

TARKIO R-1 SCHOOL DISTRICT

CRISIS MANAGEMENT PLAN

SAFETY COMMITTEE

Dustin Barnes, Kari Taylor, Kevin Dodson, Marisa Hedlund,
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CRISIS INTERVENTION PLAN

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EVACUATION SITE IS THE TAC- TARKIO ACTIVITY CENTER

CRISIS PLAN OVERVIEW

1. Following a traumatic event, information is funneled to the superintendent. If the superintendent is unavailable, the secondary principal or elementary principal will be contacted. This person will gather as much information about the incident as possible. The superintendent/principal will then determine whether the event warrants a crisis team response. The superintendent/principal will contact the crisis team members to organize the superintendent's office at the earliest possible time following the crisis. At this meeting the superintendent/principal will give all the facts of the incident/event to the team members.

Team Members

Superintendent- Bob Hedding

Secondary Principal Kevin Dodson

Elementary Principal/ Assistant Sup- Dustin Barnes

Federal Programs Kari Taylor

Secondary Counselor Marisa Hedlund/Ellie Graves

Elementary Counselor Maria Spire

School Nurse Meghan Hughes

Maintenance Bill Joesting

SRO Devon Sons

***Additional staff, outside agencies and local clergy may be called upon to assist the district in responding to a crisis.

2. The superintendent will contact the principals and the principals will initiate the staff text/ Crisis Go App. This should be initiated as soon as possible to inform faculty about the facts of the incident and will be used to remind the faculty about the meeting set up for the following day. The meeting will be used to go over procedures for crisis management and update the faculty on needed information. In most cases, the meeting will be held at 7:15 am in the Elem. Library.
3. The superintendent will be in charge of all media contacts. Secretaries will refer all media calls to the superintendent. If the superintendent is not available, the secondary principal/elementary principal/counselors will receive all media calls.
4. Statements will be prepared to read to staff, students, parents, and the media if appropriate. Sample statements are provided in the appendix.
5. The principals and crisis team will plan for the day's events such as establishing class discussion times, crisis rooms, referrals, and contacting outside agencies to work with the crisis team.

PURPOSE:

To respond to a crisis which has a major impact on the school population in the Tarkio R-1 School District.

To acquaint all facilitators with the structure and purpose of each step of the plan (administrators, faculty, staff, etc.)

To react appropriately to the needs of everyone and to maintain structure and control. To assess emergency or possible emergency situations and respond appropriately and in a timely manner.

CRISIS RESPONSE TEAM:

Supt. Of Schools Bob Hedding Superintendent -660-235-0190 Elementary Staff: Dustin Barnes, Principal - 660-253-7676 Secondary Staff:Kevin Dodson, Principal 660-254-3978 Federal Programs: Kari Taylor Special Ed. Director 417-770-1665 High School Counselor Marisa Hedlund-660-2253-0218 Ellie Graves 660-441-5421 Elem. Counselor Maria Spire 660-623-9066 Head of Maintenance Bill Joesting 660-620-0111 School Nurse Meghan Hughes 660-623-9111

EMERGENCY NUMBERS

ALL EMERGENCIES 911

TARKIO POLICE DEPT. 736-4567

ATCHISON COUNTY SHERIFF 744-6371

AMBULANCE 736-5208

HIGHWAY PATROL 816-387-2345

HOSPITALS:

Fairfax Community 686-2211

Maryville 562-2600

St. Joe Mozaic 816-271-6000

Division of Family Services, Rock Port 744-5317

Prosecuting Attorney 744-5440

Juvenile Office, Maryville 582-4312

Child Abuse Hotline 800-392-3738

Poison Control Center 800-222-1222

Toxic Chemical Response 800-424-8802

MO School Violence Hotline 866-748-7047

SEMA- 24 Hr. Emergency Management 573-751-2748

Gas 800-424-0427 Electric 888-544-4852 Water 736-4812

Information on Possible Crisis

Employees of the district must respond immediately and appropriately to information on actual or potential crisis situations. Responding appropriately and in a timely manner may save the district many problems.

Appropriate responses to different situations include:

1. When hearing a student talk about something (i.e. violent talk, hit list) the employee must report this information to one of the school principals, superintendent or SRO immediately. The student should also be detained if possible. Take the talk seriously until it is proven NOT to be serious.
2. When encountering a stranger or visitor in the building, politely ask the person if you can help or direct him/her to a place. Report any unusual actions or appearance to a principal or superintendent immediately.
3. When witnessing violent acts by anyone, report this to a principal or superintendent immediately. Take action to protect yourself and your class as you see is appropriate to the situation.
4. When serious weather or a fire alarm is sounded, assume it is not a drill and proceed with the plans posted in your room or office.
5. When taking a call concerning a bomb threat, transfer the call to the administration by stating "I don't handle these matters, let me transfer you." Administration will find out where the bomb is, who the caller is, where the caller is at, etc. if possible. If the caller refuses to be transferred, follow the bomb threat checklist. Report the calls immediately. Do not use a two-way radio or a cellular phone when a bomb threat exists--you could set the bomb off.
6. When you see an intruder in the building, report the intruder to a principal or superintendent and take action to protect yourself and others.
7. If you have information on a potential crisis, do not alarm your class or others until the information has been VERIFIED.
8. The Tarkio R-1 school district will be implementing the Crisis Go App to assist with information dissemination, safety procedures and checklists and student attendance. Staff should initiate and react to initiated crisis situations through the app in the same manner as if the alert was given verbally.

It is very important that all school personnel be vigilant. Watch and listen carefully for activity that is not normally associated with school, and be aware of strangers who enter the building. Report any information you have as soon as possible.

