

**TAZEWELL
ELEMENTARY
SCHOOL**

CRISIS MANAGEMENT

PLAN

2011-2012

TABLE OF CONTENTS

Introduction.....	2
Crisis Management Policy of Tazewell County Public Schools.....	3
Alarms / Codes / Warnings.....	15
Evacuation Procedures.....	16
Abuse of Student.....	17
Assault on Student or Staff	17
Aircraft Disaster.....	19
Bomb Threat.....	20
Bus Accident.....	22
Confrontational Person / Angry Parent.....	23
Death on Campus.....	24
Disturbance / Altercation (Large Group).....	25
Drug Overdose / Poisoning / Allergic Reaction.....	26
Electrical Malfunction.....	27
Fire Alarm / Emergency.....	28
Gas Leak (Known or Suspected).....	29
Hazardous Material Accident.....	30
Hostage Situation.....	31
Intruder.....	32
Kidnapping (Witnessed or Confirmed Abduction).....	33
Media (Crisis Related Issues)	34
Missing Child.....	35
Oil Spills.....	36
Pandemic Influenza	37
Rape / Suspected Rape.....	42
Severe Weather.....	43
Shooting Incident.....	44
Suicide (Threatened).....	46
Weapon Found on Property.....	47
Weapon Suspected on Student.....	48
Appendix A (Classroom Crisis Response Bag).....	50
Appendix B (Crisis Control Center Emergency Kit).....	51
Appendix C (Crisis Response Report to Superintendent).....	53
Appendix D (Crisis Management Team Members).....	54
Appendix E (First Responders List and Emergency Numbers).....	57
Appendix F (Emergency Calling Tree).....	59
Appendix G (Staff/Students needing special assistance in evacuation).....	60
Appendix H (Map of Building).....	61
Appendix I (Emergency Reporting Form).....	62

Introduction

Natural disasters and man-made disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations—which could include intruders, hostile individuals, weapons, and bomb threats. The objective of our School Crisis Management Plan is to provide a framework by which decisions can be made during such disasters or crises with the ultimate goal of safeguarding students and school personnel.

To meet this objective, students and staff will be instructed and prepared in the appropriate and safe procedures to follow in the event of a campus crisis through staff in-service and student drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves our school. Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plans to be basic, flexible, and subject to modifications as the needed.

TAZEWELL COUNTY PUBLIC SCHOOLS

Crisis Management Plan

Crisis management is a vital part of the school division's approach to ensuring the health and safety of all students. Tazewell County Public Schools has developed procedures for dealing with existing and potential student and school crises. The Comprehensive Crisis Management plan includes Intervention Procedures, Crisis Response Procedures, and Critical Incident Procedures. An important component of the Plan is a set of interagency agreements with various county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire school division.

Tazewell County Public Schools has the highest concern for student safety. Each school has a well-developed crisis management plan in place that addresses many kinds of school emergencies. Although the plans are similar, each school's crisis management team implements a response that is appropriate to the specifics of the emergency, taking into consideration the facility and the age-level of the students. Individual schools maintain a strong partnership with local law enforcement agencies, Fire and Emergency Medical Services, and other community based organizations.

Security Measures

Security measures in place within Tazewell County Public Schools and buildings comply with the federal school safety plan and ensure that the school division is responsive to a variety of crises and emergencies. These measures include:

- daily review of local, national, and global events by the superintendent and his/her staff;
- maintaining a heightened state of vigilance;
- employee and visitor identification system;
- security cameras in middle and high schools;
- electronic access control system;
- county police officers in all middle and high schools;
- emergency communication and video cameras on all school buses;
- threat assessment; and
- designation of Emergency Team responsibilities.

Crisis Response Readiness of Schools

School division policies and the division Crisis Management Plan provide the framework for addressing emergencies that may occur during school and business hours. "School crisis, emergency management, and medical

emergency response plan” means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities.

Each school has emergency and contingency plans in place to respond to a critical event or emergency. Tazewell County Public School supervisory personnel conduct on-site crisis training. Schools implement crisis response training and pre-plan for emergencies including command post and crisis communication issues, logistics, release of information, sheltering, evacuation, student accounting/release to parents, medical response, media coverage, and post-event counseling for students and staff. All buildings have evacuation plans and conduct periodic drills to assess the effectiveness of evacuation procedures.

Each school has a Crisis Response Team that is an integral part of the school’s emergency management plan. The Crisis Response Team includes school counselors, teachers, and administrators. The school division dispatches First Response Teams of counselors and nurses to schools as needed, during and after emergencies, to provide support to students and staff.

Informing the Public through Crisis/Emergency Messages

The Tazewell County School Division transmits crisis/emergency messages when necessary using the following media:

- Emergency Alert System
- Web site at www.tazewell.k12.va.us
- Local radio and television station broadcasts
- School telephone trees

Accessibility of Phone Lines

Parents are encouraged not to call the school in emergency situations to facilitate the phone lines remaining accessible for handling a crisis/emergency.

Student Safety

Providing a safe educational environment during a crisis is a primary concern of the Tazewell County Public Schools. To provide this environment, school personnel will utilize various plans of action to help ensure the safety and well-being of all students.

Field Trips

In addition to the emergency response plan, supervisory personnel review all school sponsored instructional field trips relative to a national alert status. The approval of field trips is contingent upon the existence of a safe climate for travel at the time of student departure. If the national security alert goes to red, no field trips will be permitted. During orange or high alert, all field trips will be reviewed on an individual basis and may not be permitted. With yellow/blue/green status, trips will be reviewed in accordance with the Tazewell County School Board policy.

Lockdown

A “lockdown” event occurs when there is an immediate hostile threat to the school. This may be an intruder, a firearms event, or a non-custodial parent trying to remove their child from school. A “lockdown” announcement is made and all staff and students seek immediate cover in a locked room. All school activities cease and 911 is called. All staff and students remain in “lockdown” until released by the police and/or a “return to class” announcement is made by administrative personnel.

Shelter-in-Place

A shelter-in-place event occurs when there is a threat in the vicinity of the school. This may be a hazardous material spill or police action in the area. In order to ensure the safety and health of students, the school campus is secured and visitors are closely scrutinized or not allowed in the school at all, depending on the event. Activities inside the school continue. Depending upon the specific event, students may be required to remain in school for an extended period. It is the school division’s goal to return children to their parent/guardian as soon as it is determined safe to do so. The school division follows the directions provided by health and public safety officials. Shelter-in-place is a temporary measure (i.e., minutes or hours) designed to utilize a school/facility and its indoor atmosphere to separate students and staff from a hazardous outdoor environment or acts of violence that may have occurred in the vicinity of the school.

Environmental Hazards

Designated school staff members respond to various health emergencies and work closely with public health officials. In situations involving environmental hazards, staff members assist students who show symptoms of exposure to biological or chemical contaminants. Basic decontamination involves separating the exposed student from other students and directing the child to wash thoroughly with soap and water. If possible, staff will allow the student to take a shower and provide alternate clothing. Exposed clothing will be placed and sealed in plastic bags.

Student Access to News Broadcasts

School staff will limit the use of television and radio broadcasts in classrooms to avoid overexposure to media reports. Principals will use discretion in determining the appropriate use of media broadcasts.

Bus Transportation Under Condition Red

Should a crisis/emergency situation occur while students are in the process of being transported to and from school, school bus drivers will contact the Department of Transportation for instructions. If necessary, parents will be informed of the parent-student alternate shelter location via the crisis/emergency messaging resources.

