CCSD School-Based Crisis Response Plan

*Administrator’s Handbook*

2011-2012

**

**Liability Disclaimer**

Schools without established management procedures have been found liable for their absence. While no set policies rule out the potential for legal problems, establishing procedures on the best professional practices provides a margin of protection against liability. There is no guarantee that is implied of a perfect incident and response management system by this plan, as personnel and resources may be overwhelmed. There may be situations in which staff may need to use judgment and/or instinct to best manage the situation when no direction from the site administration is imminent or possible. The Clark County School District can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

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| Phone Reference Guide**(Alphabetical Listing)** |
| Area Service Center Office |  |
| Board of Trustees | 799-1072 |
| Communications Office | 799-5304 |
| Dept. of Student Threat Evaluation and Crisis Response | 799-7449 |
| Facilities Division Emergency Management | 799-4357 (HELP) |
| Fire/Police | 911 |
| Health Services | 799-7443 |
| Instruction Unit | 799-5475 |
| Student Support Services Division | 799-5471 |
| Operations Department | 799-5265 |
| Performance Zone |  |
| Risk Management | 799-6496 |
| School Police | 799-5411 |
| Superintendent | 799-5311 |
| Transportation Department | 799-8110 |

# Overarching Procedures

**(Functional Annexes)**


## Staff and Student Accounting

***Description:*** *Accounting of students and employees is a three step sequential procedure to ensure all students and employees are accounted for and present. Any time students and staff are moved to a fire drill location, Staff-Student Staging Area, and/or Reunification Site, or a Shelter-In-Place or Hard or Soft Lockdown is enacted, initiate student and staff accounting protocol.*

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Ensure to account for all classes.
2. Ensure to account for all students and teachers assigned to the class.
3. Ensure to account for all employees not assigned to specific classrooms.

Use of the **Critical Event Accounting Conference (Icon)**, in your school’s InterAct folder, during a Hard or Soft Lockdown and Shelter-In-Place is mandatory. Be advised that when an actual incident occurs, the data in this icon will be archived through the InterAct Office.

## Shelter-in-Place

***Description:*** *Shelter-in-Place protocol occurs when there has been a chemical, biological, or radiological incident outside but in proximity to the school. This procedure is used when there is not adequate time to evacuate the building to a safe location before dangerous contaminants reach the school.*

**Alert Signal**: Site Administrator will announce: **“Attention all staff and students. We are now in a Shelter-in-Place. All students and staff outdoors must move indoors to a protected area immediately. Staff, please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make the determination for Shelter-in-Place quickly when Evacuation is not practical.
2. Make announcement over the intercom to activate the Shelter-in-Place protocol. Make sure all outside personnel move into the main building and lock exterior doors.
3. Activate the appropriate School Crisis Team members, if needed.
4. Alert School Police on site or call 799-5411.
5. Ensure HVAC system is turned off.
6. Ensure sweepers collect students from all remote areas (restrooms, storage areas, the stage, etc.) and any unlocked rooms and contact the Sweeping Coordinator for direction as to student placement.
7. If safe, instruct sweepers to canvas outside areas to make sure all staff members and students were able to get into the building safely (check outside play areas, outside restrooms, common areas and parking lot).
8. Ensure Staff and Student Accounting Protocol is completed.
9. Check to see that all staff members have sealed off windows and doors from outside airflow.
10. Monitor the situation through radio or television. Attempt to calm staff and students and keep staff updated about the situation as facts present themselves.
11. Wait for further instructions from local public safety and emergency management personnel. Notify staff/teachers when it is safe to the leave the building. If the situation is escalating, call the Transportation Division for Evacuation if necessary.
12. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.
13. Prepare to implement the Family Reunification or Evacuation protocol quickly, if the situation dictates.

**After the Crisis:**

1. Perimeter of school must be secured by Fire/Police units before Shelter-in-Place protocol can end.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Soft Lockdown

***Description****: A* ***Soft Lockdown*** *occurs when an outside event or actual threat near the building requires security actions to take place, but instruction continues as normal.* ***Soft Lockdown*** *is a preventative response to rapidly enhance the level of security within the building. In this type of lockdown, all exterior doors and main interior doors are locked, making it more difficult for an intruder to enter the building or gain access to students, but staff and students can continue with productive activities in a limited fashion.*

**Alert signal:** Site Administrator will announce: **“Attention all staff and students. This is a Soft Lockdown. All personnel and students outdoors must come indoors immediately. Sweepers please sweep all remote areas and check all exterior doors. I repeat this is a Soft Lockdown.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Lock all exterior doors. Do not open these doors to anyone.
2. Alert School Police on site, or call 799-5411. (Call 911 if situation warrants.)
3. Ensure sweepers collect students from all remote areas (restrooms, storage areas, the stage, etc.) and any unlocked rooms and contact the Sweeping Coordinator for direction as to student placement.
4. If safe, instruct sweepers to canvas outside areas to make sure all staff members and students were able to get into the building safely (check outside play areas, outside restrooms, common areas and parking lot).
5. Ensure Staff and Student Accounting Protocol is completed.
6. If the situation becomes unstable and/or has moved into the building, move to Hard Lockdown procedures.
7. Notify the Area Superintendent.
8. Notify Transportation Division to stop all inbound buses and/or prepare to support an Evacuation and Reunification.
9. Within the classroom, teaching should resume as normal.
10. Site Administrator will brief staff via telephone, email, or intercom to explain the situation as facts present themselves.
11. Notify all non-site district personnel who may be on grounds or at the school.
12. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.

**After the Crisis:**

1. When the event is under control and security procedures are no longer necessary, Site Administrator will announce: **“The Soft Lockdown is no longer in force,”** over the intercom.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Hard Lockdown

***Description:*** *A Hard Lockdown is an emergency lockdown response to an* ***actual emergency situation within*** *the building or* ***on*** *school grounds. This type of lockdown requires that all staff and students seek as much safety from physical assault as possible by using barriers to sight (hiding behind/away from/beneath) as well as physical barriers. This procedure requires immediate, evasive action on the part of students and staff, and it rapidly enhances the level of security in the building.*

**Duck and Cover *Protocol:*** *Students will move to and face the designated wall (away from the line of site of a window), and kneel with their hands cupped behind their heads and their body bent forward toward the floor. Students are to remain quiet and in the Duck and Cover position until instructed otherwise.*

**Alert Signal:** Site Administrator will announce: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information about locking doors or location of students is given over intercom, as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown procedures.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make announcement to implement a Hard Lockdown to the staff and activate the School Crisis Team.
2. Notify 911 emergency services, School-Based School Police (or call 799-5411) and then notify the Area Superintendent.
3. Establish the “Situation Room” (location where you along with First Responders will manage crisis).
4. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.
5. Ensure Staff and Student Accounting Protocol is completed and given to First Responders.
6. Notify Transportation Division to stop all inbound buses and/or prepare to support an Evacuation and Reunification.
7. Brief staff as quickly as it is safe to do so. Staff may be notified in person by phone, intercom, or email, as appropriate to the situation.
8. Lockdown procedures can be modified as knowledge of the situation is updated.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Site Administrator will call the Department of Student Threat Evaluation and Crisis Response to assist with counseling students most closely affected by the event and to assist with finding community services where needed.
3. Perimeter of school must be secured by Fire/Police units before Lockdown procedures can end.
4. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
5. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Independent Evacuation

***Description:*** *Independent Evacuation is the decision made by any employee or student that finds themselves in a potentially dangerous situation in a district owned building or property can, based on sound and reasoned judgment at the moment,* ***safely exit*** *out of harm’s way by means other than a lockdown procedure if such a decision would not bring further harm to said person or put others in an unsafe situation. Such a decision to exit independently does* ***NOT*** *suggest nor imply that one can disregard an order to lockdown and, by doing so, simply chooses to exercise free will, disregard the request, and exit the building. Independent evacuation is an option only if one is alone in the hallway between classes, in a bathroom, etc., any location that separates one from a class or work location.*

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Upon notification that a staff member(s), with or without students, needed to Independently Evacuate, a decision needs to be made as to implementing a safe reunification of the staff member(s) with the rest of the student body.

