

FUNCTIONAL ANNEX

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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 reinstatement 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.

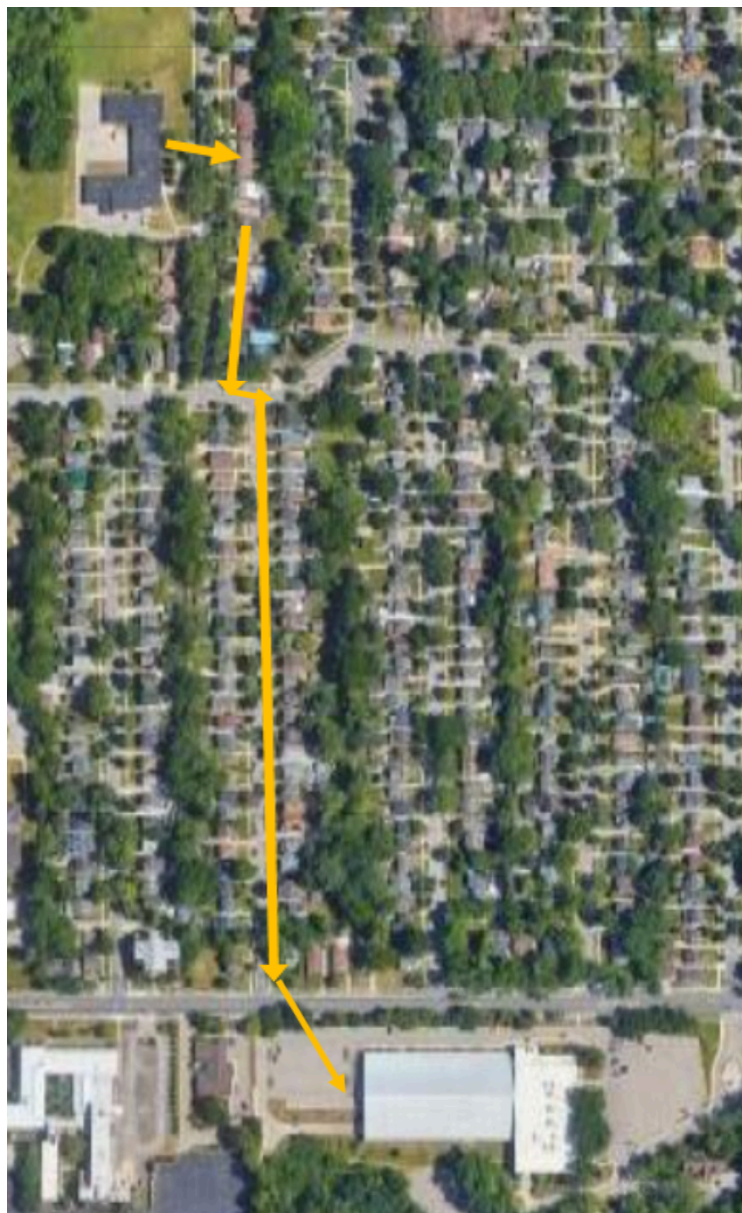
Empower U School Buildings

- 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

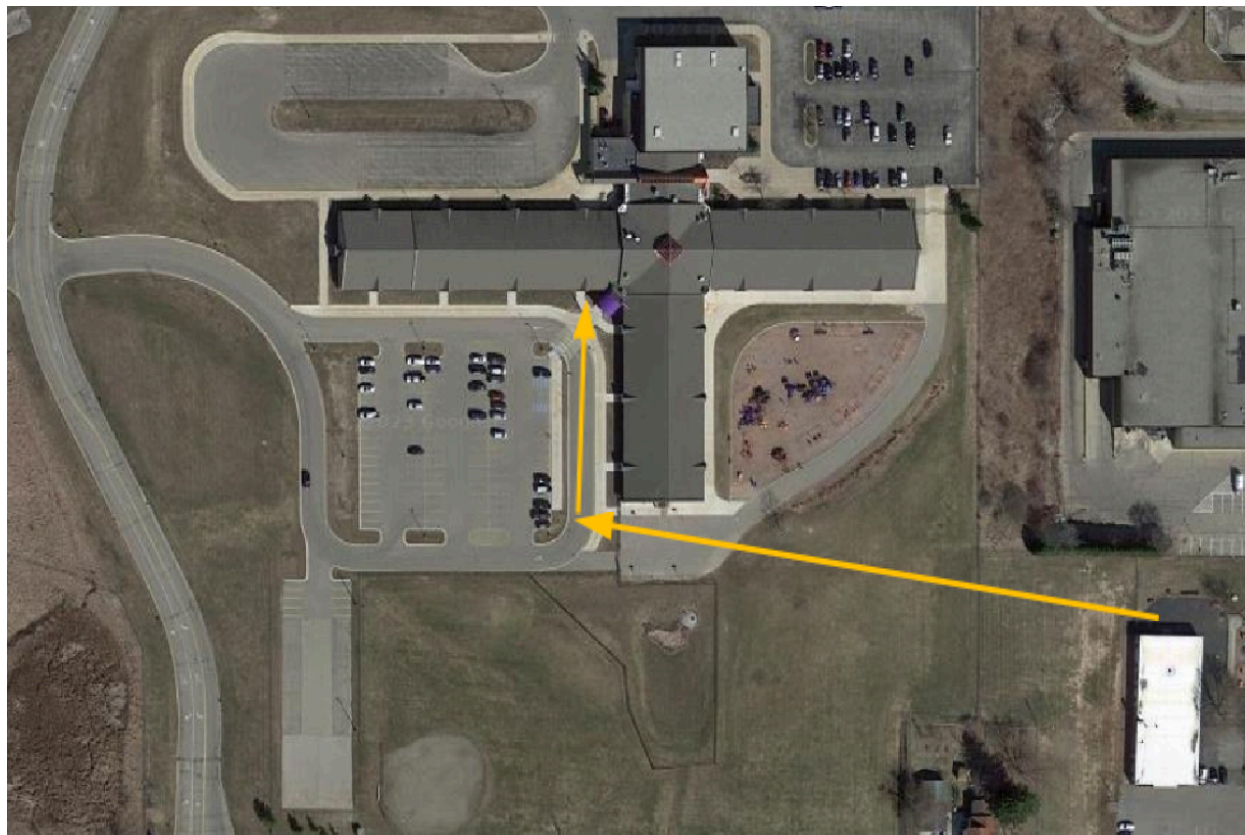
- **EUS:** Calvary Christian Church, 3500 Byron Center Ave., SW, Wyoming, MI, 49519
- **EUC:** Aquinas College Sturris Sports and Fitness Center, 1580 East Fulton St., Grand Rapids, MI, 49506.
- **EUN:** Ridgeview Elementary School, 560 West Spartan Dr., NW, Sparta, MI, 49345

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

Kent Aviation Center

Although it is not on the grounds of the Secondary Campus, the Kent Aviation Center (KAC) is a satellite of KCTC-East. KAC is located on the grounds of the Gerald R. Ford Airport. The evacuation site for KAC is the Meijer Corporation Hanger. The addresses for both buildings are below.

