

MOUNTAIN HOME PUBLIC SCHOOLS

CRISIS MANAGEMENT PLAN AND EMERGENCY PROCEDURES

PREFACE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do when an emergency situation occurs can minimize the chaos, rumors, and the impact of the event on students and the community.

When a disaster or emergency situation strikes, teachers and school staff members are torn between the need to deal with student interactions at the same time they are coping with their own reactions. This time often proves to be a period when they are least prepared to think quickly. With some advanced planning, this process can be much more effective.

In the event of a crisis involving or deeply affecting students and staff members in the Mountain Home School District, the crisis plan will be implemented. This plan is the product of input from administrators, counselors, school resource officers, teachers, mental health professionals, school nurses, and community members as well as “best practices recommendations” from leaders in the field of crisis intervention.

CHOKING

1. If person can make sounds and cough, stay with person and encourage them to continue to cough.
2. If person can't breathe, speak, or make a sound and uses the "choking sign," give abdominal thrusts (Heimlich maneuver) until object comes out or victim becomes unresponsive.
3. If unresponsive, call for nurse, administrator, or CPR trained personnel and have them start CPR and get the AED.

SUBSTANCE ABUSE

1. Call for nurse and administrator.
2. Nurse will assess temperature, pulse, respirations, blood pressure, level of consciousness, pupils.
 - Monitor vitals
 - Begin CPR and get the AED if necessary
 - Delegate call to 911 if necessary
 - If ingested substance is known, contact Poison Control 1-800-222-1222. If unknown, continue efforts to identify type, amount, time, and route of drug taken; time and type of last food intake.
 - Send any drugs/paraphernalia to health care provider.
3. Advise school administrator of any student assessed to be at risk for serious injury and per district policy of any confirmed drug/alcohol use.
4. Advise parents when students have symptoms suggestive of being life-threatening or at risk for injury.
 - Recommend immediate medical assessment.
 - Student must be dismissed directly to 911 or parents/guardians. Student may not walk or drive self.
 - Student will remain under direct observation of nurse/designated other until dismissed to parent/guardian.

INJURY

Student:

1. The first person to respond to an injured student needs to look for a med-alert ID tag.
2. Begin to provide first aid. Call school nurse, CPR trained personnel, or 911 as necessary and get the AED. Delegate call to contact the emergency person listed on the student information sheet.
3. Administrator will report the injury immediately to the Office of the Superintendent (425-1201).
4. If the nurse assessed and treated the student, the nurse will submit an incident report to the Superintendent, Principal, and retain one copy for the student's health record.

Employee:

1. The first person to respond to an injured victim needs to look for a med-alert ID tag.
2. Begin to provide first aid. Delegate call to the school nurse, CPR certified staff, or 911, as necessary and get the AED.
3. The nurse will notify the injured employee's immediate supervisor if he/she is not present.
4. Administrators are to report any serious injury immediately by phone to the Office of the Superintendent (425-1201).
5. Administrators must see that the employee files a Workman's Compensation form and returns it to their school office within seven days.
6. The injured employee is responsible for obtaining a medical release to return to work and submitting it to their immediate supervisor.
7. A delegated staff member will maintain a log of injured employees.
8. If the nurse assessed and treated the injured employee, she will write an incident report and will retain a copy of it in the nurse's file. It is the employee's responsibility to get a copy of the report for his or her own records.

MAJOR TRAUMA / BLEEDING

1. Call Nurse, administration, or 911 and get the AED.
2. Ask student to stay still until asked to move. Any student sustaining the following shall be presumed to have a potential spinal injury and shall be immobilized in position found unless CPR is required:
 - a violent injury
 - head injury
 - deformity/guarding of the head/neck/back
 - paralysis
 - numbness/tingling/spinal pain
3. Wear gloves and get a first aid kit from one of the stations listed below.
4. Control any heavy bleeding with application of dressing and direct firm pressure as needed. Elevate the bleeding site.
5. Keep student with symptoms of shock (cold, confused, thirsty, lethargic, weak pulse) flat and covered.
6. Have all non- helping personnel removed from the area.