## Evacuation

***Description:*** *Evacuation is the movement of all students and staff out of the facility as quickly and orderly as possible. This movement is initiated when there is a threat in or near the facility and it is safer for students to move away from the building rather than remaining. Typically, students and staff will move to the designated Staff-Student Staging Area. At this location, attendance is taken, and decisions can be made as to whether there will be movement to the Family Reunification Site or return to the school.*

**Alert Signal:** **Fire Alarm Rings** **signaling all staff and students to Evacuate the building AND once everyone has reached fire drill locations, by radio and then orally, staff members will be told to move students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make the announcement and activate the School-Based Crisis Team Members.
2. Call 911. Alert School Police.
3. Ensure that the Evacuation Kits are taken from the facility and transported to the Staff-Student Staging Area.
4. Notify your Area Superintendent.
5. Ensure sweeping of the school has been initiated.
6. Ensure Staff and Student Accounting Protocol is completed.
7. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.
8. Ensure First Responder Liaison meets with first responders.
9. Report to the Staff-Student Staging Area and appraise the situation. Brief the staff and assure both staff and students that they are safe.
10. Instruct staff to record if students leave without permission, noting the time and describing the manner in which the students left and the person(s) with whom they left.
11. Decide if Family Reunification protocol is necessary at this time. If Reunification is necessary, please see the following step.
12. If the Family Reunification Site is not within walking distance, contact the Transportation Division. If the site is within walking distance, begin moving students to the site as practiced in your drills.
13. Prepare to implement the Family Reunification protocol.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Have the Crisis Response Team members continue with assigned duties at the Family Reunification Site.
3. When returning to the school, resume school routines.

## Reverse Evacuation

***Description:*** *Reverse Evacuation protocol is used when staff and students who are outside of the school facility must be moved as quickly as possible into the school facility for protection. This action is done when there is a potential threat or danger outside of the facility.*

**Alert Signal:** Site Administrator will announce: **“Attention all students and staff: This is a Reverse Evacuation. Please move inside the building immediately. Sweepers please check all areas to be sure all students and personnel are indoors in the proper locations.” Use radios to contact personnel outdoors.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make the Reverse Evacuation announcement using radio contact with staff who are outdoors (PE, aides, support staff) who will initiate Reverse Evacuation protocol using whistle and hand signals.
2. Send designated staff to open external doors to escort students into the building from the playground.
3. Maintain contact with staff outside until all staff and students are within the building.
4. If needed, call 911. Alert School-Based School Police (or call 799-5411).
5. Quickly decide whether Shelter-in-Place, Soft Lockdown, or Hard Lockdown protocol should follow the Reverse Evacuation and shift to action for the appropriate procedure.
6. Notify your Area Superintendent.
7. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.
8. If safe, instruct sweepers to canvas outside areas to make sure all staff members and students were able to get into the building safely (check outside play areas, outside restrooms, common areas and parking lot).
9. Have the sweepers check in the classrooms to make sure the students are in the classroom.
10. Ensure Staff and Student Accounting Protocol is completed.
11. Meet with the responding public safety officials and brief them on the situation.
12. Brief the staff and students to assure them that they are safe and to stay in their classrooms until otherwise directed.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
3. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Family Reunification

***Description:*** *Movement of staff and students after an Evacuation from the Staff-Student Staging Area to the Family Reunification Site in order to reunite students with their families.*

Alert Signal: **At the Staff-Student Staging Area, an announcement will be made to move to the Family Reunification Site. The site and route to be taken will also be announced. This will be done by radio and then orally.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Call Family Reunification contact confirming site usage.
2. Escort students to the Family Reunification Site; call Transportation Division if needed or move students on foot.
3. Ensure monitoring/assistance as needed for students with special needs.
4. Provide supervision/monitoring at critical areas and ensure student management.
5. Notify the Department of Student Threat Evaluation and Crisis Response and/or respond to phone contact.
6. Ensure Staff and Student Accounting Protocol is completed.
7. Instruct staff to record if students leave without permission, noting the time and describing the manner in which the students left and the persons with whom they left.
8. Contact the Communications Office (Public Information Office).
9. The Transportation Investigators, using their protocol, will load the buses.
10. Once at the Family Reunification Site, take attendance again.
11. Secure the perimeter around the student area so that no students will leave except with the designated parent/guardian.
12. Once at the Family Reunification Site, set up a staging area for orderly release of students to designated parent/guardian with proper identification (Driver’s License, State ID Card, military ID, Permanent Resident ID Card or Passport) identified on the CCF-703. Use your Main Office Kit with District Release Procedures to set up accounting for all students as you release them.
13. Have parent/guardian or person designated on CCF-703 sign before they take their child/children.
14. Use your Health Office Kits to help with students with special needs and health needs of all students and implement Health Plan for staff with disabilities.
15. Ensure staff goes to assigned areas to assist medically compromised students.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
3. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Procedures for Crises during Non-Classroom Situations

***Description:*** *Emergency responses must be in place for situations in which a crisis occurs and some or all students are not in the classroom and actions must be taken to provide for their safety.*

**Alert Signal:** Site Administrator will announce:“**This is a \_\_\_\_\_ (Hard, Soft Lockdown, Shelter in Place, Evacuation)**,” depending upon what the situation warrants.

**ACTION STEPS**

**During the Crisis:**

**Cafeteria-Lunch**

1. Teachers and staff (and students, if applicable) are notified of the crisis via intercom, radio and/or by face to face communication.
2. Students in the multipurpose room, gymnasium, theater, etc., are directed to stay in that room (unless the crisis warrants an Evacuation).
3. Teachers and staff follow the direction of the Site Administrator.
4. Address student health/disability issues.
5. Ensure Staff and Student Accounting Protocol is completed.

**Assemblies**

1. Teachers and staff (and students as applicable) are notified of the crisis via intercom, radio and/or face to face communication.
2. Students in the multipurpose room, gymnasium, theater, etc., are directed to stay in that room (unless the crisis warrants an evacuation).
3. Ensure Staff and Student Accounting Protocol is completed.
4. Student management must be maintained with all staff assisting in management procedures.
5. If evacuation procedures are initiated, teachers and staff follow the appropriate steps and procedures.
6. If dismissal is NOT typical, Family Reunification Protocol is initiated.
7. Ensure that health plans are followed for students with disabilities.

**After-School Events (athletics, extracurricular, etc.) On Campus**

1. Teachers, staff, students and community members are notified of the crisis by the site administrator via intercom, radio, and/or by face to face communication.
2. Students and community members are directed by the Site Administrator or designee to follow standard procedures for the respective crisis (lockdown, fire drill, shelter-in-place) as directed by the Site Administrator.
3. Ensure that all students and staff are contained and remain in the one location.
4. If Evacuation Protocol is initiated, fire drill procedures are followed by everybody on campus participating in athletics, extracurricular activities, after-school tutoring or Safekey.
5. Teachers, staff and students follow the appropriate steps and procedures as directed by the Site Administrator.
6. Ensure Staff and Student Accounting Protocol is completed.
7. If dismissal is NOT typical, Family Reunification Protocol is initiated.

**After-School Events (athletics, extracurricular, etc.) Off Campus**

1. Teachers, staff, students and community members are notified of the crisis by the site administrator or emergency responders via intercom, radio and/or by face to face communication.
2. Students and community members are directed to follow standard procedures for the respective crisis (lockdown, fire drill, shelter-in-place).
3. If Evacuation Protocol is initiated, fire drill procedures are followed by everybody.
4. Ensure Staff and Student Accounting Protocol is completed.
5. Follow Family Reunification Protocol if necessary.