Following the crisis/emergency announcement, school personnel will attempt to contact parents through the telephone tree and media sources. When deemed appropriate by public safety officials, elementary students will be held until parents are contacted.

If school personnel are unable to contact parents or emergency care providers due to a telephone outage, high school and middle school students will be released. Elementary students will be held until parents or emergency care providers are contacted.

Students will be permitted to leave the school with parents and/or other individuals who have written authorization. Bus drivers will report to the Department of Transportation when all students have been delivered to their homes.

Parent-Student Reunification Process

Should public safety officials enforce the evacuation of a school, students and staff members will be safely transported by bus to a designated parent-student alternate shelter location. Students may be held at this alternate shelter site for various reasons until release is approved by public safety or health officials depending on the circumstances of the event. Parents will be permitted to pick up their children unless public safety officials have restricted access to the school during a shelter-in-place response or there is

some other reason why access to the school has been restricted. Students will only be released to those individuals authorized on the school emergency card or who have written permission from a parent or guardian.

Parents will be required to present proper identification in order for students to be released from an alternate shelter location.

When Crisis Occurs: A Quick Reference for Parents

A crisis or safety concern may occur at any time in our community or in neighboring communities. Children may be confused and/or frightened by information they hear in conversations and in news reports and will look to adults for guidance as to how to react. The following quick reference offers parents suggestions for establishing a sense of security and safety to help children cope in a crisis situation. Additionally, following a crisis, school counselors and members of the school division's First Response Team will be available to assist students.

Emotional Support

- Limit the amount of exposure your child has to newspapers and televised news reports. Repetitive discussion of the situation may re-traumatize a child.
- Be honest with your child about what has occurred and provide facts about what has happened. Use age appropriate terms for better understanding.
- Encourage your child to talk to you about his/ her feelings and concerns. Share your feelings with your child.
- Reassure your child that he/she is safe.
- Spend extra time with your child, especially doing something fun or relaxing for both of you.
- Remember the importance of touch. A hug can reassure your child that he/she is loved.
- Watch for ongoing signs of difficulty, which may indicate that your child may need additional help. Some warning signs are withdrawal from social contact, change in eating or sleeping habits, nightmares, and unusual clinging.

Safety Support

- Review basic safety precautions.
- Review family safety procedures so your child will feel prepared if an emergency situation occurs.
- Monitor and supervise your child's outdoor activities.
- Know where and with whom your child is at all times.

- Pre-arrange a place where your child should go in the event you are delayed and are not home at the end of the school day.
- Remind your child to always report any suspicious persons or activity to a trusted adult.

Central Office Crisis Planning and Response Team

Assigned Roles for School Division Staff during a School Emergency

Superintendent – Brenda B. Lawson, Ed.D. 276-988-8303 ext. 222

- Direct all operations of the division in the management of an emergency.
- Shall contact immediately the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund to deploy assistance in the event of an emergency as defined in the emergency response plan where there are victims. This contact is through the local emergency coordinator when state resources are being requested.
- Gather information from all aspects of an emergency for use in making appropriate decisions about the management of the emergency.
- Assess an emergency situation and assign tasks based on the overall needs for managing the emergency.
- Direct all activities of division and school staff in the management of an emergency.
- Stay in contact with the leaders of emergency service agencies and the law enforcement agencies working with the emergency.
- Authorize the release of information to the public.
- Keep School Board members informed of emergency status.
- The Assistant Superintendent for Administration/Instruction will assist the Superintendent and serve in this capacity in the absence of the Superintendent.
- Collect and disseminate information to the media. Be aware of deadlines, the need for information accuracy, and other issues related to the media and the performance of their jobs.

- Plan and coordinate press interviews to help the news media meet deadlines.
- Create and disseminate press releases.
- Respond to rumors through the dissemination of accurate information.
- Organize a network of key people (police, fire, health) within the community through which accurate information can be disseminated.
- Be aware of the requirements of the Freedom of Information Act and provide all appropriate information based on those requirements.
- Plan and coordinate the use of the Division's website for live and recorded presentations. Press conferences may be conducted.
- Coordinate information to be shared with school and division personnel during and after the crisis.
- Act as a liaison between the media and division personnel whose attention must be focused on the immediate problems of managing the crisis without constant interruption.
- Arrange interviews for the media with key school and division staff members involved in an emergency or who act as spokespersons for the division.
- Establish and maintain a clearinghouse for calls and requests from schools, the community, parents, and the media and refer those to the appropriate personnel.

Director of Operations – George Godbey, 276-988-8303 ext. 223

- From the division office, direct all division office staff.
- Establish and maintain lines of communication between the division and the emergency site; for an off campus emergency, lines of communication must be established for the involved school as well. Such lines of communication may also include couriers.
- Manage the professional and non-professional staff from the district office.

- Assign resources, persons and materials, to various sites for specific needs.
- Communicate with other schools in the division during the emergency period.
- Arrange for the delivery of outside services and materials needed for the management of the emergency.
- Develop a plan and scenarios in which division technological resources can be dispersed effectively to emergency sites.
- Handle overflow telephone calls at the emergency site.
- Make recommendations regarding the restarting of school activities based on information from support services.
- Serve as a liaison between the emergency school site and the emergency support teams as deemed necessary and appropriate.
- Coordinate and direct communication between the emergency site, county, and state agencies.
- Obtain and direct the placement of generators when power must be restored for a temporary period.
- Coordinate and direct the acquisition of water when there is a disruption of water and sewer services.
- Coordinate and direct contact with emergency medical services, local police and sheriff's departments, fire departments, and the highway patrol.
- Coordinate and direct search-and-rescue operations when appropriate.
- Supervise the use of the school computer system for communication with the district office and electronic bulletin board system.
- Report various sites involved in the communication system if there are problems in that system.

- Provide technical support for all communications hardware and software.

Asst. Supt. for Administration/Instruction – Christine Kinser 276-988-8308 ext. 239

- Form and coordinate crisis teams with supervisory personnel.
- Maintain an active file of existing agencies within the community; the names of contact persons will be included.
- Maintain an active file of community persons, such as counselors, doctors, psychologists, and ministers to include information regarding services and follow-up services.
- Create letters to notify parents of continuing care available to students. Available care will include local and state agencies, as well as school-based care.
- Develop an information sheet for parents, teachers, and community members. Information will include topics such as talking with students; signs of depression; and others relating to crisis stress.
- Develop a schedule with support personnel for activities for the first day of school following the crisis.
- Maintain needed follow-up activities, such as referrals for help outside the school services setting.
- Report immediately to the local hospital if students or adults are transported for treatment. If more than one hospital is admitting students or adults, coordinate communication among hospitals and the division. Assign and direct other division staff to assist in those hospitals.
- Meet with the parents of students and spouses of adults who have been admitted to the hospital.

Supervisor of Finance – Jammie Lester 276-988-8303 ext. 229

- Plan and initiate arrangements for food for students and staff with the Supervisor of Food Service.

- Notify risk management of an emergency.
- Coordinate with the director of transportation as needed.
- Arrange for the payment of monies needed to respond to emergency situations; authorize purchases and payments for needed resources.

Principals
School Crisis

- Be familiar with central office support available to principals.
- Make the school Crisis Plan, Crisis Management Handbook, and Emergency Management Kit readily available to appropriate staff members.
- Provide opportunities to train all staff members in responding to possible crisis situations.