SEIZURES

1. Call for Nurse and administrator.
2. Assist student to comfortable position.
3. Turn student onto left side.
4. Loosen restrictive clothing. Remove glasses. Protect head.
5. Clear away furniture and other objects from area with which student could come in contact during seizure.
6. Encourage onlookers to leave site.
7. Do not restrain or insert anything into student's mouth.
8. Observe for lack of breathing/pulse. Initiate CPR and get the AED if necessary.
9. Time the seizure.
10. Call 911 for:
 - Seizure of 5 minutes or longer
 - Two or more consecutive seizures
 - Lack of breathing/pulse
 - No history of seizures
 - Non- return of consciousness within 10 minutes of seizure
 - Severe seizures
11. Allow student to sleep after seizure.
12. Inform parent of seizure.

CPR

1. Call for nurse, administrator, or CPR trained staff. Call 911 and send someone for the AED. CPR trained staff and AED locations under tab "CPR Certified Personnel/AED Locations"
2. For CPR trained personnel, initiate CPR.
3. Open AIRWAY. Head tilt-chin lift.
4. Check BREATHING. Look, listen, feel. If no breathing, give two breaths.
5. Check CIRCULATION. Look for signs of movement, coughing. If no circulation, begin compressions.
 - Adult- 15-2
 - Child- 5-1
 - Infant- 5-1
6. Perform steps of AED operation
 - Turn on
 - Attach pads to victim
 - Plug in pads to machine
 - "Clear" victim
 - Give shock if indicated by machine
7. Continue CPR until EMS arrives.

FLOOD PROCEDURE

1. The safety of students will be of prime consideration. The safety of any students walking home will be considered and plans should be made for their safety and for parent notification if they cannot be dismissed safely.
2. The Transportation Department will notify schools of any change in normal procedure necessary for student safety involved with bussing. In turn, schools will contact the Transportation Department regarding any necessary changes.
3. Communication should be maintained. A radio watch should be established at all sites with radios tuned to a local radio station.

TORNADO

1. If there is no time to move the students to designated areas, have students get under their desk away from windows in the classroom.
2. If time permits, move students to designated classrooms and hallways near an inside wall of a ground floor. Avoid auditoriums, gymnasiums, and other enclosures that have long roof spans.
3. Teachers
 - Do not open windows in the classroom.
 - Escort students to designated area.
 - Close classroom doors after all students exit.
 - Check roll immediately after securing children in place.
 - Teachers should make provisions for the special care of any students who may be physically or mentally incapable of getting in the tornado position
 - Teachers in rooms next to noise producing areas: i.e. music, agri, art, drama, gyms... will enter those rooms to make sure the teacher and students are aware of the alarm.
 - Teachers near bathrooms should check for students.
4. Students
 - Sit on the floor in the hall with their backs against the lockers/walls.
 - If necessary, double up against the locker/walls.
 - Raise knees to cover chest.
 - Place heads down against their knees
 - Cover head and neck with a book or with their hands.
5. Stay in tornado position until the all clear has been given.
6. Teachers will again check roll after the all clear and report this information to the office.

EARTHQUAKE PROCEDURES

Classrooms / Library:

1. Remain calm.
2. Move away from windows, bookshelves or other potential hazards.
3. Instruct children to take cover under their desks.
4. Assume drop position (heads down, faces covered) and be silent.
5. Stay in drop position until the teacher instructs you to leave the building.
6. After the initial shock, teachers will render first aid if possible and necessary.
7. Teachers will evacuate classrooms, being alert to the possibility of aftershocks. Use the "Fire" evacuation plan unless trees or wires prohibit this. Take roll and report any missing students to the building administration.
8. All teachers without students and all non-certified employees should report to the principal's office for instructions.
9. School will remain open indefinitely until every child has left the campus.
10. The teacher should report to the principal when all students have been released.

