

# *Emergency Management, Operations, and Response District Committee*

## **Lincoln Early Learning Center**

Karla Nothern  
Mandy Rehmert

## **Royster Middle School**

Chris Shields, Jennifer Mason  
Maggie Robertson  
Hailey Shields  
Tammy Greenlee

## **District Directors and Classified**

Deb Finley  
Terri Markham  
Mike Golay  
Crystal Sizemore  
Marsha Stipp  
Randi Chard

## **Chanute Elementary**

Brooke Wire, Maggie Wolken, Heather Burris  
Kelsi Gottschalk  
Heather Grady  
Doug Jackett  
Linda Duncan

## **Chanute High School**

Zack Murry, Jesse Fewins, Tyler Applegate  
Dustin Fox  
Eric Holmes  
Leah Hoesli  
Brian Gahagan  
Veronica Schibi

## **Campus Police**

Matt Morgan  
Hayden Cole

## **District/ESC**









Matt Koester  
Kent Wire

# Chanute Public School District

## *Emergency Management, Operations, and Response Guidelines*

Approved by Board of Education (updated -January 2025)

### Change this to table of contents and pages or tabs

-  **Guideline for Emergency Responses**
-  **Accident/Serious Injury/ Illness/Seizures** ♦ **Active or Potential Shooter**
-  **Bomb Threat** ♦ **Bomb Threat Checklist**
-  **Death/Crime Scene** ♦ **Earthquake**
-  **Fire/Evacuation** ♦ **Hazardous Material/Chemical Spill**
-  **Large Event Emergency** ♦ **Non Intruder Lock Down**
-  **Runaway/Abduction** ♦ **Suicide Intervention**
-  **Tornado** ♦ **Utility Outage**
- [Cybersecurity Incident](#) Added ♦ **Off Site Evacuation**

### **Emergency Management Operations** ~~Crisis~~ Team Responsibilities

#### Emergency Contact Phone List

#### **GUIDELINES FOR EMERGENCY RESPONSES**

- The purpose of this plan is to provide a reference document for employees of Chanute Public Schools during the course of natural and or man-made incidents. The goal is to provide, to the maximum extent possible, efficient and effective safety for all students, employees, and visitors.
- In the event of an emergency, USD #413 requests that school personnel, staff, and students refrain from commenting to the media and/or other inquiries. Please refer all media to the superintendent or superintendent's designee at the Board of Education office.
- Unless administration or staff make an announcement(s) otherwise, buildings are in business/school mode or "all clear" For all other status conditions refer to the "Quick Guide"

# EMERGENCY MANAGEMENT, OPERATIONS and RESPONSE DEFINITIONS

## QUICK GUIDE (ALL NEW add this page)

### ● REPORT! See something, Say Something!

- Always think and act using common sense. Communication with office personnel is essential to safety. If something doesn't look right it probably isn't. Report!

### ● ACTIVE SHOOTER, DANGEROUS OR ARMED INTRUDER

- Any staff member identifying such person - Centegix badge button push
- System Light **RED** (Light on the Ceiling)
- Accompanied by Announcement with information as necessary and if possible
- **MAKE A DECISION AND ACT - Run/Hide/Fight**
  - Don't Freeze or Faint Choose to ACT:
    - "Students, Follow My Directions"
    - Lockdown and **Hide**
    - **Run**. Run away from the threat
    - **Fight**. As a last resort fight
    - Teacher grab "go bag" if available and handy

### ● SHELTER IN PLACE, LOCKDOWN, LOCKDOWN DRILL

- When there is a need to fully limit building and hallway travel i.e. drug dogs etal.
  - Accompanied by Announcement with information as necessary and System Light - **YELLOW** (Light on the Ceiling)
  - All staff and students in secure locked space
  - Activities may continue in secure place
  - Follow staff directions

### ● SOFT LOCKDOWN or "LIMITED" LOCKDOWN

- Reason as determined by staff or emergency personnel
  - Accompanied by Announcement with information as necessary
  - External Doors are monitored and secured
  - No building entrance or exit without staff approval/guidance/supervision as necessary
  - Travel within the building limited "as necessary" only
  - Bell Schedule and/or student class changes as directed by staff
  - Follow staff directions