Division Crisis

- Remain at respective school(s) until the end of the school day.
- When all students and staff members have left campus for the day, be prepared to report to the Assistant Superintendent for Administration/Instruction.
- Perform tasks assigned by the Assistant Superintendent for Administration/Instruction.

Annual Start-Up Procedures for All Schools

Annual Start-Up Procedures

1. Confirm membership of the Crisis Team.
2. Send a list of team members to the Director of Operations.
3. Decide on a coordinator and substitute for synchronizing suicide intervention, critical incident, and postvention procedures.

4. Plan at least two Crisis Team meetings. It is mandatory that Crisis Teams meet prior to the beginning of the school year and one other time during the school year to review procedures, especially critical incidents. All equipment should be checked and maintained in preparation for a crisis.
5. Inform faculty of crisis members. Print intervention, crisis response and critical incident procedures in the faculty handbook.
6. Review critical incident communication codes with faculty and staff.
7. Update faculty phone tree.
8. The Team should review procedures annually in responding to a crisis. The Crisis Team should also participate in at least two scenarios during Postvention Steps activity. **The key to successfully handling an incident is the preparation before the event.**
9. Meet with new staff members annually to inform them of intervention, crisis response critical incident procedures, and emphasizing the referral process for crisis intervention.
10. Conduct a general faculty/staff inservice on intervention, crisis response and critical incident procedures each year.

Tazewell County Public Schools does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, gender, or age in employment or in its educational programs/activities. The following persons have been designated to handle inquiries regarding nondiscrimination policies and compliance under Title IX: Mr. George Brown, Supervisor of Secondary Education, and Ms. Julia Butler, Supervisor of Human Resources. Mrs. Viola Snow has been designated to coordinate compliance under Section 504. These persons may be reached at the Tazewell County School Board, 209 West Fincastle, P.O. Box 927, Tazewell, Virginia 24651-0927, (276) 988-5511.

CRISIS INFORMATION FOR TEACHERS ALARMS / CODES / WARNINGS

EVACUATION – BY ALARM OR ANNOUNCEMENT

Teachers will escort their students to the assigned area outside of the building. Teachers are to take roll and make sure all of their students are accounted for. Teachers will remain outside with students until given a signal to return to the building.

WEATHER RELATED – BY ANNOUNCEMENT

Teachers will escort their students to the assigned areas of the interior hallway. Students are to face the same direction and assume the “duck and cover” position. Students and teachers will remain in the hallway until given the signal to return to class.

LOCKDOWN – BY ANNOUNCEMENT

All teachers will immediately close their doors and turn off the lights. Students are to be positioned away from windows and doors (as much as possible) and kept quiet. Any students in the hallway need to go to the nearest room. Do not answer the door unless an administrator or law enforcement identifies themselves. Teachers and students will remain in lockdown until given further instructions.

Crisis Management Emergency Evacuation Procedures

Fire: Fire Alarm Sounds

1. Evacuate the building according to the approved escape plan in the room.
2. Teachers take attendance from a class roster
3. Keep students calm in a designated area.
4. Take attendance upon returning to the classroom after all clear is sounded.

Bomb Threat: Fire Alarm Sounds

1. Follow the same procedures as fire drill.
2. In the event students must be evacuated to off site location, they will either be bused or walk depending upon the school.
3. Take attendance upon arriving at alternative site.
4. Do not reenter building until authorized to do so by authorities.
5. DO NOT use cell phones or two-way radios.

Weather

1. Proceed to a safe area within the school.
2. Take attendance for students.
3. Keep students calm.
4. Listen for voice commands from an administrator.
5. If students are outside, proceed to a safe area within the school.

Intruder, Weapon, or Hostage

1. Remain in the classroom with doors locked. Stay out of sight of windows and doors.
2. Turn off the lights and stay close to the floor.
3. Keep students calm while in the room.
4. Police assistance will be sent to any area in the building where needed.
5. Wait for further instructions.
6. Children should not open outside doors for anyone.

ABUSE OF STUDENT

1. Report abuse or suspected abuse to building principal/designee
2. Notify nurse (if in-house) to document appearance of victim.
(FOR PHYSICAL ABUSE ONLY)

**DO NOT INTERVIEW VICTIM, BUT
WRITE DOWN ANY STATEMENTS MADE BY VICTIM**

3. Principal/designee will notify local Health & Welfare (276-988-0131)
DO NOT CALL PARENTS
4. Principal/designee will notify appropriate central office personnel
(276-988-5511)
5. Principal will fill out an incident report as soon as possible

(When school employee is suspected of the abuse)

1. Report abuse or suspected abuse to Principal/designee
(IF THE SUSPECT IS THE BUILDING ADMINISTRATOR,
NOTIFY THE NEXT HIGHEST SUPERIOR)
2. Call Superintendent (276-988-5511)
3. If necessary, in a physical abuse, notify school nurse to document
appearance of victim

DO NOT INTERVIEW VICTIM OR SUSPECT, BUT

WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT

4. Principal/designee will make parental contact at appropriate time

Assault on Student or Staff

1. Notify Principal/Asst. Principal
2. Contact school nurse if any medical treatment is needed.

REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING PROPER PROCEDURES.

3. Principal will assign a staff member to get the names of suspect/s and any witnesses.
4. Principal will locate suspect and isolate, if this can be done in a non-confrontational manner.
5. Victim and Suspect statements should be taken separately by principal or designee.
6. Principal will decide if the police should be contacted to respond.

REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE. Dial 911

7. Principal is to make sure a written account of the incident is completed.

AIRCRAFT DISASTER

Aircraft crash into or near building:

1. Notify Principal.
2. Call police, fire or rescue as indicated by the accident.
3. Call Managing Director of Facilities Services.
4. Notify Superintendent's Office.
5. Notify Director of Community Relations.
 - Utilize emergency exit plan modified to maximize safety of students by avoiding areas made dangerous by aircraft.
 - 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 treatment and removal of injured building occupants.
 - Account for all building occupants and determine extent of injuries.

Aircraft on or near school site but no damage to building:

1. Notify Principal.
2. Call police, fire or rescue as indicated by the accident.
3. Call Managing Director of Facilities Services.
4. Notify Superintendent's Office.
5. Notify Director of Community Relations.
 - All students and staff should remain in the buildings. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.

No evacuations should occur unless subsequent explosions or fire endanger the building.

BOMB THREAT ASSESSMENT

<p><u>Low Level –</u></p> <ul style="list-style-type: none"> ▪ Information in the threat is inconsistent or lacks detail ▪ Threat is vague or indirect ▪ Content of the threat suggests person is unlikely to carry it out. ▪ There is <u>no</u> indication that he/she has taken any steps to carry it out. <p><i><u>Example:</u> A threat is written on a desk or bathroom wall, or someone said they heard a rumor...etc.</i></p>	<p><u>Procedure –</u></p> <ul style="list-style-type: none"> ▪ Initiate an investigation into the treat. ▪ Initiate a lockdown of the school ▪ Ask all teachers to look around their rooms for anything out of the ordinary. *If something unusual is found move to the High Level procedure* ▪ Ask custodians to check the hallways and bathrooms ▪ Advise law enforcement that you have had a Low Level Threat. ▪ Advise Central Office that you had an incident. ▪ Details should only be given out to teachers as needed and never to students.
<p><u>High Level-</u></p> <ul style="list-style-type: none"> ▪ A threat that appears to pose imminent and serious danger ▪ Threat is direct, specific, and plausible. ▪ The threat suggests concrete steps that have been taken toward carrying it out. ▪ There may be an indication of a place or time. <p><i><u>Example:</u> A letter which states “At eight o’clock tomorrow morning I intend to blow up the gym. I am sick of school.”</i></p> <p><i><u>Example:</u> A phone call telling you that a bomb is in the school</i></p>	<p><u>Procedure –</u></p> <ul style="list-style-type: none"> ▪ Initiate an investigation into the treat. ▪ Notify law enforcement and Central Office immediately. ▪ Prepare to evacuate the school ▪ Follow the necessary steps required by the emergency services that arrive, as well as any service personnel that arrive. ▪ Details should only be given out to teachers as needed and never to students.