Secondary Campus Building (KAC Hanger)

- KAC: 4958 Van Laar Dr., SE, Grand Rapids, MI, 49512

Evacuation Site

- Meijer Corporate Hanger: 5400 44th St., SE, Grand Rapids, MI, 49512

Kent Aviation Center Evacuation Route



 **Primary Evacuation Routes to Meijer Hanger**

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.

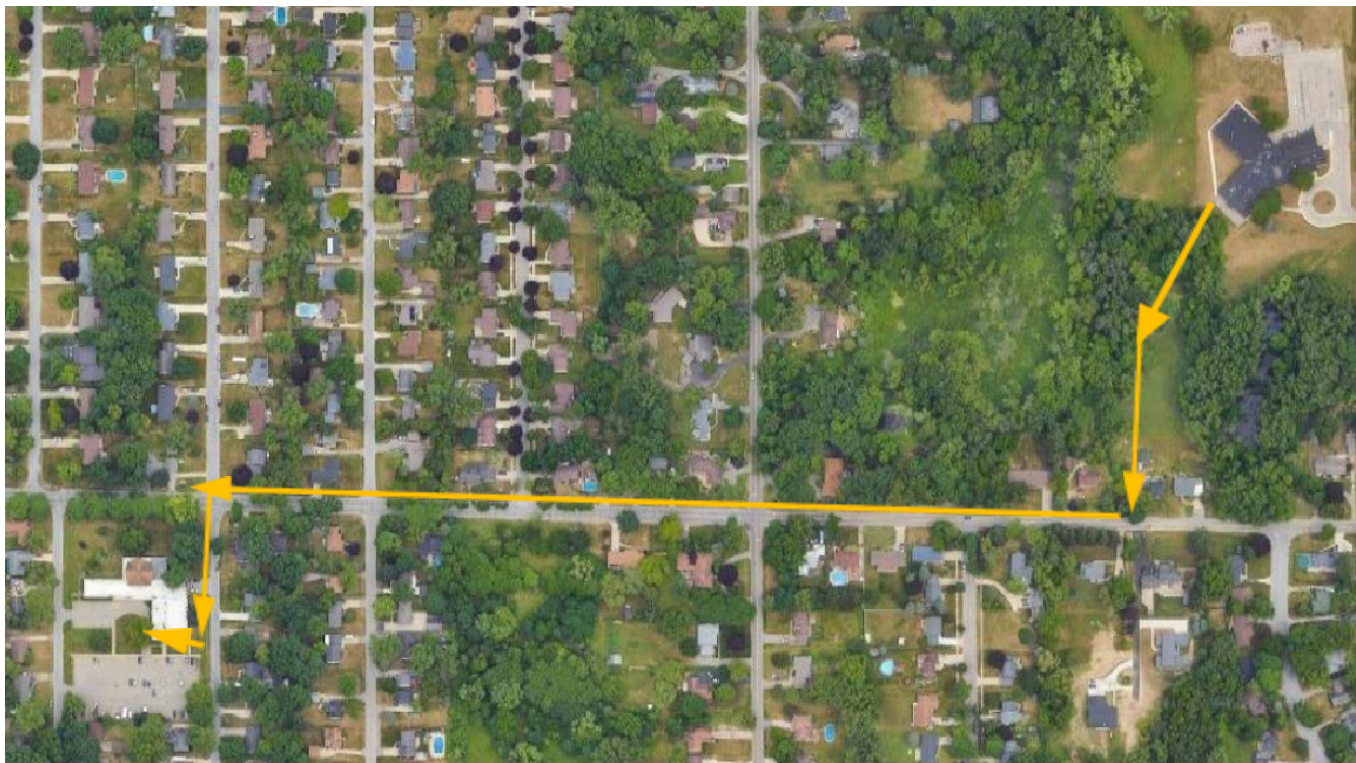
Kent Educational Center (KEC)-Oakleigh

- 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

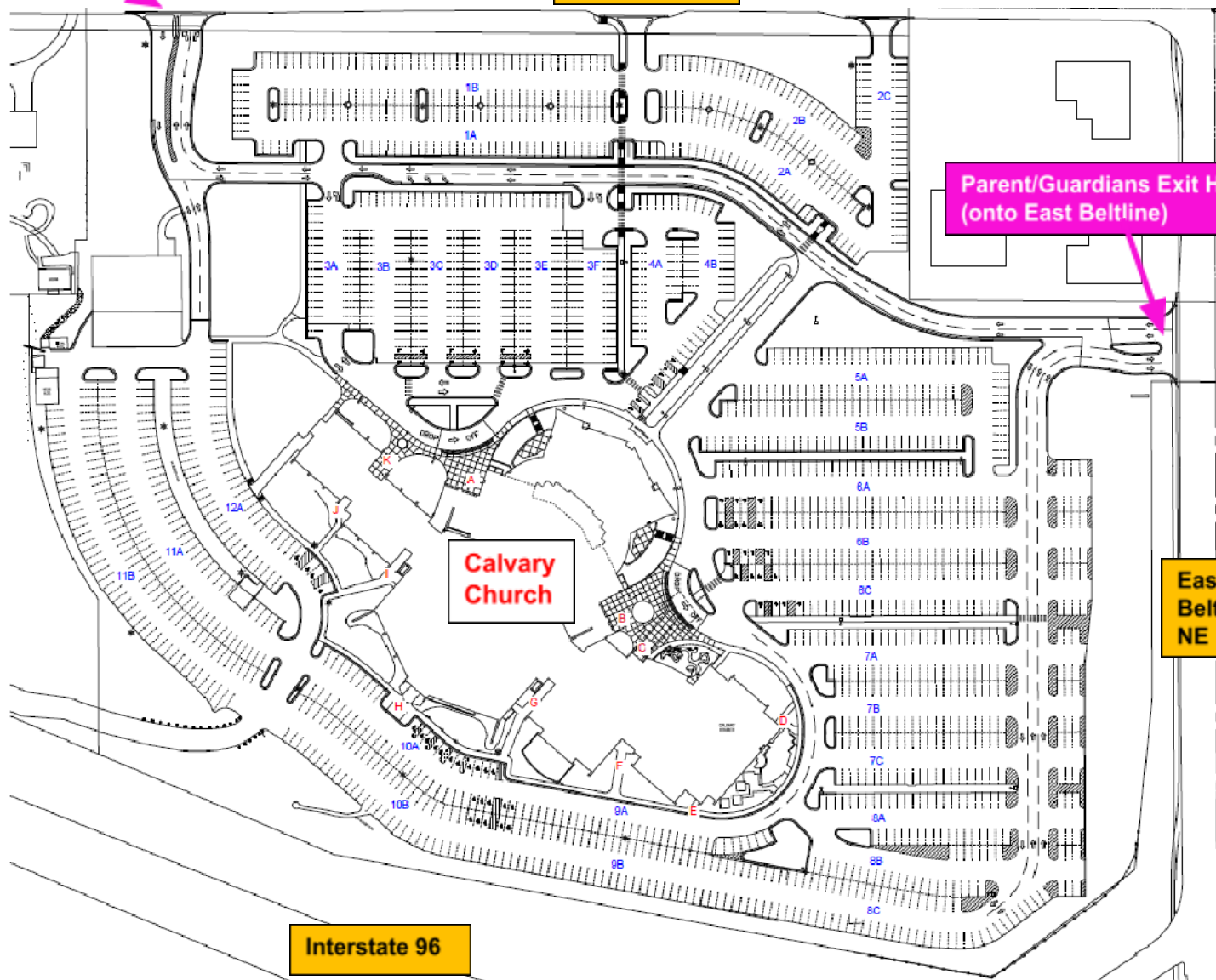
**Reunification Site
Calvary Church
Entrances/Exits**

