

NEW BUFFALO ELEMENTARY SCHOOL

12291 LUBKE RD New Buffalo, MI 49117

CRISIS MANAGEMENT PLAN

2018/ 2019 SCHOOL YEAR

Revised 02/28/19

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INTRODUCTION

The purpose of this plan is to provide guidelines to be used by the New Buffalo Elementary School administration, faculty, staff, and other emergency responding agencies, for preparing to deal with and then dealing with a crisis that might occur within or otherwise affect the school community.

It is essential that every New Buffalo Elementary employee have knowledge of and access to this plan in a time of crisis affecting the school and/or school community.

Remember...

“There are two types of school administrators: those who have faced a crisis and those who are about to.”
– Ron Stephens, Executive Director, National School Safety Center

Any questions or concerns regarding this plan should be directed to Ed Lijewski, Director of Technology and Transportation at 269-469-6016.

DISTRIBUTION

Upon the completion of this school-based crisis management plan, the school administration will ensure that copies are distributed to the following (beyond those distributed within the building):

School Division Personnel Superintendent of Schools High School Principal Middle School Principal
Elementary School Principal Director of Technology/Transportation Director of Operations

Police Department Personnel

Chief of Police, New Buffalo, Michigan Emergency Management Coordinator, Berrien County Sheriff's
Department Post Commander, Michigan State Police, Niles, Michigan

Fire Department Personnel

Fire Chief, New Buffalo, Michigan Fire Chief, New Buffalo Township, Michigan

GENERAL CRISIS MANAGEMENT

A CRISIS may be defined as a sudden change that affects the life of students, staff members, and the community at large. It requires the immediate attention of trained school personnel to prevent harm or damage to students and provide emotional support during a crisis situation.

Elements of Effective Crisis Management

The essential elements of effective crisis management in schools include the following:

Policy and Leadership – Policy provides both a foundation and a framework for action. The chances of effectively managing a crisis are increased with a division level plan and individual building plans that operate within the framework of the division plan, yet are tailored to the conditions and resources of the individual school. Leadership is necessary to ensure the effective implementation of plans and maintenance of preparedness.

The Crisis Response Team – A school Crisis Response Team can be a highly effective organizational unit for dealing with a variety of crises. Such teams can operate at three levels: individual school building, central office, and community. Well-functioning teams at each level provide a network that can support action whenever a crisis situation arises.

The School Crisis Management Plan – A school that is prepared before a crisis occurs will be much more likely to deal with students and staff effectively. An unprepared school is asking for chaos.

Communications – When a crisis occurs, effective communication is essential – within the school and the school division, with parents and the community at large, and with the media. Effective communication can speed the restoration of equilibrium; poor communication can make a bad situation worse.

Training and Maintenance – Preparation for and response to a crisis rely on people understanding policies and procedures and knowing what they are to do. These are achieved through training. Maintaining preparedness is an ongoing process that involves debriefing following a crisis, periodic review and updating, and ongoing continuing training.

CRISIS KITS

New Buffalo Area Schools will keep “crisis kits” ready and available to be used in the time of a crisis at or involving the school. Each crisis kit will include, but not limited to, the following items, which may be needed in a time of crisis:

- Building and campus maps, marked with utility shut offs, hazardous materials areas, pre-determined assembly areas and the command post site. - Building crisis plan - Quick response plan - Paper and pens/pencils - Rosters of all staff and other employees - Rosters of all students

Multiple crisis kits will be kept in the building to ensure their availability when needed. The crisis kits for New Buffalo Area Schools will be kept in the following locations:

- Superintendent’s office - Principal’s office - All Assistant Principal’s offices - Main office - Athletic office - All annex buildings offices

** Note – All building M.S.D.S sheets will be kept in the kits located in the Principal’s office, the Athletic office, and any annex building offices to ensure their availability to responding emergency personnel.

** The building Principal will have a two-way radio available for use in the case of an emergency.

EVACUATION OF SCHOOL BUILDINGS

It may become necessary in the case of an emergency, and/or to protect the students, staff, and visitors, to evacuate the school building during a crisis. This decision will be made by the Superintendent (or designee) utilizing any and all information available.

There may also be times when emergency responder personnel may order an evacuation of the school building because of emergencies related to or in close proximity to the area of the school.

The following will be the designated evacuation sites to be used for gathering students and school personnel in the case that an evacuation is ordered:

Site #1 – New Buffalo Elementary School, 1112 East Clay St. New Buffalo, Michigan. Site coordinator is the Principal.

Site #2 – St. Mary’s Elementary School, 704 W. Merchant St., New Buffalo, Michigan. Site coordinator is the Principal.

Site #3 – River Valley High School, 15480 Three Oaks Road, Three Oaks, Michigan. Site coordinator is the Principal

In the event that any of the above sites become unusable for any reason, students will be rerouted to one of the remaining sites (or an alternate site(s) if deemed necessary by school, police, or fire officials). ***

Note: The above evacuation sites should not be released to the general public prior to a crisis.

Each site coordinator will be responsible for communicating with the command post as to the arrival of teachers and their classes, any unaccounted for students/staff, and any special needs (such as medical attention, etc.). Each site coordinator will also have or get access to a two-way radio. Each assistant coordinator will keep written records of students and teachers as they arrive at the site.

Within close proximity of each evacuation site, a student release station, first-aid station, and a communications “command post” should be set up. All staff shall be aware of the location of the assembly areas and all station locations.

Incident Commander (or designee) will locate the “Incident Command Post” at NBAS bus garage. He/she will be assisted at the command post by Edward A. Lijewski. If this location is unusable and/or unsafe due to the circumstances of the incident, New Buffalo Middle/ High School will be the alternate command post site.

Superintendent of New Buffalo Area Schools (or designee) and emergency responder personnel will meet at the established command post upon their arrival.

It is recommended that evacuation drills be held during the school year and coordinated with the Medic-1 Office as well as the City of New Buffalo Police and Fire Departments and Berrien County Sheriff’s Department when applicable.

EVACUATION PROCEDURES – LOCAL EVENT

Once an evacuation has been decided upon, Superintendent of New Buffalo Area Schools (or designee)

will initiate the following procedures to evacuate ALL persons from the building:

1. The building fire alarm will be activated and will be followed, whenever possible, by an announcement from Superintendent of New Buffalo Area Schools (or designee) indicating that the alarm is not a drill and that an evacuation has been ordered.

2. Once the alarm has sounded, all persons (faculty, staff, administrators, students, visitors, and other persons in the building) will immediately evacuate the building following fire drill procedures and report to an assigned evacuation site. All persons are to follow the evacuation plan for the room they are in; no one should return to a class or other location before evacuating. These sites will be used as waiting areas until a decision can be made by Incident Commander (or designee) to evacuate further or return to the building.

Note – If the building is being evacuated as a result of a bomb threat, students and staff are to leave ALL personal belongings (bags, backpacks, etc.) in the building so that an explosive device is not intentionally or inadvertently carried from the building.

The following is a master list of which evacuation site each classroom/office in the building should evacuate to:

Alternate NB School # 1 – All students and adults report to this location. Spaces assigned as needed.

St. Mary's # 2 – If option #1 is not available, all students and adults report to this location. Spaces assigned as needed.

River Valley Middle / High School # 3 – If option #1 and #2 are not available, all students and adults report to this location. Spaces assigned as needed.

3. Elementary School Principal (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the emergency situation. Advise the 9-1-1 operator that you are evacuating the building and the location of the Command Post. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.

4. Elementary School Principal (or designee) will contact Superintendent of New Buffalo Area Schools office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.

5. The Superintendent (or designee) will meet with responding police and fire personnel at the command post to be established at NBAS bus garage unless that command post is unsafe due to the incident. In the event that an alternate command post and/or assembly area(s) are used, this information must be given to the 9-1-1 operators.

6. Each site coordinator will report to the evacuation site to begin meeting teachers and students as they leave the building. Each site coordinator will remain constantly vigilant for any suspicious activity or conditions within their evacuation site that may be a cause of concern for the safeguarding of the students and school personnel.

7. Teachers and staff will conduct cursory searches of the immediate area while enroute to the evacuation sites and be observant for unusual events or circumstances that may have an impact upon the current situation (i.e. downed power lines, broken gas lines, threatening weather, aggressive activity, out of place packages, etc.). Any out- of-place or suspicious items or activities should be immediately reported to the Superintendent (or designee).

8. Teachers will have class rolls with them upon leaving the building. Upon arrival at their designated assembly area, each teacher will account for their students and immediately report any students not accounted for to the site coordinator present at their area. No students or staff will then be allowed to leave the assembly area without prior approval from Incident Commander (or designee).

Upon consultation with police and fire personnel, Incident Commander (or designee) will decide whether or not to further evacuate staff and students to an alternate site that could temporarily house students and staff until all students can be accounted for and transportation home can be coordinated. The alternate site for New Buffalo Elementary School is New Buffalo Middle/ High school and the secondary alternate site is St. Mary's Elementary school.

Transportation will be provided to the alternate site(s) and/or home as required by the specific incident. If transportation from the assembly areas becomes necessary, the use of district school busses will be coordinated by the Superintendent (or designee) and the Transportation Director (or designee). Police personnel will assist with the safe positioning and loading of the busses at or near the evacuation sites.

In the event of a major incident, the Superintendent (or designee) will act as a media liaison and be the sole point of contact to coordinate the release of pertinent information to the media pertaining to the event. Such information can include, but not limited to, evacuation sites, student release procedures, quarantined zones, etc.

EVACUATION PROCEDURES – NUCLEAR POWER PLANTS

If an emergency situation were to occur at either the DC Cook Nuclear Power Plant in Bridgman or the Palisades Nuclear Power Plant in Covert, students and staff of New Buffalo Elementary School may, and most probably would, be affected. Based on the circumstances of the situation and recommendations of the affected nuclear plant, protective actions may be initiated to protect the students and staff of schools located within the emergency planning zones of the plants. The following actions and Standard Operating Procedure will be utilized by New Buffalo Elementary School and are contingent upon the actions taken with the Berrien County Emergency Operations Plan as outlined in Annex K, Appendix 1, Supplement 4 of the plan.

I. ALERT OTHER THAN SCHOOL HOURS

Berrien RESA will notify the Superintendent of New Buffalo Area Schools if there is an ALERT level in effect at the DC Cook Nuclear Power Plant in Bridgman. No action is required for an ALERT.

II. ALERT DURING SCHOOL HOURS

Berrien RESA will notify the Superintendent of New Buffalo Area Schools if there is an ALERT level in effect at the DC Cook Nuclear Power Plant in Bridgman. The Superintendent will then notify all school system Principal's and place them on standby. In addition, the Superintendent may contact Director of Transportation and instruct him/her to have all drivers contacted and placed on standby.

III. SITE AREA OR GENERAL EMERGENCY OTHER THAN SCHOOL HOURS

When the Berrien RESA receives notification of a SITE AREA or GENERAL EMERGENCY at the DC Cook Nuclear Power Plant in Bridgman when school is not in session, the Superintendent of New Buffalo Area Schools will be notified of the situation. It is recommended that schools not reopen until a less

severe situation exists at the plant.

IV. SITE AREA OR GENERAL EMERGENCY DURING SCHOOL HOURS

A. SITE AREA EMERGENCY

The Superintendent will be notified by the Berrien RESA. During a SITE AREA EMERGENCY, the recommendation that schools be dismissed will be based on the severity of the emergency situation and if it is likely to escalate. Generally, school will be dismissed until such time as a less severe situation is declared. If this is the case, follow the dismissal procedures outlined in items V or VI, as applicable.

B. GENERAL EMERGENCY

The Superintendent will be notified by the Berrien RESA. During a GENERAL EMERGENCY, the schools will be evacuated and the procedures in item VI will be followed.

V. SCHOOL DISMISSAL POLICY

If recommendation is made to dismiss the schools, the following guidelines will be followed:

A. Superintendent will notify the following:

1. Director of Transportation 2. All Building Principals 3. Food Service Director

B. Transportation Director will:

1. Call in all bus drivers. 2. Arrange for substitute bus drivers, if required. 3. Transport students home.

C. All Building Principals will:

1. Dismiss all students following normal school dismissal policies. 2. Instruct students to go directly home or to the location that parents

have directed them in case of an emergency. 3. After all students are released, release all staff members. 4. Ensure that the building is securely locked and leave the area.

D. Food Service Director will:

1. Promptly cease all food service operations, release staff, secure the facility, and depart the area.

VI. EVACUATION WHILE SCHOOL IS IN SESSION

In the event an EVACUATION notification is received by the Berrien RESA, the Superintendent will be notified of the EVACUATION order. The following guidelines will then be followed:

A. Superintendent will notify and:

1. Director of Transportation

2. All Building Principals

3. Food Service Director

4. Immediately contacts the Principal at St. Mary's Elementary and advise them that you are commencing with an evacuation AND call again when the final bus has left for New Buffalo Area Schools.

5. As soon as all students and staff members have been accounted for, evacuated, and all school buildings locked and secured, the Superintendent will proceed immediately to the St. Mary's

Elementary school.

B. Director of Transportation will:

1. Call in all bus drivers.
2. Arrange for substitute bus drivers, if required.
3. Instruct all drivers to transport students and staff to River Valley High School.
4. Advise drivers that after they have completed the evacuation of students, they will contact the Berrien County Emergency Operations Center for further instructions. Bus drivers may be requested to transport members of the general public to shelters. Any driver reentering the evacuation area needs to first be issued dosimetry, which will be provided by the Radiological Officer at the Berrien County Emergency Operations Center.
5. If an evacuation is ordered during scheduled bus runs, busses will be contacted by two-way radio and instructed to discontinue the run.
 - a. If there was no radiological release, transport those students still remaining on the bus directly to the River Valley High School.
 - b. If there was a radiological release, transport those students still remaining on the bus directly to the nearest Public Reception/Decontamination Center to be checked for contamination and decontaminated, if necessary, and then transport them to the River Valley High School.
6. After all students have been evacuated, bus drivers will contact the Berrien County Emergency Operations Center for further instructions.

C. All Building Principals will:

1. Hold all students in the buildings while awaiting the arrival of busses to transport those students to the River Valley High School.
2. Students will be evacuated by class, if possible, and teachers will ride the busses with their classes (see Evacuation, pg.). Teachers will remain with their students until 6:00 p.m., when the River Valley High School is closed. Those students who have not been picked up by their parents will be taken to a Public Reception/Decontamination Center to register and from there to a Congregate Care Center to wait for pick up by parents.
3. Busses will be expected to carry larger than normal capacity, if needed. ALL students, including those who walk to school and who have their own transportation will be required to be transported by bus during the evacuation.
4. After all students are evacuated, the building principal will release all remaining staff members not involved in the evacuation and advise them to leave the evacuation area immediately.
5. The building principal will ensure that their buildings are securely locked and immediately depart to the River Valley High School. They will then contact the Berrien Emergency Operations Center and advise that the evacuation of New Buffalo Area Schools is complete.
6. Ensure all students have arrived at the River Valley High School and staff are assigned to remain with them until picked up.
7. Report the completion of student pickup to the Superintendent (or designee).

D. All teacher/teachers assistants will:

1. Remain with their assigned students until released by the Superintendent (or designee) or the last one has been picked up.
2. Close and lock all windows and doors in the classroom before leaving.
3. Account for all students and take updated daily attendance records to the evacuation site.
4. Accompany students on the busses to the evacuation site.
5. Upon arrival, account for all students and assist with registering them into the River Valley High School.
6. Obtain "Authorization for Pick-up" forms from the Superintendent (or designee) office and ensure they are filled out for each student released.
7. Return all completed forms once last student is released or you are relieved by Elementary Principal or Middle School Principal
8. At 6:00 p.m., assist transporting any remaining students in your charge to a public reception center to be registered there and held until picked up by a parent or guardian.

E. Food Service Director will:

1. Promptly cease all food service operations, release staff, secure the facility, and depart the area.

VII. EMERGENCY WORKER DOSIMETRY

New Buffalo Area School bus drivers will be provided with dosimetry by the County Radiological Protection Officer (or designee) per County Standard Operating Procedures. In a rapidly escalating situation, bus drivers will not wait for dosimetry to evacuate school children. All bus drivers will be provided dosimetry for any RETURN run into the evacuation area.

VIII. EMERGENCY CALL LIST

New Buffalo Area Schools Superintendent will keep an updated Emergency Call List of personnel and their alternates that are involved in this Standard Operating Procedure.

IX. REMOVAL OF EMERGENCY CONDITION

At such time as the emergency is terminated at the DC Cook Nuclear Power Plant in Bridgman, or Palisades Nuclear Power Plant in Covert, the Superintendent will be notified by the Berrien RESA

X. EVACUATION ROUTE IN THE EVENT OF AN EMERGENCY AT THE DC COOK

NUCLEAR POWER PLANT IN BRIDGMAN

If an evacuation of the New Buffalo Elementary School is ordered due to an emergency at the DC Cook Nuclear Power Plant in Bridgman, busses will use the following route:

EVACUATION PROCEDURES – RECEIVING EVACUEES

In the event of an emergency at either the D.C. Cook Nuclear Power Plant in Bridgman or the Palisades Nuclear Power Plant in Covert, or the event of a significant community-wide emergency within Berrien County in which a large portion of a population will need to be evacuated, New Buffalo Elementary School

may be called upon to act as a school and/or public reception center to accommodate the displaced population.

School buildings, because of their size, locations, and ease of accessibility to the general public are generally the first facilities approached by emergency responders when the need to establish and open reception centers is mandated.

The following procedures should be followed in the event that New Buffalo Elementary School is asked, either by another school district or emergency responders, to open up its school building as a public evacuation reception center:

1. New Buffalo Area Schools Superintendent (or designee), will receive notification from the principal of the evacuating school that an evacuation has been ordered and that school district school busses will be enroute to your facility with approximately no more than 1300 staff members and students.

- a. If the emergency involves the activation of a public reception center, this notification will come from either the School Services Representative (or designee) at the Berrien County Emergency Operations Center or from emergency responders on the scene of the incident.

2. Berrien RESA will contact New Buffalo Area Schools Superintendent office and report the incident. The Superintendent (or designee) will then contact the appropriate school division personnel to report to the school.

3. Director of Transportation and Technology (or designee) will then make an announcement advising staff members of the emergency situation and the expected arrival of displaced students and/or population.

4. The Superintendent (or designee) should suspend and cancel any and all non-classroom special activities and events remaining for the day.

- a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of any other special activities and events that would be impacted during the operation of the evacuation reception center at the school building.

