

SECTION VIII

EMERGENCY/CRISIS MANAGEMENT

HAMLIN SCHOOL DISTRICT #28-3

EMERGENCY AND CRISIS MANAGEMENT PROCEDURES

VIII-A. ASSAULT/THREATS/VIOLENCE

Definition: An **assault** is defined as an unlawful threat or attempt to do bodily injury to another person.

Steps in Case of Serious Physical Assault

1. Notify the principal or designee. (Call, or send another staff member, or send a student)
2. Use your judgment about using physical constraints to stop the incident. Request the assistance of other adult staff to break up fights. Remove any bystanders as quickly as possible. Make note of circumstance and individuals present. Take statements from witnesses and participants.

The principal will

1. Contact the Superintendent (Extension #205)
2. Activate the Emergency Management Team
3. If necessary, provide first aid treatment and call the appropriate authorities-ambulance, fire, police
(9)-911.

VIII-B. ADDITIONAL EMERGENCY SUPPORT

*Northeast Educational Services Cooperative (NESC) 783-3607

*Local Churches:

Hayti Lutheran Church 783-3312 (Randy Eisenbeisz home 783-3114)
Lake Norden Baptist 785-3829 (Warren Vendt home 785-3180)
Evangelical Covenant Church 785-3829
Old Apostolic Church 785-3847 (Harold Koistinen home 783-3906)
Trinity Lutheran Church 785-3277
Hazel Methodist/Hazel Kellerton 882-2824 (Rae Speiser)
Bryant Our Redeemer Lutheran Church 628-2563 (Sue Grinde home 628-2068)
St. Mary's Catholic Church Bryant 1-605-532-3776 (Father Jim)
UCC Church 1-605-625-5085-Home number (Marjie Brewton)

VIII-C. BOMB THREAT CHECKLIST

Questions to ask of caller (these help to keep caller on line for tracing)

1. When is the bomb going to explode?
2. Exactly where is the bomb located?
3. What is the size of the bomb?
4. What does it look like?
5. What kind of bomb is it?
6. What will cause it to explode?
7. Did you place the bomb? How did you find out about the suspected bomb? Why?
8. What is your address?
9. What is your present location?
10. What is your name?
11. What is your telephone number?

Say the following: "The building is occupied and detonation of a bomb could result in death or serious injury to many children and adults."

Exact wording of the threat (If it is a written threat, save all materials, including envelopes or containers. Avoid further unnecessary handling of the written threat.)

Sex of the caller: M F Age _____
 Length of call _____ Exact time (hour, minute, second) Date _____
 Record the next two calls to come in (phone number and exact time)
 Phone _____ Time _____
 Phone _____ Time _____

Phone: Land line _____ Cell phone _____

Caller's Voice

| | | | | | |
|-----------|----------|----------|----------|----------------|-----------|
| Calm | Angry | Excited | Slow | Rapid | Soft Loud |
| Crying | Laughter | Normal | Distinct | Slurred | Nasal |
| Stutter | Ragged | Raspy | Deep | Deep Breathing | Accent |
| Disguised | Familiar | Cracking | Lisp | | |

If voice is familiar, who did it sound like? _____

Background Sounds

| | | | |
|---------------|-------------------|---------------|------------------|
| Street noises | Factory Machinery | Animal noises | |
| Voices | | PA System | Music |
| House noises | Motor | Office | |
| Clear | | Static | Office machinery |
| Local | | Long distance | Booth |
| Other | _____ | | |

Language

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

VIII-D. BUILDING EVACUATION PROCEDURES

In the event the school building needs to be evacuated, students will be transported into the gym facility in Hayti.

| <u>School</u> | <u>Evacuation Site</u> |
|-------------------------|------------------------|
| Hamlin Education Center | Hayti Gym |

1. The Emergency Management Plan folder will be used.
2. Teachers should take a list of their students with them and note any student who is missing from class, including if they were present at the beginning of class, or absent.
3. Staff should instruct students to evacuate in a calm manner using the evacuation route.
4. Once your class has reached the designated evacuation area, take attendance again and make note if any of your students are not present.
5. Buses will load from the far East side of the main parking lot.
6. NO STUDENTS ARE ALLOWED TO DRIVE A CAR.
7. Stay with your class until you are otherwise instructed.
8. Assemble your class in the Hayti Gym and follow EMP checkout procedure.