** All threats will be prosecuted if the perpetrator is found

BOMB THREAT REPORT FORM

**DON'T HANG UP - KEEP THE CONVERSATION GOING
ATTEMPT TO GET THE FOLLOWING INFORMATION**

Questions to Ask:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why is this going to happen?
- Who are you?

Exact wording of threat:

Background Noise:

- Street Animal Noises
- Static PA system
- Voices Music
- Motor House Noises
- Local Office Machinery
- Booth Long Distance

Time: _____ **Date:** _____

Sex of caller: M / F **Age:** _____

Number at which call was received:

Caller's Voice:

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

Threat Language: Incoherent

- Foul Well Spoken
- Taped Irrational
- Message read by threat maker

Remarks: _____

Bus Accident

Precautionary Measures to be observed before leaving the district:

Check to be sure the bus has a first aid kit available for use

Take along a list of students and their Personal Information Sheets

Have a permission slip filled out for every student, which includes permission from the parents to treat their child for emergency care.

Take a list of emergency numbers for students, teachers and chaperones.

Make sure each teacher has a copy of the entire list.

An administrator is expected to go on overnight trips taken by the school.

Intervention:

In the event that a bus accident occurs and the school has been contacted for assistance, the principal or designee determines and coordinates the appropriate responses. (Calls Transportation Supervisor.)

At the Scene:

Provide emotional support

Be available and attend to the injured, as directed by emergency medical personnel

Be available and attend to the uninjured and account for all

At the School:

Provide emotional support and coordination

Provide emotional support and attend to the affected students

Provide information to faculty

Call Mental Health, guidance counselors for assistance, as needed

Contact parents of students involved

At the Hospital:

Provide emotional support for the injured and their families

Follow-up:

- Send letter to the parents
- Assess the response and arrange follow-up (Crisis Team)

CONFRONTATIONAL PERSON / ANGRY PARENT

1. **Don't Argue**, Use non-aggressive body language
2. Remain on a professional level
3. Offer to help the situation
4. Request to continue conversation in an appropriate location away from students
5. Show interest and be a good listener
6. Attempt to defuse the situation

IF THE SITUATION DOESN'T CALM DOWN

1. Notify the Principal/designee
2. Principal/designee will notify police (if necessary) (911)
3. Principal/designee will contact central office (if necessary) (276-988-5511)
5. Principal/designee will complete incident report

DEATH ON CAMPUS

1. Secure Area.
(Disturb as little as possible)
(Limit access until police arrive)
2. Contact school nurse/trained first aid personnel.
3. Contact principal/designee.
4. Call police and ambulance (911).
5. Lock down building and hold classes.
6. Separate all witnesses until police arrive (To the extent possible, witnesses should not speak with each other or anyone else).

**Document any statements made by witnesses, but
DO NOT CONDUCT INTERVIEWS WITH WITNESSES.**

7. Contact central office (276-988-5511) Inform of situation and steps taken.
8. Principal/designee to contact parents at appropriate time if given permission by law enforcement or central office.
9. Refer to the Media section of this handbook.

AFTERWARDS

- Complete incident report.
- Send letter home with students briefly explaining what happened and support available at school.
- Contact Central Office for debriefing and planning for next day.
- Meet with faculty and students for support and encourage a return to normalcy.

DISTURBANCE/ALTERCATION LARGE GROUP

**YOUR GOAL IS TO CONTAIN ESCALATION
TO THE EXTENT POSSIBLE UNTIL POLICE ARRIVE.**

Principal/designee shall:

1. Contact police.
2. Assign staff member to meet police and escort them to the location of the disturbance.
3. Hold classes, if in session, until situation is under control.

School Personnel, under direction of Principal/designee will:

1. Clear bystanders and encourage students to “go about their business” and not get involved.
2. Intervene to defuse the situation to the extent possible without threatening the safety of the staff.
3. Inform Central Office (276-988-5511) of the situation. Inform of steps being taken and any assistance needed.
4. Principal/designee will complete an incident report.

DRUG OVERDOSE / POISONING / ALLERGIC REACTION

1. Notify school nurse.
2. Designate person to check school medical file.
3. Contact police (if appropriate).
4. Call poison control if substance is known or potentially poisonous 1-800-222-1222.
5. Notify principal/designee.
6. Principal/designee will contact parents
 - a. advise of situation
 - b. advise of steps being taken
7. Principal/designee will notify central office and advise of the situation and steps being taken.
8. Principal/designee will complete an incident report.
9. Refer to Media section of this handbook if necessary.

ELECTRICAL MALFUNCTION

1. Principal/designee will contact building custodian.
2. Principal/designee will notify teachers to hold classes until further notice.
3. Principal/designee will accompany custodian to locate the problem and report findings to Maintenance (276-988-2222).
4. Call police (911) if concerned about a fire or safety hazard.
5. Principal/designee will contact central office if needed (276-988-5511).

(Possible Considerations)

- open/close school
 - cafeteria food preparation capabilities
 - move students to alternative site
 - transportation adjustments
 - parent notification
 - media notification
6. If there is a need to handle the media, use guidelines in crisis handbook.
 8. Complete detailed incident report at the earliest opportunity.

FIRE ALARM/EMERGENCY

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
3. TEACHERS TAKE ROLL BOOK & TAKE ROLL ONCE OUTSIDE.
4. Call (911) as evacuation is taking place.
5. Principal/designee will check area of alarm to assess situation.
6. Principal/designee should have available for the fire department upon their arrival:
 - a. Head custodian
 - b. Location and type of fire, if known
 - c. Knowledge & location of anyone remaining in the building
 - d. Floor plan and internal systems information
7. Principal will notify (central office 276-988-5511), update and advise if any assistance is needed.
8. Principal/designee will notify police if alarm was pulled falsely.
9. Principal/designee shall refer to guidelines for handling the media in crisis handbook if necessary.
10. Complete a detailed incident report at the earliest opportunity.

**GAS LEAK
(KNOWN OR SUSPECTED)**

1. **DO NOT** activate the fire alarm system or any other electrical equipment. **LEAVE AS IS.**
2. Notify Principal/designee and Head Custodian IMMEDIATELY.
3. Principal/designee will notify each class to evacuate building by sending personnel to each area of the school building.
4. Evacuate the building using the standard fire alarm procedure.
(Teachers should be sure to take roll book & take roll once outside).
5. Call Police Department (911).
6. **EVACUATE TO DESIGNATED AREA OR BUILDING NO LESS THAN ONE (1) BLOCK FROM SCHOOL: BASEBALL FIELD.**
7. Principal/designee should have available for the fire department upon their arrival:
 - a. Head custodian
 - b. Location/s of leaks if known
 - c. Knowledge of anyone remaining in the building
 - d. Floor plans and internal systems information
8. Principal/designee will notify Central Office (276-988-5511) and Maintenance (276-988-2222) advise of situation and any assistance needed.
9. Refer to guidelines for handling the media in crisis handbook if necessary.
11. Complete a detailed incident report at the earliest opportunity.