5. The Superintendent (or designee) should suspend and cancel any remaining classes left for the day and order the early dismissal of students.

- a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of class schedules that would be impacted during the operation of the evacuation reception center at the school building.

6. The Superintendent (or designee) will need to decide on the area to be used for the evacuation reception area and ensure that the total number of evacuees does not exceed State Fire Marshal Guidelines. The designated reception area for New Buffalo Elementary School will be the gymnasium and can house up to 1500 displaced persons.

7. The Superintendent (or designee) will assign available staff members to prepare the designated evacuation reception area to receive evacuees and have them available to assist the incoming school staff and emergency responders, as needed, and provide security for the area.

- a. Only evacuees, parents/guardians of evacuees, and emergency responders should be allowed inside the reception area unless authorized by the Superintendent (or designee) or the reception

area coordinator.

b. If it is a large scale or nuclear emergency, the Superintendent (or designee) will assign available staff members to assist Red Cross and emergency responders in the setup of the reception, drop off, parking, and contamination/decontamination areas.

8. The Superintendent (or Director of Transportation) will establish a secure drop off area for incoming busses and vehicles and assign available staff members to assist in getting the displaced students into the reception area. Once busses are offloaded, a designated parking area will need to be established.

9. Staff members will assist as needed in the taking care of any special needs of the evacuees.

a. If it is a large scale or nuclear emergency resulting in the activation of a public reception center, Red Cross and emergency personnel will assume this role during the duration of the emergency.

10. The Superintendent (or designee) will assign available staff members to assist in the registering and signing in of incoming displaced students.

a. Staff members should ensure one hundred percent student accountability.

b. Staff members should ensure only authorized parents and/or guardians are allowed to pick up and sign out any displaced student.

c. The registering of displaced individuals during the activation of a public reception center will be handled by Red Cross and emergency personnel for as long as the public reception center is opened.

11. The Superintendent (or designee) will ensure that all persons entering the reception area that are coming from a possibly contaminated area have been properly monitored for and/or decontaminated of any possible contamination. Shower facilities should be made available for anyone in need of personal decontamination. Emergency personnel will be available for this activity in the event of a large scale or nuclear emergency, or if deemed necessary due to the circumstances of the evacuation order.

12. The Superintendent (or High or Middle School Principals) will release staff members from their assignments once all displaced students have been picked up or when relieved by emergency personnel.

13. The Superintendent (or High or Middle School Principals) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Area Schools

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for pick-up of displaced students and staff members caused by the evacuation order.

NEW BUFFALO AREA SCHOOLS AUTHORIZATION FOR STUDENT RELEASE

Name of student: is being released to the

following parent/guardian or other authorized person as set forth in New Buffalo Elementary School policy.

Print Name

Signature of Authorized Person Date

Released by:

By signing this document, I assume all responsibilities for said child.

Students will only be released to parents or a guardian listed on the emergency card currently on file and held in the New Buffalo Elementary School office.

IN-PLACE SHELTERING

During a crisis in or around New Buffalo Elementary School involving the release of a chemical, biological, or radiological agent or other type of situation in which the safety and well-being of students and staff could be affected but not requiring evacuation of the school premises, it may become necessary to initiate in-place sheltering of the building. The purpose of in-place sheltering is to ensure the safety of students and school staff by avoiding direct contact with the situation that might present a danger and where an evacuation may not be warranted for the circumstances of the situation.

The following steps should be taken by New Buffalo Elementary School during in-place sheltering:

The Elementary Principal (or designee) will use the intercom system to announce in-place sheltering of the building. At the same time, they will designate someone from the office to make contact with those classrooms and areas that cannot hear the announcement. The following areas/rooms must receive direct notification of the in-place sheltering:

- Playgrounds

Under NO circumstances will any type of coded message be used to relay this information. In the event that the primary communication method is disabled or otherwise unavailable, Elementary Principal (or designee) will ensure that every faculty/staff member is advised of the in-place sheltering.

The Superintendent (or designee) must also make a decision as to whether available staff members are needed to assist with the situation or if the nature of the emergency dictates that they “secure” themselves in the building; this should be made a part of the original announcement of the in-place sheltering.

Based on the Superintendents (or designee) decision to in-place shelter, staff and students will immediately lockdown the building according to the school's procedure

(see Lockdown, pg.).

In addition to the lockdown implementation, the following are school personnel responsibilities once in-place sheltering is announced:

PRINCIPAL

Elementary Principal (or designee) must initially make the decision, based on the circumstances of the incident, to initiate in-place sheltering of the school.

Elementary Principal (or designee) must also make the decision, based on the circumstances of the incident, to either shelter students and staff in their respective classrooms or to assemble everybody in a common area (i.e. gymnasium, auditorium, cafeteria, etc.) to be in-place sheltered as a group.

High School or Middle School Principal (or designee) must also make the decision, based on the circumstances of the incident, to either call all available personnel to the main office to assist or to have them secure themselves within a designated area inside the building.

High School or Middle School Principal (or designee) is responsible for ensuring that the Superintendent's office is notified of the in-place sheltering order.

High School or Middle School Principal (or designee) is responsible for evaluating the situation/incident that necessitated the in-place sheltering and requesting additional assistance (i.e. school personnel, security, Police, Fire Department, etc.) as needed.

High School or Middle School Principal (or designee) is responsible for establishing and maintaining contact with emergency personnel and responders through the use of telephone and ensuring emergency workers are kept updated on the school's status during the in-place sheltering order.

High School or Middle School Principal (or designee) will ensure that communications with classrooms are established through the use of the intercom system and will be monitored at all time by Director of Transportation if classrooms are in-place sheltered individually.

ASSISTANT PRINCIPALS / ADMINISTRATIVE STAFF

The assistant principals, administrative staff, and other crisis team member's present will assist High School or Middle School Principal (or designee) as directed, based on the incident.

TEACHERS / ASSISTANTS / COUNSELORS (WITH STUDENTS PRESENT)

Upon notification of in-place sheltering, teachers will immediately lockdown their respective classrooms according to the school's procedure (see Lockdown, pg.) or take their classrooms to a designated common area (see Evacuation, pg.) if so directed by the initial announcement to in-place shelter.

Teachers, in addition to locking down their classrooms, will ensure any open vents, window air conditioner units, gaps in doors and windows, exterior openings, etc., are properly closed, turned off, and sealed to prevent contaminants or other fine particulate debris from entering the building from the outside, if so requested during the initial in-place shelter announcement. If unable to seal exterior openings or the sealing material fails to keep out contaminate material, Director of Transportation (or designee) will be notified immediately through the use of intercom system and the teacher will immediately evacuate their respective classroom according to the school procedure (see Evacuation, pg.) and proceed to the nearest designated common area in an orderly fashion.

If movement to a safer, sheltered common area is ordered, all students, staff, and administrators shall move there in an orderly fashion according to the school's procedure (see Evacuation, pg.). Steps will be taken by staff personnel to ensure all exterior openings, vents, HVAC systems, etc., are turned off, closed, and sealed appropriately. The location of the sheltered common area will be determined based upon the circumstances of the situation and be made part of the initial announcement to in-place shelter.

Teachers that are outside of their classroom but still in the building with students will go to the nearest room that can be sealed and secured, unless instructed by the initial announcement to report to another location. This is not intended to prohibit the teacher and students from returning to their own classroom if it is immediately and safely accessible.

Teachers that are outside of the building but still on campus with students will immediately return into the building and go to the nearest classroom that can be sealed and secured (unless their respective classroom is safe and accessible) or to another location as directed by the initial announcement to in-place shelter. Any class that may be outside the building should have access to a school radio or other means of communication for direct contact with the main office during a crisis or emergency.

Teachers that are outside of the building and off campus with students will report to one of the evacuation sites designated in the evacuation plan or other site(s) as deemed appropriate by emergency personnel or school administrators, upon return to the campus. Any class that may be outside the building should have access to a school radio or other means of communication for direct contact with the main office during a crisis or emergency.

TEACHERS / ASSISTANTS / COUNSELORS (NOT WITH STUDENTS PRESENT)

Teachers not responsible for students at the time the in-place sheltering is announced are to report directly to the main office for assignment by the Superintendent (or designee) if so requested during the initial announcement. If not requested for assistance, teachers are to secure themselves in a classroom or office in their immediate area at the time of the announcement or another location as deemed appropriate by the Superintendent (or designee).

Teachers not responsible for students at the time the in-place sheltering is announced should be utilized to assist in sealing up classrooms, offices, and common areas that are exposed to exterior walls but not being used at the time the in-place sheltering announcement is made. If the decision is made to move all students, staff, and visitors to a common area for in-place sheltering, these teachers can assist in sealing up the common shelter area.

CUSTODIANS

Custodians are to report directly to the main office for assignment by Director of Operations (or designee) if so requested during the initial lockdown announcement. If not requested for assistance, custodians are to secure themselves in a classroom or office in their immediate area at the time of the announcement or another location as deemed appropriate by Director of Operations (or designee).

Director of Operations (or designee) will be responsible for shutting down the main water intake lines to the building and will report when this is accomplished to the Superintendent (or designee). The controls for the main incoming water lines at New Buffalo Elementary School are located:

- Boiler Room at the North-West corner of the building

Director of Operations (or /designee) will be responsible for ensuring all building air conditioner units, boilers, HVAC systems, exterior vents, air intake systems, etc., are turned off, closed and, if required, sealed to prevent internal exposure of the contaminate that initiated the in-place sheltering announcement. The Superintendent (or designee) will be notified once these actions are completed. The controls for these systems at New Buffalo Elementary School are located:

- HVAC Shut-off in Boiler Room at the NW corner of the building
 - Boiler Shut-off in Boiler Room at the NW corner of the building
 - Air Handler Unit Controls in Boiler Room at the NW corner of the building
 - Exterior Vent/Air Intake System Controls in Boiler Room at the NW corner of the building
- Director of Operations (or designee) will be responsible for ensuring all open “manual” control exterior vents are closed and sealed and will report when this is accomplished to the Superintendent (or designee). Open and/or manual control vents for New Buffalo Elementary School are located:

- 3 Mechanical Rooms on Mezzanine in Gymnasium - 1 Mechanical Room over MS Office

Director of Operations (or designee) will be responsible for turning off the main gas lines to the building, if so directed to do so by the Superintendent (or designee). This decision will be based upon the circumstances of the situation and/or instructions of the emergency responders on scene. The main gas line shutoff valves for New Buffalo Elementary School are located:

- Main Gas Shut-off in Boiler Room at the NW corner of the building -

**** Note: Gas Company personnel should have the sole responsibility of turning main gas lines back on and restoring service to the schools after the situation precipitating the in-place sheltering order has been mitigated and abated. Due to the risk factors of restoring gas service, only qualified Gas Company technicians should restore gas service to effected buildings once it has been interrupted for any reason.

Director of Operations (or designee) will be responsible for turning off all main electrical breakers, if so directed to do so by the Superintendent (or designee). This decision will be based upon the circumstances of the situation and/or instructions of the emergency responders on the scene. The main electrical shut off breakers for New Buffalo Elementary School are located:

- Main Electrical Shut-off in Boiler Room at the NW corner of the building

Once the situation that caused the in-place shelter order has been mitigated and the all clear announcement has been issued by the emergency response Incident Commander, Director of Operations (or designee) will be responsible for restoring and returning to service all utilities deactivated (except natural gas service) during the emergency situation. Director of Operations (or designee) will be notified once these services have been restored.

OTHER SCHOOL PERSONNEL (Secretaries, Volunteers, Etc.)

All other school personnel present in the building but not with students at the time the in-place sheltering is announced are to report directly to the Superintendent's office for assignment by the Superintendent (or designee), if so requested during the initial in-place sheltering announcement. If not requested for assistance, these personnel are to secure themselves in a classroom or office in their immediate area at the time of the announcement or another location as deemed appropriate by the Superintendent (or designee).

It will be the responsibility of all staff and faculty members, to be vigilant of and address any special needs (i.e., food, water, medical treatment, restroom visits) that may arise during the course of the in-place sheltering order. All staff and faculty members will be cognizant and aware of any possible breaches or failures of protective barriers that may allow the introduction of contaminants into the facility. If such a breach or failure is discovered, the Superintendent (or designee) will be notified immediately so a decision can be made to either relocate to a more secure, sealed area of the building or to initiate evacuation protocols (see Evacuation, pg.). The decision to evacuate any facility under an in-place shelter order should only be made after conferring with the on-scene Incident Commander located at the Incident Command Post.

Once the "all clear" signal has been given by the on-scene Incident Commander, the Superintendent (or designee) will announce the conclusion of the in-place sheltering order over the two-way radio. No school employees, students, or other persons present in the building during the in-place sheltering are to leave their secured locations until the Superintendent (or designee) advises the in-place sheltering is

concluded.

At the conclusion of the in-place sheltering order, the Superintendent (or designee) will announce that the in-place sheltering is lifted and all personnel are to resume their normal schedules and activities. Any changes or deviations to the schedule or other pertinent information will also be provided as a part of this announcement.

LOCKDOWN PROCEDURES

During a crisis in or around New Buffalo Elementary School, it may become necessary to secure or “lockdown” the building. The purpose of the lockdown of a building is to ensure the safety of students and school employees by avoiding direct contact/confrontation with an individual(s) or situation that might present a danger. (Note – these procedures will also be used for non- emergency lockdowns associated with drug searches of the building).

The following steps should be taken to lockdown New Buffalo Elementary School:

High School Principal (or designee) will use the Intercom System to announce a lockdown of the building. At the same time, they will designate someone from the office to make contact with those classrooms and areas that cannot hear the announcement. The following areas/rooms must receive direct notification of a lockdown:

- Band Room, 302 - Art Room, 308 - Life Sciences Room, 309

Under NO circumstances will any type of coded message be used to relay this information. In the event that the primary communication method is disabled or otherwise unavailable, the Superintendent (or Elementary School Principal) will ensure that every faculty/staff member is advised of the lockdown.

The Superintendent (or designee) must also make a decision as to whether available staff members are needed to assist with the situation or if the nature of the emergency dictates that they “secure” themselves in the building; this should be made a part of the original announcement of the lockdown.

Once the lockdown is announced, the following are school personnel responsibilities:

PRINCIPAL

Elementary School Principal (or designee) must initially make the decision, based on the circumstances of the incident, to lockdown the school.

Elementary School Principal (or designee) must also make the decision, based on the circumstances of the incident, to either call all available personnel to the main office to assist or to have them secure themselves within the building.

Elementary School Principal (or designee) is responsible for ensuring that the Superintendent’s office is notified of the lockdown.

Elementary School Principal (or designee) is responsible for evaluating the situation/incident that necessitated the lockdown and requesting additional assistance (i.e. school personnel, security, Police, Fire Department, etc.) as needed.

Elementary School Principal (or designee) is responsible for establishing and maintaining contact with emergency personnel and responders through the use of telephone and ensuring emergency workers are

kept updated on the school's status during the lockdown of the school facility.

Elementary School Principal (or designee) will ensure that communications with classrooms are established through the use of intercom system and will be monitored at all times by Director of Technology.

ASSISTANT PRINCIPALS / ADMINISTRATIVE STAFF

The assistant principals, administrative staff, and other crisis team members present will assist Elementary School Principal (or designee) as directed, based on the incident.

TEACHERS / ASSISTANTS / COUNSELORS (WITH STUDENTS PRESENT)

Teachers will lock their classroom doors and ensure that all their students are accounted for. All students will be moved away from the doors and any windows for their safety. Teachers will notify the main office of any students not accounted for via telephone. Classrooms with substitute teachers will be contacted directly, by Office Personnel to check student roll. If for any reason communications are not available or a classroom fails to acknowledge the office request for accountability, each classroom will be contacted directly, if possible, based on the nature of the incident. Under NO circumstances will a student be sent out of the classroom to contact the main office (or any other reason).

Teachers that are outside of their classroom but still on campus with students will go to the nearest room that can be secured or to one of the evacuation sites designated in the evacuation plan, based on the circumstances of the situation. This is not intended to prohibit the teacher and students from returning to their own classroom if it is immediately and safely accessible. The decision as to where to report will have to be made by the teacher dependent upon the circumstances of the situation.

Teachers that are outside of the building and off campus with students will report to one of the evacuation sites designated in the evacuation plan or other site(s) as deemed appropriate by emergency personnel or school administrators, upon return to the campus. Any class that may be outside the building should have access to a school radio or other means of communication for direct contact with the main office during a crisis or emergency.

TEACHERS / ASSISTANTS / COUNSELORS (NOT WITH STUDENTS PRESENT)

Teachers not responsible for students at the time the lockdown is announced are to report directly to the main office for assignment by the Elementary School Principal (or designee) if so requested during the initial lockdown announcement. If not requested for assistance, teachers are to secure themselves in a classroom or office in their immediate area at the time of the announcement.

CUSTODIANS

Custodians are to report directly to the main office for assignment by the Director of Operations (or

designee) if so requested during the initial lockdown announcement. If not requested for assistance, custodians are to secure themselves in a classroom or office in their immediate area at the time of the announcement.

Director of Operations (or designee) will ensure all common area doors and windows are closed and locked, if possible, and report this status directly to the school office upon completion.

OTHER SCHOOL PERSONNEL (Secretaries, Volunteers, Etc.)

All other school personnel present in the building but not with students at the time the lockdown is announced are to report directly to the main office for assignment by the Superintendent (or designee) if so requested during the initial lockdown announcement. If not requested for assistance, these personnel are to secure themselves in a classroom or office in their immediate area at the time of the announcement.

Elementary School Principal (or designee) will announce the conclusion of the lockdown over the Intercom system. No school employees, students, or other persons present in the building during the lockdown are to leave their secured location until the Superintendent (or designee) advises the lockdown is concluded. This is not intended to prohibit the employees, students, and other persons from leaving the secured location prior to the announcement of conclusion of the lockdown if so warranted due to extenuating circumstances of the situation where the safety and security of the personnel would be jeopardized further by not relocating. The Superintendent (or designee) will be notified immediately, or as soon as possible, if personnel have to leave a secured area for any reason during a lockdown.

At the conclusion of the lockdown, the Elementary School Principal (or designee) will announce that the lockdown is lifted and all personnel are to resume their normal schedules and activities. Any changes in schedule or other information will also be provided as a part of this announcement.