### ● EVACUATION

- FIRE DRILL - FIRE - Other need or requirement to evacuate
  - Accompanied by Fire Alarm and System Light - **GREEN** (Light on the Ceiling)
  - Teachers/staff take the emergency "Go Bag"
  - Evacuate and follow staff directions

### ● TORNADO - (move to designated storm shelters)

- Tornado Drill or Warning or as determined by staff or emergency personnel
  - Accompanied by Tornado Alarm and System Light **WHITE** (Light on the Ceiling)
  - Teachers/staff take the emergency "Go Bag"

- Follow staff directions

## **LOCK DOWN PROCEDURE ANNOUNCEMENT**

When “” or “**Hold in Place**” is announced over the intercom, staff shall take appropriate action. There shall be no exceptions to following this directive.!!

- All spaces with staff, students, patrons shall be locked down
- Students will not be allowed out into the hallway during a “**HOLD IN PLACE.**”
- Notify the office with names of students who are out of the room during a lock down or hold in place situation.
- Teachers should continue with class and follow all directions provided via intercom.
- All exterior doors are locked and nobody is allowed to enter or exit the building.

## **“INITIATE ALICE” EMERGENCY PROCEDURE ANNOUNCEMENT**

**Alert** – designated personnel announce “**Initiate ALICE**”

**Lockdown** – Secure door, take cover away from windows/doors, shut off lights

**Inform** – Follow all instructions provided by administration and/or emergency personnel

**Counter** – Think/Plan/Prepare as age appropriate and building specific

**Evacuate** – If safe and appropriate, Teacher may make the decision to evacuate

**Think/Plan/Prepare as age and situation appropriate**

## **OUTLINE OF PROCEDURES**

### **In case of emergency:**

- Take action – Think and act using common sense in order to create the safest environment possible.
- Communication with office personnel is essential in all emergency situations. REPORT!
- Staff will be notified of emergency conditions and the action to be taken.
- Staff will follow instructions by administration or as stated in the “Quick Guide for Emergency Management Operations and Response” Guidelines for Crisis Plan Procedures.
- Administration will notify the building staff or Crisis Team.
- All staff are asked to respond according to any announced and/or published “Command/Responsibility Matrix described in this Crisis Plan and/or on “Crisis Plan Quick Guide”.

## ACCIDENT/ SERIOUS INJURY/ ILLNESS/ SEIZURES

**Definition-** Emergency in which one or more are sick or injured. Immediate concern is to aid the injured or sick.

**Staff-** Follow directions as instructed via intercom. Certain incidents may call for Lock Down or other building specific procedure.

### **STEPS OF ACTION**

1. Contact building Administrator or Designee and stay with injured/sick person(s). **Provide comfort and first aid if necessary and qualified.**
2. **Building Office Personnel will contact a) emergency services b) parent(s) or guardian(c) Superintendent's office as appropriate.**
3. If personnel with first aid training are available, the office may call for their assistance.
4. The Office will contact the School Nurse.
5. Consult Emergency Procedures for Injuries and Illnesses in Kansas Schools manual located in the **School Nurse's** office and/or Material Safety Data Sheets as reference.
6. Move other students away from the area as appropriate.
7. When appropriate, provide triage until medical emergency personnel arrive

#### Management

- 1) No comments are to be given to the media by staff or students. Refer reporters (radio, TV, newspaper) to the Board of Education Office.
- 2) **Office Personnel:** Contact emergency services, parents, and the Superintendent's office as directed.