Halls / Stairways:

1. If no cover is available, move to the interior wall, kneel with back to wall, place head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
2. As classrooms begin evacuating the building, students in the halls / stairways should join the first class, letting the teacher know what classroom that they are from. This teacher should let the office know that the students are accounted for.

Gymnasium/Cafeteria:

1. Crouch down and protect head and face.
2. Move away from outer walls and assume the drop position.

Administrators:

1. Request assistance as needed: fire, police, etc. (radio or 911)
2. Notify utility companies of any break or suspected break in lines.
3. Post guards at a safe distance from the building(s) to ensure that no one reenters.
4. Notify the Superintendent 425-1201 and the Director of Auxiliary Services 425-1255.
5. Keep all lines of communication open. Tune into the local radio stations if possible.
6. Confirm the teacher roll counts.

DEATH/SUICIDE OF A STAFF MEMBER/STUDENT

1. Obtain facts concerning the death and notify 911 if during the regular school day.
2. Notify District Administration Office (425-1201)
3. Request the crisis team and counselors meet with administrators to determine interventions needed for students/staff.
4. Decide on time/place for staff meeting & notify other schools affected.
5. Activate calling tree if after school hours.
6. Identify staff/students most affected & designate rooms for grief counseling.
7. Adjust scheduled activities & plan for following day (subs as needed).
8. Stop any disciplinary or special notifications that may inadvertently be sent to the deceased's family.
9. Identify mental health professionals in community who could assist if needed.
10. Develop form letters to be used for parent notification of death or suicide.
11. As appropriate, the superintendent/media designee should communicate with media outlets to let the community know of counseling sites, on-going intervention efforts, etc.
12. Procure personal items of the deceased from lockers/desk at appropriate time and give to family members.

CHILD MISSING, ABDUCTED

A student should be released from school only to custodial parents or guardians designated on the student's school record. If a student is missing from campus:

Staff:

1. Notify the principal or designee and S.R.O. of missing student. They will provide any direction that you need.
2. Be prepared to provide the principal or designee with as much information as possible such as name, sex, race, age, grade, physical description, distinguishing marks, etc.

Administrator or Designee:

1. Contact the Superintendent or designee. (Name and telephone number)
2. Call the proper law enforcement agency. (Name and telephone number)
3. Contact the parent or guardian listed on the student's school records.
4. When law enforcement arrives, they will take control and work closely with school officials and relatives. If possible, have a description of the student (i.e., school picture, description of clothing) and suspect, if known, for the law enforcement officials.
5. Identify a team to work on the crisis response while the school maintains a routine.
6. Consider preparing memo to inform staff and parents of facts and actions taken.
7. Arrange for counseling for students and staff, if necessary.

PEOPLE ON CAMPUS (Non-school employees)

Schools should be alert to suspicious persons who loiter in parking lots, in school buildings and on the surrounding grounds. If such person cannot readily provide a logical explanation for his/her presence, the school administrators and the SRO(s) should be notified immediately. The identity and description of all such suspicious persons should be obtained.

Visitors on campus should check into the office and be given a visitor's pass/badge before entering the hallways. If you see visitors in your building without a badge, request that they check into the main office; notify the office that they are on campus and on their way to the office. If possible, escort them to the office.

Substitutes in your building will check into the office and will be provided with a substitute badge. If a substitute teacher will be completing a long-term position (over 20 consecutive days), they will be provided with a district made badge with their photo.

INTRUDER SITUATIONS

Staff:

1. Notify the principal, SRO or designee. They will provide any direction that you need.

Administrator or Designee:

1. Assess the situation to determine threat and verify that the SRO has been notified.
2. Call 911 if there is a threat of danger. Notify teachers if there is a need for Lockdown.
3. Contact the superintendent or designee: Telephone Number: 870-425-1201
4. Keep telephone lines open for emergency use.