Parent/Guardians Enter Here
(from Bradford, NE)

Bradford, NE

Parent/Guardians Exit Here
(onto East Beltline)

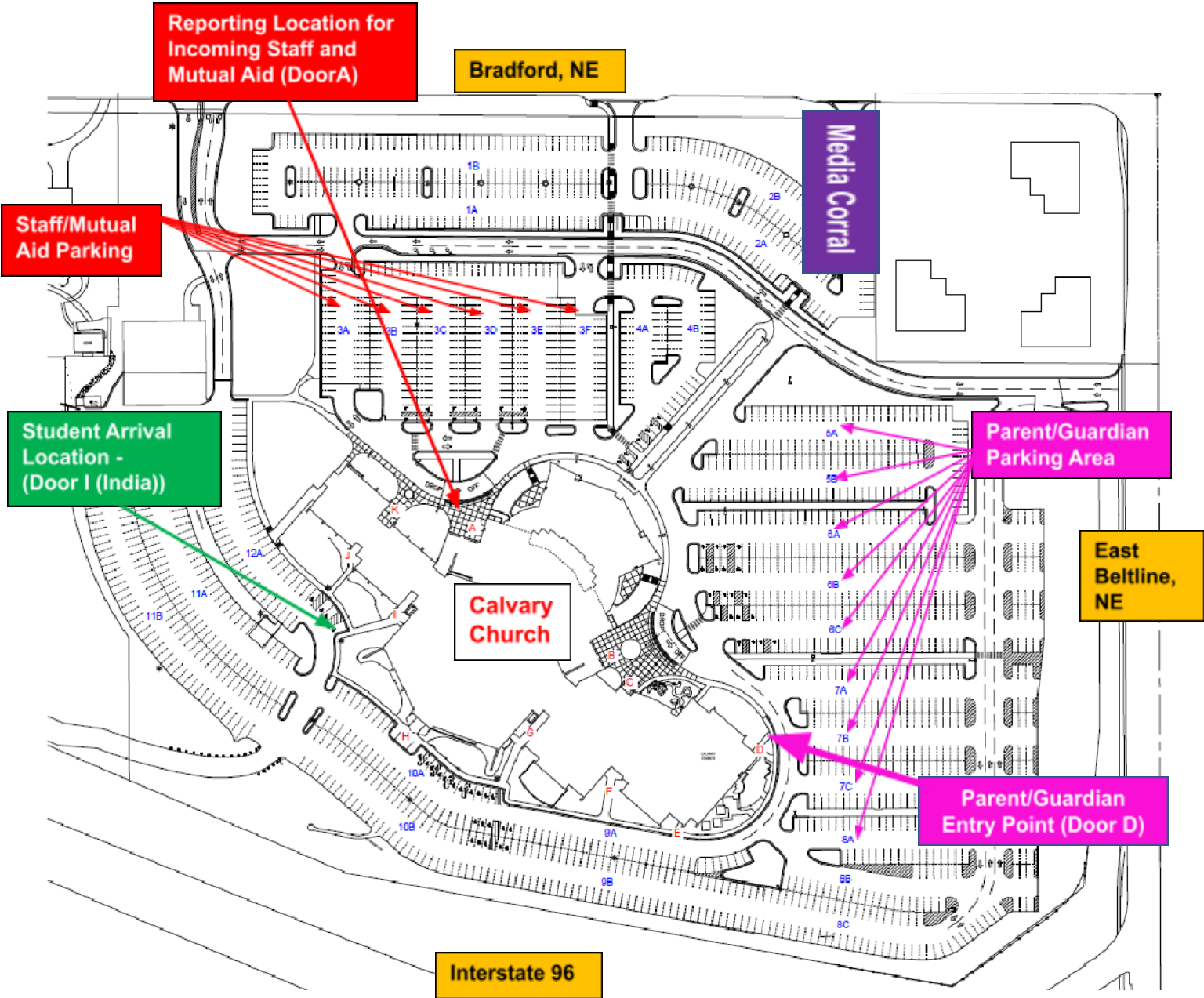
East
Beltline,
NE



