



***TAYLOR'S CROSSING
PUBLIC CHARTER SCHOOL
EMERGENCY RESPONSE PLAN***

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TCPCS EMERGENCY RESPONSE PLAN

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BASIC PLAN

I. FACILITY AND ASSUMPTIONS

1. Facility

- a. The school sits on 10 acres at 1445 N. Wood River Drive in Idaho Falls, Idaho. The site consists of 1 building and 2 storage sheds, one currently located in the south west area of the main parking lot and one on the east behind the building. A school day starts at 8:00 a.m. and ends at 2:45 p.m. There is an Average Daily Attendance of approximately 400 Kindergarten through 12th grade students and 65 staff members. The average number of staff members on site between the hours of 8:00 a.m. and 3:00 p.m. is 50.
- b. Each classroom has a classroom Emergency Response Guide that provides instructions on how to respond to specific events as determined by the site Emergency Planning Committee.
- c. An NWS capable radio with battery power back-up is located in the main office where it can be monitored for emergency messages during school hours.

2. Assumptions

- a. The administrator has the responsibility for developing and implementing the site Emergency Operations Plan. The administrator has the responsibility of executing the policies developed by the district.
- b. TCPCS personnel and/or local fire and law enforcement agencies handle most emergencies on site.
- c. In case of an emergency that is beyond the capabilities of TCPCS to handle, school personnel will coordinate with local emergency response agencies. This may include having a member or members act as a liaison with responding agencies.
- d. This plan will be available in the office of ~~en~~ Taylor's Crossing Public Charter School. The Plan Flipchart will be available on the school website.

II. COMMUNICATIONS

1. **Emergency Communications.** When an emergency condition exists, the Superintendent will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below will be used in descending order (a. being the primary mode of communication followed by alternative modes). Notifications will be given in plain language. **Code words shall not be used.**

- a. Intercom
- b. Two-way radios
- c. Power Announcement
- d. Telephone
- e. Runners

2. Media Relations.

- a. All staff members will refer all media requests to the Administrator or designated district spokesperson.
 - i. The primary district spokesperson will be the Administrator.
 - ii. The alternate district spokesperson will be the Director of Personnel.
 - iii.
 - iv. Law Enforcement and Fire Department personnel may also make public statements and assume responsibility for such communication.

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- b. The School Public Information person may assist the Administrator in preparing public statements.
 - i. The primary School Public Information person will be the Director of Personnel.
 - ii. The alternate School Public Information person will be the School Finance Officer.
- c. The Administrator will be prepared to communicate with the media.
- d. The Administrator will be notified of and approve any public statements made.
- e. Media will be kept separate from students and staff. A separate media staging area will be located away from the emergency scene, preferably at the north side of Wind River road north of the staff parking lot.

3. Information Procedures

1. All factual information will be relayed to the Administrator.
2. Media will be updated regularly.
3. The District Spokesperson will refrain from saying “No comment” to the media.
4. The District Spokesperson will not argue with media personnel.
5. The District Spokesperson and all district personnel will keep a log of all telephone inquiries and responses. Scripted responses will be used for phone requests whenever possible.

4. Media Statements

- a. The Administrator may ask the School Public Information person to prepare statements and scripted responses for media and/or public requests.
- b. The School Public Information person will have a generic general statement prepared which may be used in any emergency prior to a specific statement being prepared.
- c. The safety of students and staff will be emphasized in statements.
- d. A statement will briefly describe the school’s plan for responding to the emergency.
- e. Statements will be brief and consist only of facts.
- f. Student and staff names will not be released to the media. The privacy of victim(s) and family member(s) of victims will be respected at all times.
- g. Statements will refrain from sensationalizing or exaggerating the emergency.

III. ADMINISTRATOR RESPONSIBILITIES

1. Verify information.
2. Identify Command Post.
3. Call 911 (if necessary).
4. Seal off high-risk area.
5. Convene crisis team and implement crisis response procedures.
6. Communicate with students and staff
7. Evacuate students and staff if necessary.
8. Refer media to district spokesperson (or designee).
9. Notify community agencies (if necessary).
10. Implement post-crisis procedures.
11. Keep detailed notes of crisis event.