HOSTAGE SITUATION

- Notify administration and SRO(s)
 - Administration/SRO(s) will be responsible for contacting police.
- Principal or his/her designee will announce for lockdown procedure.
- The principal will notify the school superintendent
- A list will be made of those being held hostage.
- Media contacts will be referred to the superintendent's office
- The principal will communicate with the staff as appropriate and direct actions of personnel.

Make plans to inform families of students and staff directly affected

CHEMICAL SPILL

Off Campus Evacuation is Required

1. Notify all building occupants of the chemical spill and evacuate to upwind location.
2. Call 911
3. Notify appropriate District Personnel.
4. Establish a management post at off-site location.
5. Gather a list of unaccounted for students from staff members.
6. Locate students for parents wishing to pick up children.
7. Have parents complete a "Check out form" when picking up students

Evacuation Can NOT be Made

1. Call 911
2. Notify appropriate District Personnel.
3. Require persons outside building to go inside.
4. Close all doors and windows in all buildings.
5. Shut down all air conditioning and ventilation units.
6. Use the public address system for communication to staff and students.

Chemical Spill Occurs on Campus

1. Identify the location in the school where the spill has occurred, as well as substance involved.
2. Assess the situation
3. Call 911
4. Determine which building exits can be used for evacuation of affected building.
5. Conduct an orderly evacuation. DO NOT use fire alarm bells.
6. Keep students out of affected area until notified by Principal when it is safe to return.

EXPLOSION

Inside Building

1. Sound the school fire alarm.
2. Call 911
3. Call the following if time permits and you are not in danger:
 - a. SRO(s)
 - b. Superintendent 425-1201
 - c. Director of Auxiliary Services 425-1255
 - d. Entergy 501-396-4376
 - e. Arkansas Western Gas 870-425-5445
4. Move students to an area of safety and take roll. Let office know of any missing students.
5. Render first aid as necessary.
6. Students and staff must not return to the school until fire officials/building principal declare the area safe.

Outside of Building

1. Office will make an announcement and teachers should keep students in classrooms until further instructed. If students are outside, quickly move them into the building.
2. Call 911
3. Call:
 - a. SRO(s)
 - b. Superintendent 425-1201
 - c. Director of Auxiliary Services 425-1255
4. The Principal will make an announcement after surveying the situation.

BOMB THREAT PROCEDURES

1. Those answering the phone should try to keep the caller on the line as long as possible and refer to "Report of Bomb Threat." (see tab "Bomb Threat Call Checklist.") If a student answers the phone they should immediately give the call over to a secretary or principal.
2. When the caller hangs up, using the same line, immediately press *57 after you hear the dial tone. Follow the instructions given. (See the *Call Trace* section in the front of the telephone book.)
3. Report all information to the local authorities by calling 911.
4. Sound the fire alarm to evacuate the building, teachers take roll book. Teachers scan for irregularities as they leave their classroom and school building. Report any irregularities to the proper authorities.
5. Notify the superintendent's office.
6. Get notification from teachers about any missing students.
7. Check the building. The fire department or other authorities should direct this operation.
8. Consult with authorities, including the superintendent, about sounding the all clear or canceling school for the remainder of the day.
9. Notify the transportation department if school is dismissed.
10. Notify District Spokesperson.
11. Complete the "Report on Bomb Threat" and submit one copy to the central office.

FIRE PROCEDURES

1. In the event of a fire, sound the fire alarm by pulling the nearest alarm box and call 911. You should then contact the school office and let them know the location of the fire.
2. Teachers
 - Close windows
 - Turn off the lights
 - Supervise the students as they leave the room making sure that all students exit
 - Close the door but do NOT lock the door
 - Escort students to a prearranged fire drill site
 - Take roll; notify building administrator if a student is missing
 - Render first aid or get school nurse for any injury
 - Teachers should make provisions for the special care of any students who may be physically or mentally incapable of proceeding to the exit.
 - Teachers in rooms next to noise producing areas: i.e. music, agri, art, drama, gyms... will enter those rooms to make sure the teacher and students are aware of the alarm.
 - Teachers near bathrooms should check for students before exiting the building.
3. Students
 - Be quiet and listen for instructions
 - Leave all personal and school belongings in the classroom
 - Walk quickly to the prearranged fire drill site
 - Be quiet and wait for teacher to call roll
 - Wait for further instructions
4. Administrators
 - Sound the school fire alarm
 - Notify the necessary agencies:
 - Make sure staff and students are assembled in safe areas.
 - If it is possible to fight a small fire without endangering any lives, do so.
 - Turn off gas, power etc. if possible
 - Keep access roads open for emergency vehicles.
 - See that injured parties are being cared for.
 - Confirm teacher roll counts.
 - Determine, through consultation with superintendent or the authorities, whether to dismiss school or return to class.