**After the Crisis:**

1. If necessary, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.

## Media Communication Procedures

The CCSD Communications Office will provide media assistance during a crisis. Schools can concentrate on the safety of students, while the Communications Office works with a school representative, appropriate law enforcement agency and the media to relay the correct information and messages to the community. The Site Administrator and/or the Area Office will notify the Communications Office that there is a crisis and the Communications Coordinator will go to the site or other designated location. To relay other information to the Communications Office, call 799-5304.

**School Responsibilities**

1. The Communication Liaison will work with the Communications Office.
2. Update the Communications Office regularly during the crisis.
3. Do not release students or staff names to the media, unless you obtain formal approval or direction from the CCSD legal department and/or the Communications Office.
4. Do not allow the media access to the school during school times, in accordance with policy. The media and any member of the public may use the public rights-of-way, such as the sidewalk. In certain circumstances, such as a news conference, you, the Area, the Communications Office and/or the Superintendent or designee might arrange for media access to the site; a CCSD employee should direct or escort them whenever possible.

**Communications Office Responsibilities**

1. Establish a media information center in conjunction with local emergency offices and deploy Communications Office representatives to the site(s) as appropriate for the nature and size of the incident.
2. Respond to media and update the media regularly.
3. Develop or assist the school/Area to develop a scripted statement (and update when appropriate) for site secretarial and administrative personnel to follow when answering phone calls.
4. Work with designated administrative spokespersons to establish:
	1. Information to be discussed
	2. Length
	3. When
	4. Where
	5. Facts
	6. Key messages to emphasize

**Speaking to the Media**

1. Always remember to put student/staff safety first. (This must be the first message told to the media, and this message should continue throughout your comments to the media.)
2. Acknowledge the problem, but offer no solutions.
3. Stick with the facts. Do not release unfounded information.
4. Never say “no comment,” or be “off the record.”
5. Do not respond to hypothetical, “what if,” or “someone said,” types of questions.
6. Do not argue or become defensive with the media.
7. Avoid sensationalism, distortions, exaggerations, speculations, or hysterics. Be careful to avoid words the media may use that can exacerbate the situation.
8. When practical, repeat key messages as a way to avoid the pitfalls posed in items 4 through 7.
9. Respect the privacy of individuals.
10. Assure that a sense of order will prevail.

## Quick Guide for Staff Regarding the Media during a Crisis

1. BE PREPARED. Gather all necessary information. Have a list of all district numbers that may be needed, student information and be knowledgeable about the situation as a whole.
2. CALL CCSD COMMUNICATIONS OFFICE, (702) 799-5304. Explain the situation and request a representative from the Communications Office to come to your location and to speak to the media on behalf of the school district.

**In case communication with parents is required and your school needs to make a statement immediately, see below.**

1. IDENTIFY A COMMUNICATION LIAISON. Have the person assigned for the duration of the crisis. Clarify that this is the only person from the school that can talk to the media and /or the parents about the situation and be sure to regularly update the person. Even if a representative from the Communications Office arrives on campus, the assigned school spokesperson can work with the representative. Having a designated spokesperson allows other staff to concentrate on their respective responsibilities.
2. IDENTIFY A MEDIA BRIEFING AREA. This area needs to be accessible to the media but should not give the media access to the inside of the campus, the Staff-Student Staging Area, or the Family Reunification Sites.
3. PREPARE QUOTABLE STATEMENTS. If you are the spokesperson, resist the temptation of making a public comment right away. Make sure that when you do give a statement or answer questions, that you have all of your facts. Only make a statement once you are fully prepared. Keep the information child-centered and focus on the safety and security of the children.
4. MAINTAIN CONTROL. When speaking with the media, do not repeat potentially inflammatory words that may be used in a question and do not respond to a particularly inflammatory statement made by the media. Instead, stick to the facts, listen to the questions carefully and make the points you want to cover. Keep the statements that you make simple. Do not exaggerate, speculate, or give any more details than necessary. Your statements should be calming to the public and not cause panic.
5. GIVE STAFF AN APPROPRIATE RESPONSE IF APPROACHED BY THE MEDIA. If anyone other than the Communication Liaison is asked for a comment, he or she should say, “(Name of the Communication Liaison) is the appropriate person to update the media.” If possible, other school personnel should not speak with the media or make any kind of comment in order to avoid conflicting information and to allow people to focus on respective assignments.
6. UPDATE REGULARLY. After an initial briefing or news release is provided to the media, updates by the spokesperson should be provided on a regular basis, such as every half hour when possible, even if there is nothing new to report. This can be as simple as going to the media briefing area and making a statement.

**Other helpful information:**

1. REFER TO THE SCHOOL ACCESS POLICY. Upon request or when appropriate, refer to policy 1214. The media and community members have access to the sidewalk, as well as public events, but not the school campus during instructional time.
2. VERIFY STUDENT RELEASES. Should an announcement, event, or situation bring the media onto the campus, remember to check student media releases on file. It also may be helpful to remind the media that some parents and guardians have declined their students to be photographed, filmed, etc. on school property, with the Media Release Form, CCF-562.

## What to Do if Your Campus Becomes a Crime Scene

The crime scene is the location where the crime occurred and anywhere evidence may be found. This may be one small or large area or spread out over several areas. It is important that school administrators and staff do not attempt to enter the crime scene, contaminate, compromise or interfere with the investigation.

* + - * The goal of Law Enforcement is to:
	+ Stop a criminal act
	+ Apprehend suspect(s)
	+ Assist victim(s) as necessary
	+ Preserve and collect evidence
	+ Law Enforcement will establish a "Crime Scene" under the following circumstances:
	+ Murder or suicide
	+ Death due to suspicious circumstances
	+ If a person is the victim of a crime and may possibly die
	+ For serious crime
* Only authorized Law Enforcement and Fire Department personnel will be allowed to enter the crime scene.
* Depending on the size and nature of the crime scene, crisis team members may be allowed to enter the campus with the approval of the Incident Commander.
* You may be asked for a room or location to sequester witnesses. This helps to ensure the integrity and purity of each individual's statement.
* The first officer to arrive on scene will have a list of duties to complete to ensure the protection of the crime scene and to make sure that the crime is investigated properly.
* It is imperative that all school employees and community members (students, parents, etc.) not interfere or contaminate any identified crime scene.

# Specific Procedures

(Specific Annexes)

## Aircraft Accident

***Description:*** *An event in which an aircraft crashes into or near a school building. In the event of a crash into a building, immediate evacuation is necessary, even if only a part of the building is hit. If the crash is nearby, Shelter-in-Place is necessary until a determination can be made whether smoke and other contaminants can be contained and whether students can be evacuated without viewing the results of the crash.*

**Alert Signal:** **Fire Alarm Rings initiating Evacuation procedures** **AND once everyone has reached fire drill locations, alert staff members by radio or orally to move students to Staff-Student Staging Area.**

**OR**

**“Attention all staff and students; we are now in a Shelter-in-Place. All students and staff outdoors must move indoors to a protected area immediately. Staff, please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**Crash into school building**

**During the Crisis:**

**Administrator Response**

1. Decide whether to activate the Evacuation or Shelter-in-Place protocol.
2. Call 911 and alert School Police on campus or call 799-5411.
3. For students and faculty near the aircraft accident, implement Duck and Cover as a precaution in the event of aircraft explosion.
4. For students and faculty near the aircraft accident, school staff should implement either the Reverse Evacuation or Evacuation protocol. It is important that students are moved as soon as possible so they do not view the results of the crash.
5. Notify the Department of Student Threat Evaluation and Crisis Response.
6. Notify Area Office and the Communication Office.
7. Provide for first aid, treatment, and removal of injured occupants from school buildings. Account for all building occupants and determine extent of injuries.
8. Assist public safety officials as requested.

**Crash near school building, but no damage to building or grounds**

**During the Crisis:**

**Administrator Response**

1. Call 911 and alert School Police on campus or call 799-5411.
2. Site Administrator will decide whether to initiate the Evacuation or Shelter-in-Place protocol.
3. For students and faculty near the aircraft accident, implement Duck and Cover as a precaution in the event of aircraft explosion.
4. Notify the Department of Student Threat Evaluation and Crisis Response.
5. Notify Area Office and the Communication Office.

