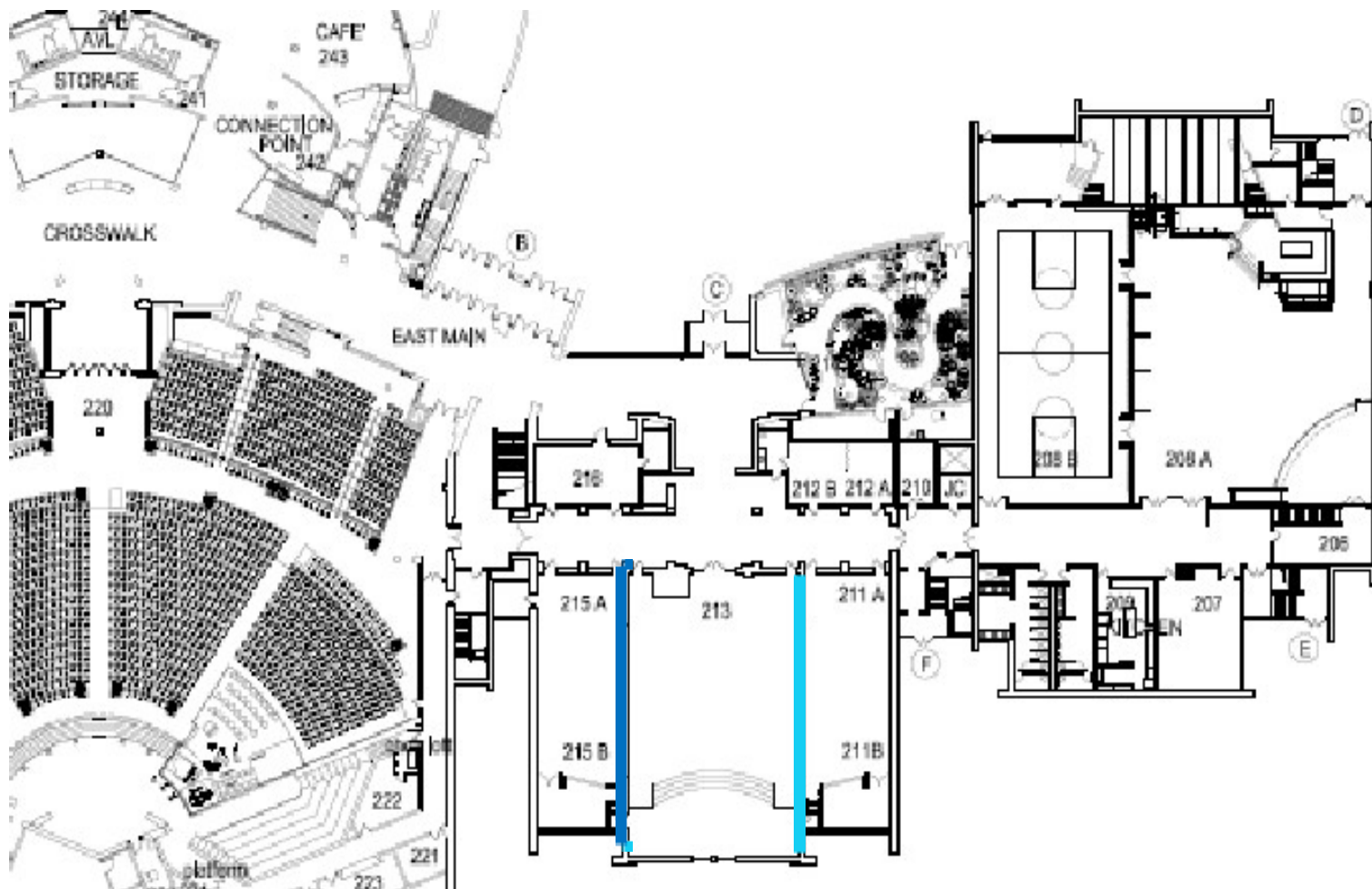


Parent/Guardian Flow



Step	Activity
1	Parent/Guardian (P/G) enters Door D. Met by Greeters who explain process.
2	P/G checks into the site. Meets with Checkers. Checkers confirm picture ID and that Reunification card has been filled out completely and legibly.
3	PG moves to the Accountants' table to determine if their student is on site.
4	P/G moves to gym once student is confirmed on site
5	P/G links up with the Reunifier Team.
6	Reunifier-student retrieves the student from Assembly Area, while the Reunifier-parent moves the P/G to the reunion location. The Reunifier-student brings the student to P/G.
7	P/G leaves via Door C with the student and departs the site. Reunifiers return cards to the Accountant table to serve as a paper trail.

Support Positions – Casualty Notification Team, Interpreters



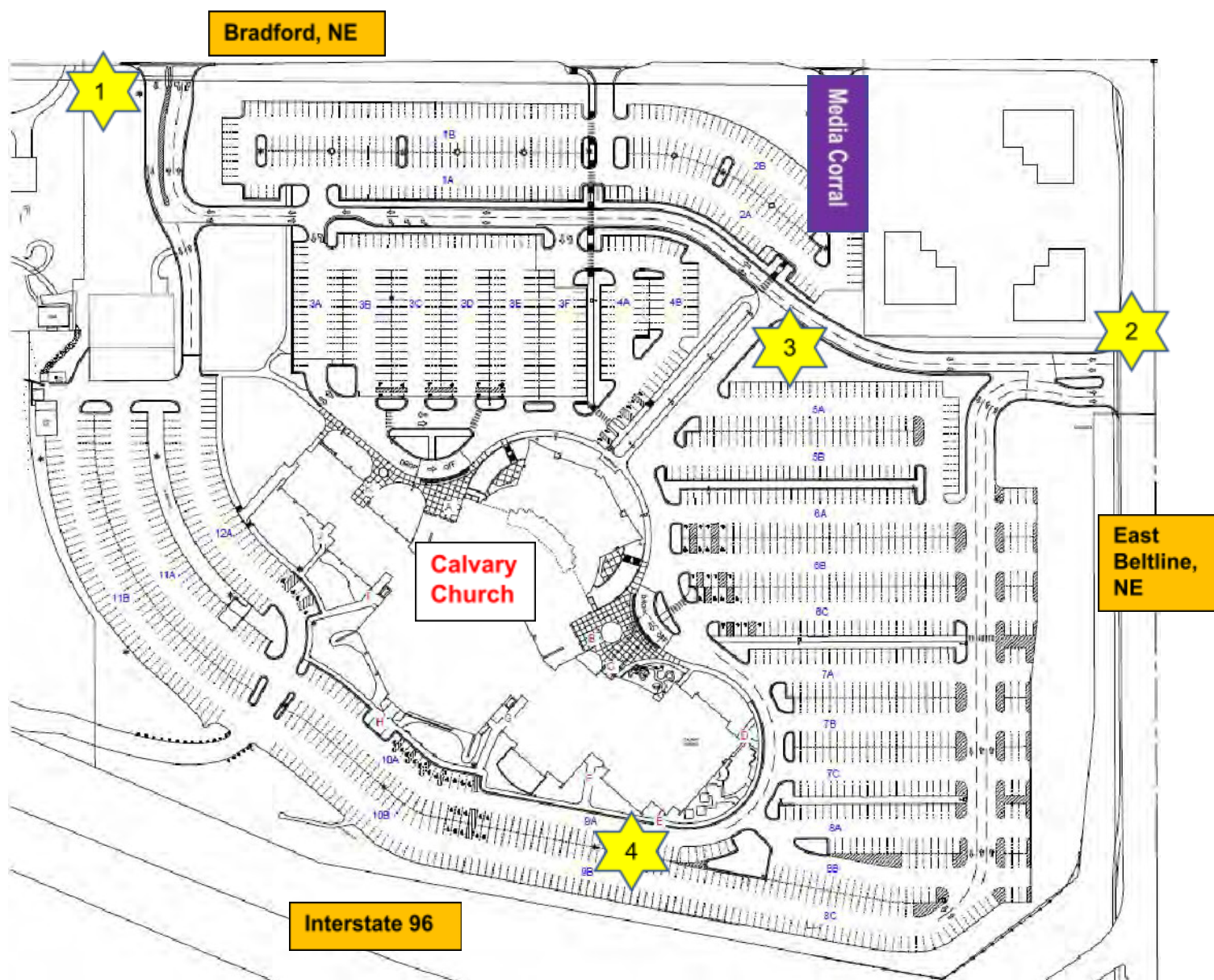
Casualty Notification Team

- This team will consist of a law enforcement official, a victim specialist, a clergy member, and a Kent ISD Leader (Operations Chief).
- The team's mission is to notify parents/guardians that their student is at the hospital or is otherwise a casualty.
- The law enforcement official will make the official notification to the parents/guardians as this is a law enforcement function.
- Remaining team members will provide whatever support they can.
- Kent ISD rep will ensure parents/guardians can drive themselves to hospital or will arrange transport.

Interpreters

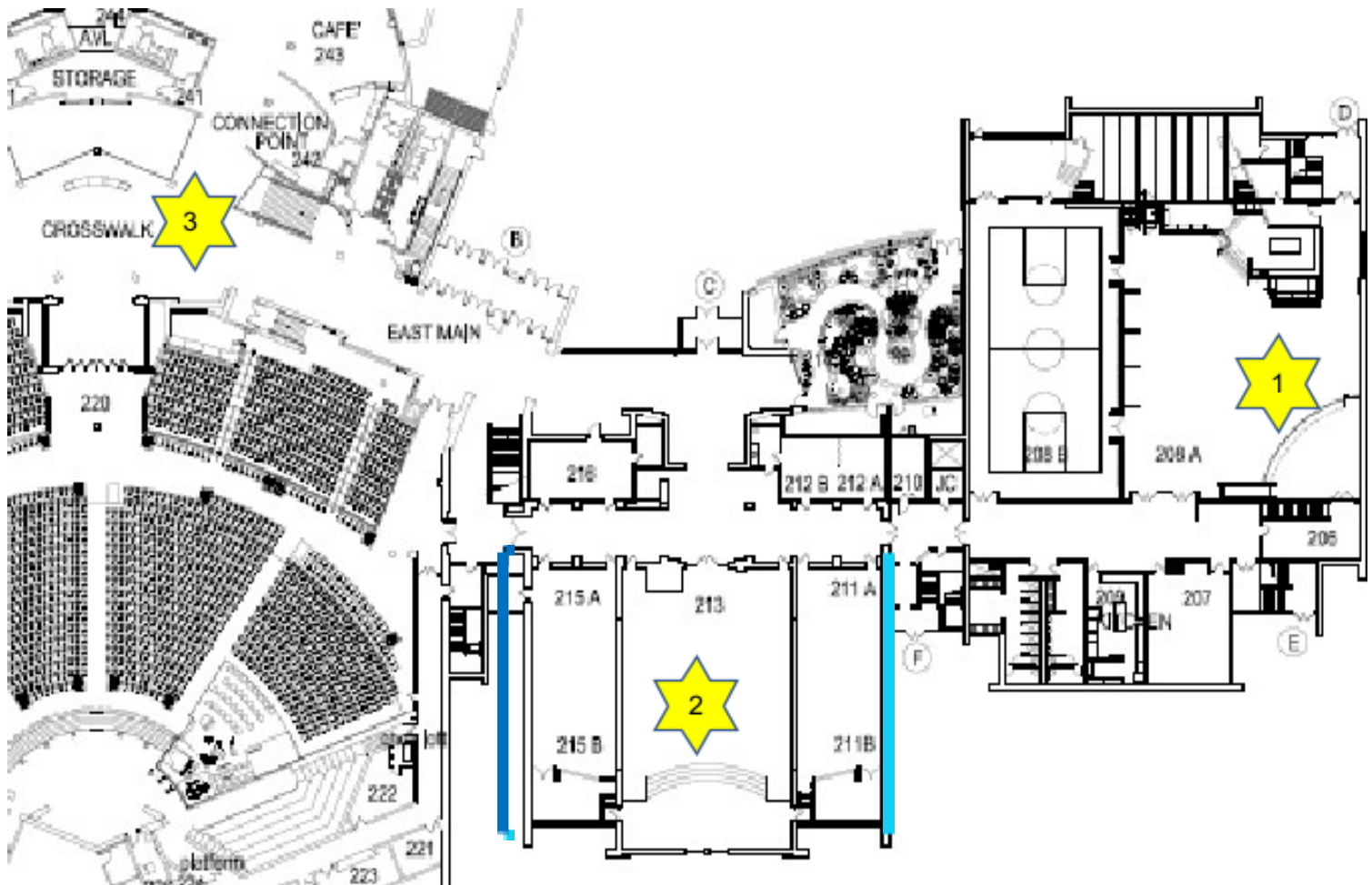
- Will provide interpretive services where needed.