VIII-E. DISTURBANCE/DEMONSTRATION

Steps in Case of a Disturbance or Demonstration

1. Notify the principal or superintendent
2. Normal classroom operations are to be maintained as much as possible and all students encouraged to stay in the building.
3. Try to have the disturbance end peacefully.
4. Contain the disturbance in the smallest area possible.
5. Keep the faculty fully informed of the situation.

The principal will:

1. Notify the superintendent's office (Extension #205)
2. Activate the Emergency Management Team
3. If necessary, provide first aid treatment and call the appropriate authorities. (9)-911

VIII-F. EMERGENCY MANAGEMENT TEAM

Emergency Management Team:

In House Numbers:

| | |
|---|-----|
| *Supt. Joel Jorgenson # <u>783-3631</u> ; home # <u>783-3956</u> ; cell # <u>881-6037</u> | 205 |
| *Elementary Principal Larry Goebel # <u>783-3631</u> ; home # <u>783-3852</u> ; cell # <u>880-4303</u> | 208 |
| *7 th -12 th School Principal Rich Schneider # <u>783-3644</u> ; home # <u>783-2108</u> ; cell # <u>881-8630</u> | 202 |
| *Business Manager Terri Gaikowski # <u>783-3631</u> ; home # <u>882-6904</u> ; cell # <u>237-1281</u> | 203 |
| *High School Secretary Roxy Kerkvliet or designee # <u>783-3644</u> | 210 |
| *Elementary Secretary Sue Holiday or designee # <u>783-3631</u> | 202 |
| *Administrative Secretary MarJoan Buck or designee # <u>783-3631</u> | 266 |
| *School Counselors Michelle Ruesink # <u>783-3631</u> ; home # <u>793-2562</u> | 225 |
| Wendy Cheney # <u>783-3631</u> ; home # <u>793-2385</u> | 243 |
| *Sheriff # <u>783-3232</u> or (911 only in case of emergency) | |
| *Building and Grounds Supervisor Doug Butala # <u>783-3631</u> ; Home # <u>628-2509</u> Cell # <u>605-370-1360</u> | 214 |
| *Transportation Manager Mark McNamara # <u>783-3337</u> ; Home # <u>628-2403</u> ; cell # <u>881-0450</u> | |

VIII-G. DISTURBANCE/DEMONSTRATION

Steps in Case of a Disturbance or Demonstration

1. Notify the principal or superintendent
2. Normal classroom operations are to be maintained as much as possible and all students encouraged to stay in the building.
3. Try to have the disturbance end peacefully.
4. Contain the disturbance in the smallest area possible.
5. Keep the faculty fully informed of the situation.

The principal will:

1. Notify the superintendent's office (Extension #205)
2. Activate the Emergency Management Team
3. If necessary, provide first aid treatment and call the appropriate authorities. (9)-911

VIII-H. FIRE/EXPLOSION

Steps in Case of Fire or Explosion

1. Notify the principals and superintendent (Extensions #205, #211, #208).
2. Follow the fire drill procedures for evacuating. (Designated place should be posted on classroom door at all times). Teachers should take their class binders containing the emergency forms and keep student in groups. If students are sent home, be sure to follow procedures on the emergency forms.
3. Follow special arrangements for evacuating students with disabilities.
4. The superintendent will meet fire and/or police officials outside the main entrance.
5. Fire department officials are legally in charge of the building when they arrive, and their instructions must be followed.

When a Fire is Discovered:

1. Activate fire alarm signal to evacuate the building immediately.
2. Notify superintendent and principals.

The principals will:

1. Notify the superintendent's office (Extension #205)
2. Activate the Emergency Management Team.
3. Provide first aid treatment and call the appropriate authorities. (9)-911

Staff Will:

1. Take emergency forms.
2. Keep class in group throughout procedure.
3. Buses will load from far East side of East parking lot.
4. Load all students on buses; all students will be transported to the Hayti gym.

VIII-I. WHEN A STUDENT OR EMPLOYEE HAS BEEN INJURED OR BECOMES ILL

Steps in Case of Serious Injury or Illness

1. Administer appropriate first aid and contact the school office.
2. The school office will determine the seriousness of the injury or illness and follow procedures
 - a. or b. listed below:
 - a. Call (9)-911 to dispatch an ambulance for serious injury or illness-state location.
 - If the person is unresponsive use AED (Automated External Defibrillator) located on the wall by the North East entrance of the main gym.
 - Contact the parent, guardian, or individual designated on the emergency card.
 - Have someone available to meet the ambulance and direct medical personnel to the injured or ill person.
 - b. Contact the parent, guardian, or individual designated on the emergency card.
 - Have the student's parent transport him/her to medical aid or arrange for alternate transportation with parent or guardian approval.
3. Notify local health officials if food poisoning or serious communicable disease is involved.