DIRECTIONS FOR RESPONDING TO CRISIS

Following are specific instructions for responding to the most common crisis this school is likely to see. Crisis not listed here will be handled through the Crisis Team. The Crisis Team will provide instruction on how to respond to crisis not listed on the following pages.

RESPONDING TO EMERGENCIES REQUIRING 911 CALLS DURING THE SCHOOL DAY:

STAFF Summon assistance

Contact Office/Principal

OFFICE Call 911

Secure and maintain safety of students.

PRINCIPAL Convene Response Team

Notify Superintendent.

AFTER SCHOOL HOURS:

STAFF Call 911

Contact

Bob Hedding 660-235-0190

Dustin Barnes- 660-253-7676

Kari Taylor 417-770-1665

Kevin Dodson 816-261-2747

BE PREPARED TO GIVE A BRIEF DESCRIPTION OF THE EVENT:

- Self-identification
- School name and address
- Location, if not at school
- Request police/fire/ambulance
- Specific location of accident
- Type and number of injured
- Weapons involved, if any
- Names-description-location of persons involved
- Description and license number of vehicles

LOCKDOWN/ LOCKOUT PROCEDURES

Lockout- A Lockout refers to a situation when the school building will not allow anyone in or out. While the doors are always locked during the school day, during a Lockout, we will not allow anyone into the building for any reason. In addition, students are not allowed to go outside during a Lockout. Students are not allowed to travel between buildings during a Lockout. During a Lockout all other procedures and teaching within the school building will occur as normal. We will continue to teach and move students around the building without other restrictions. In the event that we need to add another level of security, the school will move to a Lockdown situation.

Lockdown- A Lockdown refers to a situation when we will lock individual classroom doors and keep students inside of a secured room. Students are not allowed to roam the hallways or use the bathroom during a lockdown. During a Lockdown we will continue to teach and carry on business as normal within your classroom. This situation occurs when we have something going on somewhere within the school building that requires us to have the hallways clear.

**If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person: We will use plain language and indicate that this is a Lockdown- non-dangerous situation.

A. CLASSROOM TEACHERS ARE TO:

1. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
2. Lock your door.
3. Lower or close your room blinds.
4. Continue to teach as normal.
5. Do not allow students to leave your room until the lockdown is canceled.

B. Physical education classes being held in the gym should move into a locker room, lock all doors

C. If students and teachers are outside the school building, they should not enter the building until instructed to by an administrator. IF you are outside, please contact the office or administrator to find out the nature of the lockdown.. Remain still. Relocate to a safe area depending on the situation.

D. Anyone in the hallway should move to the closest classroom immediately.

E. Nurses/cafeeteria workers/support staff should stay in the area they are in, secure the doors,

F. Students and staff in the library should remain in the library. Librarians should lock the doors.

G. Stay in your safe areas until directed by law enforcement officers or an administrator to move or evacuate. Only open doors for Law enforcement or administration during a lockdown. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom or through the Crisis Go App.

H. An administrator will signal all personnel when the lockdown has been lifted.

I. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.

Lockdown- Dangerous Situation- In the event we would need a higher level of security, we will use plain talk. Information will be pushed out to the staff by the Crisis Go App, intercom or other means. In the event of a dangerous Lockdown situation we will indicate that we are now in a Lockdown and there is a **DANGEROUS SITUATION IN THE BUILDING!!** As soon as possible the exact definition of the dangerous situation will be communicated to you. At this point, secure your room and prepare to either evacuate or fight back per our Alice Training Hostile Intruder Response.

Hostile Intruder Response

A hostile intruder is an individual actively engaged in killing, attempting to kill or inflicting serious bodily harm to people in a confined and populated area.

Implement the ALiCE Training. There is not a specific order you will go through this. You may find yourself needing to use any of these at any moment during the event.

1. **Alert:** The Initial Alert may be the Gunshot, or a PA announcement, ect. **We do not use code word**. State what is happening- **SHOOTER IN THE BUILDING- SHOTS FIRED.**
2. **Lockdown:** **IF** evacuation is not a safe option Barricade entry points. Prepare to Evacuate or counte if needed.
3. **Inform:** Communicate real time information on shooter location. Clear and direct language using any communication means possible. **WHEN ABLE-** Contact 911.
4. **Counter:** As a last resort, distract the shooter's ability to shoot accurately. Move toward exits while making noise and throwing objects or adults swarm.
5. **Evacuate:** Run from danger when safe to do so using nontraditional exits if necessary. Get students to the rally point and take roll.
6. **Reunification:** Teachers will be responsible for keeping track of students and which students have been picked up by their parents. In most cases, it will be our policy to only release students to their own personal parents or guardians.

FIRE PROCEDURE

Signal: A fire alarm/fire drill is an intermittent alarm that will sound. The sounds may be continuous until the all clear signal is given. Instructions will be given over the intercom: ie. Staff will be notified this is a fire drill. Crisis Go App will be utilized to initiate the procedure.

Classroom Procedure: Teachers are to shut the door and take roll. Teachers should verbally instruct students on what the next steps will be once a fire is confirmed. Once the fire has been confirmed, staff and students are to evacuate the building immediately in accordance with the fire drill/fire procedures. Take a grade book with you and join the students in a safe area. After you reach the safe area, take roll immediately. Wait for the all clear signal before re-entering the building.

The administration, teachers and counselors will check with teachers to be sure that all students are accounted for.

In the event of an actual fire, students will not be allowed to leave the school unless instructed by administration and signed out by parents. Teachers will keep a log of their students.