COMMUNICATIONS

COMMUNICATIONS QUICK-CALL LIST

**POLICE DEPARTMENT... 9-1-1 FIRE DEPARTMENT... 9-1-1 NON-EMERGENCY...269-469-1593
NON-EMERGENCY...269-469-4993**

NEW BUFFALO Elementary SCHOOL PERSONNEL/OFFICES

SUPERINTENDENT OF SCHOOLS... 269-469-6010 Jeff Leslie CELLULAR PHONE... 843-325-0815

DIRECTOR OF OPERATIONS... 269-469-6017 Keith Carlson (HOME)... 269-469-0204 CELLULAR
PHONE..... 269-277-2132

TRANSPORTATION/FACILITIES

DIRECTOR OF TRANSPORTATION... 269-469-6016 Ed Lijewski CELLULAR PHONE..... 269-277-4418

NEW BUFFALO AREA SCHOOLS BUS GARAGE...269-469-6009

NEW BUFFALO ELEMENTARY SCHOOL BUILDING PERSONNEL

ELEMENTARY SCHOOL PRINCIPAL... 269-469-6060 Adam Bowen CELLULAR PHONE.....
269-426-1151

MAINTENANCE/CUSTODIAN 269-469-6017 Keith Carlson (HOME)... 269-469-0204 CELLULAR
PHONE..... 269-277-2132

COMMUNICATIONS PROCEDURES

Communications is a critical part of crisis management. New Buffalo Elementary School staff members and students must be told what is happening and what to do in a time of crisis. Parents of students and families of staff members must be informed about the situation, including the status of their child or family member. Timely contact with law enforcement and other emergency services is necessary for an effective response on their part. School Board members must be kept informed and updated information must be transmitted to the school division. The media must be informed and kept updated.

COMMUNICATIONS PRIOR TO A CRISIS

Once a crisis plan is developed and put in place, the procedures therein must be shared with the school community. This includes faculty and staff, students, volunteers, and other persons who may be in the school on a semi-regular basis, parents and guardians of students, school division administration personnel, and fire and police personnel. This should be a priority of the building's administrative team prior to the beginning of each school year.

Each faculty and staff member will be trained and expected to know the purpose of the plan and their responsibilities in the case of a crisis in or around the school facility. Faculty planning period meetings will be held to ensure that all faculty and staff receive training on the plan. The basic procedures for each staff member (teacher, counselor, custodian, etc.) are posted in the orange emergency bags.

Students will be made aware of the expectations for their actions and behavior during a crisis, to include their responsibilities in the case of a lockdown, in-place sheltering order, or an evacuation, should they occur.

Parent reactions to a crisis may be extreme, but can be controlled with effective communication prior to, and during, a crisis. Parents and guardians should be made aware of the purpose of the plan as well as what they should and should not do during a crisis at or involving the school. Such information can be included in school handouts or other informational materials and can be discussed at parent orientations or other informational meetings.

Police and fire personnel will be made aware of the crisis plan so that they can better coordinate their response to and handling of the crisis.

During a crisis situation, it is important to maintain open lines of communication among all persons and agencies involved. Updates of available information must be shared among school, police, and fire personnel as the crisis continues and changes. This will allow for the appropriate services to be provided to the school community.

Depending on the situation and how quickly information reaches the community, school personnel may have to deal with requests for information from persons outside the school, especially parents and guardians. Establishing a system for responding quickly to parent needs for information is an important part of pre-planning. Elementary School Principal and/or the Superintendent must evaluate the situation and allow for the release of necessary information, generally related to student welfare and the nature of the incident. Information will normally be released outside the school setting by the Superintendent (or designee) or the designated Public Information Officer who will coordinate local media and parent/guardian requests.

METHODS OF INTERNAL COMMUNICATION

It is imperative that the means for timely and effective communications exist in each school building. There are a variety of tools that may be used for communication, depending on the circumstances of the crisis you are dealing with:

- Portable Radios – generally the most effective means of communications within the school campus. All staff and faculty members should be trained in the basic operation of the radios, including those employees who do not normally carry or use one. Remember that two-way radios are NOT to be used as a means of communication in the event of a bomb threat at the school.
- Telephones – both school-based and cellular phones. It is recommended that each building have at least one cellular phone available for use in the event of a building evacuation or the loss of the use of building phones for some other reason.
- Intercom Systems – intercoms, when available, provide the best means for relaying information to faculty, staff, and students inside the building. If the intercom system is a two-way communications device, students should be taught to use the intercom in case of an emergency involving the teacher.
- Computer Telecommunications – e-mail or electronic bulletin boards may be used for sharing/updating information both within and outside the school building, as well as for other community agencies.
- Bullhorns/Megaphones – these devices are generally used for assemblies and pep rallies, but can be very effective for speaking to large groups of students and/or faculty and staff members, especially when assembled outside the building. If these are not available at the school building, responding police and fire personnel should have vehicles equipped with similar speakers that can be used.

Under no circumstances should code words or phrases be used to announce a crisis situation or any necessary activity related to a crisis situation. The person making such announcements should speak in a clear and calm voice while stating the necessary facts and directions regarding the situation to staff, students, and other persons in the building.

COMMUNICATIONS AFTER A CRISIS HAS BEEN RESOLVED

Once a crisis has been resolved, it is important for administrators to continue to communicate with all groups that are part of or have an interest in the crisis. People are going to talk about an emergency and, when accurate information is not available, rumors begin. Left unchecked, rumors can become more difficult to deal with than the crisis just faced. They may create a negative perception of the school's ability to manage an emergency or, even worse, a belief that the school cannot provide for the safety and well-being of the students and staff. The most effective strategy for combating rumors is to provide facts as soon as possible. Some strategies that may be helpful include:

- Identify and notify internal groups (i.e. administrators, teachers, students, custodians, secretaries, assistants, cafeteria workers, bus drivers, etc.). These groups will be a source of information and will likely be contacted outside of the school setting. It is critical that they have accurate information because what they know, or don't know and are speculating about, will likely be passed on. Meetings should be held with as many of these groups as possible before they leave the campus so that what is, and what is not known, may be communicated to them.

- Persons from outside the school building will be calling for information. Main office staff who answers the telephones at the school will be told which information can be shared and which information cannot be shared. They will also be kept informed of inaccurate information that is circulating so they can help correct misinformation. Anyone answering a main line to the school outside of the main office will refer all such calls to the main office.
- The media can also help control rumors and misinformation; ask them to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.
- After the immediate crisis has passed, public meetings may be helpful. These meetings provide an opportunity for people to ask questions and to receive accurate information. These meetings should also be helpful in restoring the community's confidence in the school's ability to manage a crisis and to provide a safe environment.
- In addition to public meetings, it may be helpful to hold meetings for parents and guardians of students involved in the crisis. Parents will want information related to the nature and details of the crisis and how it was handled; they will also want to know that their children will be safe in the future while at school. 1. Tell parents exactly what is known to have happened. Do not embellish or speculate. 2. Listen to parent comments and concerns and be prepared to respond to them. This will help combat rumors and misinformation and will help restore parental trust in the school. 3. In the event of an incident which involved damage or destruction, an open house for parents and other members of the community to see the school restored to its "normal" state will help everyone get beyond the crisis.

MEDIA RELATIONS

When dealing with the media in any situation, including an emergency or crisis, the primary spokesperson for New Buffalo Elementary School will be the Superintendent (or designee). No other person should respond to questions from the media, or anyone else, unless so directed by the Superintendent (or designee).

School personnel will be informed of the procedure for one designated person dealing with the media. These personnel must also know the name of the media contact person so that they can properly refer all questions to that person.

Students must also be made aware of the school policy and should be asked not to comment unless asked to do so by the Superintendent (or designee). It is the responsibility of school officials to limit media access to students.

DEALING WITH THE MEDIA

The primary goal in dealing with the media should be to keep the public informed about the crisis while maintaining the privacy of students and ensuring minimal disruption to the educational process. At no time will student confidentiality standards be breached while relaying information about the crisis (i.e. specific students injured, type of injury, etc.).

Request that reporters and camera crews remain off the school campus, or at least away from the school building to avoid further disruptions of the school. If possible, designate a specific area on or around the campus for meeting with the media. This location can be decided upon based on the location and nature of the incident. If reporters do come onto the campus or into the building unexpectedly, either escort them

away from the school or, if necessary, into an office to avoid contact with students. In the case of a crisis that involves the police coming on campus, they will assist with controlling media access to the school.

As soon as possible, prepare a written statement for release to the media. This statement should clearly state the basic facts of the crisis and the actions taken by the school. In preparing the statement, try to anticipate what some of the questions will be and have prepared responses. Having a prepared statement will ensure that all media outlets get the same information and will avoid “ad libs” and/or the accidental release of confidential or inaccurate information.

In the event that the crisis involves a police investigation, do not release ANY information about the incident without clearing it through the police department supervisor at the scene. Release of certain information can hinder any ongoing police investigation into the incident.

When speaking directly with the media, the following suggestions should help ensure clear and effective communication:

- Never lie to a reporter – tell any bad news immediately and move on.
- Answer each question directly and then remain silent.
- If several questions are asked at once, clearly answer one question before being pressured to move on to another. Do not, however, go into too much detail to answer the question.
- Never talk to a reporter “off the record”.
- Avoid answering questions with “no comment” – reporters may report that you wouldn’t answer certain questions. Instead, respond with answers like:
 1. “I can’t answer that question because of confidentiality” or
 2. “I can’t answer that question right now but will let you know as soon as I can” or
 3. “I don’t know that answer but I will find out and let you know” and then do follow up

with them once you do know and can release the information.

Once you provide a written statement to the media, it is suggested that you keep a written media log of whom you speak to and what other information you give them. This allows you to track what information you have released and whom you have released it to.

OTHER MEDIA “DO’s” and “DON’Ts”

- DO –

- Emphasize your school’s good record and other positive aspects of the crisis, if appropriate to do so.
- Cooperate as best you can.
- Insist that reporters respect the rights and privacy of your staff and students.
- Speak to reporters in plain English – not “educationese”.

- DON’T –

- Try to keep the media out or “kill” a story.
- Speculate.
- Try to cover-up or blame anyone for anything.
- Repeat negative or misleading words.
- Play favorites among the media personnel.

ABDUCTION (Also known as “Kidnapping”)

Abduction is defined under the Michigan Criminal Code as “The unlawful seizure, transportation, and/or detention of a person against will, or of a minor without the consent of custodial parent(s) or legal guardian”.

This section will deal only with a student, staff member, or other person being taken from the school campus against their will. Any situation where someone is “abducted” and kept within the confines of New Buffalo Elementary School will be dealt with under hostage (see Hostage pg.).

PROCEDURE

In the event that any person is abducted or suspected to have been abducted from the New Buffalo Elementary School campus, the following procedures should be followed:

1. Contact the Superintendent (or designee) immediately. He/she will make contact with the police dispatcher at 9-1-1 to request the necessary assistance at the school.
2. If the Superintendent (or designee) is not available, call 9-1-1 to report the incident. You will need to provide all the information available at the time, to include:
 - a. When the abduction/suspected abduction occurred.
 - b. Description of the abductor (name – if known, clothing, physical descriptors, etc.).
 - c. Description of the abductee (name, clothing, physical descriptors, etc.).
 - d. The direction the abductor/abductee were last seen headed.
 - e. Any vehicle/weapons used by the abductor.

Stay on the telephone line with the 9-1-1 operator until told to hang up. The operator will dispatch the appropriate police personnel to the school. Call back to 9-1-1 if you receive any further information before a police officer arrives at the school.

3. Designee will contact the Superintendent’s office and report the incident. The Superintendent (or designee) will then contact the appropriate school division personnel to report to the school.
4. Police personnel will meet with the Superintendent (or designee) in the main office. If an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
5. Keep all witnesses, both adults and students, in the main office and separated if possible until police personnel can respond and speak with them.
6. If it is a student that is abducted, the Superintendent (or designee) will contact the parent/guardian(s). The parent/guardian(s) should be advised of what has occurred as well as what is being done. The parent/guardian(s) will be instructed to come to the school building to meet with school and police officials. The parent/guardian(s) will be asked to bring a recent photograph of the student as well. Upon

their arrival at the school, the parent/guardian(s) should be accompanied by the Superintendent (or designee) as long as they are at the school, to answer questions and otherwise assist the parent/guardian(s).

7. If it is a staff member that is abducted, the Superintendent (or designee) will contact the abductees emergency contact person listed in the school file. The contact person should be advised of what has occurred as well as what is being done. The contact person will be instructed to come to the New Buffalo Elementary School to meet with school and police officials. The contact person will be asked to bring a recent photograph of the staff member as well. Upon their arrival at the school, the contact person should be accompanied by the Superintendent (or designee) as long as they are at the school, to answer questions and otherwise assist the contact person.

8. The Superintendent (or designee) will assign an administrator or other staff member to go to the location where the abduction is known or is reported to have occurred to keep the area secure until police personnel arrive. This requires keeping ALL persons away from the area and not allowing anything in that area to be touched, moved, or disturbed.

9. Be prepared to assist with the police investigation:

- a. Have the student's file and any school photos available.
- b. Contact the student's school counselor and have them present.
- c. Provide a conference room or other room to be used as a "command post".
- d. Provide other rooms or offices for interviews, if necessary.

10. Have other counselors available to assist students and/or staff members with the emotional response that is likely to accompany this type of incident.

11. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NBAS bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

BIOLOGICAL OUTBREAK

A biological outbreak is deemed to have occurred when a large section of a general area or population has been exposed to and has become ill through the criminal release of living biological organisms and toxins designed to incapacitate the public, cause widespread panic, and disrupt the social infrastructure or through natural occurring health epidemics. A biological outbreak can threaten New Buffalo Elementary School both from within and outside the school campus.

An indication of a biological exposure or epidemic may not be known for days, or even weeks, after the

initial release and exposure. For this reason, the immediate detection of a biological outbreak will be difficult to determine. Most symptoms of a biological epidemic may not begin to present themselves for up to 20 days after exposure. First indicators of a possible biological epidemic staff members at New Buffalo Elementary School should be aware of are a large number of students and staff being ill with the same symptoms at the same time and an unusually high absentee rate.

Symptoms of a potential biological incident include, but are not limited to, the following:

- Fever, headache, chills, sweating, weakness, and fatigue.
- Respiratory distress, difficulty talking or eating.
- Joint and muscle pain.
- Nausea, abdominal cramps, or diarrhea.

PROCEDURE

In the event that a suspected biological exposure or event has occurred at New Buffalo Elementary School, or has occurred off school grounds but is affecting the school, the following procedures should be followed:

1. Staff members who become aware of an unusually high class absentee rate or observe an above average number of students ill with the same symptoms should notify the High/Middle School Principal as soon as practical to report those observations.

a. If a large number of students suddenly become ill with the same flu-like symptoms at the same time, such as shortly after lunch or upon return from a field trip, the staff member should notify Elementary School Principal immediately.

2. Elementary School Principal (or designee) should review absentee records and if a pattern of unusual activity is present, should consider contacting the County Health Department to relay those findings. This information may prove to be useful to Health Department personnel in tracking any possible epidemic outbreak.

3. If a large number of students and staff members suddenly become ill with the same flu-like symptoms, Elementary School Principal (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the symptoms being reported, number of individuals affected, and any suspected causes of the sudden illness. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate emergency personnel to the school.

4. Elementary School Principal (or designee) will contact the Superintendent's office and report the incident. The Superintendent (or designee) will then contact the appropriate school division personnel to report to the school, if deemed necessary.

5. Elementary School Principal (or designee) will order a lockdown of the school building according to the school lockdown procedure (see Lockdown, pg.). All staff members will also be ordered locked down until told otherwise by Superintendent (or designee).

a. This will prevent the possible spreading of any potential biological contamination until proper decontamination protocols are in place.

b. Elementary School Principal (or designee) must also ensure that all students outside the

building but still on the school campus either return to the building or are evacuated to a designated staging area. If these students go to a staging area, staff members must ensure that no student leaves the staging area until authorized by emergency personnel. ***Note: It is New Buffalo Elementary School policy that any class leaving the building notify the main office and have access to a two-way radio for communication with the school during an emergency.

6. Elementary School Principal (or designee) should conduct an attendance audit of all students, staff members, and visitors currently in the school building and be prepared to provide this information to emergency personnel.

7. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NBAS bus garage. If this site is unsafe for any reason or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.

a. If the Superintendent (or designee) is already in the school building when the lockdown is announced, another administrator who was not inside the building should be designated to meet emergency personnel at the command post.

8. Upon arrival of emergency personnel, they will assume responsibility for any decontamination protocols and any other actions needing to be taken. All staff members should be prepared to assist emergency personnel as requested.

9. As soon as decontamination protocols have been decided upon and put into place, and when deemed appropriate by emergency personnel, students and staff members should be evacuated from the school building. The Superintendent (or designee) will order the evacuation of the building if so directed to do so by emergency personnel (see Evacuation, pg.).

a. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used.

b. Classrooms will be evacuated one at a time and at the direction of emergency personnel so proper decontamination of all students and staff members can be completed, if necessary. Those individuals who are most ill will be evacuated first to allow for prompt medical treatment.

c. Emergency personnel will direct students and staff members to and from the decontamination area.

d. As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by emergency personnel.

10. The Superintendent (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident.

11. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school and emergency personnel.

12. The Superintendent (or designee) should suspend and cancel any remaining classes left for the day and order the early dismissal of students, once cleared to do so by emergency personnel.

a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of

class schedules that would be impacted during the closure of the school building pending investigation of the cause of the biological incident.

13. The Superintendent (or designee) should suspend and cancel any and all non-classroom special activities and events remaining for the day.

a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of any other special activities and events that would be impacted during the closure of the school building pending investigation of the cause of the biological incident.

14. Elementary School Principal (or designee) will notify the parents and/or guardian of any students who became ill, were treated for, and/or transported to the hospital by ambulance and advise them of the situation and current status. This should be done as soon as practical.

15. A designated public information center should be established at NBAS bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

BOMB THREAT

Although bomb threats can be received in writing, it is most common for bomb threats to be received over the telephone. Since it is impossible for untrained personnel to evaluate the nature or authenticity of a bomb threat, all bomb calls must be taken seriously and acted upon immediately.

Persons receiving threats of a bomb at New Buffalo Elementary School must be prepared to ask certain questions and take notes of certain characteristics of the call itself and person making the call. Anyone who receives a bomb threat should do the following:

1. Attempt to keep the caller talking.
2. Calmly ask the questions listed below.
3. Document as much of the information listed below as possible, both during and after the call.
4. Document any other statements made by the caller and use the exact wording used by the caller whenever possible.
5. Notify Elementary School Principal (or designee) as soon as possible. This includes while still on the telephone if there is another person present to assist.
6. Do NOT hang up the telephone or disconnect the line once the caller hangs up. It may be possible for police personnel to trace the origin of the incoming bomb threat.