Support Positions – Law Enforcement, Exterior, Marked Units



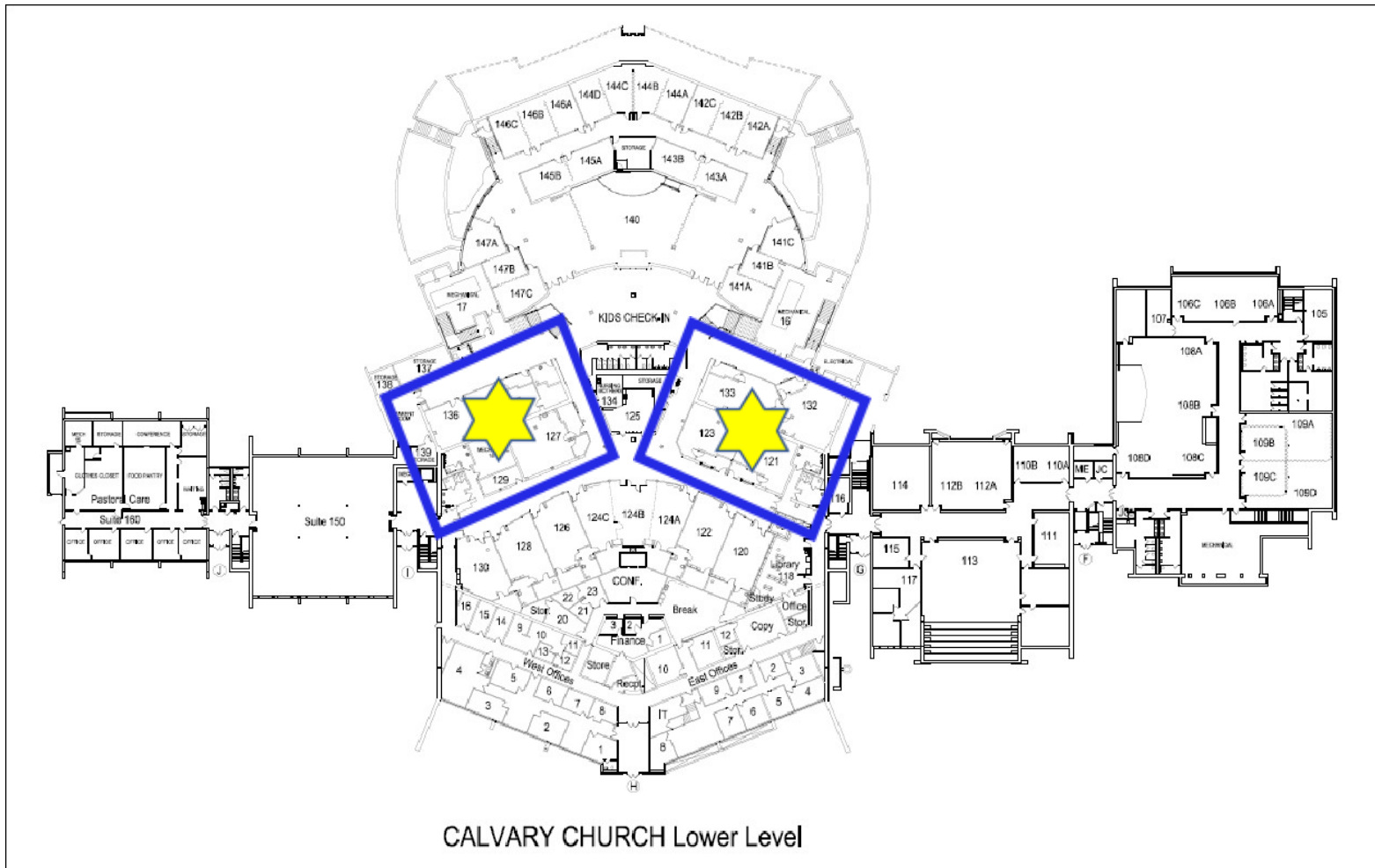
Position	Responsibility
1	-Control access onto site to Staff and Parents/Guardians only. -Direct Media to media corral.
2	-Control traffic for parents/guardians departing site.
3	-Prevent Media from leaving the corral and moving into the Parent/Guardian parking area.
4	-Prevent traffic from circling around the south side of the church.

Support Positions – Law Enforcement, Interior, Main Level



Position	Responsibility
1	-Maintain order inside the church. Deescalate Parents/Guardians as necessary. -Assist reunification team as necessary.
2	-Perform notifications to Parents/Guardians.
3	-Remove anyone from the building who is not a student, church employee, Parent/Guardian, or Kent ISD employee.

Support Positions – Law Enforcement, Interior, Lower Level



Position	Responsibility
Interview Rooms	-Interview incoming students and staff who may have witnessed the incident.

Equipment/Signage for Reunification

DOOR 'D' (Parent/Guardian Report-in Location)

- **PARENTS/GUARDIANS ENTER HERE, PLEASE HAVE A PICTURE ID READY FOR STAFF TO REVIEW** (one 5-foot banner) (3-5 yard-signs and sandwich boards)
- **HAVE PICTURE ID READY FOR STAFF TO REVIEW. PLEASE BE PATIENT.** (3-5 yard signs/sandwich boards)
- **PLEASE DO NOT TAKE PICTURES OF THE REUNIFICATION SITE OR OF PEOPLE INSIDE THE SITE.** (3-6 yard signs and sandwich boards)

DOOR 'I' (Student/Staff In-Take Location)

- **STUDENTS/TEACHERS: ENTER HERE** (3-6 yard signs and sandwich boards)
- **RESTROOMS** (with arrows) (3-5 yard-signs)
- **MEDICAL** (with arrows) (3-5 yard-signs)
- **COUNSELING** (with arrows) (3-5 yard-signs)

DOOR 'A' (Staff Reporting to Site to Assist Location)

- **STAFF REPORTING TO WORK: ENTER HERE** (one 5-foot banner) (3-6 yard-signs. sandwich boards)

MEDIA CORRAL

- **MEDIA LOT-PLEASE REMAIN WITHIN ROPED OFF AREA, ALL UPDATES/BRIEFINGS WILL BE HELD AT THIS LOCATION.** (one 5-foot banner)
(6-12 yard-signs and sandwich boards)

PELICAN CASE LABELS

1. Greeters-Student Entrance
2. Accountants-Student Entrance
3. Greeters-Parent/Guardian Entrance
4. Accountants-Parent/Guardian Entrance
5. Reunifiers
6. Student Assembly
7. Incoming Staff Coordinator
8. Comms
9. Media Corral

STANDARD RESPONSE PROTOCOLS (SRPs)



EVACUATE

If EVACUATE is called, there is a need to move people from one location to another for safety reasons.

On-site evacuation: This is conducted when an event that cannot be resolved quickly disrupts the school day. An example would be a small fire inside one of the ISD's buildings, a power outage, or a hazmat spill where students, faculty, and staff have to leave the building.

Off-site evacuation: This is conducted when it is no longer safe to stay in a building. Examples could be a major fire, legitimate bomb threat, or a gas leak. Evacuation sites for each campus/building are identified in this section. Depending on the threat, staff and students may be allowed to leave with personal items.

Violent Event: If there has been a violent event at a school, an off-site evacuation to a reunification site will be necessary as the school will be considered a crime scene at which law enforcement will have to process for evidence. This processing could last for several days. In this instance, staff/students will not be allowed to take any items with them.

Police Led Evacuation: Situations may arise, especially after a violent event, where law enforcement will clear classrooms and will escort staff/students to their evacuation site. It is important for staff/students to immediately comply with all commands given by officers. Staff and students should also keep their hands visible and empty. Evacuees will probably be asked to put their hands in the air or above their heads during the evacuation.

Administration's Responsibilities

- Gather all student medications before exiting the building, if necessary.
- If the evacuation was initiated by a fire alarm, confirm that the alarm is legitimate.
- Follow up the fire alarm with a Public Address (PA) announcement advising staff/students that the alarm is legitimate and to start evacuating the building.
- Utilize unassigned staff members to ensure all areas of the building have been evacuated.
- Notify 9-1-1/public safety.
- Ensure that appointed caretakers assist handicapped students.
- If an off site evacuation or a reunification is necessary, coordinate transportation through Kent ISD leadership.
- Coordinate with Kent ISD Communications Team for communications to parents/guardians.

If students are to be dismissed for the day, students may utilize one of the following four arrangements.

- Kent ISD arranged transportation back to their LEA
- Pick up by parent/guardian designated on PowerSchool.
- Self-transportation
- Ride via third-party with parent/guardian consent.

Faculty/Staff's Responsibilities

(ALL EVACUATION ROUTES SHALL BE TAKEN IN THE OPPOSITE DIRECTION OF THE EMERGENCY)

- **Any evacuation initiated by a fire alarm should be accompanied by a PA announcement from the Main Office.**
- Follow the predetermined evacuation routes/procedures based on the information given by the Main Office.
- Maintain your situational awareness.
- Be ready to deviate from the predetermined routes or procedures if circumstances exist that may cause harm or danger to students or staff.
- Based on the incident and the reason for evacuation, teachers may or may not allow students to gather their personal belongings before exiting the building.

- Take your Go-bag and attendance book/laptop with you when you exit the building.
- Close classroom doors and shut off the lights upon exiting the room. This denotes that all people have been evacuated from this location.
- If necessary, request additional assistance for any students with physical or mental disabilities.
- Proceed to the designated area, at a minimum of 300 feet (1 football field) from the building.
- Stay out of the way of emergency vehicles and public safety personnel.
- Upon arrival at the evacuation site, assemble students, note the time, and take attendance.
- Report any missing students up the chain of command immediately.
- Use the **green** portion of the Emergency Response Guide (flip chart) to visually signify that all students are accounted for.
- Use the **red** portion of the Emergency Response Guide (flip chart) to visually signify that you need assistance/have missing students.
- Administer first aid, as necessary. Report any major medical issues to the chain of command immediately or dial **9-1-1**.
- Remain with your class and await further instructions from the principal or the incident commander.

RETURN TO BUILDING - ALL CLEAR

Administration's Responsibilities

- Signal the **All Clear** to return to class when deemed appropriate.
- Ensure that all students and staff are accounted for.

Faculty/Staff's Responsibilities

- Return to the classroom when instructed by the principal or incident commander.
- Take attendance to account for all students within your span of control.
- Report any missing/injured students to the Main Office as soon as possible.



HOLD **“In Your Room or Area”**

A **Hold** will occur when a situation arises that requires hallways in the school to remain clear. Classroom instruction will continue as normal, but students and staff are to remain in their classrooms/offices until the **Hold** is lifted.

At the initiation of a **Hold**, students and staff will remain where they are until the situation has been resolved. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, but with halls still open in case outside medical assistance is required. In both examples, a **Hold** would be an appropriate response to the situation.

Students who are not in a classroom may need to proceed to an area where they can be supervised and remain safe, such as a cafeteria or other common area. Staff and students should remain in those areas until the **Hold** is lifted. *Students and staff outside the building should remain outside, unless directed otherwise by building administration.*

When a **Hold** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Shelter** or **Lockdown** is enhanced.

Differences Between **Secure and **Hold****

Secure: People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

Hold: People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

Main difference between a **Hold and a **Secure**:**

A **Secure** is enacted when a threat or hazard is outside of the school. A **Hold** is used when there is a need for the halls to remain empty, meaning the issue is inside the building, but has not risen to the level of a **Lockdown**. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

Examples That Could Prompt the Issuance of a Hold

The following are some examples of when a school or emergency dispatch might call for a **Hold** action:

- An unexpected fire alarm;
- An altercation in a hallway;
- A medical issue that needs attention;
- A hazmat leak/unfinished maintenance operation in a common area during class changes.

Administration's Responsibilities

- Announce the **Hold**: "Attention, Attention. Hold in your room (or area). Hold in your room (or area). Please clear the halls. Please clear the halls."
- If the situation dictates, be prepared to quickly issue a **Lockdown**, **Shelter**, or **Evacuate** order.
- If appropriate, provide staff with updates to the situation via email.
- Release the **Hold** via PA: All Students and Staff - "All Clear, all clear. The **Hold** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Hold** for parents/guardians.

Faculty/Staff's Responsibilities

- Monitor all student movements. Do not allow students to leave the room/area.
- All doors should be closed and locked.
- Be prepared to bring students into your classroom that are in the hallway.
- Notify the student's instructor/main office that you have secured the student.
- Take attendance and note the time.
- *No movement is allowed during the **Hold**.*
- Be prepared to move rapidly to a **Shelter** or a **Lockdown**.



LOCKDOWN

“Locks, Lights, Out of Sight”

RUN – From Danger

HIDE – Barricade and Be Silent

FIGHT – For Survival

A **Lockdown** will occur when there is a threat or hazard inside a campus building. All interior doors and classroom doors are locked. Students, faculty, and staff stay in their offices/work areas/classrooms. Lights are turned off, silence is maintained, and occupants move out of the line of sight of corridor windows/door windows/sidelights.

A **building’s main entrance should not be locked during a Lockdown**. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders’ entry into the building. Kent ISD buildings have the ability to unlock the main entrance doors remotely. All other perimeter access points will remain locked to the outside.

If the location of the threat is known and people cannot get behind a door, it is appropriate to self-evacuate away from the threat. See the previous section for each building’s designated evacuation location.

A **Lockdown** is considered appropriate for situations that involve potential violence inside the school facility, such as:

- A dangerous animal within a school building;
- An intruder;
- An angry or violent parent or student;
- A report of a weapon; and/or
- An active assailant.

A **Lockdown** is also appropriate for times when a **Secure** or a **Shelter** have been compromised, creating an immediate, adverse effect on the safety and security of students/staff.

The **Lockdown** signal will be communicated over the PA system, or other appropriate communications device. This warning should come from a school administrator.

Once the decision is made to **Lockdown**, immediately contact the School Resource Officer and/or notify Kent County Dispatch via the 800 MHz base units in the main office. Be prepared to provide detailed information on the threat. Prohibit cellular phone use by students, faculty, and staff.

Contingencies

Students and staff who are outside of classrooms when a **Lockdown** is announced should try to get into the closest available classroom, office, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should be instructed about other options, such as **Evacuation**. Designated evacuation locations have been coordinated for each Kent ISD building. Upon arrival of Kent ISD personnel at one of these locations, the senior person should account for all students/staff and transmit the names of the persons at that location to the Incident Commander. See the previous section for more information.

Administration's Responsibilities

- School administration should attempt to inform staff of the reason for the **Lockdown** and the status of the incident; however, this may not be possible due to tactical considerations.
- The Kent ISD Communications Team will disseminate information via all communication platforms (PowerSchool, School Messenger, Kent ISD social media accounts, etc.) concerning the situation that led to the lockdown, so that parents/guardians can remain informed.
- School administration will conduct an after-action review with the staff and students as soon as possible.
- Administration should be on the lookout for students and staff members who may be exhibiting signs of traumatic injury resulting from the incident and be ready to direct those individuals to appropriate agencies.

