

FIRTH SCHOOL DISTRICT #59

Emergency Procedures Handbook

The name of this school is _____
Street address _____ Phone Number _____

EMERGENCY PHONE NUMBERS

FLOOD

EARTHQUAKE

HAZARDOUS MATERIALS EMERGENCY

FIRE EMERGENCY

WEAPON/HOSTAGE CRISIS

SEVERE WEATHER

BIOLOGICAL TERROR ALERT

BOMB THREAT

ACCIDENTS/DEATH/CRITICAL INJURY AT SCHOOL

SUICIDE/SUICIDE IDEATION

SUSPECTED CHILD ABUSE

SPECIAL DUTIES

EVACUATION

GENERAL INFORMATION

EMERGENCY PHONE NUMBERS

DISTRICT PHONE NUMBERS

District Office	346-6815
Firth High School	346-6812
Firth Middle School	346-6240
Firth Elementary School	346-6848
Technology	346-6815
Transportation	346-6815
Maintenance	346-6815
Food Service	346-6840

These are Emergency Numbers ONLY

EMERGENCY	911
Bingham Memorial Hospital	785-4100
Bingham County Dispatch	785-1234
Health & Welfare	785-5871
Idaho State Police	525-7377
Road Condition Info	233-6724
24 Hr Statewide	1(888)432-7623

- Give: Your name and building**
- Address and phone number**
- What happened/Victim's Name**
- Specific Location of Emergency in Bldg**
- Person to contact**
- Stay on phone until message is confirmed**

FLOODS

In most cases, the only cause of serious flooding would be if a dam fails or a flash flood occurs. In the event this should occur, Bingham County Sheriff would notify the school. The school, in turn, would be evacuated to another school that is not threatened.

1. Evacuate the school.
2. Conduct a building search to ensure all personnel have evacuated.
2. Ensure all outside doors are closed and personnel are safely clear of the areas.
4. Teachers take roll at the shelter area.
5. Return to school facility only when area declared safe by proper authority.
6. Have roll call upon returning to classrooms.
7. If required, assign students, aides, etc. to assist with the handicapped.

EARTHQUAKE

-IN CASE OF EARTHQUAKE

Crouch under something solid (desk, table, counter, open doorway)
Stay calm and reassure frightened student
Follow directions
Don't run outside
In the event of a building collapse, stay where you are. Help is coming.

If outdoors – stay outdoors. Move to an open area away from the building and overhead power lines. Lie down or crouch low to the ground.

If indoors – stay indoors. Move away from windows, shelves, and heavy objects or furniture that may fall. Take cover immediately under desks, tables, counters, and open doorways. In halls, stairways, or other areas where cover is unavailable, move to an interior wall. Turn away from windows, kneel alongside wall, and clasp hands firmly behind neck.

DO NOT RUN OUTDOORS until the “All Clear” signal is given.

HAZARDOUS MATERIALS EMERGENCY

-HAZARDOUS MATERIALS SPILL/LEAK

1. Contact the Fire Department (911)
2. In the event of a gas leak also call Intermountain Gas Company (637-6400)
3. In the event of a chemical spill/gas leak in a school building, students and employees must be moved to a safe location immediately, using the fire drill procedures.
4. When a chemical spill/gas leak occurs outside of the school building, follow the advice of authorities.
5. Wait for the word from authorities before returning to the school.

***All hazardous substance containers should be clearly labeled. Hazardous chemicals transferred to other containers must be labeled.**

FIRE EMERGENCY

-IN CASE OF A FIRE

Activate fire alarm if a fire is discovered. Advise Principal if alarm system is inoperative.
Call 911
Maintain control of the students a safe distance away from the building.

TEACHERS

1. Evacuate the classrooms as quickly as possible following the building escape route to a safe area.
2. Take class roster and ensure doors are closed after leaving.
3. Take roll and report status to the Principal. Maintain class grouping and remain with the students.
4. Return to classrooms only when advised that it is safe to do so. If the facility is determined to be unsafe, alternate instructions will be provided.

STUDENTS

1. Remain quiet and follow instructions.
2. Leave belongings in the buildings.
3. Walk quietly in single file to the designated area.
4. No running at any time.