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IV. TEACHER RESPONSIBILITIES

1. Verify information.
2. Lock classroom doors, unless evacuation orders are issued.
3. Warn students, if advised.
4. Account for all students. If any students are missing notify administration when appropriate.
5. Stay with students during an evacuation. Take class roster.
6. Refer media to district spokesperson (or designee).
7. Keep detailed notes of crisis event.

V. RESOURCE INVENTORY

1. Communications equipment – Phones located in all classrooms and radios in some classrooms..
2. First aid supplies – Left cabinet next to reception desk.
3. Firefighting equipment – Refer to map within plan.
4. Lighting – Emergency lighting throughout building.
5. Classroom emergency kits – All classrooms.
6. Food and bottled water – Kitchen.
7. Facility Water – Refer to map within plan.
8. Blankets – Human Resource Room.
9. Janitorial supplies – East closet, front of building.
10. Tools – Northwest closet in Commons Area.

VI. GENERAL EMERGENCY PROCEDURES

1. Notify 911 (if necessary) and the Superintendent.
2. Seal off high-risk area.
3. Take charge of area until incident is contained or until relieved.
4. Assemble Crisis Team. Determine if students need to be evacuated or procedures initiated for early dismissal. Notify parents via communications systems if evacuation or early dismissal is required.

VII. POST CRISIS INTERVENTION

1. Determine level of intervention for staff and students.
2. Designate rooms as private counseling areas.
3. Escort affected students, siblings, close friends, and other “highly stressed” students to private counseling areas.
4. Debrief all students and staff.
5. Refer media to District Spokesperson. **Do not let media question students or staff.**
6. Determine if counseling is necessary and refer/set up services to students and staff in need.
7. Follow-up with students and staff who received counseling. Allow for changes in normal routines or test schedules to address injury or death.

CONTACTS / SITE ASSIGNMENTS

I. EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Number
General Emergency – Police/Fire	911*
Poison Control	800-362-0101
Animal Control	612-8670
Local Hospital	529-6111
Intermountain Gas Company	542-5600

II. STAFF ASSIGNMENTS

POSITION	PRIMARY	ALTERNATE
Liaison	Director of Personnel	School Finance Officer
Information	Director of Personnel	School Finance Officer
Communications	Administrator	Director of Personnel
Recorder	Computer Instructor	HS English Aide
Security	School Finance Officer	IDLA Aide
Search & Rescue	Administrator	HS Math Instructor
Safety / Damage	Administrator	Director of Personnel
Medical / First Aid	PE Instructor	Computer Instructor
Student Supervision	IDLA Aide	Food Service Director
Student Requests	Office Secretary	School Finance Officer
Student Release	Office Secretary	School Finance Officer
Runners	Special Needs Secretary	HS English Aide

District Contacts / Crisis Team – See Appendix for names & numbers

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III. SITE ASSIGNMENTS AND STAGING AREAS

On Site Locations and Staging Areas		
Facility Function	Primary	Alternate
On Site Command Post	Administrator Office	Front of building on grass
Student Care	Main Office	Gym
First Aid	Human Resource Office	High School Commons
Student Request	Main Office	Gym
Student Release	Main Office	Gym
Media Staging	North of Wind River Road	North of Wind River Road
Law Enforcement Staging	Administrator Office	Front of building on grass
Fire Staging	Administrator Office	Front of building on grass
Public Works Staging	Administrator Office	Front of building on grass
Utilities Staging	Administrator Office	Front of building on grass
Student Relocation Center		

*Alternate Site locations and staging areas to be determined by Administrator

EVACUATIONS

I. OUTSIDE BUILDING

1. Evacuate students and staff to a safe distance outside of building.
2. Follow normal fire drill route as shown on map in each room.
 - a. Follow alternate route if normal route is too dangerous.
3. Teachers take class roster.
4. Teachers close doors and turn off lights.
5. Teachers take roll after being evacuated.
6. Administrator notifies emergency personnel if not already called (call 911).
7. No one may re-enter building until entire building is declared safe by appropriate personnel
8. Administrator notifies students and staff of termination of emergency.
9. Resume normal operations.

II. OFFSITE LOCATION

1. Follow procedures for Outside Building evacuation.
2. Administrator will notify teachers of change to an offsite evacuation location.
3. Administrator will communicate with teachers whether:
 - a. Students will wait outside the building until busses are secured to move them or
 - b. Students will begin walking to designated offsite location.
4. Students will remain at offsite location until they are picked up by their parent/guardian.