TRAINED FIRST-AID/CPR PROVIDERS

| NAME | LOCATION | FIRST-AID TRAINED | CPR TRAINED |
|-------------------|-----------------|--------------------------|--------------------|
| Kelli Hansen | HEC | | X |
| Ashley Schiferl | HEC | X | |
| Melissa Rawlins | HEC | | X |
| Christy VanHeerde | HEC | X | X |
| Michelle Ruesink | HEC | X | X |
| | | | |
| | | | |
| | | | |
| | | | |

VIII-J. HAZARDOUS MATERIALS SPILLS

The procedure to follow in case of a hazardous material spill is as follows:

1. Evacuate and secure the spill area.
2. Call 911 to notify the fire department of the hazardous spill.
3. Keep students and staff away from the area.

4. Avoid toxic fumes or contact with the material. If outside, stay upwind of the spill.

VIII-K. HOSTAGE SITUATION

Situations in which someone threatens a student's life or that of a staff member can be extremely dangerous. When the life of another is threatened, it is absolutely essential that law enforcement be called to handle the situation; they are professionals who have the training to deal with these extremely dangerous situations. When a hostage or life-threatening situation develops:

1. Call 911 immediately. You will stay on the line with the 911 dispatcher. Be prepared to describe the exact location of the hostage situation, as this is very important for the safety of responders and possible hostages. Tell the 911 dispatcher who the building principal is and where they can be found.
2. Announce to staff and students "Code L" which signifies that teachers should take appropriate safety lock down procedures and should secure their areas/classrooms. Bells should not ring. Staff members should keep students confined in their room until notified of evacuation plans or that the situation is clear. Students and staff should remain quiet and away from doors and windows.
3. The building principal should isolate the room where hostages are being held by stationing adults in the hall to keep people from going near the room. Keep the other students and personnel away from the area of confrontation.
4. The principal will confirm notification of the police and superintendent.
5. The superintendent will activate the District/Emergency Management Team if safe to do so.
6. When police arrive, they will expect school personnel to assist them in the following manner:
 - a. Who is the hostage taker (name, physical description, and clothing description)?
 - b. Who is being held (number of hostages)?
 - c. Where is the hostage taker?
 - d. What is the lay of the room?
 - e. What else do you know about the hostage taker and situation?
 - f. What are the hostage taker's motives and emotional state?
 - g. Are there significant health problems of anyone directly involved?
 - h. Were any weapons observed? If so, what?
7. All staff should be informed that if the hostage taker orders a teacher or others to leave the room, that instruction is to be followed! It is important to keep the hostage taker's anger level and escalation as low as possible. Refusing to follow instructions may create a much more dangerous situation.
 - a. Attempt to remain calm.
 - b. Avoid soliciting demands.
 - c. Avoid bargaining and making concessions.
 - d. Never exchange yourself or anyone else for a hostage.
 - e. Avoid giving orders to the hostage taker.

- f. Do not make suggestions to the hostage taker.
- g. Do not ask acquaintances or family members to talk to hostage taker.
- 8. Law enforcement will take control of the hostage situation.
- 9. Police and school officials will establish a command post.
- 10. The staff will need to provide police with information about the hostages. Have multiple copies of building floor plans available for police.
- 11. Police may order an evacuation of the building after developing a plan with the principal to get students to a safe and secure place. Emergency Management Team members will assist with the evacuation, generally one classroom at a time. Police will supervise the evacuation.
- 12. Have busses available for evacuation as needed.
- 13. If situation develops as students are arriving in the morning, have incoming busses diverted to the Hayti Gym.
- 14. Maintenance and custodial staff should be present to handle mechanical systems as necessary to inform police about areas of access throughout the building.
- 15. Police will determine when students will be released. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use prearranged evacuation site to release students to parents if necessary. Students must be signed out by a parent, with the specific departure time noted.
- 16. Police and school officials will designate a place and time to communicate with the media. A fact sheet will be prepared for media and phone calls from parents. The superintendent will be the spokesperson for the school.
- 17. Make preparations with the counselors for follow-up with students and staff.
- 18. Log all activities and decisions.
- 19. A debriefing session will be held for school staff, law enforcement officers, fire department, ambulance personnel, and other responders to discuss the event, review the response effort, and identify areas to be improved. Additional debriefing sessions will be conducted for students, staff, parents, and other community members.