The following questions should be asked of the person making the bomb threat:

1. When is the bomb going to explode?
6. Did you place the bomb?

2. What kind of bomb is it?
7. Why did you place the bomb?
3. Where is the bomb located?
8. What is your name?
4. What does the bomb look like?
9. Where are you calling from?
5. What will cause the bomb to explode?

The responses to the above questions, if any are given, should be recorded in as much detail as possible. Personnel should use the bomb threat call report form to record this information and forward this form to the Superintendent (or designee) immediately upon conclusion of the telephone bomb threat. These report forms should be readily accessible at/or near all telephone extensions located within the New Buffalo Elementary School building.

The person receiving the bomb threat should take note of as much of the following as possible about the caller:

GENERAL

- Date call received - Time call received - Length of call - Location call received - Person receiving call

PERSONAL CHARACTERISTICS

- Sex - Race - Approximate age - High vs. low pitch - Accent (describe) - Disguised voice - Loud vs. soft voice - Fast vs. slow talker - Slurred speech - Nasal voice

MANNER (which one best fits the caller?)

- Calm - Rational - Coherent - Deliberate - Serious - Religious - Angry - Irrational - Incoherent - Emotional
- Laughing - Self-righteous

LANGUAGE

- Excellent/Fluent/Good vocabulary - Average or normal vocabulary - Poor or bad grammar/Poor vocabulary - Foul/Cursing

Call-takers should ask themselves:

1. Does this person/voice sound familiar? 2. If yes, whom does it sound like? 3. Has this person called before?

BACKGROUND NOISE

- Total quiet - Quiet/Faint noise - Adult voices - Juvenile voices - Party atmosphere - Music (what type?) - Noisy - Office machines - Factory machines - Street traffic - Highway traffic - Trains - Planes - Animal noises - Static (cellular?) - Other (describe)

Bomb Threat Procedure

In the event that a bomb threat is received at New Buffalo Elementary School, the following procedures

should be followed:

1. Record the time of day (in hours, minutes, and seconds) that the call was received. This information is crucial in the event that a trap is placed on the line. Police personnel will ensure that the telephone call is traced by the phone company, whenever possible.
2. The person receiving the bomb threat call will stay on the line and attempt to get as much information as possible (see previous section). **DO NOT HANG UP THE TELEPHONE OR DISCONNECT THE INCOMING LINE.** The person that receives the bomb threat telephone call will complete a “Bomb Threat Form” as soon as possible after taking the telephone call, if unable to complete it during the telephone call. This form will then be given to the Superintendent (or designee) to be forwarded to police personnel upon their arrival at the school. These report forms should be readily accessible at/or near all telephone extensions located within the New Buffalo Elementary School building.
3. If someone other than the main office receives the telephone bomb threat call, they will notify the main office immediately by telephone or in person; Do NOT call the office using a two-way radio. The main office will notify the Superintendent (or designee). The main office will also notify all support staff and personnel (custodial, transportation, kitchen, etc.) to shut off two-way radios and to immediately report to the main office.
4. The Superintendent (or designee) will call 9-1-1 and report the incident. Provide the 9-1-1 operator with any specific information that you have about the bomb (i.e. location, type of device, when set to detonate, etc.). Stay on the telephone line with the 9-1-1 operator until they tell you to hang up. The 9-1-1 operator will dispatch the appropriate police and fire personnel to the school.
5. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure.
 - a. In addition to the standard evacuation procedure, the following announcements will be made by the Superintendent (or designee): - Note: It IS safe to use a building intercom system in the event of a bomb threat; it is NOT safe to use any two-way wireless communication device such as a portable radio or cell phones.
 1. NO ONE is to communicate via two-way radios or cell phones; all radios and cell phones are to remain off.
 2. All available staff, those staff members not responsible for students at the time of the evacuation, will report immediately to the pre-determined command post.
 3. All classroom teachers will scan their classrooms for any out of the ordinary, suspicious, or displaced objects prior to evacuating the building.
 4. Evacuation site coordinators will report to their pre-determined evacuation sites and scan those areas for any out of the ordinary, suspicious, or displaced objects prior to the arrival of evacuating students and staff.
 5. Students will not be allowed to carry book bags or other items with them and they will not be allowed to go to their lockers prior to leaving the building.
 6. Parking lots should not be used as assembly areas in the event of a bomb threat; the person making the bomb threat might expect this and place a bomb in the parking lot where students and staff are gathering.
 7. Police and fire personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. Any decision to search the building will be made by (or designee)

with the police and fire personnel assisting in any reasonable manner. If anything suspicious, displaced, or out of the ordinary is found during the search, it is not to be touched or moved. Immediately report to the Superintendent (or designee) at the command post what has been found and its location. Police personnel will take charge of the area and will be responsible for the removal of the suspicious item. Once all assigned areas have been searched, the search teams will report back to the Superintendent (or designee) at the command post with their findings. These search teams will also be recorded as having returned so that all searchers are accounted for.

8. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). This decision will only be made after consultation with police and fire personnel and a consensus is reached that the building is safe. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee) (see Evacuation, pg.).

9. A designated public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

NEW BUFFALO ELEMENTARY SCHOOL

BOMB THREAT * REPORTING FORM

In the event that you receive a bomb threat by telephone, complete the following form (both pages) with as much specific information as possible. Remember to keep the caller on the line as long as possible and ask the questions listed below. Do not hang up the telephone or disconnect the line, if possible, once the call has been terminated.

Date Received

Time Received

Time ____/____/____ _____ AM PM Ended _____ AM PM

Person Receiving Call _____ Location _____

Exact Words of Caller _____

Questions to ask the caller (Give the caller's exact response):

When is the bomb going to explode? _____

What kind of bomb is it? _____

Where is the bomb located? _____

What does the bomb look like? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why did you place the bomb? _____

What is your name? _____

Where are you calling from? _____

Comments or Other Statements: _____

DESCRIPTION OF CALLER / CALLER'S VOICE

Black Male Young High Pitch Loud Voice Fast Talker White Female
 Old Low Pitch Soft Voice Slow Talker Other (describe) Intoxicated Nasal
Voice Disguised Voice

MANNER OF CALLER

Calm Rational Coherent Deliberate Serious Religious Angry Irrational
 Incoherent Emotional Laughing Self -
Righteous

LANGUAGE OF CALLER

Excellent/fluent/good vocabulary Average or normal vocabulary Poor or bad
grammar/vocabulary Foul or abusive language/cursing

Ask yourself the following questions:

- Does this person or voice sound familiar? - If yes, whom does it sound like? - Has this person called
before?

Comments: _____

BACKGROUND NOISE DURING THE CALL (Check all that apply)

Total Quiet Party Atmosphere Street Traffic Factory Noises Faint Noise Adult
Voices Highway Traffic Office Machines Noisy Juvenile Voices Planes Static
(cellular) Music (what type) Animal Noises Trains Other (describe)

Comments: _____

OTHER

Please use this area to make any other notes or offer any other information about the call or caller that
may be beneficial to police personnel:

BUILDING COLLAPSE

A building collapse occurs when the structural integrity of the building is lost due to any variety of circumstances, to include – but not limited to – deterioration, explosion, earthquake, or an object striking the exterior of the building.

PROCEDURE

In the event that a partial or full-scale collapse of New Buffalo Elementary School occurs or the building is otherwise structurally damaged, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the building collapse. Advise the 9-1-1 operator that you are evacuating the building and the location of the Command Post. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re- contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure (see Evacuation, pg.). As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location.
4. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NBAS bus garage. If this site is unsafe for any reason or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
5. The Superintendent (or designee) will evaluate the circumstances causing the collapse, if known, and extent of the damage to the building with police, fire, and emergency personnel upon their arrival. Once it has been determined by appropriate personnel that it is safe to re-enter the building, the Superintendent (or designee) and other school division staff as deemed necessary may go to the area of the collapse with emergency personnel to examine the problem first-hand.
6. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, fire, and appropriate personnel.
7. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).

8. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NBAS bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

CHEMICAL RELEASE/SPILL

A chemical release or spill is deemed to have occurred any time that a chemical or hazardous material escapes from its contained environment and enters into the surrounding atmosphere. A release or spill of chemicals or hazardous materials can threaten New Buffalo Elementary School both from within and outside the school campus.

Every chemical and hazardous material has physical properties unique to the specific chemical. Most chemical agents do not produce a visible cloud when released into the environment. Others react violently when exposed to air or water. Under most circumstances, an individual will not be aware of an exposure to a chemical or hazardous material until after the exposure has occurred. Indicators of exposure to a chemical agent or hazardous material include, but are not limited to:

- Quickly developing blisters or rashes.
- Unusual liquid droplets or oily film.
- Unexplained odors.
- Unexplained coughing, breathing difficulty, fatigue, tearing in eyes, dizziness.
- Unexplained animal sickness or death.

This plan provides procedures for instances of in-building, on-campus, and off-campus releases of chemicals or hazardous materials.

IN-HOUSE CHEMICAL/HAZARDOUS MATERIAL STORAGE

The following is a list of the locations and types of known chemicals and other hazardous materials stored on the New Buffalo Elementary School campus:

Art Classroom (Room 308) – *** MSDS Sheets on File ***

Boiler Room (Room 231) - *** MSDS Sheets on File ***

Cafeteria/Kitchen (Room) - *** MSDS Sheets on File ***

Chemistry/Science Lab(s) (Rooms 106, 237, 238, 240, 307) – Has natural gas in the classroom(s) at various workstations. [Describe valve location(s) and method of identity]. The master shutoff valve for the room's gas line is located [insert description of location].

*****Chemicals for the Chemistry/Science Labs are stored [insert location]. *** *** MSDS Sheets on**

File ***

Custodial Closet – This area is the main storage area for custodial/housekeeping supplies and has the following items in storage here:

- Cleaners: - Disinfectants

Custodial Closets (Rooms 315, 111, 215, 236, Receiving]

- Have limited quantities of any of the above items. *** MSDS Sheets on File ***

Drama Department/Auditorium – ***MSDS Sheets on File***

Gym Area – ***MSDS Sheets on File***

Home Economics Area (Room 308) -***MSDS Sheets on File***

Other Areas ([insert room number(s) or locations]) -***MSDS Sheets on File***

PROCEDURE FOR IN-BUILDING RELEASE/SPILL OF CHEMICALS

In the event that any type of chemical or hazardous material is released or spilled inside New Buffalo Elementary School, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Give the 9- 1-1 operator all the information available regarding the type and amount of chemical released. Advise the 9-1-1 operator that you are evacuating the building and the location of the Command Post. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure (see Evacuation, pg.). As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by responding fire personnel.
4. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus Garage. The Superintendent (or designee) will have available the MSDS (Material Data Safety Sheet) information regarding the type of chemical(s) released or spilled so that fire department personnel can effectively deal with the incident.
5. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, fire, and appropriate personnel.
6. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee) (see Evacuation, pg.).
7. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent (or designee) will be the official public information official for New

Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

PROCEDURE FOR ON-CAMPUS RELEASE/SPILL OF CHEMICALS

In the event that any type of chemical or hazardous material is released or spilled on the New Buffalo Elementary School campus, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the type and amount of chemical released. Advise the 9-1-1 operator whether or not you are evacuating the building and the location of the Command Post. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) must evaluate the information known about the chemical spill and make a decision to either evacuate or in-place shelter the school building. He/she will consider the following when making this decision:
 - a. The location of the chemical released or spilled and its proximity to the building.
 - b. The type of chemical released and its physical state (gas, liquid, solid).
 - c. The known danger for this type and amount of chemical released.
 - d. The prevailing weather conditions at the time of the chemical release.
 - e. Can the students and staff be safely evacuated?
 - f. Will the students and staff be safe remaining in the building?
4. Based on the Superintendent (or designee)'s decision, either evacuate or in-place shelter the school building according to the school procedure (see Evacuation, pg. or In-Place Sheltering, pg.).
 - a. In the event in-place sheltering is ordered, the Superintendent (or designee) will also make an announcement for all windows, vents, and exterior doors to immediately be closed, locked, and sealed if necessary.
 - b. Elementary School Principal (or designee) must also ensure that all students outside the building but still on the school campus either return to the building or are evacuated away from the area of the chemical released or spilled. ***Note: It is New Buffalo Elementary School policy that any class leaving the building notify the main office and have access to a two-way radio for communication with the school during an emergency.
5. In the event of an evacuation, police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe due to the chemical released or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by responding fire personnel
6. In the event of in-place sheltering, police, fire, and emergency personnel will meet with the

Superintendent (or designee) in the main office unless this area is unsafe due to the chemical released. If an alternate site is to be used, the Superintendent (or designee) must advise the 9- 1-1 operator of this location at the time of the initial call.

a. If in-place sheltering is ordered and the responding fire personnel feel an evacuation is necessary, the Superintendent (or designee) will order the school evacuated. He/she will ensure that no students or staff exits the building so as to be exposed to the chemical or hazardous material being released.

b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the chemical release will be evacuated first.

7. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel.

8. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee) (see Evacuation, pg.).

9. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent (or designee) will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

PROCEDURE FOR OFF-CAMPUS RELEASE/SPILL OF CHEMICALS

In the event that any type of chemical or hazardous material is released or spilled off of the New Buffalo Elementary School campus, but in the vicinity of the school building, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Give the 9- 1-1 operator all the information available regarding the type and amount of chemical released and where it is known or believed to be coming from. Advise the 9-1-1 operator whether or not you are evacuating the building and the location of the Command Post. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.

- a. In the event of an off-campus chemical or hazardous material release, the 9-1-1 center may already be aware of the release and may give you specific information about protective actions to be taken.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) must evaluate the information known about the chemical spill and make a decision to either evacuate or in-place shelter the school building. He/she will consider the following when making this decision:
 - a. The location of the chemical released or spilled and its proximity to the building.
 - b. The type of chemical released and its physical state (gas, liquid, solid).
 - c. The known danger for this type and amount of chemical released.
 - d. The prevailing weather conditions at the time of the chemical release.
 - e. Can the students and staff be safely evacuated?
 - f. Will the students and staff be safe remaining in the building?
 - g. Any information provided by the 9-1-1 operator or responding police/fire personnel.
4. Based on the Superintendent (or designee)'s decision, either evacuate or in-place shelter the school building according to the school procedure (see Evacuation, pg. Or In-Place Sheltering, pg.).
 - a. In the event in-place sheltering is ordered, the Superintendent (or designee) will also make an announcement for all windows, vents, and exterior doors to immediately be closed, locked, and sealed if necessary.
 - b. Elementary School Principal (or designee) must also ensure that all students outside the building but still on the campus return to the building. ***Note: It is New Buffalo Elementary School policy that any class leaving the building notify the main office and have access to a two-way radio for communication with the school during an emergency.
5. In the event of an evacuation, police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post, NB bus garage. If this site is unsafe due to the chemical released or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by responding fire personnel
6. In the event of in-place sheltering, police, fire, and emergency personnel will meet with the Superintendent (or designee) in the main office unless this area is unsafe due to the chemical released. If an alternate site is to be used, The Superintendent (or designee) must advise the 9- 1-1 operator of this location at the time of the initial call.
 - a. If in-place sheltering is ordered and the responding fire personnel feel an evacuation is necessary, the Superintendent (or designee) will order the school evacuated. He/she will ensure that no students or staff exits the building so as to be exposed to the chemical or hazardous material being released.
 - b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the chemical release will be

evacuated first.

7. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel.

8. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).

9. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent (or designee) will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

CIVIL DISTURBANCE/DEMONSTRATION

A civil disturbance is a riot or out of control demonstration that could threaten the welfare and safety of students and staff. This can include both small and large groups and can occur inside the school building, outside the building but on the New Buffalo Elementary School campus, and/or in the area of the New Buffalo Elementary School campus.

A demonstration is a group of people gathered to share a specific message or opposition to a specific message with the community. Demonstrations are generally non-violent but can still be a disruption to normal school procedures and activities.

PROCEDURE

In the event that a civil disturbance or demonstration occurs on or near the New Buffalo Elementary School campus, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the number of persons involved and the specific activities occurring. Advise the 9-1-1 operator whether or not you are taking any actions, such as lockdown. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and emergency personnel to the school.

2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.

3. The Superintendent (or designee) must evaluate the situation and make a decision regarding the

lockdown of the school building.

- a. If the Superintendent (or designee) has any reason to believe that the demonstrators have entered or may attempt to enter New Buffalo Elementary School, a lockdown will be immediately ordered (see Lockdown, pg.).
- b. Regardless of whether or not a lockdown is ordered, Elementary School Principal (or designee) will ensure that all students and staff come back inside the school building as long as there are demonstrators on or around the New Buffalo Elementary School campus.
- c. If the disturbance or demonstration is occurring at the beginning of the school day, the Superintendent (or designee) must use all available personnel, to include available police personnel, to ensure the safe passage of students and staff into the school building. This is not intended to prevent the Superintendent (or designee) from ordering New Buffalo Elementary School closed until such time as it can safely be reopened.
- d. If the disturbance or demonstration is occurring at the end of the school day, the Superintendent (or designee) will delay dismissal of New Buffalo Elementary School until the safe passage of students and staff from the school can be ensured. A lockdown may be necessary to keep students and staff safely inside the school building.

4. The Superintendent (or designee) will meet responding police personnel in the main office to advise them what is known about the situation and to develop a specific plan of action. The Superintendent (or designee) and school staff will then assist police personnel as directed.

5. A designated Public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent (or designee) will be the official public information official for New Buffalo Elementary School.

DEATH OF A STUDENT OR STAFF MEMBER

The death of a student or staff member can be extremely disruptive to the educational process as well as to individual physical and psychological well-being. In the event of the death of a student or staff member of New Buffalo Elementary School outside the school setting, the following procedures should be followed to provide necessary assistance while still maintaining as normal a schedule as possible.

PROCEDURE

In most cases, you will learn of the death of a student or staff member during the evening or early morning hours prior to the start of a school day. The following actions should take place before the start of school.