HAZARDOUS MATERIAL ACCIDENT

1. Notify Principal/designee.
2. Principal/designee will evacuate building using standard fire emergency procedure, by-passing affected area.
(Teachers should be sure to take roll book & take roll once outside).
3. Call Police (911) as evacuation is taking place. Describe condition and type of hazardous material if known.
4. Principal/designee should have the following available to the fire department upon their arrival:
 - a. Person/s knowing the location and type of hazardous material
 - b. Knowledge and location of anyone remaining in the building
 - c. Head custodian
 - d. Floor plans and internal systems information
5. Principal/designee will notify central office (276-988-5511) and report status and steps being taken. Indicate any assistance needed.
6. Complete a detailed incident report at the earliest opportunity.

***IN THE EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS POSTED ONSITE OR LISTED ON CONTAINER, AND CALL THE HOSPITAL EMERGENCY ROOM**

POISON CONTROL (1-800-222-1222)

HOSTAGE SITUATION

Remember: Time is your ally

1. **Don't attempt to defuse. Call police (911). Inform them that this is a hostage situation, and request that police respond without sirens.**
2. Principal will send designee to evaluate situation (not to negotiate) until police arrive.
3. Notify medical emergency agency to respond if there are known injuries. **Again, request response without sirens.**
4. LOCKDOWN.
5. Principal will have the head custodian and building floor plans available upon police arrival.
6. Principal will designate someone to meet police and medical personnel to direct to appropriate location.
7. Inform central office (276-988-5511).
8. Use the Media guide handbook when necessary.
9. If situation is not quickly resolved, discuss options with police/central office about information flow, so there is not mass panic among families of all children in the school.

INTRUDER

Be Prepared: Communicate that an intruder is in the building. This will be done by announcing over the PA system “**Teachers, Dr. Watson is in the building.**” When all clear announce “**Dr. Watson has left the building.**”

1. Notify Principal/designee.
2. Principal/designee to implement Communication Procedure.
3. Close and secure ALL classroom doors.
4. Allow routes to exit; you want the intruder to leave.
5. Principal/designee to notify police, (911), even if intruder has left the building.
6. Principal/designee to notify central office (276-988-5511) and advise of situation, steps being taken, any assistance needed.
7. Refer to guidelines for media in crisis handbook, if necessary.
8. Complete detailed incident report at the earliest opportunity.

KIDNAPPING
(WITNESSED OR CONFIRMED ABDUCTION)

1. Notify building principal/designee IMMEDIATELY.
2. Principal/designee will notify the police IMMEDIATELY (911).
3. Give police student information
 - A. Name, sex, age, address, dress, general physical description
 - B. Any suspect info, vehicle info, direction of travel
(VIDEO TAPE)
4. Secure all outside doors.
5. Principal/designee will notify parents.
 - i. Inform them of incident
 - ii. Inform them of steps taken
6. Notify central office (276-988-5511).
7. Have student information including picture, if possible, available to the police upon their arrival.
8. Complete incident report.
9. Refer to Media section of this handbook if necessary.

MEDIA (CRISIS RELATED ISSUES)

SCHOOL BOARD POLICY

Notification of Superintendent – (276-988-5511)

(Superintendent will make decision of how information will be released to media).

GUIDELINES

1. Make sure you are authorized to speak to the media.
(Principal/designee)
2. Don't release names of victims or persons involved.
3. Inform the media when you are not authorized to comment and direct them to the proper person or office (To Superintendent).
4. Be of assistance, but remain in control.
5. Do not share information unless authorized by Superintendent/Designee.

If contacted by the media by telephone, explain that all correspondence is conducted through the office of the Superintendent.

Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the school.

MISSING CHILD

1. Notify Principal/designee immediately.
2. **LOCK DOWN CAMPUS!**
3. Principal/designee notify Central Office (276-988-5511).
4. Principal/designee will notify Police. with the following information:
 - a. child's name
 - b. address
 - c. physical and clothing description
 - d. medical status, if appropriate
 - e. time last seen
5. Principal/designee will notify Parents of Missing Child
 - a. inform of situation and steps taken
6. Complete Incident Report.

OIL SPILLS

Spills from other than consumer product containers
(Spills from tanks, pipes etc.)

1. Notify Principal/designee immediately.
2. Notify Fire Department immediately (911).
3. If vapor or fire is present, EVACUATE (use standard Fire Emergency Procedures).
4. EVACUATE IMMEDIATE AREA.
5. If possible, have appropriate personnel shut off supply line to tank or system.
6. Close off or dike all floor drains.
7. Confine area by closing doors.
8. Have building maintenance personnel available for fire department.
9. Contact central office (276-988-5511) and Maintenance (276-988-2222).
10. Complete incident report.

Tazewell County Public Schools

Pandemic Influenza Response

I Background

Influenza, commonly called “the flu”, is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). The flu usually spreads from person to person when an infected person coughs, sneezes, or talks and the virus becomes airborne. The flu can cause illness in all ages. It is more likely than other viral to cause severe illness and life-threatening complications than any other type of respiratory infection.

Avian influenza, also known as “avian flu” or “bird flu,” is caused by one of many viruses that exist naturally in wild birds. Wild birds usually do not become sick, but they carry the virus and pass it on to non-wild birds, such as chickens, turkeys, and ducks (fowl). Domesticated fowl such as these can become very sick and die. Flu viruses can exist not only in birds, but also in other animals. Bird flu viruses do not generally infect people. However, since 1997, there have been over 160 reported cases of human infection from avian influenza A H5N1, the scientific name from a strain of bird flu currently circulating in Asia and parts of Eastern Europe. Humans can become infected with bird flu through contact with infected poultry and bird fluids such as saliva, nasal secretions, and feces. Influenza viruses have the ability to change. This fact causes scientists concern about the spreading capability of influenza viruses, like influenza A H4N1 virus, from sick people to otherwise healthy people. If influenza spreads rapidly around the world, it would be called a pandemic. Pandemic influenza is a unique public health crisis that quickly distresses many vital aspects of emergency care. Outbreaks are expected to occur simultaneously throughout much of the world, thus preventing access to emergency resources that are accessible under more normal natural disaster situations.

Historically, there have been three pandemics of influenzas in this century.

- The 1918 pandemic influenza caused at least 500,000 U. S. deaths and up to 50 million deaths worldwide.
- The 1957 pandemic influenza caused at least 70,000 U. S. deaths and 1 – 2 million deaths worldwide.
- The 1968 pandemic influenza caused about 34,000 U. S. deaths and 700,000 deaths worldwide.

When a pandemic influenza occurs, health care systems will be overloaded. Most people will have little if any immunity to pandemic influenza attacks. Infection and illness rates will soar throughout the world. A substantial percentage of the world’s population will require some form of medical treatment. Nations will not have the staff, facilities, equipment, and/or hospital beds needed to cope with the large number of people who will suddenly become ill. Death rates will be very high, largely determined by the following:

- Number of people who become infected.
- Virulence of the virus.
- Underlying characteristics and vulnerability of affected populations
- Effectiveness of preventive measures.