EVACUATION OF DISABLED

PROCEDURE:

In the event of emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest exit.
2. As a second choice, when a disabled person reaches an obstruction, he/she should request assistance from others in the area.
3. If assistance is not immediately available, this person should stay in the exit corridor, on the stairway, or landing. He/she should continue to call for help until rescued. Persons who cannot speak should carry a whistle or have some means to attract attention to themselves.
4. Rescue personnel, fire and security, will check FIRST ALL exit stairwells for trapped persons.

TORNADO/SEVERE WEATHER

Signal: A series of beeps followed by an announcement of: "This is a Tornado Drill" or "there is severe weather in the area, please go to your tornado safe area". ALSO- Crisis Go- Notification

Classroom Procedure: Under the teacher's supervision, children should quickly go to the assigned sheltered area and take the protective position. The teacher should take the grade book and take roll as soon as all children are in protective positions. Remain calm, and in place until lockdown is cleared. Students and staff outside will go inside to the closest safe area ASAP.

As soon as the Drill/Threat is over all clear will be announced. Teachers need to return the children to the classroom quietly and resume normal activities.

In the event of an actual warning or tornado, students will not be allowed to leave the school unless instructed by administration and signed out by parent. Teachers will keep a log of their students.

EARTHQUAKE

Signal: Intercom announcement- ALSO- Crisis Go- Notification

Classroom Procedures: Children should crawl under tables or desks when first tremors are felt. Teachers should stand in the doorway or get beneath furniture. Cover your head with your hands.

Wait one minute after the quake stops, before moving students. Prepare students for aftershocks. An aftershock may occur while students are evacuating, through crowded hallways. Students should be aware that DROP/COVER/HOLD may be necessary during the exit procedure.

Prepare to evacuate the room: Teachers should get a class list (and coats if necessary). Optional equipment might include: Flashlight, battery operated radio, first aid material, and book to read to students. (These items should be gathered in advance.) Do not use electrical equipment or lights.

Evacuate the building as per the fire drill procedure.

Take roll and wait for the signal to return to the building. Counselors will check with teachers to be sure that all students are accounted for in the building.

BOMB THREAT

Although many bomb threats turn out to be a prank, they must be taken seriously to ensure the safety of the students, faculty, staff and visitors. A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone.

IN THE EVENT OF A BOMB THREAT: " Procedure:

A. Person receiving the bomb threat telephone call will:

1. While the subject is speaking to you on the phone, fill out the "Bomb Threat Checklist". DO NOT HANG UP THE PHONE! Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.
2. Stay calm and indicate your desire to cooperate with the subject. Signal to a co-worker nearby to call for assistance, if possible.
3. After phone call is over, hang up, dial *57 on the same line to trace phone call.
4. Inform Administration.
5. Dial 911

B. Administration/Crisis Team will: Determine Threat Level:

LOW LEVEL: The probable motive is to cause disruption: The subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly

MEDIUM LEVEL: The subject gives details such as the size, location, or type of bomb. The subject stays on the line longer and states a motive for the bomb.

HIGH LEVEL: The subject is very detailed and describes the type, power, location or time of detonation. The subject stays on the line longer or makes multiple calls. The subject may exhibit advanced knowledge of bombs. In addition, the subject may make demands such as publicity, money, etc.

DO NOT USE A RADIO, CELL PHONE, OR ANY OTHER ELECTRONIC DEVICES. THESE DEVICES HAVE THE CAPACITY TO DETONATE AN EXPLOSIVE DEVICE. IN ADDITION, DO NOT TURN THE LIGHTS ON OR OFF BUT HAVE THEM REMAIN IN THERE CURRENT POSITION.

IF AN EVACUATION IS ORDERED:

1. Teachers will begin to evacuate students using the "fire procedures." Instruction will be given to avoid "suspicious" areas and possible changes to the meeting location.
2. Faculty/Staff should complete a visual check of the room/building as they exit. Stay away from any suspicious items. Report any unusual objects or activity to the Crisis Team or Law Enforcement.
3. Wait for Law enforcement to begin searching. Custodians, Administration and other assigned staff will assist with the building search.
4. In consultation with Law Enforcement, return students to class when it is deemed safe.

If it appears that the search will be for an extended time, students will not be allowed to leave the school unless instructed by a staff member or signed out by a parent. Teachers will keep a log of their students.

BOMB THREAT CHECKLIST

Exact words spoken by caller:

Background noises (i.e. street sounds, airplane, business noises)

Sex of caller _____ Race: _____ Age: _____ Accent: _____

Telephone number at which called: _____ Length of call: _____

Time call received _____ Date call received _____ (Will need for telephone company for printout of call's original location)

Name of Person reporting _____ Caller's

Voice (check appropriate boxes)

_____ calm _____ angry _____ excited _____ slow _____ rapid _____ nasal _____ stutter _____ lisp
_____ rasp _____ deep _____ soft _____ loud _____ crying _____ laughter _____ normal
_____ other: _____

HAZARDOUS MATERIALS

Sheltering in Place (SIP), in some instances is the best defense against hazardous situations—a release of toxic chemicals, or a dangerous situation unfolding inside or outside of the school building. In many cases the regular classroom will be designated SIP locations for most students.

Major Steps of Sheltering in Place:

1. Move students and staff into designated locations inside the facility.
2. Notify law enforcement (if necessary), the front office, and other emergency services.
3. Close all windows and doors.
4. Seal the room from outside air infiltration, especially in case of fumes or possible toxic materials.
5. Turn on radio/TV for further information or instructions.
6. Lock entrances to the SIP locations. (In the event of fumes, this will prevent the door from being opened accidentally.)
7. Keep away from windows.

