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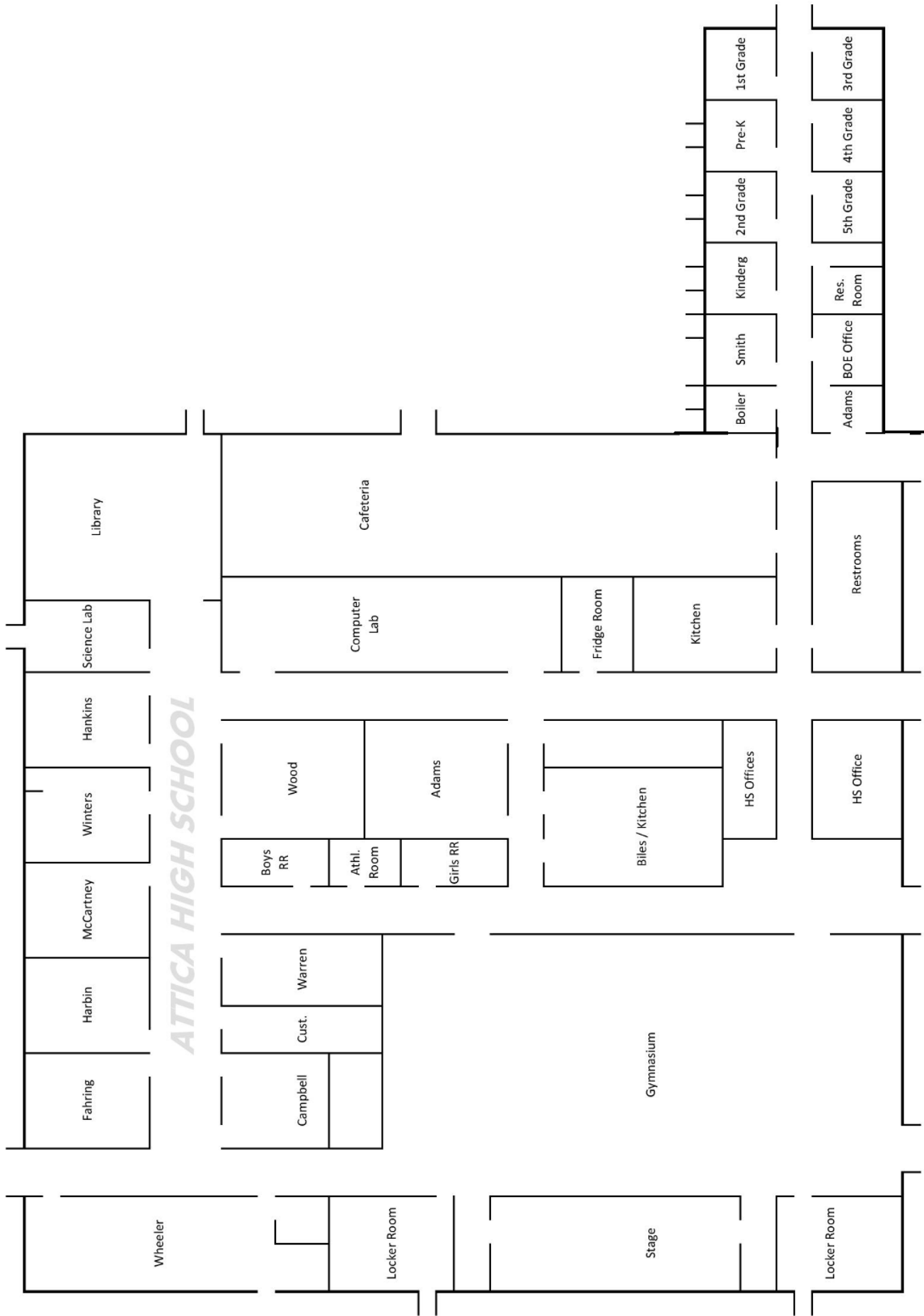
# Fire

## Building Administration

- Sound alarm
- Call 911
- Implement evacuation procedures to outside assembly area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Use the card notification system to account for all students. Each staff member will display a card according to their class status. **Green** denotes all students are present and all is well and **red** signifies a problem or a missing student. **Yellow** denotes an extra student is present. Give "all clear" to re-enter building
- Determine if arrangements need to be made for transportation to alternate building location or if school is to be dismissed