III. LOCKDOWN - SHELTER-IN-PLACE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

1. Superintendent will issue lock-down order.
2. All students, staff and visitors will remain in the classroom where they are.
 - a. People in hallways will move to the nearest classroom.
 - b. People in bathrooms will remain in the bathroom.
3. Lock classroom doors.
4. Cover windows of classrooms.
5. Move all persons away from windows and doors.
6. Have all persons get down on the floor.
7. Allow no one outside of classrooms until the Superintendent (or police) opens the door.

IV. REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside the more secure area of the building.

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1. Safe areas in school building:
 - a. Line students along inside walls of the gym.
 - b. Alternate: Line Elementary students along hallways on inside wall, and High school Students along lockers in Commons area.
2. Procedures to follow:
 - a. Superintendent warns students and staff to assemble in gym or designated alternate safe shelter. Bring all persons inside building.
 - b. Teachers take class roster.
 - c. Close all exterior doors and windows.
 - d. Turn off any ventilation systems.
 - e. Teachers take roll after arriving in the safe area.
 - f. Office personnel must contact each teacher/classroom for a headcount.
 - g. All persons must remain in safe areas until notified by Superintendent or emergency responders.
 - h. Kitchen staff to cover up food not in containers or put it in the refrigerator.
 - i. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

V. ADMINISTRATOR RESPONSIBILITIES - EVACUATIONS

1. Administrator initiates evacuation procedures.
2. Administrator determines if students and staff should be evacuated to:
 - a. Outside of building or
 - b. Alternate location
 - i. Administrator contacts Teton Stage Lines and informs them that an evacuation is taking place and that transportation is needed, or
 - ii. Administrator instructs students and staff to walk to alternate location
 - iii. Administrator notifies alternate evacuation location.
3. If there is time Administrator secures building:
 - a. Turn off lights.
 - b. Lock doors.
 - c. Turn off all electrical equipment.
 - d. Turn off all gas to the building.
 - e. Turn off all air conditioning and heating systems.

VI. TEACHER AND AIDE RESPONSIBILITIES - EVACUATIONS

1. Teacher will direct students to evacuate the building as directed by the administrator.
2. Teachers will close doors and turn off lights.
3. Teachers will take the classroom roster and emergency kit.
4. Teachers will take roll when students have arrived at the outside location.
 - a. Teachers will notify administration of any missing students.
5. If evacuating to an alternate location, teachers will take roll after arrival at the location.
 - a. Teachers will again notify administration of any missing students.
6. Teachers will remain with students until relieved by another adult assigned by the administrator.
7. Teachers will make sure disabled students are assisted if students are relocated to an alternate evacuation location.

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VII. MEDIA – EVACUATIONS

1. All staff must refer media to site or district spokesperson.
2. The School District, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency.
3. Superintendent serves as district spokesperson unless he/she designates a spokesperson.
 - a. If spokesperson is unavailable, an alternate assumes responsibilities.
 - b. District spokesperson at 208-360-3149.
 - c. Alternate District spokesperson at 208-351-3586.
4. School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications.
 - a. If Public Information person is unavailable, an alternate assumes responsibilities.
 - b. School Public Information person: Director of Personnel.
 - c. Alternate Public Information person: School Finance Officer.
5. During an emergency, adhere to the following procedures:
 - a. All factual information is relayed to Superintendent.
 - b. Superintendent may ask school Public Information designee to prepare a written statement for media.
 - c. Establish a media information center away from school.
 - d. Update media regularly. Do not say “No comment”.
 - e. Do not argue with media.
 - f. Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.
6. Media statement
 - a. Use the general template created by Emergency Response Committee. See appendix.-Adapt statement during crisis.
 - b. Emphasize safety of students and staff first.
 - c. Briefly describe school’s plan for responding to emergency.
 - d. Issue brief statement consisting only of the facts.
 - e. Respect privacy of victim(s) and family of victim(s). Do not release names to media.
 - f. Refrain from exaggerating or sensationalizing crisis.

TCPCS EMERGENCY RESPONSE PLAN

ANIMALS

1. Ensure the safety of students and staff first.
2. Call Animal Control (612-8670), and 911 if necessary.
3. Notify Administrator. Administrator assembles Team Members.
4. Seal off area if animal(s) still present.
5. Superintendent notifies parents of student(s) involved.