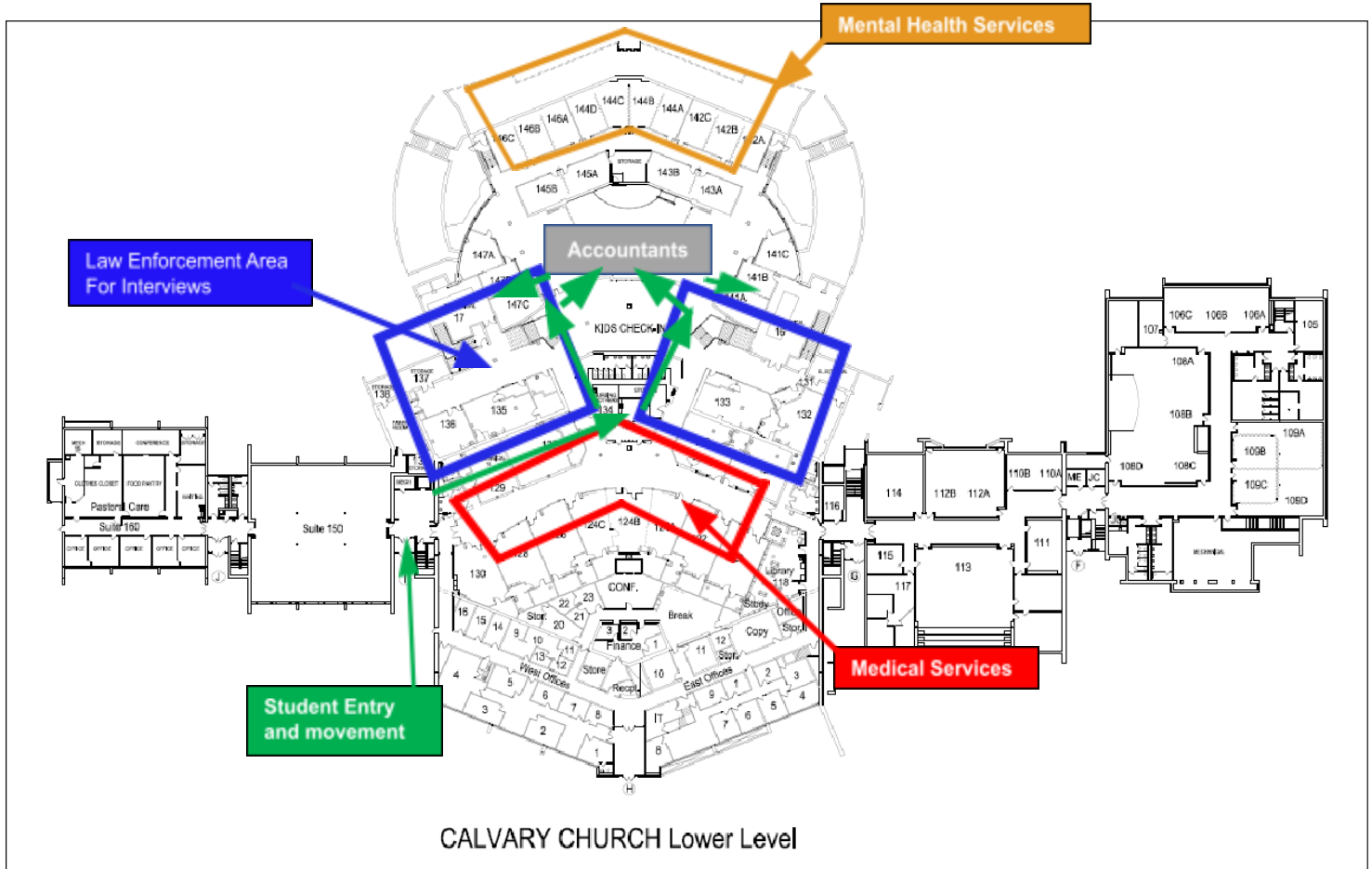
Interstate 96

REUNIFICATION SITE

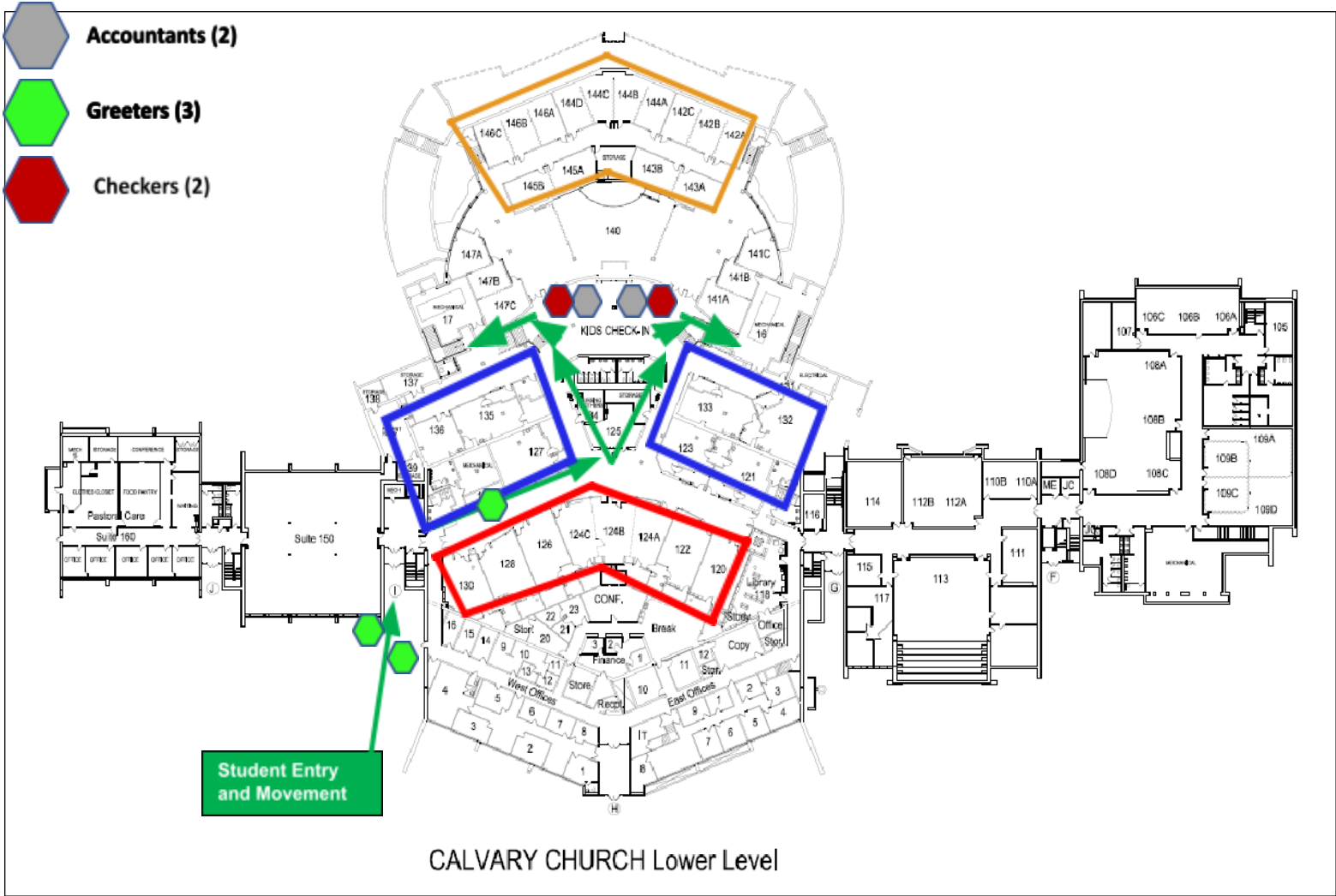
P/G Parking, Staff Reporting, Student Arrival, Media Corral