Useful items for an emergency:

Radio and batteries

Flashlight and batteries

Two-way radio, cell phone if possible and charge cord

Towels

Supplies to seal doors, windows and vents

Water, cups, and snacks

List of activities for students and staff

Paper and pens

Roster of all persons assigned to the location (teacher's grade book)

REPORT OF WEAPONS ON CAMPUS

Listen for intercom and LOCKDOWN announcement.
Lock doors, NO students leave room for ANY reason.

Confirmed weapons/shootings:

Office will call 911-

1. Secure the area as much as possible
2. Remain calm.
3. Do not attempt to disarm the perpetrator.
4. Be aware of details of the incident.
5. Evacuate the area when instructed to do so.
6. If students are outside, do not enter the building. Find a safe location.

Rumor/Non-Crisis

1. Report rumors to the principal.
2. Verify information
3. Contact 911 or Tarkio Police Department (736-5522)

CRISIS AFTER SCHOOL HOURS

Accidents, murders, suicides, death of parents, faculty members, house fires and other tragedies affecting schools occur across the nation. If an event occurs locally it may dramatically interfere with the daily routine of the school day. If a crisis should occur over the weekend or at night, the following procedures will be followed.

1. The superintendent will be contacted, if unavailable, the secondary or elementary principal will be contacted. This person will gather as much information about the incident as possible. The superintendent/principal will determine whether the event warrants a crisis team response.
2. The superintendent/principal will contact the crisis team members to organize the team's strategy for handling the crisis. The team will meet in the superintendent's office at the earliest possible time following the crisis. At this meeting the superintendent/principal will give all facts to the team members.
3. The superintendent/principal will contact the faculty and staff using the staff text alert. A staff meeting will be held in the Elem. Library at 7:15 am. Facts will be presented, and an opportunity to ask questions, share concerns, and learn about the resources available to teachers and students during the day.
4. Students will be addressed in the classroom teachers, team members, or counselors. Sample statements are provided on pages listed in the Appendix.
5. The principals, counselors and crisis team will plan for the day's events such as establishing class discussion times, crisis rooms, referrals and contacting outside agencies to work with the crisis team.

Individuals or Organizations that may be called to serve as additional counselors in the event of a major disaster are as follows:

Clergy:

Tarkio Baptist Church, Pastor Glenn Scott 660-736-4129 Tarkio Presbyterian

Church, Rev. Will Ratcliff 660-736-4641

Tarkio Catholic Church, Father Peter Ullrich, OSB 660-736-4342 Tarkio Lutheran

Church, Pastor Franz Brandenburg 660-984-5572 Tarkio Methodist Church, Pastor

Andrew Sanders 660-736-4602 Law Enforcement:

Tarkio Police Department 660-736-5522 Tyson (Chief of Police) 660-953-1648

Atchison County Sheriff's Department 660-744-6271 MO Highway Patrol

816-387-2345 ATCHISON & HOLT COUNTY CRISIS TEAM CONTACT

PERSONS: Allison Rogers- School Phone 660-442-5429

Marisa Hedlund- School Phone 660-686-2851, cell: 660-253-0218 Shauna

Farmer- School Phone 660-744-6294, cell: 660-744-5494

C.A.R.E. of Atchison County- 660-744-9966 or 1-877-835-7233

Student Contact Following a Crisis After School Hours:

1. Students will be addressed in classrooms by individual teachers, the counselors, or crisis team members. If a crisis team has been called, explain why the team is there. "If you are wondering why there are other adults in the building, it is because they are all qualified people who care about students and they were asked here by the counselors and the principal because of (briefly explain reason). They care about you and know how difficult it is to face a situation like this. If you would like to talk to the counselors today about the situation let your teacher, principal or counselors know."
2. Vocational students would be given the option of staying at school for the assemblies and counseling sessions, or going to Vo-Tech School.

If the crisis situation occurs during the day, the crisis team will meet to decide the best course of action. In most cases, it would be best to address the issue rather than run the risk of rumors and misinformation spreading through the building.

Crisis Rooms

Designated crisis rooms will be put into effect for one day, or longer if necessary. The crisis rooms will be staffed by teachers, clergy, and other qualified people from the community. Rooms assigned for this purpose will include the counselor's conference rooms, the library, and any other areas that are deemed necessary.

Crisis Management for Counselors

1. Confer with school administrators before calling in a team.
2. Assign the crisis team counselors to rooms.
3. Be available for consultation.
4. Be available to school staff and parents to answer questions.
5. Be honest. Share facts with students to express their feelings, though, and to ask question. Let the class set the pace.
6. Look for signs of trouble in individual students and refer to the counselors. Everyone experiences and reacts to grief in a different way.
7. In time of death, discuss ways to express sympathy with the class.
8. Exercise and activity can be great stress relievers.
9. Decide when it is time for the team to leave. Consult with administration and the team first.
10. Have a follow-up meeting to debrief crisis team member.

Guidelines for Teacher Facing Danger in the Classroom

The following guidelines are supplied for crisis situations that involve an immediate danger to the teacher and the students, such as being threatened with a gun or knife. This situation is not anticipated during those times of crisis primarily focused upon in this plan, but is vital information for the staff.