WEAPON/HOSTAGE CRISIS

1. Notify administration
2. Initiate evacuation of the building using runners to quietly pass on the notification to evacuate. DO NOT USE ALARM BELL OR INTERCOM SYSTEM. Evacuate rooms nearest the intrusion first, if at all possible.
3. Ensure evacuees are safely away from the building.
4. Maintain safe surveillance of intrusion area – if possible.
5. Make class lists and absentee list available to police.
6. Provide assistance to the Crisis Response Teams or Hostage Negotiator.
7. Gather as much information as possible (number of suspects, locations, weapons in possession, number of hostages and their location, etc.)
8. Have person who was confronted write down immediately a description of person, weapon, and incident.
9. If intruder leaves building, lock all entrances so he/she cannot re-enter.
10. If confronted person, or anyone else feels it is safe, look out the window to see which way the intruder went.
11. Protect areas that intruder may have touched.

SEVERE WEATHER

A warning of a severe weather emergency or the decision to cancel school or terminate the school day due to severe weather will be provided to each school by the Superintendent of Schools of the Firth School District. Information of the emergency closure and students being sent home will be provided by the school district for use by local television and radio stations. The earliest possible warning of a forecast of severe weather conditions should be relayed to all school personnel, by 6:00 a.m. if not already in school, according to the preplanned phone trees.

The normal bus plan (alternate if necessary) consisting of elementary and secondary runs will be utilized in the event students are sent home early. Teachers will be advised of early release. Students will remain in classrooms until bus arrival and will be dismissed and loaded on their bus. Non-bus students will be provided walk-home, special pick-up, and/or shelter instructions.

RESPONSIBILITIES

PRINCIPAL

1. Alert the school staff of the severe weather alert and/or school day cancellation. Advise of school bus plan and walk-home procedures to be used.
2. Have bus loaders available to assist.
3. Ensure that all students have means of being transported or are being provided safe shelter.
4. Whenever possible, notify parents/guardians of the early dismissal. Elementary school should create a phone tree.
5. Notify the District Office when dismissal is complete.

TEACHERS

1. Prepare the students and help them board buses.
2. Maintain student accountability (name, bus number, walker, other methods of pick-up).
3. Advise Principal of student status when dismissal is complete.

BIOLOGICAL TERROR ALERT

-BIOLOGICAL WEAPONS ATTACK

1. Building Principals will be informed.
2. Students at each school building will be directed to the gymnasium.
3. Biological team will seal off gymnasium.
4. Maintenance personnel will make sure air filters are in place.
5. All persons will stay inside sealed area until permission is given to break the seal.

BOMB THREAT

A bomb threat may be received by various means, but will usually be by telephone. Any recipient of a bomb threat message will immediately notify the Principal who will, in turn notify law enforcement officials (911) and the Superintendent of Schools, and direct evaluation of the building.

The recipient of the call should keep the caller on the phone as long as possible. Notice the sex and voice characteristics of the caller, and any background voices. Advise the caller that detonation could cause injury or death to the children and ask the following questions:

“What time will the bomb go off?”

“Where is the bomb located?”

“What does the bomb look like?”

“Why was the bomb placed?”

1. Keep the caller on the line and obtain as much information as possible. Document exactly what was said by the caller.
2. Upon receipt of a bomb threat, evacuate the building immediately using the fire alarm. Follow up with an announcement on the P.A. system. Do not announce that the evacuation is due to a bomb threat. Every precaution should be taken to avoid panic which could bring injury to the students.
3. Notify authorities (911) and the School District Office of the threat.
4. Conduct a rapid search to ensure no one remains in the building.
5. Meet with the recipient of the call (if applicable) and coordinate with the emergency responders to conduct a building search.
6. Continue standard evacuation and sheltering procedures and ensure evacuees remain at least 500 feet from the building. Direct return to the facility (1 long ring on alarm bell) when advised by authorities.
7. If a device is found. **DO NOT TOUCH DEVICE IN ANY WAY. WAIT FOR A TRAINED SQUAD TO EXAMINE AND DISPOSE OF IT.**

ACCIDENTS/DEATH/CRITICAL INJURY AT SCHOOL

-WHEN AN ACCIDENT OCCURS

1. Report all injuries, no matter how slight, to your immediate supervisor/site administrator without delay.
2. Obtain medical care, if needed.
3. If needed, contact parent/guardian of student or spouse/relative of employee.
4. Complete necessary forms:
 - Students: Complete the Student Accident Report immediately and forward to building secretary.
 - Staff: The Supervisor's Accident Report form must be completed for each accident.
 - If Doctor visit is required, call Julie Cederberg, Business Manager, to arrange appointment.

