

# **DALEVILLE COMMUNITY SCHOOLS**

**Paul Garrison Superintendent**

**Principal Rae Floyd**

**Eric Douglas School Safety Specialist**

## **CRISIS RESPONSE GUIDELINES**

**(Revised 2012)**

*Daleville Jr./Sr. High School  
Rae Floyd Principal*

*Daleville Elementary School  
Kim Beard Principal*

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# EMERGENCY CONTACT NUMBERS

<b>Police</b>	<b>911</b>
	<b>765-378-6343</b>
<b>Sheriff's Department</b>	<b>911</b>
	<b>765-747-7878</b>
<b>State Police</b>	<b>911</b>
	<b>765-348-5509</b>
<b>Fire Service</b>	<b>911</b>
	<b>765-378-5010</b>
<b>Emergency Management Agency</b>	<b>765-747-4888</b>
<b>Poison Control Center</b>	<b>1-800-382-9097</b>
<b>Ball Hospital Muncie</b>	<b>765-747-3111</b>
<b>Community Hospital Anderson</b>	<b>765-298-4242</b>
<b>St. John Hospital Anderson</b>	<b>765-649-2511</b>
<b>Water and Sewage Town Daleville</b>	<b>765-378-6288</b>
<b>Telephone Company Ameritech</b>	<b>1-800-480-8088</b>
<b>Power Company AEP</b>	<b>765-288-2190</b>
<b>Gas Company Indiana Gas</b>	<b>1-800-777-2060</b>

# CRISIS COUNSELING TEAM CONTACTS

## 1. Counselors of Area School Corporations

<b>School</b>	<b>Superintendent Number</b>
Anderson Community Schools	765-641-2029
Cowan Community Schools	765-289-4866
Delaware Community Schools	765-284-5074
Harrison/Washington Community Schools	765-358-3514
Liberty Perry Community Schools	765-282-5615
Muncie Community Schools	765-747-5205
Shenandoah Community Schools	765-354-2266
Yorktown Community Schools	765-759-2720
Youth Opportunity Center	765-289-5437

## 2. Local Churches and Pastors

<b>Church Name</b>	<b>Pastor Name</b>	<b>Number</b>
Daleville Christian Church	Gary McManus	765-378-7473
Daleville Church of Christ	Mark Nunley	765-378-6049
Daleville United Methodist	Daryl R Hamlyn	765-378-3000
First Baptist Church of Daleville	Mark Freeman	765-378-5128
Tabor Church	James Sandberg	765-759-5304
Trinity Community Church	Paul Pletcher	765-378-3634

# **Responsibilities of Personnel During/After Emergency**

## **SCHOOL SAFETY SPECIALISTS**

The School Safety Specialists is responsible for the overall direction of disaster procedures.

### **Emergency Response Team**

The Emergency Response Team will assist the School Safety Specialists/Principal in coordinating and carrying out the disaster procedure plan.

### **Principal**

The principal is responsible for the overall direction of disaster procedures until relieved by school safety specialists or emergency personnel.

1. Direct evacuation or lock down of building in accordance with procedures.
2. Organize internal emergency procedure team as soon as possible.
3. Arrange for transfer of students, staff, and other individuals when their safety is threatened by a disaster.
4. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
5. Assist as directed by the school safety specialists.

### **Teachers**

Teachers are responsible for the supervision of students and will remain with students until directed otherwise.

1. Direct students in their charge during lock down or evacuation to inside or outside assembly areas in accordance with signals, warnings, written notifications, or intercom orders and procedures as described in the plan or directed by personnel in charge.
2. Render first aid if necessary.
3. Take class roster/grade book and call roll after evacuation.
4. Report missing students and staff to the designated person.
5. Assist as directed by the school safety specialists/principal/emergency personnel.

## **Custodians**

Custodians are responsible for the use of emergency equipment, for the handling of school supplies, and for the safe use of available utilities.

1. Survey and report damage to School Safety Specialists/principal.
2. Assist as directed by Safety Specialists/principal/emergency personnel.
3. Control main shut-off valves for air handlers, gas, water, and electricity and ensure that no hazard results from broken or downed lines.
4. Conserve usable water and supplies.

## **Secretarial Staff**

Secretaries are responsible for maintaining the emergency response contact bag/information list of every student and staff member current, as well as numbers and names associated with this plan.

1. Contact school safety specialist/principal to notify of emergency.
2. Contact emergency personnel as directed or needed
3. Take student information and emergency release sheets for on or off site student release.
4. Be in possession of a master list of all students, staff and other people in the facility.
5. Monitor telephones and emergency radio broadcast.
6. Assist as directed by School Safety Specialist/principal/emergency personnel.

## **Food Services/Cafeteria Staff**

Cafeteria staff is responsible for maintaining adequate supplies for any type of emergency.