1. Notify the Superintendent (or designee) of the information you have related to the death.

2. The Superintendent (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will coordinate all media contact if and when it becomes necessary (see Media Relations, pg.).
3. Elementary School Principal (or designee) will contact the New Buffalo Elementary School crisis team members and have them report to the school building. All available counselors should also be contacted by the Superintendent (or designee) to come to the school building prior to the arrival of other staff members and students.
4. Once teachers and staff members arrive at the school building, the Superintendent (or designee) should hold a faculty meeting to inform them of what has happened.
 - a. Be prepared for an emotional response and staff having difficulty with the information.
 - b. Answer all questions as best you can.
 - c. Make counseling available to the staff members.
5. Elementary School Secretaries (or designee) should contact additional substitute teachers to come to the school to assist with individual students as needed and/or to replace teachers that may need time to deal with the situation.
6. The Superintendent (or designee) should ensure that school counselors and staff members are available and are prepared to deal with students upon their arrival. Contact additional counselors that you may have available to come to the school to assist, if necessary.
7. The Superintendent (or designee) should prepare a written statement for release to students and parents.

At the beginning of the school day, once students have arrived, the following actions should take place:

1. Elementary School Principal (or designee) should read the prepared statement to the student body.
2. Teachers should then give students time to ask questions and discuss what they are feeling.
3. Allow students to speak separately with counselors and staff if they ask to. Direct students in pairs to the counselors. High School/Middle School Principal (or designee) should ensure a record is kept of who was sent to the counselors. Report all concerns to counselors.

During the school day, the following actions should take place:

1. Whenever possible, maintain regular daily procedures and schedules.
2. Elementary School Principal (or designee) and a crisis team member or counselor should contact the family of the deceased and offer any assistance possible.
3. Elementary School Principal (or designee) should contact the parents of any students that are unable to remain in school and have them report to the school building to pick up those students.
4. If a staff member cannot perform their duties, they should not be allowed to leave the school building alone. They should be escorted by Elementary School Principal (or designee) until a friend or family member can be contacted to come to the school and pick them up.
5. The Superintendent (or designee) should notify Director of Transportation (or designee) and have him/her advise all bus drivers of the death of a student and the need to be attentive to students showing signs of emotional distress. Director of Transportation (or designee) should make personal contact with the driver of the school bus that goes into the neighborhood of the student who has died. It may be necessary to have an additional staff member ride the bus that afternoon.

6. Elementary School Principal (or designee) should hold an additional faculty meeting at the end of the school day to review the day's events, to pass on any new information, and to answer other questions that may have been raised.

7. A designated public information center should be established at NB Media Center and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent (or designee) will be the official public information official for New Buffalo Elementary School.

If the death of a student or staff member occurs during school hours and on the New Buffalo Elementary School campus, it generally is a result of some other traumatic event that is occurring at the school building at that time. The following procedures should be followed whenever a death occurs on campus and during school hours:

1. Elementary School Principal (or designee) will call 9-1-1 immediately to report the incident. Give the 9-1-1 operator all the information available regarding the emergency, nature of injuries/possible death(s), number of persons involved and the specific activities occurring. Advise the 9-1-1 operator whether or not you are taking any actions, such as lockdown or evacuation. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and emergency personnel to the school.

2. Elementary School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school and coordinate all media contact if and when it becomes necessary.

3. The Superintendent (or designee) will ensure the area where the death/possible death occurred is cleared of all students and staff members, secured and protected for possible crime scene preservation, if applicable. Only emergency personnel should be allowed into the incident area unless otherwise directed by police personnel on the scene.

4. The Superintendent (or designee) will meet responding emergency personnel in the main office to advise them what is known about the situation and to develop a specific plan of action. The Superintendent (or designee) and school staff will then assist emergency personnel as directed.

5. The Superintendent (or designee) must evaluate the information known about the situation causing the death of the student or staff member and make a decision to either evacuate or lockdown the building, based on those circumstances.

6. The Superintendent (or designee) will ensure all crisis team members and school counselors are available and are prepared to deal with student's needs and concerns regarding the incident.

7. Whenever possible, maintain regular daily procedures and schedules.

8. Depending on the scope of the event causing the death of the student and/or staff member(s), The Superintendent (or designee) will need to make a decision to either resume regular class schedules or dismiss classes for the remainder of the day. High School/Middle School Principal (or designee) will contact parents for any and all students that are unable to remain in school.

9. The Superintendent (or designee) should prepare a written statement and read this statement to the student body as soon as possible after the discovery of the deceased student and/or staff member.

10. Teachers should then give students time to ask questions and discuss what they are feeling.

11. Allow students to speak separately with counselors and staff if they ask to. Elementary School Principal (or designee) should ensure a record is kept of who was sent to the counselors.

12. Elementary School Principal (or designee) and a crisis team member or counselor should contact the family of the deceased and offer any assistance possible.
13. If a staff member cannot perform their duties, they should not be allowed to leave the school building alone. They should be escorted by Elementary School Principal (or designee) until a friend or family member can be contacted to come to the school and pick them up.
14. Elementary School Principal (or designee) should hold an additional faculty meeting at the end of the school day to review the day's events, to pass on any new information, and to answer other questions that may have been raised.
15. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB Media Center and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.
 - b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at Media Center for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

DRUGS/CONTRABAND

DRUG POSSESSION BY A STUDENT ON SCHOOL PROPERTY

If it is suspected that a student is in possession of drugs or other contraband on New Buffalo Elementary School property, the following procedures should be followed:

1. Elementary School Principal (or designee) should be contacted to come and escort the student to the main office or another office in the school building where the student can be safely isolated within the building.
 - a. Faculty or staff members should not attempt to secure the drugs from the student unless they fear the student is about to get rid of or destroy the suspected drugs.
 - b. If the drugs are given up voluntarily, they are to be secured until the Superintendent (or designee) arrives at the location.
2. The Superintendent (or designee) will speak with all staff members involved and make a determination if reasonable suspicion exists to search the student in violation.
3. Once Elementary School Principal (or designee) escorts the student to an office, he/she will ensure

that an administrator(s) of the same sex as the student is present prior to any search of the student. Once the necessary administrator(s) is present, the student will be asked to empty their pockets, remove their shoes and socks, and the Superintendent (or designee) will empty any bag or package in the student's possession. ***Note – At no time shall an administrator conduct a physical search of a student without having present an additional administrator to witness this search.

4. If suspected drugs or contraband, to include smoking devices, are recovered from the student, the Superintendent (or designee) will contact the New Buffalo City Police Department non-emergency number at (269) 469-1593 to report the incident and ask for assistance. If there is no answer at the non-emergency number or if it becomes an emergency situation, the Superintendent (or designee) will call 9-1-1 immediately to report the incident. He/she will give the 9-1-1 operator all the information that they have regarding the type of drug(s) recovered, if the student is causing any problems, and where an officer is to meet them. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school. Once the police officer arrives at the school, the Superintendent (or designee) will provide any assistance needed to the police investigation.

5. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.

6. If no drugs or contraband are found and police involvement is not otherwise necessary, the Elementary School Principal (or designee) will proceed according to existing New Buffalo Elementary school policy.

7. Elementary School Principal (or designee) will contact a parent or guardian of the student involved and advise them of the situation and to have them report to the school building to discuss possible disciplinary actions.

DRUG POSSESSION BY A NON-STUDENT ON SCHOOL PROPERTY

If it is suspected that a non-student, adult or juvenile, is in possession of drugs or other contraband on New Buffalo Elementary School property, the following procedures should be followed:

1. If the person is inside the school building without permission, procedures for an intruder should be followed.

2. If the person is inside the school building with permission, the Superintendent (or designee) will be contacted and advised of the situation.

3. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. He/she will give the 9-1-1 operator all the information that they have regarding the description of the person, the person's actions, and why it is believed that the person is in possession of drugs or other contraband items. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school building.

a. The Superintendent (or designee) should assign another administrator or other staff

member to monitor the person's location and activity until police personnel arrive. The assigned staff member should avoid a confrontation with the person involved unless it is necessary to protect other students or staff members.

4. The Superintendent (or designee) will contact the appropriate school division personnel to respond to

the school, if deemed necessary.

5. Once police personnel arrive, the Superintendent (or designee) should provide whatever assistance is necessary. The Superintendent (or designee) should also obtain the offending person's identification for use if a barring from New Buffalo Area Schools property is appropriate.

FOUND DRUGS, CONTRABAND, OR DRUG PARAPHERNALIA ON SCHOOL PROPERTY

If drugs, other contraband, or drug paraphernalia (i.e. smoking devices) are found on New Buffalo Elementary School property, the following procedures should be followed:

1. Elementary School Principal (or designee) will be contacted immediately and advised of the situation.
2. Elementary School Principal (or designee) will contact the New Buffalo City Police Department non-emergency number at (269) 469-1593 to report the incident and ask for assistance. Advise them who the responding police officer needs to speak to and where that person can be found. If no one answers the non-emergency number, especially after hours, call 9-1-1.
3. If the Elementary School Principal (or designee) is not available, the New Buffalo City Police Department should be contacted as soon as is practical. In NO instance will any school personnel keep drugs, contraband, or drug paraphernalia in their possession beyond the day in which it is found.
4. If you are unsure as to whether or not what was found is drugs, contraband, or drug paraphernalia, contact the Superintendent (or designee) so that he/she can make that determination.

EARTHQUAKE/NATURAL DISASTER

An earthquake is a shaking or trembling of the earth that can affect building integrity and overall school safety. A natural disaster is an event, such as a severe thunderstorm, high winds, or a tornado, that can affect school safety in a variety of ways.

PROCEDURE

In the event that an earthquake, severe weather, or other natural disaster occurs affecting New Buffalo Elementary School, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator the nature of the disaster and any damage or other problems caused by the disaster. Advise the 9-1-1 operator whether or not you are taking any actions, such as lockdown, evacuation, or moving to shelter within the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to

the school.

3. The Superintendent (or designee) must evaluate the situation and make a decision regarding the evacuation, lockdown, or movement of students to a shelter within the school building, if such a shelter exists. He/she should consider the following when making this decision:

- a. Any known or suspected structural damage – building should be evacuated unless evacuation poses a larger danger than remaining.
- b. Any known or suspected gas or fluid leaks in or around the building.
- c. Any severe weather conditions still existing.
- d. Any outside extenuating factors (i.e. downed power lines, debris, metal objects, etc.).
- e. Can the students and staff be safely evacuated?
- f. Will the students and staff be safe remaining in the building?
- g. Will the students and staff be safe moving within the building to a shelter area?
- h. Any information provided by the 9-1-1 center and/or responding police/fire personnel.

4. If so ordered by the Superintendent (or designee), either evacuate, lockdown, or move students within the building according to school procedure.

- a. In the event of an evacuation, police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe due to the nature of the incident or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
- b. In the event of a lockdown, police, fire, and emergency personnel will meet with the Superintendent (or designee) in the main office. Elementary School Principal (or designee) must also ensure that all students outside the school building but still on campus return to the school building immediately.
- c. If movement to safer shelter areas (such as hallways away from windows and/or doors) is ordered, all students and staff, including administrators, should be moved there in an orderly fashion.

1) The following areas should be avoided when deciding upon a safe shelter area:

- a) Areas with many or large windows.
- b) Large areas such as auditoriums or gymnasiums.
- c) Any area with a wide ceiling span or overhead structure.

2) If a lockdown or in-building shelter is ordered and the responding fire personnel feel an evacuation is necessary, the Superintendent (or designee) will order the school evacuated. He/she will ensure that no students or staff exits the building so as to be exposed to any dangers that may exist.

- a) This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the danger will be evacuated first.

5. As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed

necessary by responding police and fire personnel.

6. If there is an evacuation due to structural degradation or collapse, any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel.

7. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).

8. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

PRIOR NOTICE OF IMPENDING SEVERE WEATHER

In the event that New Buffalo Elementary School receives prior notice of impending severe weather, the following procedures should be followed:

1. The Superintendent (or designee) to distribute the information throughout the school division. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if necessary and when it is safe to do so.

2. New Buffalo Elementary School does not have any bomb shelter areas available within their building. If it is deemed unsafe for students and staff to remain in their classrooms, they will be ordered by the Superintendent (or designee) to report to [insert location of safe sheltered area] for their safety.

a. High School/Middle School Principal (or designee) should have access to a cellular telephone to use from the sheltered area.

b. New Buffalo Elementary School has been divided up into designated safe shelter areas. Highlighted maps are included in the crisis kits.

3. If for any reason the designated safe sheltered area is determined to not provide a safer area for students and staff, or is unusable for any reason, the Superintendent (or designee) should order a lockdown of the school building according to school procedure. High School/Middle School Principal (or designee) will ensure that all staff members are instructed to move students away from windows and other means of access from outside the school building.

a. All staff members will also move to a safe area pending the arrival of the severe weather. The Superintendent (or designee) should have access to a cellular telephone to use from the safe

area.

4. No movement from lockdown or sheltered positions will occur until after the severe weather has subsided and the Superintendent (or designee) deems it safe to move students and staff either back to their classrooms or out of the building, depending on the situation.

EXPLOSION

An explosion is a sudden violent release of energy from its contained environment.

PROCEDURE

In the event that an explosion occurs within the New Buffalo Elementary School building, the following procedures should be followed. It is assumed that ANY explosion that occurs within the school building is significant enough to warrant a building evacuation pending further investigation of the cause of the explosion and, if necessary, a search of the school campus for any additional explosive devices.

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location and circumstances of the explosion. Advise the 9-1-1 operator you are evacuating the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure. As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by responding police and fire personnel.
4. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe for any reason or if an alternate site is to be used, The Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
 - a. The Superintendent (or designee) will provide applicable MSDS (Material Data Safety Sheets) and information on any other hazards in the area of the explosion, such as gas and power lines, generators, etc., to emergency responder personnel.
 - b. The Director of Operations should also report to and be present at the command post to assist with locating and providing information on utility shut offs and other related information.
5. The Superintendent (or designee) will assist police, fire, and emergency personnel in assessing the nature of the explosion and any inherent danger in re-entering the school building to examine the area where the explosion occurred.

6. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel.
7. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).
8. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for [New Buffalo Elementary School.
 - b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

FALLEN AIRCRAFT

A fallen aircraft emergency occurs when an aircraft falls near a school campus, on a school campus, or on a portion of or all of a school building.

PROCEDURE – FALLEN AIRCRAFT NEAR OR ON SCHOOL CAMPUS

In the event that an aircraft falls near or on the New Buffalo Elementary School campus, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location and circumstances of the fallen aircraft. Advise the 9-1-1 operator if you are evacuating or locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order a lockdown of the school building according to the school lockdown procedure, unless there is some type of danger to the building resulting from the fallen aircraft, such as fuel spill, dangerous fumes, fire, etc.

- a. If there is an inherent danger to students and staff members remaining in the school building, the Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure (see Evacuation, pg.). High School/Middle School Principal (or designee) will ensure that no students or staff members exit the school building so as to be exposed to any hazards or dangers associated with the fallen aircraft.
 - b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the fallen aircraft will be evacuated first.
4. The Superintendent (or designee) will meet with responding police, fire, and emergency personnel.
 - a. In the event of an evacuation, police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe due to the nature of the accident or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
 - b. In the event of a lockdown, police, fire, and emergency personnel will meet with the Superintendent (or designee) in the main office. High School/Middle School Principal (or designee) must also ensure that all students outside the school building but still on campus return to the school building immediately.
5. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel. The Superintendent (or designee) should be prepared to assist emergency personnel with providing information on class locations in the area of the school building.
6. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).
7. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.
 - b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

PROCEDURE – FALLEN AIRCRAFT ON A SCHOOL BUILDING

In the event that an aircraft falls near or on New Buffalo Elementary School, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location and circumstances of the fallen aircraft. Advise the 9-1-1 operator that you are evacuating the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location.
4. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe for any reason or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
5. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel. The Superintendent (or designee) should be prepared to assist emergency personnel with providing information on class locations in the area of the school building struck by the aircraft.
6. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).
7. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.
 - b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

FIRE PROCEDURE

In the event that a fire occurs or is reported in the New Buffalo Elementary School building, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location of the fire and what is or was burning. Advise the 9-1-1 operator you are evacuating the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, The Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if applicable.
4. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe for any reason or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
5. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, police, fire, and appropriate emergency personnel. The Superintendent (or designee) should be prepared to assist emergency personnel with investigating the cause and origin of the fire.
6. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).
7. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
 - a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for NB Schools b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

HOSTAGE

Hostage taking is a violent criminal offense involving the holding of an individual(s) against their will, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral and/or verbal actions. Hostage situations are very unpredictable and dangerous for all persons involved.

In any hostage situation, the safety of those persons involved, both directly and indirectly, is the top priority. Any actions taken should be done with this in mind.

PROCEDURE

In the event that a student, staff member, or other person(s) is taken hostage in the New Buffalo Elementary School building or on school property, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location of the hostage-taker, the number of hostages, any known weapons, and any statements made by the hostage-taker. Advise the 9-1-1 operator you are locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order a lockdown of the school building according to the school lockdown procedure. All staff members will also be ordered locked down until told otherwise by the Superintendent (or designee).
 - a. If the Superintendent (or designee) is actively involved in communicating with the hostage-taker or is taken as a hostage, Ed Lijewski will assume responsibility for the situation until relieved by the Superintendent (or designee).
4. Police personnel will meet with the Superintendent (or designee) in the main office, unless the hostage situation is in or near the main office. If an alternate location is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. The responding police personnel should be provided with as much of the following information as possible:
 - a. Location of the hostage-taker.
 - b. Description of the hostage-taker (sex, race, age, height, weight, hair, etc.).
 - c. Number of and description(s) of hostages.
 - d. Any person(s) currently communicating with the hostage-taker.
 - e. Any known weapons (actually seen or communicated to have by the hostage-taker).
 - f. Any statements made by the hostage-taker.
5. Upon arrival of police personnel, they will assume responsibility for any communication and interaction with the hostage-taker and any other action needing to be taken. The Superintendent (or designee) and

all other staff members should be prepared to assist police personnel as requested.

6. If police personnel determine that the hostage-taker can be safely contained in one section of the school building or campus, students and staff members should be evacuated from the rest of the building. The Superintendent (or designee) will order the evacuation of the building if so directed to do so by police personnel.

a. High School/Middle School Principal (or designee) will ensure that no students or staff members exit the building so as to be exposed to the hostage-taker.

b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the hostage-taker will be evacuated first.

c. Those areas directly adjacent to the hostage-taker may have to remain locked down to avoid exposing students and staff members to any danger.

d. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by police officials.

7. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school and police personnel.

8. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).