**3) Teachers:** Stay with students, assess first aid needs, take roll, and contact the office.

**4) Designated Staff:** Help with communication to parents and with first aid as directed.

## ACTIVE SHOOTER or DANGEROUS INTRUDER

**Definition-** There is an active shooter/ dangerous intruder who may plans to cause harm to students or staff.

**Announcement Signals- Plain language announcement, "we have an active shooter/dangerous intruder in the building"**  
**Repeat...**  
**System Light = Red (Ceiling Light in Each Room)**  
**INITIATE ALICE: See Below**  
**ALL CLEAR: Business as usual**

### STEPS OF ACTION

1. **CENTEGIX Alert as trained**  
Inform the office. (Circumstances will vary.)
2. **If possible, staff will announce that there is an active shooter/intruder in the building. Include location when possible. As trained, staff will INITIATE ALICE via intercom under appropriate circumstances.**
3. Capable staff call 911,
4. Notify the superintendent when possible
4. Superintendent or designee will advise all other attendance centers to lock down.
5. Upon the "active shooter/intruder" announcement of **Initiate ALICE**, staff should make the best decision for their class under the existing circumstances, to "RUN, HIDE, or FIGHT"
  - a) ~~The staff should immediately detain students already in their classroom and summon students located outside into a room. The doors and windows should be locked and shades drawn. Move students away from doors and glass. Classroom doors should remain locked at all times. Staff should account for all students.~~
  - b) ~~Teachers who have classes in unsecured areas should escort classes to nearest area that can be locked down.~~
6. Fight or Flight, Don't Freeze or Faint!
7. Alert students and staff as conditions change or when the emergency has passed.
8. When reasonable and prudent, a statement should be read to students detailing the incident before they are excused for the day.
9. Statement by the superintendent prepared for public, parents, community

**Principal or Administrative Designee:** Determine student and staff needs, evacuate students if necessary, I.D. and locate intruder, isolate and contain, assist Police in evacuation.

**Staff:** **Make the most reasonable decision to act : Run/Hide/Fight Follow ALICE procedures as practiced**

## **BOMB THREAT / EXPLOSION/ POSSIBLE EVACUATION**

**Definition**- An incendiary device present in the school or on the premises, which may or may not have exploded, or the threat that there is such a device.

**Signals** -  
**Follow all directions as provided by the administration or emergency personnel**

### **STEPS OF ACTION**

1. If a phone threat is made, obtain as many details as possible. (Use the checklist on the back.)
2. Administration notifies the Police Department immediately; then the Superintendent of Schools.
3. Administration announces **LOCK DOWN** (non-intruder lockdown).
4. Office staff who ~~took the call~~ should contact ~~the principal/superintendent or designee ASAP~~ **Initiate**  
~~Trace Procedures:~~
5. Observe rooms for unusual objects.
6. Teachers ~~notify the office~~ of unusual objects. **Do not touch or search an unusual object.**
7. Don't use cell phones or radios.
8. Be patient and wait for further details.
9. Follow evacuation procedures to primary or secondary site ~~if as directed to do so:~~
10. Building remains evacuated until all clear is given.
11. Statement given to parents via ~~email or other communication channels~~ ~~mail or~~ media.

#### **Principal or Administrative Designee:**

Supervise evacuation.  
Notify District **EmergencyCrisis** Team.  
Assign staff to help officials.  
After search, release students and staff to return to building or home.

**Teachers:** Evacuate students as directed and take roll.  
Report missing students to Administration.

**Administration and custodians:** Assist with the search **as directed by local authorities.**

**Other Staff:** Assist with evacuation and supervision of students.

PHONE NUMBERS: Back Page

\*Initiate district or regional **emergency crisis team** as needed.

## **BOMB THREAT CHECKLIST**

Exact Time of call:	Date:			
Exact Words of Caller:				
<b>Questions to Ask:</b>				
When is the bomb going to explode?				
Where is the bomb?				
What does it look like?				
Where are you calling from?				
What kind of bomb is it?				
What will cause it to explode?				
Did you place the bomb?				
What is your name?				
Why do you want to do this?				
What is your address?				
<b>Caller's Voice (Circle all that apply)</b>				
Male	Female	Old	Young	
Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
If voice is familiar, whom did it sound like?				
Were there any background noises?				
Remarks:				
Person receiving call:				



## DEATH or CRIME SCENE ON SCHOOL GROUNDS

**Definition-** Death of an individual at school or school function.  
Other situation administration or SRO deems as a crime scene