**After the Crisis:**

1. Facility must be inspected by Fire/Police and Inspection Services personnel before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss the possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Arrest or Criminal Indictment of Staff Member

***Description:*** *A staff member or volunteer is taken into custody by law enforcement officials while on the school campus or is indicted by a grand jury for a criminal offense.*

**NO ALERT SIGNAL (announcement) should be given.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Determine a plan for having the person arrested (i.e. have the person come to a private area in the office, away from spectators).
2. If the situation may become volatile, a Hard Lockdown may need to be implemented.
3. Notify Area Office.
4. Contact the Communications Office.
5. Attempt to obtain information relating to the arrest to determine if it has an impact on the individual’s fitness to serve. It is important that sources for this determination are legitimate and that information is accurate.
6. *Obtain the CCSD’s keys and CCSD ID badge.*
7. Avoid speaking to the media and instruct staff to do so also.
8. Instruct staff as to what to say to students, if you wish to have them say anything, “Mr. Jones had to leave for the rest of the year. Mrs. Smith will be teaching his class.”
9. Carefully document your actions.

**After the Crisis:**

1. Maintain normal order.

## Bees/Animal on Campus

***Description:*** *A situation in which a swarm of bees or an animal is observed on campus.*

**Alert Signal:** Site Administrator will announce: **“Attention all staff and students. This is a Soft Lockdown. Teachers, please lock your doors. All personnel outdoors must come indoors immediately. Sweepers please sweep all areas and check all exterior doors. I repeat this is a Soft Lockdown.”**

**AND**

**If students are outside for specials of PE, contact staff outside by radio or runners and initiate Reverse Evacuation procedures.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Determine if there is an *active attack* of the swarm of bees or animal versus *observation* of the swarm or animal.
2. *Notify proper emergency services. Alert School Police.*
3. School-based health services and Administrator will investigate any bee sting or animal bite with students and staff.
4. School-based health services and Administrator implement emergency medical response and provide first aid, as necessary.
5. Contact CCSD Operations Department/Animal Control for removal.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help with publicity of early school dismissal.
3. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Biological/Chemical Threat

***Description:*** *A suspicious letter or package can be identified by one or more of the following characteristics:*

* *Has no return address or has one that cannot be verified as legitimate.*
* *Unusual weight, given the size of the letter/package, or oddly shaped.*
* *Marked with restricted endorsements such as “personal” or “confidential.”*
* *Addressed to position title only or incorrect title.*
* *Excess postage.*
* *Mailed from a foreign country.*
* *Has strange odor, stains, leaks, or fine powder on the outside of the letter/package.*
* *Poorly typed or written with misspelled words.*
* *Postmark that doesn’t match the return address.*

**Alert Signal: Site Administrator will announce: “Attention all staff and students. We are now in a Shelter-in-Place. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**OR**

 **“Attention all staff and students: This is an Evacuation. Please take your Classroom Evacuation Kit and have your students line up to evacuate in an orderly manner to the Staff-Student Staging Area/Reunification Site. I repeat this is an Evacuation.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Decide whether to implement the Evacuation or Shelter-in-Place protocol.
2. Call 911 and alert School Police.
3. Notify Department of Student Threat Evaluation and Crisis Response.
4. Notify Area Office.
5. Do not open the letter/package.
6. If letter/package is open or torn, do not touch, smell, or taste the substance.
7. Clear the room or office of those who were not exposed to the letter/package.
8. All who were exposed to the letter/package must wash hands, arms and any exposed body parts with soap and warm water.
9. Turn off HVAC system and any circulating fans (if appropriate).
10. Isolate and secure the area until police/fire units arrive.
11. Determine if medical personnel are needed.

**After the Crisis:**

* + - 1. Facility must be inspected by one or more of the following before students and staff can enter the building:
	1. County Hazardous Material Department
	2. County Health Department
	3. District Environmental Services/Hazardous Material Section
1. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help with publicity of early school dismissal.
2. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Bomb Threat/Threatening Calls/Suspicious Package

***Definition****: A bomb threat/suspicious package situation is one that involves the threat of an explosive device that has been placed in, around, or near a facility or the detection of a suspicious package that could contain an explosive device.*

**Alert Signal:** **Evacuation Alert - Fire Alarm Rings AND, once everyone has reached fire drill locations, staff members will be alerted by radio and orally to move students to Staff-Student Staging Area.**

**OR**

**Site Administrator will announce:** **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information about locking doors or location of students is given over intercom as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown procedures.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. If a threat is received by telephone, complete the Bomb Threat/Threatening Calls Checklist (CCF-621); pay close attention to exact wording, speech characteristics, and background noises. Provide a copy of the completed Bomb Threat/Threatening Calls Checklist to the first law enforcement/public safety officials who arrive on the scene.
2. If a written threat is received, make a copy and protect the original message (plastic or other covering) to preserve identifying marks or fingerprints. Turn the original over to the first law enforcement/public safety officials to arrive on the scene.
3. Call 911 and alert School Police.
4. If a personal threat, secure that individual(s).
5. Notify Department of Student Threat Evaluation and Crisis Response.
6. Make sure that call tracing procedures have been implemented (DO NOT HANG UP EVEN AFTER THE CALL ENDS so that the call can be traced – if another call comes in afterward this is no longer possible).
7. Consult with responding public safety officials and quickly determine whether it is best under the circumstance to Evacuate the school or activate Lockdown procedures. Available information should be evaluated to weigh the potential risks of explosive devices inside the building, explosives devices outside the building (including the possibility of a vehicle bomb), explosives devices placed in or near evacuation routes or sites or other hazards such as persons with firearms who plan to shoot at evacuees.
8. If the school is evacuated, follow the Evacuation plan.
9. Request uniformed personnel escort staff and students to the Staff-Student Staging Area and remain with them until and unless they are instructed to return to the building or move to the Family Reunification Site.
10. Leave the facility and take the Main Office Evacuation Kit.
11. Immediately notify responding public safety officials if any persons are not accounted for.
12. If students are to be dismissed from the Staff-Student Staging Area, begin notification of parents and guardians and implement Family Reunification procedures.
13. *If multiple bomb threats are received over time, be sure to rotate evacuation routes and sites to make it more difficult for someone to pattern your evacuation responses and target evacuees with explosives, firearms, or chemical agents.*

**After the Crisis:**

* + - 1. Facility must be inspected by Fire/Police and CCSD Inspection Services personnel before staff and students can return to the school.
			2. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
				1. If school is dismissed, the Instruction Office will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	1. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	2. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.

## Chemical/Hazardous Materials/Toxic Emissions Incident

***Description:*** *During use, processing, or transporting (pipeline, truck, etc.) of chemical and other hazardous materials, accidents may occur that will expose people to the dangers of contaminants. In this situation, the chances of injury and death are decreased when people know what to do and how to protect themselves. In other instances, individuals or groups may cause the intentional release of chemicals or other hazardous materials. These incidents can occur within the school facility or external to the school site. Determination will have to be made as to the location and magnitude of the incident in deciding a course of action, either Evacuation or Shelter-in-Place.* ***Warning of hazardous materials is usually received from public safety officials. These include the local fire department, law enforcement agencies, and/or the local Emergency Management Agency. In a rare situation, the incident may occur close to or on facility property and personnel at the facility must spot the indicators of an incident and relay the warning to appropriate agencies.***

**Alert Signal**: **Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, alert staff members orally or by radio to escort students to Staff-Student Staging Area.**

**OR**

**Site Administrator will announce:** **“Attention all staff and students. We are now in a Shelter-in-Place. All students and staff outdoors must move indoors to a protected area immediately. Staff, please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Call 911 and alert School Police.
2. Notify The Department of Student Threat Evaluation and Crisis Response.
3. Notify the Area Office.
4. Prepare to initiate Evacuation or Shelter-in-Place protocol.
5. Make sure that Transportation Division is notified so they can divert any buses from the area if necessary and/or support an evacuation.
6. Listen to emergency alert broadcasts on all available media and follow their instructions.
7. If instructed, evacuate to a safe location *at right angles (90°) to and upwind of the agent. This may not be the location of your planned Evacuation Site. Follow the instructions of safety officials*.

