

*Kentucky School for*  
*the Deaf*

School Safety  
&  
Emergency  
Plan

(Updated July 2016)

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# **I. EMERGENCY MANAGEMENT TEAM**

## **CONTACT INFORMATION**

### **Will Begley- KSD Principal**

**On call 24 hours**  
Cell (859) 326-1962  
Office (859) 936- 6670

### **Scott Haun – Safe School Officer**

**On call 24 hours**  
Home VP/VRS (859) 439-0141  
Cell (859) 992-4997 txt  
Office VP/VRS (859) 439-0022

### **Ramona Karsner– Chief Academic Officer**

**8AM – 4PM**  
Cell (859) 329-1606  
Office (859) 936-6646

### **Soraya Matthews – Outreach/CTE Director**

**8AM – 4PM**  
Cell (859) 494-6802  
Office (859) 936-6826

### **Stu Harper– Counselor for Boys**

**8AM – 4PM**  
Home (859) 936-0468  
Cell (859) 324-6139  
Office (859) 936-6644

### **Barb Snapp – Counselor for Girls**

**8AM – 4PM**  
Home (859) 236-4708  
Cell (859) 583-2535  
Office (859) 936-6816  
VP/VRS (859) 439-0039

### **Billy Lange - High School Safe School Officer/Athletic Director**

**Back up on call 24 hours**  
Home VP/VRS (859)439-0143  
Cell (859) 583-1963  
Office (859) 439-0026

### **Jacqueline McAdams– Student Life Program Supervisor / Girls Dorm**

**3PM – 8AM**  
Cell (618)917-1704  
Office (859) 936-6682

### **Michael Jamison –Boys Dorm**

**3PM – 11:30PM**  
Home VP/VRS (859) 439-0673  
Cell txt (859)329-8236  
Office VP/VRS (859) 439-0032

### **Tracy Carroll– Director of Operations**

**On call 24 hours**  
Cell (859) 326-2100  
Office (859) 936-6684

### **Tommy Barnett – Maintenance Supervisor**

**8AM – 4PM**  
Cell (859) 324-6141  
Office (859) 936-6655

### **Toni Jackson—Argo-McClure Hall Secretary**

**7:30AM – 3:30PM**  
Cell (606)669-0976  
Office (859) 936-6680  
VP/VRS (859) 439-0002

### **Leslie Jones – Kerr Hall Secretary**

**7:30AM – 3:30PM**  
Cell (859) 583-3720  
Office (859) 936-6801  
VP/VRS (859) 439-0066

### **Teresa York—Brady Hall Front Desk Secretary**

**7:30AM – 4PM**  
Home (859) 236-5505  
Cell (859) 319-1466  
Office (859) 936-6744

### **Brandi Wheeler-- Switchboard Operator**

**8AM – 4:30PM**  
Cell (859) 583-4075  
Office Dial 0 or VP/VRS (859) 439-0035

### **Shelia Shannon– Night Dorm Coordinator**

**11:30PM – 8AM**  
Cell (859) 516-1393  
Office (859) 936-6675

### **TBA– School Food Service Manager**

**6AM – 8PM**  
Cell  
Office (859) 936-6761 or (859) 239-7017 x2711  
VP/VRS (859) 439-0018

### **Barry Hellard – Housekeeping**

**12:30PM – 8:30 PM**  
Cell (859) 324-6138  
Office (859) 936-6711

### **Kelly Ashburn – School Nurse**

**M-TH 6:30AM – 3PM**  
**FRIDAY 6:30AM-1PM**  
Cell (859) 326-6205  
Infirmary (859) 936-6751 or 6753  
VP/VRS (859) 439-0023

### **Henry Payne – Director of Transportation**

**8AM – 4PM**  
Home (859) 236-0788  
Cell (859) 583-8192  
Office (859) 936-6821

## **II. EMERGENCY CONTACT NUMBERS**

<b>Emergency personnel.....</b>	<b>911</b>
<b>City of Danville Law Enforcement .....</b>	<b>(859) 238-1220</b>
<b>Boyle County Sheriff.....</b>	<b>(859) 238-1123</b>
<b>City of Danville Fire Department.....</b>	<b>(859) 238-1211</b>
<b>Ambulance.....</b>	<b>911</b>
<b>McDowell Hospital.....</b>	<b>(859) 239-1000</b>
<b>KSB/KSD State Supervisor.....</b>	<b>(859) 936-6641</b>
<b>KSD Principal .....</b>	<b>(859) 936-6670</b>



## Central Kentucky Interpreter Referral, Inc.

P.O. Box 104  
859.236-9888

Danville, KY 40423  
www.CKIRA.org

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### After Hours Interpreting On Call Instructions

**These instructions may be used by any staff that Kentucky School for the Deaf's administration delegates in writing to CKIR.**

1. Call and/or send a text message to the on-call cell phone for Central KY Interpreter Referral at 859-691-0144.
2. Leave a voice message or a text message. Messages should include your name and return number to call or text. You should receive a response within 15 minutes.
3. After the Interpreter Coordinator has called you back, CKIR will begin the process of securing an interpreter.
4. The Interpreter Coordinator will call or text you back to let you know the name and approximate arrival time of the interpreter.
5. **ONLY** in the unexpected event that the on-call number is not working or you do not receive a response within 15 minutes. Please use this number as emergency back-up. 859-324-5159

## **KSD Crisis Response Team Responsibilities & Resources**

### **School Crisis Response Team**

- **Will Begley, KSD Principal**
- **Ramona Karsner, Chief Academic Officer**
- **Scott Haun, Safe School Officer**
- **Jacqueline McAdams, Student Life Program Supervisor**
- **Stu Harper and Barb Snapp, Counselors**
- **Tracy Carroll, Director of Operations**
- **Tommy Barnett, Maintenance Supervisor**

### **Principal of KSD**

- **Supervision of student safety**
- **Evacuations**
- **Spokesperson for the school/media contact**
- **Coordination with local and state government agencies**

### **Safe School Officer/Director of Operations**

- **Risk Management and Safety Analysis**
- **Injuries (Student/Staff Safety)**
- **Evacuations**
- **Accidents**

### **Counselors & Office Staff**

- **Parent Contact—student accidents**
- **Assist all students/staff**
- **Emergency Kits are on hand and readily available**

**KSD**  
**School Safety & Emergency Plan**

**III. OVERVIEW:**

Kentucky School for the Deaf has developed the following plan to ensure that the welfare of the students and staff is managed in an organized way, and that accurate facts are supplied to all stakeholders as quickly as possible.

As an employee of the school district, it is your responsibility to become familiar with the contents of the plan and be prepared to respond during drills and in the event of a true emergency.

**IV. SECURITY POLICY**

1. Name and social security number of all persons designated to pick up student from school must be on file.
2. Documentation of all transactions concerning student dismissal will be permanently logged in the office.
3. All visitors to the school must **sign-in** through the office.
4. School personnel reserve the right to request identification to address safety for our students.

## **V. FACULTY / STAFF RESPONSIBILITIES**

### **Principal/Safe School Officer/Chief Academic Officer/Student Life Program Supervisor's Responsibilities:**

- Validate information and put appropriate plan into action. Direct the secretary to begin logging of information.
- Inform staff about any crisis. In the event of a hostage situation or crisis where using the intercom would not be advisable, use a predetermined code word to activate staff toward student safety without causing panic.
- Initiate procedures to protect students and staff according to crisis and location of problem.
- Make initial contact with emergency personnel and assist them with access to locker entries, names of students, etc.
- Contacting the parent will be dealt with on a case-by-case basis.
- General notification-of-parents will come through local radio stations.
- Communicate with maintenance staff concerning property damages / hazardous materials
- Contact the appropriate authorities in emergency situations.
- Determine what first aid needs exist and assign any trained personnel to begin emergency medical care prior to the arrival of emergency personnel.

Be available for media inquiries:

- Media will be directed to the Principal, located on the school campus.
- All questions will be answered by the office of the Principal.
- Staff should refer all media inquiries to this location.
- The Principal or administrator spokesperson will conduct all communication with the media.

Control the crisis aftermath:

- Determine what the immediate and long-term counseling needs will be and develop a plan of implementation.



### **Responsibilities of School Secretary:**

- Keep a log of all activities. The log should include time of initial notifications, time and nature of any phone calls received or made, problems encountered, arrival of emergency personnel and other events.
- Secretary should seek other means of communication should the school communication fail.
- After the crisis, supply a copy of the log to the principal.
- Provide the safety of essential school records and documents.

### **Responsibilities of Faculty and Staff:**

- Safeguard your life and the lives of your students by implementing the safety procedure for the particular crisis announced.
- Notify the office immediately if emergency care is required. Be prepared to assist to the best of your ability.
- If emergency care is not needed, follow the guidelines for the particular crisis announced.
- In the event of evacuation or student injury, **take your attendance record** and/or a current list of students who came to class that day.
- Know the proper exits and wait areas
- Refer all media questions to the Principal.

### **Maintenance Responsibilities:**

- Survey and report damages to Director of Operations.
- Assist rescue operations as needed.
- Assist fire-fighting efforts until regular fire fighters take over.
- Control main cut off valves for Gas and water.
- Assure that no hazard results from broken or downed lines.
- Assist the distribution of supplies and equipment.
- Conserve usable water and other supplies.
- Assist as directed by the KSD Principal/designee.

### **Food Service/Cafeteria Workers Responsibilities:**

- Use, prepare and serve on a rational basis, cafeteria stock and water supply whenever the feeding of students and staff become necessary during a disaster.
- Assist as directed by the Principal/designee.

