

TECH CENTER/SAFE SCHOOL PROCEDURES: 2018-2019

BOMB/THREAT

The fire alarm will sound preceded by command "fire drill extended" - open windows/doors – students take belongings - evacuate bldg. – stand 300 ft. from bldg. ***DO NOT USE CELL PHONES / WALKIE TALKIES – can detonate bomb**

Each and every threat must be carefully assessed for its authenticity – *no call or threat should be disregarded*. The principal should develop an assessment team, which should include the assistant principal(s) and School Resource Officer (if a secondary school). If time permits, this team should be called upon to determine the severity of the threat and the appropriate response. In the assessment process, principals should utilize the Bomb Threat Checklist to determine if the threat is a hoax or if there may, in fact, be an explosive device. Threat information may be reviewed as general or specific.

The general threat may only state "There is a bomb in the building" or "A bomb is going off in fifteen minutes. "These types of threat may only be a hoax designed to disrupt normal activities. *The more specific information given during the threat increases the likelihood an explosive device may be present in the described location.*

1. **Assessing the Threat:** Involve the assessment team to assist in assessing the threat. The Bomb Threat Checklist, located at the end of Emergency Response Plan, should be used as a resource to assess the type of threat and the action required.
2. **Action Taken:** The options listed below can be used in combinations.
 - **Type 1) No Response** – General call, note or writing – no detonation time or location specified. Threat is determined to be a hoax.
 - **Type 2) External Lockdown** – General call – no detonation time or location specified. Caller may state: "There is a bomb in the building": Continue classes, restrict movement in the building and conduct discretionary search. Once clear, continue normal operations.
 - **Type 3) External Lockdown** – No location specified and is less than 30 minutes from the time call is received – External lockdown: Continue classes, restrict movement in the building and conduct a discretionary search. Once clear, continue normal operations.
 - **Type 4) External Lockdown** – Partial Evacuation: No detonation – General call – no detonation time but location specified. Caller may state, "There is a bomb in the office." Conduct a discretionary search. Once clear, continue normal operations.
 - **Type 5) Full Evacuation:** General call. Detonation time provided and location specified. Caller may state: – "There is a bomb in your gymnasium to go off in one-hour," or an actual device is located. Conduct a search.
3. **Call 911:** If situation is not an emergency, you can call 385-5000. When in doubt – call 911.
4. **Call Office of Student Leadership:** Follow-up with an incident report.
5. **Call Office of Safety and Loss Control:** 263-2450 for assistance if needed.

Issues to consider:

1. Two-way radios and cell phones should not be used during a bomb threat.
2. If an evacuation is necessary, staff members should conduct a discretionary search of classroom or work area and report any suspicious object to administration.

Written Threats

Some bomb threats are received by mail or e-mail. A written threat should receive the same priority as one received over the telephone. Documents pertaining to written threats should be handled by the least number of people possible so as not to destroy physical evidence. A written threat usually is of specific nature and should *never* be ignored.

- E-mail: Save on hard drive and back-up with disk
- Written Documents: Do not handle (If handled by someone else, make notation of the individual who may have handled the document). This will assist in maintaining chain of evidence

- Writing on Walls or Mirrors: Photograph, do not remove until investigators are finished or the threat is deemed to be false

Search Techniques:

- Teachers and staff should make a visual inspection of their room/work area and note any suspicious objects (boxes, backpacks)
- Teachers and staff should note any forced entry or missing chemicals from maintenance/storage rooms, lockers or closets
- Exterior of building- check shrubbery, entrances, trashcans
- Interior of building- check areas most accessible (lobbies, halls, restrooms, stairwells, elevators, empty rooms)

FIRE

During Incident

- Manually activate the evacuation signal, if not already activated, and provide additional verbal instructions
- Ensure the entire building is checked and that all occupants evacuate safely out of the building
- Ensure all students and staff are accounted for and report unaccounted persons to Incident

Commander

- Secure Emergency Evacuation Kit
- Secure visitor sign-in sheet
- What type of fire is it? (electrical, chemical, other)
- Keep unnecessary people away from the area
- Consider if it is safe or desirable to shut off power to the area

Post Incident

- Activate the “all clear” signal and provide instructions to re-enter the building
- Contact Office of School Plant and Office of Custodial Services to conduct damage assessment and clean-up
- Debrief key individuals and document sequence of events

LOCKDOWN

It is important to use clear language when initiating a lockdown. An internal lockdown is intended to protect students and staff from an immediate threat located inside the building. An external lockdown is intended to provide protection from a threat outside the building. During a lockdown, fire alarms should be disregarded. If it is necessary to evacuate the building, it should be announced over the P.A. system or by a predetermined alternate signal. Keep in mind emergency response procedures may be modified to meet the needs of a given situation. Use of clear language will communicate the desired emergency response.

