

Introduction

All emergencies cannot be clearly defined into categories for which exact guidelines can be drawn. At all times, school personnel must use prudent judgment in trying to avoid or prevent circumstances that could lead to an emergency situation. This handbook is designed to give guidance to those having the responsibility for the safety of pupils, staff, and those using school facilities. The administration has the responsibility for dissemination of the emergency procedures to their staff and to keep a designated chain of command so that safety procedures will be carried out during those times when the administration is not in the building. Faculty and staff are expected to review this guide periodically in order to remain familiar with its contents. This guide does not cover every possible emergency situation that may arise, as we may never know when or what type of emergency will occur. At that same time, following the guidelines and recommendations throughout this guide may be helpful in any situation.

Administration Guidelines

- The administration/or designee will be in charge of disseminating this guide.
- The administration develops and maintains a process for staff members to use to notify administration of an emergency. (See Emergency Response Tree)
- The administration/or designee will be the spokesperson for any media in all situations.
- The administration/or designee will call 911 whenever possible.
- The administration/or designee will be responsible for contacting parents, utilizing the Alert Solutions program and other methods as needed.
- The administration/or designee will plan and conduct appropriate emergency drills.
- The administration/or designee will be in charge during any emergency. Follow their directions.
- The administration/or designee will be in charge of debriefing staff and students following an emergency.

Teacher Guidelines

- Call 911 if contacting the administration to make the call would hinder critical timing for response efforts.
- Teachers are responsible for all of the students under their supervision at the time of an emergency.
- Teachers will keep track of students during an emergency until a parent or other designated adult collects the child.
- Refer all questions from the media to administration/or designee.
- Keep accurate notes of the crisis event.
- Teachers should prepare to teach at an interim location without materials, text, and equipment.
- Teachers are responsible for referring students to the administration for help with coping with emergencies.
- Teachers are responsible for emergency backpacks when evacuating.

EMERGENCY RESPONSE CALLING TREE

Use the Emergency Response Calling Tree without fail.

Main Office
Extension 100

Principals' Office
Extension 106

Drills

The administration will plan and conduct emergency drills throughout the year. These drills may interrupt important instruction and tests, but they are necessary to keep everyone well practiced, in case an emergency occurs. You are expected to fully participate in all drills and take them seriously. Students will reflect your attitudes toward these drills. Each of us must take the appropriate actions to teach our students how to respond to the various emergency situations they may encounter in and around the school. After a drill, wait for an “all clear” from the administration/or designee.

Prevention

While you cannot prevent every emergency from happening, these guidelines will help to lower the chances of one happening.

- Do not have open flames in the classroom (with the exception of the science lab). This includes candles and candle wax warmers.
- Keep your doors locked at all times, and closed when not in the classroom.
- Document and report any concerns you have about students’ mental health, physical, or emotional well-being.
- Take all threats seriously and report to the administration.
- Keep track of all hazardous materials you have in your classroom. Submit a detailed list to the superintendent.

Emergency Responses

Shelter in Place:

In the event that we need to have students stay in one area, but the building is safe, we will call for a “shelter- in- place”. The administration will use the intercom system to notify the staff of the emergency situation (if appropriate) and that we will be going into a shelter-in-place mode.

During a “shelter-in –place”, the teachers will do the following:

- Take roll, notify the administration of missing students.
- Direct all students from hallways and bathrooms into the nearest classroom.
- (Custodian) Turn off heat and ventilation if possible.
- Do not let anyone out of the room until an all clear is given.
- Do not open the door until an all clear is given.
- Pull shades if possible.
- Ignore the bell and keep all students in the room.
- If any of your students are missing, contact Extension 100 (office).
- Maintain a calm environment by remaining calm yourself and reassuring students.
- Contact Extension 100 (office) if you have an emergency.

Lockdown:

In the event that we need to have students stay in one area, but the building is considered unsafe, we call for a lockdown. The administration will use the intercom system and say “lockdown”. Quick action in this situation is imperative.