### **Bus Drivers Responsibilities:**

- Supervise the care of students if disaster occurs while children are on the bus.
- Administer first aid as necessary.
- Seek immediate safe location for children when necessary.
- Transfer students to new location when directed by the administration
- Utilize bus radio as an emergency communication system.

### **Staging Areas**

- **Staging Areas will be designated by Emergency Management Team (EMT) depending on nature of incident.**
- **Initial Staging Area for EMT will be in the conference room (Kerr Hall).**
- **Staging Areas for students (situational):**
  - Gymnasium**
  - Soccer Field**
  - Grow Hall Cafeteria**
  - Kerr Hall and Brady Hall**

## **VI. EMERGENCY PROCEDURES**

### **KSD Alternate Location Emergency Evacuation Procedure**

- Principal/Safe School Officer/Chief Academic Officer/Student Life Program Supervisor/ Team responsible for directing traffic to move all faculty/staff & students in a safe and orderly fashion...
- Alternate location will be at the           TBA          .
- All faculty and staff are responsible for their individual classes. Roll shall be taken immediately upon arrival at evacuation area. Student safety shall be ascertained and any missing students will be reported immediately to the principal and secretary.
- Any extra personnel will assist faculty and staff with assuring student safety and monitoring.
- Chief Academic Officer/Safe School Officer/ Supervisor of Student Life Program /Team shall contact all appropriate emergency services and personnel according to specific protocols.
- Take student attendance immediately and report missing students.

### **Building Lockdown Procedure**

- Stay calm—students will react to your attitude/actions
- Bring students from outside and hallways into the nearest classroom
- Attend to emotionally, medically fragile students (aides & other available personnel should be ready to assist).
- Close and lock all windows/doors. Emergency Management Team members who are not presently in charge of a group of students should be available to assist students to classrooms and to inside of buildings and secure area.
- Do not unlock your door for anyone. Emergency team members will have a key.
- Move students away from doors and windows.
- Take student attendance immediately and report missing students.

- Ignore all “bells” and remain in Lockdown mode until the Chief Academic Officer/Safe School Officer/Student Life Program Supervisor/ Team directs you to resume normal activities.

### **\*KSD Shelter-in-Place (Reverse Evacuation) Procedure**

- Stay calm—students will react to your attitude/actions
- Bring students from outside and hallways into pre-designated areas
- Attend to emotionally, medically fragile students (aides & other available personnel should be ready to assist).
- Close and lock all windows/doors, except one (**note this is different from lockdown protocol**). Emergency Management Team members should be available to assist students to classrooms and to inside of buildings.
- Move students away from doors, windows and air vents
- Take student attendance immediately and report missing students.
- Ignore all “bells” and remain in Shelter-in-Place mode until a recognizable school staff person directs you to resume normal activities.

\* Prevention Tools. School Crisis Management Guide.

### **\*KSD CBRNE Shelter-in Place Procedure**

(CBRNE: chemical, biological, radiological, nuclear and/or explosive event)

- Stay calm—students will react to your attitude/actions
- Close and seal all windows and doors. Place a wet cloth or other material over the window sill, door threshold, and HVAC vents if possible.
- Instruct students to hold a damp cloth/clothing over their nose/mouth.
- Be prepared for HVAC units to be shut down.
- Attend to emotionally, medically fragile students (aides & other available personnel should be ready to assist).
- Take student attendance immediately and report missing students.
- Do not allow anyone in or out of the classroom once sealed.
- Stop food service until health officials give the okay.
- Follow decontamination instructions from emergency officials.
- If ordered to evacuate, direct students to an uphill and/or crosswind site (refer to emergency evacuation protocol).
- Remain in CBRNE Shelter-in-Place mode until a recognizable school staff person directs you to resume normal activities.

## **VII. EMERGENCY MANAGEMENT PROTOCOLS**

(Adapted from *Pike County Schools District Safety Plan*)

### **Protocols**

- 1. General Emergency Intervention Checklist**
- 2. Accidents at School**
- 3. Accidents Going To and From School**
- 4. AIDS/HIV Infection**
- 5. Aircraft Disaster**
- 6. Allergic Reaction**
- 7. Angry Parent, Employee, or Patron**
- 8. Assault**
- 9. Bomb Threat/Bomb Threat Report**
- 10. Building Collapse**
- 11. Bus Accident**
- 12. Chemical Material Spill/Train Derailment**
- 13. Child Abuse, Neglect or Dependency**
- 14. Civil Disturbance or Gang Activity**
- 15. Death or Serious Illness in the School Family**
- 16. Earthquake**
- 17. Explosion**
- 18. Fighting**
- 19. Fire**
- 20. Gas Leaks**
- 21. Hostage Situation**
- 22. Kidnapping or Lost Child**
- 23. Poisoning**
- 24. Possession/Use/Sale of a Controlled Substance**
- 25. Rape/Sexual Abuse**
- 26. Suicide**
- 27. Do's and Don'ts Related to Suicidal Threats**
  - Suicide Intervention Part 1: Response to Suicidal Ideation**
  - Suicide Intervention Part 2: Response to Suicidal Threat**
  - Suicide Intervention Part 3: Response to a Suicide Attempt**
  - Suicide Intervention Part 4: Response to a Completed Suicide**
- 28. Trespasser/Intruder/Prisoner Escape**
- 29. Violent Behavior/Threat of Violence**
- 30. Weapons**
- 31. Weather-Related Emergencies**

## 1. General Emergency Intervention Checklist

- ❑ Verify information
- ❑ Notify Principal (and others as needed according to Protocol)
- ❑ Convene School Safety Team, implement Emergency Management Protocols, and assign duties as needed
- ❑ Designate one person to be responsible for reviewing Protocol to see that it is followed
- ❑ Notify building support staff, counselors, school psychologist, and mental health consultants and clarify what you know at that time
- ❑ Assess need for assistance from the district level Crisis Response Team to :
  - Assist with emergency staff meeting
  - Assist with planning for a response
  - Provide grief support to students
  - Assist with classroom instruction
  - Provide individual assessments for students
  - Assist with crowd control
  - Coordinate State/Local authorities
- ❑ Inform closest friends of the affected student(s) and provide support
- ❑ Prepare a formal statement or announcement to students, parents and the media (refer to Communication section of these guidelines)
- ❑ Announce time and place of emergency staff meeting
- ❑ Identify students, staff, and parents likely to be affected by news
- ❑ Hold emergency all-staff meeting to:
  - Advise all staff of the known facts
  - Support their concerns and emotions
  - Provide a written statement
  - Provide classroom assistance if needed
  - Outline schedule for the day and tentatively for the next day
  - Identify resources available to teachers and students
  - Announce a P.M. faculty meeting
- ❑ Make an official statement (See Communications Guidelines)
- ❑ As needed, assign team members and other staff to monitor grounds, notify parents, collect student belongings, etc (see page 10).

## EMERGENCY RESPONSE PROTOCOLS

(Adapted from the *Emergency Management Resource Guide* from the Kentucky Center for School Safety and the *Pike County Schools District Safety Plan*)

### 2. Accidents at School

- **Staff actions:**
  - Report accident to Principal/Safe School Officer/office; call 911 if warranted
  - Provide for immediate medical attention including performing necessary life-sustaining measures until trained Emergency Medical Services arrives
  - For relatively minor events, have students taken to school nurse or office for assessment
- **Principal/ Safe School Officer/Chief Academic Officer/Student Life Program Supervisor or Team actions:**
  - Provide appropriate medical attention or call 911 if needed
  - Complete appropriate documentation and report copy to Principal
  - Contact parents/guardians as appropriate to seek appropriate follow-up services if needed

### 3. Accidents Going to and from School

- **In the event of an accident involving a student or an employee who is on the way to or from school:**
  - **Notify 911**, and request police, fire, EMS as dictated by the nature of the accident
  - Notify Principal/Safe School Officer
  - Notify parents or individual listed on emergency/enrollment card or employee's emergency contact
  - Chief Academic Officer/Safe School Officer should **notify Principal's office (859-326-1962 cell/txt) and the Director of Transportation (859- 583-8192 cell/txt)**, who will notify appropriate departments
  - Mobilize an administrator from school to the scene to offer assistance and obtain information
  - Have an administrator go to the hospital

### 4. AIDS / HIV Infection

- **Principal/ Safe School Officer, Team, Staff:**
  - Exercise appropriate caution when informing others about an individual with AIDS or HIV infection (i.e., don't panic and spread word indiscriminately to everyone that an individual has AIDS or HIV infection).
  - Make certain that those individuals who contact the child on a regular basis know, and insist they maintain confidentiality. Those individuals would include:
    1. Principal
    2. Safe School Officer
    3. Chief Academic Officer
    4. Student Life Program Supervisor
    5. School nurse
    6. Counselor
    7. Teacher

- 8. Dorm Staff
- 9. School secretary
- Unless directed by a physician otherwise, allow the individual unrestricted school attendance and activities. If a child does not have control of their bodily functions and body fluids, or may bite others, their environment should be more restricted.
- **Tips for Teachers:**
  - AIDS is not spread through casual contact. It is only spread through sexual contact or through blood or other bodily fluids.
  - Daily activities (including sports and classroom functions) should not be altered unless contact resulting in cuts or injury is common or expected.
  - If a child cuts him/herself and is bleeding, take the following actions:
    1. Put on clean (latex –free) gloves.
    2. Clean the wound with antiseptic cleaner.
    3. Bandage the wound securely.
    4. Dispose of any blood contaminated items by placing them securely in two plastic bags and disposing of them in nurse’s station in appropriate container.
    5. Clean any blood spills up with appropriate cleaning solution.