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ASSAULT/FIGHTS

1. Ensure the safety of students and staff first. Call 911 if necessary and ensure that EMS is contacted for evaluation if possible injuries to the head, neck or spine.
2. Notify Superintendent. Superintendent assembles Crisis Team Members.
3. Seal off area where assault took place.
4. Defuse situation if possible. Separate parties involved to areas where they cannot see or hear the other person(s) until investigation process is complete.
5. Administrator notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
6. Administrator notifies parents of students involved in assault.
7. Document all activities. Ask and document victim(s)/witness (es) for their account of incident.

BOMB THREAT

When receiving a message that a bomb has been planted in school:

1. Use bomb threat checklist. (Page 34 of Emergency Response Plan)
2. Listen closely to caller's voice and speech patterns and to noises in background.
3. After hanging up phone, immediately dial *57 to trace call.
4. Notify Administrator.
5. Administrator orders evacuation of all persons inside school building(s).
6. Administrator notifies police and calls 911.

Evacuation procedures:

1. Administrator uses standard fire drill procedures to evacuate the school. If cold weather, instruct students to take coats.
2. Students and staff must be evacuated to a safe distance outside of school building (500 feet is general rule). Administrator may move students to prearranged off site location if weather is inclement or building is damaged.
3. Teachers take roll after being evacuated.

No one may re-enter the building(s) until it is declared safe. Administrator notifies students and staff of termination of emergency. Resume normal operations.

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BUS INCIDENT

Bus Driver/Monitor

1. Ensure the safety of students and staff first.
2. Call 911, if necessary.
3. Notify the transportation office.
4. Notify Administrator. Administrator assembles Team Members.

Site Personnel

1. Administrator or designee(s) notifies parents of students involved.
 2. Identify location(s) where injured are taken.
 3. School official travels to emergency site for student identification purposes and to assist with non-injured students.
- .

COMMUNICABLE DISEASE

INITIAL PHASE

1. Protecting the health of employees, students and their families is the primary goal. The administrator will issue a reminder using the school communication program reminding staff and parents that there are 4 essential steps that employees, students and their families can take to reduce the spread of disease.
 - a. Cover your mouth and nose with a tissue or handkerchief when coughing or sneezing.
 - b. Wash your hands frequently with warm water. Use alcohol-based hand sanitizers when soap and warm water are unavailable.
 - c. Stay home when you are sick
 - d. Increase your social distance (avoid crowds and mass gatherings)
2. Administration will do the following:
 - e. Encourage employees and students to stay home when they feel sick.
 - f. Send employees and students home if they appear to be sick.

EMERGENCY PHASE

1. In coordination with the county health department, determine if schools should be closed.

EARTHQUAKE

1. Drop immediately to the floor, making yourself as small a target as possible, and protecting your head, neck and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head, hands and arms. Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations, including outdoors.
2. When shaking has stopped, immediately take 10 seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open airway, stop serious bleeding, or put out a small fire if able to do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are, unless it is dangerous to remain.
3. Teachers take roll book, and exit students using emergency exit routes. Take a few seconds to check briefly with the teacher in the classroom to the left and to the right and across the hall to see if they are in need.
4. Don't talk. Don't push. Don't run. Don't turn back. Select a responsible monitor to lead the students while checking that the evacuation route is clear. Teachers follow behind seeing that everyone is together.
5. Move directly away from the building when exiting. Children should cover their heads with a bag or a book if possible.

District Transportation Services will be notified if students need to be relocated due to safety or weather related conditions.

TCPCS EMERGENCY RESPONSE PLAN

FIRE

In the event a fire or smoke from a fire has been detected:

1. Activate fire alarm.
2. Evacuate students and staff to a safe distance outside of building.
3. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
4. Teachers take class roster.
5. Administrator notifies police and must report incident to Fire Marshal.
6. Teachers take roll after being evacuated.
7. Superintendent may move students to alternate location if weather is inclement or building is damaged. District Transportation Services will be notified if students need to be relocated due to safety or weather related conditions.

No one may re-enter building until it is declared .