General Guidelines:

- Avoid using telephones for other than emergency purposes
- Cancel all outdoor activities
- Account for all persons and report missing persons to the IC immediately
- Continually monitor conditions in the lockdown area – If changing conditions cause the lockdown area to become unsafe, advise the IC and await further instructions
- Restrict movement within the building as much as possible
- Dismissal of students should follow proper procedures
- Restrict access to the building to authorized persons only – Require that all visitors be escorted by a staff member

Internal Lockdown Guidelines:

- Announce internal lockdown or activate signal- **“The Tech Center has been placed under INTERNAL LOCKDOWN – all students are to report immediately to their respective classrooms where lockdown conditions are to be implemented.”**

- Notify SRO or call 911
 - When calling police, advise whether or not there is a weapon
 - Lock exterior doors, leave one main entrance door unlocked.
 - Take students to protected classrooms
 - Check restrooms and vacant rooms if safe to do so
 - Lock classroom door
 - Move children away from doors and glass
 - Turn off classroom lights
 - Have children out of sight and quiet; **If classroom design allows, barricade classroom door with a heavy object (filing cabinet or bookshelf)**
- *** Additional Options: If near an exterior door, leave (know where you will go), keep going (call/text Principal or AP when safe).**

External Lockdown Guidelines:

- Announce external lockdown or activate signal- **“The Tech Center has been placed under EXTERNAL LOCKDOWN – all students are to report immediately to their respective classrooms where lockdown conditions are to be implemented.”**
- Notify SRO or call police if needed
- Lock exterior doors
- Close exterior blinds as needed
- PE Classes will report to the gymnasium
- Instruction should continue as normal
- At the discretion of the administration, change of class may be restricted
- At the discretion of the administration, portable classes will move to designated areas of the building
- Check e-mail for further information from administration

SHELTER-IN-PLACE

Shelter-in-Place is a response to an incident utilizing structure and indoor atmosphere to temporarily separate people from a hazardous outdoor atmosphere.

Shelters are located in the following areas:

- In hallways, keeping clear of windows and door openings
- On the lowest floor
- In interior rooms that have many vertical walls, such as, closets, or store rooms

Things to Remember:

- Shutdown heating, ventilation and air conditioning (HVAC) system
- Do not use elevators
- Place a sign on front door making notification of Shelter-in-Place Emergency and do not open door unless safe to do so
- Listen to local media and emergency messages
- Stay away from unsecured objects such as filing cabinets and bookshelves
- Avoid using telephones for other than emergency purposes
- Stay away from all windows, skylights and atriums
- Once in the shelter area, account for all persons and report missing persons to the Incident

Command immediately

- Relocate portable classrooms into the building and P.E. classes into a classroom
- Continually monitor conditions in the shelter area. If changing conditions cause the shelter area to become unsafe, advise the IC and await further instructions

STUDENT ENDANGERMENT / VIOLENCE

Student Out Of Control

- Notify office either by telephone or student messenger
- move students out of room if possible
- Alert the teacher in the next classroom
- Talk to student in a calm manner
- Assess the situation, unless you have adequate training, do NOT attempt to restrain the student (never carry or attempt to remove a student)
- The administration or Crisis Response Team will respond

Weapon In Classroom

- Notify office either by telephone
- Remain Calm
- Never confront a person with a weapon
- Should someone observe a gun or other weapon, do not touch it.
- The administration or Crisis Response Team will respond

Fights

- Walk briskly to site of disruption- do not run
- Assess and evaluate: Number, size, gender of students involved, any weapons involved, proximity of individuals who can assist
- Get assistance from staff members before trying to separate students involved in a fight
- Ensure the main office is contacted for assistance
- Calmly disperse crowd
- Identify yourself to the participants and instruct them to stop fighting
- Separate the individuals- avoid physical force if possible; however the Code of Virginia says you may use "reasonable and necessary" force
- Provide protection and support for victims
- Get medical attention for students if necessary
- Document actions you have taken and forward the information to the school administration

STRUCTURAL COLLAPSE/EARTHQUAKE

This is a guide for assessing and responding to a structural collapse.