**After the Crisis:**

1. Facility must be inspected by Facilities Division Safety and Environmental Services before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Civil Unrest

***Description:*** *Civil unrest is a situation in which a group of individuals becomes unruly and/or violent to the point of disruption to an area of the community and/or the academic or work environment of a campus.*

**Alert Signal:** Site Administrator will announce: **“Attention all staff and students. This is a Soft Lockdown. All personnel outdoors must come indoors immediately. Sweepers please sweep all remote areas and check all exterior doors. I repeat this is a Soft Lockdown.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Determine the location of the persons who are disruptive and quickly assess the degree of their unruly behavior.
2. Determine if a lockdown is appropriate to keep the situation from escalating to other parts of the facility. *Announce a Soft Lockdown. If the unrest moves inside the building, a Hard Lockdown is necessary.*
3. Call 911 and alert School Police.
4. Notify the Department of Student Threat Evaluation and Crisis Response.
5. Notify the Area Office.
6. Make sure that Transportation Division is notified so they can divert any buses from the area.
7. If you are in a position to observe the participants, visually scan them for any signs that they may have a weapon. Do not approach or confront unruly person(s).
8. Be prepared to implement Family Reunification procedures in the event the situation makes this action appropriate.
9. Be prepared to implement the Shelter-in-Place protocol if the use of pepper spray, tear gas or other agents by law enforcement officers and/or protesters makes this action necessary.

**After the Crisis:**

1. If the facility is damaged, it must be inspected by the Facilities Division Inspection Services before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent of Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Office will contact the Board of School Trustees Office to make the trustee aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.
5. Brief staff on the outcome of the situation as soon as it is resolved.

## Death Occurring on Campus

***Description****: Loss of life of one or more persons due to an accident, natural disaster, natural causes, suicide, or homicide. Cause of death should not be assumed and must be determined through investigation by appropriate officials.*

**Alert Signal: Site Administrator will announce: “Attention all staff and students. This is a Soft Lockdown. All personnel and students outdoors must come indoors immediately. Sweepers please sweep all remote areas and check all exterior doors. I repeat this is a Soft Lockdown.”**

**OR**

**Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, by radio and then orally, staff members will be told to escort students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Determine if a Lockdown or Evacuation is needed and give signal.
2. Call 911 and alert School Police.
3. Keep the incident scene secure. Do not allow anyone to disturb evidence. Identify witnesses and keep them separated until law enforcement or School Police arrive.
4. Take precautions against any contact with bodily fluids (refer to Health Services Documents PUB-648 and 650).
5. Initiate Family Reunification procedures, if appropriate.

**After the Crisis:**

1. Send a letter home to parents explaining what happened and what steps were taken for student protection and comfort. Consult Communications Office for assistance.
2. Call the Department of Student Threat Evaluation and Crisis Response for help with counseling students and staff affected by the crisis and with getting community therapy as needed.
3. After being cleared by law enforcement/mental health officials and/or CCSD Legal Department, determine an appropriate time and manner to remove personal items of the deceased from desks, lockers, etc.
4. Stop any automatic mailings from being inadvertently mailed to the family.
5. If appropriate, discontinue bus service.
6. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
7. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.
8. Continue to assist law enforcement officials, if necessary, with investigation.
9. Use Media Protocol as needed.

## Disruptive/Unruly Person

***Description:*** *A disruptive or unruly person is a student, employee or visitor who becomes unruly to the point of disruption of the academic or work environment.*

**Alert Signal:** The Site Administrator will announce: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information about locking doors or location of students is given over intercom, as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown procedures.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Determine the location of the person who is disruptive and quickly assess the degree of their unruly behavior.
2. Call 911 and alert School Police.
3. Do not physically confront the individual(s) unless you or a student is attacked or an attack appears imminent. If you decide you must use physical force, comply with district guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.
4. Position yourself for safety near a door or by putting a physical barrier between yourself and the individual(s). For example, take a position behind the counter. Consider potential escape routes for yourself and staff in the event the individual(s) becomes combative.
5. Attempt to contain the situation by ordering students and staff away from the individual(s) if appropriate for the situation.
6. Speak to staff and the individual(s) in a calm and firm manner. Decide if it is best to advise the individual(s) that law enforcement personnel are on the way if you have called them.
7. Visually scan the unruly individual(s) for any signs that he/she may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
8. Upon their arrival, coordinate actions with law enforcement officials.

**After the Crisis:**

1. Person(s) of concern must be absent from site before staff and students are alerted by Site Administrator that the lockdown is over (if a lockdown was necessary).
2. Brief staff on the outcome of the situation as soon as it is resolved and students have gone for the day.
3. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.

## Earthquake

***Description****: An earthquake involves tremors and/or slow, rumbling sounds. While hurricanes and other weather conditions are more predictable, earthquakes often happen suddenly. Earthquakes are usually detected first by the feeling of furniture shaking or fixtures swaying. Nevada is the third most seismically active state with many faults in and around Clark County.*

**Alert Signal**: The site administrator will announce: **“Attention all staff and students. We are experiencing an earthquake. All staff and students must immediately seek cover under the nearest desk, table, or doorway. Those outdoors should move to a clear area away from tall objects. All staff and students Duck and Cover”**

**AND/OR**

**Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, by radio and then orally, staff members will be told to escort students to Staff-Student Staging Area.**

**AND/OR**

**“Attention all staff and students. We are now in a Shelter-in-Place. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. If possible, make the first announcement above in time to warn staff and students.
2. Initiate either Shelter-in-Place or Evacuation protocol, based on an assessment of the condition of the school and surrounding area.
3. Activate School Crisis Response Team.
4. Call 911 and alert School Police.

**After the Crisis:**

1. Fire/Police and CCSD Inspection Services/Risk Management personnel must inspect facility to check for structural damage.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	* + - 1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	1. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	2. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Explosion

***Description****: A violent release of energy caused by a chemical or nuclear reaction or by pressure or heat. An explosion creates a pressure wave which can be forceful enough to do harm. Each Site School Crisis Team should consider possible industrial hazards in the surrounding area when making a plan.*

**Alert Signal:** **Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, alert staff members by radio and orally to escort students to Staff-Student Staging Area.**

**OR**

Site Administrator will announce: **“Attention all staff and students. We are now in a Shelter-in-Place*.* All students and staff outdoors must move indoors to a protected area immediately. Staff, please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. All staff/students must first act to ensure their own safety in order that they may help others. They may need to Duck and Cover and hold or to run to safety.
2. Call 911 and alert School Police.
3. Decide whether to initiate Evacuation or Shelter-in-Place protocol.
4. Notify Area Service Center Superintendent.

**After the Crisis:**

1. Facility must be inspected by Fire/Police and CCSD Inspection Services and Risk Management personnel before staff and students can return to the school.
2. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, Instruction Office will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
3. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
4. Follow Family Reunification procedures if school is dismissed.