Past pandemic influenza outbreaks have occurred in two to three waves. Each wave has lasted from eight weeks to three months. Medical supplies will be inadequate should a pandemic occur world-wide. The need for vaccine will be greater than the supply. The need for antiviral drugs will be inadequate early on in a pandemic. Difficult decisions will have to be made regarding who will receive antiviral drugs and vaccines. A pandemic will create a shortage of hospital beds, ventilators and other greatly needed medical supplies. Surge capacities at non-traditional sites such as schools will be created to cope with these demands.

There will be significant economic and social disruptions when a pandemic influenza outbreak occurs. Travel bans, closings of schools and businesses, and cancellations of events will have a major impact on all communities and their citizens. The care for sick family members and the fear of exposure will result in significant worker absenteeism.

II Legal Authority

Because a pandemic results in a medical crisis, the communication and coordination of health service initiatives among public health officials at the local, county, state, and federal levels will be critical to the outcome of a pandemic. The Governor of Virginia has designated the Virginia Department of Health (VDH) and the local health departments to oversee the pandemic influenza planning process. The initiation of any action in Tazewell County will be dependent on advice received from the Director of Cumberland Plateau Health District or other officials designated by the Governor of Virginia. Therefore, during a pandemic, the VDH will have primary responsibility for the following:

- Making recommendations to local health departments, health care providers, and the general public to aid in controlling the spread of influenza, including the possibility of the closing of schools.
- Monitoring the spread of disease.
- Keeping the public informed.

III. Surveillance and Screening during a Pandemic Influenza Outbreak

The following measures will be taken in the event a pandemic influenza outbreak is suspected:

- Tazewell County Public Schools nurses will screen staff and students who are experiencing pandemic influenza like symptoms such as persistent coughing and elevated body temperature.
- Individuals with symptoms of influenza will be referred to local community health providers or hospitals for evaluation.
- Staff and students who have a new cough, high fever, and symptoms of pandemic influenza will be requested to stay home until symptoms disappear or medical clearance can be obtained.
- Staff and students who become ill with a new cough, high fever, and symptoms of pandemic influenza while at school will be advised they may have a communicable disease that will place others at risk. They will be asked to leave and encouraged to visit a health care provider.
- School nurses will screen staff and students who report having pneumonia or respiratory infection to identify commonalities in illnesses among identified groups.
- Tazewell County Public Schools will provide the Tazewell County Health Department (TCHD) with absentee data. Possible clusters of individuals may be identified by the TCHD Epidemiologist as having similar identifiable illnesses. The TCHD Epidemiologist will report possible clusters to the Cumberland Plateau Health Director. The Health Director will inform the Tazewell County Public School Health Services Director about illnesses that are prevalent in a particular cluster of people exhibiting similar signs and symptoms. Recommendations will then be made to the school district on how to proceed.
- Infection controls signs will be placed at all school building entrances and common areas to encourage all persons entering the school to self-screen for possible signs and symptoms of pandemic influenza during a possible outbreak period. Via posters, staff will ask persons who have a new cough to cover their mouth and nose when coughing, and use good hand hygiene during the time they need to be at school.
- Tazewell County Public Schools will advise all persons who have a fever or cough, including staff, students, and visitors to stay at home until their illness has resolved.
- All data will be collected and analyzed to determine if a school(s) will be closed because of a possible pandemic influenza emergency.

IV. Infection Control/Precautions

Procedures for controlling the spread of infection will be accomplished by doing the following:

- All staff, students, and visitors will use droplet precautions after coming in contact with any individual who has a new cough and fever. High levels of precaution will be taken until a diagnosis of non-contagious conditions is made.
- Hand-washing posters will be displayed in high traffic areas and classrooms.
- Children will be taught to wash hands frequently with soap and water.
- Students and staff will be monitored for respiratory symptoms and have their oral temperature screened daily.
- When an oral temperature of 100.6 degrees is obtained, the child or staff member will be isolated and arrangements made to transport them home.
- If respiratory symptoms like coughing, body aches, sore throat, etc., are present, affected students and staff will be isolated and arrangements made to transport them home.
- Over crowding will be avoided in classrooms and cafeterias and limitations of human contact accomplished through changes in furniture arrangements and seating assignments.
- Students suspected of being ill will be encouraged to avoid contact with others at school.
- Students exhibiting flu-like flu like symptoms will be informed to stay at home and visit their health care provider.
- Tazewell County Public Schools will maintain adequate supplies of waterless hand rub, surface cleaners, disinfectants, and tissues throughout all public areas, classrooms, and meeting rooms during a potential pandemic influenza outbreak.
- Cleaning and disinfecting surfaces from influenza viruses will be followed according to Center for Disease Control (CDC) recommended guidelines. The CDC recommends using an Environmental Protection Agency (EPA) registered household disinfectant labeled for activity against bacteria and viruses, an EPA-registered hospital disinfectant, or EPA registered chlorine bleach/hypochlorite solution. If EPA registered chlorine bleach is not available, and generic chlorine bleach is used, ¼ cup chlorine bleach will be mixed with 1 gallon of cool water.
- Good indoor air quality will be accomplished through the monitoring of air filtering systems and frequent changing of air filters in heat and air conditioning systems.
- Vendors, visitors, and conferences/group activities will be discontinued in affected schools until a clearance is provided.
- All staff, students, and visitors will be encouraged to self-screen for the pandemic influenza or any other similar communicable disease.
- Staff and students will be provided information on where to receive an influenza vaccination.
- Educational and promotional materials about influenza vaccines will be made available.
- Tazewell County Public Schools will develop a plan to accommodate severe staffing shortages. The school will maintain the names, phone numbers, e-mail addresses, Post Office addresses, and 911 physical addresses of all employees.
- The school will maintain the names, phone numbers, e-mail addresses, Post Office addresses, and 911 physical addresses of all students who have been suspected having or identified with an Epidemic Respiratory Infection (ERI).

V. Access Control

Tazewell County Public Schools will consult with the Tazewell County Health Department on the following:

- School cancellations.
- Visitor restrictions.
- Cancellations/rescheduling of school activities.
- Vendor restrictions.
- Cancellation/limitation of conferences and group activities.
- Restrictions of staff, students, and parents/guardians to enter schools.
- Restriction of field trips and off campus activities.

- Opening of school facilities to take care of the needs of the community.

VI. Communication

Communication with Tazewell County Public Schools employees, student, parents, and community members will be accomplished through the following:

- Provide frequent periodic updates to staff, students, parents and community members.
- Monitor national, regional, and local data related to pandemic influenza.
- Identify health providers to incorporate into communication plans.
- Encourage families to have the following food and non-perishables available:
- Ready to eat canned meats, fruits, vegetables and soups.
- The following food items should be stored:

Protein or fruit bars.	Peanut butter or nuts.
Canned or jarred baby food and formula.	Dried fruit.
Dry cereal or granola.	Crackers.
Canned juices.	Bottled water.
Pet foods.	

- Encourage families to have the following medical, health, and emergency supplies available:

Prescribed medical supplies such as glucose and blood-pressure monitoring equipment.	Cleansing agent/soap
Soap and water, or alcohol-based hand wash.	Flashlight
Medicines for fever, such as acetaminophen or ibuprofen.	Batteries
Thermometer.	Portable radio
Anti-diarrhea medication.	Manual can opener
Vitamins.	Garbage bags
Fluids with electrolytes.	Tissues, toilet paper, disposable diapers

VII. Returning to School

Schools will resume normal operations after a pandemic by doing the following.