### **Signals**

**Building administration makes the appropriate announcement as per the Quick Guide**~~Hold in Place: Lock-down drill in force.~~

**ALL CLEAR:** Business as usual

### **STEPS OF ACTION**

1. Call emergency service, parents/guardians as **appropriate to the situation**~~directed.~~
2. Staff will secure the area.
3. If there are students in the crime scene area, move them to another location as directed by administration or staff
4. ~~Keep students in the classroom until administrative notice.~~ **Limit staff and student movement using the appropriate announcement from the "Quick Guide"**
5. Inform district School Counselor/Psychologist.
6. If the injury is to a Teacher, move students to another area.
7. Inform staff/ students of all clear status and give appropriate details.

**Administrator or Designee:** On site spokesperson, call Emergency Services as appropriate.  
Call parent/guardian, call the Superintendent's office, notify Counselors and staff.

## EARTHQUAKE

**Definition-** Sudden rolling or shaking events caused by earthquake or other event

**Signal-** Announcement over the intercom system if possible and safe for staff to do.

### **Drop, Cover, and Hold**

1. At the Administrator/Teacher's command, all students will drop under their desks or tables.
2. ~~All students will drop under the desk, Hold and hold the desk~~ or solid structure and remain under ~~it the desk~~ until told to return to the seated position by the Administrator.
3. Teachers should monitor students to be sure all students are under his/her desk or a solid structure.
4. Follow all directives from Teacher/Administration/emergency personnel with regard to resuming normal activities or following evacuation procedures.

Principal or Administrative Designee: Liaison with other school and emergency officials. Report emergency when necessary.  
Supervise appropriate steps for all personnel.

Custodian: Traffic control, assist Administration with personnel.

Teachers: Continue with possibility of adjusted schedules. Supervise student evacuation, when necessary.

## **FIRE / EVACUATION FROM CLASSROOM**

**Definition-**A fire in the building or on the premises requiring evacuation of the building.

**Signal-** See Quick Guide Alarm System Light = Green (Ceiling Light in Each Room)

### **STEPS OF ACTION**

1. Pull/initiate fire alarm. (Some buildings do not have pull stations. Notify admin or custodial staff if you see a fire and alarms have not been initiated)
2. Phone 911.
3. Report information to administration or designee.
4. Close classroom doors upon evacuation.
5. Teachers take a class list of students – supervise evacuation.
6. Evacuate the building using established evacuation routes. (Use an alternate route if necessary.)
7. Evacuate to a safe distance from the building – take roll.
8. Report any missing student(s) to Administration.
9. If directed, move to the primary or secondary evacuation site.

## HAZARDOUS MATERIALS INCIDENT/CHEMICAL SPILL

**Definition-**

**Chemical Spill** in or near school buildings and toxic fumes are identified as a potential problem. **Hazardous Materials** that would endanger certain areas of the community and would require the use of school facilities.

**Signal-**

If toxic fumes are identified as constituting an emergency; **Local** Emergency Preparedness will notify **the** school and determine appropriate steps. Evacuation procedures may be necessary. (Fire and/or Evacuation procedures)

### **STEPS OF ACTION IF INCIDENT OCCURS INSIDE THE SCHOOL BUILDING**

1. Report spill or contamination to the office.
2. Administration will notify the Maintenance Director.
3. Turn off all heating and cooling systems as directed.
4. Take appropriate steps as directed by Local Emergency Preparedness/Chanute Fire Department. This can include evacuation or moving all students inside.
5. Evacuate to primary or secondary evacuation site as directed.

### **STEPS OF ACTION IF THE INCIDENT OCCURS OUTSIDE THE SCHOOL BUILDING**

1. Bring children inside.
2. Immediately turn to the Local Emergency Broadcasting Station (if available TBA).
3. Close and lock all doors and windows to the outside.
4. If possible and as directed, turn off all heating, cooling systems, or exhaust fans .
5. Close as many internal doors and seal all openings with tape if directed.
6. Seal bathroom exhaust, range vents, and other openings to the outdoors with trash bags and tape as directed.
7. If vapors begin to bother you, hold a wet cloth or handkerchief over your nose and mouth.
8. Once the order for In-Place Sheltering has been issued DO NOT leave your building until the danger has ceased.