## Fire/Smoke

***Description****: The combustion of materials such that it creates heat and flame. Fires typically start where large groups of people will not see them: student-started fires begin in bathrooms or in trashcans in remote locations. Accidental fires start in areas where there is high heat that can get out of control (cooking areas, kilns, etc.).*

**Alert Signal: Evacuation Alert - Fire Alarm Rings. AND, once everyone has reached fire drill locations, alert staff members by radio and orally to escort students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administration Response**

* + - 1. The person discovering the fire must first act for safety. They or he/she must move students to safety, away from the fire, pull the nearest fire alarm and/or immediately alert the Site Administrator.
			2. Initiate Evacuation protocol.
			3. Call 911 and alert School Police.
			4. Call the Department of Student Threat Evaluation and Crisis Response.
			5. Notify other emergency services and supervisors immediately if they are required

**After the Crisis:**

1. Facility must be inspected by Fire/Police and CCSD Inspection Services and Risk Management personnel before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, Instruction Office will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Flood/Dam Failure

***Description****: Floods involve rushing water that can pull children into drainage areas and can move objects which can harm individuals encountering them. In Clark County, floods are likely to be site-specific or area-specific. Each School Crisis Team is advised to ascertain whether their school lies in a likely path of floodwaters and plan accordingly.*

**Alert Signal:** Site Administrator will announce: **“Attention all staff and students. This is a Soft Lockdown. All personnel and students outdoors must come indoors immediately. Sweepers please sweep all remote areas and check all exterior doors. I repeat this is a Soft Lockdown. Please unplug electrical appliances and equipment and do not drink tap water as a precaution until otherwise notified.”**

**OR**

**Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**Action Steps**

**During the Crisis:**

**Administrator Response**

1. Decide whether to initiate Evacuation or Soft Lockdown protocol.
2. Call 911 and alert School Police.

**After the Crisis:**

1. Facility must be inspected by Fire/Police and CCSD Inspection Services and Risk Management personnel before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction:
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Food Contamination Incident

***Description:*** *A food contamination incident is a situation in which multiple students and/or staff members become ill due to the consumption of contaminated food or beverage. Contamination of food or beverage could involve accidental contamination or intentional contamination. Intentional contamination could involve biological organisms, toxins, chemicals or radiological contaminants.*

**Alert Signal: Site Administrator will send a staff runner to notify staff of the concern, advise them to have everyone in their area refrain from consuming food or beverages until further notice, and determine if students in their area are in need of medical attention.**

**Action Steps**

**During the Crisis:**

**Administrator Response**

1. As soon as you think there is a potential contamination, call 911 and School Police.
2. Begin first aid as appropriate.
3. Take immediate action to prevent others from consuming food or beverages until the actual source of the contamination can be determined.
4. Begin assessing the available information to try to determine the cause of the contamination.
5. Any contamination incident could be an intentional criminal act or an accidental situation. In either case, conduct a thorough investigation. Ensure that food, beverages, eating and drinking utensils and serving dispensers are *not* discarded or washed until it is determined that they cannot be used as evidence.
6. Call 911 and alert School Police.
7. Work with responding public safety officials to determine how the contamination occurred.

**After the Crisis:**

1. Provide information for staff as appropriate.
2. Assist health agencies with the investigation as necessary.
3. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student health, safety, and comfort.
4. Health District personnel may need to inspect facility to ensure cleanliness before students and staff can return to school.
5. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	* + - 1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	1. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
		* + 1. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
6. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Hostage/Barricaded Person

***Description:*** *A* ***hostage situation*** *is one in which a perpetrator uses a weapon, the threat of a weapon, or the threat of violence to hold one or more students or staff captive against their will for some purpose. A* ***barricaded subject*** *situation is one where a person barricades him/herself into a part of a building for some purpose. During these situations, those near the hostage or barricaded subject should not access the School Crisis Plan as this information could be useful to the perpetrator(s). The first goal is to defuse the situation and restore a sense of calm.*

**Alert Signal: Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, alert staff members by radio and orally to escort students to Staff-Student Staging Area.**

**OR**

Site Administrator will announce: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information about locking doors or location of students is given over intercom as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown procedures.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

* + - 1. Adults near the situation must act for their own and others’ safety. They may need to Duck and Cover and must keep calm and attempt to move as many people away from the situation as possible.
			2. Decide whether to initiate Evacuation or Lockdown protocol. If the situation is contained to one room or office, it may be possible to evacuate students from other areas.
			3. Call 911 and alert School Police.
			4. Notify your Area Superintendent.
			5. Attempt to confirm as many details of the situation as possible: motive(s), objective(s), mental status, possible substance abuse, and what weapons, if any, are present.
			6. Attempt to identify hostage(s) or barricaded subject(s).

**If you ARE among those taken hostage**

1. Do NOT attempt to negotiate with a hostage-taker.
2. Do not make suggestions and avoid eye contact.
3. Do not attempt to disarm the perpetrator or attempt to escape, as this may escalate the situation.
4. Try to remain calm and keep any students under your care as calm and quiet as possible. Ask permission from the hostage-taker to give care to students or to release them.
5. Try not to make any sudden or unexpected movements.

**After the Crisis:**

* + - 1. Facility must be completely inspected by Police before staff and students can return to the school.
1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Contact the Department of Student Threat and Crisis Response.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	* + - 1. If school is dismissed, the Instruction Office will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	1. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	2. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Intruder/Suspicious Person on Grounds

***Description:*** *An intruder or suspicious person is one who enters the grounds and does not appear to have a legitimate purpose for being present.*

**Alert Signal:** Site Administrator will announce: **“Attention all staff and students. This is a Hard Lockdown. I repeat this is a Hard Lockdown.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make announcement for Hard Lockdown.
2. Obtain a description of the intruder, i.e., a visual description, clothing, etc.
3. Call 911 and alert School Police.
4. Instruct staff to communicate with Site Administrator or office staff if they have pertinent information.
5. Follow Hard Lockdown protocol.

**After the Crisis:**

1. Facility must be completely inspected by Site Administration/Law Enforcement before staff and students are alerted that the Lockdown is over.

## Intruder/Suspicious Person in Building

*Description: Intruder Inside Building/Hard Lockdown (if needed): There is an intruder or suspicious person or person(s) who have entered the school building.*

Alert Signal: Site Administrator will announce: “This is a Hard Lockdown. I repeat; this is a Hard Lockdown.” (No information is given over intercom as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown protocol.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Make announcement for Hard Lockdown.
2. Obtain a description of the intruder, i.e., a visual description, clothing, etc.
3. Call 911 and alert School Police.
4. Follow Hard Lockdown procedures.
5. No one should cease Hard Lockdown procedures until Site Administrator announces conclusion.

**After the Crisis:**

1. Facility must be completely inspected by Police before staff and students can be released from Lockdown.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent of Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Office will contact the Board of School Trustees Office to make the trustee aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Kidnapping/Attempted Abduction/Missing Child

***Description:*** *A kidnapping or missing child situation is one in which indications are such that a student who should be at the school has been taken by force or fraud is not or abduction is imminent.*

**Alert Signal: *None****, unless a precautionary lockdown is approved by the Site Administrator.* In the event a Lockdown is necessary, the Site Administrator will announce the following: **“Attention all staff and students. This is a Soft Lockdown. All personnel and students outdoors must come indoors immediately. Sweepers please sweep all remote areas and check all exterior doors. I repeat this is a Soft Lockdown.”**

***If there is any indication that an abduction may be imminent, a* Hard Lockdown *should be implemented.*** The Site Administrator will announce the following: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information is given over intercom as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown protocol.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Office personnel checks student departure sign-out log (binder).
2. Office personnel places an “all call” for the student to report to the office.
3. Once determined that student is missing:
4. Obtain as much information as possible regarding the student’s description, including clothing and the circumstances of the disappearance.
5. Call 911 and alert School Police.
6. Alert Area Superintendent’s, Instructional Unit and Communication Offices.
7. Each staff member should carefully search his or her area of responsibility. Any potential hiding place should be searched, including crawl spaces, rest rooms, storage closets, cabinets, and storage containers. Missing children have frequently been found hiding in these types of areas.
8. Contact the Department of Student Threat Evaluation and Crisis Response, as warranted.
9. If there is any indication that abduction has occurred or is about to take place, announcing a Soft Lockdown or a Hard Lockdown as appropriate to the situation.
10. If there are siblings, notify their school administrator.
11. Coordinate with law enforcement officials regarding parental/guardian notification.
12. Request that law enforcement officials ask parents/guardians to search the residence where the students(s) live. Missing children have frequently been found hiding in closets, attics and in other areas at home.
13. Siblings of the missing students(s) should be closely monitored at all times. If siblings are known to be at another local school, notify the administrator of that facility.
14. Provide information for staff as appropriate.
15. Assist law enforcement officers with the investigation.