Faculty/Staff's Responsibilities

If students are in class at the time of the signal, staff will:

- Explain that there is an emergency; only share information with students given directly from administration.
- Account for all students, faculty, and staff in their respective room(s).
- Barricade doors and windows.
- Close blinds and shades on interior windows (if safe to do so), turn off lights, and silence cell phones.
- Secure weapons/improvised weapons.
- Secure students, faculty, and staff in a safe area of the room away from windows and doors.

- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an All Clear is given.

If students are not in class at the time of the signal, staff will:

- Move students into the nearest safe location, avoiding large areas (library, gymnasium, media centers, auditoriums. etc.)
- Secure and barricade all doors/windows.
- Secure weapons/improvised weapons.
- Stay with students to maintain order and calm; reiterate to students that following directions are paramount.
- Keep students in a safe area away from doors/windows.
- Remain locked in the classroom, office, or storage room until a uniformed police officer releases you or an **All Clear** is given.

All Clear Signal/Evacuation

- A public address (PA) announcement will precede in-person notification of an **All Clear** by uniformed police officers.
- If a Police Led **Evacuation** is necessary, a building administrator will open the classroom/office/storage room for a police officer. Prior to entering the room, the administrator will announce their entry.
- See the **Evacuation** section for more details.

Lockdown Exercises

- **Lockdown** exercises will be conducted a minimum of three times per year.
- One of these exercises will be conducted while students are in transition, or simulated transition.

Buses/Transportation

Bus drivers or others (student drivers, parents/guardians dropping off students) coming onto Kent ISD campuses should look for strobes flashing on the campus/building. If a strobe is flashing, transportation drivers should not enter campus. Instead, drivers should find a safe location away from the campus to stage and from where they can contact their supervisors for further direction/information.

Cell Phone Use During a Lockdown

All cellphones should be silenced. Instructors should make that part of their **Lockdown** protocols for their students. The reason for this silencing is that one of the first things a parent will do when there is a crisis in the school is text or call their child. If a phone is not silenced, this parental reaction can jeopardize the safety and security of their child's entire class.

Research done in the aftermath of actual **Lockdown** events indicates the initial crisis

may only take minutes. However, after the threat is mitigated, Law Enforcement will typically clear the building one classroom at a time. This clearing process may take a long time.

During this clearing procedure time, both parents and students can reduce stress through text communications. This is also a classroom management strategy that teachers can employ.

Instructors can select three or four students at a time and ask the students to text parents/guardians with a message like this:

“We are in Lockdown. I’m okay and I’ll update you every 5 minutes.”

Note: If a threat is imminent, texting is not permitted and students should remain silent.

Students should also be given the opportunity to update their parents/guardians with crafted text messages as an event unfolds. An example for a student being moved to a reunification site would be:

“Pick me up at Calvary Church in one hour. Bring your photo ID.”



SECURE

“Get Inside, Lock Outside Doors”

The **Secure** action is initiated when there is a threat or hazard **outside** of the school building.

At the initiation of a **Secure**, *classes that were outside should move into the building*. All exterior doors and classroom doors are locked. Once all students have returned to the building, **no one should be allowed in or out of the building**.

All Kent ISD schools should be in Secure during instructional hours. What is meant by this statement is that classroom doors and exterior doors are locked, student travel between classrooms is monitored, access to the building is restricted to one entry, and students are always accounted for. When a **Secure** is announced, classroom activities should continue in a normal manner; however, the ability to transition to a **Hold** or **Lockdown** is enhanced.

A **Secure** action may be initiated at a time when students expect to be able to leave the building; i.e. at the end of classes, to go to a job, being picked up by a parent, etc. If a **Secure** has been announced, these departures will have to be delayed until the situation outside the building is resolved.

Controlled Release

An unresolved situation at or near the school at the end of the school day may warrant a **Controlled Release**. During a **Controlled Release**, parents or guardians may be asked to pick up students rather than have them walk home. Buses may run as normal, but increased monitoring of the bus area should occur. Students with driving privileges will be advised to not linger in the area and to drive directly home. Additional law enforcement presence may be warranted on campus.

Monitored Entry

When there is a perceived threat but the threat is not immediate, entrances may be attended by school security officers (SSOs) or law enforcement officials, so that anyone entering the building is more closely monitored. Students and staff walking between buildings or going to the parking lot may be escorted.

Differences Between **Secure** and **Hold**

Secure: People who are outside of the building are brought inside. All activities inside the school continue as usual, but no one moves in or out of the building. Hallways are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

Hold: People who are outside of the building remain outside. Hallways are cleared. Students remain in their classrooms with their teachers and business continues as usual.

Main difference between a **Hold** and a **Secure**:

A **Secure** is enacted when a threat or hazard is outside of the school.

A **Hold** is used when there is a need for the halls to remain empty, meaning the issue is inside the building, but has not risen to the level of a **Lockdown**. During both a **Hold** and a **Secure**, classroom instruction continues as normal.

Examples That Could Prompt the Issuance of a **Secure**

The following are some examples of when a school or emergency dispatch might call for a **Secure** action:

- An unknown or unauthorized person on the school grounds
- Dangerous animal on or near the grounds
- Criminal activity in the area
- Planned police activity in the neighborhood

Administration's Responsibilities

- Announce the **Secure**: "Attention, Attention. We are activating a **Secure**. All Students and staff get inside the building. Lock and secure all outside doors".
- Ensure that all exterior doors are secured throughout the day.
- If the situation dictates, be prepared to quickly issue a **Hold**, **Shelter**, or a **Lockdown** order.
- When appropriate, provide staff with updates to the situation via email.
- Monitor the lifecycle of the **Secure**.
 - a. As the situation evolves and more information becomes available transition from 'no one in or out' to some access with control may be appropriate.
 - b. Controlled Release and Monitored Entry (see above)
- Release the **Secure** via PA: All Students and Staff - "**All Clear, all clear**. The **Secure** is released."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Secure** for parents/guardians.

Faculty/Staff's Responsibilities

- Monitor all student movements. Limit unnecessary movement and keep students in their assigned rooms when possible.
- All doors should be closed and locked.
- *Limited* movement between classes/labs/restrooms is allowed. However, travel should be expedited and closely monitored.
- Upon initiation of a **Secure**, note the time and take attendance.
- Be prepared to move rapidly to a **Hold**, **Shelter** or a **Lockdown**.



SHELTER

State the Hazard and the Safety Strategy

A Shelter will occur when specific protective actions are needed based on a threat or hazard.

A **Shelter** requires that all students and all staff follow response directives based on the threat or hazard.

For severe weather: Most often, the **Shelter** protocol is utilized for tornadoes and other severe weather. In this instance, the announcement will include the shelter location for students and staff, and what protective actions students/staff should take.

An outdoor hazardous material release: A **Shelter** for a hazardous materials spill or release is different from a **Shelter** for severe weather. In the case of a hazmat situation, students/staff should be directed to close their classroom/office windows, shut down their heating and air conditioning units, and seal windows/doors to preserve the good air inside the room, while restricting the entry of any contaminated air from the outside. Classroom/office *Go-bags* contain duct tape that can be used to seal doors and windows. Additionally, excess clothing can be stuffed in door/window gaps. Listening to the specific directives coming from the Main Office is critical to successful emergency response.

Hazards May Include

- Tornados/derechos
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake

Safety Strategies May Include

- Evacuate to Shelter area
- Seal the room
- Drop, cover, and hold

If Outside and a Shelter is Called

- Get inside immediately
- If not able to get inside:
 - Thunderstorm/Tornado-Get to low ground.
 - Hazmat Release-Get to high ground.

Administration's Responsibilities

Hazard Materials (Hazmat) Release

- Confirm instructions to **Shelter** (rather than evacuate), due to a nearby hazardous material release.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.
"Attention, students and staff, Attention. Shelter for hazmat, Shelter for hazmat. Seal all exterior windows and doors."
- Ensure that Facilities shut down all HVAC systems for the entire campus.
- Once students/staff have returned to the building, do not let anyone enter the building unless that person is first decontaminated or is a first responder.
- Instruct staff to seal doors and windows with duct tape/towels
- Do not allow anyone to leave the building until an **All Clear** is called by local authorities.
- Ensure that the School Resource Officer stays abreast of updates until the incident is under control.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement
"Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

Severe Weather

- Direct faculty/staff to move to their designated severe weather **Shelter** location.
- Recall staff/students back to the building that were outside.
- Announce **Shelter** order via PA announcement.
"Attention, attention, students and staff. Shelter for a tornado, Shelter for a tornado. Move immediately to your designated severe weather area."
- If not in their normal areas, direct people to **Shelter** in interior hallways on the ground floor.
- Advise people who are outside with no chance to return to the building to seek low ground, away from trees and other tall structures
- Ensure that no one is sheltering in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Keep staff informed. Announce the current status of the incident at frequent intervals over the PA system.
- Announce **All Clear** via PA announcement
"Students and Staff, Students and Staff. All clear, All clear. The Shelter order is lifted."
- Coordinate with the Kent ISD Communications Team to prepare a message regarding the **Shelter** for parents/guardians.

Faculty/Staff's Responsibilities

Hazard Materials (Hazmat) Release

- If outdoors, return to the building.
- To prevent air contamination within the shelter, use duct tape from Go-bag to seal around exterior doors and windows.
- If unable to return to the building, do not shelter in low ground, as chemicals will pool there. Seek the highest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

Severe Weather

- Move to the designated **Shelter** location.
- Account for students.
- Students should be instructed to 'drop, cover, and hold' assuming a protective posture facing the wall.
- Return students to class after "**All Clear**" is given, take attendance, and advise the main office of any missing students.
- If unable to return to the building, do not shelter in high ground, as lightning and tornadoes attack those locations. Seek shelter in a culvert or the lowest ground available.
- Contact the main office and provide the location where you are sheltered and who you have with you.

If not able to reach designated **Shelter location for severe weather:**

- **Do not Shelter** in gymnasiums, auditoriums, or other rooms with wide, free-span roofs.
- Avoid all windows and other glassed areas.

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MANDATED REPORTERS OF CHILD ABUSE

With regard to suspected child abuse, certain school officials are defined by the State of Michigan as “**Mandated Reporters**”. Below is the State of Michigan Law that defines who a mandated reporter is and what their responsibilities are:

CHILD PROTECTION LAW

Act 238 of 1975

AN ACT to require the reporting of child abuse and neglect by certain persons; to permit the reporting of child abuse and neglect by all persons; to provide for the protection of children who are abused or neglected; to authorize limited detainment in protective custody; to authorize medical examinations; to prescribe the powers and duties of the state department of social services to prevent child abuse and neglect; to prescribe certain powers and duties of local law enforcement agencies; to safeguard and enhance the welfare of children and preserve family life; to provide for the appointment of legal counsel; to provide for the abrogation of privileged communications; to provide civil and criminal immunity for certain persons; to provide rules of evidence in certain cases; to provide for confidentiality of records; to provide for the expungement of certain records; to prescribe penalties; and to repeal certain acts and parts of acts.

The People of the State of Michigan enact:

[Section 722.623](#)

Sec. 3.

1. An individual is required to report under this act as follows:
 - a. A physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider who has reasonable cause to suspect child abuse or child neglect shall make an immediate report to centralized intake by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. Within 72 hours after making an oral report by telephone to centralized intake, the reporting person shall file a written report as required in this act.

Kent ISD considers the below listed employees as “Mandated Reporters” in accordance with the above State of Michigan statute:

Social Workers
Licensed Master’s Social Worker
Licensed Bachelor’s Social Worker
School Administrators
School Counselors
School Teachers
Child Care Providers

Although the above list does not include all Kent ISD employees (exempting facilities and maintenance employees, for example) all Kent ISD employees who are not mandated reporters are highly encouraged to bring suspected child abuse to the attention of their supervisor.

ARMED STUDENT/HOSTAGE

Administration's Responsibilities

Weapon Suspected

- ☐ Contact SRO or call 911.
- ☐ Escort the student to the main office.
- ☐ If appropriate, initiate a **Hold**.
- ☐ Keep the student separated from backpack, purse, books, and other possessions.
- ☐ Bring these items to the main office separate from the student.
- ☐ Safely monitor the student until law enforcement arrives.
- ☐ Conduct a search of the student's person and possessions.
 - ☐ If probable cause exists, law enforcement should do the search.
 - ☐ If a reasonable suspicion exists, school administration/security staff should do the search.
 - ☐ If a weapon is found, law enforcement will remove the student from campus.
- ☐ Notify the parent(s)/guardian(s).

Weapon Visible

- ☐ Contact SRO or call 911.
- ☐ Initiate a **Lockdown** via the Public Address (PA) system
- ☐ Ensure that students in public areas or outside the building are accounted for and directed away from the threat.
- ☐ Escort law enforcement to the scene.
- ☐ Stay out of view of the subject, if possible.

On School Grounds, But Not in Building

- ☐ Contact SRO or call 911.
- ☐ If the threat is outside the building, initiate a **Secure**.
 - ☐ Bring students/staff that were outside the building back into the building via an entrance opposite of the location of the subject. Post Security on this entrance.
 - ☐ If students/staff are off campus or cannot get to the building safely, direct them to the nearest evacuation site.
- ☐ Without jeopardizing safety, attempt to obtain a detailed description of the suspect and provide it to law enforcement.
 - ☐ Race, sex, height/weight, clothing, hair color, any distinguishing characteristics and name if known.

Once the Situation Stabilizes

- ☐ Confirm that all students, faculty, and staff are accounted for.
- ☐ Resume normal daily activities or reunification procedures as appropriate.
- ☐ Assist law enforcement.

Faculty & Staff Responsibilities

Weapon Suspected

- ☐ Notify the Main Office ASAP and advise them whether the weapon is visible or suspected.
- ☐ If the Main Office is not responding, call 911 from a school landline.
 - ☐ Only use a cellphone to call 911 if it is the only option.
- ☐ Keep the subject(s) and students calm.