During a lockdown, all teachers will do the following:

- Direct all students, staff, and visitors to the closest classroom.
- Close and lock all doors and windows.
- Pull shades or cover windows if it is safe to do so.
- Turn off the lights.
- Move all persons away from the doors and windows.
- Use furniture for protection, stay low, and remain quiet.
- Allow no one to leave the classroom until administration or law enforcement come to your room.
- Take roll, notify Extension 100(office) of any missing students.

Evacuation:

In the event that the building needs to be evacuated for the safety of the students, the superintendent/or designee will call for evacuation over the intercom, or the fire alarm will be set off.

During an evacuation, the teacher will do the following:

- Take the classroom emergency backpack.
- Go to assigned evacuation location and wait for further instructions from administration/or designee.
- Turn off the lights and close the door as you leave.
- If your normal evacuation route is unsafe, take an alternate route.
- Stay at least 500 feet from the school.
- Take roll of students after arriving at the designated meeting area.
- Stay with your students at all times.
- Notify the administration of any missing or injured students. Hold up a red card if you have missing or injured students, green card if all are present.
- When you return to your classroom, take roll again.
- Notify Extension 100(office) if you have any missing students, upon returning to the classroom.
- In case of a full evacuation away from the school grounds, the superintendent/or designee will determine the evacuation destination.

Fire

Follow the “Evacuation” response. If you can safely do so, pull the fire alarm if it hasn’t gone off yet. Notify Extension 100 (office) of the location and type of fire, if possible. Listen for further instructions from the administration.

- Take emergency backpack, turn off lights, close classroom door.
- Ensure students evacuate in a calm and orderly manner – walking single file.
- Go to pre-determined grade level location.
- Take roll. Notify the administration of any missing or injured students. Hold up a red card if you have missing or injured students, green card if all are present.
- Wait for response card from administration.

HOW TO USE A FIRE EXTINGUISHER

A typical fire extinguisher contains only about 10 seconds of extinguishing power, so knowing how to operate one ahead of time means nothing goes to waste. All extinguishers work in a similar manner, and an easy way of remembering how to use one is the acronym "PASS":

- **Pull** the pin at the top of the extinguisher.
- **Aim** the nozzle at the base of the fire, not at the flames.
- **Squeeze** the handle to release the extinguishing agent.
- **Sweep** the spray back and forth across the fire until it's out.

Before pulling the pin, make sure everyone else is safely outside. Also be sure an exit is at your back, in case the extinguisher doesn't fully accomplish the job and you need to escape quickly.

Bomb Threat

In the event of a bomb threat, the superintendent/or designee will decide on what action to take depending on the information received from the phone call/note. Unless it is unsafe to do so, we will call for a “Full Evacuation” response.

If you receive the threat, do as much of the following as possible:

- Listen closely to the caller’s voice and speech patterns as well as noises in the background.
- Obtain as much information as possible.
- Notify Extension 100 (office).
- Complete the “Bomb Threat Phone Report”
- If you received a note, turn it over to administration or police with as little handling as possible.

Teachers should make a quick visual sweep of the room, looking from top to bottom, and notify administration of anything unusual or out of place. Do not touch anything. Do not let students or staff use cell phones, radios, or other wireless devices during the evacuation.

Hazardous Materials

If the identity and/or location of the hazardous material spill is known, report the information to the administration. We will follow evacuation procedures (for spills in school) **or** shelter-in-place (for spills near the school) until further recommendation is given by emergency response personnel. Consider shutting off heat, cooling, and vent systems in the area if possible. (Custodian)

Weather

Severe Thunderstorms:

Announcements will be made as necessary. If the storm occurs at dismissal time, we may go into a "Shelter-In-Place" response until the storm passes. Keep children inside and away from windows. Staff must stay until they are released by the administration.

Severe Snowstorms:

Announcements of early school closings will be relayed from the office. Prepare students to be picked up by parents, to get on the bus or van, or to remain at school. Staff must stay until they are released by the administration. Keep track of students that have been picked up by parents or storm home families.

If students must be sheltered in the school for the night, arrangements will need to be made for meals, entertainment, and sleeping areas. The superintendent/or designee will arrange for staff members to stay at the school with the students.

Storm home information should be completed each year. Do not send students home or to storm homes unless you get permission to do so from the adult that is at the home. Preferably, have all storm home parents come to pick up their children, as well as storm home children.