## **5. Aircraft Crash Emergency**

### **Crash into School Building**

- **Staff Actions:**
  - Notify Principal/Safe School Officer/Director of Operations
  - Move students away from immediate vicinity of crash
- **Principal/ Safe School Officer, Team:**
  - Call 911
  - Notify District Support Team/Central Office
  - Determine whether to implement evacuation procedures
  - Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash
  - Provide for first aid, treatment and removal of injured occupants from school buildings
  - Account for all building occupants and determine extent of injuries
  - Wait for instructions; you will be advised when it is safe to re-enter the building

### **Crash Near School Building (but no damage to building)**

- **Staff Actions:**
  - Notify Principal/Safe School Officer
  - Move students away from immediate vicinity of crash
- **Principal/Safe School Officer, Team:**
  - Call 911
  - Initiate **Shelter in Place** plan if warranted
  - All students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or go to designated area until further instructions are received
  - No evacuations should occur unless subsequent explosions or fire endanger the building



## 6. Allergic Reaction

### ❑ Possible Anaphylaxis Symptoms (may consist of one or several symptoms):

- **THROAT:** Itching or sense of tightness in throat, hoarseness, hacking cough, change in voice, difficulty swallowing, clearing of throat
- **MOUTH:** Swelling or itching in or around the mouth, lips or tongue
- **LUNGS:** Difficulty breathing or speaking, wheezing, tightness in chest, weakness
- **SKIN:** hives, itchy rash, swelling about the face or extremities
- **STOMACH:** nausea, vomiting, cramps, diarrhea, gas
- **NOSE:** nasal irritation, sneezing, stuffy or runny nose
- **OTHER:** Restlessness, sweating, fright, sense of impending doom, disorientation

**NOTE:** (1) Symptoms may not appear for up to two (2) hours or more after exposure.

(2) An individual's reaction may vary some or greatly from previous reactions.

(3) One person may react very differently from another person, even to the same offending food or from a bee sting.

(4) Some individuals do not readily acknowledge their allergies due to appearing weak

(5) Asthmatics that have life-threatening allergies are at greatest risk of having anaphylactic reaction(s) if there is an accidental ingestion.

(6) Reactions can occur from any contact, direct or indirect, not always or necessarily ingestion.

### ❑ First Actions:

- **Notify 911 and advise that the person is likely having an allergic reaction and may need epinephrine**
- Assess situation; assist student/employee to be comfortable
- Check health information to determine if allergies known and if “Epi-Pen” prescribed
- If ingestion, insect sting, or skin contact **is suspected**, give antihistamine according to instructions in Emergency Health Care Plan and monitor for anaphylaxis (see above). If any such symptoms develop, Call 911 for transportation to hospital and administer Epi-Pen.
- Summon school nurse, if school has one, and other personnel trained in CPR
- Notify Principal/Safe School Officer/ or administrator in charge
- Have office secretary notify parent
- If bee sting, remove stinger, apply ice pack
- If food allergy keep warm
- If allergen has contacted skin, wash skin thoroughly with soap and water
- Observe for respiratory difficulty
- If prescribed, administer according to doctor’s orders. Record time and site of insect sting or time and amount of food ingested and name of any medicine, dosage and time administered and provide to EMS

### ❑ Preventative/Supportive Actions:

- Parents should complete Emergency/Enrollment cards and Emergency Health Care Plan for each child with a known severe allergy.
- Office staff, After-School Care administrators, Bus drivers, & Food Service managers should have information identifying allergic students and available antidote
- Supervisors should encourage employees with special health considerations to alert building director and work associates of any difficulties and possible remedial actions

- Head Nurse should provide training for staff on signs and symptoms of allergic reactions and on administration of the Epi-Pen or any other antidote prescribed

## **7. Angry Parent, Employee, or Patron**

- **In communicating with an angry parent, employee or patron:**
  - Be courteous and confident
  - Remain calm
  - Do not touch the person
  - Keep a reasonable distance
  - Listen
  - Allow them the opportunity to fully express their feelings and concerns
  - Meet in a neutral location
  - Leave door open or have another staff member join you
  - Avoid blame – focus on what can be done
  - Ask questions such as:
    - What can I do to help you get the service you want or need?
    - How can we work together?
    - What kinds of suggestions do you have for future similar situations?
  - Following the meeting, report any concerns you have to the Principal
  - Alert the counselor or others who may need to know of your concern

## **8. Assault**

**When student(s) or staff has been assaulted, use the following guidelines:**

- **Person(s) observing the incident:**
  - Report to Principal/Safe School Officer the type and number of injuries and if assailant is still in the area
  - Give a good description of the assailant (clothing, height, hair color, etc.)
  - Give location of the assault
  - As appropriate, use emergency code to notify all staff to implement established procedures
  - If assailant has left the building on foot give direction of travel
  - If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
  - Administer first aid and seek emergency medical attention if needed
  - After incident is de-escalated, write down observations, persons involved, and any other pertinent information. Sign it, date it, and give it to the principal.
- **Principal/ Safe School Officer or Designee:**
  - **Notify 911**/and request police (this satisfies reporting requirements of KRS 158.159)
  - Provide information regarding type and number of injuries
  - Advise if assailant is still in the building
  - Provide information obtained regarding assailant’s description, direction of travel, type of vehicle or if on foot, anything assailant may have said

- If threat still persists inform staff (via PA system using Emergency Code) to keep students in classroom
- **Notify Principal [859-936-6670 office/ 859-326-1962 cell/txt]**

## **9. Bomb Threat**

### **□ In the event of a Bomb Threat to the school or facility:**

- The person receiving the call should make every attempt to
  - Prolong the conversation as much as possible
  - Identify background noises
  - Note distinguishing voice characteristics
  - Engage the caller to give a description of the bomb, where it is, and when it is scheduled to explode or what will cause it to explode
  - Determine the caller's knowledge of the facility
  - **DO NOT HANG UP THE PHONE** (Use another phone to call authorities)
- The person receiving call shall immediately alert the principal or person in charge
- Chief Academic Officer/Safe School Officer shall instruct staff having two-way radios to turn them off.
- Using the standard Fire Drill Procedures, evacuate the building immediately; NOTE: may have to modify established evacuation routes based on location of the bomb.
- **Notify Principal's Office [859-936-6670 office/ 859-326-1962 cell/txt]**
- If anyone finds what appears to be a bomb, **DO NOT TOUCH IT**; advise police.
- After consultation with law enforcement personnel, Safe School Officer/ Chief Academic Officer decides whether to evacuate personnel at least 300 feet from the building; during inclement weather and a possible prolonged search, move students to your school's alternate location.
- After all students have been evacuated, all utilities should be turned off by emergency response personnel.
- Check listing of absent students for possible clues to who may have phoned in threat.
- Teachers will take attendance when the students are assembled away from the school.
- Safety Team Leaders will gather roll call count from all teachers and report to the Front Office Secretary, Principal, Chief Academic Officer and the Safe School Officer.
- After the bomb has been defused or emergency personnel have given the all clear to return to the building, return students to their classrooms.
- Person receiving Bomb Threat must fill out the Bomb Threat Report on next page.

## Bomb Threat Report

**(KEEP BY PHONE; to be completed by person receiving call)**

Date \_\_\_\_\_ Time of Call \_\_\_\_\_

Bomb threat was received on incoming telephone number \_\_\_\_\_

Exact language/wording used by the caller \_\_\_\_\_

\_\_\_\_\_

### **Record the following information as provided:**

What time is it set for? \_\_\_\_\_ Where is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

What is your name? \_\_\_\_\_

### **Additional Information (Check/Fill In):**

Gender:     \_\_\_ Male       \_\_\_ Female     Describe \_\_\_\_\_

Age:        \_\_\_ Adult      \_\_\_ Child     Estimate age \_\_\_\_\_

Voice tone: \_\_\_ Normal    \_\_\_ Excited    Describe \_\_\_\_\_

Speech:     \_\_\_ Slow        \_\_\_ Fast       Describe \_\_\_\_\_

Accent? Describe: \_\_\_\_\_

Language: \_\_\_ Poor Vocabulary   \_\_\_ Average   \_\_\_ Excellent Grammar \_\_\_ Profanity

Background Noises: \_\_\_ music      \_\_\_ traffic    \_\_\_ machines      \_\_\_ voices/talking

                  \_\_\_ airplanes   \_\_\_ typing      \_\_\_ children      \_\_\_ TV/radio

                  \_\_\_ other \_\_\_\_\_

Any other important information about caller \_\_\_\_\_

\_\_\_\_\_

### **Person receiving call:**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

### **Verification:**

School principal/Facility Director \_\_\_\_\_ Time \_\_\_\_\_

Police \_\_\_\_\_ Time \_\_\_\_\_

## 10. Building Collapse

A *building collapse* occurs when the structural integrity of the building is lost due to overstressed conditions.

- **Should a *building collapse* occur and endanger the school population, do the following:**
  - Initiate Emergency Evacuation Plan.
  - Alert staff using designated code for this emergency.
  - **Notify 911**
  - **Notify the Principal [859-936-6670 office/ 859-326-1962 cell/txt] immediately;** they will notify the proper Central Office staff.
  - Fight small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory on all fires.
  - Students shall not enter a vacated building if there is any doubt concerning the safety of the structure. In this event, the Director of Operations should request an inspection.
  - Render first aid, if necessary.
  - Students and staff should not return to the school until the fire department officials declare the area safe.
  - The principal or designee will direct any other action as directed by the on-scene commander.