**Principal or Administrative Designee:** Liaison with other school and emergency officials. Report emergency when necessary. Supervise appropriate steps for all personnel.

**Custodian:** Assist Administration with personnel as directed/requested

**Teachers:** Continue with possibility of adjusted schedules. Supervise student evacuation, when necessary.

**PHONE NUMBERS:** Back Page    \*Initiate district or regional **emergency team** as needed.

## **LARGE EVENT EMERGENCY**

Definition- A meeting or program where large numbers of students and or adults are gathered in one place in the building.	Example – Music program, athletic event, etc.
---	---

Before the event begins, announce the Emergency Procedures on Public Address System.

1. Point out emergency exits to the crowd. Emphasize the need to keep the exits open.
2. Inform as to exit procedures.
3. Direct to proper areas.

STEPS OF ACTION if there is an emergency:

1. Notify the Police Department of time and date the event is to take place.
2. Verify the capacity of room and size of crowd.
3. Mark the access to the building for emergency vehicles.

Principal or Administrative Designee: Notify emergency services. Supervise emergency procedures. Use P.A. or alternative communication system to alert others that might be in the building. Direct students/audience through appropriate procedures.	Custodian: Mark entrance for emergency vehicles. Guide emergency vehicles to the appropriate entrance. Be aware of the location of emergency equipment and assist in its use.
---	--

PHONE NUMBERS: Last Page

## SHELTER IN PLACE/LOCKDOWN DRILL

**Definition-** A situation exists in the building which requires cessation of student movement.

**Signals-**

**SHELTERHOLD IN PLACE** or **LOCKDOWN DRILL** in force.

System Light = Yellow **(Ceiling Light in Each Room)**

**ALL CLEAR:** Business as usual

### **STEPS OF ACTION**

1. Administration will identify the situation and announce **SHELTER HOLD IN PLACE**.
2. As directed by the Administrator or Designee, office personnel notify the Superintendent.
3. Upon announcement of **SHELTERHOLD IN PLACE**:
  - a. Classroom doors are to be locked.
  - b. The staff should immediately detain students already in their classroom—no students are to leave the room during **SHELTERHOLD IN PLACE**. Summon students located outside into a room. Staff should account for all students.
  - c. If a student has been dismissed to the restroom, office, etc., call the office immediately upon hearing the **SHELTERHOLD IN PLACE** announcement and state the location of the student, the office will locate the student and determine an appropriate location
  - d. Teachers should not open or unlock doors until advised via intercom.
4. All exterior doors are locked and nobody is allowed to enter or exit the building.
5. Alert students/staff when an emergency has passed. (i.e., **ALL CLEAR**)
6. Prior to the end of the school day, all school personnel should be given a summary/explanation of the incident.

**Principal or Administrative Designee:**

Determine student and staff needs.  
Direct Custodial and Resource staff in dealing with situations initiating lockdown.

**Teachers:** Take roll. Lock the room and stay inside until **ALL CLEAR** is given.

**Office Personnel:** Aid in communication with Superintendent as directed.

**Custodians:** Report to Administration

**PHONE NUMBERS: Last Page**

**\*Initiate district or regional emergency team as needed.**

## **RUNAWAY / ABDUCTION**

**Definition-** Student runs away from the school building during school hours.

Or- Student is abducted by a stranger or family member.

~~Or the presence of any person on school property who has no legitimate school business (non-custodial parents).~~

**Potential Action for an abduction:** Once a

determination is made, possible Shelter in Place/Lock Down Drill as per the Quick Guide

**ALL CLEAR:** Business as usual

### **STEPS OF ACTION**

1. Notify the main school office. Review the facts extensively. Determine if the student is actually missing.
2. Contact Transportation to see if the student was transported to/from school that day.
3. Check the students schedule.
4. Depending on the situation, Administration will notify parents, Superintendent and/or the Police/emergency.
5. Notify other buildings where family members attend.
6. Consider Shelter in Place/lockdown as the facts are sorted out

**Principal or Administrative Designee:** Follow or observe student if appropriate. Notify Counselor, Psychologist, School Resource Officer, etc.