1. Use, prepare, and serve on a rationed basis, cafeteria stock and water supply whenever providing food for students and staff becomes necessary during a disaster.
2. Assist as directed by School Safety Specialist/principal/emergency personnel.

## **Bus Drivers**

Bus drivers are responsible for maintaining availability throughout the school day in case of needing transportation for emergency.

1. Supervise the care of students if disaster occurs while students are on bus.
2. Transfer students to new location as directed by School Safety Specialists/principal/emergency personnel.
3. Utilize bus radios as an emergency communication system.

## Emergency Student Dismissal Procedures

Students may be dismissed from school due to an emergency situation. Once the dismissal order is received from the superintendent, the principal will do the following:

1. Relay dismissal instructions to staff by the most efficient means.
2. Inform parents in advance that they need to make arrangements for child care in the event school is dismissed and parents are not at home.
3. Ensure that designated school personnel inspect the entire building once dismissal is completed to ensure that the building is empty.
4. May request assistance from administration/law enforcement agencies to ensure that students disperse from the building and adjacent areas to minimize hazards and congestion.
5. All dealings with news media are to be handled by the designated spoke person only. Direct media personnel to the media staging area when known.

\*The superintendent's office will notify bus drivers to report when necessary for transportation of students. (The principal will only do this if directed by superintendent or his designee)

# Evacuation Procedures

Plan A: Normal Evacuation procedures. (Fire)

Plan B: Outside Assembly Areas  
For Daleville Elementary School  
Area 1: 4-H shelter  
Area 2: Track In-field

For Daleville High School  
Area 1: Track In-field  
Area 2: 4-H shelter

Plan C Inside Assembly  
For Daleville Elementary School  
Area 1: Daleville Elementary Gym  
Area 2: Daleville High School Main Gym  
Area 3: Daleville High School Auxiliary Gym

For Daleville High School  
Area 1: Daleville High School Main Gym  
Area 2: Daleville High School Auxiliary Gym  
Area 3: Daleville Elementary Gym

Plan D Off-Site Locations  
Area 1: Shenandoah School Corporation old high school gym  
Area 2: Mutually agreed location between school officials and responding agencies.

No student will be dismissed until appropriate procedures are implemented.

Dismissal from one of these areas will require documentation of student signing out with parent/guardian from the student release station/area as set up by School Safety Coordinator.

First-aid station will be set-up as needed by school nurse or emergency response team.

Transportation will be provided to emergency facilities and/or home as required by the specific emergency. The assembly area will be considered a waiting area until proper agencies and personnel are in place.



# Bomb Threat

## **Staff Intervention:**

Assist in the evacuation of the building as directed by safety specialist or designee.

## **Staff Responsibilities:**

1. Keep all students within classroom.
2. Remind students to exit in a calm, orderly and quiet manner.
3. When instructed to do so, evacuate from your classroom to the designated area.
4. Take your grade book/class roster for attendance purposes.
5. Remain with the students in your charge at all times.
6. Do NOT dismiss students until you receive official word from the school safety specialist or designee.
7. Report missing students and staff to the secretary.
8. If you notice anything unusual or out of place in your room or areas you work in, report that immediately to an administrator.
9. Ignore all bells and normal end of day procedures if in crisis.

# **Hard Lock Down**

**(Intruder, hostage, outside threat of any nature)**

## **Staff Intervention:**

Listen to announcement and follow directions to keep students as safe as possible.

## **Staff Responsibilities:**

1. Lock your door if possible and keep everyone inside classroom.
2. Turn off lights and close blinds if possible.
3. Assume a position with students out of sight of doors and windows where possible in classroom.
4. Ignore any bell dismissing class.
5. Remain calm and in control, follow procedures as practiced and any verbal instructions by school safety specialist, designee or emergency personnel.
6. Take your grade book/class roster for attendance purposes.
7. Make note of any missing students/staff and report to secretary once to staging area.
8. If you observe anything unusual in process please make note of name, description, etc. to share once you are in a secure location.
9. During hostage situation follow directions of hostage taker, don't try to be hero, be prepared to speak on telephone and stay alert.
10. Do not use phones, do not text, and make sure students are not. Overloading 911 with calls that will not help the situation.
11. Refer any media questions to the school and emergency management spoke person.

## **Soft Lock Down**

**(Exterior of building secured)**

**(Used for things like bank robberies, report of upset parent coming to building, etc.)**

### **Staff Intervention:**

Listen to announcement and follow directions to keep students as safe as possible.

### **Staff Responsibilities:**

1. If outside get to the nearest entrance with everyone and enter.
2. Help ensure that any outside doors or open windows have been secured
3. Proceed with class as normal
4. Remain calm and in control, follow procedures as practiced and any verbal instructions by school safety specialist, designee or emergency personnel.
5. Make note of any missing students/staff and report to secretary at once.
6. If you observe anything unusual in process please make note of name, description, etc. to share once you are in a secure location.
7. Refer any media questions to the school and emergency management spoke person.