9. The Superintendent (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident.

10. If a student is being held as hostage, High/Middle School Principal (or designee) will immediately contact a parent or guardian and advise them of the situation and status and have them report to the school building.

11. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

DEALING DIRECTLY WITH A HOSTAGE-TAKER

If a staff member is put in the situation of communicating directly with a hostage-taker, the following

procedures should be followed:

1. Stay calm – if you are calm, it should help keep the hostage-taker calm.
2. Do NOT attempt to approach the hostage-taker and do not make any statements that might upset or enrage the hostage-taker. Avoid any mention of the police or what might happen to the hostage-taker as a result of their actions.
3. Keep the hostage-taker communicating with you about whatever he/she wants to talk about. The person is less likely to take action if they are communicating with someone.
4. Do NOT make any guarantees or promises to the hostage-taker.
5. Once police personnel arrive, you will be relieved from dealing directly with the hostage taker. Be prepared to speak with police personnel and offer any information, statements, or observations you have from your contact with the hostage-taker.

INTRUDER (Also deals with TRESPASSER)

An intruder is an individual in the New Buffalo Elementary School building who has not followed the established visitor procedures and who may or may not be a safety hazard to the school. This policy provides a means of dealing with either of these situations.

Any school personnel, students and staff, who observe an individual in the New Buffalo Elementary School building who appears suspicious or out-of-place should either approach the subject and ask for their name and purpose in the school building or should contact the main office for assistance.

The person making contact with the suspicious individual must determine if the individual poses a safety hazard to New Buffalo Elementary School or just needs to be made aware of the school policy for visitors. Note – Exterior doors at are labeled with signs instructing all visitors entering the school building to report directly to the main office upon their arrival. The main office has a visitor's log and visitor ID badges for their use while in the building.

PROCEDURE – VISITOR NOT SIGNED IN

In the event that a visitor is found inside the New Buffalo Elementary School building who did not follow the visitor procedure and poses no safety hazard to the school, the following procedures should be followed:

1. Make contact with the individual, identify the person, and determine their purpose or need for being inside the school building.
2. Escort the individual to the main office and have them sign in as a visitor and pick up a visitor ID badge. Ensure that they are aware of the school's policy for visitors for future reference.
3. If necessary, escort the individual to the office, room, or area they need to reach within the school building.

PROCEDURE – INTRUDER WHO DOES NOT POSE A SAFETY HAZARD

In the event that an intruder is found inside the New Buffalo Elementary School building who is not a safety hazard but has no legitimate business within the school building and is trespassing, the following procedures should be followed:

1. If it can be done without inherent danger to the staff member having contact with the intruder, he/she should attempt to identify the individual and escort them to the main office.
2. The Superintendent (or designee) will be notified immediately of the intruder. Upon arrival, they will assume responsibility for handling the individual.
3. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator that you have found a trespasser inside the New Buffalo Elementary School building who is now with you in the main office and is or is not, depending on the situation, causing a problem. Advise the 9-1-1 operator the individual's name, if known, and a physical and clothing description in case the individual leaves before police personnel can arrive. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.
4. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if necessary.
5. If the intruder leaves the school building, or attempts to leave prior to police personnel arriving, do not attempt to physically detain or fight with the individual. If possible, the Superintendent (or designee) should follow the individual at a safe distance to see which direction they go. Re-contact the 9-1-1 Center to inform the responding police personnel that the individual has left the school building, the direction and means of travel (i.e. on foot, in a vehicle, or on bicycle), and who is following the individual, if applicable.
6. If the intruder stays in the school building until police personnel arrive, the Superintendent (or designee) will inform the police officers what has happened that led to the individual being detained so that they can establish probable cause to arrest for trespassing. Also, the Superintendent (or designee) should verbally bar the individual from returning to the school building in the presence of police personnel.
7. The Superintendent (or designee) should verify through police personnel the intruder's identity and address so that he/she can be barred from the school property by registered mail as well.

PROCEDURE – INTRUDER WHO IS ARMED OR OTHERWISE DOES POSE A SAFETY HAZARD

In the event that an intruder is found inside the New Buffalo Elementary School building who is known or believed to be armed or is otherwise believed to be a safety hazard, the following procedures should be followed:

1. The Superintendent (or designee) will be notified immediately of the intruder.
2. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information available regarding the location of the intruder/trespasser, a physical and

clothing description, and any weapon(s) involved. Advise the 9-1-1 operator that you are locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.

3. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.

4. The Superintendent (or designee) will order a lockdown of the school building according to the school lockdown procedure.

a. If it is felt that staff members can monitor the intruder's location within the school building without being put into danger, this should be done to assist the responding police personnel in knowing where to locate the intruder. This will not be allowed in any case where the intruder is known or suspected to be in possession of a weapon.

b. If it is felt that staff members would be endangered being in the halls, all staff will be ordered locked down until otherwise advised by the Superintendent (or designee).

5. Police personnel will meet with the Superintendent (or designee) in the main office, unless the intruder is in or near the main office. If an alternate location is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. The responding police personnel should be provided with as much of the following information as possible:

a. Location of the intruder.

b. Description of the intruder (sex, race, age, height, weight, hair, etc.).

c. Any known weapons (actually seen or communicated to have by the intruder).

d. The names of any staff members that have had contact with the intruder.

e. Maps of the New Buffalo Elementary School building(s).

f. Any statements made by the intruder.

6. If police personnel are able to confine the intruder to one section of the school building, they may determine that evacuation of the building is necessary. The Superintendent (or designee) will order the evacuation of the building according to the school evacuation procedure.

a. High/Middle School Principal (or designee) will ensure that no students or staff members exit the building so as to be exposed to the intruder.

b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the intruder will be evacuated first.

c. Those areas directly adjacent to the intruder may have to remain locked down to avoid exposing students and staff members to any danger.

d. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by police officials.

7. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school and police personnel.

8. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee) (see Evacuation, pg.).

9. The Superintendent (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident.

10. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

NEW BUFFALO ELEMENTARY VISITOR POLICY

It is the established policy of New Buffalo Elementary School that all visitors to the school building and/or campus grounds report immediately to the main office to check-in with school staff, announce the purpose in visiting the school, and obtain a visitor ID badge to identify them to staff members while in the school building or on campus property. All exterior doors to the New Buffalo Elementary School building are posted with signs directing all visitors to report directly to the main office. While the New Buffalo Elementary School administration encourages parents and community members to visit the school campus, anyone found in the building or on school property who has not followed the above procedure will be considered to be trespassing and in violation of both New Buffalo Elementary School policy and the Michigan Penal Code, and subject to possible arrest and prosecution.

Visitors are not allowed on the New Buffalo Elementary School campus or in any school buildings that are part of the school campus without the advance permission of the High/Middle School Principal (or designee). Students are not allowed visitors during the school day unless extenuating circumstances exist and permission has been granted by an administrator.

MEDICAL EMERGENCY (Injury/Illness)

A medical emergency exists anytime that a student, staff member, or visitor requires first aid or medical attention for an injury.

When dealing with any medical emergency at New Buffalo Elementary School, the Superintendent (or designee) will need to ensure that the incident causing the injury does not require further school or police attention and/or endangers the injured person(s) or those responding to assist them.

PROCEDURE

In the event that anyone on the New Buffalo Elementary School campus is injured and requires medical attention, the following procedures should be followed:

1. The Superintendent (or designee) will be notified immediately of the medical emergency.
2. Provide basic first aid, if possible, until trained medical personnel can respond. This includes, but is not limited to, the following:
 - a. Checking the airway for blockage, breathing, and circulation.
 - b. Performing C.P.R., if necessary.
 - c. Performing rescue breathing, if necessary.
 - d. Controlling any bleeding.
 - e. Treating the victim for shock.
 - f. Avoiding body fluids whenever possible.
 - g. Securing the area to avoid other persons from having unnecessary contact and/or possible crime scene preservation.
3. The Superintendent (or designee) will contact the trained medical personnel to respond to the scene and provide medical attention to the injured person(s).
4. The trained medical personnel and/or other responding staff members will determine if further medical assistance is required from outside the school building.
 - a. If it is determined that an ambulance is needed to provide additional medical assistance and/or transport the injured person(s) to the hospital, the school EMT (or designee) will call 9-1-1 immediately to report the incident and make this request.
 - b. Give the 9-1-1 operator all the information available regarding the location of the injured person, the extent of the injury, and if the injured person is conscious and breathing. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and medical personnel to the school.
 - c. If the trained medical personnel and/or other responding staff members are able to deal with the injury, they will do so either at the scene of the injury or at MS/HS Offices.
5. High/Middle School Principal (or designee) will meet responding emergency personnel in the main office to advise them where the injured student or staff member is and what is known of the extent of injuries. The Superintendent (or designee) and school staff will then assist emergency personnel as directed.
6. Any time that a student is injured, High/Middle School Principal (or designee) will contact the student's parent or guardian and advise them of the situation. An accident report must also be completed of the incident.
7. If a student or staff member is transported from the school to a hospital by ambulance, the following actions should be done:
 - a. The Superintendent (or designee) will designate another administrator or staff member to

accompany the injured student to the hospital.

b. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school and/or hospital if deemed necessary.

c. If a student is transported by ambulance, the High/Middle School Principal (or designee) will contact the student's parent or guardian and advise them of the situation and which hospital their student is being transported to.

d. If a staff member is transported by ambulance, administrator (or designee) will accompany the injured person to the hospital and will assist with any contacts the staff member wants to be made.

8. If a staff member is injured at the school, the appropriate Workmen's Compensation paperwork and an accident report must be completed in a timely manner by the injured party (or designee) and forwarded to personnel department at the Superintendent's office.

a. The injured party's supervisor (or designee) must also immediately contact the personnel department and advise them of the injured staff member. b. High/Middle School Principal (or designee) may have to arrange for a substitute teacher to be called in to cover the injured staff members schedule for the remainder of the day.

9. If the injury to the student or staff member was the result of a criminal or malicious act, the Superintendent (or designee) must ensure the area where the injury occurred is secured and protected for possible crime scene preservation until responding police personnel have conducted their investigation and authorized the release of the area back to the school.

10. Once all medical, police, and special needs are attended to, the Director of Operations (or designee) will ensure that the custodial staff cleans up the injury scene as is necessary.

11. A designated public information center should be established at NB Media Center and all members of the media advised to report to this location for statements and press releases pertaining to the injured person(s) and events causing the injuries. The Superintendent will be the official public information official for New Buffalo Elementary School.

NATURAL GAS EMERGENCY

A natural gas emergency occurs when natural gas escapes from its controlled environment in or around the New Buffalo Elementary School building and campus. Natural gas leaks may occur and bring danger of explosion, fire, and/or illness due to its fumes.

NATURAL GAS LOCATED ON CAMPUS

There are four (4) locations that use natural gas on the New Buffalo Elementary School campus:

1. The master shut off for the natural gas supply to the New Buffalo Elementary School facility is located in the boiler room at the North/West corner of the building. 2. Kitchen – South/West corner of the building. Shut-off is behind the stove. 3. HS Science Lab Room 237 –North/West corner of courtyard. Shut-off is by 4. HS Science Lab Room 238 – North/West corner of courtyard. Shut-off 5. MS Science Lab Room 106–

Directly east of Commons.

PROCEDURE

In the event that a natural gas leak is detected or suspected at New Buffalo Elementary School, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location and extent of the gas leak. Advise the 9-1-1 operator you are evacuating the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police, fire, and emergency personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure (see Evacuation, pg.). As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by responding police and fire personnel.
 - a. High/Middle School Principal (or designee) will ensure that no students or staff members exit the building so as to be exposed to the natural gas leak.
 - b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the gas leak will be evacuated first.
4. Director of Operations (or the maintenance person in charge) should shut off any and all natural gas mains to the New Buffalo Elementary School building if it is determined he/she can do so safely. He/she should then meet with the Superintendent (or designee) and emergency responders at the designated command post.
5. Police, fire, and emergency personnel will meet with the Superintendent (or designee) at the assigned command post; NB bus garage. If this site is unsafe for any reason or if an alternate site is to be used, the Superintendent (or designee) must advise the 9-1-1 operator of this location at the time of the initial call.
6. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school, fire, and appropriate emergency personnel. The Superintendent (or designee) should be prepared to assist emergency personnel as needed.
7. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee) (see Evacuation, pg.).
8. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police

personnel will assist with securing the campus.

a. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.

PHYSICAL/SEXUAL ASSAULT

Physical assault is considered to be any intentional act of hitting, pushing, scratching, biting, kicking, or any other form of physical contact engaged in by, or directed toward, another person and which results in or is intended to result in death, physical injury, and/or mental or emotional distress.

Sexual assault is considered any intentional physical contact, of a sexual nature, engaged in by, or directed toward, another person without their consent.

PROCEDURE – PHYSICAL ASSAULT IN PROGRESS

In the event that a physical assault or fight is found to be taking place in the New Buffalo Elementary School building or on the school campus, the following procedures should be followed:

1. The staff member(s) discovering the physical assault should take immediate action to separate the persons involved, if they can do so without putting themselves in danger of assault and/or injury. If necessary, contact the main office for assistance.

a. It is recommended that there be at least two staff members present before any attempt of intervention is made involving a physical assault.

2. If the staff member(s) cannot separate the persons involved, or if there are enough staff members present to do both, disperse any crowd that is forming or has already formed to avoid others from becoming involved.

3. If there is any mention of weapons involved, or actually observed to be involved, do not attempt to intervene in the physical assault. Instead, the staff member(s) should take whatever actions necessary to remove all other students, staff, and visitors from the area of the incident. The Superintendent or designee) will be contacted immediately and will order the school building locked down according to the school lockdown procedure.

4. If no weapons are involved, and once sufficient staff members are present, separate the persons involved and escort them to the main office. As soon as possible, staff members should provide any necessary medical treatment to the persons involved in the physical assault.

a. The Superintendent (or designee) will be notified immediately of the incident and will be involved in determining whether or not criminal charges and/or a police investigation is necessary. If the Superintendent (or designee) is not available, it is only required that the police

be notified if the incident is known or suspected to be an assault rather than a mutual-combat fight or in any case where weapons are involved.

b. If it is necessary to contact the police for immediate assistance with an on-going incident, the Superintendent (or designee) will call 9-1-1. Advise the 9-1-1 operator with all the information that you have available regarding the number of persons involved, any weapons involved, and where the involved persons are now located. Advise the 9-1-1 operator if you are locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.

c. In any case where it is necessary to contact police personnel after the incident is over, call the New Buffalo City Police Department non-emergency number at (269) 469-1593 to report the incident and ask for assistance. If there is no answer at the non-emergency number or if it becomes an emergency situation, the Superintendent (or designee) will call 9-1-1 to report the incident. Advise them who the responding police officer needs to talk to and where they are located.

5. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.

6. High/Middle School Principal (or designee) should attempt to locate any witnesses to the incident and keep them separated but available for other administrators and/or police personnel to interview, if necessary.

7. High/Middle School Principal (or designee) will meet responding police personnel in the main office to advise them what has happened and where the involved persons are now located. The Superintendent (or designee) and school staff will then assist police personnel as directed.

8. If the High/Middle School Principal (or designee) or other police personnel determine that the incident is a criminal offense, High/Middle School Principal (or designee) will assist with the police investigation as requested. High/Middle School Principal (or designee) will also ensure that a school investigation is conducted, either simultaneously or after the completion of the police investigation.

9. If the High/Middle School Principal (or designee) or other police personnel determine that the incident is not a criminal offense, the High/Middle School Principal (or designee) will ensure that a school investigation into the incident is conducted.

10. High/Middle School Principal (or designee) will contact the parent or guardians of all those involved in the physical assault and advise them of the situation.

11. A designated public information center should be established, if it is a serious incident, at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

PROCEDURE – PHYSICAL ASSAULT REPORTED AFTER THE FACT

In the event that a student, staff member, or other person reports having been physically assaulted on the New Buffalo Elementary School campus or in the school building, the following procedures should be followed:

1. The staff member(s) receiving the initial report of a physical assault will immediately escort the victim(s) to the main office. As soon as possible, staff members should provide any necessary medical treatment to the victim.
2. High/Middle School Principal (or designee) will be notified immediately of the incident and will be involved in the investigation and in determining whether or not a police response is necessary. If it is determined that a police investigation is required, the Superintendent (or designee) will contact police personnel as set forth in 4(c) above.
3. High/Middle School Principal (or designee) will attempt to locate and isolate any suspect(s) as soon as possible, if they are still in the building and if staff members can do so without putting themselves in danger of assault and/or injury.
 - a. It is recommended that there be at least two staff members present before any attempt of intervention is made involving a physical assault suspect.
 - b. If there is any mention of weapons involved, do not attempt to detain the suspect(s). Staff members should avoid any contact with the suspect prior to police arrival.
 - c. If no weapons are involved, and once sufficient staff members are present, detain the suspect(s) involved and escort them to the main office.
4. If it is necessary to contact the police for immediate assistance with an on-going incident, the Superintendent (or designee) will call 9-1-1. Advise the 9-1-1 operator with all the information that you have available regarding the number of persons involved, any weapons involved, and where the involved persons are now located. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.
5. High/Middle School Principal (or designee) should attempt to locate any witnesses to the incident and keep them separated but available for other administrators and/or police personnel to interview, if necessary.
6. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.
7. High/Middle School Principal (or designee) will meet responding police personnel in the main office to advise them what has happened and where the involved persons are now located. The Superintendent (or designee) and school staff will then assist police personnel as directed.
8. If the High/Middle School Principal (or designee) or other police personnel determine that the incident is a criminal offense, High/Middle School Principal (or designee) will assist with the police investigation as requested. High/Middle School Principal (or designee) will also ensure that a school investigation is conducted, either simultaneously or after the completion of the police investigation.
9. If the High/Middle School (or designee) or other police personnel determine that the incident is not a criminal offense, High/Middle School Principal (or designee) will ensure that a school investigation into the incident is conducted.
10. High/Middle School Principal (or designee) will contact the parent or guardians of all those involved in the physical assault and advise them of the situation.
11. A designated public information center should be established, if it is a serious incident, at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary

School.