Tornadoes:

During a tornado watch, the administration and office staff will be designated to monitor the radio or television for warnings. An announcement over the PA system will confirm a tornado has been sighted and is approaching.

Administration will announce, "We are in a tornado warning. All staff and students please move to their designated tornado shelter." Take the classroom emergency backpack. Students and staff should face an interior wall, on their knees, with their hands clasped behind their head. Teachers should take roll and get into position until an all clear is given. Hold up a red card if you have missing or injured students, green card if all are present. Notify administration of any emergencies as quickly as possible.

Utility Emergency

If there is an electric power failure, a gas line break, or a water main break, we will conduct a "Shelter-In-Place" until we hear from the proper authorities and get recommendations for further actions. If the problem will be fixed quickly, we will resume normal operations. If it will not be fixed in a timely manner, we will send out a notification to staff and parents through the Alert Solutions System. Television and radio stations will be notified that we will be closing early.

Assault/Fight

If students get into a fight, try to defuse the situation if it is safe to do so. Clear onlookers and notify the administration. If necessary, seal off the area. Document all information of the event and return it to the administration. The administration will get statements from witnesses and participants in the event. The administration will decide if police need to be contacted and what other course to follow. Watch and listen for revenge activities and conflicts and report them.

Intruder

All visitors must check in at the office, at which time they are given a lanyard with a "visitor" badge attached. If you see a visitor in the building that does not have a visitor lanyard, contact Extension 100 (office). If you believe there is a suspicious person in the building, contact Extension 100 (office). If the intruder is asked and refuses to leave, the superintendent/or designee will notify the police. Lockdown procedures will be initiated by the superintendent/or designee if there is a potential for violence.

If there is an intruder in your classroom, or there is a hostage situation, follow all of the intruder's instructions. Try not to panic and try to keep the students calm. Treat the hostage taker as normally as possible and be respectful. Ask permission to speak and do not argue or make suggestions. At no time should you attempt to disarm the intruder.

Weapons

If you know or suspect that a student has a weapon in school, contact Extension 100 (office) as soon as possible. Report the name of the suspected person, where the weapon is located, if there were any threats, and any other necessary details. The superintendent/or designee will initiate lockdown procedures if needed and call the police.

If a teacher suspects the weapon is in their classroom, contact the administration confidentially and do not leave the classroom. "Shelter-In-Place" will be announced over the intercom if it is safe to do so. If not, the superintendent/or designee will assign someone to notify all teachers of a "shelter-in-place."

Try to isolate the student from the weapon if possible, but do not try to disarm. If we are able to isolate the student, we will conduct a search for the weapon. We will hold the student until the police arrive.

If the student is in the possession of the weapon stay calm and talk to the weapon holder in a calm and respectful manner. Keep the attention on you and try to remove other students from the classroom as soon as possible.

Shooting

If the shooting occurs outside, get all students and staff inside as quickly as possible and contact Extension 100 (office). The superintendent/or designee will initiate a lockdown if appropriate. If it is not possible to get inside, make yourself as compact as possible, putting something between you and the shooter. Do not gather in groups.

If the shooting occurs inside, the superintendent/or designee will initiate lockdown as soon as gunfire is heard. Turn off lights and lock all doors. Cover and lock all windows and keep everyone low to the ground and quiet. Use furniture as protection if possible.

Attend to injured staff and students as possible. Assist students and staff in evacuating from immediate danger to safe areas, if possible. Try to keep students calm and reassured. The best thing to do is to stay where you are until law enforcement officials come in and clear you out.

Disturbances and Demonstrations

Make every effort to keep school running normally and try to have disturbances end peacefully. Try to contain disturbances in as small an area as possible. Contact Extension 100 (office). If necessary, be prepared to evacuate students from the area. Plan for alternative pick-up and drop-off areas for students. Keep students away from disturbance as much as possible.

Missing Child

If you notice that a student is missing, contact Extension 100 (office). The superintendent/or designee will initiate a lockdown if appropriate. The office will attempt to locate the child. The teacher should notify the office if the student returns. If the student is still missing, the office will page the student to the office. If the child does not come to the office, the parents will be contacted to see if they know where the child is. If not, the police will be notified.