**Office Personnel:**  
Record facts as given.

# SUICIDE PREVENTION/INTERVENTION

**Definition-** If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in any danger of harming himself/herself, that employee **MUST** report the situation immediately according to the following procedure:

## **Warning Signs-**

\*Sudden change in mood \*Withdrawal from activity \*Loss of Interest \*Talk of killing themselves  
\*Relationship difficulties \*Lethargy \*Dark themes in words, writing, or drawings \*Expressed feelings of being a burden, being trapped, feeling worthless \*Depression \*Rage \*Shame \*Anxiety  
\*Irritability \*Humiliation

## **STEPS OF ACTION: Assessment and Referral**

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The school counselor and/or Administrator will be made aware of the situation as soon as reasonably possible.
3. The school counselor or administrator will contact the student's parent or guardian and assist the family in assessing the situation and possible next steps (i.e. Referral to Doctor, Mental Health, or Emergency Department).

Confidentiality shall be maintained throughout these procedures. ~~STEPS OF ACTION¶~~

- ~~1. If the student has threatened to harm themselves, or has displayed alarming warning signs, appears to have a plan or is in imminent danger and requires intervention, Notify the Counselor or Building Administrator will be contacted immediately. ¶~~
- ~~2. The following procedures are to be followed: ¶~~
  - ~~a. Never leave the student alone. ¶~~
- ~~4. Confidentiality shall be maintained throughout these procedures.~~

### **Teacher: (Safety First)**

Do not leave the student alone.  
Call Counselor or building Administrator.  
Escort the student to the Counselor or Administrator's office.

### **Counselor or Building Administrator or Designee:**

Do not leave the student alone.  
Contact parent/guardian  
Try to calm the situation.  
Meet with the student and parent/guardian to arrange for referral services as needed (see Counselor Crisis Manual).

## **Re-Entry Procedure for Attempted Suicide or Mental Health Crisis:**

1. The student and parent/guardian will meet with the Administrator or designee to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone an examination and that they are no longer a danger to themselves or others.
3. The administrator or designee will periodically check in with the student to help the student readjust to the school community and address ongoing concerns.



**\*For suicide: Initiate district or regional emergency team as needed.**

## TORNADO

<b>Watch</b> -Conditions are favorable for a tornado or severe weather. Make staff aware but take no action.	<b>Signal</b> - Announcement over the intercom system. System Light - White (Ceiling Light in Each Room)
<b>Warning</b> - a tornado has been spotted or indicated by radar. <b>Take shelter immediately.</b>	Every effort will be made by Emergency Preparedness to notify the Central Office should a tornado approach.

### STEPS OF ACTION

1. Tornado warning signal – Alarm or all school announcements. (Repeating pattern of the class bell.)
2. Students in unsafe locations at the time of the drill will go to assigned locations at the direction of the teacher (See classroom map and/or substitute plans.) When possible students should not be in rooms on the west side of the building, in the gym, cafeteria, or portable classrooms during a tornado or drill.
3. Teachers are to close classroom doors after students exit into the hallways.
4. Maintain quiet conditions so that any necessary directions may be communicated.
5. Teachers should keep class rosters with them as they proceed to safe shelter during the drill. Be sure students are following the tornado drill procedure.
6. The all-clear signal will be a verbal announcement by the Principal or Designee.
7. On the bus - If a tornado watch or warning is issued, the bus driver will take students to the appropriate shelter as directed by the Transportation Director or Administration.

<b>Principal or Administrative Designee:</b> Supervise student body, maintain contact with staff, provide missing list to authorities if appropriate.	<b>Custodian:</b> Report to Administration, shut off utilities as needed/recommended.
<b>Office Personnel:</b> Lock the office and evacuate to designated safe shelter <del>Forward phone calls to the safe room.</del>	<b>Teachers:</b> Supervise your students and keep in designated areas until the all clear is given.