## Staff

- Call 911
- Implement evacuation procedures to outside assembly area
- Implement plan for any students needing special assistance
- Follow standard student accounting procedures
- Use the card notification system to account for all students. **Green** denotes all students are present and all is well and **red** signifies a problem or a missing student. **Yellow** denotes an extra student is present.
- Do not re-enter building until being given the "all clear" to do so



# Severe Weather / Tornado Emergencies

## Building Administration

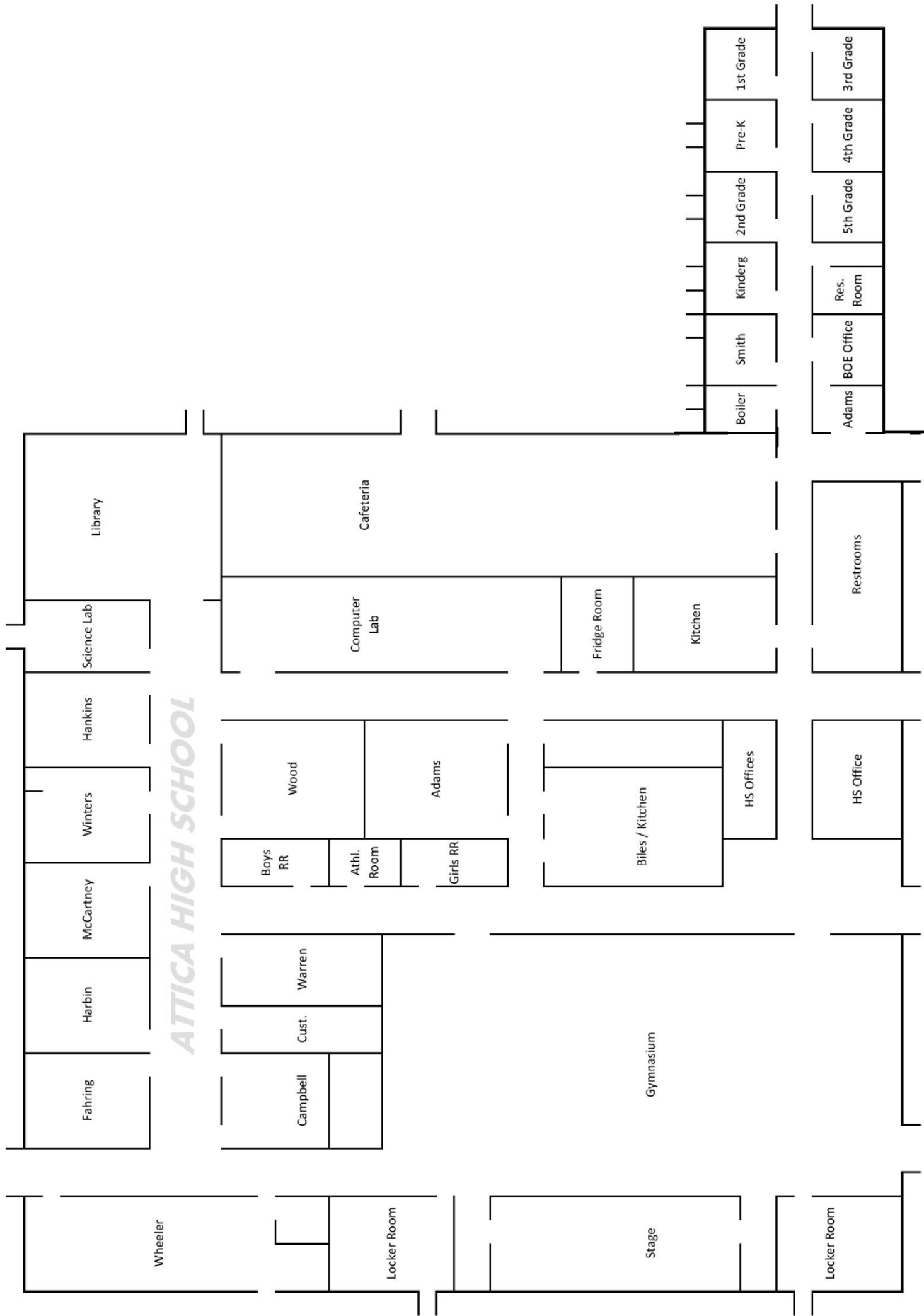
- Make necessary verbal announcements instructing students & staff
- Review or activate severe weather drills
- Turn on local radio or TV for updates; listen to your NOAA weather radio.
- If severe weather procedures are activated, take portable radio, crisis kit and cell phone (for outside calls) to the sheltered area.
- All students and staff proceed to designated shelter areas. All are to take protective positions and remain quiet
- Remind staff they are responsible for the accountability of each student in their class.
- All persons should remain in sheltered area until the "all clear" is given
- Building administration is responsible for the accountability of every person in building
- School buses will not be loaded in the event of threatening weather at dismissal time.