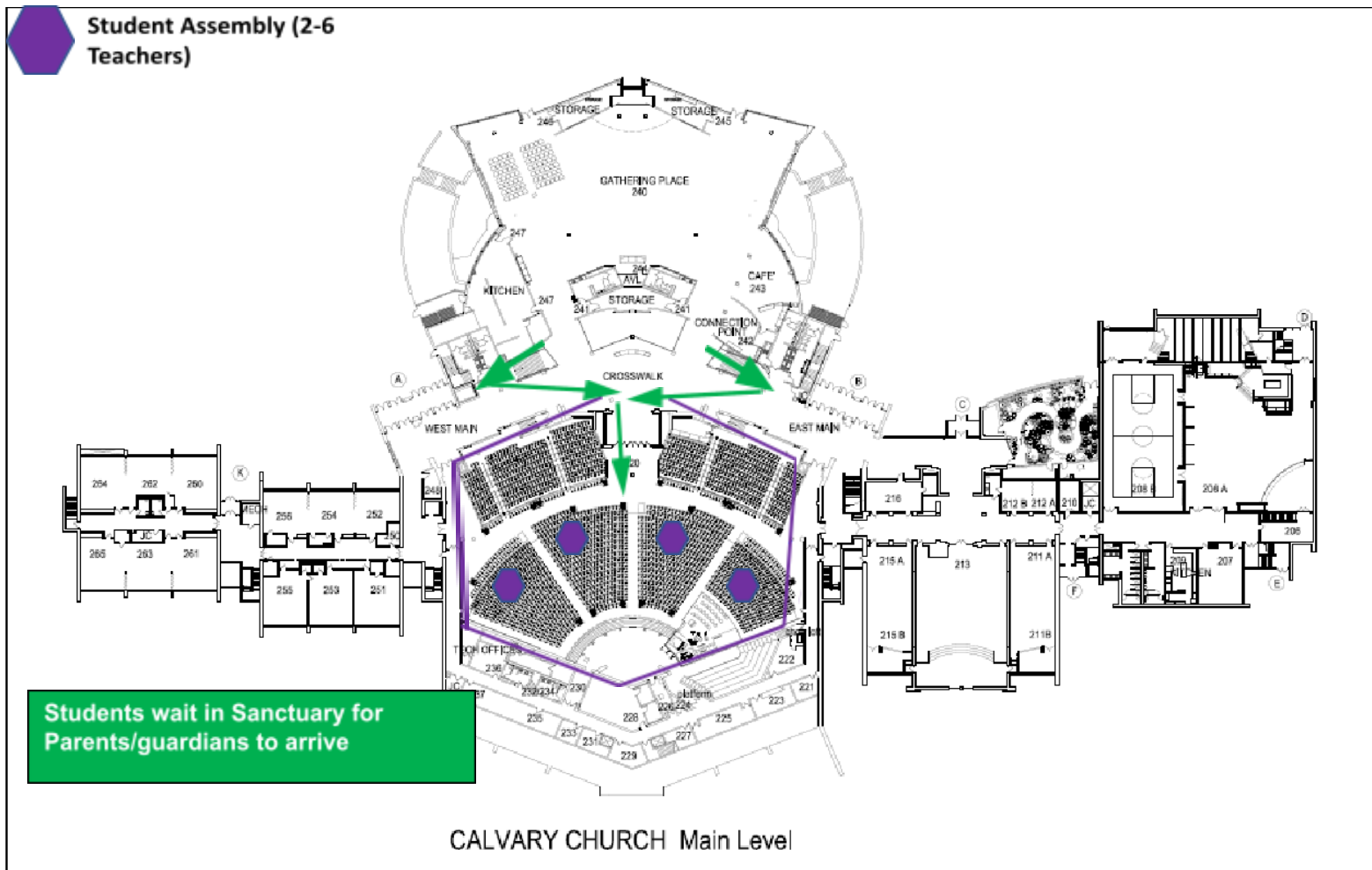
Lower Level Organization: Student Intake & Location of Services



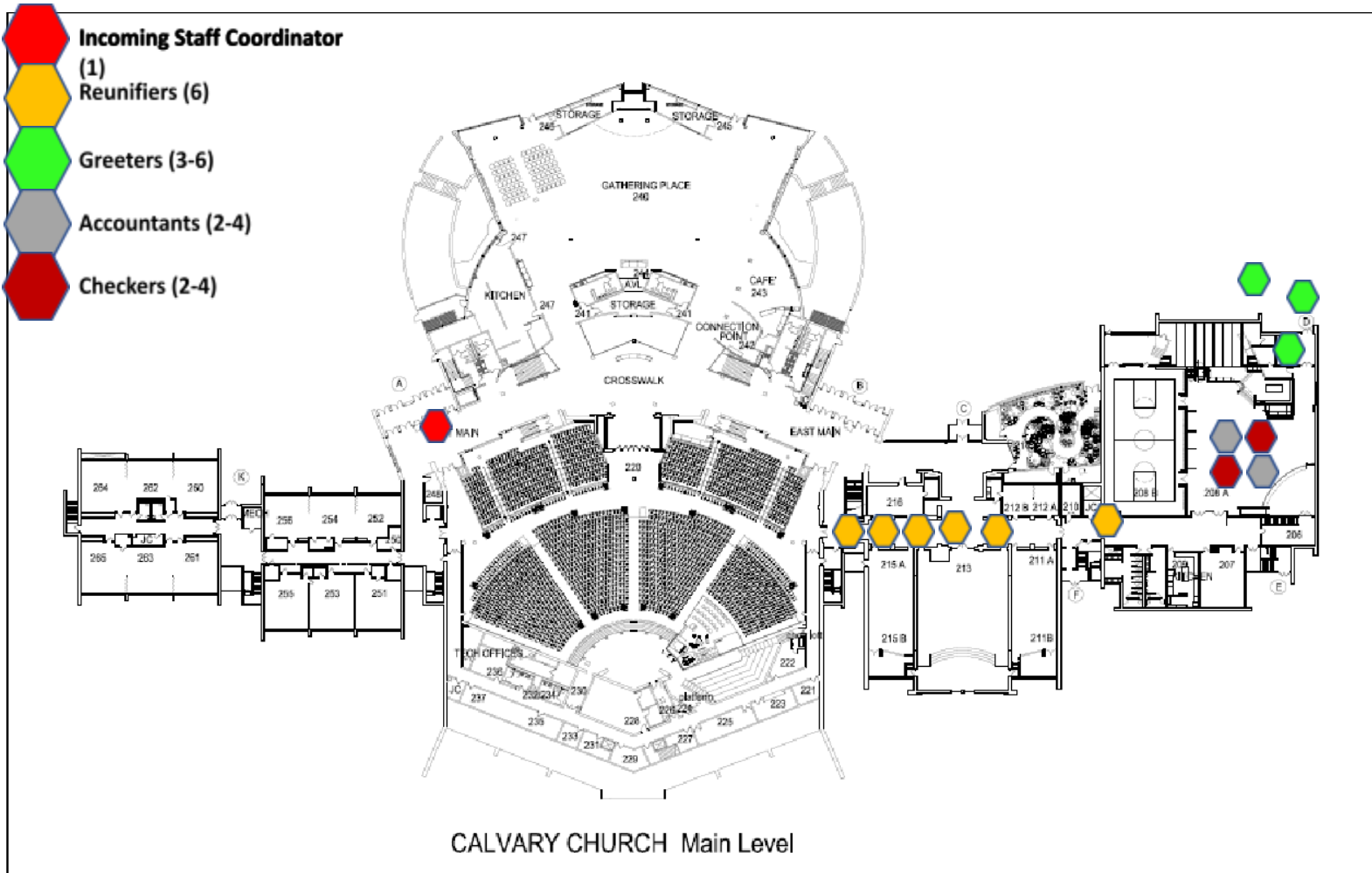
**Staffing - Student Entry/Check-in Level
- Student Flow**



