

# Staff Emergency Procedures



**LCI  
Language  
School**



# STAFF CONTACT INFORMATION

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# ASSAULT

## **Critical Definition:**

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

## **When an assault occurs:**

Staff (Initially confronted with the situation)

- Notify building administration
- Ensure the safety of students and other staff
- Work as a team in response
- Defuse the situation, if possible, without putting yourself in harm's way
- Use a calm voice and low tones in addressing the assailant
- If behavior escalates, shout "Stop!" and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties
- Do not leave the victim alone
- Seal off area to preserve evidence for law enforcement
- Identify the assailant by name and description (e.g. clothing, height)
- If the assailant has left the building, determine direction and mode of travel
- If assailant leaves in a vehicle, provide description of the vehicle and license number
- Identify any witnesses
- Document all activities

## **Building Administration or Designee**

- Call 911 and notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- Consider lockdown procedures
- Notify district administration
- Notify parents or legal guardians of students involved
- Make appropriate referrals to student services or student assistance team
- Document all actions taken by staff and complete incident reports.

# DEMONSTRATION/STUDENT UNREST

## **Critical Definition:**

Demonstrations on school property could be deemed trespassing.

## **If demonstration is near, but not on school property:**

### **Building Administration or Designee**

- Preplan for this by designating protest area around the building
- Notify district administration
- Notify and consult with law enforcement in developing a plan of action
- Notify building staff
- Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment
- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. website posting, email)
- Consider lockdown with warning procedures

### **Staff**

- Notify building administration

## **If demonstration is on school property:**

### **Staff:**

- Notify building administration

### **Building administration or designee**

- Notify district administration
- Notify and consult with law enforcement
- Identify who asks the demonstrators to leave
- Develop an action plan
- Notify building staff
- Consider lockdown with warning procedures (see lockdown procedures)
- Ensure safe entry into and exit from the building
- Monitor situation and make decisions based on developing information
- Consider communication venues (e.g. website posting, email)

# FIRE

## **Critical Definition:**

Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

## **In the event of fire or smoke:**

### **Staff:**

- Activate fire alarm and notify building administration
- Check assigned locations where students may not hear alarm (e.g. washroom, lunchroom, sound booths, dark rooms, pool, and locker rooms)
- Implement evacuation plan for any students needing special assistance
- Evacuate students and other staff to designated areas
- Take emergency go-kits and class roster
- Shut doors behind you, if possible
- If primary route is blocked or dangerous, use closest safe exit
- If trapped by fire, search for the safest way to get out
- Once outside, assemble a safe distance from building and emergency apparatus (MUSTER POINT)
- Take student attendance
- Report missing, with last known location
- Report extra or injured students to building administration

### **Building administration**

- Call 911 and notify emergency responders
- Confirm address of school
- Provide exact location of smoke or fire, if known, if unknown, provide general location
- Ensure fire alarm has sounded
- Notify district administration
- Meet with fire officer
- Identify the location of fire
- Advise location of injured persons
- Provide names of any missing persons – bring blue points of facility, point out location of control panel, annunciators, and sprinklers
- Determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of student reunification and release procedures (consider adding procedures to student handbook)
- Signal 'all clear' when safe to re-enter school building
- **Additional considerations**
- Plan for accommodations for students or staff with special needs
- Ensure teachers have class, and staff rosters

# HOSTAGE

## **Critical Information:**

If the hostage-taker is unaware of your presence, **DO NOT ATTRACT ATTENTION!**

## **In the event of a hostage situation and you are taken hostage:**

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

## **If you witness a hostage situation:**

### **Staff**

- Do not put yourself in harm's way
- Notify building administration immediately
- Keep all students in their classrooms until further notice
- Wait for further instructions