## 11. Bus Accident

Each bus driver should maintain a bus binder for each bus serving the school. This binder should contain rosters, an emergency telephone number for each student, and any serious medical conditions of students assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders. One copy of the student information should be placed in the trip folder, which shall remain at the school, and the second copy should accompany the teacher on the trip.

The bus drivers have designated procedures for handling emergency situations: The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

- **In the Event of a Bus Accident**
  - **Notify 911**
  - Principal or Designee will attempt to ascertain the names of any injured students and the nearest location of any medical treatment facility
  - **Notify the Director of Transportation office [859-583-8192 cell/txt],** which will mobilize the necessary support from the Central Office
  - Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
  - School staff at the scene of a school bus accident will move all uninjured students to a safe place.
  - School personnel shall take direction from law enforcement and emergency medical personnel and remain clear of those personnel.

- The Front Office Secretary (attendance clerk) will provide the names of all injured students and the location to which medical personnel may take them for medical treatment to the school using the bus radio or any other available equipment; once able, this Team member will compile a complete roster of students to ensure that no students are missing
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate

## 12. Chemical Material Spill/Train Derailment

Chemical accidents may originate inside or outside a building. Examples include: toxic leaks or spills caused by tank, truck or railroad accident; water treatment/waste treatment plants; industry accidents; laboratory spills, etc.

### □ Accidents originating outside the building:

- Wait for instructions from Fire Department or Hazardous Materials Unit
- **Notify Principal [859-936-6670 office/ 859-326-1962 cell/txt] and the Director of Operations (859-936-6684 office/ 859-326-2100 cell/txt) Student Life Program Supervisor (618-917-1704 cell/txt) and the Safe School Officer (859 992-4997 txt).**
- Shut off all Heating/Ventilation/Air Conditioning units
- Do not leave building unless Principals instructs to evacuate
- Follow Shelter-in-Place protocols
- If evacuation is necessary, following any instructions from Fire Department Hazardous Material Unit regarding avoiding fumes

### □ Accidents originating inside the building:

- Leave the building immediately using evacuation plan and avoiding the area where the chemical accident occurred and any fumes that are present
- Notify Director of Operations and Supervisor of Maintenance Department
- Check the Material Safety Data Sheet (MSDS) to determine the urgency of the situation
- Assemble in a pre-designated location
- Once assembled, teachers/dorm staff should take attendance to determine if anyone is missing and advise the Principal/ Student Life Program Supervisor of their head count; Principal should notify Fire Department of any missing persons
- When doing head counts, include anyone on the Safe School Team
- Wait for instructions from the Fire Department; you will be advised when it is safe to re-enter the building or leave and when your assistance is required
- Do not take unsafe actions such as returning to the building before it is declared safe, turning on a light, lighting matches or candles, or doing anything else which could cause a gas or electrical fire

### 13. Child Abuse, Neglect, or Dependency

*Child abuse* is an act of **commission**. *Child neglect* is an act of **omission**. A *dependent* is any child, other than an abused or neglected child, who is under improper care, custody, control, or guardianship.

**State law defines an abused or neglected child as:**

a child whose health or welfare is harmed or threatened with harm when his/her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being. Abuse can be inflicted by parent, custodian, another child, a stranger, or someone inside or outside the school setting.

The most common forms of abuse are physical abuse (assault or contact that causes physical injury or emotional injury), sexual abuse (touching private areas or zones of a child's body), or neglect (leaving a child unsupervised or not providing a child medication).

**Kentucky law requires any person to report child abuse, child sexual abuse, and child neglect or dependency. This means that any school staff member who becomes aware of abuse or neglect from any source—whether from a student, parent, staff member or any other person—no matter if the information is oral or in written form, is obligated to report the suspected abuse or neglect to the proper authorities immediately. It is not sufficient to merely report the information to your supervisor. If you receive information in written form or come into possession of writings, photographs, pictures, or other information in a tangible form that is related to suspected abuse or neglect, do not mark, write on, or otherwise alter the documents or tangible information in any way. Such information should be provided to the proper authorities after you make your report.**

□ **If you have a reason to believe a child is dependent, neglected or abused:**

- You should call in the report and let the proper authorities investigate and determine what has occurred.
- Under Kentucky law, there are several authorities to whom abuse or neglect can and should be reported. It is KSD's policy, in compliance with state law, that you should **immediately report** incidents of suspected abuse or neglect to the **Boyle County Cabinet for Families and Children [859-239-7837] or Boyle County Family Support [859-238-1107]**. In instances that the child in question lives outside the county / district, Boyle County Cabinet for Families and Children may direct you to call a service provider from that county / district. Ensure that a report is received by Cabinet for Families and Children as soon as possible that day; do not wait until the next business day.
- If you are unable to reach someone at the Cabinet for Families and Children, **contact the KDE Attorney [502-564-4474]**.

- When you call to make a report of suspected dependency, neglect or abuse, have at least the following information:
  - ◆ name of the child who is suspected of being abused or neglected;
  - ◆ the names of the child's parents, their address, and telephone number.
  - ◆ the child's age;
  - ◆ the nature of the suspected abuse or neglect;
  - ◆ the name and address of the person whom you suspect is responsible for the abuse or neglect; and
  - ◆ any other information that you believe would be useful to investigate the suspected abuse or neglect, including any documents or other tangible information that relates to your report.
- After you have reported the abuse to Cabinet for Families and Children, or the KDE attorney, immediately inform your Principal of the report in writing and include the date and time of the report. Do not inform the person or persons suspected of abuse or neglect of the allegations made against them, and do not inform the person or persons suspected that you have called in a report to Cabinet for Families and Children.
- **A copy of the report must be forwarded to the Principal's Office**
- In the event that the person who is alleged to have committed the abuse or neglect is an employee of Kentucky School for the Deaf, the Principal/supervisor shall call the Cabinet for Families and Children, informing Cabinet for Families and Children that the Principal/supervisor intends to confront the employee concerning the allegations, and allowing Cabinet for Families and Children the opportunity to be present when that meeting is held. In the case of suspected physical or sexual abuse, the Principal must also contact law enforcement before confronting any employee with such an allegation, and allow law enforcement to attend or conduct an interview first. If the Cabinet for Families and Children is unwilling or unable to send an officer to that meeting, the principal may proceed with the meeting in a timely fashion. This is also a personnel matter that should be reported to the principal of your school so that appropriate action can be taken.
- State law forbids school personnel from conducting an internal investigation in lieu of an official investigation by Cabinet for Families and Children or other law enforcement authorities. Do not delay your report to further investigate suspected abuse or neglect or to confirm it with other parties.
- If a Cabinet for Families and Children worker or law enforcement officer visits your school and wishes to interview a child, Principal, Safe School officer or counselor may sit in on the interview if they feel it is in the best interest of the child. If there is no Principal, Safe School Officer or counselor available, **contact the KSB/KSD State Supervisor [859-936-6670]** for advice.
- Kentucky School for the Deaf wants to provide full cooperation to Cabinet for Families and Children and law enforcement officials to fulfill the school's obligation under law and to protect its children.
  - First, review the credentials or badge of a Cabinet for Family and Children worker or police officer or detective to confirm his/her identity and document his/her name and agency.



- Then provide him/her with a room to conduct the interview.
- If you fail to report suspected abuse, dependency or neglect or if you conduct an investigation before making a report, you may be charged with failure to report abuse or neglect, which is a misdemeanor under Kentucky law.
- If you have questions, contact Counselors at [859-936-6644]/ [859-936-6816] or KDE General Counsel, at [502-564-2015].
- If there are any questions for Cabinet for Families and Children or if there are problems when you contact or attempt to contact Cabinet for Families and Children, contact the state Cabinet for Families and Children at [1-888-350-6810] or Boyle County Family Support [1-800-752-6200].

## **14. Civil Disturbance or Gang Activity Creating an Emergency Situation**

A *civil disturbance* is a riot or out-of-control demonstration that could threaten the welfare and safety of staff and students. This can include, but not be limited to, organized gang activity and can occur either inside or outside of the building.

- **If a riotous group begins to threaten the welfare or safety of the school:**
  - **Notify 911.** Make sure the 911 operator understands that there is a civil disturbance, the location of the disturbance, and any other pertinent information.
  - Use pre-designated emergency code to notify all teachers that you have an emergency situation.
  - Keep all students inside their classrooms until further notice.
  - All classroom doors should be locked at the sound / mention of the Emergency code.
  - Teachers and students should move away from the doors and windows. They should remain quiet and seated.
  - **Notify the Principal's Office.**
  - Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom.
  - All staff should bring any stray student into a locked area.
  - All doors should remain locked; students and staff should remain seated and quiet until the Chief Academic Officer/Safe School Officer/designee gives the All-Clear signal or other instructions.
  - Assist police as they direct.

## **15. Death or Serious Illness in the School Family**

- **In the event of a reported Death or Serious Illness of a Staff Member or Student:**
  - Verify the death/illness with a credible source
  - **Notify the Principal's Office.** Protect the privacy of the family; the school neither gives nor confirms information to the media or others
  - If needed, Principal can request services from the Mental Health Team (Nurse, school counselors, psychologists and safe school officer)
  - Notify teachers prior to school by using a phone tree or during school prior to notification of students
  - Schedule a faculty meeting as soon as possible to: share the details that are known, review procedure for the day, and to discuss the notification to students, availability of support services, and the referral process for students needing assistance from the Mental Health Team
  - Contact the family or visit the home to offer condolence and support, if appropriate
  - Allow students who wish to meet in the guidance office or other appropriate place to do so, where counselors may provide assistance to them or they can talk among themselves regarding the illness/death
  - Contact parents of those students who are affected by the crisis
  - In the case of a student death, notify the district bus driver of the death
  - Staff should not allow students, who the Mental Health Team or Principal determines are extremely fragile, to go home without an adult being there with them
  - Provide assistance and resources to parents of impacted students
  - Principal should call an end-of-the-day faculty meeting if additional information is available

## **16. Earthquake**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The moving earth may be frightening but not dangerous if you are under protection.