- Try to remain calm and keep students calm
- If the roof, ceiling, or wall collapses, student and staff should immediately seek shelter under desks and tables; move away from windows and glass
- An emergency announcement should be made to evacuate areas effected by collapse
- If PA system is not working, an alternate method should be used to initiate evacuation
- Call 911
- Call the appropriate Asst. Superintendent and the Office of Student Leadership at 263-2020
- Ensure that all occupants evacuate safely out of the building
- Direct staff to turn off utilities and seal off the high risk areas
- Notify CPR/First Aid Team in school building of medical emergency
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials

Earthquake Safety Guidelines

Remain Calm. The rolling sensation may terrify you, but unless something falls on you, the sensations will not hurt you.

Think through the consequences of any action you plan to take.

- Stay inside building; Duck, Cover Head and Hold On.
- Get under a sturdy table or desk.
- Brace yourself in an inside corner away from windows.
- Move to an inner wall or corridor.
- Watch for falling objects – plaster, bricks, light fixtures, etc.
- Stay away from furniture which might slide or topple over.

- Stay away from windows, sliding glass doors, mirrors.
- Grab anything handy (back pack, notebook, papers, box, etc.) to shield your head and face from falling debris and splinting glass.
- Don't be alarmed if the fire alarm or sprinklers go off.
- Do Not Rush Outside. Stay on the same floor that you are on.
- Do not use elevators as the power for elevators may go out and leave you trapped. The greatest danger from falling debris is just outside door-ways and close to outer walls.
- If for safety reasons you must leave the building, choose your exits as carefully as possible.
- If conditions warrant an evacuation, check evacuation routes and staging location prior to moving students.
- If you are outside, stay there. Move away from the building, power poles and lampposts. Electric power lines are a serious hazard – stay away from fallen lines. If possible, proceed cautiously to an open area.

TORNADO/SEVERE WEATHER-NEW INFO!!

This is an aid for responding to a severe weather incident.

Tornado Watch: is issued when conditions are favorable for a tornado.

- Be prepared to respond if weather conditions worsen
- Monitor the weather via the NOAA Weather Radio, the National Weather Service (website/app), and Local Media
- Monitor Emergency Radio (respond only in an emergency)
- Bring outdoor activities into the building during the school day
- Determine if the weather conditions are deteriorating and warrant moving students indoors from portables prior to warning being issued

Tornado Warning: is issued when a tornado has been sighted or indicated by weather radar.

- Take shelter and direct all occupants to the sheltering areas – **Students should be instructed to assume a sitting position – Students should be positioned against an interior wall – Students should not duck and cover unless danger is imminent**
- Teachers should close windows, blinds and classroom doors
- Persons in unsafe locations and portables should seek cover in main building
- Administration will monitor the weather via the NOAA Weather Radio, the National Weather Service (website/app), and Local Media
- Administration will monitor Emergency Radio (respond only in an emergency)
- **If high winds or tornadoes strike the building, students should “duck and cover” (head down, facing the wall, with hands covering their heads)**
- Visitors should shelter-in-place with staff and students until the warning is lifted
- Once all building occupants are in sheltering locations, Administration will contact DOSL Supervisor to confirm

Pre-Incident

- Shut down equipment, as necessary
- Take shelter if necessary and direct all occupants to the sheltering areas – Students should be instructed to assume a sitting position, head down, with hands covering their heads
- Whenever possible, students should be positioned against an interior wall
- Occupants on upper floors should move down to the first floor
- Refrain from placing people in large areas that have wide roof spans (e.g. gym)
- Teachers should close windows, blinds and classroom doors
- Persons in unsafe locations and portables should seek cover in main building
- Advise faculty and staff

Post-Incident

- Call 911
- Contact appropriate Asst. Superintendent and the Office of Student Leadership
- Restrict access to damaged areas
- Contact the Office of School Plant and Custodial Services for damage assessment and cleanup
- Avoid using telephones for other than emergency purposes

NATURAL GAS LEAK

If there is a natural gas leak, some magnitude of evacuation will most likely be necessary.

- Call 911
- Use an alternate means to notify occupants to evacuate. Do not activate the fire alarm or public address system as electrical switches can create a spark
- Contact School Plant to determine from Natural Gas Utility Company extent of outage, areas affected, and approximate duration of the outage
- Open all windows in your area before evacuation
- Transfer school bells to manual mode
- Shut off all utilities if directed to do so by fire officials
- Do not enter affected areas unless directed to do so
- Try to vent the affected area if it is safe to do so

If the incident is merely a loss of natural gas, and may only last a short while, it would probably be safest for occupants to stay put.

After incident is over:

- Notify faculty and staff
- Activate the "all clear" signal and provide instructions