If a Weapon is Visible

- ☐ Do not attempt to confiscate the weapon.
- ☐ Calmly ask the subject for permission to evacuate the class.
- ☐ If allowed to evacuate, have students leave quickly and quietly.
- ☐ Direct a class leader to bring an administrator to the location.
- ☐ If not allowed, try to separate students from the subject as much as possible.
- ☐ Continue to speak calmly to the subject until law enforcement arrives.
- ☐ When law enforcement arrives, allow them to take charge and follow their directions as advised.

Post-incident:

- ☐ Be cognizant of students needing counseling services.
- ☐ Be prepared to be interviewed by law enforcement concerning the incident.

ARSON/FIRE

General Guidance for Fire Emergencies

- **DO NOT** evacuate until directed to do so by Administration or if you are in immediate danger. **A FIRE ALARM ACTIVATION MAY BE FALSE AND A PRECURSOR TO ACTIVE VIOLENCE.**
- **DO NOT** use elevators during a fire.
- Designated staff should complete an immediate assessment to determine the cause of the alarm and if evacuation is necessary.
- Instructors should gain accountability of students and await further instructions.
- All staff should be familiar with evacuation routes and the locations of assembly areas.
- Staff should know the location of fire alarm pull stations in their work area.
- Staff should know the location of the nearest fire extinguisher and how to use it.
- All entrance and exit doors should always be free and clear of any obstructions.
- Follow the predetermined evacuation routes/procedures based on the information given by the Main Office.
- If safe to do so, close all doors and windows within the immediate area of the fire to limit oxygen flow to the fire.
- Advise 9-1-1 of injuries and individuals in need of special assistance.
- Maintain your situational awareness.
- Be ready to deviate from the predetermined routes or procedures if circumstances exist that may cause harm or danger to students/staff.
- Alarms may be silenced by authorized Kent ISD staff, but only fire department personnel can clear alarm control panels.

Administration's Responsibilities

Major Fire/Explosion

- ☐ Use the Public Address (PA) system to issue an **Evacuate** order.
- ☐ If necessary, conduct movement to designated evacuation sites.
- ☐ Request bus service if appropriate.
- ☐ Call 9-1-1.
- ☐ Ensure that appointed caretakers assist students with disabilities.
- ☐ Ensure that custodians and cafeteria personnel have turned off all motors, fans, cooking systems, and other power-driven equipment.
- ☐ If an SSO is not available, designate a staff member to direct public safety personnel to the appropriate location.
- ☐ Assist/Establish a command post with public safety personnel if necessary
- ☐ Be aware of any possible suspects and/or witnesses.
- ☐ When appropriate, issue an **"All Clear"** for students and staff to return to the building.

Small Fire/Non-Explosion

- ☐ Call 9-1-1.
- ☐ Use the Public Address (PA) system to issue an **Evacuate** order.
- ☐ Keep students/staff updated via PA system.
- ☐ Notify dispatch/responding units that the fire was extinguished.
- ☐ Keep students/staff out of the immediate area until fire personnel advise the location is safe.
- ☐ Issue an **“All Clear”** and resume the educational process as soon as possible.

Faculty/Staff Responsibilities

Upon activation of a fire alarm

- ☐ Prepare students for an **Evacuate**, but do not leave your room unless you are in immediate danger or told to do so by administration.
- ☐ **A fire alarm activation may be false and a precursor to active violence.**
- ☐ Upon fire alarm activation, designated main office staff will complete an immediate assessment to determine the cause of the alarm and if evacuation is necessary.
- ☐ If the alarm is legitimate, the main office will give the order via the PA system to conduct an Evacuation.
- ☐ Follow **Evacuate** procedures.

Fire In or Near Classroom

- ☐ Activate fire alarm if applicable.
- ☐ Notify the main office ASAP.
- ☐ Assist student(s) with disabilities.
- ☐ Follow **Evacuate** procedures.

ALL STAFF SHOULD BE AWARE OF THE CLOSEST FIRE EXTINGUISHER TO THEIR AREA OF RESPONSIBILITY AND ALL STAFF SHOULD KNOW HOW TO USE A FIRE EXTINGUISHER PROPERLY.

ASSAULTS: CHILD ABUSE, SEXUAL ASSAULT, VIOLENT ASSAULTS

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services (DHHS). These people are mandated reporters and have established relationships with children based on their profession.

Child Abuse

The [Michigan Child Protection Law](#) requires certain persons known as [mandated reporters](#), to report suspicions of child abuse or neglect to Children's Protective Services (CPS). Directions on how to make a report can be found [here](#).

Physical indicators and behavioral indicators of Physical Neglect, Physical Abuse, and Sexual Abuse can be found [here](#). These indicators are some of the commonly accepted physical and behavioral indicators of abuse and/or neglect. Note that the physical and behavioral indicators listed are not the only indicators of child abuse and neglect and if present, do not always mean a child is being abused or neglected.

Administration's Responsibilities

- ☐ A same-sex Administrator or a same-sex counselor should examine the student and assess for any abuse or neglect.
- ☐ If any abuse or neglect is determined or even suspected, notify Centralized Intake (CPS).
 - ☐ Call [855-444-3911](tel:855-444-3911) to report suspected or disclosed abuse/neglect.
 - ☐ Caller will receive an Intake # that will be required on form DHS-3200
 - ☐ Notify a counselor or social worker, if not done previously.
- ☐ Inform faculty/staff of your assessment.
- ☐ Allow the student to return to their normal schedule as soon as possible.
- ☐ Within 72 hours of making a call to CPS, the persons who called CPS must complete form [DHS-3200](#) and email/fax it to DHS at the addresses listed on the form.
- ☐ Ensure the student receives the necessary counseling services.
- ☐ File a copy of the report in the Main Office, to be marked 'Confidential'.
- ☐ Contact law enforcement, if appropriate.

Faculty & Staff Responsibilities

- ☐ Report any suspected abuse or neglect of a student's physical or mental health or welfare to your Administrator immediately.

- ☐ If a student discloses abuse/neglect, the staff member has a legal responsibility to report it to Child Protective Services Centralized Intake (CPS).
 - ☐ Staff should call [855-444-3911](tel:855-444-3911) to report suspected or disclosed abuse/neglect.
 - ☐ Staff will receive an Intake # that will be required on form DHS-3200
- ☐ Within 72 hours of making a call to CPS, staff must complete form [DHS-3200](#) and email/fax it to DHS at the addresses listed on the form.
- ☐ Ensure the student receives the necessary counseling services.

Sexual Assault

There are several degrees of criminal sexual assault. Faculty and staff should work with their respective law enforcement agency to obtain the legal definitions and degrees of severity.

As per Michigan Law Public Act 238 of 1975-MCL 722.621-636, staff are REQUIRED to report any suspected abuse or neglect of their students. See above for the process and links.

For sexual assaults occurring in real time, utilize the below guidelines.

Administration's Responsibilities

ON-CAMPUS ASSAULTS (to include field trips)

- ☐ Notify the SRO if available. If the SRO is not available, call 911.
- ☐ Obtain the victim's demographic/student information from PowerSchool.
- ☐ Administer first aid, if applicable.

OFF-CAMPUS ASSAULTS (to include transportation to/from a Kent ISD Campus)

- ☐ Assaults that do not occur on a Kent ISD Campus are the responsibilities of the lead educational agency (LEA).
 - ☐ For Center Programs Kent ISD is the LEA.
- ☐ Contact the LEA and request that they send an administrator to campus to begin their investigation.
- ☐ Request that the LEA contact the subject and/or victim's parents/guardians.
- ☐ If the assault occurs on a college campus or other entity that has a police department (ex. Grand Rapids Community College, Grand Valley State University, Gerald R. Ford Airport) during a Kent ISD sponsored activity, Kent ISD will coordinate with that law enforcement agency as appropriate.

ALL ASSAULTS

- ☐ Call a counselor to stay with the victim.
- ☐ Isolate the suspect, if possible.
- ☐ Comply with Child Protection Laws and task staff with reporting the incident to CPS, if the suspect is a family member.
- ☐ Isolate witness(es) and do not allow them to talk to anyone or to each other.
- ☐ If not being done by the LEA, appoint an administrator or counselor to notify the

- parent(s)/guardian(s) of the victim, in person if possible.
- ☐ Cooperate with law enforcement.

Faculty & Staff Responsibilities

- ☐ Contact the Main Office immediately.
 - ☐ If Main Office is not available, dial 911 from a school landline phone.
 - ☐ Request assistance from SSOs/SROs.
 - ☐ Request medical assistance.
- ☐ Stay with the victim, but do not let them clean up or alter their appearance, as this will destroy physical evidence of the assault.
- ☐ Separate witnesses and/or suspect(s) if present.
- ☐ Assist law enforcement and complete a detailed incident report.

Violent Actions/Assaults

Administration's Responsibilities

- ☐ Assess the situation, intervene only if necessary
 - ☐ If a weapon is involved, use caution.
- ☐ Call 9-1-1
 - ☐ If students refuse to cooperate;
 - ☐ If there is an injury, or:
 - ☐ If the victim is a faculty or staff member.
- ☐ Secure emergency information for subjects/victims and contact the parent(s)/guardian(s).
- ☐ Assist law enforcement as requested.
- ☐ Follow disciplinary action according to the Kent ISD Policy.
- ☐ Complete a detailed incident report and assist law enforcement as appropriate.

Faculty & Staff Responsibilities

- ☐ Make verbal contact with the suspect(s).
 - ☐ Use a calm tone and maintain a calm demeanor.
 - ☐ Encourage students to stop their unwanted behavior.
- ☐ Do not leave the students alone until the area of your responsibility is calm.
- ☐ Never grab or touch a violent student unless they are causing harm to themselves or others.
- ☐ Escort the student to the Main Office.
 - ☐ If they refuse to cooperate, request assistance from SSOs/SROs
- ☐ If a criminal investigation is launched, assist law enforcement with identifying the individual(s) involved.

BOMB THREAT – SUSPICIOUS PACKAGES

Overall Procedures

- ☐ Upon discovery of a suspicious device immediately notify the Main Office.
 - ☐ **Use only a landline phone or a runner. Cell phones and electronics can detonate explosive devices.**
- ☐ If appropriate, the Administration should initiate a **Hold** using the “Bomb Threat PA Message Script” as a guide.
 - ☐ **Do not immediately evacuate the building as there may be devices staged at evacuation locations.**
- ☐ Administration will determine if an **Evacuate** is appropriate based on the threat assessment/search team's results.
- ☐ If a device is located in a classroom, the instructor should immediately and calmly move students to a safe location.
- ☐ **Do not** touch or move the device.
- ☐ Immediately turn off all cell phones and electronics (handheld radios, laptops, etc.)
- ☐ Phone/Email Threats: Staff should get assistance by notifying a co-worker.
- ☐ Contact law enforcement as soon as possible as all bomb threats are criminal.
- ☐ Dial 9-1-1 if school resource officer or local law enforcement is not available.
- ☐ **Use only a landline phone or a runner. Cell phones and electronics can detonate explosive devices.**
- ☐ Refer to the “**Quick Reference Guide for Bomb Threat Recipients**” to assist in determining the proper procedures for:
 - ☐ Threat via phone;
 - ☐ Threat via note or email;
 - ☐ Suspicious packages;
- ☐ Assist law enforcement personnel with their criminal investigation.

Administration's Responsibilities

- ☐ Upon notification of a suspicious package or device being located, call 9-1-1 using a landline. **DO NOT USE A CELL PHONE.**
- ☐ Secure the area where the item is located but keep personnel away from the item.
- ☐ Initiate a **Hold** using the “**Bomb Threat PA Message Script**” as a guide.
- ☐ If possible and if it can be done safely, open doors and windows near the item.
- ☐ Utilize security staff and your school's Threat Response Team to search for additional suspicious devices.
- ☐ Utilize security staff and the school's Threat Response Team to clear evacuation routes and assembly areas.

- ☐ Meet arriving emergency personnel and brief them on the situation. Allow them to speak directly with the individual who located the suspicious package or device.
- ☐ Establish an incident command post, working in conjunction with emergency personnel.
- ☐ Decide if the incident will require short or long-term evacuation.
 - ☐ Advise faculty/staff accordingly.
- ☐ If deemed appropriate, direct faculty/staff to **Evacuate**. Evacuation routes and assembly areas should be in the *opposite* direction of the suspicious package or device.
- ☐ Announce the “**ALL CLEAR**” to return to class when deemed appropriate by incident command.
 - ☐ Upon notification of “**All Clear**”, staff and students should return to normal operation.
 - ☐ Upon arrival back in class, staff should take attendance and report any missing students to the Main Office.

Faculty & Staff Responsibilities

- ☐ Call the Main Office via a desk/school telephone; **DO NOT USE A CELL PHONE.**
- ☐ If an **Evacuate** is ordered, do not deviate from prescribed routes.
- ☐ Once evacuated, stay in your designated assembly area. Take attendance and report missing students to the Main Office.
- ☐ Stay in your assembly area until you are instructed to move or to return to your classroom.
- ☐ Speak calmly to students to maintain order.