PROCEDURE FOR FACING IMMEDIATE DANGER:

1. Remain as calm, cool, and collected as you can be.
2. **SIT DOWN IF POSSIBLE.** This helps the threatening individual feel as if he is in power and can help the situation.
3. Get and maintain eye contact.
4. Use a pleasant, calm, and cool voice.
5. Tell the students to leave the room quietly, that you and "Billy" need to talk about this matter. The individual might not allow others to leave, so agree and ask the students to remain quiet and calm.
6. Do not be demanding.
7. Do not push the individual into making a decision or action.
8. Do not threaten the individual.
9. Do not close the space between you and the individual. Do not infringe upon his territory.
10. Talk it out with the individual. Let me have time to think. Help him to realize that this decision is a mistake- to stop and consider his behavior before something irreversible takes place.
11. "Play by ear" since every situation is different. You might want to plan how you might handle a situation such as this before ever being faced with it. Also, consider the established relationship that you have with the individual.
12. No one will ever tell you to be a hero, such as trying to restrain the individual or achieve the weapon. Many factors must be considered for the safety of life.

STUDENT EMERGENCIES

1. The policy of the school in case of an emergency is one of handling the situation as expeditiously as possible.
2. The school will attempt to reach the parent/guardian or designated emergency contact by telephone.
3. If the school is unable to contact the parent/guardian or designated emergency contact immediately, administration will proceed as they deem necessary.
4. The family physician, if he/she is available, may be called.
5. If the doctor is not available, the child will be taken by ambulance to a hospital or to a physician's office for treatment.
6. Parents/guardians are asked to provide at enrollment the name of the physician they wish to be called in the event of an emergency as well as the name and telephone number of the person to call if the school is unable to contact the parent/guardian. This information shall be maintained in the student's record.

Extreme Medical Emergencies

1. An extreme medical emergency exists when a student loses consciousness or exhibits other behaviors indicative of grave physical danger at school, at or en route to or from school-sponsored events. In these circumstances, time is limited and parents/guardians cannot be contacted.
2. Emergency Action:
 - a. Seek ambulance service 911
3. Procedures during a medical emergency:
 - a. KEEP COOL. Nobody is helped if you panic. Try to prevent physical harm to the student and to others.
 - b. SEND FOR OR GO GET AN ADMINISTRATOR AND NURSE IMMEDIATELY.
 - c. The administrator on the scene will decide whether or not an ambulance is necessary. If so, go to the office and notify the secretary to call the ambulance and the parent/guardian.
 - d. Other faculty or staff persons on the scene should attempt to clear the area of students and maintain calm.
 - e. If drug overdose is suspected:
 - i. If possible, attempt to identify as precisely as possible the drug taken. It may be possible to find this out by asking other students. Tell them it's important (sometimes it is a matter of life and death), but DO NOT THREATEN. It is extremely helpful to medical personnel
 - ii. Pass this information on to hospital personnel (in a second phone call if necessary) and indicate degree of certainty.
 - iii. If any drugs are found, give them to the administrator who will deliver them either to the ambulance driver or to the hospital emergency room.

SUICIDE

DEFINITION:

A student or staff member is REPORTED to have committed suicide.

PROCEDURE:

A. SUICIDE or Suicide Attempt ON CAMPUS.

1. Call the ambulance (911)
2. Secure area.
3. Contact the Principal
4. Principal or designee contact superintendent.
5. Principal or designee to contact parent/guardian/family of victim.
6. Convene the CRT to assess the situation and implement the appropriate plan of action. 7. Obtain a list of possible witnesses for law enforcement officials.
8. Go to C.

B. SUICIDE or suicide attempt OFF CAMPUS

1. Contain the story and protect the privacy of the family involved. Do not refer to the death as a "suicide" and move to contain the story until it has been verified.
2. Direct the person who brings the message not to repeat it to anyone. Explain that the information has not been verified. Even if it is correct, it is important that the announcement come from the principal in an appropriate and official manner.
3. Instruct secretaries and others in the office not to repeat anything that has been said or to give out any information until the report has been verified. DO NOT LET NEWS OF THE INCIDENT GET OUT OF HAND.
4. Verify the fact that the reported death did occur. Do everything possible to verify the facts-make phone calls to police, if necessary. Do not call home.
5. If death is verified, NOTIFY THE SUPERINTENDENT.
6. CONVENE THE CRT to assess the situation and implement the appropriate plan of action. 7. Go to C

C. When a suicide has been verified:

1. Hold a faculty meeting as soon as possible. If it has to wait until the end of the day, give notice of the meeting early. As soon as the facts are known, the principal prepares a brief written announcement to be distributed to teachers which they can read to students simultaneously throughout the school.
2. Refer all inquiries for information from outside the school to the superintendent. One person should serve as spokesperson for the district. Do not allow reporters to interview any students or staff members in or on school grounds.
3. Contact resources (school counselors, social workers, nurses) to assist students, parents, and staff. 4. Try to get things back to normal as soon as possible.

RAPE

PROCEDURE:

1. Take the student/staff member to a secure and private place (Principal, counselor or school nurse). If the victim is a female, find a female staff member to stay with them. If the victim is a male, find a male staff member to stay with them.
2. Provide first aid treatment only in treating a life-threatening injury.
3. Report crime to the County sheriff/highway patrol.
4. Notify parent/guardian/spouse. If unable to locate, continue to try until you contact. A staff member should remain with the person until a family member arrives.
5. Preserve the crime scene, if located on school grounds.

ABDUCTION OR RUNAWAY

DEFINITION

The child has been forcefully taken from school property or left school property without parents permission/knowledge.

PROCEDURE

1. The building administrator will notify the police and give the following information:
 - a. Full name of child
 - b. Age of child
 - c. Description of child
 - d. Description of assailant including physical, clothes, and vehicle description.
2. Notify superintendent.
3. Notify Parents.