8. Superintendent notifies students and staff of termination of emergency. Resume normal operations.

TCPCS EMERGENCY RESPONSE PLAN

GAS LEAK

If gas odor has been detected in the building:

1. Notify Administrator who will contact the appropriate professionals. Administrator will determine whether to evacuate students and staff to a safe distance outside of building.
2. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
3. Teachers take class roster.
4. Teachers take roll after being evacuated.
5. Administrator may move students to alternate location, if weather is inclement or building is damaged. District Transportation Services will be notified if students need to be relocated due to safety or weather related conditions.
6. No one may re-enter building until it is declared safe.
7. Superintendent notifies students and staff of termination of emergency. Resume normal operations.

If gas odor has been detected outside the building:

1. Administrator notifies gas company, police and fire departments and must report incident to Fire Marshal.
2. Administrator determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
3. If decision is to evacuate, Administrator may move students to alternate location if weather is inclement or building is damaged. District Transportation Services will be notified if students need to be relocated due to safety or weather related conditions.
4. No one may re-enter building until it is declared safe.
5. Superintendent notifies students and staff of termination of emergency. Resume normal operations.

HAZARDOUS MATERIALS EVENT

Incident occurred in school:

1. Call 911.
2. Notify Superintendent.
3. Seal off area of leak/spill if it is safe to do so.
4. Staff discovering the leak/spill, take charge of area until fire personnel contain incident.
5. Fire officer in charge will recommend shelter or evacuation actions.
6. Follow procedures for sheltering or evacuation.
7. Notify parents if students are evacuated.
8. Resume normal operations after consulting with fire officials.

Incident occurred near school property:

1. Fire or police will notify Superintendent.
2. Fire officer in charge of scene will recommend shelter or evacuation actions.
3. Follow procedures for sheltering or evacuation.
4. Notify parents if students are evacuated.
5. Resume normal operations after consulting with fire officials.

INTRUDER/HOSTAGE

Intruder- An unauthorized person who enters school property:

1. Notify Superintendent.
2. Ask another staff person to accompany you before approaching guest/intruder.
3. Politely greet guest/intruder and identify yourself.
4. Ask guest/intruder the purpose of his/her visit.
5. Inform guest/intruder that all visitors must register at the main office.
6. If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

1. Call 911. Continue communications with Superintendent. Superintendent may issue lock-down procedures (see Lock-Down Procedures section).
2. Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
3. Maintain visual contact with intruder from a safe distance.

Hostage:

1. If hostage taker is unaware of your presence, do not intervene.
2. Call 911 immediately; ask for assistance from hostage negotiation team.
3. Notify Administrator. Administrator will issue Lock Down.
4. Give control of scene to police and hostage negotiation team.
5. Keep detailed notes of events.

If taken hostage:

1. Follow instructions of hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible.
4. Be respectful to hostage taker.
5. Ask permission to speak and do not argue or make suggestions.

TCPCS EMERGENCY RESPONSE PLAN

RADIOLOGICAL EVENT

See Nuclear section under TERRORIST EVENT

If Administrator decides to evacuate students, General Emergency procedures are followed to evacuate students.

Sheltering Notification:

1. Bring all persons inside building(s).
2. Close all exterior doors and windows.
3. Turn off any ventilation leading outdoors.
4. Cover up food not in containers or put it in the refrigerator.
5. If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

STUDENT UNREST (RIOT/FIGHT)

1. Notify Administrator. Call police, if necessary.
2. Ensure the safety of students and staff first. Superintendent may issue lock-down (see Lock-Down Procedures section)
3. Students not involved return to classes with doors locked.
4. If possible to do so safely, move students involved in disturbance to an isolated area.
5. Document incidents and take detailed notes.

Teachers:

1. Keep students calm.
2. Lock classroom doors.
3. Do not allow students to leave the classroom until you receive an all-clear signal from Administrator.
4. Make a list of students that are absent from classroom. Document all incidents.

SUICIDE

Suicide Attempt in School:

1. Verify information.
2. Call 911.
3. Notify school Administrator
4. Superintendent notifies parent(s) or guardian(s) if suicidal person is student. Administrator may schedule a meeting with parents and school psychologist/counselor to determine course of action.
5. Calm suicidal person.
6. Try to isolate suicidal person from other students.
7. Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
8. Appropriately notify staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
9. Communicate with professionals to determine next steps.