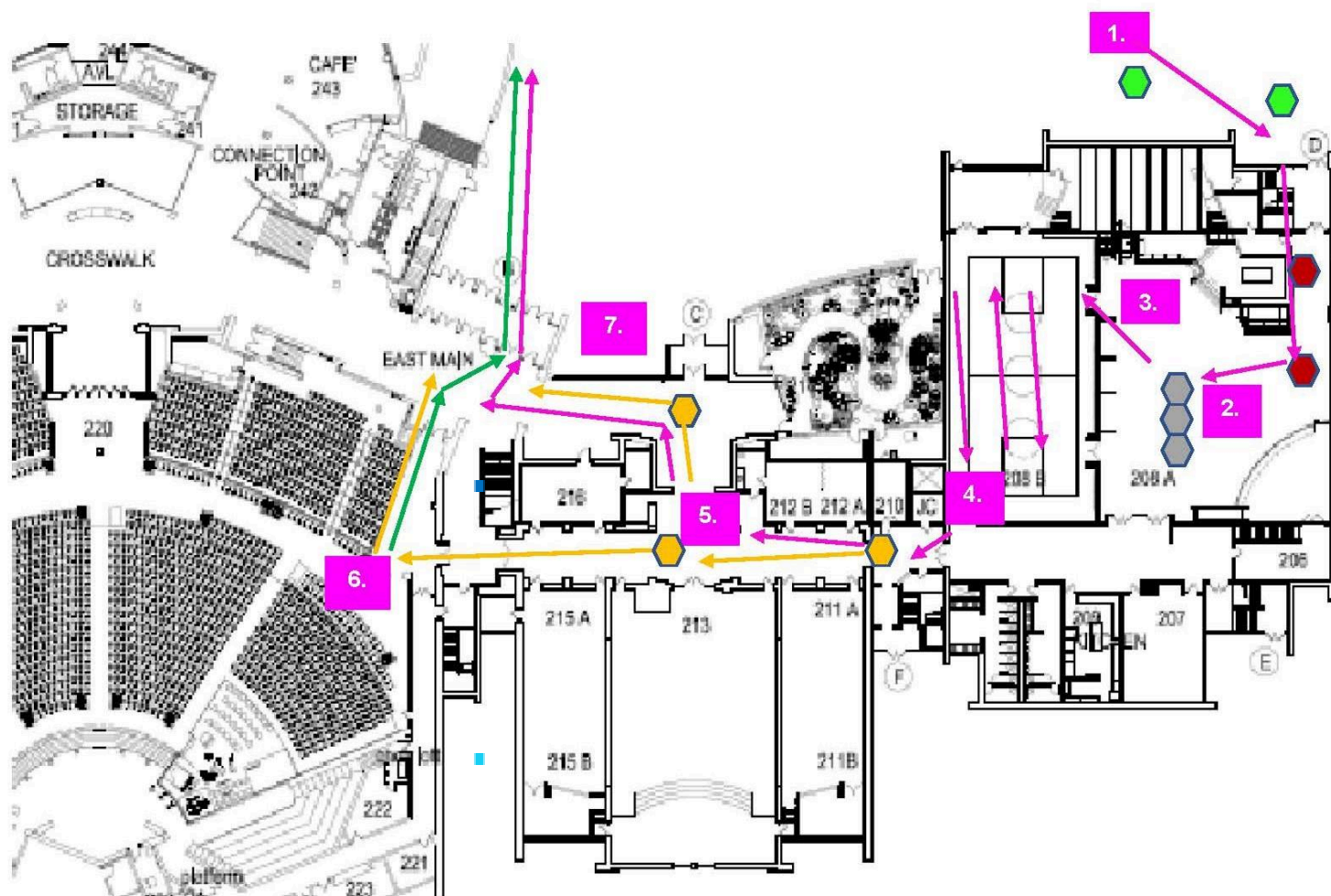
Staffing-Student Holding Area



Staffing – Parental Entry/Check-in Area

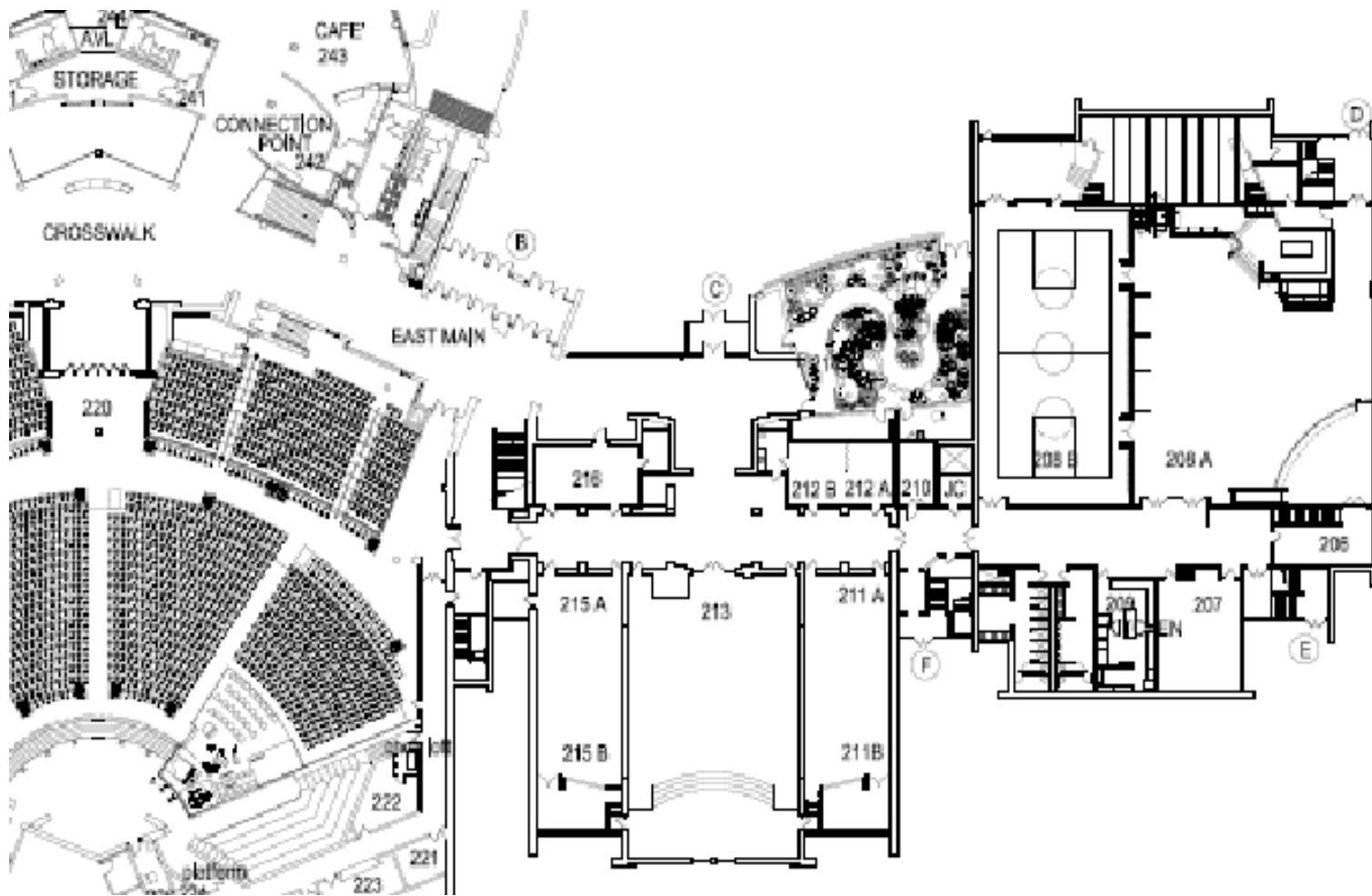


Parent/Guardian Flow



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



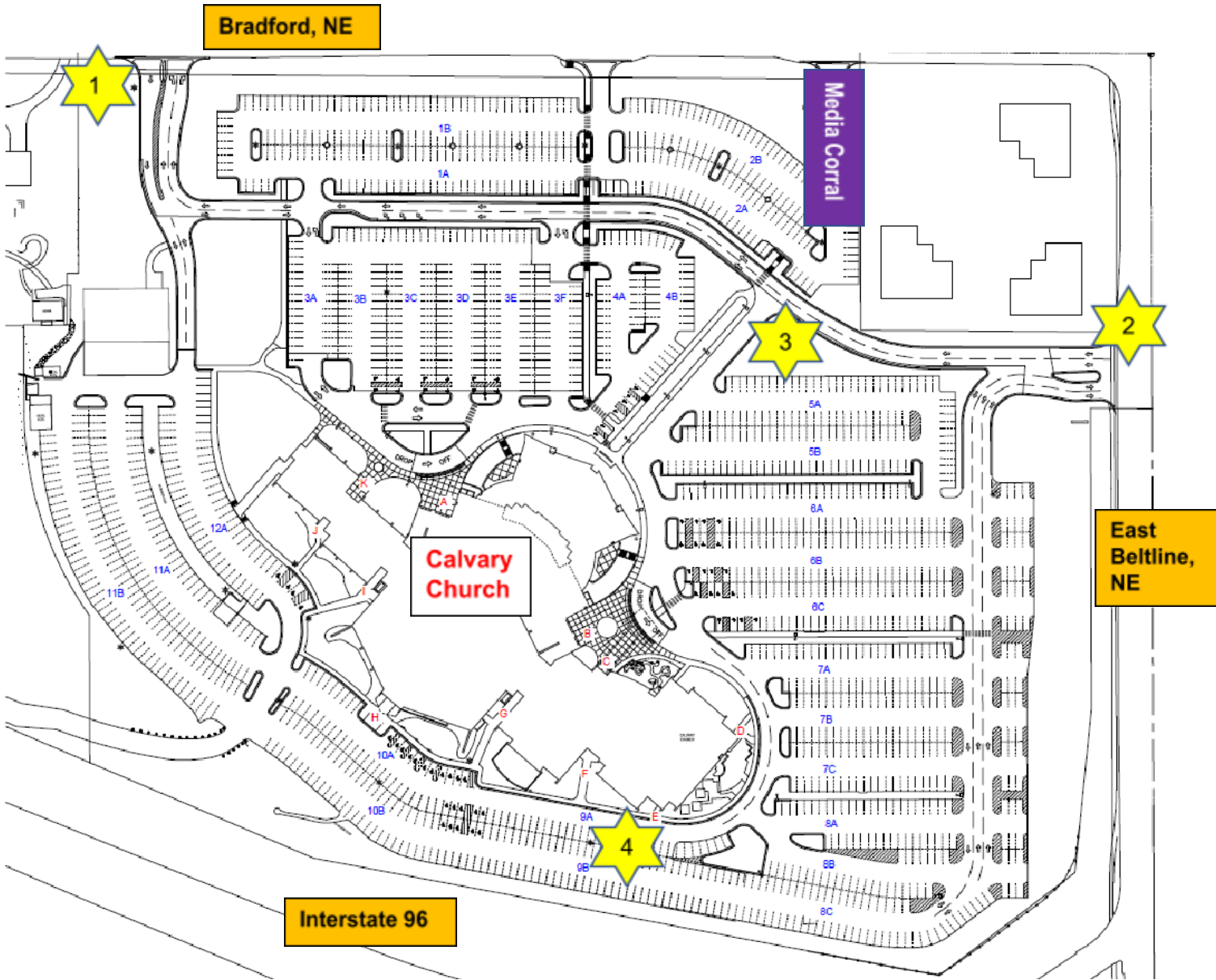
Casualty Notification Team