## Staff

- Review or activate severe weather drills (model for students).
- If severe weather procedures are activated, take portable radio, crisis kit and cell phone (for outside calls) to the sheltered area.
- All students and staff proceed to designated shelter areas. All are to take protective positions and remain quiet
- You are responsible for the accountability of each student in your class.
- All persons should remain in sheltered area until the "all clear" is given
- Collect all student cell phones and place in cinch bag found in the crisis kit
- **Collect cell phones during practice drills**

In the event of a weather "warning", students can only be signed out if a parent/guardian is present.

- Students in grades pre-school through fifth grade can be signed out in the presence of a teacher.
- Students in grades sixth through twelve must be signed out through the office.



*ATTICA HIGH SCHOOL*

# Earthquake

Building Administration

Staff

Indoors

Outdoors

- Initiate Drop, Cover and Hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
- Do not attempt to run through building or outside due to risk of falling objects
- After initial shock, initiate evacuation and standard student accounting

Assembly Areas

- Earthquake safe areas will be away from the building and overhead power lines
- Call 911, District Support Team, Central Office
- In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not re-enter building until given "all clear" from person in charge

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Use "green card" to indicate when class is all accounted for
- Use "red card" to indicate if a child is missing or assistance is needed with your group
- Use "yellow card" to indicate an extra student
- Do not attempt to enter building until authorized to do so
- Do not touch fallen wires
- Be alert for instructions

# Intruder

## Building Administration

## Staff

- Respond to call for assistance from staff
- Advise subject that he/she is trespassing and needs to leave the school, or law enforcement will be notified
- If subject refuses or his/her purpose is not legitimate
  - Consider initiating lockdown with intruder procedures
  - Call 911 if not already done after initial encounter
  - Advise officers of the intruder's location and description. Provide all staff with full description of intruder
  - Document all actions taken by staff

- As soon as possible, contact Administrator/911
- Consider taking another staff member if contacting the intruder
- Greet the subject, asking him/her if there is something you can help him/her find
- Advise him/her that all visitors need to check in at the office
- Escort him or her to the office if compliant

## If Subject Refuses

- Do not confront if no present danger exists. Consider initiating lockdown with intruder procedures
- Attempt to maintain visual contact, relaying description of intruder and clothing to administrators or 911
- If possible, keep students away from intruder
- If intruder indicates potential for violence, back away
- Allow an avenue of escape for both the intruder and yourself

# Active Shooter

Building Administration

Staff

## Run

**If there is an accessible escape path, attempt to evacuate the premises.**

- Be sure to:**
- Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Take your personal belongings if possible (phone, keys, bags)
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe

## Hide

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

- Your hiding place should:**
- Be out of the active shooter's view
  - Provide protection if shots are fired in your direction
  - Do not trap you or restrict your options for movement
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture
- If the active shooter is nearby:**
- Lock the door
  - Silence your cell phone- no ring or vibration
  - Turn off any source of noise (TVs, etc.)
  - Hide behind large items
  - Remain quiet
- If evacuation and hiding are not possible:**
- Remain calm
  - Dial 911, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen

## Fight

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



# Medical Emergencies

Building Administration

Staff

- Notify building office and/or administration; call 911 if warranted
- Provide for immediate medical attention including performing necessary life-sustaining measures (CPR, FA, AED, etc.), until trained Emergency Medical Services arrives
- Do not move victim unless they are in immediate danger of further injury
- Comfort victim
- After immediate needs have been cared for, remain to assist emergency medical personnel with pertinent information about the incident
- For relatively minor events, have students taken to office for assistance
- Complete appropriate documentation
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed

Other suggested preventive/supportive actions

- Post in the office or school clinic the names of building staff who have completed first aid, CPR or AED training
- Provide in-service training in basic first aid for staff (utilizing the school nurse or other trained health professional)
- Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies

# Activity Trip

## Building Administration

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the activity trip will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