VIII-L. INTRUDERS/RESTRAINING ORDERS

Definition: An ***intruder*** is someone who will not identify their purpose, who has no reason to be there, or who will not leave the building after being asked.

**IF THE INTRUDER IS ARMED, CALL LAW ENFORCEMENT
IMMEDIATELY AND ACTIVATE CODE KEY.**

Steps in Case of Intruder(s)

1. Ask the unidentified visitor to register at the main office before proceeding.
2. If the visitor refuses to register, call for assistance on the intercom, phone system, or accompany

him/her to the office.

- a. Ask the first employee you see to notify an administrator.
 - b. The administrator will assist the employee with the intruder.
 - c. Guide the intruder away from the students.
 - d. If on playground send another adult or student to office to notify office personal.
3. If you feel threatened by the intruder, use your own judgement about following or confronting him/her.

The principal will:

1. Contact the Superintendents office.
2. If necessary, provide first aid treatment and call the appropriate authorities.
Ambulance, fire, police (9)-911.
2. Activate the Emergency Management Team

VIII-M. KIDNAPPING/MISSING CHILD

Steps in Case of a Missing Child

1. Notify principal's office.
2. Check the student sign-out sheet to see if someone picked up the child.
3. Check bathrooms and other areas where the students might be.
4. Page the student to the office.
5. Do not release any information to the press. All communications will be handled by the superintendent.

Steps in Case of Kidnapping

1. Notify the principal.
2. Do not release any information to the press. All communications will be handled by the superintendent.

The principal will:

1. Notify the superintendent's office (Extension #205)
2. Call police (9)-911
3. Activate the Emergency Management Team.

VIII-N. LARGE EVENT EMERGENCY

Emergency During a Large Event

Definition: *A meeting or program where large numbers of students and/or adults are gathered in one place.*

Examples: *athletic events, musical programs, etc.*

1. Notify the administrator on duty or a member of the Emergency Management Team.
2. Take action to insure safety of staff, students, and public.
*Use communication system to notify the crowd of the need to evacuate in a calm manner including exit points, emergency shelter, and parent/student pickup locations.
3. Emergency Management Team members will help to escort the crowd, in a calm manner, to the emergency shelter and parent/student pickup locations.

VIII-O. EMERGENCY LOCKDOWNS

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These include a hostile intruder, hazardous release outside, terrorist attack or criminal activity near the school. General emergency lockdown procedures are as follows:

Communication:

1. If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact the office administration/911/police/security and provide as much information as possible, including the description and location.
2. An emergency lockdown (Code "L") will be announced by intercom or other voice communication.
3. Fire evacuation alarms/bells are not to be sounded. They should be turned off to avoid confusion.

Procedures:

1. Lock classroom and other doors.
2. Close windows and window treatments.
3. Turn off the lights.
4. Move students out of sight from doors and windows.
5. Everyone is to remain quiet and not enter the hallways.
6. Students in hallways are to seek shelter in the nearest classroom.
7. Account for students in the classroom.
8. Do not leave the classroom until escorted by law enforcement.
9. Place cards on the inside window of the classroom door and on the inside of a classroom window that faces to the outside of the school building.

- a. If everything is OK in the classroom, the teacher is to place the **GREEN** card on the inside window of the classroom door and the inside of a center classroom window that faces to the exterior of the school building.
 - b. If there is a problem in the classroom, such as a medical issue, the teacher is to place the **RED** card on the inside window of the classroom door and the inside of a center classroom window that faces to the exterior of the school building.
 - c. If there is no card placed on the classroom door window or exterior window, law enforcement will assume there is an intruder in the classroom.
10. Should the fire alarm sound, do not evacuate the building unless:
 - a. You have first hand knowledge that there is a fire in the building. or
 - b. You have been advised by police/security to evacuate the building.
 11. Students in outdoor areas should immediately take cover.
 - a. Return to the gym if it is safe to do so.
 12. The superintendent or principal will systematically contact each classroom via the intercom or phone to gather information about the status of students and staff members. A "Room Status Checklist" will be used to take notes on conditions in each classroom.