DEATH OR CRITICAL INJURY AT SCHOOL

1. Call "911" if a tragedy occurs at school.
2. Notify the building administrator who will:
 - Contact the Superintendent
 - Call parents/spouse to inform them of what has happened. Get permission to proceed with plan if possible from parents/guardians/spouse.
 - Get the school "crisis team" together.
 - Contact other school counseling personnel in the area to let them know of the death or critical injury, so they may watch some of their own "at-risk" students.
 - Identify student's or faculty member's close friends and teammates and make sure they are getting appropriate support.
 - Write an announcement telling the students in person—not over the PA system---what took place.
 - Encourage "school as normal". Routine is needed.
 - Encourage staff to discuss feelings, concerns, etc. with the youngsters during the first period and throughout the day if they feel comfortable doing this.

Help prevent accidents:

- Accept the principle that safety rules apply to everyone which includes you; encourage safety by example.
- Understand and apply the SPECIFIC precautions applicable to your assignment.
- Report any condition, procedure, or tool you think is unsafe to your supervisor or principal without delay.
- Be prepared to carry out your responsibilities under Emergency Response Team procedure.

SUICIDE/SUICIDE IDEATION

Confidentiality is not applicable when the student threatens himself or others! Protect yourself and your student body by reporting any potentially harmful behavior of which you become aware!

Suicidal ideation (notes, threats, conversations, etc.)

1. Ensure the short term physical safety of the students.
2. Inform appropriate school personnel.
3. Inform parent or guardian of the student's threats or behavior.
4. Monitor the student until positive adjustments are evident.

In case of a Suicide Attempt

1. Call 911, if there is any question that a life-threatening situation is involved.
2. If a question of an ingested substance is involved call Poison Control (1-800-860-0620)
3. Assign a staff member to remain with that student at all times.
4. Clear area to minimize chaos and provide working room.
5. Contact parent or guardian to advise them of the situation.
6. Notify Superintendent of the situation.
7. If necessary, accompany student to the hospital.

After an Actual Suicide

1. Call district to deal with grieving.
2. Hold meetings to advise staff and students of accurate information.
3. Utilize "natural helpers" to hold small group meetings.
4. Particular attention should be paid to those that had a close relationship with the victim.

SUSPECTED CHILD ABUSE

Remember: Failure to report within 24 hours a “probable cause determination” of child abuse is a gross misdemeanor. Protect the victim and protect yourself! Notify the Building Administrator without delay.

Important First Steps for...

Sexual Assault (child assaulted on or near school property)

1. Accompany victim to safe place at school and remain with him/her.
2. Protect evidence of sexual assault.*
3. Notify building administrator immediately who will report the incident to appropriate authority.
4. Leave notification of family to the police.

Sexual Abuse (probable cause determination of past sexual incidents)

1. Notify the building administrator
2. The building administrator will report this information by phone to the appropriate authority.
3. Leave notification of family to the authorities.

Probable Cause Determination of Physical Abuse or Significant Neglect

Report any suspected child abuse or neglect to the building administrator who will then report this information by phone to the appropriate authorities.

***DO NOT DESTROY EVIDENCE OF RAPE.**

Do not wash clothes of victim or victim’s body or underwear.

Do not allow victim to wash or wipe body.

If needed, call Emergency Services (911).

Stay with victim and reassure him/her of safety.

SPECIAL DUTIES

Handicapped:

If required, one or more students in each class will be selected by the teacher to assist the handicapped of that room. In the lower elementary grades, the teacher, or any assigned aide will provide this assistance.

Door Guards, Building Search:

The Principal will predesignate door guards (support staff, teachers, etc.) to prevent the return into the building of any unauthorized persons after it has been evacuated. The door guards will assume appointed stations as soon as possible after the alarm has been sounded, and ensure the doors are closed as soon as the exits have been evacuated.

A building search for persons remaining in the facility will be conducted by the Principal/designated representative(s) immediately following the evacuation order. Special purpose rooms such as the gym, the library, rest rooms, and vacant rooms will be given attention to ensure those unaware of the emergency are provided for.

Security:

Time and safety permitting, the school secretary will secure school records, monies, and/or valuables in the vault or other safe place before leaving the office.