BOMB THREAT CHECKLIST

PERSON WHO TOOK CALL/FOUND DEVICE: _____

DATE/TIME: _____ TIME CALL TERMINATED: _____

1. When is the bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your name?

9. Where are you calling from?

10. What number are you calling from?

11. EXACT WORDS OF THE THREAT

12. Describe the Caller			
☐ Male ☐ Female ☐ Unsure Approx age ____ Speed and Pitch ☐ Hurried or Rapid ☐ Moderate Paced ☐ Slow ☐ Hushed or Quiet ☐ Loud ☐ Deep ☐ High-pitched ☐ Masked ☐ Electronic ☐ Squeaky	<u>Emotions</u> ☐ Distant ☐ Excited ☐ Angry ☐ Sad ☐ Happy ☐ Calm ☐ Agitated ☐ Matter-of-Fact ☐ Boastful ☐ Sincere ☐ Excited ☐ Crazy	<u>Quality</u> ☐ Stutter ☐ Lisp ☐ Slurred ☐ Whispered ☐ Laughing/ Giggling ☐ Raspy ☐ Nasal ☐ Deep Breathing ☐ Crying ☐ Stressed ☐ Clearing Throat ☐ Cracking Voice	<u>Language</u> ☐ Accented: ☐ Foul ☐ Taped ☐ Incoherent ☐ Message Read ☐ Irrational ☐ Drunk ☐ Broken ☐ Other:
13. Background Sounds			
☐ Street Noises ☐ House Noises ☐ Factory Machinery ☐ Television	☐ Motor ☐ Animal Noises ☐ Long Distance ☐ PA System	☐ Voices ☐ Office ☐ Clear ☐ Children ☐	☐ Music ☐ Cellular Phone Call ☐ Landline Phone Call
14. Written Threat: Describe: Where was the threat found?			
15. Face-to-Face Threat: Who made the threat? What were their exact words?			
16. Suspicious Package: Describe: Where was the package found and by whom?			

QUICK REFERENCE GUIDE FOR BOMB THREATS

BOMB THREATS ARE SERIOUS UNTIL PROVEN OTHERWISE

Most threats are received via phone. Act quickly, remain calm, and use the **Bomb Threat Checklist** as your guide.

A **Hold** should be initiated as soon as possible after the threat. **Do not evacuate the building as there may be devices staged at evacuation locations.** Employees should report suspicious packages in their area to their supervisor and relocate to another location away from the package.

BOMB THREATS RECEIVED VIA PHONE:

- ☐ Remain calm. Try to keep the caller on the line as long as possible. Take note of any numbers on the screen of your Mitel phone. Do not hang up, even if the caller does.
- ☐ Listen carefully. Be polite and show interest in the caller.
- ☐ Use the **Bomb Threat Checklist** to guide your questions and conversation with the caller.
- ☐ If possible, without the caller becoming aware, have a co-worker call 911 from a nearby landline. **Do not use a cell phone to call 911 if possible.**
- ☐ If a co-worker is not available, call 911 from a nearby landline after the caller has hung up. **Do not** call from the phone you took the call on.
- ☐ Notify administration of the threat.
- ☐ After 911 has been notified and administration has initiated necessary movement, complete the **Bomb Threat Checklist** while details are fresh in your mind. Write in as much detail as possible, using the caller's exact words.

BOMB THREAT RECEIVED VIA NOTE OR EMAIL:

- ☐ Preserve the note for fingerprints. Use gloves if possible to move the note. If gloves are not available, use the edges of the note to manipulate the note if necessary.
- ☐ If the threat is received electronically (email), do not delete the message. Notify the Help Desk to preserve the message for law enforcement.
- ☐ Call 911 from a landline and notify administration.

SUSPICIOUS PACKAGES:

Following are signs that a package may contain a device:

1. No return address;
2. Handwriting on the package is poor or typing is bad;
3. Excessive postage or foreign postage;
4. Misspelled words;
5. Stains, odors, powders, oily or sticky surface, crystallization on package;
6. Incorrect titles or addressed to a title only (no proper name on package);
7. Strange smells, exposed or protruding wires, or sounds coming from package;

8. Restrictive notes on package (e.g. "Personal", "Do not x-ray")
9. Unexpected delivery of package.

TREATMENT OF SUSPICIOUS PACKAGES:

- **DO NOT** touch or move the package.
- **DO NOT** activate the fire alarm or evacuate the building.
- **DO NOT** use 2-way radios (handhelds) or cell phones in the vicinity of the package.
- **Do** use the **HOT** acronym to determine if a package is suspicious:
 - **H-** is it **Hidden** (placed out of sight, purposely concealed)
 - **O-** is it **Obviously suspicious** (beeping lights, wires protruding)
 - **T-** is it **Typical** (is the package out of place in its current location)

No to the above-Notify administration, try to find owner, but treat with caution.

Yes to any of the **HOT** questions means the package is suspicious. Use the **RAIN** acronym to deal with the package

- **R-** Recognize the indicators of an IED (time, location, on-going events)
- **A-** Avoid (do not touch, do not allow others to touch)
- **I-** Isolate (establish a perimeter and keep people away)
- **N-** Notify (advise law enforcement immediately)
- **DO** call 911 from a landline within view of the package.
- **DO** isolate the package and keep people out of the vicinity.
- **DO** take note of suspicious persons in the area.
- **DO** use the Bomb Threat Script to announce a **Hold**.

Bomb Threat Script

Announcement:

*Staff and Students: a non-specific threat has been made against our school. Although you are not in danger at this time, we will **Hold** in our classrooms/offices while law enforcement responds. Further information will be provided as we get it. Thank you.*

(REPEAT 2X)

BUS ACCIDENT OR VEHICLE ACCIDENT INVOLVING KENT ISD OWNED VEHICLE

Administration's Responsibilities

- ☐ Receive the emergency call and record all accident information.
- ☐ Call 9-1-1 (if not already done).
- ☐ Dispatch SRO to the scene.
- ☐ Obtain the names of students on the bus from bus route files.
- ☐ Collect health information from enrollment cards or PowerSchool for all students on the bus.
 - ☐ Report any special health considerations to medics/SRO on scene.
- ☐ Obtain a list of injuries as soon as possible.
- ☐ In the event of a serious injury or fatality:
 - ☐ Principal (or designee-no less than Assistant Principal) will go to the accident site;
 - ☐ Principal (or designee-no less than Assistant Principal) will go to the hospital.
- ☐ Appoint staff to contact parent/guardian. As information is available, inform them:
 - ☐ If their child is injured and to what extent;
 - ☐ What medical facility students were taken to;
 - ☐ How to contact the hospital.
- ☐ Notify the Superintendent's Office to advise of the accident.
 - ☐ Continue to update as appropriate.
- ☐ Contact Lead Educational Agency (LEA).
- ☐ Refer incoming media calls to the Kent ISD Communications Team.
- ☐ Inform faculty and staff.

Faculty & Staff Responsibilities (if on bus)

- ☐ Call 9-1-1 (if not already done).
- ☐ Provide responding EMTs with student health information for all students on the bus.
- ☐ Report any special health considerations to medics/law enforcement on scene.
- ☐ Call the Main Office and advise of the accident.
 - ☐ Provide the names of students on the bus.
 - ☐ Provide a list of injuries as soon as possible.
- ☐ Refer media to the Kent ISD Communications Team.

CYBER INCIDENT

Administration's Responsibilities

- ☐ Immediately contact the Assistant Superintendent of Technology Services (or his/her Administrative Assistant) to report the incident.
 - ☐ Receive confirmation of the report
 - ☐ If the Assistant Superintendent of Technology Services is not available, telephonically contact the IT Help Desk and report the incident.
- ☐ Incident should be reported NLT the end of the business day.

Faculty/Staff Responsibilities

- ☐ Immediately report the incident to your building administrator in person.
- ☐ Incident should be reported NLT end of the class period.

Assistant Superintendent of Technology Services Responsibilities

- ☐ Initiate a response to the incident IAW The Kent ISD *Cybersecurity Incident Response Plan* (IRP).

DEATHS ON SCHOOL PROPERTY

General Directions

- ☐ Isolate the crisis site.
- ☐ If necessary, initiate a **Secure** or **Lockdown**.
- ☐ Contact 911 using a school landline and provide law enforcement with detailed information about the incident along with possible suspect(s) description and location.

ACCIDENTAL DEATH/HOMICIDE/SUICIDE

Administration's Responsibilities

- ☐ Dispatch SRO and Security to the affected area, if appropriate to do so.
 - ☐ Secure the crime site until law enforcement relieves
- ☐ Initiate a **Lockdown** (if subject is unaccounted for) or a **Secure** (if subject left the area).
- ☐ Assist arriving law enforcement with medical care and identifying possible witnesses and/or suspects.
- ☐ Be prepared to provide privacy for the victim and their family.
- ☐ Document approximate time and specific observations regarding the death or homicide.
- ☐ In the case of a MERT activation, provide a copy of recorded information to EMS.
- ☐ Isolate witnesses and do not allow them to talk with others.
- ☐ Assist law enforcement as possible in locating any possible suspects.
- ☐ Allow law enforcement personnel to notify victim parent(s)/guardian(s).
- ☐ Inform staff of the event and direct counselors to set up support services as needed.
- ☐ Complete a detailed report for administration and provide a copy to law enforcement upon request.
- ☐ Keep Kent ISD Leadership/Communications Team updated as appropriate.

Faculty & Staff Responsibilities

- ☐ Contact the SSOs/SROs or main office immediately.
- ☐ Identify the problem, location, and victim (if known)
- ☐ If the main office is not available, contact 911 using a school landline.
- ☐ Isolate the area by removing people from the area.
- ☐ If possible and practical, relocate students.
- ☐ If the perpetrator is present and does not allow you and/or students to leave, remain composed.
 - ☐ Speak calmly and request permission to remove students.
 - ☐ Attempt to keep students settled and quiet.
- ☐ Wait for law enforcement and administrative personnel to arrive.

- ☐ Assist law enforcement with identifying and separating witnesses/ suspects.
- ☐ Identify students in need of immediate support or counseling.

DISTURBANCE (ANGRY PARENT / VISITOR)

Administration's Responsibilities

- ☐ Refer person to an Administrator
 - ☐ Attempt to calm the person using de-escalation techniques.
 - ☐ Speak in a normal voice.
 - ☐ Remain polite and respectful
- ☐ Discreetly notify the SSO/SRO
 - ☐ If the SSO/SRO is not available, call 911 if the person refuses to cooperate.
- ☐ Restrict people from entering the main office.
- ☐ Place the building into a **Hold** if students, faculty/staff safety are endangered. Increase to a **Lockdown** if the subject becomes violent.
- ☐ When the situation allows:
 - ☐ Return to normal activities.
 - ☐ Cooperate with law enforcement in any on-going investigations.
 - ☐ Coordinate with the Kent ISD Communications Team for communications to parent(s)/guardian(s) concerning the incident.

Faculty/Staff Responsibilities

- ☐ Attempt to calm the person using de-escalation techniques.
 - ☐ Speak in a normal voice.
 - ☐ Remain polite and respectful.
- ☐ Request that person accompany you to the Main Office
 - ☐ Tell them only an administrator will be able to address their grievance
- ☐ Do not engage the person if they walk away.
 - ☐ As soon as possible, notify the Main Office;
 - ☐ If possible, follow at a distance, but do not antagonize the person;
 - ☐ Notify SRO/Security;
 - ☐ Be able to provide a description of the person to include clothing and last known direction.
- ☐ If appropriate, place the building into a **Lockdown**.

DRIVE-BY SHOOTING

Administration's Responsibilities

- ☐ Notify the SRO.
- ☐ If the SRO is not available, call 9-1-1.
- ☐ Initiate a **Shelter** order or **Lockdown** order as appropriate.
- ☐ Move all students and staff to a secure location ASAP.
 - ☐ If outdoors, students/staff should seek cover.
- ☐ Provide treatment to victims when safe to do so.
- ☐ Provide responding law enforcement with identifying information concerning suspect(s) and vehicles.
- ☐ If appropriate, contact the transportation office(s) to re-route buses until law enforcement secures the area.
- ☐ Hold students beyond the dismissal time, if necessary.
- ☐ Update Kent ISD leadership/Kent ISD Communications Team as appropriate.

Faculty/Staff's Responsibilities

- ☐ If in a classroom near the shooting, have students drop to the floor.
 - ☐ Stay away from windows/glass.
- ☐ Notify the SSO/SRO immediately
 - ☐ Provide description of subject vehicle
- ☐ Notify the Main Office/Place building into lockdown.
- ☐ Once the subject vehicle exits the area, be alert for the vehicle to return.
- ☐ Report any known injuries.
- ☐ Do not attempt to treat injuries outside your classroom until law enforcement arrives and secures the scene.
- ☐ Take roll and immediately notify the Main Office of any missing students.
- ☐ If outside:
 - ☐ Seek cover. Notify the Main Office of your location, if possible.
 - ☐ Do not move students until law enforcement has secured the scene

DRUGS – Overdose, Use, Sale, Possession

Administration's Responsibilities

Overdose During School Hours

- ☐ Send SSOs and MERT to the classroom/site.
- ☐ Contact and advise the SRO.
- ☐ MERT should assess medical needs.
 - ☐ Call 9-1-1, providing dispatch with as much information as possible
 - ☐ If the subject is alert, ask the name of the drug he/she took, how they took it (i.e. how it was administered) and what time they took it.
 - ☐ Secure the health information from PowerSchool.
- ☐ Main office staff should notify parent(s)/guardian(s).
- ☐ Provide a copy of document information to responding EMS and law enforcement.
- ☐ Appoint a staff person to accompany the subject to the hospital and act as a liaison between the school and hospital.
- ☐ Contact the Superintendent's Office
- ☐ Coordinate with the Kent ISD Communications Team for communications to parent(s)/guardian(s) concerning the incident if appropriate.

Use/Sale/Possession During School Hours

- ☐ Have the subject escorted to the office with their backpack, purse, books, and other possessions.
- ☐ Notify the SRO.
- ☐ Tell the subject what is suspected and ask the subject where the drugs are.
- ☐ Do not let the student produce the drugs, as they may be reaching for a weapon.
- ☐ Have the SRO remove the drugs from the student's person/kit.
- ☐ During the search of the subject's person/kit, ensure that at least two adults are present.
- ☐ If the SRO is not available and drugs/paraphernalia are located, secure the items to be turned over to responding law enforcement.
- ☐ Once the drugs have been turned over to the SRO/law enforcement, make the appropriate notifications to leadership and parents/guardians.

Faculty/Staff Responsibilities

Overdose During School Hours

- ☐ Initiate MERT call. Provide MERT members with the location and the name of the subject involved.
- ☐ Keep the subject as calm/stable as possible
- ☐ Clear the room of other students, if appropriate.
- ☐ Identify witnesses and do not allow them to talk to anyone or to each other.