## Staff at the Scene

- Call 911, if warranted
- Assess situation, account for all students and staff Confirm information
- Call Building Administration or designee and inform them of situation
- Share precise information with first responders and/or school officials as needed
- Know your present address or location
- School staff at the scene of the incident renders aid and assistance until first responders arrive and take charge of the situation
- School staff at the scene will move all unaffected students to a safe location and account for all students. If students are injured and transported, the names of injured students and the location to which they are taken for medical treatment will be provided to the school

# Bus Emergency

## Building Administration

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

## Staff at the Scene

- Call 911, if warranted
- Evacuate bus if needed
- Call Principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency
- School staff at the scene of a school bus accident will move all uninjured students to a location that is a safe distance from the accident
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school

# Assault

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graph TD; Assault[Assault] --> Building[Building Administration]; Assault --> Staff[Staff]; Building --> BA[Call 911 if warranted, or notify law enforcement<br/>Give type and number of injuries<br/>Advise if assailant is still in building or on the property<br/>Give description of assailant<br/>Give direction of travel and type of vehicle<br/>If threat still persists determine whether to initiate lockdown<br/>Notify District Support Team as appropriate<br/>Document actions and complete incident reports]; Staff --> ST[Report to school principal the type and number of injuries and if assailant is still in area<br/>Give a good description of the assailant (clothing, height, etc.)<br/>Give location of the assault<br/>If assailant has left the building on foot, give direction of travel<br/>If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel<br/>Administer first aid, and get medical attention if needed];
```

## Building Administration

- Call 911 if warranted, or notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in building or on the property
- Give description of assailant
- Give direction of travel and type of vehicle
- If threat still persists determine whether to initiate lockdown
- Notify District Support Team as appropriate
- Document actions and complete incident reports

## Staff

- Report to school principal the type and number of injuries and if assailant is still in area
- Give a good description of the assailant (clothing, height, etc.)
- Give location of the assault
- If assailant has left the building on foot, give direction of travel
- If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
- Administer first aid, and get medical attention if needed

# Hostage Situation

## Building Administration

- Initiate lockdown
- Call 911, Superintendent, District Support Team
- Notify all students outside their classrooms (including those outside the building) to report to the nearest safe area
- If the hostage taker or armed person can be contained in one section of the building, students should be moved from exposed area or classrooms to a safer part of the building
- As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn approaching visitors of the danger

## Staff

- Notify Building Administrator
- Keep all students in their classrooms until further notice
- Under no circumstances shall the students be evacuated from the building without approval and/or assistance

# Bomb Threat

Building Administration

- Determine the need for evacuation and notify staff accordingly.
- Gather information from staff on anything suspicious.
- Assess injuries.
- Secure the scene.

Building/District Personnel Answering Phones

- If phone threat is made, obtain as many details as possible. (Fill out checklist)
  - Write down time of call and other information.
  - Write down the telephone number of the next incoming call.
- Phone police at **(620) 842-5135** or **911**
- Follow directions from first responders (evacuate or shelter in place)

Staff

- Evacuate or shelter as directed.
- Account for and identify students.

# Gas Leak

## Building Administration

- Assess situations
- Implement appropriate procedures (e. g. evacuation, shelter-in-place)
- Call 911, District Support Team, Central Office
- Notify appropriate gas or supply company
- Determine whether to move to Alternate Building Location
- If extended stay outdoors in inclement weather, contact transportation to provide buses to transport students to designated off site area or shelter students on buses
- If evacuation procedures implemented, do not re-enter building until being given the “all clear” to do so

## Staff

- Notify Principal
- Move students away from immediate vicinity of danger
- Evacuate building if necessary to designated sites.

# Poisoning

Building  
Administration

Staff

- Call 911
- Call the Poison Center Hotline 1-800-222-1222
- Administer first aid directed by poison information center
- Notify staff health professional if available
- Notify Administrator