If the Intruder Gains Access to Your Room:

Hostage situation procedures will be followed.

Staff members and students directly involved in the incident should follow orders from the subject without heroics. If the intruder tells a teacher or others to leave the room, that instruction is to be followed! It is important to keep the hostage taker's anger level and escalation as low as possible. Refusing to follow instructions may create a much more dangerous situation.

- a. Attempt to remain calm.
- b. Avoid soliciting demands.
- c. Avoid bargaining and making concessions.
- d. Never exchange yourself or anyone else for a hostage.
- e. Avoid giving orders to the subject.
- f. Do not make suggestions to the subject.
- g. Do not ask acquaintances or family members to talk to the subject.

If you are contacted by the office while the intruder is in the room, respond with the phrase, "the classroom is locked down."

In the event the intruder begins shooting or assaulting people, the students and staff member should exit the room, leave the building through the nearest exit, and run immediately for safety.

Drills:

Lockdown drills will take place periodically.

VIII-P. MEDIA PARAMETERS

1. All media correspondence, news releases, interviews, etc. will be directed to the Superintendent.
2. No students shall be interviewed within the school or on the school premises.

3. No faculty shall be interviewed except those who have been designated by the school administrator in charge.
4. No cameras will be allowed within the school building.
5. All questions are to be directed to the Superintendent.
6. All official school district communication will come from the Superintendent.
7. All members of the media are expected to show consideration for emotional welfare and educational interest of the students by cooperating with above listed procedures.
8. The Superintendent will hold a staff meeting to convey necessary information.

VIII-Q. NUCLEAR WARNING

The primary means of warning of a nuclear attack will be Weather Alert Warning radio located in the administrative offices of each building.

Take immediate protective action, as shielding is required. This means to move to the center of the building on the lowest level (if there is more than one story) away from outside walls or any openings to the outside.

The heavier, thicker and denser the shielding material is between you and the outside, the better the protection.

Radiation is carried by physical particles of dust and dirt. If you keep this dust out, you are minimizing the amount of radiation exposure.

Building air exchangers are to be disabled.

If at all possible, keep a portable radio and monitor of the Emergency Broadcast Radio Station. If this is not possible, be alert to attempts of Civil Defense officials to get information to you through special teams, public address systems, or on a door-to-door basis. Be prepared to evacuate if advised to do so, following drill plans with possible modifications.

VIII-R. RESPONSES IN CASE OF SERIOUS INJURY OR DEATH

Administrative Announcement (Example)

We feel saddened by the (sudden death or serious injury) of _____ (Name) _____ . On behalf of the entire faculty and student body, we wish to express our condolences to relatives and friends of _____ (Name). As we learn more about the events that may have contributed to this death/injury, we will share them with you.

Teacher Response (Example)

This tragic event will affect each of us differently. Some may respond immediately and recover quite quickly, while others may need several days or weeks to process their feelings. We ask that each of you be respectful of each other and be tolerant, civil and supportive. As we learn more about the events that may have contributed to _____ (Name)'s _____ injury/death we will share them with you. If you are feeling seriously troubled by this event, you are encouraged to talk with the counselors. Before we begin with our class work, I want to take some time to talk about _____ (Name)'s _____ injury/death. Does anyone have any questions or thoughts to share right now?

Teachers refer individual students who are obviously in need of immediate counseling to the counselor's office.

The teacher should try to continue with his/her usual routine for the day.

Staff Response to Visitor (Example)

We feel saddened by the death/injury of one of our students. We are concerned for our students and staff. (Questions are to be directed to the superintendent's office.)

VIII-S. SAFE SCHOOL PROCEDURES

For Staff Use Only

Emergency situations cannot be neatly classified into categories with hard and fast guidelines for appropriate responses. Administrators and other staff members must use prudent judgment at all times to avoid or prevent circumstances that could lead to an emergency. This handbook is designed to guide people who are responsible for the safety of students, staff and other persons using school facilities.

Administrators are responsible for distributing these emergency procedures to their staff, for developing a building fire emergency plan, a building tornado emergency plan, and a building evacuation plan (including special arrangements for students with disabilities), and for setting up a chain of command that includes phone numbers and persons assigned to specific tasks to ensure the safety procedures are carried out. All programs, including pre-school and any community education activities should be included in the building activation plan.