**PHONE NUMBERS: Back Page \*Initiate district or regional emergency team as needed.**

## UTILITY OUTAGE

<b>Definition-</b> Electricity, water, heat services are interrupted.	<b>Signals - UTILITY OUTAGE</b> <b>ALL CLEAR</b>
---	---

### **STEPS OF ACTION**

1. Administration will identify the situation and announce electronically or by hand delivered message as possible.
2. Administration will contact district maintenance.
3. District maintenance will contact city services as appropriate.
4. In the event of electrical outage students/staff should “stay put” until notice is given by the office.
5. In the event of a water outage, a determination of the length of outage will be made. The Administration will consult with the superintendent to determine relocation or dismissal of classes.
6. Alert students/staff when the emergency has passed (i.e., **ALL CLEAR**).

<b>Administration Office Personnel:</b> Determine student and staff needs. Contact District Maintenance Director Direct custodial, administrative, resource staff in dealing with situation	<b>Teachers:</b> Take roll. Stay in room until the all clear is given. ( <b>ALL CLEAR</b> )
<b>Secretary:</b> Aid in communication with district maintenance, city, superintendent as directed.	<b>Custodians:</b> Report to Administration

## PHONE NUMBERS: Back Page

\*Initiate district or regional emergency team as needed.

## **PROCESS FOR ORDERLY EVACUATION TO PRIMARY OR SECONDARY OFF-CAMPUS SITE format!**

- Follow all directions provided by Administration or designee
- Teachers take roll prior to evacuating (if prudent/appropriate)
- Teachers/Staff should take the classroom emergency kit/"go bag" which must include the student roster
- If **school property needs to be evacuated**, staff and emergency personnel will gather and direct students to building designated safe places and/or rallying points.
- Reconciliation Plans will commence as determined by the Superintendent or Designee.

## **Cybersecurity Crisis Plan for Chanute Public Schools**

### **Cybersecurity Team**

- Board Member
- Superintendent
- Tech Director
- Building Administrator
- KASB Attorney
- Building Administrator
- CNEA Representative
- Tech Aide
- Database Administrator

**Risk Assessment:** Identify potential vulnerabilities in the school district's network and systems.

- CISA - signed up for scans
- Greenbush conducting initial and recurring network audits.

### **Prevention Measures:**

- Implement robust password policies and MFA when possible.
- Regularly update software and systems.
  - Updates scheduled monthly.
- Educate staff and students on cybersecurity best practices.
  - Training course required for staff.
  - 413 Best Practices Graphics distributed.
  - Phishing Campaigns.

**Response Plan - Step-by-step guide for responding to cybersecurity incidents:**

- **Identification & Containment:** Identify and confirm the cybersecurity incident. This could involve unusual system behavior, alerts from security tools, or reports from users. Contain the incident to prevent further damage. This may involve isolating affected systems, restricting access, or shutting down compromised services.
- **Eradication & Recovery:** After containing the incident, the focus shifts to eradicating the threat. This involves removing malware, closing vulnerabilities, and ensuring all systems are secure. The recovery phase involves restoring affected systems and data from backups. It's essential to verify the integrity of the restored data before resuming normal operations.
- **Investigation/Documentation:** Conduct a thorough investigation to determine the root cause of the incident. This includes analyzing logs, forensics, and identifying any weaknesses in the system.
- **Notification:** Depending on the nature of the incident, it may be necessary to notify relevant stakeholders, such as customers, partners, or regulatory authorities.
- **Review and Improvement:** Conduct a post-incident review to evaluate the effectiveness of the response. Identify areas for improvement and update the cybersecurity crisis plan accordingly.

### Communication Protocol:

- All public communications will be handled by the Superintendent or designee. Please direct all communication requests to him/her.
- All internal communications will be handled by the Superintendent or designee. Please direct all communication requests to him/her.