### **Building administration**

- Preplan how local law enforcement will identify themselves to staff during clearing procedures
- Use of department identification badges with photos
- Distribute information to staff and practice it
- Initiate Lockdown with Intruder Procedures
- Call 911 and notify emergency responders
- If known, provide a description of the following:
  - Identity and description of the individual
  - Description and location of the incident
  - Number of hostages
  - Number of injuries
- Seal off area near hostage scene
- Students should be moved from exposed areas or classrooms to safer areas of the building
- As soon as possible, and only if it can be accomplished safely, assign a staff members to stand outside warning visitors of the danger, until law enforcement arrives
- When law enforcement arrives, they will take control of the situation
- Continue to coordinate with law enforcement for the safety and welfare of students and staff
- Document all actions taken

*In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.*

# ARMED ASSAILANT

## **Critical Information:**

Armed Assailant term solicits the same response no matter the dangerous weapon (knife or firearm). School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

**If a person displays a weapon, begins shooting or shots are heard:**

## **Staff:**

- Seek immediate shelter for staff and students
- Initiate lockdown with intruder procedures
- Notify building administration
- Provide location of the shooting, if known
- Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed

## **Building Administration or Designee**

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- Provide the following information, if known:
  - Location of the shooter(s)
  - Description, identity and number of shooters
  - Description of weapon(s)
  - Number of shots fired
  - Is shooting continuing?
  - Number of injuries
- Notify district administration
- Document all actions taken by staff
- Implement Media procedures
- Implement Recovery procedures

*\*Work with local law enforcement to identify their response and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year. Exercise Armed Assailant drills with Staff and Local Law Enforcement for effective responses in a variety of different conditions and times of day.*

# SUICIDE THREAT OR ATTEMPTED SUICIDE

## **Critical Information:**

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

## **In the event a staff member believes a student is a suicide risk or has attempted suicide:**

### **Staff:**

- Stay with the student until assistance arrives
- Notify school administration, counselor, social worker or school psychologist
- Ensure short-term physical safety of the student, provide first aid if needed
- Listen to what the student is saying and take the threat seriously
  - Assure the student of your concern
  - Assure the student you will find help to keep him or her safe
  - Stay calm and don't visibly react to the student's threats or comments
  - Do not let the student convince you the crisis is over
  - Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

### **Building Administration or Designee**

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached
- Determine a course of action with social worker or other mental health professional
- Contact student's parent or guardian and make appropriate recommendations
- Do not allow the student to leave school without a parent or guardian
- Notify district administration
- Document all actions by staff
- Follow-up and monitor to ensure student safety
- Implement Recovery procedures

*\* School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.*



# SEXUAL ASSAULT

## **Critical Information:**

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial to the victim to seek support regarding the assault.

## **School should address sexual assault as a crisis or emergency when:**

- A rape or sexual assault occurs on campus
- A member of the victim's family or friend requests intervention
- Rumors of an alleged incident are widespread and damaging

## **In the event of a sexual assault or notification of a sexual assault:**

### **Staff:**

- Notify building administration immediately
- Complete all required reports (law enforcement, or district policy)
- Maintain confidentiality during the investigation
- Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim
- *Do not leave the victim alone*
- Ensure the short-term physical safety of the victim
- Notify the school nurse or student services to provide care and secure immediate medical treatment if needed
- If appropriate, preserve all physical evidence
- Preserve personal effects, as well as the potential crime scene

### **Building Administration or Designee**

- Maintain confidentiality during the investigation
- If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so

### **If assault occurred on campus**

- Notify appropriate law enforcement
- Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need
- Determine needs for peer support
- Encourage the victim to seek support from a rape crisis center
- Take action to control rumors
- Document all actions taken by staff and complete incident reports
- Store all records related to sexual assault incidents and services provided in a confidential administrative file
- Without putting staff or students in harm's way, secure the potential crime scene until law enforcement arrives

# HAZARDOUS MATERIALS

## Critical Information:

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

## In the event of a hazardous material incident inside a school building:

### Staff:

- Notify building administration
- Report location and type (if known) of the hazardous material
- Move students away from the immediate danger zone
- If safe, close doors to the affected area
- If implementing Evacuation procedures
  - Take emergency go-kits and class roster
  - Take attendance and report missing, extra or injured students
  - Render first aid as needed