LOCKDOWN PROCEDURE

Teachers

1. Announcement over the intercom by Principal, SRO or designee will be made notifying everyone of the lockdown.
2. Teachers are to visually scan the hallway for students passing by, take them into the room. Lock and close the door, turn off the lights and close drapes or shades.
3. Add any students that you may have pulled in from the hall to your roll book. Move students to the corner of the room that is furthest away from the door and windows.
4. Keep students quiet as possible and take roll. Prepare a list of missing students and extra students in the room.
5. Teachers are to turn on their cell phones for incoming calls from administrators or police.
6. Remain in your room until an administrator or police officer enters your room and advises you that lockdown is over or escorts you out of the building.

Administrators

1. Make announcement of lockdown for entire building.
2. Call 911 and notify SRO(s)
3. Notify and direct teachers with classes outside or without communications
4. Shut off bell system
5. Notify superintendent's office
6. Establish communication with responding emergency personnel.

TERRORISM

Nuclear Attack -Explanation: A device like a small atomic bomb or contamination by a radioactive material.

1. Duck and Cover
 - a. Listen to the TV/Radio for detailed information
 - b. Take cover immediately, below ground if possible
 - c. Move to a wall in the direction of the blast
 - d. Kneel with head on the floor toward the wall and as close to it as possible
 - e. Cover head with hands and wait until all is clear
2. Shield with anything at hand
3. Turn off air exchange to the HVAC
4. Avoid contact with fallout dust
5. Remove contaminated dust from people with water or a vacuum
6. Do not stir up dust; Seal doors and windows
7. Lockdown and shelter in place
8. When instructed by authorities – evacuate

Biological Attack – Explanation: Germs, bacteria, viruses, etc.

1. Cancel school in advance; if practical
2. Take precautions if school is in session
 - a. Call 911 and notify SRO(s)
 - b. Notify Superintendent
 - c. Shut off drinking water
 - d. Use bottled water and sealed foods
 - e. Turn off HVAC
 - f. Disinfect surfaces
3. Watch for symptoms; Persons exposed to the agent must remain where they are to prevent further contamination.
4. Look for out of place substances

Chemical Attack – Explanation: Nerve agents, blood agents, industrial and agricultural compounds, etc.

1. Make announcement as soon as possible
2. Call 911 and notify SRO(s)
3. Notify Superintendent
4. Seal windows and doors
5. Turn off HVAC
6. Look for symptoms
7. Lock down if the chemical agent is outdoors
8. Evacuate if the chemical agent is indoors, except for persons already contaminated. They “must” remain where they are to prevent further contamination.
9. Decontaminate using water when possible

HOMELAND SECURITY

Low Risk (Green)

- Continue to update district wide crisis management plans
- Coordinate emergency plans with city and county officials
- Conduct crisis management plan to employees at all levels
- Maintain and review visitor control procedures
- Maintain current emergency communications lists
- Inventory emergency supplies and equipment
- Disseminate crisis management plan to employees
- Communicate appropriate crisis management information to parents

General Risk (Blue)

- Continue to update district wide crisis management plans
- Coordinate emergency plans with city and county officials
- Conduct crisis management plan to employees at all levels
- Maintain and review visitor control procedures
- Maintain current emergency communications lists
- Inventory emergency supplies and equipment
- Disseminate crisis management plan to employees
- Communicate appropriate crisis management information to parents