**After the Crisis:**

1. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
2. Contact the Department of Student Threat Evaluation and Crisis Response to aid in recovery efforts.

## Landslide/Mud Flow

***Description:*** *An abrupt movement of soil and bedrock that can be triggered by rain or an earthquake. These events usually strike with little or no warning and often develop after heavy rain or long-term rain events. Instability in the ground can create hazardous conditions in school buildings or on playgrounds. Warning signs include doors jamming, cracks in plaster, tile, or brick and stairs pulling away from the building.*

**Alert Signal:** Announcement from the Site Administrator stating, **“Attention all students and staff: This is a Reverse Evacuation. Please move inside the building immediately. Sweepers please check all areas to be sure all students and personnel are indoors in the proper locations.”**

**OR**

**Alert Signal: Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

Make the announcement for Reverse Evacuation or Evacuation as quickly as possible to move as many people as possible away from the problem.

As quickly as possible, send designated staff to assist with anyone near the landslide who was injured or needs help.

Advise staff not to use any open flames and to be aware of possible gas leaks.

Determine if the School Crisis Response Team needs to be activated; if so, assignments begin.

Call 911 and alert School Police.

Initiate Family Reunification protocol if necessary.

**After the Crisis:**

1. Facility must be inspected by Fire/Police and CCSD Inspection Services personnel before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction:
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Radiological Release Incident

***Description:*** *During use, processing or transporting of radioactive materials, accidents may occur that will expose the facility to the dangers of contaminants. In this situation, the chances of illness are decreased when people know what to do and how to protect themselves. In addition, individuals or groups could cause the release of radioactive materials through a variety of means including an explosive device designed to scatter radioactive materials (commonly referred to as a “dirty bomb”), the scattering or distribution of radiological materials without the use of explosives, or the use of a nuclear device. Of these scenarios, the use of a “dirty bomb” or scattering or distribution of radiological materials is more likely scenarios. Radiological materials could be disseminated via food or water supply.*

**Alert Signal: Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill location, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**OR**

Site Administrator will announce: **“Attention all staff and students. We are now in a Shelter-in-Place. All students and staff outdoors must move indoors to a protected area immediately. Staff please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Initiate Shelter-in-Place protocol.
2. Call 911 and alert School Police.
3. Emergency response personnel will normally instruct the administrator to take the action deemed most appropriate**.**

**After the Crisis:**

1. Facility must be inspected by CCSD Safety and Environmental Services and Inspection Services before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact Communications Office to help with publicity of early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## School Shooting/Weapon Use on Campus

***Description****: Weapon use is defined as unauthorized discharge of firearms or other use of a weapon to assault, threaten, or injure another person on or in close proximity to school property.*

**Alert Signal:** Site Administrator will announce: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information is given over intercom, as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown protocol.)

**OR**

**Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. As soon as you are notified of possible weapon use, you must make a rapid assessment of the situation, determine whether a Hard Lockdown or an Evacuation is the safest probable course of action, and notify staff. *Do not attempt to verify facts before acting on this decision as even a brief delay could result in avoidable injuries or loss of life.*
2. Alert School Police on site or call School Police Dispatch at 799-5411 and/or call 911.
3. Be prepared to provide any information you can about perpetrator(s):
	1. type of weapon(s) involved,
	2. location of victim(s),
	3. location or direction of travel of suspect(s’) vehicle(s), and
	4. names of witnesses.
4. Do not confront or disarm anyone who is in possession of a weapon.
5. Try to move students away from armed individuals unless you feel it will escalate the situation or place them in greater danger.
6. Since weapons-use scene is a crime scene, no attempt should be made to clean up blood or other evidence without the approval of the senior law enforcement official.
7. Since blood and other bodily fluids may pose a health threat, district protocol for hazardous materials must be followed.
8. If students have evacuated the building, determine if you can safely reunite students with parents at your alternate site. If so, initiate Family Reunification procedures.

**After the Crisis:**

1. Perimeter of school must be secured by Police before staff and students can return.
2. Send a letter home explaining what happened and what steps were taken to protect students. Consult Communications Office for help.
3. Contact the Department of Student Threat Evaluation and Crisis Response.
4. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
5. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Sexual Assault

***Description:*** *A sexual assault is any crime of a sexual nature.*

**NO ALERT SIGNAL (announcement or delivery of message) should be given.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Staff members who discover the crime will notify Site Administrator, who will call 911 and School Police immediately.
2. Attempt to dissuade the victim from washing or using the restroom if possible. This is to preserve evidence.
3. Provide the victim with privacy.
4. Secure the crime scene.
5. Instruct staff not to use the suspect’s, victim’s, or witnesses’ names on radios and not to release names to anyone other than law enforcement.
6. DO NOT QUESTION ANYONE and do not disturb potential physical evidence.
7. Keep victims, suspects, and witnesses separated.

**After the Crisis:**

1. Assist law enforcement as requested, most likely by maintaining quiet and ***not*** doing your own investigation.
2. Continue to keep victims, suspects, and witnesses separated (by changing their schedules or routines on campus if necessary) and have them speak with deans or counselors for support and to minimize what they say about the event on campus.
3. After students have gone home for the day, debrief staff about the general concern, without using names, and instruct them to quash rumors and emphasize the need for privacy during the following school day and afterward.
4. Contact the Department of Student Threat Evaluation and Crisis Response to aid in recovery efforts.

## Suicide by Student/Staff off Campus

***Description:*** *A student has completed an attempt to take his or her life at home or another location. This may be described by the family as clearly intentional or as an accident, but if the death occurred because of extreme risky behavior such as drug abuse or the “choking game,” the death should be treated as a suicide and the precautions below should be taken.*

**NO ALERT SIGNAL** should be given.

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Upon learning that a student may have committed suicide, call the student’s/staff’s family to express condolences for the death and confirm the facts. You can inquire how the family has set up memorial services as some students may want to attend.
2. In all instances of suicide, school staff does not disclose, reinforce questions or rumors, nor discuss any facts regarding the situation. Do not disclose the cause of death, but talk of the death in general terms.
3. Assess the impact of the death on your campus. Call the Department of Student Threat Evaluation and Crisis Response.
4. Do NOT memorialize the act of a person’s suicide. Allow those students who need to grieve.
5. Monitor students/staff for suicide clustering (groups copying the same actions).
6. Begin to identify those most closely affected by the death: siblings of the deceased, friends, boyfriends/girlfriends, teachers, and coaches as they may need additional assistance from the counseling staff and/or referral for community therapy.
7. If a sibling of the student is on another campus, call administration at that facility to advise them of the situation.

**After the Crisis:**

1. Have counseling staff interview the students who were most closely affected to look for signs of mood disorders (primarily depression). Refer these for community services and monitor them closely for at least two months. Make their parents aware of their connection to the deceased, and if you can, explain the circumstances.
2. Review Crisis Prevention Checklist in the Phase IV Recovery Section.
3. If in your interviews, you become aware of those who may have facilitated the suicide, knew or failed to recognize the warning signs, or had a relationship with the person, take extra precaution (i.e. interview, monitor, etc.).
4. Consider doing a school-wide or demographic-wide depression screening such as *Signs of Suicide (SOS)*, which also has Gatekeeper Training. If you need more information, call The Department of Student Threat Evaluation and Crisis Response.
5. Consider Gatekeeper Training for your staff. Gatekeeper Training is teaching the warning signs of suicide and appropriate actions to take.
6. If you are a high school, consider starting a Natural Helpers group on your campus. This program includes Gatekeeper Training, Drug Abuse Awareness, and Tolerance and Bullying Awareness; and it will help you identify at-risk youth.
7. Contact the Department of Student Threat Evaluation and Crisis Response to aid in recovery efforts.