### Building administration

- Call 911 and notify emergency responders
- Report location of leak or spill and type of material (if known)
- Report any students or staff missing or injured
- Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC))
- Notify district administration
- Move staff and students away from the immediate danger zone
- Keep staff and students from entering or congregating in danger zone
- Document all actions taken
- Keep a DOT HAZMAT Guidebook, or NIOSH

## In the event of a hazardous material incident outside a school building:

### Staff

- Notify building administration
- Report location and type (if known) of hazardous material
- Move students away from the immediate vicinity of the danger
- If outside, implement reverse evacuation procedures
- Avoid turning on and off lights

### Building administration

- Monitor situation
- Notify district administration
- Consult with emergency responders
- Identify the need for evacuation
- Develop an action plan with emergency responders
- Consider implementing Shelter-in-place procedures
- If there is an airborne release, shutdown ventilation system
- Notify parents or legal guardians of student reunification and release procedures
- Document all actions taken – provide known hazardous materials to the fire department

# MEDICAL EMERGENCY

## **Critical Information:**

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

## **In the event of a non-responsive or life-threatening injury or illness:**

### **Staff**

- Send immediate help (notify health office staff or school nurse) and call 911
- Describe injuries, number of victims and give exact location
- If in locations with chemicals, provide MSDs to responders
- Notify building administration
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- If possible, isolate the victim(s)
- Direct someone (e.g. staff, student) to meet and guide the first responders
- Assist emergency medical services personnel with pertinent information about the incident
- Complete an incident report (Medical policy) and/or document all actions taken

### **Building Administration or Designee**

- Ensure 911 was called and provide any updated information
- Secure victim(s) medical emergency profile
- Activate school emergency response team
- Ensure someone (e.g. staff, student) meets and directs first responders
  - Provide any additional information about the status of the victim(s)
  - Provide information from the victim(s) medical emergency profile
- If needed, assign a staff member to accompany victim(s) to the hospital
- Notify district administration
- Notify victim(s) parents, legal guardians or emergency contact (ensure the most accurate information is passed)
- Activate recovery procedures as appropriate (debriefing, or coordinate counseling resources)
- Document all actions taken by staff | Conduct After Action Review (AAR)

### **For medical emergencies related to life-threatening allergies:**

- Students with life-threatening allergies should have emergency care plans completed by their parents or legal guardians and made accessible to all school personnel.
- Students should advise staff and nurse on EpiPen locations (teachers should request training by Nurse)
- Encourage all employees with special health considerations to alert building administration

# THREAT

## **Critical Information:**

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determined course of action.

## **In the event of IMMEDIATE danger:**

### **Staff**

- Take immediate action to secure or isolate the individual making the threat
- Prevent access to potential weapons
- Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
- Notify building administration

### **Building Administration or Designee**

- Initiate Lockdown with Intruder procedures
- CALL 911
- Notify district administration
- Document the incident

## **If threat is identified but there is no immediate risk:**

### **Staff**

- Complete a Threat Incident Report Form
- Notify building administration and student services staff
- Maintain confidentiality

### **Building Administration or Designee**

- Convene the appropriate staff to evaluate the threat
- Notify law enforcement
- Conduct search of school and personal property, if needed
- Interview the individual posing a threat
- Develop and action plan
- Notify district administration
- Contact parents or legal guardians
- Inform them of the situation, any concerns a course of action
- Obtain permission to exchange information between agencies
- Document any referrals, actions taken and decisions made
- Implement Recovery procedures

# WEAPON

## Critical Information:

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident.