- 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

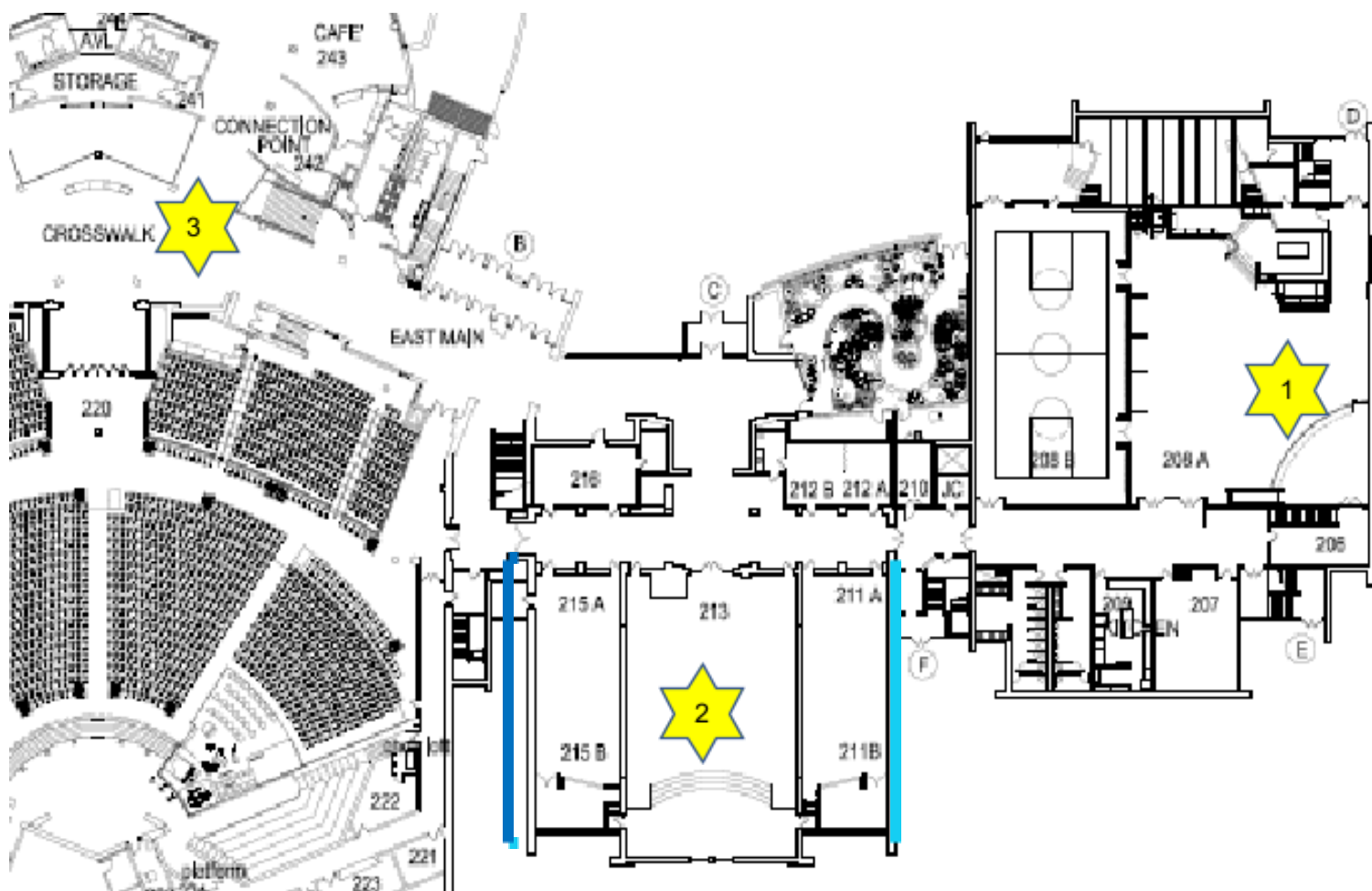
- Will provide interpretive services where needed.

Support Positions – Law Enforcement, Exterior, Marked Units



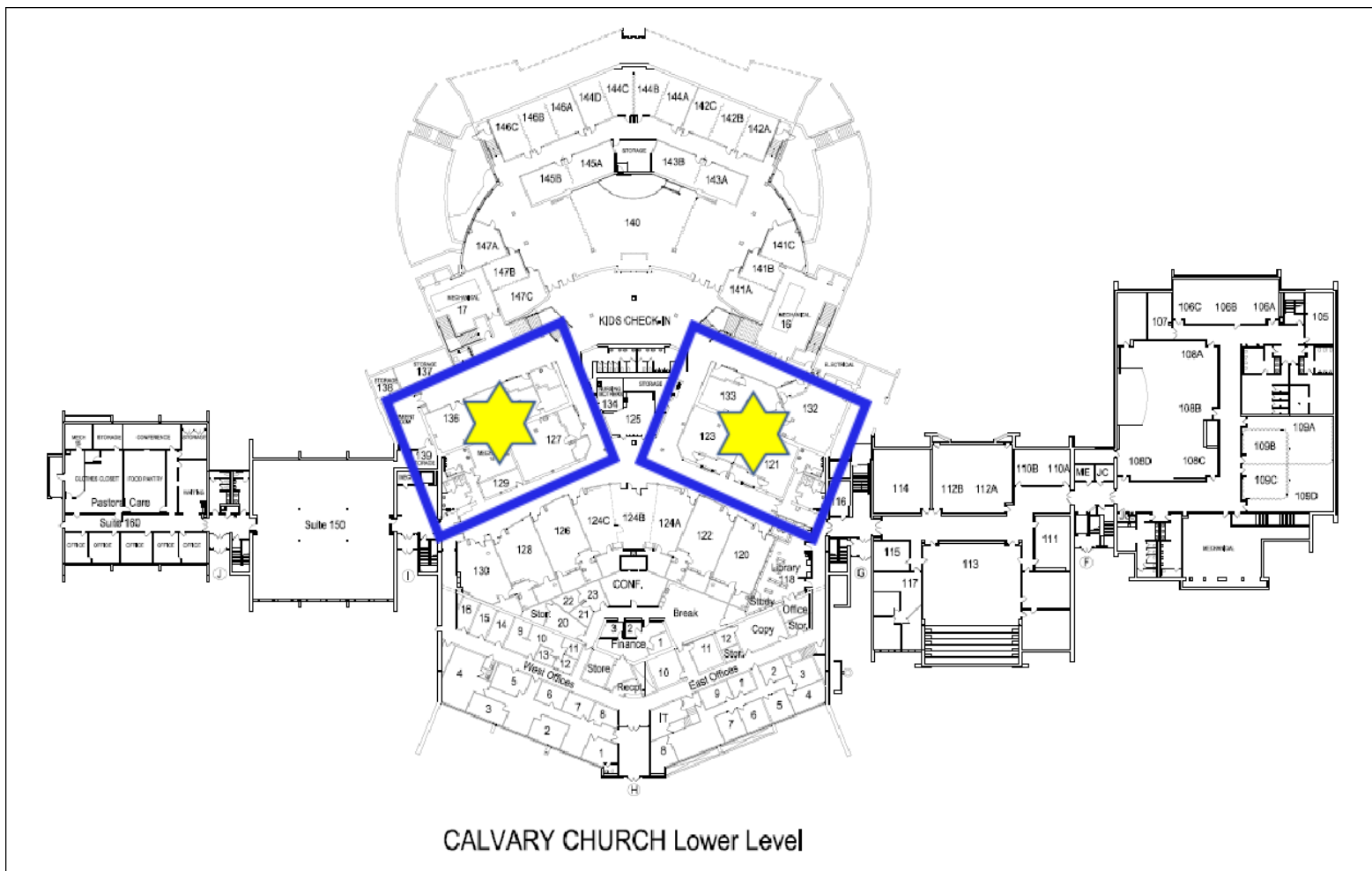
Position	Responsibility
1	-Control access onto site to Staff and Parents/Guardians only. -Direct Media to media corral.
2	-Control traffic for parents/guardians departing site.
3	-Prevent Media from leaving the corral and moving into the Parent/Guardian parking area.
4	-Prevent traffic from circling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