PROCEDURE – SEXUAL ASSAULT IN PROGRESS

In the event that a sexual assault is found to be taking place in the New Buffalo Elementary School building or on the school campus, the following procedures should be followed:

1. The staff member(s) discovering the sexual assault should take immediate action to separate the persons involved, if they can do so without putting themselves in danger of assault and/or injury. If necessary, contact the main office for assistance.
2. High/Middle School Principal (or designee) will be notified immediately of the incident and will assist with the escorting of the suspect(s) and victim(s) to the main office.
 - a. Keep the victim(s) and suspect(s) separated at all times. It may be necessary to take them to different areas of the school building. Do not leave any of the involved persons alone at any time.
 - b. If there are multiple suspects, keep them separated as well. They should not be allowed to see or speak to one another for any reason.
 - c. As soon as possible, staff members should provide any necessary medical treatment to the victim(s).
3. High/Middle School Principal (or designee) should attempt to locate any witnesses to the incident and keep them separated but available for other administrators and/or police personnel to interview.
4. High/Middle School Principal (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the incident, status of the suspect(s), location of the victim(s), and if medical attention is needed. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and medical personnel to the school.
5. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
6. High/Middle School Principal (or designee) will contact the parent or guardians of all those involved in the sexual assault and advise them of the situation.
7. Do not attempt to interview the victim(s) or suspect(s) prior to police arrival.
 - a. Police personnel will have to interview all person(s) involved in the incident upon their arrival; this will avoid duplication of efforts.
 - b. The initial interview of both suspect(s) and victim(s) can be crucial to the police investigation of a sexual assault.
 - c. This is not intended to keep school personnel from speaking with and providing comfort to the victim(s) prior to police arrival.
8. Do not allow the victim(s) or suspect(s) to wash hands, use the bathroom, or change clothes prior to police arrival. This could damage possible evidence in the criminal investigation.
9. Upon the arrival of police personnel, the Superintendent (or designee) will ensure that all school

personnel provide any assistance requested by the police. High/Middle School Principal (or designee) will also ensure that a school investigation is conducted either in conjunction with or after the conclusion of the police investigation.

10. High/Middle School Principal (or designee) will ensure that the parents, guardians, and/or family members of those involved in the incident are kept isolated and separated from each other and those involved in the incident.

a. Due to the high emotions involved with the incident, great lengths should be undertaken to ensure that the parents, guardians, and family members of the victim(s) are not allowed to come into contact with the suspect(s) under any circumstances.

b. Parents or guardians of those involved in the incident should not be allowed access to those individuals until authorized to do so by police personnel.

11. A designated public information center should be established at NB Media Center and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

PROCEDURE – SEXUAL ASSAULT REPORTED AFTER THE FACT

In the event that a student, staff member, or other person reports having been sexually assaulted on the New Buffalo Elementary School campus or in the school building, the following procedures should be followed:

1. The staff member(s) receiving the report of the sexual assault will immediately notify the High/Middle School Principal (or designee) of the incident and escort the victim(s) to the main office.

2. As soon as possible, staff members should provide any necessary medical treatment to the victim(s) (see Medical Emergency, pg.).

3. High/Middle School (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the incident, location of the victim(s), and if medical attention is needed. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and medical personnel to the school.

4. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.

5. Do not attempt to interview the victim(s) prior to police arrival.

a. Police personnel will have to interview the victim upon their arrival; this will avoid duplication of efforts.

b. The initial interview of the victim(s) can be crucial to the police investigation of a sexual Assault.

c. This is not intended to keep school personnel from speaking with and providing comfort to the victim(s) prior to police arrival.

6. Do not allow the victim(s) to wash hands, use the bathroom, or change clothes prior to police arrival.

This could damage possible evidence in the criminal investigation.

7. Do not attempt to interview the suspect(s) or any witnesses prior to police arrival. Do not make any contact with the suspect(s) prior to police arrival unless it is unavoidable.

8. Upon the arrival of police personnel, High/Middle School Principal (or designee) will ensure that all school personnel provide any assistance requested by the police. The Superintendent (or designee) will also ensure that a school investigation is conducted either in conjunction with or after the conclusion of the police investigation.

9. High/Middle School Principal (or designee) will contact the parent or guardians of all those involved in the sexual assault and advise them of the situation.

- a. Due to the high emotions involved with the incident, great lengths should be undertaken to ensure that the parents, guardians, and family members of the victim(s) are not allowed to come into contact with the suspect(s) under any circumstances.

10. A designated public information center should be established at NB Media Center and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

POWER FAILURE

A power failure occurs when normal activities in or around New Buffalo Elementary School are disrupted due to the loss of power.

PROCEDURE

In the event that a power failure occurs affecting part of or all of the New Buffalo Elementary School building or campus, the following procedures should be followed.

1. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.

2. The Superintendent (or designee) will evaluate the situation and make a decision on any necessary actions to be taken. He/she will consider the time of day, including whether or not lunch has been served, the weather (extreme heat or cold), the cause of the power failure, if known, and any other known circumstances relating to the situation.

3. Once a decision is made, the Superintendent (or designee) will inform staff members and students of what actions, if any, need to be taken. Whenever possible, the school's normal schedule and activities should be adhered to.

- a. The school has in place a means to make notifications door to door using available staff.

4. The Superintendent (or designee) will ensure that the entire building and campus grounds are checked for any dangerous situations that may have contributed to or resulted from the power failure. If any such conditions are located, a staff member will be assigned to secure the area and keep other people away from the danger.

- a. If the situation requires police and/or fire department attention, the Superintendent (or his

her designee) will call 9-1-1 immediately and report the power failure as well as the related situation. Advise the 9-1-1 operator where the situation is in the building or on the campus and any actions being taken by the school. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and fire personnel to the school.

5. An emergency lighting system is in place for all hallways and emergency exits. Flashlights will be located in the following classrooms and areas to ensure adequate lighting during a power failure:

- Every classroom has three hour battery backup.

6. In the event of an emergency, it may be necessary for staff members of New Buffalo Elementary School to turn off the electrical power to the school building. If deemed necessary, Director of Operations (or designee) will ensure this is accomplished. The main electrical circuit breakers are located in the following rooms/areas:

- Boiler Room at the North/West corner of the building.

RADIOLOGICAL EMERGENCY (“Dirty Bombs”)

A radiological emergency exists whenever radiation or radioactive contamination is released into the surrounding environment and poses a health threat to the exposed population. Preventing or limiting exposure to radioactive sources is the only way to protect oneself from the hazards of radiation. Even though exposure to low levels of radiation occurs everyday from natural sources, such as sunlight and soil, exposure to a high level of radiation can cause sickness and/or death. Symptoms of radiation exposure include, but are not limited to, nausea, vomiting, diarrhea, dizziness, fatigue, and headache and usually do not appear for 2-6 hours after exposure.

A Radiological Dispersion Device or “Dirty Bomb” is a device that uses common explosives to spread radioactive materials over a general area. Even though the blast from the explosion is restricted to a small specific area, the resulting radioactive fallout can contaminate an area up to several miles away depending on the size of the blast. This radioactive fallout could affect an area and be of serious concern to persons within this area for days after the initial detonation.

Schools operating within the 10-mile Emergency Planning Zone of the DC Cook Nuclear Power Plant in Bridgman or the Palisades Nuclear Power Plant in Covert would also be affected by radiation exposure should a release of radioactive contamination occur at either one of these two power plants. In the event of a nuclear accident at one of these power plants, staff members of New Buffalo Elementary School should refer to and follow the procedures outlined earlier (see Evacuation Procedures – Nuclear Plants, pg.) and as outlined in the Berrien County Emergency Operations Plan.

PROCEDURE

In the event of a radiological emergency affecting New Buffalo Elementary School or a radiological dispersion device being detonated near or on the campus of the school, the following procedures should be followed:

1. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the incident, location of the detonation, known injuries, and if medical attention is needed. Advise the 9-1-1 operator you are locking down and in-place sheltering the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and fire personnel to the school.
 - a. If telephone lines are down and/or inoperative, the Superintendent (or designee) should have access to a cellular telephone for use in an emergency. Advise the 9-1-1 operator of the cellular number you are calling from in case they need to re-contact you during the incident.
 - b. In the event of an off-campus radiological emergency, the 9-1-1 center may already be aware of the release and may give you specific information about protective actions to be taken.
2. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
3. The Superintendent (or designee) will order a lockdown AND in-place sheltering of the school building according to the school lockdown and in-place sheltering procedures (see Lockdown, pg. and In-Place Sheltering, pg.). All staff members will also be ordered locked down until told otherwise by the Superintendent (or designee).
 - a. High/Middle School Principal (or designee) must also ensure that all students outside the building but still on the campus return to the building. ***Note: It is New Buffalo Elementary School policy that any class leaving the building, notify the main office and have access to a two-way radio for communication with the school during an emergency.
 - b. If there is an inherent danger to students and staff members remaining in the school building, the Superintendent (or designee) will order the school building evacuated according to the school evacuation procedure (see Evacuation, pg.). High/Middle School Principal (or designee) will ensure that no students or staff members exit the school building so as to be exposed to any hazards or dangers associated with the radioactive contamination.
4. If a class is caught outdoors but still on the school campus during the detonation of a radiological dispersion device, staff members should ensure students complete the following actions immediately:
 - a. Do not look directly at the blast or fireball.
 - b. Take cover, such as lying flat in a ditch or behind an object.
 - c. After the blast and associated concussion and fireball, return to the school building and initiate in-place sheltering procedures.
 - d. Ensure students do not chew gum, eat, drink, or place any objects into their mouths.
 - e. Instruct students to cover their mouth and nose with a handkerchief or other piece of clothing.
 - f. Avoid contact with the radioactive fallout. If contact does occur, ensure those persons are decontaminated prior to re-entering the school building to prevent the further contamination of the school itself.
5. The Superintendent (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident.
6. High/Middle School Principal (or designee) should take attendance of all students, staff members, and visitors currently in the school building and be prepared to provide this information to emergency personnel.

7. Upon arrival of emergency personnel, they will assume responsibility for any decontamination protocols and any other actions needing to be taken. The Superintendent (or designee) and all other staff members should be prepared to assist emergency personnel as requested.

a. The Superintendent (or designee) will maintain a closed campus until evacuation and/or decontamination protocols are implemented by emergency responders.

b. The Superintendent (or designee) will maintain in-place sheltering procedures throughout the duration of the radiological emergency or until otherwise instructed differently by emergency responders.

8. If it is deemed unsafe for students and staff members to remain in the building, or if the area may be affected by radioactive contamination for an extended period of time, emergency personnel may feel an evacuation is necessary. The Superintendent (or designee) will order the school building evacuated according to the school procedure (see Evacuation, pg.).

a. High/Middle School Principal (or designee) will ensure that no students or staff members exit the building so as to be exposed to the radioactive contamination.

b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used.

c. As soon as possible, arrangements should be made with the Director of Transportation for transportation of students away from the school building to an alternate evacuation location.

9. Any decision to re-enter New Buffalo Elementary School be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building or on school grounds until it has been declared a safe area by school and emergency personnel.

10. The Superintendent (or designee) should suspend and cancel any remaining classes left for the day and order the early dismissal of students, once cleared to do so by emergency personnel.

a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of class schedules that would be impacted during the closure of the school building pending cleanup of the affected radioactive areas.

11. The Superintendent (or designee) should suspend and cancel any and all non-classroom special activities and events remaining for the day.

a. If the emergency event is of a large scale and/or predicted to last over a period of days, the Superintendent (or designee) may need to consider the suspension, cancellation, and/or rescheduling of any other special activities and events that would be impacted during the closure of the school building pending cleanup of the affected radioactive areas.

12. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.

a. A designated public information center should be established at NB Elementary and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

b. A designated, secured area for parents, guardians, and/or family members of students and

staff members should be established at NB Elementary for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members.

SUICIDE

Suicide refers to when a student, staff member, or other person admits to, or attempts to be, suicidal while in the New Buffalo Elementary School building or on the school campus.

PROCEDURE

In the event that a student, staff member, or other person makes a statement or otherwise indicates that they are suicidal, the following procedures should be followed:

1. Do not, under any circumstances, leave the suicidal person alone. A staff member, preferably a counselor or trained crisis team member, should be assigned to accompany the person until they leave the school building and campus grounds; possibly even after at the discretion of the Superintendent (or designee).
2. The staff member should escort the suicidal person to an office or other area away from students and staff members. If unable to get the suicidal person to accompany the staff member to a secured location, the immediate area should be cleared and secured of all bystanders to prevent any possible interference and escalation of the situation. Every effort should be made to find out if the suicidal person has any weapons or other means available of harming themselves.
3. The Superintendent (or designee) will be notified immediately of the situation.
4. The Superintendent (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the suicidal person, if any weapons are known or suspected to be involved, and where police and fire personnel need to meet school personnel. Also, give the 9-1-1 operator a physical and clothing description of the suicidal person in case they attempt to leave or flee the school grounds prior to the arrival of emergency personnel. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and medical personnel to the school.
5. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
6. If the suicidal person is a student or other juvenile, High/Middle School Principal (or designee) should contact a parent or guardian immediately to come to the school.
7. If the suicidal person is a staff member or other adult, High/Middle School Principal (or designee) should offer to contact a friend or family member to come to the school to be with them.
8. Upon the arrival of police and fire personnel, the suicidal person will be talked with and evaluated. The suicidal person will be given the option of going to the hospital voluntarily to be evaluated. If the suicidal person does not accept that, he/she will be taken into protective custody by the police and transported to the hospital for an evaluation.
9. A designated public information center should be established at NB bus garage and all members of the media advised to report to this location for situation updates, statements, and briefings. The

Superintendent will be the official public information official for New Buffalo Elementary School.

THREATS OF VIOLENCE

A threat of violence is any expression, verbal or behavioral, of the intent to inflict harm, injury, or damage to persons or property. The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury.

All threats of violence within or involving New Buffalo Elementary School may have serious consequences and can be expected to have some type of negative impact. Threats to students or staff could be a prelude to a more serious incident, such as an armed assault or hostage taking. Threats towards police and other non-school employees are indicators of possible problems outside the school environment, such as gang activity or civil unrest. Even when more serious incidents or crises do not follow, threats typically result in significant adverse consequences, both physical and/or psychological, to the intended victim(s).

DEFINITIONS RELATED TO THREATS AND VIOLENCE

Assault and Battery – Any intentional act of hitting, pushing, scratching, biting, kicking, or any other form of physical contact engaged in by, or directed towards another person, which results in or is intended to result in death, physical injury, and/or mental or emotional damage.

Harassment – Unwelcome activity, verbal or physical, or the creation of a hostile work environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical harm.

Intimidation – The act of frightening or coercing by threat or implied threat.

Theft – The taking without permission of property belonging to another.

Simple Assault – The act of threatening to strike or harm another person with a weapon or a specific physical movement intended to induce fear.

Vandalism – The damaging or defacing of school property or the property of school personnel and/or students.

Violence – Aggression resulting in physical contact or assault with or without the use of a weapon.

MICHIGAN LAW RELATED TO THREATS AND VIOLENCE

- It is against Michigan law for any person to commit, or attempt to commit, any of the above listed offenses against another person and is punishable by fine and/or imprisonment.

- It is not, in and of itself, against the law to verbally threaten another person without an accompanying physical threat.

- It is against the law to harass or otherwise intimidate another person by telephone.

- It is against the law to commit stalking; stalking is defined as when any person engages in conduct which unlawfully places another person in reasonable fear of bodily harm through the use of threatening

words and/or conduct, but without displaying a weapon or subjecting the victim to actual physical conduct.

PROCEDURE FOR DEALING WITH THREATS

1. It is crucial that ALL threats be taken seriously and REPORTED immediately within the New Buffalo Elementary School setting and to the New Buffalo City Police Department.
2. Any school employee or volunteer who hears, witnesses, or otherwise is made aware of a threat(s) being made by or to a school employee, volunteer, student, or other person in or around the New Buffalo Elementary School campus is to report the incident to the High/Middle School Principal (or designee) as soon as is practical.
 - a. This type of information is to be related to High/Middle School Principal (or designee) directly by the person having the information. This information is not to be delivered by another adult or, under any circumstances, given to a student in written or verbal form to be delivered to High/Middle School Principal (or designee).
 - b. If the threat involves the mention of a weapon or imminent physical violence, the person witnessing the incident must immediately report the incident to High/Middle School Principal (or designee) for action.
3. If the witnessed threat involves an adult or juvenile who does not work at or is not enrolled at New Buffalo Elementary School, that person should be treated as an intruder (see Intruder, pg.).
4. If the witnessed threat involves a weapon, either seen or believed to be seen, school policy involving weapons should be followed (see Weapons, pg.).
5. Any time that a verbal or written threat is made, High/Middle School Principal (or designee) will conduct an investigation. This does not mandate the arrest of the individual(s) involved, but does allow for documentation and investigation of the incident by school and police personnel.
6. High/Middle School Principal (or designee) will contact the New Buffalo City Police Department non-emergency number at (269) 469-1593 to report the incident and ask for assistance. Advise them who the responding police officer needs to speak to and where that person can be found. If no one answers the non-emergency number, or it is deemed as an emergency, call 9-1-1.
7. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.
8. High/Middle School Principal (or designee) will contact a parent or guardian of any individual(s) involved in making a threat and advise them of the situation.

WATER FAILURE

A water failure occurs when normal activities in or around New Buffalo Elementary School are disrupted due to the loss of water.

PROCEDURE

In the event that a water failure occurs affecting part of or all of the New Buffalo Elementary School building or campus, the following procedures should be followed:

1. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school, if deemed necessary.
2. The Superintendent (or designee) will evaluate the situation and make a decision on any necessary actions to be taken. He/she will consider the time of day, including whether or not lunch has been served, the weather (extreme heat or cold), the cause of the water failure, if known, and any other known circumstances relating to the situation.
3. Once a decision is made, the Superintendent (or designee) will inform staff members and students of what actions, if any, need to be taken. Whenever possible, the school's normal schedule and activities should be adhered to.
4. The Superintendent (or designee) will ensure that the entire building and campus grounds are checked for any dangerous situations that may have contributed to or resulted from the water failure. If any such conditions are located, a staff member will be assigned to secure the area and keep other people away from the danger.
 - a. If the situation requires police and/or fire department attention, the Superintendent (or his/her designee) will call 9-1-1 immediately and report the water failure as well as the related situation. Advise the 9-1-1 operator where the situation is in the building or on the campus and any actions being taken by the school. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police and fire personnel to the school.
5. In the event of an emergency, it may be necessary for staff members of New Buffalo Elementary School to turn off the water supply to the school building. If deemed necessary, Director of Operations (or designee) will ensure this is accomplished. The main water shutoff valves are located in the following rooms/areas:
 - Boiler Room at North/West corner of building.