## If you are aware of a weapon on school property:

### Staff

- Notify building administration immediately and provide the following information:
  - Location, identity and description of the individual
  - Description and location of weapon(s)
  - Whether the individual has threatened him or herself or anyone else
- Limit information to staff and students on a need-to-know basis
- Stay calm and do not call attention to the weapon

### Building Administration or Designee

- Call 911 to report that a weapon is in school
  - Provide location, identity and description of the individual
  - Provide description and location of weapons
- Develop an action plan for response
  - If the weapon is located on an individual, isolate the individual
  - If the weapon is in a locker or in a backpack, prevent access to that area
- Determine whether to initiate Lockdown, Evacuation or other procedures
- Notify district administration
- Conduct weapon search, if needed
- DO NOT approach the individual alone. Consider these factors:
  - Need for assistance from law enforcement
  - Best time and location to approach individual
  - Description, location and accessibility of weapon(s)
  - Safety of persons in the area
  - State of mind of the individual
- If the individual displays or threatens with the weapon(s):
  - DO NOT try to disarm him/her
  - Avoid sudden moves or gestures
  - Use a calm, clear voice
  - Instruct the individual to place the weapon down
  - Use the individual's name, while talking to them
  - Allow for escape routes. Back away with your hands up
- If the individual is a student, notify parent or guardian
  - Document all actions taken by staff
  - File report according to school policy

# INTRUDER

## Critical Information:

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

## When interacting with a stranger at school, use the “I CAN” rule

Intercept  
Contact  
Ask  
Notify

## in the event an authorized person enters school property (intruder):

### Staff

- Politely greet the subject and identify yourself
- Consider asking another staff person to accompany you before approaching the subject
- Inform the subject that all visitors must register at the reception area
  - Ask the subject the purpose of their visit
  - If possible, attempt to identify the individual and vehicle
  - Escort the subject to the reception area
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
  - Attempt to maintain visual contact with the intruder until assistance arrives
  - If possible, keep students away from the intruder
  - Take note of the subject name, clothing and other descriptors
  - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
- Back away from the subject if he or she indicates a potential for violence
- Allow an avenue of escape for both the intruder and yourself

### Building Administration

- Respond to call for assistance from staff
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
- If the subject refuses or his or her purpose is not legitimate,
  - Consider initiating Lockdown with Intruder procedures
  - Call 911 and notify law enforcement
  - Advise law enforcement of the intruder's location and provide a full description
  - Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
  - Provide all staff with a full description of the intruder
- Notify district administration
- Document all actions taken by staff
- Develop and implement a 100% visitor identification process
  - Create an easily identifiable visitor sign that all visitors must wear at all times
  - Create an environment within the school that encourages all staff and students to challenge all unregistered visitors
  - Ensure all staff and students know the visitor process, and their role in accomplishing security
  - Reporting procedures should be included in the student handbook
  - Create a hall monitor program, through volunteers or staff
  - Encourage school resource officer, administration, and janitorial staff to do random workarounds before, during, and after school.

# BOMB THREAT

## **Critical Definition:**

**ALL** bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, **UNLESS** a device is located.

## **Upon receiving a bomb threat:**

### **Building Administration or Designee**

- Call 911 to notify law enforcement
- Assess the threat by using the Threat Incident Report Form
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff

### **Staff**

- Notify building administration
- Preserve evidence for law enforcement
  - If written threat, place note in a paper envelope to preserve fingerprints
  - If the threat is written on a wall, photograph
  - If phoned threat, document all relevant information
  - Complete Threat Incident Report Form

## **If the bomb threat is determined to be credible:**

### **Building Administration or Designee**

- Initiate appropriate lockdown procedures
- Provide additional instructions as necessary
- Direct staff to implement scanning process for suspicious items
- Bombs may be placed anywhere on school property – inside or outside
- Document all actions taken and findings by staff
- Determine if evacuation procedures should be initiated
- Limit the use of cell phones and radios in the building

### **Staff**

- Implement appropriate lockdown procedures
- Scan classroom or assigned areas for suspicious items
- Staff will be the best at telling what is out of place, or potential indicators
- **DO NOT TOUCH** any suspicious devices, packages, etc. if a device is located, it should be pointed out to emergency responders.
- Notify building administration of findings
- Limit the use of cell phones and radios in the building

## **If evacuation Procedures are initiated**

### **Building administration or designee**

- Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device
- Ensure evacuation routes and area(s) are clear of suspicious items

### **Staff**

- Implement evacuation procedures
- Take emergency go-kit and class roster

*\*\* When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.*