Kidnapping

Always treat custody dispute problems as a possible kidnapping. Report a kidnapping or attempted kidnapping to the office immediately. Note the person's appearance, car, license plate, or any other information that may be necessary. If the kidnapper is still on school property, and he or she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area. The office will call the police immediately in the event of a kidnapping or attempted kidnapping.

If there is a stranger loitering on or near school property, contact Extension 100 (office). Do not release children to anyone other than parents or designated adults. Do not accept substitutes without prior approval from the office. All students must sign out in the office and be released by office personnel.

Suicide Attempt

If the attempt happens in the school, try to isolate the students from the suicidal person. Clear the room of all students and prevent others from witnessing. Remain calm and do not leave the person alone. Rejoin your students when administration or police arrive. The administration, counselor, and parents will decide the appropriate course of action following this event.

If the attempt results in death or serious injury, notify CPR/First Aid certified staff. Isolate the person if possible. Make notes of any students or staff that witnessed the attempt. Give names and information to the administration.

If the attempt occurs outside of the school, the staff will be notified as determined by the administration. The administration will open the building for staff, students, and parents to gather as needed. Determine the level of intervention needed for staff and students. Escort affected student's siblings, close friends, or other highly stressed individuals to the administration. Allow for changes in normal routines or test schedules to address injury or death.

The superintendent/or designee will be responsible for contacting all parents and media about the event, for debriefing staff, and setting up counseling for students.

Serious Injury or Death

If the injury occurs at the school, contact 911 and all CPR/First Aid certified staff. Do not leave the injured person unattended and do not move them unless absolutely necessary. Document what happened and which students witnessed the event. Notify the administration of these students and other information. The superintendent/or designee will contact parents and media as necessary.

If the injury occurs outside of the school, the staff will be notified as determined by the administration. The administration will open the building for staff, students, and parents, to gather as needed, and determine the level of intervention needed for all staff and students. Escort affected student's siblings, close friends, and other highly stressed individuals to the administration. Allow for changes in normal routines or test schedules to address injury or death.

The superintendent/or designee will be responsible for contacting all parents and media about the event, for debriefing staff, and for setting up counseling for students.

AED Information

Purpose: Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt attention of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) provide victims of SCA with the greatest chance of survival. Therefore, the school district shall provide AED coverage when appropriately trained personnel are available.

Personnel Authorized to use AEDs: All of the staff members of Wilton School will be trained in CPR and in the proper use of the AED system. This training will take place every 2 years.

Location of AED: The AED will hang on the wall outside of the gym doors.

Responsibilities: The superintendent of Wilton School will be appointed as the AED Liaison for the school. The AED Liaison will be responsible for the overall supervision of the AED program. The AED Liaison will ensure that all staff maintain skill competency through AED review and additional training. The Liaison will also check the equipment monthly to ensure that it is available, clean, not outdated, and in good working order.

Procedure: In the event of an unresponsive individual on the grounds of the school district, the main office is to be notified. The main office will call 911 immediately. The personnel in the main office shall announce a "Code Blue" on the intercom system. At least two staff members shall go to the announced location of the patient, assess the patient and if necessary begin CPR. At least one other staff member shall bring the AED to the location of the accident.

NOTE: Once the first responders are at the scene, the staff members will defer to the first responders unless it is absolutely necessary for the staff member to continue with the treatment. The staff members on the scene will be responsible for updating the first responders on what has been done up to that point.

Use of the AED: The protocol for using the AED will be established during the training. All staff should attend the training in order to be authorized to use the AED. If a staff member, for whatever reason, is not currently trained on the AED system, they will not be allowed to use it. Keeping training up-to-date is vital.

Review Process: After the AED is used, the information from the system will be downloaded by the AED Liaison. A report of the use of the AED will be completed and the Liaison will call a meeting of everyone involved in the incident. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.

Maintenance: Office personnel will do a daily check to make sure that the system is ready to use if needed. The AED Liaison will complete the monthly maintenance check list provided by the AED Company on the 1st of each month. Any problems shall be immediately reported to the AED Company. Any change in the availability of the AED system will be reported by the Liaison.