- Follow recommendations from the Virginia Department of Health for any disinfecting that would need to be completed in school facilities prior to students reentering the schools.
- Determine the availability of staff.
- Use the media and any other communication means available to announce school re-openings and the procedures to follow to help staff, students, and parents make the transition back to school.
- Contact local support agencies to have counselors on hand as school resumes for students and teachers.
- Plan a workday to allow teachers and staff the opportunity to re-organize school programs.

VIII. Continuity of Student Learning

In the event of a pandemic influenza outbreak, operations for the delivery of instruction and materials may be altered. Delivery of instruction to students will need to flow in unconventional channels because schools will need to be closed pursuant to orders from the Governor and Public Health Officials.

Methods of delivering instructional resources and materials may include the following

1. Expanded syllabus for each core subject that include the following:

- Reference materials and other learning Resources
- Books.
- Projects.

2. Internet tools:

- Students' E-mail.
- Teachers' E-mail.
- Curriculum Resources E-mail.

3. Local forms of communication:

- Radio/Television.
- Local/regional radio stations.
- Regional television broadcasts.

4. U.S. Postal System

5. Websites:

- Tazewell County Public School's Website (www.tazewell.k12.va.us).
- Individual school websites.
- Teacher web sites.

6. Telephone Communications:

- Land phones.
- Cell phones.
- Homework Hot line (where available).

7. Instructional Learning Packets:

- Hard copies.
- Compact disks.

8. Purchase of web-based curriculum software and/or communication system software for the dissemination of instructional resources.

Resources:

www.cdc.gov

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/index.html>

RAPE/SUSPECTED RAPE

1. Get the victim to a private office free from any disruptions
2. DO NOT leave the victim alone
3. Notify the Principal/designee
4. DO NOT attempt to interview the victim, however make note of any statements made by the victim
5. DO NOT allow victim to remove any items of clothing

REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES

6. Principal/designee will contact the police department
7. Get permission from police if the school is to contact parents
8. Refer to the MEDIA section of this handbook if necessary
9. Principal/designee will assure a written account of the school's actions are on file

SEVERE WEATHER

If your district has a severe weather response document, use it, in lieu of this document, as a response guide

EARTHQUAKES

1. If inside building, stay there.
 2. Get as low to the ground as possible and cover your head with a book or your hands.
 3. If possible, take shelter under desks.
 4. Stay clear of windows, cabinets, electrical equipment.
-
1. If outside building, stay there.
 2. Get as low to the ground as possible and cover your head with a book or your hands.
 3. Stay clear of buildings, trees, power lines.

TORNADOES

If a tornado **WARNING** is issued for your area:

1. Do NOT dismiss students until warning has been lifted and until you have confirmed with Emergency Management and Central Office.
2. Take students to an area of greatest safety (lowest level of building; interior area; clear of windows and other glass).

In both cases, in the aftermath, use the Media guide, if necessary. Principal will inform central office of actions. Principal will document actions.

SHOOTING INCIDENT (SHOTS HAVE BEEN FIRED)

Shooting Inside Building (Perpetrator is believed to be in the building)

LOCKDOWN

Pre-planning is critical.

Have a system for communicating information.

Have a prescribed plan of action *if* a situation occurs.

“Teachers, Dr. Watson is in the building.”

Develop a code word so that all classrooms understand the situation.

Develop a course of action that all classrooms follow

1. Notify all classrooms to implement school plan.
Actions to be considered in *plan* response:
 - a. teachers to quickly scan for any students in the hall and get them into a classroom
 - b. lock down classes and main office
 - c. move students toward the wall by classroom doors
(so that perpetrator cannot see students in classroom)
 - d. turn off classroom lights
2. Principal/designee call police (911).
3. Designate person in main office to monitor classroom intercom system.
4. DO NOT attempt to go through the building to assess situation. Wait for police.
5. Allow the police to handle the situation upon their arrival.
6. When safe, contact Central Office (276-988-5511) and advise of situation and steps taken.
7. Refer to the Media section of this manual if necessary.
8. Complete incident report at the earliest opportunity.

SHOOTING OUTSIDE CAMPUS BUILDING

Pre-Planning is critical.

Have a prescribed plan of action if a situation occurs.

Develop a code word so that all students understand the type of situation.

Develop a course of action so that all students understand their response.

1. Notify all students to implement school plan.

Actions to be considered in plan response:

- a. if students are outside, get to nearest cover to retreat inside building, whichever is closest
- b. if students are in class, get down low, move to side where windows are located, and stay below windowsill level (out of sight perpetrator)
- c. lock down classrooms and main office
- d. turn off classroom lights

2. Principal/designee call police (911).

3. Do not move from position unless instructed by police or school officials.

4. DO NOT attempt to assess situation. Wait for police.

5. When safe, contact Central Office (276-988-5511) and advise of situation and steps taken.

6. Refer to Media section of this manual if necessary.

7. Complete incident report at the earliest opportunity.

SUICIDE (Threatened)

If a person is in immediate danger:

1. Notify Principal/designee.
2. Principal/designee should assign someone to call police (911).

ASK THAT POLICE OR EMERGENCY RESPONSE BE MADE WITHOUT SIRENS.

3. Talk calmly with the person until appropriate personnel arrive
Remember...
 - Be Positive.
 - Engage the person in conversation.
 - Do Not** become confrontational.
 - Do Not** make fast movements toward the individual.
4. When trained personnel arrive, defer to their judgment on the course of action to be taken.
5. Advise central office (276-988-5511) of the situation and actions being taken.
6. Principal/designee will be responsible for a written account of the event.

If the person is not in immediate danger but has expressed the thought of suicide:

1. Escort person to trained school counselor/psychologist or have counselor come to escort person to their office for appropriate intervention.
2. Notify Principal/designee of the situation and actions taken.
3. Principal/designee will assure that the situation will be documented and contact proper authorities.

WEAPON FOUND ON PROPERTY

1. Don't handle unless necessary. The weapon is evidence.
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify Principal/designee.
5. Principal/designee should call the police (911).
6. Cover the weapon from view of the public (cloth, wastebasket, etc.).
7. Close off student traffic from the area of the weapon.
8. Principal/designee should assign someone to meet police to lead to weapon location.
9. Principal/designee should contact central office (276-988-5511) and inform of the situation.
10. Refer to the MEDIA section of this handbook if necessary.
11. Principal/designee to complete an incident report.

WEAPON SUSPECTED ON STUDENT

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.

ALL ACTIONS SHOULD BE PLANNED WITH THIS IN MIND.

3. Treat all weapon related information (rumor) to be accurate and plan appropriately.

DO NOT PUT ANYONE IN HARM'S WAY.

4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:
 - Type of weapon
 - Age of suspect
 - Mental state of suspect
 - Victim risk factor
 - Past history of suspect, if known
 - Suspected location of weapon (on person or elsewhere)

ACTION

1. Notify Principal/designee.
2. Principal/designee will call police (911).
3. Don't attempt to stop suspect if flight from building is attempted.
4. Attempt, in a nonconfrontational way, to get suspect to a private office near an exit.
5. Allow students to flee from building.
6. Do not allow student access to bookbags, backpacks without first checking contents.
7. Avoid confrontation.

