



CASTLE HIGH SCHOOL

SCHOOL SAFETY PLAN
&
EMERGENCY PROCEDURES

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UPDATED & APPROVED BY
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INTRODUCTION

In an emergency, the primary objective is to provide protection or assistance for all students, staff, and the public. Calmness and common sense are the most important factors whenever an emergency situation arises. All situations cannot be neatly placed into categories, thus allowing hard and fast guidelines to be established. Each emergency situation will require individual judgment. Continuing meaningful efforts to prevent incidents that lead to **emergency situations** should be everyone's primary goal.

The Emergency Plans & Procedures found in this booklet are to be used as a guide to those persons responsible for the safety and protection of students, staff and citizens using School Corporation facilities.

The building administration has the prime responsibility for dissemination of Emergency Plans & Procedures to their staff. In addition, the administration must set up a designated chain of command so that the safety procedures are carried out in their absence.

All incidents resulting in injury, damage or criminal activity should be reported as soon as possible on a Warrick County School Corporation Incident Report, with all copies forwarded to the Superintendent's Office.

Building Evacuation Route&Exits

Updated 6/7/2017

Room	Stair	Exit	Room	Stair	Exit	Room	Stair	Exit
1	7	H	153		C	242	3	C
2	7	H	154		C	243	3	C
3	7	H	155		C	244	3	C
4	6	H	156		D	245	3	C
5	6	H	157		D	246	1	A
6	7	H	158		D			
7	6	H	160		N	250	2	B
8	6	H	161		N	251	2	B
9	9	I	162		N	253	2	B
10	9	I	163		N	254	4	D
11	9	I	164		L	255	4	D
12	8	I	165		N	256	4	D
13	8	I	166		N	257	4	D
			167		N	258	4	D
101		T	168		J/N			
102		T	169		J/N	260	15	S
103		A	170		J/N	261	15	S
104		A	171		J	262	15	S
105		A	201	13	T	263	15	S
106		A	202	13	T	264	15	S
107		A	203	13	T	265	15	S
110		Q/R	204	13	T	266	15	S
111		P	205	1	A	267	15	S
112		P	206	1	A	268	15	S
113		P	207	1	A			
114		P	208	13	T	Asst. Principal		B
115		P	210	14	P	Auditorium		O
116		P	211	14	P	Bookstore		A
120		O	212	14	P	Cafeteria		N/O
121		O	213	14	P	Commons Area		S
122		O	214	14	P	Community Room		Exit
123		O	215	14	P	Conference Rooms		B
124		O	216	14	P	Guidance		A
125		O	217	14	P	Library		S/T
130		A				Media Center/Lab		A
131		A	220	13	T	Natatorium		L
132		B	221	13	T	Natatorium Balcony		L/K
133		B	222	1	A	North Gym		H/I
134		B	223	1	A	Nurse		B

135	B	224	13	T	PE Multi-Purpose Rm.	I
136	B	225	13	T	Main Office	A
137	A	226	14	P	South Gym	E/F
138	A	230	1	A	Weight Rm.	Exit
140	O	231	1	A	Wrestling	G
141	O	232	1	A		
142	O	233	1	A		
143	C	234	2	B		
144	D	235	2	B		
145	D	236	2	B		
146	D	237	3	B		
150	B	238	3	B		
151	B	240	1	A		
152	C	241	3	B		

PLEASE NOTE: Physically handicapped students will be seated near the exit and, in case of emergency, will be physically assisted out the designated exit or the designated area by the classroom teacher or the program assistant.

Teacher Duties during Evacuations

(Updated 6/7/17)

The building has been divided into sections which are color coded (see attached map). Each section will consist of a group of teachers that makes up a color-coded evacuation team. Team members will be responsible for performing the following duties during an evacuation:

- Lead students out and away from the building
- Hold exit doors open and expedite evacuation
- Stand at bottom of stairs and expedite evacuation
- Stand at top of stairs and expedite evacuation
- Sweep the rooms and close doors

All teachers should supervise students during evacuation (no noise, running, etc.). Each duty below will include at least two teachers in the case of an absence.