WEAPONS OFFENSES

A weapon of any type poses a serious threat to the safety of the New Buffalo Elementary School building and campus as well as to the students, staff members, and visitors who occupy those areas. Weapons and threats to use weapons must be taken seriously and dealt with just as seriously.

A weapon is defined as ANY object or item that is designed or otherwise used to threaten or inflict bodily harm or injury against another person or group of people. Weapons include, but are not limited to: guns, knives (regardless of design or normal use), clubs, wire-mesh gloves, chemical sprays, laser pointers, and look-alike weapons. Items, such as pens, pencils, screwdrivers, and other "everyday" items can also be considered weapons when used improperly.

SCHOOL POLICY AND THE LAW

New Buffalo Area Schools policy strictly prohibits the possession of weapons in school buildings, on school campuses, on school buses, and at all school-sponsored activities. The school district has a strict “zero tolerance” policy in regard to weapons at school or on school property.

The Michigan Criminal Code prohibits the possession of weapons at school, on school campuses, on school buses, and at all school-sponsored activities. It is a misdemeanor (punishable by up to 93 days in jail and/or a \$2000 fine) to possess any weapon at a school, on school property, on a school bus, or at a school-sponsored activity. It is a felony (punishable by up to 4 years in prison and/or a \$6000 fine) to assault another person with a weapon, without intending to commit murder or to inflict great bodily harm less than murder, at a school, on school property, on a school bus, or at a school-sponsored activity.

PROCEDURE – ARMED INTRUDER IN THE SCHOOL

In the event that an intruder that is armed or suspected to be armed enters the New Buffalo Elementary School building, follow the school intruder procedure.

PROCEDURE – STUDENT THREATENING WITH A WEAPON

In the event that a student comes to New Buffalo Elementary School and threatens a person or group with a firearm, the following procedures should be followed:

1. High/Middle School Principal (or designee) will be notified immediately of the situation.
2. High/Middle School Principal (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location of the student, a physical and clothing description, and the weapon involved. Advise the 9-1-1 operator that you are locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.
3. High/Middle School Principal (or designee) will contact the Superintendent’s office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
4. The Superintendent (or designee) will order a lockdown of the school building according to the school lockdown procedure.
5. Police personnel will meet with High/Middle School Principal (or designee) in the main office, unless the student is in or near the main office. If an alternate location is to be used, High/Middle School Principal (or designee) must advise the 9-1-1 operator of this location at the time of the initial call. The responding police personnel should be provided with as much of the following information as possible:
 - a. Location of the student.
 - b. Description of the student (sex, race, age, height, weight, hair, etc.).
 - c. Any known weapons (actually seen or communicated to have by the student).

- d. The names of any staff members that have had contact with the student.
 - e. Maps of the New Buffalo Elementary School building(s).
 - f. Any statements made by the student.
6. If police personnel are able to confine the student to one section of the school building, they may determine that evacuation of the building is necessary. The Superintendent (or designee) will order the evacuation of the building according to the school evacuation procedure (see Evacuation, pg.).
- a. High/Middle School Principal (or designee) will ensure that no students or staff members exit the building so as to be exposed to the student with the weapon.
 - b. This may require evacuation of the building in several phases to avoid overcrowding and related safety risks at the exits being used. Those areas closest to the student with the weapon will be evacuated first.
 - c. Those areas directly adjacent to the student with the weapon may have to remain locked down to avoid exposing students and staff members to any danger.
 - d. As soon as possible, arrangements should be made with Director of Transportation for transportation of students away from the school building to an alternate evacuation location, if deemed necessary by police officials.
7. Any decision to re-enter New Buffalo Elementary School will be made by the Superintendent (or designee). No students or other staff members will be allowed back inside the building until it has been declared a safe area by school and police personnel.
8. If students and staff cannot re-enter the building on a timely basis, a decision to either transport them to another location or early dismissal will need to be made by the Superintendent (or designee).
9. The Superintendent (or designee) should prepare a statement to be read by any person(s) answering the telephones at the school building during the incident.
10. The Superintendent (or designee) must be prepared to keep media, parents, and other community members out of the New Buffalo Elementary School building and off campus if necessary; police personnel will assist with securing the campus.
- a. A designated public information center should be established at NB Community Board room and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.
 - b. A designated, secured area for parents, guardians, and/or family members of students and staff members should be established at Media Center for situation control and to offer a designated area for concerned individuals to receive information and instructions and a place to retrieve their family members, if that is deemed necessary.
11. The Superintendent (or designee) will contact a parent or guardian of the student involved and advise them of the situation and have them report to the school building.

PROCEDURE – STUDENT IN POSSESSION OF A WEAPON (Non-Threatening)

In the event that a student is known or believed to be in possession of a weapon while at New Buffalo Elementary School, but is not displaying the weapon or threatening anyone with the weapon, the following procedures should be followed:

1. High/Middle School Principal (or designee) will be notified immediately of the situation.
2. High/Middle School Principal (or designee) will call 9-1-1 immediately to report the incident. Advise the 9-1-1 operator with all the information that you have available regarding the location of the student, a physical and clothing description, and the weapon involved. Advise the 9-1-1 operator whether or not you are locking down the school building. Stay on the telephone line with the 9-1-1 operator until told to hang up. The 9-1-1 operator will dispatch the appropriate police personnel to the school.
3. High/Middle School Principal (or designee) will contact the Superintendent's office and advise them of the incident. The Superintendent (or designee) will contact the appropriate school division personnel to respond to the school.
4. The Superintendent (or designee) will evaluate the situation and make a decision whether or not to lockdown the school building. It is recommended that unless an assault with the weapon is imminent that school officials wait for police personnel arrival and assistance before contacting the suspected student. The Superintendent (or designee) will consider the following factors in deciding whether or not to lockdown the school building:
 - a. The type of weapon(s) involved, if known.
 - b. The location of the student.
 - c. The location of the weapon(s) – Is it actually in the student's possession or is it accessible? If the weapon is in a locker or elsewhere, a staff member should be assigned to monitor that area until police personnel arrive.
 - d. The time of day – Is it the beginning or end of the day or during a period (such as lunch) when locating and containing the student will be difficult?
 - e. Any knowledge of the student's background and/or emotional state.
 - f. Any other information as to the student's intent with the weapon – Specific time or location for the weapon to be used.
 - g. If a lockdown would possibly alert the student and create an unsafe situation with the weapon.
5. If a lockdown is decided upon, the Superintendent (or designee) will order the school building locked down according to school procedure.
 - a. The Superintendent (or designee) will assign a staff member to monitor the student's location within the school building until police personnel arrive to assist.
 - b. If the student attempts to leave during the lockdown, the staff member will not confront the student and/or attempt to retrieve the weapon. The staff member should attempt to follow the student from a safe distance if it can be done so.

6. At no time should a staff member attempt to forcibly retrieve a weapon from a student. If a student offers to turn over a weapon, they should be instructed to put the weapon down and step back from it so that it can be safely retrieved and secured by the staff member.
7. Upon the arrival of police personnel, High/Middle School Principal (or designee) and the police officers will go to the student's class. The police officers will escort the student to the main office where the student will be searched by the police officers (for safety) with High/Middle School Principal (or designee) present.
 - a. If the weapon is possibly elsewhere in the school building, the police officers will escort High/Middle School Principal (or designee) and the student to attempt to locate the weapon.
8. If a weapon, as defined by law, is located, the police officers will assume control of the situation for the criminal investigation. High/Middle School Principal (or designee) will ensure that a school investigation is also completed.
9. If a weapon is located that violates school policy, but not the law, High/Middle School Principal (or designee) will conduct a school investigation into the matter. The police will assist with the investigation as needed.
10. High/Middle School Principal (or designee) should contact a parent or guardian of the student involved and advise them of the situation and have them report to the school building.
11. A designated public information center should be established at NB Community Board Room and all members of the media advised to report to this location for situation updates, statements, and briefings. The Superintendent will be the official public information official for New Buffalo Elementary School.

PROCEDURE – CONFRONTING AN ARMED PERSON

In the event that a staff member is confronted by a person armed with a gun or other weapon, the following procedures should be followed:

1. Remain calm. Do not raise your voice as to avoid upsetting the armed person. Your tone and demeanor will strongly influence the outcome of the crisis.
2. As stated above, never try to disarm a person with a weapon.
3. Avoid sudden moves or gestures.
4. Be observant to what the person looks like and is wearing, what he/she is saying, what they are doing, etc. This could be valuable in identifying the person should they leave the school building or campus before police personnel arrive.
5. Don't try to be a hero.

PROCEDURE – RECOVERED WEAPON AT SCHOOL

In the event that a weapon is found or recovered at New Buffalo Elementary School, the following procedures should be followed:

1. High/Middle School Principal (or designee) will be notified immediately of the situation.
2. High/Middle School Principal (or designee) will contact the New Buffalo City Police Department non-emergency number at (269) 469-1593 to report the incident and ask for assistance. Advise them who

the responding police officer needs to speak to and where that person can be found. If no one answers the non-emergency number, or it is deemed as an emergency, call 9-1-1.

3. Police personnel will take possession of the weapon upon their arrival at the school building. High/Middle School Principal (or designee) should be prepared to provide any information available on the weapon, such as:

- a. Where it was found.
- b. When it was found.
- c. Who found it.
- d. Who has handled it since it was found.
- e. Was it found in a public or private area.
- f. Are there any suspects for possession of the weapon.

4. If enough information exists, police personnel will conduct a criminal investigation into the manner in which the weapon came onto the school campus. The Superintendent (or designee) will assist with this investigation, if so requested to do so by police personnel.

Fire Drill Procedures

MIDDLE SCHOOL

Room 102 thru 106 Exit left, follow left side of corridor through middle school entrance doors on the left. Proceed to grassy area between circle drive and parent drop-off/parking lot on east side of building. Room 107 Exit south classroom door directly to outside sidewalk. Proceed east to grassy area between circle drive and parent drop-off/parking lot on east side of building.

Room 108 – 109 Exit right, follow right side of corridor through middle school entrance doors on the right. Proceed to grassy area between circle drive and parent drop-off/parking lot on east side of building. Room 114 – 117 Exit right, follow right side of corridor through southeast door (at end of your corridor) on the right. Proceed to sidewalk and follow it to your right along the street. Room 118 – 121 Exit left, follow left side of corridor through southeast door (at end of your corridor) on the left. Proceed to sidewalk and follow it to your right along the street.

Cafeteria – Room 306 Exit cafeteria exterior doors, go to sidewalk at edge of property. Proceed to west parking lot. Gymnasium Exit rear door of gym, go directly to rear of parking lot. Proceed north to baseball/softball sidewalk. Gym Locker Rooms Exit to the left, follow left side of corridor, turn left, exit the west door. Proceed to the sidewalk to baseball/softball field. Band – Room FA105-111 Exit left, follow left side of corridor ext through left west complex doors.

Proceed directly to rear of parking lot and move north to softball/baseball complex. Room 307 Exit through the commons area to the right side of the “Fine Arts” corridor, exiting through west complex doors on the right. Proceed to rear of parking lot, then move north to sidewalk to softball/baseball complex.

Room 308 Exit right, follow corridor on the left, turn down main hall on left, exiting the west door. Proceed to softball/baseball complex using sidewalk. Media Center— General: Media Specialist will direct students in Media Center to exit, then follow the plan for moving away from the building, MS or HS. Middle School class in Media Center will exit into middle school wing, move left to exit middle school entrance through the doors on the left, go directly to grassy area between circle drive and parent drop-off/parking lot.

High School class in Media Center will exit into high school wing, move right to exit high school entrance through the doors on the right, go directly to grassy area between circle drive and staff parking lot. Guidance – H.S. Principal’s Office Complex Exit right out high school entrance. Proceed to grassy area between circle drive and staff parking lot. Clinic – M.S. Principal’s Office Complex Exit left out middle school entrance. Proceed to grassy area between circle drive and parent drop-off/parking lot.

Superintendent’s Complex Exit right, proceed out of Supt. Complex entrance doors on the right. Proceed directly to grassy area near staff parking lot. Teacher Responsibilities In all instances teachers will check to see that every window is closed, the door is shut, and lights are turned off before leaving the room. Teachers will take class record books with them so as to be able to check attendance if necessary. Students should be informed that they are to move away from the buildings, driveways, and fire hydrants and maintain quiet while building is being cleared in case instructions are necessary. Walk briskly, but do not run – keep

in line. Teachers should stay with their class to maintain supervision.

Fire Drill Procedures

HIGH SCHOOL

Room 203 – 204 Follow right side of corridor through the northeast door (at end of your corridor) on the right. Immediately move to the far end of the grassy area to the north of the staff parking lot. Room 207-208-209-210 Follow left side of corridor, exit northeast door at end of your corridor on the left. Immediately move to the far end of the grassy area to the north of the staff parking lot. Room 214 – 215 – 216 Follow left side of corridor through the high school entrance on the left. Go immediately to grassy area between circle drive and staff parking lot. Room 217-218 Exit right, turn right and follow corridor to exit doors. Follow sidewalk to a location between SB/BB fields. Room 221-222 Exit right and exit right door at the end of the corridor. Follow sidewalk to a location between SB/BB fields. Room 223-224 Exit left and exit left door at the end of the corridor. Follow sidewalk to a location between SB/BB fields. C-112-117(new gym) Exit right, follow corridor on the right, exiting the west door. Follow sidewalk to SB/BB fields. Room 237-238-239-240-241 Follow right side of corridor through the high school entrance on the right. Go immediately to grass area between circle drive and staff parking. 306 Cafeteria Exit cafeteria exterior doors go to edge of property and then move to west parking lot. Gymnasium Exit rear door of gym, go directly to rear of parking lot. Proceed north to BB/SB sidewalk. Gym Locker Rooms Exit to the left follow corridor on the left turn left exit the west door. Proceed to the sidewalk to BB/SB field. Band Room Exit left follow corridor on left exiting west complex door. Go directly to rear of parking lot and move north to SB/BB complex. Room 307 Exit right through the commons to the “Fine Arts” complex hallway on the right exiting west complex door on right. Proceed to rear of parking lot then move north to sidewalk to SB/BB complex. Room 308 Exit right, follow corridor on the left, turn down main hall on left, exiting through the west door. Proceed to SB/BA complex using sidewalk Room 309 Exit left, follow corridor on the right, exiting through the west door. Proceed along sidewalk to SB/BB complex. Media Center— Middle School class in library will exit Media Center into middle school wing move left exit middle school entrance on the left, go directly to grass area between circle and parent drop-off/parking lot. High School class in library will exit media center into high school wing to the right exit right doors, go directly to grass area between circle and staff parking lot. General: Media Specialist will direct students in library to exit, then follow the plan for moving away from building MS or HS. Guidance – H.S. Principal’s Office Complex Exit right out high school entrance go to the grass area between circle drive and staff parking lot. Clinic – M.S. Principal’s Office Complex Exit left out middle school entrance go to the grass area between circle drive and parent drop-off/parking lot. Superintendent’s Complex Exit right proceed out of Supt. Complex entrance on the right, go directly to the grassy area near the staff

parking lot. Teacher Responsibilities In all instances, teachers will check to see that every window is closed and the door shut and lights turned off before leaving the room. Teachers will take class record books with them so as to be able to check attendance if necessary. Students should be informed that they are to move away from the buildings, driveways, and fire hydrants and maintain quiet while building is being cleared in case instructions are necessary. Walk briskly, but do not run – keep in line. Teachers should stay with their class to maintain supervision.

TORNADO INFORMATION AND PROCEDURES

Procedures It should be noted that the inside walls afford the best protection and are thus recommended for utilization in preference to other areas.

The tornado-warning signal is a hi-lo signal.

Students should be told that upon exiting your room, they are to silently file to a safety area and assume the position on their knees facing inward towards the wall. When instructed to assume The position, they are to cover their heads with either a book or their hands. Have a student demonstrate this procedure.

Please insist upon your students' absolute silence during these drills. In the event of an actual tornado, etc., we would need it perfectly quiet to give instruction. Have students positioned so bunching up doesn't occur.

No students in doorways.

Rooms 114 & 121 Exit room to nearest restroom on your side of hallway.

Rooms 115-116-117-118-119-120 File out of room lining up on the inside wall on your side of corridor. No students any closer than 10 feet from exterior doors.

Room 108 Exit left lining up on the inside wall on your side of corridor.

Room 104-105-106-107-109 Exit right lining up on the inside wall on your side of corridor.

Room 203 Exit left enter restroom on the left

Rooms 204-208-209 File out of room lining up on the inside wall on your side of corridor. No students any closer than 10 feet from exterior doors.

Room 207 Exit out of room lining up on inside wall opposite your classroom, moving away from exterior doors in the hallway.

Room 210 Exit right enter restroom on right

Room 214 Exit left go to restroom on the left.

Room 215 Exit left lining up on the inside wall on your side of corridor.

Room 216 Exit right lining up on the inside wall on your side of corridor.

Room 217 Exit left lining up on the inside wall on your side of corridor

Room 218 Exit right lining up on inside wall on your side of the corridor.

Room 221-222 Exit left follow corridor to restroom on the left.

Room 223-224 Exit right follow corridor to restroom on the right.

Room 237-238-240 Exit left fill in on inside wall on your side of corridor.

Room 241 Exit right go to restroom on the right.

Room 307 Exit right and enter girls locker room.

Room 308-309 Exit classroom and enter boys locker room.

Gymnasium - Gym Locker Room Go into shower room area on the girl's side.

Cafeteria With warning, high school moves quietly to safe areas in the main high school areas. Students need to review maps of safe areas. Without warning, go to middle school main hall, fill in. Middle school moves to safe areas in middle school main hall.

Blue Gym-Weight-Exercise Room Exit left and enter gold gym go to girl's locker room.

High School/Middle School & Superintendent's Complex Go to interior restrooms within complex.

Media Center Exit to middle school restroom on the right.

Band Exit across stage; go into interior hallway between kitchen and Performing Arts Center.

Performing Arts Center Exit into interior hallway between kitchen and PAC

Building Trades If caught outside, lay flat in the lowest area possible. If crawl space or basement is available, move to southwest corner and take cover. If there is time, go to the field house locker room and assume the position in the showers.

Athletic Fields (Outside classroom activities) Teachers need to check out a radio and locker room key. If at the athletic field, go directly to the Athletic Building and assume the position in the girl's showers. If caught on the field, lay flat in the lowest area possible.

This Faculty Handbook is intended to provide overall direction for routine matters. Policy handbooks, administrative guidelines, and negotiated master agreements also provide guidance and all employees are encouraged to use these resources for clarification.