For after hours emergencies, contact the superintendent Joel Jorgenson at 783-3956 or cell #881-6037; or principals Rich Schneider at 783-2108 or cell #881-8630; Larry Goebel at 783-3852 or cell #880-4303. In the event of personal injury or serious threats call (9)-911.

All staff members should be familiar with these emergency procedures so they can act quickly and appropriately if the need arises.

VIII-T. School Bus Accidents

1. Assemble District Emergency Management Team. (Superintendent, principal, counselor, police, transportation personnel, others as necessary).
2. The superintendent will verify the report with the police and school district transportation department. Attempt to determine who was injured, extent of injuries, and the hospital where students have been transferred. A district representative will go to the site of the accident, if possible.
3. Prepare a list of the injured student's parents and emergency phone numbers. Hospital may not have access to this information. Instruct calls to be made to student's parents with directions to hospital and an assembly point for dissemination of information and access to students.
4. Notify District Emergency Management Team. Ask some team members to meet at the hospital and other team members to assist at school with friends and classmates of the injured.
5. The District Emergency Management Team will prepare a fact sheet for the media and telephone inquiries from other parents.
6. The District Emergency Management Team will log all activities and decisions.
7. The District Emergency Management Team will make preparations with counselors for follow-up with students and staff.

All work with media goes through the superintendent.

VIII-U. SERIOUS ILLNESS/INJURY/DEATH

When death to a student or employee has occurred.

Procedures

1. The Emergency Management Team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members at this time. Appropriate team members will be chosen to make family contact.
2. Individual building principals, superintendent, and Emergency Management Team members will meet with staff before school to give the staff facts and answers to their questions, to dispel rumors, initiate strategies to deal with student reactions, identify "high risk" students who may be strongly affected, and assign staff to entrances of the building.
3. Superintendent/Principals will meet with their staff to announce funeral arrangements, discuss staff attendance, school policy regarding student dismissal, share new information, and present the plans for individual classroom meetings.
4. Immediate friends will be identified and provided counseling. Staff will be directed to heighten their sensitivity to those students.
5. Principals will make an announcement to the students in their classrooms. Teachers will be in their classrooms during the announcement and will openly acknowledge student feelings, explain the circumstances of the student's crisis, dispel rumors, and let students know that counseling is available.
6. The principal, counselor and appropriate team members will meet with individual classes to help students better deal with their feelings, dispel rumors, offer reassurance, and encourage students to be supportive of their fellow classmates and friends.
7. Parents of students identified as "high risk" will be contacted and offered support from the school.

8. All building staff are assembled after school to allow for expression of feelings and support, review and evaluate the day's events, compile a list of "high risk" students, and assess their individual needs.
9. Emergency Management Team meets to evaluate the day's events. The Team will discuss the appropriateness of meetings to support students and parents, review and plan classroom meetings for the next day, identify and assess the need of "high risk" students, and discuss school dismissal policy.
10. Continued crisis counseling will be offered to students, parents, and staff as needed.
11. Principal and/or counselor will be responsible for returning the personal effects and records to the student's family.
12. The Team will meet to evaluate the effectiveness of the plan of action.

VIII-V. SEVERE WEATHER/NATIONAL EMERGENCY

Steps in Case of Severe Weather

Severe Thunderstorm/Tornado Watch

(Conditions are such that a severe thunderstorm/tornado could occur)

2. Administrators will stay alert for changing weather conditions and be prepared to take appropriate action if the watch becomes a warning.

Severe Thunderstorm/Tornado Warning (a severe thunderstorm/tornado has been confirmed)

1. Administrators will direct everyone to pre-designated shelter areas. (interior hallways, enclosed conference rooms, away from glass)
2. Instruct students to assume their protective posture (crouched down on elbows and knees with hands over back of head) facing an interior wall when danger is imminent.
3. Staff will take their class list with them in order to make sure all students are accounted for.

4. Bus Drivers will:

- a. Not depart if tornado **Warning** is in effect
- b. **If a tornado is sighted enroute to or from school:**
Stop bus, escort students to nearby ditch, lie face down, contact bus garage by radio with the location (avoid being under power lines or trees), or escort them to any available nearby structure to take shelter.