WEAPON SUSPECTED ON STUDENT

Continued

FOLLOW-UP

1. Notify central office (276-988-5511) and advise of situation and steps taken.
2. Principal/designee will complete an incident report.
3. Refer to Media **section** of this handbook if necessary.

Classroom Crisis Response Bag

Each classroom and gymnasium should be equipped with a crisis response bag. At a minimum, the bag should contain:

1. a flashlight
2. spare batteries
3. class rosters for each class using the room
4. emergency evacuation plans
5. latex gloves
6. first aid supplies (bandages, gauze, etc.)
7. pen and paper
8. names and telephone numbers of crisis intervention team members
9. list of assigned roles for school personnel and division personnel

Crisis Control Center Emergency Kit

The following items are maintained in the designated School Crisis Control Center and carried to any alternate site which may be designated:

1. Responsibilities checklist — who does what.
2. Keys to all doors in the school facility.
3. Floor plan that shows the location of all exits, all telephones and telephone wall jacks, computer locations, and all other devices that may be useful in communication during an emergency.
4. Blueprints of school building(s), including utilities.
5. Map of evacuation route(s).
6. Faculty/staff roster with:
 - a) list indicating those with first aid, CPR, and/or EMT training.
 - b) list of mobile/cellular telephone numbers.
7. Crisis response equipment (two-way radio, cellular telephones, fully charged battery operated bullhorn).
8. Phone lists:
 - a. Community Emergency Numbers
General emergency number - 911
Police Department/Sheriff
Rescue/Ambulance
Fire Department
Poison Control Center
Local Hospitals
 - b. School Numbers:
Central Office telephone and fax numbers
List of cell phones and beeper numbers of division staff
Extension numbers for school security, school health nurse, guidance services and other support staff.

- c. Other Resource Numbers:
Home/work telephone numbers of parent networks, school volunteers, local clergy, and other resources previously identified.
- 9. Student roster including home and emergency phone numbers.
- 10. Master schedule.
- 11. Name tags and sign-in sheet for crisis response team members and community resource people.
- 12. Sample statements/letters for use in notifying faculty, students, and parents about crisis incident.

REQUIRED REPORT

Crisis Response Team Report to Superintendent

(Due within 5 days of incident)

School: _____

Date of Report: _____

Description of incident (include date, time, place):

Immediate actions by Crisis Response Team:

Describe assistance provided by Emergency Services:

Describe assistance provided by other community agencies/organizations:

Follow-up which has occurred/is occurring:

With students:

With faculty/staff:

With parent(s)/guardian(s) of student(s) involved:

With community:

Recommendations to improve responses to such crises in the future:

Principal Signature

Date

*Attach a list of students directly involved in the incident including their grade levels and parents' names, addresses, and phone numbers.

**TAZEWELL ELEMENTARY SCHOOL
CRISIS MANAGEMENT TEAM
2011-2012**

Crisis Management Team:

Suzanne Grindstaff, Principal
Chandra Ashby, Assistant Principal
Pam Woody, Guidance Counselor
Ella Whitt, Secretary
Kathy Parnell, Bookkeeper
Randy Sparks, Resource Staff
Juda O'Quin, Kindergarten
Emily Layne, 1st Grade
Jo Cronce, 2nd grade
Susan Boothe, 3rd grade
Jessica Brown, 4th grade
Vivian Saunders, 5th grade
Greg Layne, Chief of Police Town of Tazewell
Shirley Long, Health Assistant
Tim Jessee, Custodian

In the event a call is made for the CMT to report to a particular area, the following staff members will cover students in the team member's class. The CMT member should take their students to the teaching station of the person covering the class.

Chrissie Cecil will cover Juda O'Quin's class.
Lisa Cochran will cover Jo Cronce's class.
Katy Vass will cover Emily Layne's class.
Gloria Bowman will cover Vivian Saunder's class.
Amee Sparks will cover Susan Boothe's class.
Jane Matney will cover J. Brown's class.

Pam Woody	Classroom Teacher
Debbie Mason	Vivian Saunders
Jo Cronce	Students to go to Mrs. Copen
Lisa Cochran	Students to go to Mrs. Koen
Aaron Buchanan	Ica Smith
Randy Sparks	Penny Hagerman
Ann Keene	Donna McCann
Bonnie Robinette	Michelle Brown
Lisa Hurley	
Krag Kirk	

TAZEWELL ELEMENTARY SCHOOL
EMERGENCY CONTACT NUMBERS

IN CASE OF IMMEDIATE EMERGENCY, WE CALL 911 TO REACH ANY OF THE FOLLOWING FOR IMMEDIATE ASSISTANCE

Town of Tazewell Police Department

988-2503

Tazewell County Sheriff's Department	988-5966
Town of Tazewell Fire Department	988-5888
Tazewell Community Hospital	988-2506
Tazewell Rescue Squad	911
Tazewell County Emergency Services	988-1307

Appendix F

Appendix G

Crisis Management Emergency Procedures

Fire: Fire Alarm Sounds/Code F

5. Evacuate the building according to the approved escape plan in the room.
6. Teachers take attendance from a class roster
7. Keep students calm in a designated area.
8. Take attendance upon returning to the classroom after all clear is sounded.

Bomb Threat: Fire Alarm Sounds/Code B

6. Follow the same procedures as fire drill.
7. In the event students must be moved, they will be walked to Tazewell High School auditorium. (If THS and TCCTC have received the same threat, the students will be taken to the football field, visitors side, or bussed to TMS)
8. Take attendance upon arriving at alternative site.
9. Do not reenter building until authorized to do so by authorities.
10. DO NOT use cell phones or two-way radios.

Weather: Code W

6. Proceed to a safe area within the school.
7. Take attendance for students.
8. Keep students calm.
9. Listen for voice commands from an administrator.
10. If students are outside, proceed to a safe area within the school.

Intruder, Weapon, or Hostage: Code I

7. Remain in the classroom with doors locked. Stay out of sight of windows and doors.
8. Turn off the lights and stay close to the floor.
9. Keep students calm while in the room.
10. Police assistance will be sent to any area in the building where needed.
11. Wait for further instructions.
12. Children should not open outside doors for anyone.
13. If students are outside when the code is called, proceed to TCCTC.

Appendix H



EMERGENCY REPORTING FORM

This form may be used by public schools, state institutions of higher education, the Board of Health, regional emergency medical services councils, the Virginia Department of Emergency Management and local emergency management officials to contact the Department of Criminal Justice Services in the event of an emergency, as defined in the emergency response plan, when there are victims as defined in §19.2-11.01. Contacting the Department of Criminal Justice Services when these events occur is required as a result of the passage of HB2612 and SB1150 (affects the *Code of Virginia* §22.1-279.8, 23-9.2:9, 32.1-111.3, 32.1-111.11, 44-146.18, and 44-146.19)

Name of Person Reporting Incident:	
Title:	
Phone Number:	
Email Address:	
Agency:	
Locality:	
Date of Incident: (ex. 01/01/2009)	
Time of Incident: (ex: 07:30 am)	
Nature of Incident	
Please briefly describe the incident that you are reporting: (if additional space is needed, please attach to this form)	
Potential number of crime victims as defined by §19.2-11.01:	
Has an Incident Command Center opened?	
If an incident command center is not opened, is one expected to open?	
Name and telephone number for the on-site liaison:	
Is a Family Assistance Center expected to open within the next 24 hours?	
Name and telephone number for the on-site liaison:	
Has the local victim/witness program been notified?	
Additional Comments:	