Personnel Responsibilities and Checklists

Employee Responsibility

Superintendent Crisis coordinator- oversees all responses to crisis situations; responsible for contacting parents and the media; is the only person allowed to make official statements to the media.

Elementary Principal- Second in command; is accountable for all elementary students and staff.

Secondary Principal- Third in command to superintendent; is accountable for all secondary students and staff; sound alarms if available.

Counselor Responsible for counseling students regarding crisis situations; assists principals in accounting for students and staff. Coordinates getting assistance from outside agencies to assist students and staff.

School Nurse Responsible for all first aid activities; is in charge of the first aid stations; is also responsible for contacting ambulances services as needed.

School Secretaries Responsible for proper release of students to parents; responsible for providing class lists to the superintendent for accounting for students; responsible for contacting emergency services; responsible for sounding alarms as needed.

Custodian Responsible for shutting off utilities as needed.

Cooks Responsible for providing food and water as needed

Teachers/Staff Responsible for knowing evacuation plans; responsible for providing first aid/CPR or other aid as needed; responsible for keeping track of students in their classes.

Procedures for Shutdown of Utilities:

Should a situation require the shutting off of utilities the school custodian is responsible for doing so. Situations where this might be done would be fire and severe weather.

The custodian would, in a routine situation, consult with the superintendent before shutting off utilities. However, in cases other than routine, the custodian may shut off utilities and then report to the superintendent. First Aid Supplies and Examples of First Aid:

Nurse: Supplies available in her office. Should a situation arise where the building is evacuated, a first aid station will be established in the bus barn unless the crisis can be handled inside the building. Basic First Aid needs that anyone can address includes:

1. Prevent shock. Keep the patient warm and elevate the head and legs.
2. Stop bleeding by putting pressure on open wounds.
3. Keep the injured person calm.

First Aid can be given by using various items that are nearby. For example, if you do not have a first aid kit handy and need something to hold over a wound, use a handkerchief or a thick pile of paper towels. Splint can be rigged by using any rigid material such as cardboard or wood.

Just about anything can be used to prevent shock- elevate the feet with shoes, a piece of wood, or rolled up coats. Cover the injured person with a coat or shirt.

Medical Treatment:

Should a crisis situation arise which involves injuries, it is the duty of every staff member to administer first aid, CPR, or other necessary aid to ensure the well being of everyone at school. Whether a staff member is trained or not, an attempt must be made to render assistance to those in need.

The school nurse has overall responsibility of first aid. After aid is given initially by a staff member, a report must be given to the nurse and the injured person moved to the first aid situation (if it is possible or practical to move the person). If the person cannot be moved, more advanced aid should be sought through EMT's, the nurse, or other qualified personnel.

COMMUNICATION PLAN

TEXT ALERTS/ CRISIS GO APP

Should a crisis occur outside school hours which requires notification of staff, a text alert to staff will be employed to contact everyone. A staff directory is included in this manual as well. At that time, instructions will be given on what needs to be done. Crisis Go will be used to push out crisis information and checklists to teachers.

COMMUNICATION WITHIN THE BUILDING

Should a crisis occur during school hours, staff will be notified through alarms, intercom, or through personal communication from an administrator, including the Crisis Go App. At that time, instructions will be given on what needs to be done.

CONTACTING EMERGENCY SERVICES

Contacting emergency services has been assigned to the school secretaries. DO NOT attempt to call emergency services unless you are certain that no one else has. Attempting to do so may tie up the phone so that no one can get through. Emergency services will be contacted as soon as possible and practical during a crisis situation.

CONTACTING PARENTS

The school will contact parents through Textcaster and Lumen Notifications

CONTACTING THE MEDIA

The superintendent of school is responsible for contacting the media when a situation arises. The superintendent is the ONLY person who may issue official statements from the school regarding a crisis situation. Any inquiries you receive from a media person must be referred to the superintendent.

The media will be assembled outside the building. Media will be strongly discouraged from being in or around the school when a crisis occurs. The media will also be strongly discouraged from talking with staff or students until the situation has been corrected or settled down considerably.

Most media personnel will not be a problem. The point of keeping the media away is to let us do our jobs and take care of the situation.

PROCEDURES FOR RELEASING STUDENTS TO PARENTS

During a crisis, it is very important to have a structured plan for releasing students to parents. This will help prevent students from becoming "missing" and save people time in looking for them. The plan for release of students is once the all clear is given by the administration or proper authority:

1. The teachers will be responsible for releasing students from school to parents.
2. The teachers will have class lists with them and will check off students as they leave.
3. Students will be signed out to parents/guardians only.
4. The teachers or administration shall positively identify a parent before sending a student with that person.

5. A copy of the sign out form will be given to the principals after the event is over.

COMMUNICATION WITH THE MEDIA

The superintendent for the district should work directly with building administrators on press coverage when outside media is likely to be involved. The superintendent will serve as the only contact that the media will be to talk during the process. This will facilitate a controlled source of up-to-the minute, accurate information to the press. This will also greatly reduce the dissemination of misinformation. This policy should be of benefit to both the media and the school district. All media questions and statements may be deferred to that office. Written information should only be released after consultation with the superintendent. If it is a single student incident with building level impact only, the superintendent will be happy to assist that building's administrators.

BEFORE A CRISIS OCCURS

Prepare a preliminary plan for communicating with the media prior to a crisis situation. This plan should be short and simple. It should have activities, roles and responsibilities clearly defined. For example, it should be decided in advance.

*Who should make the contacts: Superintendent or Principals

*Where the media is to be located within or outside the building:

*Who is responsible for building security with respect to the media: Building level Principals
The media should not be allowed to disrupt the crisis intervention efforts.