School closings due to inclement weather

1. School may be closed early by direction of the superintendent.
2. Buses will maintain radio contact with the superintendent.
3. Radio stations (KWAT-Watertown 950AM, KSDR/ KS93-Watertown) and television stations (KSFY, KELO, KABY, KTTW, KTTM) will be notified of schedule changes.
4. If school is dismissed early, staff will follow requests on the emergency form in classroom binders for getting students home safely.

Steps in Case of a National Emergency

1. Warning of an impending national emergency will be received by radio, television, and internet.

2. Tune to local radio or television stations Emergency Broadcast System for instructions and emergency information.
3. If necessary, move students to predesignated shelter areas in the school.
4. Radio or television ONLY will broadcast all clear.

The superintendent will:

1. Activate the Emergency Management Team.
2. If necessary, provide first aid treatment and call the appropriate authorities (9)-911.

VIII-W. UTILITY EMERGENCY

Steps in Case of Utility Emergency Notify the principal or designee.

Propane Leak - Top Priority

1. Call propane company
2. Our propane company is Bryant Cenex #628-2342 or Hamlin County Farmers Co-op #783-3621
3. Call (9)-911
4. Do not use ANY electrical switches.
5. Evacuate the building. Students and staff should be at least 500 feet away from the building. Everyone to the East main parking lot, to the very East of it ~ to the trees. Teachers should take their class lists and keep their students in groups.

Electric Power Failure

1. Call the electric utility company.
2. Our electric utility company is HD-Electric of Clear Lake #(605) 874-2171

Downed Power Lines

1. Keep everyone clear of the area.
2. Call the electric utility company.
3. Our electric utility company is HD-Electric of Clear Lake #(605) 874-2171

Water Main Break

1. Call Sioux Rural Water #(605) 882-1321

The principal will:

1. Contact the superintendent #205
2. Activate the Emergency Management Team (if needed)

VIII-X. WEAPONS/HOSTAGE/SHOOTING

Definition: A **weapon** is any firearm (loaded or unloaded), a knife or any device designed as a weapon capable of producing death or bodily harm, or any other device or instrument which, in the manner is used, is calculated or likely to produce death or bodily harm.

Steps in Case of Weapon(s)/Hostage/Shooting Outside the Building

1. Notify the principal or superintendent.
2. Call the police immediately (9)-911 or 783-3232
3. Do not investigate the matter.
4. Lock the classroom doors and exterior doors as necessary, and turn off the lights. **CODE KEY**
5. Keep students inside and away from doors and windows until notified.
6. If on playground move to closest secured area, or Hamlin County Daycare if warranted.
7. If in lunch room move to nearest classroom.
8. If in main gym or multi-purpose gym move to the nearest locker room and lock down.
9. If in library move to the computer rooms.

Steps in Case of Weapons(s)/Hostage/Shooting Inside the Building

1. Notify the principal or superintendent.
2. Call the police immediately (9)-911 or 783-3232
3. Do not investigate the matter.
4. Lock the classroom doors and exterior doors as necessary, and turn off the lights. **CODE KEY**
5. Do as the person with the weapon demands.
 - a. Do not make sudden moves, which could frighten the person. (Ask permission to move).
 - b. Never argue.
 - c. Take your time.
 - d. Keep your students as calm as possible.
 - e. Do not use physical force unless someone's life is in immediate danger
6. Talk to the person with the weapon.
 - a. Learn as much as you can about the person.
 - b. Keep the person's attention on you, not your students.
7. Be observant:

- a. Mentally record a detailed description of the individual and the weapon.
 - b. Identify a distinctive feature and continue to concentrate on that one item.
 - c. Remember which objects the intruder touches and safeguard them for evidence for law enforcement.
8. If in lunch room move to nearest classroom.
 9. If in main gym or multi-purpose gym move to the nearest locker room and lock down.
 10. If in library move to the computer rooms.

The principal will:

1. Contact the superintendent
2. Activate the Emergency Management Team
3. If necessary, provide first aid treatment and call the appropriate authorities. Ambulance, fire, police (9)-911.
4. Notify Hamlin County Daycare #783-3000.

VIII-Y. FALLEN AIRCRAFT

If an aircraft falls near the school, the following procedures will be implemented.

1. Notify the Superintendent's Office; the telephone number is 783-3631.
2. Call 911.
3. The Superintendent will determine which action, if any, should be implemented. Where necessary, the teachers will take immediate action for the safety of students without waiting for directions from a principal or school official.
4. All students will be kept at a safe distance as a precaution against possible explosion.