- ☐ Request assistance from Security as necessary.
- ☐ Assist MERT as appropriate
- ☐ Prepare to escort the subject to hospital.

Drugs Located, Sale Witnessed-During School Hours

- ☐ Notify the SRO, Security, or the Main Office if you think you witnessed a drug sale, drug usage, or drug possession.
- ☐ Complete a PowerSchool entry.
- ☐ Be aware that Law enforcement may remove the subject(s) from campus.

Suspicion of Drug Use, but Drugs Not Located/Witnessed – During School Hours

- ☐ Notify the Main Office
- ☐ Have the student meet with a counselor.
- ☐ Counselors may suggest that the student enroll in a drug counseling program.
- ☐ Follow disciplinary action according to the Student Code of Conduct, if necessary.

FOOD POISONING

Administration's Responsibilities

- ☐ Call 9-1-1.
- ☐ Notify the School Nurse/MERT. Administer first aid until paramedics arrive.
- ☐ Contact parent(s)/guardian(s).
- ☐ Close the cafeteria.
- ☐ If necessary, appoint staff members to pull appropriate health information from PowerSchool.
- ☐ Coordinate with Kent ISD Communications Team for notification to parents/guardians.
- ☐ Contact Kent County Health Department to report and for guidance.
- ☐ File appropriate reports with the district and Public Health Agency.

Faculty/Staff Responsibilities

- ☐ Contact the Main Office.
 - ☐ Request Nurse/MERT response.
- ☐ Keep the student comfortable.
 - ☐ Keep other student(s) calm.
 - ☐ Consider clearing the room to another location, if appropriate.
- ☐ Secure items used in food preparation for examination and testing.
- ☐ Isolate and store samples of contaminated items for examination and testing.
- ☐ Follow directions as provided by Kent County Health Department.

INTRUDER, TRESPASSER, UNIDENTIFIED PERSON

An Intruder/Trespasser is defined as someone who is present on school property without permission, in essence an unauthorized presence in restricted areas of buildings and school grounds. This definition includes suspended and expelled students.

Administration's Responsibilities

Intruder/Trespasser/Unidentified Person

- ☐ Immediately notify the School Resource Officer (SRO)
- ☐ If an SRO is on scene, let the SRO handle the situation and assist as necessary.
- ☐ If the SRO is not available, approach the person and politely attempt to determine the nature of their business within the building.
- ☐ Advise them of Visitor Protocols and request they accompany you to the office so they can be properly registered as a guest.
- ☐ If the person refuses to cooperate, do not get into a confrontation call 9-1-1
- ☐ If they have no acceptable purpose, ask them to leave.
- ☐ If appropriate, declare **Secure** or **Lockdown**.
- ☐ If they refuse to leave:
 - ☐ Alert them that law enforcement was called.
 - ☐ Obtain a detailed description to include, race, gender, approximate age, height, weight, hair color, clothing, last known location, and direction of travel.
- ☐ If they still refuse to leave, do not become confrontational. Attempt to disengage from intruder.
- ☐ Assist law enforcement as appropriate.
- ☐ Coordinate with Kent Communications Team for notifications to parents/guardians.

Faculty/Staff Responsibilities

Intruder/Trespasser/Unidentified Person

- ☐ First priority is to keep the classroom/students secure.
 - ☐ This may require moving students away from the Intruder/Trespasser to a safer area.
 - ☐ May require initiating a **Lockdown**.
- ☐ Immediately report the suspicious person(s) to the Main Office/Security.
- ☐ If without students:
 - ☐ Approach the person and politely attempt to determine the nature of their business within the building.
 - ☐ Request they accompany you to the office so they can be properly

registered as a guest.

- ☐ If the person refuses to cooperate, do not get into a confrontation.
- ☐ If safe to do so, shadow the person.
- ☐ Be able to provide Security with a physical description and last known direction of travel.
 - ☐ Detailed description should include, race, gender, height, weight, hair color, clothing, and their last known location.
- ☐ Listen for directions/announcements coming from Main Office

LARCENY, ROBBERY, EXTORTION

Larceny is the unlawful taking of personal property with intent to deprive the rightful owner of it permanently. **Armed Robbery** is the taking of property from a person by force or threat while armed with a weapon or implying a weapon. **Unarmed Robbery** is the taking of property from a person by force or threat. **Extortion** is threatening another person for the purpose of getting money or property, or to compel the threatened person to do an act against their will.

Administration's Responsibilities

- ☐ Identify the problem and location.
- ☐ Notify the SRO
 - ☐ If an emergency, call 9-1-1 if the SRO is unavailable to report the incident.
 - ☐ Assist law enforcement in the investigation and identification of possible suspect(s) and/or witness(es)
- ☐ Coordinate with Kent ISD Communications team to notify parent(s)/guardian(s)

Faculty/Staff Responsibilities

- ☐ Notify the Main Office
- ☐ Secure evidence
- ☐ Calm affected student(s)

MEDICAL EMERGENCY, ACCIDENT- MERT ACTIVATION, CARDIAC EMERGENCY RESPONSE PLAN

Administration's Responsibilities

- ☐ Activate MERT Support.
- ☐ Contact student's parent(s)/guardian(s).
- ☐ MERT members will
 - ☐ Secure the student's health information from PowerSchool.
 - ☐ Report to the location, secure, and isolate the area to avoid further injury to the victim or bystanders.
 - ☐ Assess the severity of the injury or illness.
 - ☐ Contact 911 if additional EMS is needed.
 - ☐ Assign SSO/staff member to meet EMS personnel and direct them to the crisis site.
- ☐ The principal may accompany the student to the hospital with the student's health information or appoint a staff member to do so. The staff member will act as a liaison between the hospital and the main office.

Minor Injury/Illness

- ☐ Administer first aid.
- ☐ If appropriate, move the student to the health office for assessment.
- ☐ Contact the patient's parent(s)/guardian(s).

Additional Steps if Death Occurs

- ☐ Contact SRO/Law enforcement.
- ☐ Contact the Superintendent's Office.
- ☐ Secure the area for law enforcement, identify and isolate potential witnesses, remove bystanders.
- ☐ Make notification to parent(s)/guardian(s) IAW Kent ISD policy and in conjunction with law enforcement.
- ☐ Prepare counseling services for students/staff.

Faculty/Staff Responsibilities

- ☐ If a medical emergency exists, request MERT assistance or dial 9-1-1. Give the exact location of the emergency and provide as many details as possible.
- ☐ Administer first aid, as necessary.
- ☐ Keep the affected student as stable as possible.
- ☐ Direct any unaffected person(s) to a safe and secure area.
- ☐ Assist public safety personnel upon arrival.
- ☐ Separate and secure witnesses until they can be interviewed by public safety personnel.

- ☐ Complete a detailed incident report as soon as possible.
- ☐ Request counseling services for students if deemed appropriate.

CARDIAC EMERGENCY RESPONSE PLAN

In accordance with State Law (Section 1319 of the Revised School Code) and [Kent ISD Board Policy 3402](#), below is the Kent ISD Cardiac Emergency Response Plan.

Cardiac Emergency Response Plan

Each school will have an identified MERT (Medical Emergency Response Team) with a minimum of three members, who respond to medical emergencies according to the MERT procedure. The names of the MERT members must be submitted to the school nurse no later than two weeks after the start of each school year.

The MERT procedure will be posted near telephones and in every classroom (Figure 1).

MERT members will receive and maintain current CPR/AED and First Aid certification through American Heart Association and/or American Red Cross.

MERT members will annually participate in drills and be evaluated by the school nurse. A report of drills will be maintained in HeartAEDIT.

The school nurse will work with the building administrator to develop a plan for evacuation of disabled students in the event of an emergency such as fire or power outage.

A. Notification

In the event of a medical emergency, MERT will evaluate the person's physical status, administer first aid, determine whether the condition requires emergency assistance, and will make recommendations to the building Principal, or program administrator according to the MERT procedure. If emergency assistance is suggested or required, a member of the MERT, principal, or building administrator will call 9-1-1 immediately.

All phones in buildings must have the number posted for EMS--Emergency Medical System. (9-1-1)

The parent(s)/guardian(s) shall be notified of a medical emergency involving their student as soon as possible.

School staff should consider notification of parent(s)/guardian(s) if students witnesses a traumatic event.

In the event of a medical emergency involving students on a school bus, the driver shall immediately report to the Director of Transportation dispatch office. The dispatcher will immediately contact 9-1-1, followed by the Transportation Supervisor.

B. Emergency Care

Care will be provided according to standard first aid protocols. A copy of the student's emergency contact information and pertinent emergency care plan shall accompany the student to the medical facility.

A first aid kit must be taken on all school trips.

The student must be transported by EMS if immediate medical care is deemed necessary. The student should be taken to the medical facility listed by the parent or guardian, accompanied by a school staff member. The parent/ guardian or emergency contact will be advised to meet the child and school staff member at the medical facility or doctor's office.

For any life-threatening emergency, the Director of Safety & Security must be contacted. The Security office will then determine whether activating the Crisis Team (counselors) or the Critical Incident Response Team (liaisons for the Police Department) is warranted.

C. Reporting

The building administrator shall ensure that all accident/incident reports are submitted.

D. AED Locations and Maintenance

The location of an AED is determined by the Kent ISD Facilities department for each building. An AED should be accessible within 3 minutes of all locations within the building.

The Kent ISD Facilities department (or designee) shall perform monthly checks per the AED manufacturer guidelines. Monthly check records will be documented in HeartAEDIT.

Figure 1.



MERT Button Script

“EMERGENCY AT _____”
(Provide specific location in building)

EXPLAIN THE SITUATION

Such as:

- Large blood loss
- Trouble breathing
- Person unconscious
- Allergic Reaction

PLEASE CALL MERT BEFORE CALLING 911

MISSING STUDENT / DEPARTS WITHOUT APPROVAL

Administration's Responsibilities

Before/During School Hours

- ☐ Advise the School Resource Officer (SRO).
- ☐ If the student is absent from school, conduct a logical investigation with associates. Have associates check social media feeds for post(s) from the student.
- ☐ Notify parent(s)/guardian(s) of the absence, if appropriate.
- ☐ Conduct an immediate search of the school and school grounds, if appropriate.
- ☐ If the student left campus without approval ("elopes"), contact a parent/guardian to verify absence. Parents/guardians may be encouraged to contact law enforcement, depending on circumstances.
- ☐ Obtain a photograph from PowerSchool for law enforcement, if applicable.
- ☐ If the student is located, advise parent(s)/guardian(s) immediately.
- ☐ If law enforcement was involved, parent(s)/guardian(s) will have to notify law enforcement upon return of the student.

After School Hours

- ☐ If the student does not arrive home from school, suggest that parent/guardian contact LEA to confirm the student was on the bus and dropped off at the appropriate location.
- ☐ Parent(s)/Guardian(s) should be encouraged to contact law enforcement.
- ☐ Notify the SRO.
- ☐ If Kent ISD is LEA (ex. KEC), staff will contact the Kent ISD Transportation Coordinator. The Coordinator will contact the appropriate bus company representative to determine the whereabouts of the child.
- ☐ Conduct an immediate search of the school interior and school grounds, if appropriate.
- ☐ Consideration should be given to driving the route between the school and the student's residence.
- ☐ If the student is located, advise parent(s)/guardian(s) immediately.
- ☐ If law enforcement was involved, parent(s)/guardian(s) should notify law enforcement upon return of the student.

Faculty/Staff Responsibilities

- ☐ Immediately notify the Main Office of the student's departure.
- ☐ Conduct a search of the immediate area for the student.
- ☐ Secure a photo of the student from PowerSchool for law enforcement use.

Severe Weather

Tornado Watch: Weather conditions are favorable for the formation of tornadoes.

Tornado Warning: A tornado is occurring in the area. Immediately take cover.

Lightning/Strong Winds/Derecho: At the first sign of lightning or strong winds, all students should be directed to go inside the building.

- ☐ All staff and students should know the difference between severe storm watches and warnings.
- ☐ All staff and students should know their “Shelter” location. If outside their normal areas, people should seek shelter in interior hallways on the ground floor.
- ☐ Never seek shelter in gymnasiums, auditoriums, or other rooms with wide, free-span roofs. Avoid all windows and other glassed areas.
- ☐ During a severe weather watch, designate a person to monitor the National Weather Service or local news outlets for information pertaining to the weather conditions. School Resource Officers (SRO) will receive immediate notification from dispatch.
- ☐ Designate a staff member to monitor the sky for dark/rolling clouds, driving rain, a sudden increase in wind speed, or a funnel cloud.
- ☐ Notify any staff with students outside the building to immediately return to the building.
- ☐ Students should be instructed to ‘Tuck and Cover’ assuming a protective posture facing the wall.

Administration’s Responsibilities

Severe Weather Watch

- ☐ Make faculty and staff aware that a severe weather watch is in effect.
- ☐ Make sure any students/staff that are outdoors return to the building immediately.
- ☐ If appropriate, remind staff to review the Severe Weather tab in the Emergency Response Guide or MyEOP app.
- ☐ Denote a main office staff person to monitor local media outlets for weather updates.
- ☐ Ensure that all windows and blinds are closed to prevent flying objects from causing injury.

Severe Weather Warning

- ☐ Announce the warning immediately and that staff and students should **Shelter**.
- ☐ All occupants should go to their designated shelter areas.
- ☐ If a tornado is spotted or reported as being imminent, issue a command over the PA system to “**drop and tuck**”.
- ☐ Consider utilizing desks or other methods of cover to avoid possible hazards.
- ☐ Ensure that appointed caretakers assist disabled students
- ☐ Parents/guardians arriving at school to pick up students should be invited to

shelter inside.