## Tornado/Severe Weather

*Description: A Tornado Watch is when conditions are favorable for the development of a tornado or severe weather.*

*A Tornado Warning is when a tornado has been visually sighted or detected on radar. In this case, all staff and students must take shelter immediately.*

Alert Signal: “Attention all staff and students. We are now initiating a Reverse Evacuationto aSoft Lockdown due to a Tornado Watch. All staff and students who are outdoors need to move indoors. Please keep students in your rooms. Be prepared to move to a Tornado Safe Area.”

AND/OR

“Attention staff. This is a Tornado Warning. Take shelter in tornado-safe areas immediately and Duck and Cover.”

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Upon warning from appropriate source, announce appropriate alert signal over the intercom.
2. Alert School Police on site or call 799-5411 upon Tornado Watch condition.
3. Monitor weather radios and call 911 in the event of a tornado sighting or strike.
4. Make sure that all outdoor activities and personnel move indoors upon Tornado Watch.
	1. Initiate a Reverse Evacuation and a Soft Lockdown.
5. When a Tornado Warning is received:
6. Move all staff and students to a Tornado Safe Area\* and Duck and Cover.

\*Tornado Safe Areas are interior rooms and hallways on the lowest floor avoiding rooms and hallways that open to the outside. If there are no interior hallways, avoid those that open to the southwest, south or west, since that is usually the direction the tornado will come. Stay away from glass in both windows and doors.

**After the Crisis:**

1. Contact the Department of Student Threat Evaluation and Crisis Response.
2. Fire/Police and CCSD Inspection Services personnel must inspect facility to check for structural damage. You may have to make a determination to evacuate the facility or to remain in the damaged facility, weighing the dangers posed by structural damage against the possibility of a second tornado strike on exposed evacuees. ***If an Evacuation is deemed appropriate after a tornado strike, move evacuees to an area away from gas or electrical lines. This may not be the site you had originally planned.***
3. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
4. If damage to the property occurs, request that the appropriate district officials notify insurance carrier and document damage with properly documented photographs.
5. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	* + - 1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	1. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	2. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
6. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.

## Utilities Failure

***Description****: Power, gas, or water can fail or can be shut off due to problems in the area at any time. Depending on the utility, the structure of the school, and the season, failure can be of moderate concern or can cause health problems such as heat stress, a condition requiring medical attention.*

**Alert Signal: Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**OR**

**Send a staff courier to tell teachers that there is a power or other outage and that they are to keep students in class on Soft Lockdown until further notice. Send any students with health concerns (i.e., heat stress) to the nurse.**

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. Notify school’s Facilities Service Representative. Alert Custodial Staff.
2. Call the appropriate utility.
3. Determine if it is safe to conduct normal activities.
4. If water or sewage pipes have broken or are leaking, take steps to reduce water damage and prevent contamination.
5. Call 911 and alert School Police.
6. If there is a gas leak, initiate Evacuation protocol. Open windows if possible and do not allow anyone to use matches or other open flames. Shut off other utilities. *Your Staff-Student Staging Area or Family Reunification Site in this case must be at least 1,000 feet away from the school unless instructed to move farther by public safety officials.*
7. For a power outage, take the following steps:
	1. Ensure window blinds are closed on the side of the building that receives direct sunlight and interior classroom and office doors are open.
	2. Restrict physical education activities.
	3. Utilize water and ice available in the school.
	4. If power is to be out more than one hour, take steps to secure refrigerated food. Consult with Area Office.

**After the Crisis:**

1. Fire/Police, appropriate utility, and CCSD Inspection Services personnel may need to inspect facility to determine safety before students can return if school was evacuated.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent or Deputy Superintendent of Instruction will discuss possible dismissal of students.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
	4. Cancel scheduled school activities including athletic events, if necessary.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.
5. Take steps to determine if food is safe to consume if it was above required temperature for longer than one hour.

## Weapon on Campus (No Assault)

***Description:*** *The weapons report is based on any information or report that person(s) on the property is/are in possession of a knife, gun, or any other weapon. This protocol is for use in a situation where no assault has yet occurred and no immediate threat to use the weapon is reported.*

**Alert Signal: NO ALERT should be given** in a situation where the person and weapon can be quickly isolated and **the weapon can be taken quickly from the person by School Police.**

**OR**

Site Administrator will announce: **“This is a Hard Lockdown. I repeat this is a Hard Lockdown.”** (No information is given over intercom, as this may help any perpetrators on campus. It is expected that staff will be aware of Hard Lockdown protocol.)

**ACTION STEPS**

**During the Crisis:**

**Administrator Response**

1. *If the weapon and its possessor are not in a controlled location, quickly move to Shooter on Campus procedures and initiate Hard Lockdown.*
2. Call School Police at 799-5411. School Police will determine the best method to approach the subject to avoid escalating the situation.
3. Upon recovery of the primary weapon, School Police will search for an accomplice and/or any additional weapon(s) in the perpetrator’s locker, book bag, automobile, or home. Weapons may also be concealed in a rest room or behind a vending machine.
4. If primary weapon is recovered and no further evidence is found, proceed with appropriate action/discipline for the perpetrator (skip next step).
5. If evidence of possible further action is found (accomplice or additional weapon), proceed to a *Hard Lockdown.*

**After the Crisis:**

1. Perimeter of school must be secured by Police before school can be released from Lockdown.
2. Contact the Department of Student Threat Evaluation and Crisis Response.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with the Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, the Instruction Unit will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.
5. Consider sending a letter home with students explaining what happened and what actions were taken for the safety of all students.
6. After students have gone home for the day, consider debriefing staff on the day’s events and any concerns that need to be addressed for the coming days. Instruct the staff what to say to students the next school day.

## Wildfire

***Description****: Wildfires are uncontrolled fires which threaten homes, businesses, or schools. Risks increase in areas with substantial trees, brush, or other natural combustible material. Wildfires can begin under many circumstances, including lightning strikes, arson, and carelessness. Windy and dry conditions increase the threat of wildfires. Each Site School Crisis Team should consider possible hazards in the surrounding area when making a plan.*

**Alert Signal:** Site Administrator will announce: **“Attention all staff and students. We are now in a Shelter-in-Place. All students and staff outdoors must move indoors to a protected area immediately. Staff, please visually sweep the area near your room and direct any students in the hall into your room. Please seal all doors and windows with tape and plastic and keep students in your rooms.”**

**AND/OR**

**Evacuation Alert - Fire Alarm Rings. AND once everyone has reached fire drill locations, staff members will be alerted by radio and orally to escort students to Staff-Student Staging Area.**

**ACTION STEPS**

**During the Crisis:**

**Administration Response**

* + - 1. Call 911 and alert School Police.
			2. Decide quickly whether your first response should be to initiate the Shelter-in-Place or Evacuation protocol, based on the likelihood of students breathing smoke or toxic substances as they evacuate against the likelihood of the fire threatening the building. If you begin with Shelter-in-Place, consult first responders as they arrive to consider Evacuation.
			3. If you Evacuate:
1. Fire Evacuation procedures will begin at the sound of the alarm.
2. Coordinate evacuation route with first responders as needed if the fire is near your planned route.
3. Prepare to initiate Family Reunification protocol.

**After the Crisis:**

1. Facility must be inspected by Fire/Police and CCSD Inspection Services personnel before staff and students can return to the school.
2. As appropriate, send home a letter with each student explaining the event and outlining what steps were taken for student safety and comfort.
3. Site Administrator and Area Superintendent will discuss possible dismissal of students with Superintendent or Deputy Superintendent of Instruction.
	1. If school is dismissed, Instruction Office will contact the Board of School Trustees Office to make the trustees aware that school has been dismissed.
	2. If school is dismissed, the Area Office will contact the Transportation Division to arrange for busing.
	3. If school is dismissed, the Area Office will contact the Communications Office to help publicize early school dismissal.
4. Follow Family Reunification Protocol if dismissal is NOT typical and requires heightened security procedures.