Suicidal Death/Attempted Suicide:

1. Verify information.
2. Communicate with professionals to determine proper procedures.
3. Notify staff in advance of next school day following suicide or attempted suicide.
4. Appropriately notify students, staff and parents. Do not hold memorials or make death appear heroic. Protect privacy of family.
5. Implement Post Crises Intervention Basic Plan VI

TCPCS EMERGENCY RESPONSE PLAN

TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to interior walls of gym. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas, electricity, HVAC are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities
- Refer to RADIOLOGICAL EVENT for more information.

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Be prepared to provide comfort measures to students and staff who experience a reaction to the chemical agent until treatment becomes accessible.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- Move students and staff to interior wall of the gym. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.
- Administrator will decide if necessary to shut down all utility systems to the building
- Use SHELTER PROCEDURES to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

If the school is the target:

- Evacuate to pre designated off site location(s)

WEAPONS, DRUGS, ALCOHOL (STUDENT SUSPECTED OF POSSESSION OF)

1. Call police if a weapon is suspected to be in school. If student suspected to be under the influence of drugs or alcohol, ask student to relocate to a private area.
2. Notify parent(s) or guardian(s) if suspect is a student. Ask another administrator or SRO to join you in questioning suspected student or staff member.
3. Police or SRO conduct search or drug/alcohol test.
4. Police or SRO will inform suspect of his/her rights and why you are conducting search or conducting test.
5. Keep detailed notes of all events and why search/test was conducted.
6. If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

WEATHER

Severe Weather Watch has been issued in an area near school

1. Monitor Emergency Alert Stations (National Weather Service)
2. Bring all persons inside building(s).
3. Close blinds.
4. Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
5. Review “drop, cover and hold” procedures with students.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school

1. Shut off gas.
2. Move students and staff to safe areas.
3. Remind teachers to take class rosters.
4. Ensure that students are in “drop, cover and hold” positions.
5. Account for all students.
6. Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

TCPCS EMERGENCY RESPONSE PLAN

BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

Callers Voice - Circle as applicable:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Clearing Throat
- Deep Breathing
- Cracked Voice
- Disguised
- Accent
- Familiar

If voice is familiar, whom did it sound like?

Background Sounds:

- Street Noises
- Animal Noises
- Clear
- Static
- Music
- House Noises
- Motor
- Factory Machinery
- Voices
- PA System
- Local Call
- Long Distance
- Phone Booth
- Office Machinery
- Other _____

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

TCPCS EMERGENCY RESPONSE PLAN

Notice of First Aid Care
(in the absence of Medical Emergency Care)

DATE: _____

SCHOOL: _____

Dear Parent:

_____ was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on site) _____

Transporting Agency: (if not presently on site) _____

Time: _____

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

PARENT'S SIGNATURE

SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student
1 copy stays with school office

TCPCS EMERGENCY RESPONSE PLAN

Public Information Release: (only released after coordinated with PIO from the sheriff's office)

Check () as appropriate: District _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

_ The (students/employees) [(are being) or (have been)] accounted for.

_ No further information is available at this time.

_ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

_ Police [(are here) or (are on the way) or (are not available to us)].

_ Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

_ Communication center(s) for parents (is/are) being set up at _____ to answer questions about individual students.

_ Communication center(s) for families (is/are) being set up at _____ to answer questions about individual employees.

_ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#) _____ reported injured.

_ Students have been taken to a safe area, _____, and are with [(classroom teachers/staff) or (_____)].

_ (#) Students have been taken to the local emergency room for treatment of serious injury. Parents of injured students should go to the emergency room at _____

_ (#) Confirmed deaths have been reported at _____ Names cannot be released until families have been notified.

_ Structural damage has been reported at the following sites: _____.