Public Information:

Requests from parents, relatives, the news media, or the general public relating to an emergency will be deferred to the Superintendent of Schools or a designated representative.

Utility Shut Off:

Time and safety permitting the custodian will shut off gas and electricity during an emergency. Stoves and ovens will be shut off by the cooks prior to leaving the kitchen.

Reporting of Emergency:

The reporting of an emergency or the requesting of law enforcement, fire or emergency medical support will be the responsibility of the Principal or a designated representative by dialing 911 (Be prepared to provide the nature of the emergency, number injured, and address of the school when originating the call.) The Principal and the Custodian will meet the emergency responders near the front entrance of the school to provide additional information and access to the facility. The Maintenance Department will be notified and will respond to offer additional assistance.

EVACUATION

- *Evacuation of the school will be directed by the Principal or a designated representative.
- *When evacuation is directed, all personnel in the facility will exit in a quick and orderly manner using preplanned routes.
- *In the event that the preplanned route is determined to be not prudent or unsafe, evacuation will be via the nearest safe available exit.
- *At the time of evacuation, talking should be restricted so instructions may be easily heard.
- *Students should leave books, coats and other belongings, which would delay evacuation, in the building.
(Coats should be taken during extreme cold weather.)
- *Lines should be formed quickly in a single file toward the exit.
- *Running will not be tolerated in any situation.
- *Teachers will escort students to areas on the school grounds as far from the facility as possible.
- *Class grouping should be maintained and roll taken.
- *Missing students will be immediately reported to the principal or school secretary.
- *It is recommended that a “buddy system” be established as soon as possible to assist in maintaining student accountability.

RETURN

Three short rings on the school bell system will indicate the facility is safe and return to class is required. Upon returning to classrooms, roll will be taken and reported. In the event the facility is destroyed or determined to be unsafe and return is not possible, instructions for alternate sheltering, dismissal, and student pick up will be provided by the Principal.

ALTERNATE SHELTERS

The primary shelter for the students and faculty of each school is the facility itself. Alternate shelters, should the school become untenable, are as follows:

Firth Elementary School —Firth Ward LDS Church
Firth Middle School —Firth High School
Firth High School —Firth Middle School

When directed to an alternate shelter, teachers will escort students to the alternate shelter. Area assignments within the shelter will be directed by the Principal or his/her designee.

GENERAL INFORMATION

General Information providing guidance toward preparing, responding, and recovery for, to and from fires, earthquakes, hostage situations, bomb threats, floods and severe weather conditions are provided in this Emergency Procedures Handbook.

The primary method for the notification of a fire/explosion, and or any emergency requiring rapid evacuation, with the exception of a hostage crisis, will be through the use of the fire alarm system. The secondary or backup method, with the exception of a hostage crisis, will be through the use of the Public Address System. Should this system fail, notification and information will be provided by designated runners using air horns (long blasts) which are stored in the office, gym and library.

NOTE: In the event of a hostage crisis situation, notification for evaluation will be done by runners moving quietly through the building.

Information of severe weather such as snow storms or high winds and other slowly developing emergencies which can generally be foretold will normally be received in the Superintendent's office and disseminated through the PA system.

The Building Administrator shall review emergency procedures at the beginning of each school year. Students shall be instructed in evacuation and sheltering procedures as soon as possible in the school year. A minimum of one fire drill per month will be conducted by the Principal to ensure that school personnel are sufficiently familiar with the emergency procedures and would be able to respond in a safe and efficient manner. Exercises should be held at both regular and inopportune times to address almost any situation. All personnel in the school, including students, teachers, cooks, janitors, other employees, teachers not in the classrooms and visitors should participate. NOTE: It is recommended that students not be required to participate in bomb threat or hostage crisis exercises in order to prevent undue stress/anxiety. Other school personnel may be exercised in these areas through the use of table top discussions and/or other briefing sessions.;

General guidelines for all emergency situations:

- , Notify the building administration who will notify the District Office Administration as soon as possible.
- , Be in control of the situation and remain calm.
- , Follow the general guidelines in this booklet and understand what is applicable to your assignment.
- , Be prepared to carry out your responsibilities.
- , Use COMMON SENSE
- , Encourage safety by example.
- , Report any condition, procedure, or tool you think is unsafe to your supervisor or principal without delay.
- , The safety of students and employees is a top priority.