Green Team – Exit A

104, 105	Lead students out Exit A and away from building
103, 106	Sweep rooms and close doors in Downstairs Green, and hold Exit A doors open and expedite evacuation
130, 131, 137, 138	Hold Exit A doors open and expedite evacuation
230, 232	Stand at bottom of Stairs 1 and expedite evacuation
206, 233	Stand at top of Stairs 1 and expedite evacuation
205, 207	Sweep rooms and close doors in Upstairs Green Section
223, 240, 222	

Blue Team – Exit B

150, 151	Lead students out Exit B and away from building
236, 250	Hold Exit B doors open and expedite evacuation
235, 251	Stand at bottom of Stairs 2 and expedite evacuation
252, 234	Stand at top of Stairs 2 and expedite evacuation
238, 253	Sweep rooms and close doors in Blue Section

Red Team – Exit C

153, 154	Lead students out Exit C and away from building
152, 155, 156	Hold Exit C doors open and expedite evacuation
133, 132	Stand at bottom of Stairs 3 and expedite evacuation
134, 135, 136	AND sweep rooms 132-156
243, 242	Stand at top of Stairs 3 and expedite evacuation
244, 245, 241	Sweep rooms and close doors in Red Section

Gray Team – Exit D

157, 158	Lead students out Exit D and away from building
145, 144, 146	Hold Exit D doors open and expedite evacuation
257, 258, 256	Stand at top/bottom of Stairs 4 and expedite evacuation
254, 255	Sweep rooms and close doors in Gray Section

Teal Team – Exits E, F, G, H, I

South Gym	Escort students out Exit E
Weight Room	Escort students out Exit F
Wrestling	Escort students out Exit G
North Gym, Locker Rooms	Escort students out Exits H & I (use Stairs 6, 7, 8, 9)
PE Multipurpose	Escort students out Exit I (use Stairs 10)

Purple Team – Exits J, K, L, M, N

170, 165, 163	Assist Special Needs students through Exit L & N
160, 16	Escort students out Exits L & N
162, 167, 172	Hold Exit N doors open and expedite evacuation
PE Natatorium	Escort students out Exits K & L
171	Escort students out Exit J

Brown Team – Exit O

123, 124, 125	Lead students out Exit O and away from building
122, 126, 140	Hold Exit O doors open and expedite evacuation
121, 120	Sweep rooms and close doors in Brown Section
140, 141, 142, 143	Sweep rooms and close doors in Brown Section, and help escort students from auditorium and cafeteria to Exit O
180 – 185	

Pink Team – Exits P, Q, R

110	Escort students out Exits Q & R
112, 115	Lead students out Exit P and away from building
113	Sweep rooms and close doors in Downstairs Pink Section, and hold Exit P doors open and expedite evacuation
211	Hold Exit P doors open and expedite evacuation
212, 217	Stand at bottom of Stairs 14 and expedite evacuation
213, 215	Stand at top of Stairs 14 and expedite evacuation
214, 226	Sweep rooms and close doors in Upstairs Pink Section

Yellow Team – Exit S

Library	Lead students out Exit S and away from building
261, 268	Hold Exit S doors open and expedite evacuation
262, 267	Stand at bottom of Stairs 15 and expedite evacuation
263, 266	Stand at top of Stairs 15 and expedite evacuation
264, 265	Sweep rooms and close doors in Upstairs Yellow Section

Orange Team – Exit T

101, 102, 201	Lead students out Exit T and away from building, and hold Exit T doors (and commons area doors) open and expedite evacuation
220, 225	Stand at bottom of Stairs 13 and expedite evacuation
221, 202	Stand at top of Stairs 13 and expedite evacuation
208, 224	Sweep rooms and close doors in Orange Section

DISASTER LOCATIONS

Updated 6/7/117

ROOM	TEACHER	DISASTER LOCATION
101	Muller	105
102	Korb	106
103	Journalism Lab	106
104	Recker	107
105	Goebel	105
106	Bertram	106
110	Eifler/Dean	115
112	Adcock/Dean	112
113	Eifler/Dean	113
115	Eifler/Dean	115
120	P. Dayton	120
121	Mitchell	121
122	Helwig	122
123	Underhill	123
124	Eades	124
125	Lehman	125
130	Price/DeVillez	130
131	Gabel	131
132	Heck	132
135	Fitzpatrick/Fiscus	135
136	Cozart/Fiscus	136
137	Hood	137
138	A. Antey	138
140	Bennett	140
141	Holweger	141
142	Hurt	142
143	E. Antey	143
144	Adcock	144
145	Adcock	145
146	Cox	146
150	Crews	133
151	Fritz	141
152	Bell	145