Significant Risk (Yellow)

- Assess increased risk with city and county officials
- Review crisis management plans with principals and superintendents
- Reassess facility security measures •Review field/activity trip decisions
- Update emergency call lists and review telephone trees at each school
- Increase communications with parents and community via web site

High Risk (Orange)

- Assess increased risk with city and county officials
- Review crisis management plans with principals and superintendents
- Reassess facility security measures •Review field/activity trip decisions
- Update emergency call lists and review telephone trees at each school
- Increase communications with parents and community via web site

Severe Risk (Red) All measures listed prior will be followed plus the following if conditions directly affect the Mountain Home School District.

- Assess threat level to determine status of school openings and closings
- Address critical emergency needs with city and county officials
 - Coordinate parent-child pickup process
 - Increase building security throughout the district
 - Continue appropriate staff, parent, and community communication
- If schools are open:
 - Cancel outside activities and field trips
 - Restrict visitor access
 - Enhance exterior security measures
 - Limit parking near buildings
- If schools are closed:
 - Contact building principals and maintenance staff
 - Be prepared to open buildings for emergency housing
 - Contact school nurses and place them on standby

MEDIA PROCEDURES

The only means to inform the general public is by the mass media; therefore, it is important to ensure that the media receive prompt, accurate information. Isolated quotes from individuals can be incomplete or misleading and should be avoided.

After calling the appropriate emergency personnel and following safety procedures:

- Notify Superintendent's Office 425-1201
- Refer ALL media contacts to Superintendent's Office.
- Inform office staff/faculty of the situation and to refer all phone inquires to the Superintendent's office.
- Recommend that students and staff not talk to media.

In the event that you are approached by the media: Refer ALL media contacts to the Superintendent's Office.

Superintendent's Office Chain of Command for speaking to the media.

1. Superintendent
2. Assistant Superintendent
3. Principal – ONLY if the 2 Central Office personnel are not available.
4. SRO – ONLY if the Central Office personnel or Principals are not available

ROLES OF TEAM MEMBERS

Role of Superintendent

- Superintendent is the lead contact person. The Superintendent may designate someone who will assume these duties.
- Superintendent will communicate the situation to school board members as necessary.
- Superintendent and/or his designee will be in charge of any and all statements to the media and the general public.

Role of Principals

- Principals will notify 911 when needed.
- Principals will notify superintendent of events or facts.
- Principals should remind all staff to never give out any information to the media, radio, other parents or students, or express personal opinions.
- Principals should direct media to the superintendent's office.
- Principals will prepare written letter stating facts surrounding incident to go home to parents including expected occurrences for the next day.
- Principals will schedule a faculty/staff meeting after school is dismissed or before school starts the next day, depending on time of crisis occurrence.
- Principals should make sure all building personnel (cafeteria, custodians, and substitute teachers) are aware of the Crisis Management Plan.

Role of the Counselors

- Counselors will call other building counselors as needed.
- Counselors will provide individual/group counseling.
- Counselors will visit classrooms as needed.
- Counselors will follow up with student, families, and staff as needed.
- Counselors will provide classrooms and teachers with supplies as needed related to the crisis.

Role of Nurses

- Nurses will administer first aid if needed.
- Nurses will accompany student to the hospital if needed.
- Nurses are not to talk about the event with parents or press.
- Nurses will assess injuries and coordinate medical assistance.
- Nurses will notify Principal and Central Office with names of CPR certified staff.

Role of Teachers

- Teachers will maintain class rosters at all times.
- Teachers will be calm, collected, and responsible in the presence of students.
- Teachers will not talk about the event with parents or press.
- Teachers will direct all questions to the principal.
- Teachers will report any missing students to the office immediately.
- Teachers will identify students who need counseling and refer to building support personnel.
- Teachers will alter the curriculum as needed.
- Teachers will answer student questions without providing unnecessary details and lead discussion on helping students cope with loss/grief. (Counselor will provide resources.)