- Utilize building personnel with knowledge of poisonous materials, first aid training, etc. (Material Safety Data Sheets)
- School official to notify parents
- In the event of a staff member who has been poisoned, school official should notify spouse or next of kin. Seek additional medical attention as indicated (this should precede notification of next of kin)

## Preventative Measures

- Keep poisonous materials in a locked and secure location
- Post the Poison Control Center emergency number in the front office, school clinic, etc.
- Post the names of building personnel who have special paramedic, first aid training, or other special lifesaving or life-sustaining training (Located in High School Office)
- Provide staff with information on possible poisonous materials in the building
- Make sure that Material Safety Data Sheets are present



# Utility Disruptions

## Building Administration

- Assess situations
- Implement appropriate procedures Call 911, District Support Team, Central Office
- Notify appropriate utility company
- Determine whether to move to Alternate Building Location
- If extended stay outdoors in inclement weather, contact transportation to provide buses to transport students to partner school or shelter students on buses

## Staff

- Notify building administration
- If an element of danger, move students away from immediate vicinity of danger

# Chemical/Hazardous Material Spill

## Building Administration

### Accidents originating outside the building:

- Initiate Shelter in Place, shut off HVAC units
- Call 911, notify District Support Team, Central Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

### Accidents originating inside the building:

- Check the Material Safety Data Sheet (MSDS) to determine urgency of situation
- Call 911 if warranted, notify District Support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be up wind, uphill, and upstream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe  
Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes

## Staff

### Accidents originating outside the building:

- Notify Principal
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)
- Observe wind direction and move students appropriately

### Accidents originating inside the building:

- Notify Principal
- Move students away from immediate vicinity of danger

# Student Release Log

Student's Name	Grade	Printed Name of Responsible Party	ID Provided	Time Out	Signature

Form completed by \_\_\_\_\_

## Student Release Log

Student's Name	Grade	Printed Name of Responsible Party	ID Provided	Time Out	Signature

Form completed by \_\_\_\_\_

# Student Release Log

Student's Name	Grade	Printed Name of Responsible Party	ID Provided	Time Out	Signature

Form completed by \_\_\_\_\_

# Emergency Numbers / Procedures

## 1. Emergency Services

- FIRE 911
- POLICE 911 or 254-7291
- AMBULANCE 911
- Domestic Violence and Rape 1-800-874-1499
- FBI 1-816-512-8200
- Kansas Crisis Hotline 1-888-363-2287
- Kansas Arson/Crime Hotline 1-800-572-7463
- Poison Information Hotline 1-800-222-1222
- Suicide Prevention Hotline 1-800-784-2433
- To Report Toxic Spills 1-800-424-8802
- KBI 1-785-296-8200
- City of Attica Electric 620-254-7228

2. Attend to the immediate safety and care of the staff and students. If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along. It is best to send an adult who witnessed the injury or someone who knows the child well.

3. Contact immediate family of the injured individuals. Provide them with the information regarding the condition and location of the injured person.

4. Report the crisis to:

- Superintendent of Attica Schools 620-254-7915

If the Superintendent is unavailable, report the crisis to the first available person on the list, and that person will respond to the situation and continue to attempt to contact the Superintendent until he has been reached.

Dale Adams  
Superintendent K-5 Principal  
620-229-3026

Josh Lanning  
AHS Principal  
620-842-2336

Lance Vandevveer  
AHS Athletic Director  
620-842-2175

Ron Reichenberger  
School Counselor  
316-706-6849

Notify SCKESC Crisis Intervention Team when appropriate. **(620) 584-3300**  
Lori Jensen 620-243-2586 DeAnne Heersche 316-393-2516

## CRISIS TEAM COMPOSITION

**The USD #511 Crisis Team consists of:**

Dale Adams - Superintendent / K-5 Principal.....620-229-3026  
Josh Lanning - High School Principal.....620-842-2336  
Lance Vandevveer - Athletic Director.....620-842-2175  
Ron Reichenberger - School Counselor..... 316-706-6849  
Jay Adams - Maintenance / Transportation..... 620-243-2902  
Lisa Newsum - Teacher.....620-955-7050  
Kaitlin Tatro - Teacher.....620-842-2922  
Kristen Bellesine - Teacher.....316-651-6516

## USD #511 Resource Team:

Amie Loreg - BOE Clerk..... 620-842-7198  
Mike Loreg - EMT.....620-474-9812  
Kirk Rogers - EMT & Fire Chief.....620-842-2169  
Jana Scripsick - School Nurse.....316-250-4280  
Misty Hoopes - School Psychologist.....620-546-3040  
Alan Allenbach - Attica Mayor.....620-254-7256  
Methodist Church (Ken).....620-491-0680  
St. Boniface Catholic Church Clergy.....620-294-5526  
Attica K-12 Counselor.....316-706-6849  
Chaparral High School Counselor.....620-896-7303  
Medicine Lodge High School Counselor.....620-886-5667  
SCKESC Crisis Network.....620- 584-3300