- ☐ Keep all exterior doors closed

Post Storm

Building Damaged By Storm

- ☐ Account for all students, faculty/staff.
- ☐ If appropriate, call 9-1-1.
- ☐ If appropriate, staff should administer first aid until first responders arrive.
Consider establishing a casualty collection point for all injured staff/students.
- ☐ If appropriate, move students/staff out of the affected area of the building to safer locations.
- ☐ Assist first responders.

Building Not Damaged By Storm

- ☐ Continue to monitor the weather via media outlets for updated conditions.
- ☐ Contact Facilities if any breaks in supply lines are detected.
- ☐ Students should remain in designated shelter areas until it is safe to depart.
- ☐ Arrange for transportation if appropriate.

Faculty/Staff Responsibilities

Faculty with Students Outside the Building

- ☐ Anytime faculty/staff have students outside the building, faculty/staff should have their Go-bag and a class roster with them.
- ☐ Faculty should sign out a handheld radio from the main office.
 - ☐ Monitor the radio for safety/security updates.
- ☐ Upon receiving the order to **Shelter** students, return immediately to the building.
- ☐ Upon arrival at the building, seek out the nearest shelter site.
- ☐ Account for students.
- ☐ Contact the main office to advise of return to building and of any missing students.

Faculty with Students Inside the Building

- ☐ Remain calm, close all windows.
- ☐ If possible, take your Go-bag and class roster with you.
 - ☐ Report missing students to the main office.
- ☐ Assist in first aid as needed; report any medical emergencies to the main office or call 911 from a school landline.
- ☐ Advise students of the necessity of shutting off power to the building to avoid students' panic in dark situations.
- ☐ Await further instructions from the main office.
- ☐ If damage occurs to your area, report it to the main office when necessary.
- ☐ Return students to class after **All Clear** is given, take attendance, and advise the main office of any missing students.

Student Walkouts/Protests

Administration's Responsibilities

- ☐ If applicable, all staff should be reminded that their school is designed for workforce education, not civics related education.
- ☐ If possible, identify the date/time of the planned walkout and names of those involved.
- ☐ Meet with faculty and staff to inform them of the potential walkout.
- ☐ Meet with student leaders to explain the situation, clear-up rumors, and attempt to avert the walkout.
- ☐ Have personnel designated to record students who are participating for future disciplinary actions.
- ☐ Coordinate with Security to increase foot patrols of School Security Officers (SSOs) in the parking lots during the school day. Direct SRO to increase mobile patrols of concerned campus.
- ☐ Contact intelligence personnel at local, state, and federal law enforcement agencies to determine if there are any protests planned or threats directed at Kent ISD facilities.

Faculty/Staff Responsibilities

- ☐ All staff should refrain from engaging with students in political debate.
- ☐ Faculty/staff should remind students who are walking out that they will be suffering disciplinary actions for leaving class without authorization.
- ☐ Staff should not physically prevent students from walking out.
- ☐ All staff should be reminded to secure office, classroom, and laboratory doors at the start of class.
- ☐ If a walkout occurs, instructional staff should record the names of students who walk out of the classroom.
 - ☐ Teachers should then contact building administration and advise administration of the walkout.
 - ☐ Teachers should secure their rooms and continue to teach.
- ☐ If staff obtains information that a walkout/protest may occur from their students, staff should forward that information as soon as possible to building administration.
- ☐ Between classes, all staff (to include instructors, administration, and building staff), should be visible in the hallways to serve as a visual deterrent.

SUICIDE

SUICIDAL THREAT-Verbal or Written

Faculty & Staff Responsibilities

- ☐ **Take all threats seriously.**
- ☐ Inform the school mental health professional immediately.
 - ☐ If the school mental health professional is not available, contact the building administrator.
- ☐ Validate the student's experience.
- ☐ Continuously supervise the student to ensure safety.
- ☐ Remain with the student until the school mental health professional relieves.

School Mental Health Professional Responsibilities

- ☐ Validate the student's experience.
- ☐ Complete an evidence-based suicide-risk assessment (i.e., Columbia Suicide Severity Rating Scale) collaboratively with the student to gather information.
 - ☐ Formulate risk assessment and provide recommendations for next steps based on perceived student need.
- ☐ In coordination with the building administrator, inform the student's parent/guardian of the risk assessment outcome.
 - ☐ The exception to this notification would be if notifying the parent will put the student at increased risk of harm.
 - ☐ If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see **Mandated Reporters** section of Threat-Hazard Specific Annex).
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.

Administration's Responsibilities

- ☐ In coordination with the school mental health professional, inform the student's parent/guardian of the risk assessment outcome.
 - ☐ The exception to this notification would be if notifying the parent will put the student at increased risk of harm.
 - ☐ If parental abuse or neglect is suspected or reported, the appropriate state protection officials (e.g., local Child Protection Services) shall be contacted in lieu of parents as per law (see **Mandated Reporters** section of Threat-Hazard Specific Annex).
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.

SUICIDE ATTEMPT IN PROGRESS

Faculty & Staff Responsibilities

- ☐ Inform MERT and the school mental health professional immediately.
 - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).
- ☐ Move all other students out of the immediate area.
- ☐ Provide medical first aid until a medical professional is available.
- ☐ Remain with the student and provide comfort.
 - ☐ Listen, prompt the student to talk but be comfortable with moments of silence; promise privacy and help, but do not promise confidentiality.
- ☐ Release student only to parents/guardians or to a person who is qualified and trained to provide help, such as building administrator, school MERT, or emergency services.
- ☐ **Staff WILL NOT contact parents/guardians of the student.**

School Mental Health Professional Responsibilities

- ☐ If not already aware, inform MERT immediately.
 - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).
- ☐ Move all other students out of the immediate area.
- ☐ Provide medical first aid until a medical professional is available.
- ☐ In collaboration with the building administrator, contact the student's parent/guardian as soon as possible.
- ☐ Remain with the student and provide comfort.
 - ☐ Listen, prompt the student to talk but be comfortable with moments of silence; promise privacy and help, but do not promise confidentiality.
- ☐ In collaboration with the building administrator, determine who will ride along with the student if transported to the Emergency Department and parent/guardian is unavailable.
- ☐ In collaboration with the building administrator, determine who will complete a *pre-arrival admittance phone call* to the ED with scores from Columbia Scale, any historical information, and details on the current situation, in the event the student is transported to the ED.
- ☐ Release the student only to parents/guardians or to a person who is qualified and trained to provide help, such as emergency services.

Administration's Responsibilities

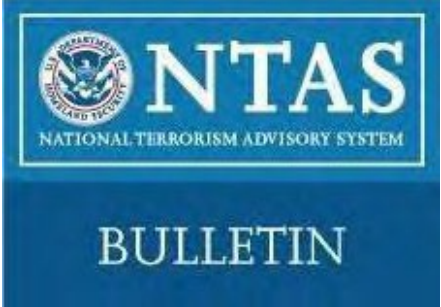
- ☐ If not already aware, inform MERT immediately.
 - ☐ Call 911 using a school landline and give them as much information as possible (e.g. suicide note, medications taken, location of the attempt, and if the student has any known previous or current access to weapons, if applicable).

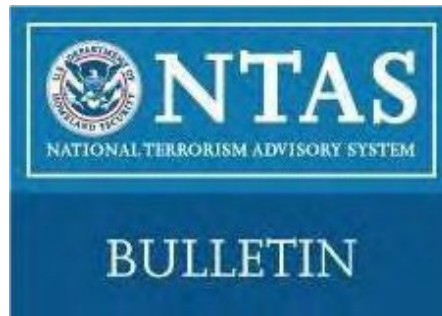
- ☐ Initiate a **Lockdown** (if subject is unaccounted for) or a **Secure** (if subject's location is known).
- ☐ In collaboration with the school mental health professional, notify parent/guardian.
- ☐ Identify staff to escort emergency responders to the scene.
- ☐ In compliance with FERPA, provide relevant information to faculty and staff.
- ☐ In collaboration with the school mental health provider, determine who will ride along with the student if transported to the Emergency Department and parent/guardian is unavailable.
- ☐ In collaboration with the school mental health provider, determine who will complete a *pre-arrival admit phone call* to the ED with scores from Columbia Scale, any historical information, and details on the current situation, in the event the student is transported to the ED.
- ☐ Release the student only to parents/guardians or to a person who is qualified and trained to provide help, such as emergency services.
- ☐ Coordinate counseling services for students, faculty, and staff, as appropriate.
- ☐ Assist law enforcement with the investigation as requested.
- ☐ In accordance with FERPA, update Kent ISD Leadership/Communications Team as appropriate.

TERRORISM

NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System (NTAS) replaced the color-coded Homeland Security Advisory System (HSAS) in April 2011. The NTAS effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

	Describes current developments or general trends regarding threats of terrorism
	Warns of a credible terrorism threat against the United States
	Warns of a credible, specific and impending terrorism threat against the United States



NTAS Bulletins will provide broader or more general information about terrorism trends, events, and potential threats in those situations where additional precautions may be warranted, but where the circumstances do not indicate a threat against the United States of sufficient credibility, or specificity and credibility, to issue an Alert. The NTAS Bulletin will summarize the issue and why it is important for public awareness; outline U.S. Government counterterrorism efforts; and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

- ☐ Be alert to suspicious activity and report it to the proper authorities.
- ☐ Conduct 100% visitor identification check.
- ☐ Assess and update the crisis plan and procedures.
- ☐ Discuss updates to the school and local crisis plans with emergency responders.
- ☐ Review duties and responsibilities of Crisis Team members.
- ☐ Review crisis response plans with school staff.
- ☐ Provide CPR and first aid training for staff.



- ☐ Regularly inspect school buildings and grounds and report any suspicious activity to the proper authorities.
- ☐ Conduct 100% visitor identification check.
- ☐ Assess increased risk with public safety officials.
- ☐ Assess facility security measures.
- ☐ Closely inspect any mail or other deliveries.
- ☐ Review the emergency communication plans.
- ☐ Inventory, test, and repair communication equipment.
- ☐ Test alternative communication capabilities.
- ☐ Inventory and restock emergency supplies.
- ☐ Conduct crisis training and drills.
- ☐ Update parents/guardians on preparedness efforts.
- ☐ Update media on preparedness efforts.
- ☐ Address the students' fears concerning possible terrorist attacks.
- ☐ Place the school and district Crisis Response Teams on standby alert status.



- ☐ Activate appropriate lockdown procedures.
- ☐ Restrict school access to essential personnel only and perform a 100% identification check (i.e., driver's license retained at front office) and escort anyone entering the school other than students, faculty, and staff.
- ☐ Close the school if recommended to do so by appropriate authorities.
- ☐ Put reunification procedures into effect.
- ☐ Activate crisis response plans.
- ☐ Follow local and/or federal government instructions.
- ☐ Cancel outside activities and field trips.
- ☐ Be alert to suspicious activities and report them to the proper authorities immediately.
- ☐ Provide mental health services to anxious students, faculty, or staff.
- ☐ Listen to radio/TV for current information/instructions.
- ☐ Restrict or suspend mail and other deliveries

CBRNE

CBRNE is an acronym for Chemical, Biological, Radiological, Nuclear, and high yield Explosives. These types of weapons have the ability to create both mass casualties as well as mass disruption of society. Emergency responders are taught how to recognize and mitigate attacks from such weapons.



CBRNE – CHEMICAL

A chemical attack is the deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.

Chemical agents include:

- Nerve agents
- Blister agents
- Blood agents
- Choking agents
- Irritating agents

Indicators of a chemical hazard include:

- Blisters or rashes
- Unusual liquid droplets or oily film
- Unexplained odors
- Unexplained coughing, fatigue, tearing in eyes, and dizziness

Note: Most chemical agents do not produce a visible cloud.

CBRNE – CHEMICAL (Continued)

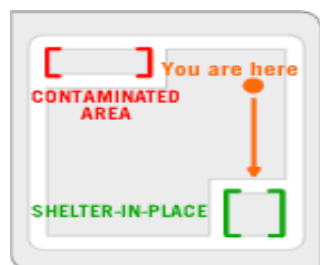
In the event of a chemical incident:



1. Take immediate action to get away from any sign of a chemical attack.



2. Cover mouth and nose with layers of filtering material that can filter the air but still allow breathing.



3. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated areas, if possible.
4. Otherwise, it may be better to move as far away from where you suspect the chemical release is and shelter-in-place.



5. If you think you may have been exposed to a chemical, immediately wash. Look for a hose, fountain, or any source of water.
6. Secondary Science classrooms contain wash center

CBRNE – Chemical Attack/Release/Outbreak

Administration's Responsibilities

- ☐ Call 9-1-1/SRO.
- ☐ Determine if the chemical release is inside or outside.
- ☐ For further guidance/information, see **Shelter** section.

Release Inside Building

- ☐ Conduct an **Evacuate**.
- ☐ Students and staff should move to designated evacuation sites.
- ☐ Be cognizant of any medical problems that may be caused from exposure to the release.
- ☐ Conduct first aid as appropriate.
- ☐ Notify any buses that may be coming to the facility to stay away by activating ex.
- ☐ Conduct attendance audit of students, faculty, staff, and visitors.
 - ☐ Begin reunification procedures

Release Outside Building

- If unsafe to evacuate, initiate a **Shelter** order.
- Remain in rooms with doors and windows closed.
- Cover nose and mouth with handkerchief or other filtering material.
- Contact Facilities to shut off HVAC (heat, ventilation, air conditioning).
- Await further instructions from fire or law enforcement.
- Conduct attendance audit of students, faculty, staff, and visitors.
- Notify any buses that may be coming to the facility to stay away.
 - When able, begin reunification procedures.

CBRNE – Biological

A biological attack includes germs or other substances that can make you sick. Agents must be inhaled, enter through a cut in the skin, or be eaten in order to make you sick.