IT IS IMPORTANT TO NOT ALLOW THE MEDIA TO INTERVIEW TEACHERS IN THE CLASSROOM, TAKE PICTURES OF GRIEVING STUDENTS IN THE HALLWAYS OR AT LUNCH, OR TO INTERVIEW STUDENTS NEAR OR ON SCHOOL GROUNDS.

AT THE TIME OF A CRISIS

1. Briefly state the known facts of the situation;
2. Do not give names of victims or persons responsible.
3. Do not go into depth or say more than is needed.
4. Do not speculate about motives or feelings.
5. If civil authorities are involved, refer to them questions that require their expertise.
6. Review what is being done to respond to the situation. Identify the support being provided to the students, their families and staff. Emphasize that the primary goal is to help the students through the crisis situation. Let the media know that the school will try to maintain or quickly return to its normal routine and schedule.
7. Students caught up in various stages of the grief process may inappropriately respond to questions in a manner that they may later regret. It is the school district's responsibility to protect students from these potential misjudgments. **OVERALL, THE PRESS SHOULD NOT BE ALLOWED ON SCHOOL GROUNDS IN TIME OF A CRISIS; AND THIS INFORMATION SHOULD BE CLEARLY EXPRESSED TO THE PRESS BY GIVING THEM A COPY OF THE CRISIS MEDIA POLICY.**
8. Try to emphasize the positive aspects of the situation, such as the response of staff and

students and how well people are coping. Try to portray people in as positive a manner as possible.

AFTER A CRISIS OCCURS

*Announce any meetings for parents or the community that will be scheduled.

*Include any other information, such as memorials or special activities that are important for the public to know.

*Publicly thank any district employees, students, parents, or outside persons who had an important role in responding to the crisis and who deserve recognition. This is most appropriate after the crisis has been resolved.

*Both the members of the press and the school district officials should be sensitive to the needs and wishes of the family of the deceased. It is important to enlist the support of the media in an attempt not to glamorize a crisis and **DO NOT GLORIFY SUICIDE**. Maintain a focus on factual information and a chronological relation of procedural events.

EXAMPLE OF PREPARED STATEMENT TO BE READ TO STAFF (STUDENT DEATH)

To: Tarkio R-1 Staff,

From: _____ and the Crisis Management Team

Last evening at _____ (time), _____ (student name), lost her life in an automobile accident. (Student Name) was returning from Kansas City where she had attended a basketball game. Flight of Life to (hospital) where she was pronounced dead on arrival. Death was caused by severe internal injuries incurred when (student name) was thrown from her car. Family members are still being notified. Funeral services are tentatively planned for Wednesday morning at _____.

CONSIDERATION FOR STATEMENT PREPARATION -Check the facts- make no assumptions- VERIFY

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- The family's privacy and protection must be respected. Honor the family's wishes. Encourage the staff to do their best in discouraging speculation and rumor spreading.
- Inform staff that all media response is being handled by the superintendent. Staff and students should not be interviewed.
- Teachers will be given a statement to be read to students. Teachers should refer to the "Teachers Resources Section of this manual to prepare themselves for classroom occurrences.
- The principal should discern if certain teachers are overly affected by the crisis. A decision should be made by the principal, along with the individual teacher, concerning the ability of that teacher to handle classroom activities.

EXAMPLES OF A PREPARED STATEMENT TO BE READ TO STUDENTS

(STUDENT DEATH)

Guidelines for telling the students are fairly simple:

1. Have the chairs arranged in a semi-circle prior to students entering the classroom if possible. If the announcement has to be made during class, have students rearrange the chairs first. The teacher should sit within the circle and maintain eye contact with students. Tissues should be readily available and visible.
2. Center yourself first by assuming a nurturing adult role. Read the announcement in a soft and calm voice.

"Sample Announcement"

I am sorry to have to inform you that (student name) was killed last night in an automobile accident. He lost control of his car northeast of town while returning from a hunting trip. He was pronounced dead on arrival at

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the hospital. Death was attributed to severe internal injuries received when the victim was thrown from the car. When funeral arrangements are definite, this information will be made available to students.

"Sample Announcement"

Students, I have some very sad, and unfortunately, bad, news to share with you. On the way to school this morning, a traffic accident occurred. (Student name), an eighth grade student in (teacher's name) class was killed. At this time, we have no other information. Our superintendent is in contact with the family and will notify us of any arrangements regarding the visitation and funeral. Our crisis management team will be available throughout the day to talk with any students who feel a need. We have a letter for you to take home to your parents.

EXAMPLES OF PREPARED STATEMENT TO BE READ TO STUDENTS

(STUDENT SUICIDE)

“Sample Announcement”

We have suffered a loss of one of our students. (Student name) a/an (grade), committed suicide yesterday. According to the information we have, (student name) killed himself at (place). He died of (cause of death) at (time). Funeral arrangements will be announced as soon as the family makes them available.

“Sample Announcement”

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Students, an unfortunate tragedy occurred to one of our students, (student name). He took his own life on (date). It is very sad that this has occurred, because suicide is a permanent solution to a temporary problem. Our principal is in contact with the family and will notify us of any arrangements regarding the wake and funeral. Our crisis management team will be available throughout the day to talk with any students who feel a need.

Helpful Hints for Faculty Following Student Suicide:

1. Never lie or cover up the tragedy. Use the word “suicide”. DO NOT GLORIFY SUICIDE.
2. Designate one individual to call the family and express the school’s concern and classmates sympathy.
3. Concentrate on student feelings and allow students to recognize their anger, guilt or resentment.
4. Share photographs and memories of the deceased. Assist students in sorting out their feelings for the deceased.