# Internal Emergency

**Staff Intervention:**

Identify situation and get the appropriate help.

**Staff Responsibilities:**

1. Staff member identifying problem should stay with victim.
2. Contact office by sending someone or having someone call office to notify of problem.
3. Remain calm and await help and/or follow directions from office contact.
4. Assist victim as you can. Keep the victim calm and from further injury.

# Fire Emergency

## **Staff Intervention:**

Pull Alarm and supervise students in evacuation from building and to safe location outside of building.

## **Staff Responsibilities:**

1. Close all classroom windows and doors.
2. Turn out classroom lights.
3. Take your grade book/class roster for attendance purposes.
4. Check bathrooms/lockers rooms as leaving building.
5. Be aware of physically challenged students and assist as needed
6. Once to staging area notify office secretary of any student or staff member missing.
7. Do NOT return to the building unless instructed by School Safety Specialist/designee or Emergency personnel.

# Earthquake Emergency

## **Staff Intervention:**

If inside stay in place, get students under desks, tables, etc. If outside move away from buildings and avoid utility lines.

## **Staff Responsibilities:**

1. Evacuate the building as soon as tremors end, take students to staging area.
2. If a student is stuck try to assist before leaving and make as comfortable as possible and reassure that people will be sent back to help.
3. Take your grade book/class roster for attendance purposes.
4. Once at staging area take attendance of students and report any missing to secretary and location of anyone left behind.
5. Do NOT return to the building unless instructed by School Safety Specialist/designee or Emergency personnel.
6. Assist as instructed.

# Tornado Emergency

## **Staff Intervention:**

Supervise students in evacuation to tornado safe areas as posted for each classroom notify office if emergency procedures have not been implemented from office.

## **Staff Responsibilities:**

1. Evacuate students to safe area.
2. Turn out room lights.
3. Take your grade book/class roster for attendance purposes.
4. Once to assign area take attendance and notify if possible office secretary of missing students or staff members.
5. Assume proper tornado protective position.
6. Do Not leave until School Safety Specialist/Designee/Emergency personnel release you and follow their instructions with your students.
7. If unable to make to safe area take protective cover as needed in classroom under tables, desk, inside walls, and away from windows and doors.

## **Hazardous Material Spill (External)**

**Staff Intervention:**

Follow instructions of School Safety Specialist/Designee/Emergency personnel.

**Staff Responsibilities:**

1. If outside get to the nearest entrance with everyone and enter.
2. Help ensure that any outside doors or open windows have been secured.
3. Staff and students will be notified of situation and instructed on procedures to follow.
4. Notify office secretary of any missing students or staff members.
5. Do not use phones except as needed for emergency needs.

## **Hazardous Material Spill (Internal)**

**Staff Intervention:**

If witness or come upon spill secure area to best of ability, send or have someone else notify office of your location and what situation is.

**Staff Responsibilities:**

1. Staff and students will be notified of situation and instructed on procedures to follow.
2. Assist with evacuation of students as instructed.
3. Once to staging area notify secretary of any missing students or staff members.
4. If you or students have been exposed to spill notify secretary of such information so proper medical care can be provided.

## **Traumatic Events (Suicide, Unexpected/Sudden Death)**

### **Staff Intervention:**

Notify school administration immediately of any factual information you may hear to help the school prepare for any needs.

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### **Staff Responsibilities:**

1. Assist with identifying students who may need counseling or help with grieving process and refer to Crisis Team.
2. Do not spread rumors.
3. Follow instructions of School Safety Specialist/designee/Crisis Team.
4. Make sure you are dealing with the grieving process appropriately.
5. Attend meetings as called by administration to help with process.

## **Adverse Weather Conditions (Heat, Cold)**

### **Staff Intervention:**

Staff members should use common sense and protect students from extreme heat or cold conditions.

### **Staff Responsibilities:**

1. For cold make sure students are dressed properly and limit amount of exposed skin if outside.
2. For cold seek shelter out of wind and indoors if possible.
3. For cold stay together and do not let students wander away from your location.
4. For heat seek shade or places out of direct sunlight
5. For heat allow students to drink water.
6. For heat make sure students are only wearing one layer of clothing.



# Pandemic Flu/H1N1

## **Staff Intervention:**

Follow directions of school nurse in sending sick students to nurse station.

## **Staff Responsibilities:**

1. Understand the signs and symptoms of these illnesses and use common sense in sending students to nurse to be seen.
2. Do not spread rumors or try to diagnosis students.
3. Ensure that areas affected have been properly cleaned.
4. Ensure that you have taken proper safeguards to protect self and keep self healthy.
5. Follow directions of school safety specialist or designee.