Biological agents include:

- Bacteria or virus
- Toxins
- Delayed effects ranging from hours to weeks
- Invisibility to senses

Examples of a biological agent are:

- Smallpox
- Botulism

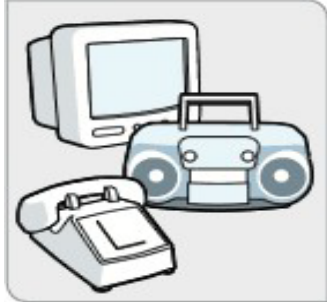
Indicators of a biological incident include:

- Fever, headache, chills, sweating, weakness and/or fatigue
- Respiratory distress
- Difficulty talking or eating
- Joint and muscle pain
- Nausea

Note: Symptoms may not present themselves for one to 20 days, depending upon the biological agent.

CBRNE – BIOLOGICAL (Continued)

In the event of a biological incident:



1. You will probably learn of the danger through an emergency radio or TV broadcast.



2. Cover mouth and nose with layers of filtering material that can filter the air but still allow breathing.



3. Wash with soap and water and contact authorities.

**CBRNE – BIOLOGICAL
BIOLOGICAL ATTACK / RELEASE / OUTBREAK**

Administration Responsibilities

- ☐ Call 9-1-1.
- ☐ If an exterior release, issue Shelter order.
- ☐ If an interior release, issue Evacuate order.
- ☐ Shut down all HVAC or air handling units.
- ☐ Conduct attendance audit of students, faculty, and staff.
- ☐ Notify any incoming buses to stay away by activating exterior building strobes.
- ☐ Evacuation, decontamination, and/or quarantine will be at the direction/approval of Incident Command.
- ☐ Do not begin reunification until approved to do so by medical authorities

Note: Do not allow movement inside the facility until the local health department can determine what areas and people are contaminated.

Post incident: Ensure that an information sharing system with public health officials is in place to report excessive/unusual student absenteeism.

CBRNE – RADIOLOGICAL

A radiation threat can be delivered in many ways, the most common being a dirty bomb. This is the use of common explosives to spread radioactive materials over a targeted area.

A radiological incident is more toxic than a chemical incident:

- Poses possible inhalation hazards
- Is invisible to the senses
- Is not absorbed through intact skin
- Has delayed effects ranging from several hours to days or weeks

Indicators of a radiological exposure include:

- Nausea
- Vomiting
- Diarrhea
- Dizziness
- Fatigue
- Headache

Note: Symptoms can take two to six hours to appear. Treatment decisions should be made by public health officials.

Response should include:

- Wearing self-protection
- Quarantine / Evacuation considerations
- Initial decontamination by removal of clothing
- Preservation of evidence

CBRNE – RADIOLOGICAL (Continued)

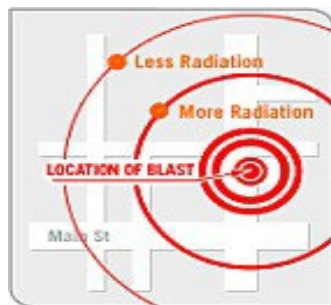
In the event of a radiological incident:



1. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance, and time.



2. Shielding: If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed by the thick shield and you will be exposed to less.



3. Distance: The farther away you are from the radiation, the lower your exposure.



4. Time: Minimizing time spent exposed will also reduce your risk

CBRNE – Radiological Radiological Attack/Release

Administration's Responsibilities

- ☐ Call 9-1-1/SRO.
- ☐ Determine if the chemical release is inside or outside.
- ☐ For further guidance/information, see **Evacuate** and **Shelter** sections.

Release Inside Building

- ☐ If appropriate, initiate an **Evacuate** order.
- ☐ Close windows and doors.
- ☐ Turn off HVAC (heating, ventilation, and air conditioning) systems.
- ☐ Do not chew gum, eat, drink, or place objects in the mouth.
- ☐ Isolate any persons contaminated away from non-contaminated persons.
- ☐ Account for all persons inside the facility (students, visitors, faculty, staff, etc.)

Release Outside Building

- ☐ If appropriate, initiate a **Shelter** order.
- ☐ Close windows and doors and tape off.
- ☐ Do not chew gum, eat, drink, or place objects in the mouth.
- ☐ Isolate any persons contaminated away from non-contaminated persons.
- ☐ Begin reunification procedures upon approval from the local health department.

CBRNE – NUCLEAR

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around.

A nuclear incident involves:

- Explosion of a nuclear bomb
- Use of nuclear weapons
- Usable fissile materials
- Sabotage of nuclear facilities
- Detonation of thermal nuclear bomb
- Bombing of a nuclear facility or transportation vehicle (freeway)
- Use of a dirty bomb
- Dissemination of radioactive materials with a spray device

Note: The amount of radiation from a dirty bomb is unlikely to give you radiation sickness or cancer, depending on time, rate, distance, etc.

NUCLEAR ATTACK / RELEASE

Administration's Responsibilities

- Call 9-1-1.
- Notify Kent ISD leadership and await further instructions.
- Account for all persons inside the facility (students, visitors, faculty, staff, etc).

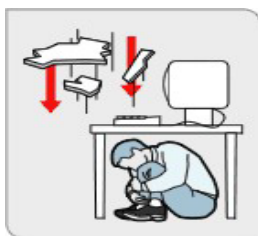
CBRNE – EXPLOSIVES

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials.

Types of explosions are:

- Mechanical
- Chemical
- Nuclear / Radiological

In the event of an explosive incident:



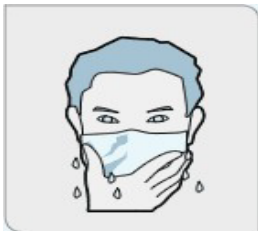
1. Take shelter under your desk or a sturdy table.



2. Check for fire and other hazards.



3. Exit the building as quickly as possible.



4. If there is a fire, use a wet cloth to cover your nose and mouth.



5. If there is a fire, crawl low in smoke.

6. If there is a fire, do not open the door if it is hot. Look for another way out.

Administration's Responsibilities

Pre-Explosion: See guidance under Bomb Threats

Post Explosion:

- ☐ Maintain awareness for secondary devices.
- ☐ Notify SRO/911.
- ☐ Be prepared to give as much detail as possible (location, type, circumstances prior, etc.).
- ☐ If feasible, initiate an **Evacuate** order for survivors after evacuation site has been cleared.
- ☐ Provide first-aid for wounded as possible.
- ☐ Account for all persons inside the facility (students, visitors, faculty, staff, etc.).

Unauthorized Removal of Student/Abduction

The unauthorized removal of a student is the removal of a student from Kent ISD custody by a non-custodial parent or by someone who is not listed as an emergency contact on the student's PowerSchool site.

Administration' Responsibilities

- ☐ Contact SRO or call 9-1-1.
- ☐ Without jeopardizing anyone's safety, attempt to keep the abductor/unauthorized subject on the premises until law enforcement arrives.
- ☐ If the abductor/unauthorized subject leaves the school grounds, obtain a detailed description of the subject and vehicle including make, model, color, license plate and direction of travel.
- ☐ If the abduction was witnessed by staff/students, ensure these witnesses are separated and secured for interviews by law enforcement.
- ☐ Have counselors available for students/staff.
- ☐ Call the custodial parent(s)/guardian(s) listed on the student's emergency registration card.
- ☐ Notify any districts/schools where the abducted student may have siblings of incident
- ☐ Law enforcement will handle the investigation and make all notifications regarding the incident.
- ☐ Coordinate with Kent ISD Communications team
 - ☐ Do not release any information to the media.

Faculty/Staff's Responsibilities

- ☐ If an attempted abduction occurs in a class setting, attempt to persuade the abductor not to commit the act if possible, without jeopardizing anyone's safety.
- ☐ Contact the SRO or 9-1-1 immediately.
- ☐ Give a detailed description of the subject/vehicle to dispatch.
- ☐ Contact the Main Office and advise of the incident.
- ☐ If the abduction is witnessed by other students, ensure these witnesses are separated and secured for interviews by law enforcement.

UTILITY FAILURE - ELECTRICAL POWER

Administration's Responsibilities

During School Hours

- ☐ The Building Principal requests maintenance staff to check circuit breakers, fuses and/or other possible causes of a failure.
- ☐ If power cannot be restored immediately, contact the Facilities Manager (or designee).
- ☐ The Facilities Manager (or designee) will respond to the building/facility to determine if the problem can be resolved within 2 hours. If not, the Principal will consult with the Superintendent to determine if the building should be closed and classes/operations suspended for the day. The decision will depend upon a number of factors including but not limited to weather conditions, outside temperature, time of year, type of building, food service.
- ☐ If necessary, the Kent ISD Communications team, in coordination with building administration, will send out notification to all parents/guardians concerning the situation. Faculty should not contact classroom parents individually.
- ☐ Building administration will make arrangements for students who cannot be picked up by parents/guardians.
- ☐ When power is restored the Kent ISD Communications team will post notifications on ISD sites and will notify the affected school's families.

After School Hours

- ☐ The person discovering the power failure will immediately contact the Facilities Manager or designee.
- ☐ The Facilities Manager will ascertain the problem and make the appropriate contacts to remedy the situation.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Kent ISD Communications Team will prepare the appropriate information release for the media, families and online sites.

UTILITY FAILURE - GAS LEAK / GAS LINE BREAK

Administration's Responsibilities

During school hours

- ☐ Upon detection of gas, evacuate students and faculty from the immediate area to a different part of the building. Contact Facilities Director for support and assistance.
- ☐ Maintenance staff should check the gas main or other sources of natural gas for leakage. If the main is found to be leaking, staff should shut off the gas main.
- ☐ If the source of the leak cannot be determined, building Administrators/Facilities Managers should dial 9-1-1 for public safety support and evacuate the building.
- ☐ Facilities will notify the utility company of the leak (Consumers Energy: 1-800-477-5050).
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the leak lasts more than one day.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

After school hours

- ☐ The person discovering the gas leak will immediately contact the Facilities Manager or designee.
- ☐ Staff in the immediate vicinity of the leak will be evacuated to a safe distance.
- ☐ Maintenance staff should check the gas main or other sources of natural gas for leakage. If the main is found to be leaking, staff should shut off the gas main.
- ☐ If the source of the leak cannot be determined, the Facilities Manager should dial 9-1-1 for public safety support and notify the utility company of the leak (Consumers Energy: 1-800-477-5050).
- ☐ The Facilities Manager will coordinate with the utility company and public safety officer in charge.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the leak cannot be fixed.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

UTILITY FAILURE - HEATING/VENTILATION/AIR CONDITIONING FAILURE

Administration's Responsibilities

During school hours

- ☐ The building principal requests that maintenance staff check circuit breakers and other possible causes of the failure.
- ☐ If heat or air conditioning cannot be restored immediately, contact the Facilities Manager.
- ☐ The Facilities Manager will determine if the problem can be resolved within 2 hours.
- ☐ If the problem cannot be resolved within 2 hours, the building principal will consult with the Superintendent to determine if classes should be suspended or if students should be relocated to another location.
- ☐ The decision to close will depend upon a number of factors to include weather conditions, outside temperature, time of year, type of building, food service.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

After school hours

- ☐ The person discovering the heating or air conditioning failure will immediately contact the Facilities Manager or his/her designee.
- ☐ The Facilities Manager will contact the utility company, electricians or plumbers as deemed appropriate to quickly rectify the problem.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building principal and the Superintendent on closing school or relocating students to another facility if the issue cannot be fixed in a timely manner.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

UTILITY FAILURE - WATER MAIN BREAK

Administration's Responsibilities

During school hours

- ☐ The building admin should request that the maintenance staff check the source of the water leak and, if necessary, close the water main.
- ☐ If water cannot be restored immediately, contact the Facilities Manager or designee.
- ☐ The Facilities Manager will determine if the problem can be resolved within 2 hours.
- ☐ If the problem cannot be resolved within 2 hours, the building principal will consult with the Superintendent to determine if classes should be suspended or if students should be relocated to another location.
- ☐ The decision to close will depend upon a number of factors to include weather conditions, outside temperature, time of year, type of building, food service.
- ☐ The Facilities Manager will coordinate with the appropriate utilities and public safety agencies with regards to the source of the problem, how it is to be fixed, and when water service will be restored.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

After school hours

- ☐ The person discovering the break will immediately contact the Facilities Manager.
- ☐ The Facilities Manager will contact either the utility company or plumbers as deemed appropriate to quickly rectify the problem.
- ☐ The Facilities Manager will determine, in concert with the Superintendent, whether any evening classes or Kent ISD events need to be canceled.
- ☐ The Facilities Manager will coordinate with the building admin and the Superintendent on closing school or relocating students to another facility if the issue cannot be fixed in a timely manner.
- ☐ The Kent ISD Communications Team will prepare appropriate updates and information for release to the media, families, and ISD online sites.

VANDALISM / GRAFFITI

Administration's Responsibilities (Hate or Gang related)

- ☐ Cordon off the area.
- ☐ Contact the SRO or call Kent ISD Security if SRO is not available.
- ☐ Ensure that photos are taken of the damage.
- ☐ Make notes on the kind, extent, location, and time of the incurred damage.
- ☐ After law enforcement has seen the damage, contact Facilities for clean-up/repairs.
- ☐ Attempt to identify the vandal(s).
- ☐ Determine witnesses, if possible.
- ☐ If student(s) has/have been identified as criminal suspects, contact law enforcement before notifying parent(s)/guardian(s).
- ☐ Follow disciplinary action according to the Student Code of Conduct.

Minor damage

- ☐ Contact the SRO or call Kent ISD Security if SRO is not available.
- ☐ Ensure that photos are taken of the damage.
- ☐ Make notes on the kind, extent, location, and time of the incurred damage.
- ☐ After law enforcement has seen the damage, contact Facilities for clean-up/repairs.

Faculty/Staff Responsibilities

- ☐ Notify the Main Office if the incident is in progress or if damage is found.
- ☐ Inform office of the vandals' names, if known.
- ☐ Do not attempt to apprehend the suspects.
- ☐ Be a good witness; record or document your observations in a timely manner.
- ☐ Provide your information to law enforcement, if requested.