- **If inside:**
  - Get beneath a desk, table or bench; if possible, cover head with coat or other clothing to minimize injury
  - If no cover under furniture is available, get against the inside of a doorway or crouch against inside wall and cover head; stay away from outside walls, windows, or other expanses of glass
  - Leave doors open to minimize jamming if the building shifts
  - Do not attempt to run through building or outside due to risk of falling objects; if in a room with no desks or furniture, get against inside wall or inside doorway and crouch
  - After initial shock, immediately proceed to the outside of building designated area; take attendance

- **If outside**
  - Move quickly away from building and overhead electrical wires
  - Lie flat, face down, and wait for shocks to subside
  - Take attendance of students and report to principal
  - Do not attempt to enter building until authorized to do so
  - Do not light fires or touch fallen wires
  - Be alert for instructions from principal
- **Safe areas:**
  - Earthquake safe areas will be far enough away from the building and overhead power lines to avoid being struck by debris or lines
  - Keep everyone away from underground gas and sewer lines
  - In the event of after shocks, students shall be encouraged to remain calm and stay sitting close to the ground
  - Administer emergency first aid as needed
- **Notify the Principal** to report any injuries
- **Notify the Director of Operations [859-936-6684 office/ 859-326-2100 cell/txt]** to report the extent of any property damage

## 17. Explosion

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

- **In the event an explosion occurs at the school site, do the following:**
  - If the explosion endangers the school population:
    - Initiate Evacuation Plan.
    - Alert staff using pre-designated Emergency Code.
    - **Notify 911**
    - **Notify the Principal** immediately; they will notify the proper departments.
    - Transfer students to alternate school by direction of Principal/ designee or local authority having jurisdiction (Fire Department, Police Department, etc.).
    - Students shall not reenter a vacated building if there is any doubt concerning the safety of the structure. In this event, the Director of Operations will request an inspection.
    - Render first aid, if necessary.
    - The principal or designee will direct any other action as directed by the on-scene commander.
  - If the explosion does not endanger the school:
    - Alert School Safety Team.
    - **Notify the Director of Operations [859-936-6684 office/ 859-326-2100 cell/txt]** who will notify the proper departments.
    - The Principal or designee will determine and direct any other action as required.

## 18. Fighting

- **After becoming aware of a fight:**
  - Walk briskly – do not run to the location of the fight
  - Have student or staff member summon assistance
  - Have someone notify the Safe School Officer/Principal /Student Life Program Supervisor/administrator on call
  - Assess the situation; i.e. number of students involved; whether weapons involved
  - Identify yourself to the fighters
  - Call students by name
  - Disperse the crowd watching
  - Stay away from the middle of the conflict
  - Give specific commands in a firm, authoritative voice
  - Separate the combatants
  - Avoid physical force if possible
  - Move combatants to neutral locations
  - **Notify EMS if injuries warrant it**
  - Have someone call police if unable to stop fight or if situation escalates
  - Report to Safe School Officer
  - Safe School Officer/Principal /Student Life Program Supervisor should obtain statements from all witnesses (students and staff) and sign and date documentation

## 19. Fire

- **In the event a fire in the building is spotted or smoke that indicates there is a fire:**
  - Sound alarm and **Notify 911**
  - Implement Evacuation Plan
  - **Notify Principal [859-936-6670 office/ 859-326-1962 cell/txt]**, who will make all other necessary notifications (Facilities management, Maintenance, Transportation)
  - Once the Principal/Student Life Program Supervisor/Safe School Officer or designee completes the building evacuation, reassemble a minimum of 100 yards from building in predetermined location
  - Determine building status for a possible return to classes
  - Administration will determine if school will be dismissed, or if students will attend classes in a different location, and will make the necessary arrangements in that event (transportation, class location, etc.)

## 20. Gas Leak

All school personnel, including cafeteria managers and custodians, shall immediately report any suspected gas leak to the Director of Operations/Principal/Safe School Officer/Student Life Program Supervisor. Building administrators must immediately ascertain whether there is a gas leak or some other plausible explanation for the odor, e.g. science lab gas burners being left on. If strong odor cannot be attributed to a plausible cause that can rule out a gas leak, follow the protocol below.

- **In the event a strong odor or other physical signs indicating gas leak is occurring:**
  - Evacuate the building immediately according to the evacuation plan
  - Alert staff using appropriate Code to denote a gas leak
  - **Notify the Director of Operations**[859-936-6684 office/ 859-326-2100 cell/txt] /**Supervisor of Maintenance** [859-936-6655]
  - **If you cannot reach Maintenance, Notify the Western Kentucky Gas Company** [800-752-6007]
  - During inclement weather, students can be moved to a gymnasium if the gymnasium is a separate building
  - If the emergency is going to require an extended stay outdoors during inclement weather, contact Transportation to provide bus to transport students to partner school or to shelter students on buses
  - Notify Partner School if students will need to be relocated
  - **Notify Principal** [859-936-6670 office/ 859-326-1962 cell/txt]
  - Do not return to the building until the Principal/Safe School Officer has given the “all-clear” to re-enter

## 21. Hostage Situation

A situation involving the taking of one or more hostages is probably the least predictable and the most dangerous of emergency situations that may confront a principal and the staff.

- **In the event a hostage situation occurs:**
  - **Notify 911** to request police
  - Notify the Safe School Officer/Chief Academic Officer
  - **Notify the Principal** [859-936-6670 office/ 859-326-1962 cell/txt], who will notify the appropriate departments.
  - As appropriate, use the emergency code to notify all staff to implement established procedures.
  - Keep all students in their locked classrooms until further notice
  - Notify all students outside their classrooms and outside the building to report to the nearest classroom
  - Under no circumstances shall school staff evacuate the students from the building without prior approval or assistance from the Police

- If law enforcement or school staff can safely contain the hostage taker or armed person in one section of the building, the school staff should move students from exposed areas of classrooms near the hostage taker to a safer location in the building, or out of the building if Law Enforcement advises to do so
- As soon as possible, and only if the staff member can do so safely, he/she should position himself/herself outside the building to warn approaching visitors or staff of the danger; this staff member should continue to do so until relieved by Law Enforcement

## **22. Kidnapping or Lost Child**

- **If a kidnapping or a lost child occurs:**
  - **Notify the Principal/Safe School Officer/Student Life Program Supervisor and Police**
  - Provide a school picture and obtain a full description of the child, including clothing, to assist police
  - Provide police with a description of suspect, vehicle, etc. from any witnesses, in case of kidnapping
  - **Notify the Principal [859-936-6670 office/ 859-326-1962 cell/txt]** Secure the area
  - Contact the parents/guardians of the child involved; establish a communication plan with them
  - Although school staff may have done a preliminary search, conduct immediate and thorough search of building and grounds
  - Director of Instruction should assign individuals to work the phones
  - When a child is found, contact the parents and police
  - Call emergency staff meeting, providing them factual details, as appropriate
  - Prepare an appropriate notice to parents
  - Maintain classroom routine and schedule for other students
  - Do not release any information to the press
  - If appropriate, arrange for counseling assistance through Crisis Response Team
- **If a kidnapping is attempted:**
  - **Notify the Principal/Safe School Officer/Chief Academic Officer/Student Life Program Supervisor and Police**
  - **Notify the Principal [859-936-6670 office/859-326-1962 cell/txt]**
  - Contact the parents/guardians of the child involved; establish a communication plan with them
  - Principal/Safe School Officer/Chief Academic Officer/Student Life Program Supervisor should assign individuals to work the phones
  - Review personal safety lessons/precautions with students
  - Alert parents of school children of any dangers school staff may be aware of

## **23. Poisoning**

In the event a student or staff member is poisoned or is suspected of being poisoned:

- **Immediate action:**
  - **Notify 911 and request EMS**
  - **Notify the Poison Center Hotline [589-8222 or 800-722-5725]**
  - Administer first aid treatment outlined by poison information center
  - **Notify immediately Principal/Safe School Officer/Chief Academic Officer/Student Life Program Supervisor/ Building Administrator, who should notify Infirmery [859- 339-5262 cell/txt]**
  - Have another staff member notify parents
  - Provide as much information to emergency medical personnel as possible regarding the type and quantity of the substance and the time the person ingested it
- **Preventative measures:**
  - Post the Poison Control Center emergency number in the First Aid or health Room
  - List the names of building personnel who have any special paramedic certification, first aid training, or other lifesaving or life-sustaining training and post the list in the First Aid or health room
  - Provide staff with information on possible poisonous materials in the building
  - Require that staff who use poisonous materials in their classroom must obtain information on what to do in the event students ingest them and that they take special precaution to prevent anyone from doing so

## **24. Possession/Use/Sale of a Controlled Substance**

- **Any administrator, teacher or other school employee who becomes aware that an act has occurred on campus, including all buildings or grounds, or on the bus involving use, possession, sale or distribution of a controlled substance should follow these procedures listed below.**

A controlled substance is defined in federal regulation and includes such drugs as marijuana, narcotics, steroids, hallucinogens, and illegal stimulants or depressants.