153	Garrett	145
154	Morrow	144
155	Bacon	132
156	Bacon	156
157	Meier	Lower Level Locker Hallway
158	B. Harmon	Lower Level Locker Rm Hallway
160	Pemberton	160
161	Pemberton	161
162	Coffee Shop	161
163	Abshire	163
164	Bockelman	164
165	Kilgour	168
166	Farmer	166
167	Knackmuhs	167
168	Kilgour	168
169		169
170	Deters	167
171	Deters	168
172	Physical Education Teachers	172
180	Custodian	180
181	Leistner	181
182	Andrews	182
183	Resource	183
184	Kimberlin/Armstrong	184
185	Faculty Lounge	185
201	Davis	111
202	Spratt	105
203	Resource	Cafeteria
204	Resource	Cafeteria
205	M. Miller	Cafeteria
206	Redman	Cafeteria
207	Gilkey	Cafeteria
208	Cluck	113
210	Bird	115
211	Hudson	114
212	Scott	116
213	Bunner	116

214	Costeur	113
215	Busing	112
216	Science Lab	112
217	Ohlsen	112
220	Hodde	120
221	Ashby	120
222	Boyer-Johnson	120
223	Lockyear	122
224	P. Harmon	122
225	Aull	123
226	Mintner	123
230	S. Miller	130
231	Resource	Guidance
232	Smith	133
233	Richison	131
234	Weigand	137
235	Beaven	138
236	Mason	134
237	Cook	134
238	Schillinger	133
240	Shelby	121
241	Schlemmer	Restrooms by Stairway #3
242	Parker	Cafeteria
243	Richard	Cafeteria
244	Minton	Cafeteria
245	Dalhquist	124
246	Science Office	124
250	Welch	132
251	Dayton	133
252	Wenning	Restrooms by Stairway #4
253	Sievers	145
254	Garrison	144
255	Kain	144
256	Ziliak	145
257	Fiscus / Cozart	145
258	Frosh Success	145
260	Computer Lab	125
261	Rentsch	Library Workroom

262	Gibson	Band Hallway
263	Reiter	125
264	Bracher	Men's Commons Bathroom
265	Bennett/George	Women's Commons Bathroom
266	Devine	Community Room Kitchen
267	Allyn	Restrooms by Stairway13
268	Euler	Library Workroom
Auditorium		Cafeteria
Cafeteria		Cafeteria
Cafeteria Kitchen		Cafeteria
Commons		Men's & Women's Commons Bathroom
Community Room		Men's & Women's Commons Bathroom
Custodians		Time Clock Room
Guidance		Guidance
Library	Devillez / Price	Library Work Rooms
Main Office		Main Office
Media Center		Cafeteria
Natatorium	Physical Education Teachers	Cafeteria
North Gym	Physical Education Teachers	Cafeteria
PE Multi-Purpose	Physical Education Teachers	Cafeteria
South Gym	Physical Education Teachers	Cafeteria
Weight room	Robison	Cafeteria
Wrestling	P. E. Teachers	Cafeteria

Shelter Safety Tips

1. Shelters should be located in interior hallways and small windowless rooms on the lowest level.
2. Areas with glass and wide/free-span space should be avoided.
3. Students should crouch on their knees up under them, and cover the back of their heads with their hands or a hard cover book.
4. After the threat of disaster passes, the official cancellation will be announced over the intercom system.
5. If a disaster strikes the school, emergency first aid should be administered to the injured.
6. Once the disaster is over, directions will be given by the office to evacuate the building.

FIRE PROCEDURES

UPON DISCOVERY OF A FIRE, PROCEED AS FOLLOWS:

1. Pull the nearest fire alarm to initiate evacuation plans for the building.
2. **Call 911.**
3. If possible, confine the fire by closing all doors and windows to the area involved.
4. Call the Superintendent's Office (812-897-6050).
5. Pre-assigned personnel should check their assigned areas to insure complete evacuation.
6. Evacuated persons are to be at least 50 feet from the building, out of the way of the Fire Department and their equipment.
7. Classes should be kept together as much as possible, and attendance taken by the teacher after evacuation. (Have grade book or class list)
8. Custodial staff and other trained personnel may attempt to put out small fires with extinguishers.
9. The Superintendent's Office will contact the Maintenance and Transportation Departments.

Prevention Plan

- Know the locations of fire extinguishers and be knowledgeable of their operation
- Make sure the fire marshal's requirements are followed
- Review fire procedures with all students regularly (several times throughout the year)

SEVERE WEATHER PROCEDURES

Tornado Procedures

Although there is no way to accurately predict a tornado, they are normally associated with severe thunderstorms and/or gusty winds. While both watches and warnings demand your attention, it should be noted that a **WARNING** means tornadoes have been sighted. Local tornado warnings will be announced through the sounding of countywide Civil Defense emergency sirens and you should then take immediate steps to ensure the safety of students and other staff members.