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
Date/Time: _____

TCPCS EMERGENCY RESPONSE PLAN

Sample School-Parent Letter

[Date]

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Our School District has a disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be cared for until they are picked up by an identified, responsible adult. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Turn your radio to 97.3, 103.3, 105.1 or Channel 8 on your television for emergency announcements. If students are to be kept at school, radio and television stations will be notified. If electrical service is not affected, information will be relayed via the school information system via text and/or email.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Parents should become familiar with the School Emergency Disaster Plan currently found on the school website and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Administrator

TCPCS EMERGENCY RESPONSE PLAN

Student Release Form
(To be taken by Runner)

Please Print

Student's Name _____

Teacher _____ Grade _____

Release Requested By _____

Relation to Student _____

Proof of Relation _____

Requester Signature _____

Destination: _____

Date: _____

Time: _____

Notes:

TCPCS EMERGENCY RESPONSE PLAN

Y	N	UNK	NIMS COMPLIANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school site and district have adopted the Incident Command System (ICS) as the management system to be used to manage emergencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel assigned responsibilities within the ICS structure have completed the appropriate FEMA Independent study courses, IS 100, IS 200 and IS 700
Y	N	UNK	INTRODUCTION:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table of contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval statement and dated signatures of superintendent, appropriate district official and emergency response organizations
Y	N	UNK	PURPOSE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the purpose of the emergency response plan
Y	N	UNK	SITUATION:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the size and location of your facility in acres and the number, general size, and use of each of the buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State the number of students and employees normally on hand, and any scheduled daily differences in population
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a hazard analysis of the school grounds, buildings and surrounding community to identify any natural or human related hazards
Y	N	UNK	DIRECTION AND CONTROL:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the Incident Command System (ICS) for your site which will include a chain of command and alternates to implement and carry out the plan. At a minimum include the following: 1. Incident Commander, 2. Public Information Officer, 3. Safety Officer, 4. Liaison Officer and 5. Operations Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate on-site and off-site Command Post locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify persons, by title and agency, who will be notified during an emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe the warning signals or commands that alert staff and students to emergency responses; 1. Evacuation 2. Reverse evacuation 3. Lockdown/Shelter in place No Code Words
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate evacuation routes and assembly areas

TCPCS EMERGENCY RESPONSE PLAN

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate primary and alternate on and off-site relocation sites and other necessary sites (and how students/staff would be moved or transported)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe how disabled and/or non-English-speaking children will be provided for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a resource inventory of emergency items available - communication equipment, first aid, medical, firefighting equipment, lighting, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post a Classroom Emergency Response Guide in each room or assembly area for student and staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each school should have a battery powered radio in case of power failure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review procedures for off campus emergencies (field trip, bus, etc...)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review student/parent reunification procedures
Y	N	UNK	PLAN DEVELOPMENT AND MAINTENANCE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an annual review of plan, attachments, responses, and needs. Update whenever necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite community, outside agencies (<i>fire, law enforcement, emergency management and county health department are required</i>) to assist in plan development, training, exercises, and revision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct annual training of all staff regarding warning/response signals, evacuation routes, assembly areas, emergency procedures, and chain of command (ICS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annually review your Incident Command System with staff and train those who have assigned responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twice annually practice each of the listed emergency response drills with students and staff 1. Reverse evacuation 2. Lockdown or Shelter in place 3. Evacuation (one fire drill per year can count towards this requirement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One school district employee will participate in multi-hazard crisis training annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overview of plan is available on the school website. Parents are directed there for information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the plan is on file in the office.

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Y	N	UNK	APPENDICES AND ATTACHMENTS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICS structure and responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student roster with parent phone numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty/staff roster with emergency phone numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community emergency numbers, e.g. 1. General emergency number - 911 2. Ambulance - 911 3. Poison Control Center 800-222-1222 4. Local hospital – 529-6111 5. Police Dept/Sheriff/State Police - 911 6. Fire Dept - 911
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map of evacuation route(s) and assembly areas, command post(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan or blueprint of the facility and floor plan(s) of the building(s) showing location of water and gas shut off points, heat plants, boilers, generators, flammable liquid storage, other hazard materials storage, firefighting equipment placement, first aid facilities, exits, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lists with the name, title, address, telephone number, and organizational responsibilities for emergency operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample statements/letters for use in notifying faculty, students, parents, and media about emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student accountability/release forms

Area	Comments

TCPCS EMERGENCY RESPONSE PLAN

Approval Statement

The School Safety Plan for Taylor’s Crossing Public Charter School has been reviewed and approved by the Taylor’s Crossing Public School Safety Committee.

Administrator Date

District Safety Representative Date

Law Enforcement Date

District Manager Date

Operations/Maintenance Date

District Transportation Services Date

Teacher Representative Date

Teacher Representative Date

Staff Representative Date

Board Director Date