- Detain the student, employee or other individual, and evacuate the area where the substance is located
- Do NOT touch the substance
- Notify the Safe School Officer/designee
- The Safe School Officer /designee should collect the material and secure it by placing it in an evidence envelope and sealing the flap. The person must sign the envelope in the appropriate space to initiate the chain-of-custody procedure.
- Call Law Enforcement to report the act and request an officer to pick up the envelope.
- Officer should sign the appropriate space on the envelope to maintain proper chain-of-custody.

- In the case of a student, the Safe School Officer/designee should consider disciplinary action and due process in accordance with the KSD Code of Conduct.
- In the case of an employee, the Principal/Student Life Program Supervisor or Supervisor should defer disciplinary action and due process procedures to the Principal.
- If the responding law enforcement officer refuses to collect the evidence due to the quantity, then the Principal should be notified.

## **25. Rape/Sexual Abuse**

Because every incident involving a rape or sexual or physical abuse will be very different, it is difficult to provide a specific protocol. School Safety Team members and other school staff must make decisions based on the unique circumstances presented. **Important: School staff must not conduct any investigation of the alleged victim without consultation with police, as it may interfere with legal action.**

School staff should be involved in investigations of rape, sexual abuse or physical abuse if the incident occurs on campus, a student or member of his/her family requests intervention, rumors or myths are widespread and damaging, or emergency services respond. **Again, school staff should never take the lead on any investigation of criminal activity. A report should be made to law enforcement immediately, so that they may conduct an appropriate investigation.**

- **If school personnel believe rape/sexual or physical abuse may have occurred on campus or on the bus:**
  - **Notify the Police (this satisfies the reporting requirements of KRS 158.154).**
  - **Notify Cabinet for Families and Children and fax a Cabinet for Families and Children Report, if alleged perpetrator is a caretaker of the victim**
  - **Fax copy of report to the KSB/KSD State Supervisor.**
- **The appropriate response by school staff should be:**
  - Report all crimes to the Police
  - Report any dependency, neglect or abuse to the Cabinet for Families and Children and fax a copy of the Cabinet for Families and Children Report
  - Provide confidential comfort and assistance to alleged victims
  - Take action to quell rumors
  - Determine which peers close to the victim need support
  - Observe confidentiality and store any records related to the incident in a confidential file
- **Community Resources**
  - Kentucky State Police
  - City Of Danville Police
  - Boyle County Sheriff's Office
  - Boyle County Child Protective Services
  - Center for Women in
  - Boyle County Health Department
  - Rape Crisis Program



## 26. Suicide

The signs of suicide may be subtle or overt. Hinting, writing or talking about suicide is a call for help, and school personnel must take all indicators of suicide seriously. When confronted with a situation, in which life-threatening behavior or thoughts are present, immediate mobilization of all appropriate resources is crucial. While student confidentiality is always important, initiating life-saving intervention becomes ever more imperative in such a situation.

The guidelines for Suicide address four (4) levels of suicide risk with students. A page for each of these circumstances follows. Additional, “**Do’s and Don’ts Related to Suicide threats**” are provided for reference and use.

### **Four levels of Suicide Risk Addressed Are:**

- ❑ **Suicidal Ideation – fleeting thoughts to obsessive thoughts**
- ❑ **Threat of Suicide – stating he/she is going to kill him or herself**
- ❑ **Actual Suicide Attempt – trying to kill oneself but not dying due to factors beyond their control**
- ❑ **Completed Suicide**

### **Suicide Warning Signs (AAS Databank):**

- Family conflicts
- Use or abuse of drugs/alcohol
- Lack of interest in appearance
- Suicidal threats
- Preoccupation with death/statements revealing a desire to die
- Previous suicide attempt
- Sudden changes in behavior (withdrawn, apathetic, moody, irritable)
- Depression (feeling of hopelessness, crying spells, sleeplessness)
- Making final arrangements (saying goodbye, giving away possessions)

### **High Risk Indicators (Dr. David Shaffer, Columbia University):**

- Aggressive, impulsive youngsters with a long history of problem behavior (often boys between ages 14 and 17)
- Passionate individuals with poorly controlled emotional response – rejection
- Anxious, perfectionist, often popular youngsters who may do well at school
- Students diagnosed with a major depressive disorder
- Students exhibiting psychotic disorders
- Girls with eating disorders – bulimia and anorexia

### **Available Local Resources:**

- **Bluegrass Comprehensive Care**
- **Suicide Crisis Hotline 589-4313**

## 27. Do's and Don'ts Related to Suicidal Threats

- ❖ **DO LISTEN** to what the student is saying and take the suicidal threat seriously. Often a student may be looking for just that assurance.
- ❖ **DO OBSERVE** the student's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the student actually says. Assess the level of lethality of the student.
- ❖ **DO ASK** whether the student is really thinking about suicide. If the answer is "yes," ask how she/he plans to do it and what steps have already been taken toward this intent. This will convince the student of your attention and let you assess how serious the threat is.
- ❖ **DO ASSURE** the person that you care, that there is a positive future for them, and you will find help that will keep him/her safe.
- ❖ **DO GET HELP** by contacting a school counselor, district mental health consultant, or other appropriate resource. Never attempt to handle a potential suicide yourself.
- ❖ **DO STAY** with the student. Take the student to a qualified professional and stay with that student for awhile. The student has placed trust in you, so you must help transfer that trust to the other person.
- ❖ **DO INVOLVE FAMILY** and friends to support the situation

\* \* \* \*

- ❖ **DON'T LEAVE** the student alone for even one minute.
- ❖ **DON'T ACT** shocked, allow yourself to be sworn to secrecy, or argue or debate issues.
- ❖ **DON'T UNDERESTIMATE** or brush aside a suicide threat.
- ❖ **DON'T** let the student convince you that the crisis is over. The most dangerous time is often precisely when the person seems to be feeling better. Sometimes the student may appear happy and relaxed simply because they have made their decision of what to do (even if that decision is suicide). You should stay involved until you get help for that student.
- ❖ **DON'T BEAR** the full responsibility of what you have learned upon yourself. Your responsibility to the student in a crisis is limited to listening, being supportive, and getting her/him to a trained mental health professional or therapist.

### **Suicide Intervention PART 1: Response to Suicidal Ideation**

- **In the event a staff member has reason to believe that a student has self-destructive tendencies or thoughts they should:**
  - Notify the Principal, Safe School Officer and counselor
  - If after meeting with the student, the counselor deems the situation to be serious, but not an emergency, (counselor should use Screening Assessment Form) the principal or counselor shall:
    - Contact the student's parents/guardians to discuss the need for behavioral intervention at home and at school
    - Suggest that the family consult a therapist or mental health agency immediately to assess the severity of the situation
    - Follow-up with the parents/guardians to determine if parents followed through on an agency referral, check on the current status of the student, and ask if they need additional resources
  - School counselor should document initial behavior/concerns, and any follow-up efforts and contacts made on behalf of the student
  - Appropriate school personnel should note behaviors of concern and report them to the student's counselor

### **Suicide Intervention PART 2: Response to Suicidal Threat**

- **In the event a staff member has reason to believe that a student is a suicide risk or has made a suicidal threat they should:**
  - Notify the Principal, Safe School Officer and the counselor, or school psychologist using Referral for Services Form via hand-delivery
  - Assess the seriousness of the threat using Screening Assessment Form
  - If, after meeting with the student, the counselor deems the situation to be an emergency and believes the student to be in imminent danger, the counselor or other mental health professional shall:
    - Keep the student under continuous adult supervision
    - Contact the student's parents/guardians and make appropriate recommendations
    - If the student has a therapist, recommend that parents make immediate contact with that person or provide to the parents/guardians the names and phone numbers of mental health resources (agencies, therapists, hospitals)
    - Secure release for District from the hospital or outside provider
    - If no therapist has been treating the students, make referral to district Mental Health Consultant for screening or to an outside therapist, physician or psychiatrist
    - If the parent/guardian is unavailable or uncooperative, the counselor or other mental health professional should contact the Cabinet for Families and Children to intervene on the student's behalf
    - Consider whether an Impact Program referral is appropriate
    - Develop a behavior intervention plan for the student at school
    - Make a follow-up check with the family, student, or treating agency to ensure that adequate care has been afforded
    - Meet with the student's teachers to alert them of the risk and to request that they assist in monitoring the student's school performance and behavior plan in collaboration with any specific treatment plan formulated with the student by the treating agency; provide written copies of symptoms/warning signs; seek support from district Mental Health Consultant for additional resources
  - Document all actions taken on behalf of the student, including referrals, phone contacts, follow-up activities, etc.
  - Maintain regular contact with the student
  - Maintain regular contact with the family

### **Suicide Intervention PART 3: Response to a Suicide Attempt**

- **In the event of an actual suicide attempt:**
  - Ensure the short-term physical safety of the student
  - The counselor, first aid certified staff member, or nurse shall administer first aid
  - **Notify 911**, request police and EMS
  - The student should be kept under continuous and close observation
  - Notify the parent/guardian
  - Assess the seriousness:
    - High Risk: Violent-fast painful methods such as guns, hanging, jumping, drowning, stabbing, and explosives

- Medium Risk: Slower, less painful, non-violent methods such as overdose, poison, or carbon monoxide
- Low Risk: slit wrists, aspirin
- The counselor will communicate with appropriate school personnel, parents/guardians, and Principal/Safe School Officer /Student Life Program Supervisor to establish plan of action
- The school counselor, mental health consultant or school psychologist will suggest the parents/guardians seek a therapist or other appropriate professional for implementation of a long-term plan of action for the student
- Follow-up should be made by the counselor with the parent/guardian to determine if treatment services were obtained, current status of the student, if additional services are needed, etc.
- Following immediate intervention with the student and parent/guardian contact, the administrator shall notify the Principal
- Document all actions taken on behalf of the student, including referrals, phone contacts, follow-up activities, etc.
- Upon return to school, the counselor shall develop a specific follow-up plan for monitoring the student

### **Suicide Intervention PART 4: Response to a Completed Suicide**

School staff should exercise caution when discussing an “apparent suicide” with students. Often there will be an ongoing investigation by Law Enforcement, and parents and other relatives may be reluctant to accept the terrible nature of the death. When the cause of death is clear, it is best to request permission from the parents to talk about the suicide with other students. Parents often want to know what is being done to assist classmates, and they often want to know what impact the suicide will have on friends.