GUIDELINES FOR INFORMING AN INDIVIDUAL STUDENT OF TRAGIC NEWS

1. The student should be told by someone whom he trusts and sees as an authority figure. The principal is often the logical choice.
2. Someone who is close to the student (teacher, nurse, counselor or fellow student) should be asked to remain with the student after he receives the news.
3. The student should be taken to a place where she will have COMPLETE PRIVACY and can remain and rest after receiving the news. The student should be able to sit or lie down if necessary.
4. The student should be told what has happened quietly, simply, and directly. Platitudes or religious symbolism should be avoided. Unnecessary details should not be offered, but all questions must be answered directly and honestly. One should not be afraid to speak about feelings and emotions; it can help the student to sort out confusing reactions and to view the school in a supporting role—presently and in the future. The wishes of the family should be respected as much as possible.
5. After the student has been told the news, he may have any number of reactions. Remember that this is no one “correct” response.
6. Physical contact with the students may have a calming effect, but not all students will want this. If the student wishes to merely sit, her wishes should be respected; however, the student should not be left alone.
7. If the student remains, inform him that it is all right to express how he feels. 8. All the student’s teachers should be informed of the circumstances as soon as possible.

ADMINISTRATOR CONTACT WITH VICTIM'S FAMILY

1. Call the family within 24 hours. Relate "We're sorry. We share your loss."
2. Prepare a clear statement of facts, if possible, to release to the students, faculty, etc. By relaying accurate information, the students will not rumor details that make the incident more horrifying than it actually was and will relieve the family of hearing the gruesome rumors. Offer support to the family from the available resources at the school, such as crisis counselors, school counselors, and other staff members.
3. Make arrangements for the student's personal possessions.
4. Inquire about the family's wishes on flowers, trusts, etc.
5. Gather information about the memorial service: location, time date, viewing. **DO NOT HOLD A SCHOOL-WIDE ASSEMBLY.**
6. Inquire what information the family wants to be shared with the student body.

FAMILY SUPPORT GUIDE

Names of family contact:

Address:

Funeral Home:

Visitation date/hours:

Donations/special requests:

Funeral and Burial date/time/locations:

Home Visitation? No _____ yes _____

Restrictions:

Food Donations? No _____ yes _____

Specifications:

Flowers/letters/cards? No _____ yes _____

IDENTIFICATION OF "AT RISK" STUDENTS

Following a crisis, most "at risk" students can be identified on a tiered basis:

1. Closest friends
2. Casual friends
3. Classmates
4. Students who have histories of depression-especially that of suicidal tendencies.

If any of these students demonstrate behavior that seems inappropriate or otherwise concern you, please follow the appropriate steps in referring them to a crisis room.

The following are general reactions to evaluate when considering a referral to the crisis room.

1. **CRYING:** It should be expected that some students will cry. However, students who have been unable to control crying by the end of the day are obvious choices for referral.
2. **NO VISIBLE EMOTION:** A numb, dumbfounded reaction is a common response to tragedy. The "expected" reaction will depend upon the student. **IN CASES WHERE IT IS KNOWN THAT A STUDENT WAS CLOSE TO THE VICTIM YET IS SHOWING NO REACTION, A REFERRAL IS RECOMMENDED.**
3. **ANGER:** This too, can be considered a normal response, especially in the case of suicide. An obviously angry student who does not express those feelings in class is a good candidate for referral.
4. **HOPELESSNESS AND DESPAIR:** ANY STUDENT WHO EXPRESSES THESE FEELINGS SHOULD BE TAKEN SERIOUSLY. This is a definite case for referral.

**** IN GENERAL, IF ANY TEACHER HAS A CONCERN ABOUT A STUDENT OR STUDENTS, THE TEACHER SHOULD NOTIFY THE CRISIS COUNSELOR. The teachers should also remain aware of delayed responses occurring when reminders arise of the past crisis, and at significant intervals following the crisis, such as the sixth month anniversary.

GUIDELINES & CHECKLIST FOR SECRETARIES HANDLING INCOMING COMMUNITY CALLS***

The privacy and protection of the family must be a major consideration when preparing this checklist.

Information about funerals, memorials, etc., should always be cleared by the family.

NAME:

GRADE:

SHORT DESCRIPTION OF ACCIDENT:

FUNERAL HOME:

FUNERAL SERVICES:

MEMORIALS:

SCHOOL RESPONSE: The school has implemented its crisis intervention plan. The needs of all students are being addressed. Parents of students who are categorized as being extremely affected by the tragedy will be notified. Students are not allowed to leave during school unless a parent comes to pick them up.

NOTE: It is recommended that parents not come to school unless their child was extremely close to the victim and they want to visit with their child. Parents are asked not to come to school to assist our crisis intervention unless requested.

*It is important that the secretaries do not get involved in long conversations concerning the event.

*It is also important to refer all media calls to the Superintendent or Principal (if Superintendent is unavailable).

LETTER TO PARENTS FOR STUDENTS TO ATTEND THE FUNERAL

Dear Parents,

The school and community has lost a good friend through the tragic death of (name of student). He/she died (cause of death) on (day and date).

We are sad (name) will no longer be with us at (name of school), but we are comforted by the knowledge that he/she was a good (write a positive statement about the deceased).

The funeral will be at (place, time, and date). Students may attend the funeral services with parental permission. Please indicate on the form below if you wish your child to attend. Return the form to school with your child.

Please talk with your child about this tragedy. Youth need to be reassured by your love. Please join with us to encourage, support, and foster our most valuable resource, our children.

Sincerely,

Principal