## **Parent Reunification/Information Center (Will be designated when needed)**

### **Staff Intervention:**

Assist as instructed by School Safety Specialist/Designee/Emergency Personnel.

### **Staff Responsibilities:**

1. Do not release students to anyone without following proper sign-out procedures.
2. Maintain students under your charge in your assigned area, so students can be found.
3. As students leave your charge, mark off your attendance list as a double check.
4. Once you have no more students check with School Safety Specialist/Designee to see what you can do to assist and notify you have no students left to supervise.
5. Direct parents/guardians to proper place for signing out their child.
6. Do NOT leave unless released by School Safety Specialist/Designee.

## **Media Information Center (Will be designated as needed)**

### **Staff Intervention:**

Direct all media personnel to this area and do not answer any specific questions related to incident.

### **Staff Responsibilities:**

1. Do not allow media in parent reunification center.
2. Information of all students is confidential and will not be released to media.
3. Do NOT speak with media about incident.
4. Do NOT allow students to speak with media.
5. A press conference will be held at the end of the crisis to release information.

# SECOND FLOOR EVACUATION PROCEDURES

In the case of an emergency and evacuation is needed the following procedure will be followed for evacuation of all occupants:

A. All building occupants will exit the building upon announcement by the teacher or sounding of the fire alarm.

b. **NEVER USE ELEVATOR DURING A FIRE OR OTHER EMERGENCY.**

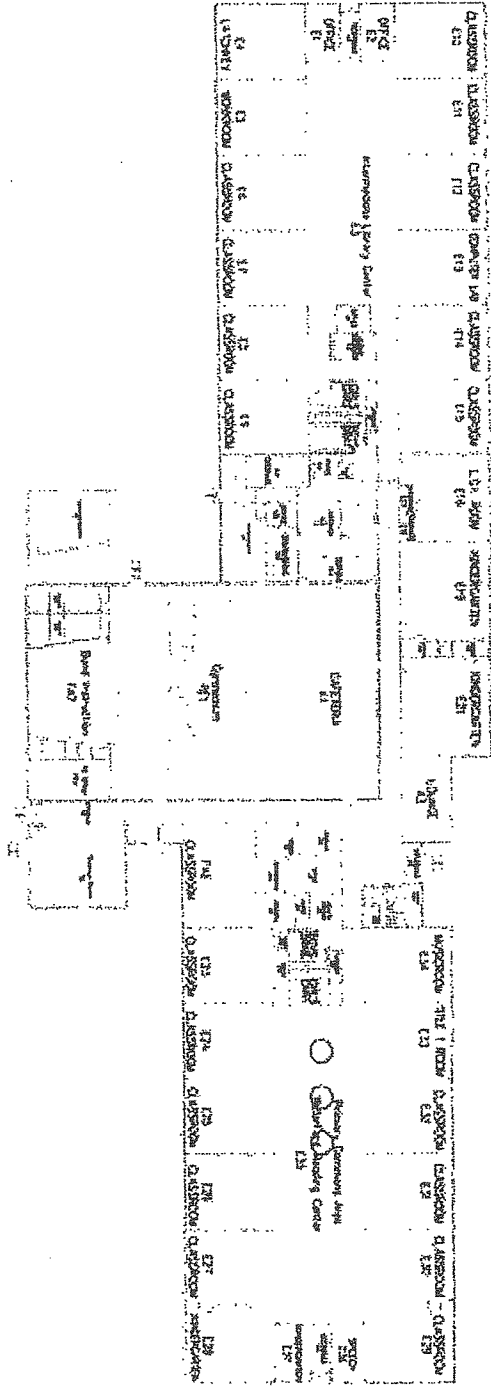
c. Close doors, corridor smoke barrier doors, and windows in the vicinity. Shut off potentially dangerous equipment, reactions or experiments in the work area.

d. Persons with Disabilities:

1. Instructors holding classes must be aware of the emergency exits. On the first day of class instructors will enlist volunteers to be "monitors" for and assist with emergency evacuation of the disabled student(s).
2. Visually Impaired - In the event of an emergency, inform the visually impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.
3. Hearing Impaired - If the visual warning devices are not available, the hearing impaired person may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing impaired person cannot lip read, write a note to exit the building.
4. Mobility Impaired - Every effort should be made to assist the nonambulatory individual in existing the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell and wait on the landing (with the fire doors closed) for rescue personnel to arrive. In case of a false alarm, or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Police Services Officials use specially designed evacuation chairs to safely move persons with mobility limitations down stairways.

**In case of near and immediate danger**, the two-man lift technique can be used to lower a person out of the wheelchair and down the stairway. If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

# APPENDIX ELEMENTARY SCHOOL DIAGRAM



# APPENDIX

## JUNIOR/SENIOR HS DIAGRAM