If school staff receives news of death by suicide, the Principal/designee shall initiate efforts to address emotional reactions within the school community and to decrease the potential for additional suicide attempts.

#### **□ The Principal/Safe School Officer/Counselors should take the following steps:**

- Verify the information with Law Enforcement
- **Notify the Principal [859-936-6670 office/859-326-1962 cell/txt]**
- **Contact the Mental Health Team leader (KSD Nurse) to receive assistance**
- Identify any family member(s) that may be at school and take appropriate action
- If the media requests information, refrain from discussing any details relating to the deceased student; school staff should limit comments to describe the assistance being offered to students and staff
- Hold a staff meeting before school the following day or as soon as possible to:
  - Disclose all relevant facts
  - Have school counselor or member of Mental Health Team describe how students may react to the news and suggest how teachers can address questions and reactions
  - Allow time for school staff to ask questions and express their feelings; some staff may be particularly upset and may request or require support

- Outline procedures to follow for the remainder of the school day
- Distribute a written statement announcing the information that will be released to students and determine the method of making the statement
- Provide support group meetings for school personnel if the need exists
- Compile a list of all other students the Mental Health Team deems to be at risk; consider immediate counseling opportunities as part of the school district's commitment to responsible post intervention follow-up
- Allow students to leave class during the day to receive support offered from school personnel, the Mental Health Team and other designated volunteer resources
- Avoid any large group meetings or assembly of students (in order to maintain order and control)
- Schedule an after school faculty meeting and cover the following
  - Debrief the events of the day
  - Provide for the emotional support for all staff
  - Review the characteristics of high-risk students and compile an additional list based on staff observations of student reactions during the day
  - Announce the plans made by the family for services
  - Develop a plan for the following day
- To the extent possible, follow a regular school routine
- AVOID special memorial services within the school building, flying the flag at half-staff, special yearbook memorials, and large student assemblies. Suicide should not be ignored, but it also should not be romanticized or sensationalized; it should be dealt with thoughtfully, carefully and compassionately

## **28. Trespasser/Intruder/Prisoner Escape**

- ❑ **Anyone noticing a trespasser in the building or loitering on the grounds shall take the following action:**
  - Ask the person his/her identify and whether you can assist them
  - If the person does not accept your offer of assistance, notify the principal and give a description and last location of the person
  - Principal/Safe School Officer/Student Life Program Supervisor/Building Administrator should alert staff via use of the proper emergency code so that staff will implement **Lockdown** procedures (see procedure # 5 on page 10).
  - Any staff confronting person should calmly see if person can be assisted
  - If assistance is resisted, staff should calmly advise person they are trespassing and need to leave school property
  - Principal/Safe School Officer/Student Life Program Supervisor/Building Supervisor should notify police
  - Person should be kept in view until police arrive
  - If possible, keep subject away from students
- ❑ **If school is notified by Law Enforcement or Corrections that there has been a prisoner escape:**
  - Notify staff using designated code for Lock-Down

- No students should be outside the building
- Follow above procedures for trespasser/intruder if any unauthorized person in building or on grounds

## **Escaped Prisoner Safety Procedure Plan**

### **Threat Level Severe (RED)**

Determining Events: Escapee is in the area and is considered armed and dangerous

- Complete lock down of building (EVERY DOOR)
- Updates and progress should be obtained from law enforcement when possible to re-evaluate the threat level.

### **Threat Level High (Orange)**

Determining Events: Escape is less than 12 hours old and escapee is still believed to be in the area.

- Keep all entrances other than main entrance locked
- Assign a staff member to monitor the main entrance throughout the day
  - All visitors should be signed in at the door or directed by the staff member to report to the Office to sign in.
  - All visitors should be instructed to only visit those areas they have been directed to.
- Flyers should be obtained from law enforcement about the escapee and should be posted where they are visible to all staff, students (age permitting) and visitors. **\*\*Note\*\*** such a flyer may discourage an escapee from entering your building because he or she could be readily identified.
- Any unnecessary movement by students inside the school should be curtailed.
- Teachers/Dorm Staff should not take students outside the building.
- Student drivers should be monitored coming to and exiting the school. All parking lots should be monitored at these times.
- Updates and progress should be obtained from law enforcement when possible to re-evaluate the threat level.

### **Threat Level Elevated (Yellow)**

Determining Events: The escape took place longer than 12 hours ago.

- All doors that are normally locked should remain locked. Only main entryway should be used, absent of a key.
- The staff member can now be released from their monitoring position at the entry doors.
- Students, if taken outside, should be accompanied by no less than two staff members.
  - If this is not possible outside activities should be cancelled.
- Flyers should be obtained from law enforcement about the escapee and should be posted where they are visible to all staff, students (age permitting) and visitors. **\*\*Note\*\*** such a flyer may discourage an escapee from entering your building because he or she could be readily identified.
- All visitors should be instructed to only visit those areas they have been directed to.

- Updates and progress should be obtained from law enforcement when possible to re-evaluate the threat level.

### **Threat Level Guarded (BLUE)**

Determining Events: Information is obtained from law enforcement that escapee is believed to have fled the county

- All doors that are normally locked should remain locked. Only main entryway should be used, absent of a key.
- Students, if taken outside, should be accompanied by no less than two staff members.
- Once it is determined by law enforcement that the escapee is out of the county, all schools will return to normal operations with the knowledge that although the escapee is reported out of the area, he is still at large.

### **Threat level Normal/Low (GREEN)**

Determining Events: Information that the escapee has been captured; the escape is now at least 72 hours old; or information that the escapee is or has been seen outside of the county

- Return to normal operations.

## **29. Violent Behavior/Threat of Violence**

- ❑ **Consider the warning signs of risks for violent/disruptive behavior**
- ❑ **Anyone observing violent behavior should take the following action:**
  - Notify Principal/Safe School Officer/Student Life Program Supervisor/Building Administrator
  - Principal/Safe School Officer/Building Administrator should summon individuals in the building on School Safety Team; these individuals should be trained in crisis prevention methods
  - Team members should use crisis prevention methods to keep individual from inflicting physical harm upon themselves or others
  - Isolate individual as soon as possible
  - If occurring in a classroom, the teachers should try to remove other students to a safe area
  - If occurring in a common area, Staff member should disperse crowd and isolate person as soon as possible. Another staff member should move students to a safe area.
  - **IF** situation does not de-escalate, Principal/Safe School Officer/Building Administrator should **notify 911 and request Police**
  - Principal/Safe School Officer/ designee should obtain names and statements of witnesses (students and staff), which should be properly documented.
  - Principal/Safe School Officer/ designee to determine whether to complete the Safe School Threat Assessment Referral Form.
- ❑ **Actual Threat of Violence**

- Step 1** Secure the situation – make sure student is unable to carry out the threat. Principal/Safe School Officer/Building Administrator may **immediately** remove threatening or violent student, or cause him/her to be removed from school or the school transportation pending further disciplinary action (KRS 158.150). **Notify the Principal [859-936-6670 office/859-326-1962 cell/txt]** if student is removed.
- Step 2** Immediately escort student to the principal’s office.
- Step 3** If Principal/Safe School Officer/Student Life Program Supervisor has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm or controlled substance in violation of the law, or damage to the property, the administrators shall immediately report the act to Law Enforcement. "School property" includes the entire building, contents, campus and grounds, as well as the bus.
- Step 3** If the student does not pose an immediate threat, obtain the following information for your internal investigation for disciplinary action: student’s name; date, time and location of threat, manner and context of threat (if written, keep a copy); and names of witness and their description of threat.  
Disciplinary action will be taken in accordance with the Code of Acceptable Behavior and Discipline, and parents must be notified of action.
- Step 4** **Notify Law Enforcement** if the incident qualifies as terroristic threatening.
- Step 5** Safe School Officer/Director of Instruction/designee must complete an Incident Report and provide it to the Principal’s office, and follow the Threat Assessment Decision Tree which he/she must provide to the Principal and Mental Health Team.
- Step 6** The Principal/Safe School Officer should notify and warn the person who is the “target” of the threat.
- Step 7** The School-Based Inquiry Team should obtain parent permission for a threat assessment if determined necessary.
- Step 8** Upon re-entry to school, staff should:
- Hold a parent conference
  - Conduct a Functional Behavior Analysis (FBA) on the student, regardless of whether the student receives regular or special education services. The FBA will aid school staff in determining how to serve the student, address the prohibited behavior, and prevent similar conduct in the future. If the student is a special education student, this re-entry conference must be a School-Based Admissions and Release Committee meeting, and the committee must review or create a Behavior Intervention Plan (BIP).
  - Review and implement Provisional Plan if threat assessment completed.