## EMERGENCY MANAGEMENT OPERATIONS/RESPONSE CRISIS-TEAM RESPONSIBILITIES

Each Principal or administrative designee will appoint staff members to the building **emergencyCrisis-Team**. Team Members will report to the principal in the event of a building **emergencycrisis** and assist with implementing the **emergencycrisis** plan.

### EMERGENCYemergencyCRISIS-TEAM MEMBERS

Each principal or designee will be responsible for assembling the building team—Administrationff  
 —Administrative Designeeff  
 —Counselors

### PRE-EMERGENCYCRISIS—THE BUILDING PRINCIPAL and/or EMERGENCYCRISIS-TEAM RESPONSIBILITIES

- Distribute ~~crisis manual~~ manual to all staff.dff
- Review the "Quick Guide for Emergency Management" with all staff
- Identify staff members trained in first aid, CPR.
- Provide training to ALL staff regarding **emergencycrisis** procedures.
- Schedule and conduct **monthly emergencycrisis-emergency drills to meet or exceed the annual expectations outlined by central office administration and KSDE**

### DURING an emergency CRISIS—BUILDING EMERGENCYCRISIS-TEAM RESPONSIBILITIES

- Report to building command post.

- Follow appropriate emergency crisis guidelines and checklist.
- Provide for the needs of students and staff.
- Refer any media people to the Principal and or Superintendent's office. It is not your role to Do not comment to the media.

**POST EMERGENCY CRISIS—BUILDING EMERGENCY CRISIS TEAM RESPONSIBILITIES**

- Evaluate the emergency crisis response for efficiency and effectiveness.
- Evaluate the off campus response (if applicable)
- Review actions and revise plans as needed.
- Review actions and provide additional training as needed.

**CHECKLIST OF EMERGENCY KIT(suggested) – “Go Bag”**

First Aid Kit	Trash Bags	Paper
Flashlight	Blanket	Rubber Gloves
Duct Tape	Rope	Markers
Whistle	Wet Naps	Food Bars/Water

**EMERGENCY DIRECTORY Update prior to release**

Emergency calls for ambulance, fire, police, sheriff or civil defense	911
Chanute Dispatch	620-431-5768
Neosho County Sheriff (Chanute)	620-431-5759
Highway Patrol (Chanute)	620-431-2100
Emergency Preparedness (Erie Courthouse)	620-244-3874
Fire Department	620-431-5236
School Resource Officer/Head of Campus Police - Matt Morgan	620-431-5967
School Resource Officer - Hayden Cole	620-215-5562
Neosho County (Erie) Health Department	620-244-3840
Neosho County (Chanute) Health Department	620-431-5770
Neosho Memorial Regional Medical Center	620-431-4000
Chanute Public School Board Office	620-432-2500
Matt Koester, Superintendent	620-433-1911
Dr. Kent Wire, Asst. Superintendent	620-433-1912
Zack Murry, Principal CHS	620-432-4573

Tyler Applegate, Assistant Principal CHS	620-433-1903
Jessie Fewins, Assistant Principal	417-317-3240
Veronica Schibi, Counselor CHS	620-218-9147
Morgan Porter, Counselor CHS	620-870-9296
Nick Nothern, Activities Director	319-241-1814
Chris Shields, Principal RMS	620-333-2790
Jennifer Mason, Assistant Principal RMS	501-681-2441
Jennifer Inbody, Counselor	620-432-2520
Brooke Wire, Principal CES	620-433-1910
Heather Burris, Assistant Principal CES	620-212-9701
Maggie Wolken, Assistant Principal CES	620-431-8789
Karla Nothern, Principal LELC	785-820-1648
Sean Bowman, Chanute Extension Academy	620-431-4664
Maintenance and Transportation Office	620-432-2570
Mike Golay, Support Operations Director	620-212-4281
Deb Finley, Transportation Director	620-432-3434
Marsha Stipp, Health Services Director	620-433-1798
Crystal Sizemore, Technology Director	620-636-0439

**NOTE: DO NOT MAKE COMMENTS TO THE PRESS.  
REFER ALL PRESS/MEDIA TO THE PRINCIPAL OR BOARD OFFICE!**