## 30. Weapons

- **If any school staff become aware that an individual may have a weapon, these steps should be taken:**
  - Assess the danger
  - **Move students and staff to a safe area**
  - Seek immediate shelter if danger is imminent
  - If possible, notify a building administrator
  - Principal/Safe School Officer/Building administrator should **notify 911** and request law enforcement advising them of the location, identification and description of the individual and a description and location of the weapon(s). (This satisfies the reporting requirements of KRS 158.154).
  - If the weapon is on the individual, the Principal/Safe School Officer/Building Administrator/staff member should attempt to isolate the individual if it can be done safely
  - If the weapon is in a locker or backpack, the individual should be prevented access
  - If the individual is brandishing the weapon:
    - Remain calm: avoid sudden moves or gestures
    - Do not attempt to take the weapon from the individual
    - Analyze the environment and identify potential problems and look for potential barriers between you and the individual
    - If possible, increase the space between you and the individual
    - Focus on the individual NOT the weapon; maintain eye contact
    - Use the individual's name when talking to him/her; engage him/her in conversation
    - Try not to raise your voice, but if this becomes necessary, do so with clarity and decisiveness
    - Ask for permission to allow other individuals to leave the area or move to another area
  - Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis
  - As appropriate, use designated Weapon Code to notify all staff to implement agreed upon procedures
  - **Notify Principal ( 859-939-6670/ 859-326-1962 cell/txt)**
  - Complete Incident Report Form and forward to Principal for filing with Court Designated Worker
  - Coordinate with Mental Health Team for referral for assessment
- **If a shooting occurs**
  - Move all students to safe locations away from shooting (gym if possible)
  - Create list of victims and whereabouts of them
  - **Notify 911 immediately**
  - Office managers should make tape bracelet to identify injured students and copy all necessary paperwork for EMS
  - If possible, locate staff members at doors and entrance to property. Provide them with a copy of the student victim list in order to advise concerned parents whether their child is

on the list and, if so, where he/she is at the time. Have them direct media to pre-determined location.

- Principal 's office should coordinate and respond to law enforcement
- Mobilize Mental Health Team to scene
- Media liaison should determine, in consultation with Law Enforcement and General Counsel, what information he/she can release

### **31. Weather-Related Emergencies**

There are several severe weather patterns that call for immediate attention and response on the part of the schools. Winter storm warnings, tornado watches, tornado warnings, and flood warnings call for close observation and timely response. If a storm develops during the day, the primary means of warning shall be by the **weather alert warning radios**. Civil defense sirens may be sounded. Sirens that can be heard with a steady wail shall alert staff to investigate current weather conditions.

The Principal/Safe School Officer will review the location of the Tornado Use Areas with each building administrator. It is important to understand the reports that may be issued:

**Tornado Watch** - no funnel clouds have been sighted, but weather conditions are favorable for tornadoes to occur

**Tornado Warning** - a funnel cloud has actually been sighted in the area

□ **Upon the issuance of a severe thunderstorm/tornado warning, these steps should be taken:**

- Severe weather/tornado warning signal shall be given and tornado drill procedures for the building should be followed
- All building inhabitants shall take shelter at the designated safe areas; school staff shall direct visitors to the building to move to shelter areas and students to remain quiet so that they will hear further instructions
- Occupants of any outbuildings shall move quickly to the main building to designated shelter areas. The proper positions that students may take in shelter areas are:
  - Rest on knees, lean forward, cover back of head and neck.
  - Sit on floor, cross legs, cover back of head and neck.
  - Stand and cover back of head and neck with crossed arms, if space does not permit use of the first or second suggested position. Wraps or coats, when readily available, should be used as a covering in case of a tornado. Open books can be used during an event for cover/activity.
- Occupants of shelter areas shall remain in that area until the "all clear" is given
- In the event of building damage, Principal /Safe School Officer/Student Life Program Supervisor/Designee shall implement the Evacuation Plan

- Once evacuation has taken place, the Principal/Safe School Officer/Student Life Program Supervisor/designee shall call 911, first aid certified staff shall assess and administer first aid to any injured students and staff.
- The Safe School Officer/Student Life Program Supervisor/Designee shall **notify the Principal [859-936-6670 office/ 859-326-1962 cell/txt]**

**Potentially Hazardous Elements** – Locate students away from:

- Windows at the ends of corridors, particularly those facing south and west, are very dangerous because winds may blow them down the corridor.
- Acrylic or polycarbonate plastics are more resistant to impact than glass, but large panes may pop out.
- Long-Span rooms almost always have high ceilings.
- High walls often collapse into the long span, causing roofs, which depend on the walls for support, to fall in.
- Lightweight roofs such as steel deck, wood plank, and plywood usually will be lifted up and partially carried away, with debris falling into the room below.
- Heavier roofs, especially precast concrete planks, may lift up, move slightly, and then fall. If the support has collapsed, the heavy roof may fall onto the floor below, causing almost certain death or injury to anyone there.
- Wind tunnels occur in unprotected corridors facing the oncoming winds, which usually come from the south or west. Openings facing these directions allow the winds to penetrate into interior spaces.
- Windward side walls, which usually are in the south and west, receive the full strength of the winds.
- Load-bearing walls are the sole support for floors or roofs above.
- The most dangerous locations of a building are usually along the south and west sides and at all corners.
- Masonry exterior walls higher than 10 feet are potentially hazardous.

# VIII. Appendix

- A. RECORD OF FIRE DRILLS
- B. DRILL AND/OR DISASTER REPORT
- C. SAFETY PROCEDURES TABLE
- D. SCHOOL FLOOR PLANS

**KSD SCHOOL**  
**A. Record of Fire Drills**

School Year \_\_\_\_\_

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Evacuation Time</b>	<b># Students</b>	<b># Adults</b>	<b>Weather Conditions</b>	<b>Responsible Person</b>

# School Facilities

## B. Drill and/or Disaster Report

This form is to be used to report all Fire, Tornado, Bomb, Lockdown, and Earthquake Drills.

NAME OF SCHOOL \_\_\_\_\_ Administrator \_\_\_\_\_

Drill             Actual Event

TYPE OF DRILL:    Fire       Tornado    Earthquake    Bomb Threat    Lockdown

Date of Drill/Event \_\_\_\_\_      Time of Drill/Event \_\_\_\_\_

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate \_\_\_\_\_

Number of students using  Crutches\_\_\_\_  Wheelchairs\_\_\_\_ Other, specify \_\_\_\_\_

Was building safety ascertained?    Yes       No

By whom?    Principal/Designee  Law enforcement  Fire Department personnel

Were students transported to another facility?       Yes       No

Was there a decision to dismiss school early?       Yes       No

COMMENTS: *(Include any comments about safety or problems encountered during the drill.)*

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For each drill, the Building Supervisor shall complete and keep on file this form and provide copy (ies) to the Principal/Safe School Officer, as required.

\_\_\_\_\_  
*Principal/designee's Signature*

\_\_\_\_\_  
*Date*

Review/Revised: 6/3/14

### **C. KSD School Safety Procedures**

<b><i>Drill</i></b>	Frequency	Procedure
<b>Fire Drill</b>	One drill each calendar month.	<ul style="list-style-type: none"> <li>• Route to exit is to be posted in all classrooms and other areas where students assemble.</li> <li>• Close all windows and doors</li> <li>• Turn off lights</li> <li>• Arrange assistance for students with disabilities.</li> <li>• Take students to designated area (must be at least 100 feet away from building)</li> <li>• Take attendance</li> <li>• Report to principal any student that may be missing</li> </ul>
<b>Tornado</b>	During the first month of first school semester and during the first month of second school semester.	<ul style="list-style-type: none"> <li>• Route to safe shelter is to be posted in all classrooms and other areas where students assemble.</li> <li>• Students shall not be placed in gyms, cafeterias, or other large areas.</li> <li>• Required drill position               <ol style="list-style-type: none"> <li>a. Rest on knees, leaning forward, cover face by crossing arms above face</li> <li>b. Stay put until all-clear signal is given</li> </ol> </li> </ul>
<b>Earthquake</b>	Two drills yearly	<ul style="list-style-type: none"> <li>• Take cover under desk, tables, heavy furniture, in interior doorways, narrow hallways</li> <li>• Stay away from windows, light fixtures and suspended objects</li> <li>• Do not leave the building</li> <li>• After the tremors, evacuate the building to a safe area</li> <li>• If outside, move away from the building</li> <li>• Avoid utility poles or over-head wires</li> <li>• Do not enter any building until declared safe</li> </ul>

<b>Bomb Threat</b>	Once per year	<ul style="list-style-type: none"> <li>• Post in each room the rules for bomb threat evacuation</li> <li>• Designated evacuation area for each class should be established</li> <li>• Alternative exits should be identified</li> <li>• Ban use of all cell phones and radios during the event</li> <li>• Leave doors and windows open</li> <li>• Arrange assistance for students with disabilities</li> <li>• Direct students to take personal items</li> <li>• Report unusual items, but do not touch or move such items</li> <li>• Take attendance</li> <li>• Report to the principal any student that may be missing</li> </ul>
<b>Lockdown</b>	Once per year	<ul style="list-style-type: none"> <li>• Emergency Code- “LOCKDOWN” announced</li> <li>• Keep all students in their locked classrooms until further notice</li> <li>• All students outside their classroom or students outside of the building should report to the nearest classroom</li> <li>• Under no circumstances shall school staff evacuate students from the building without prior approval or assistance from the police</li> <li>• If law enforcement or school staff can safely isolate the hostile or armed person in one section of the building, the school staff should move students from classrooms near the hostile or armed person to a safer location in the building, or out of the building IF LAW ENFORCEMENT ADVISES.</li> <li>• If a staff member can do so safely, he/she should position himself/herself outside the building to warn approaching visitors or staff of the danger.</li> </ul>