TORNADO WATCH PROCEDURES

1. The following message will be issued to the school:

TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a *TORNADO WATCH* for Warrick County. Monitor the weather conditions and be prepared to implement your emergency plan.

2. A tornado watch means the possibility of a tornado exists. The administration will monitor the NOWA weather radio to determine if conditions deteriorate.
3. Staff will be informed and should be prepared to initiate the pre-planned evacuation to designated disaster locations.
4. Parents or legal guardian may pick up their student(s) at any time during a tornado watch.

TORNADO WARNING PROCEDURES

1. The following message will be issued to the school:

TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a *TORNADO WARNING* for Warrick County. Implement your emergency plan immediately.

2. A tornado warning means that a tornado has been sighted and that all students and staff should proceed to take shelter immediately in pre-designated shelter areas. The Warrick County Emergency Management sirens will sound when a tornado has been sighted or a tornado warning has been issued for the area.
3. When the sirens sound or when the Weather Bureau announces a tornado warning for Warrick County, notify staff immediately using Standard Response Protocol (SRP).
4. Teachers should immediately implement a plan to take students to pre-designated disaster locations and remain there until an "all clear" is given. Keep some windows in the building open, but stay away from them.

5. Teachers should take class attendance books with them and take attendance after arrival at the shelter, before departing the shelter and upon returning to the classroom.
6. If outside and unable to get indoors, seek shelter in a ditch, ravine or open field.
7. Parents or legal guardians may pick up their student(s) at any time during a tornado warning.

Severe Thunderstorm Procedures

While both watches and warnings demand your attention, it should be noted that a **WARNING** means heavy thunderstorms have been sighted. Local thunderstorm warnings will be announced through the sounding of countywide Civil Defense emergency sirens and you should then take immediate steps to ensure the safety of students and staff.

SEVERE THUNDERSTORM WATCH PROCEDURES

1. The following message will be issued to the school:

TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a *SEVERE THUNDERSTORM WATCH* for Warrick County.

2. A severe thunderstorm watch means the possibility of a severe thunderstorm (including heavy rain and lightning) exists. Schools will be notified through NOWA weather radio and television.
3. Staff will be informed using Standard Response Protocol (SRP) and should be prepared to initiate the pre-planned evacuation to designated disaster locations.
4. Parents or legal guardian may pick up their student(s) at any time during a severe thunderstorm watch.

SEVERE THUNDERSTORM WARNING PROCEDURES

1. The following message will be issued to the school:

TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a *SEVERE THUNDERSTORM WARNING* for Warrick County. Monitor the weather conditions and be prepared to take appropriate safety precautions.

2. A severe thunderstorm warning means that a severe thunderstorm is about to or has moved into the Warrick County area. Schools will be notified through the NOWA weather radio and television.
3. Students and staff should be advised:
 - Not to touch or go near downed electrical wires.
 - To stay indoors and away from open doors/windows, metal objects, and electrical equipment.
 - Not to use the telephone.

4. Teachers should take class attendance books with them and take attendance after arrival at the shelter, before departing the shelter and upon returning to the classroom.
6. If outside and unable to get indoors, seek shelter in a ditch, ravine or open field. Do not seek shelter under a tree or near metal buildings.
7. IF A SEVERE THUNDERSTORM WARNING IS ISSUED AT DISMISSAL TIME, hold all students until the “All Clear” is sounded.
7. Parents or legal guardians may pick up their student(s) at any time during a severe thunderstorm warning.

Winter Storm Procedures

Winter storms which contain heavy snow and/or icy conditions will be monitored very closely to determine whether schools will operate or, if they are open, whether or not they should close early. When threatening weather prevails, the radio is monitored constantly. In case of power failure, a transistor radio is used.

CLOSING OF SCHOOL BEFORE IT BEGINS:

All Evansville area radio and TV stations will be asked to announce (by 5:30 AM if at all possible) any decision to close or delay the opening of schools.

CLOSING AFTER SCHOOL HAS BEEN IN SESSION (EARLY DISMISSAL):

If such a decision is made the following procedures will be followed.

1. All Evansville area radio and TV stations will be asked to announce any decision to close schools ASAP.
2. Schools will be notified through the Transportation Department.
3. School Buses will be notified by the list each school is to contact. Bus drivers are called by telephone or notified personally.
4. Parents or legal guardians may pick up their student(s) at any time during a winter storm.

OTHER WINTER STORM PROCEDURES:

1. **STRANDED BUSES:** The police and sheriff’s departments are notified and an effort is made to contact the drivers. If mechanically safe, the buses are kept running for heating purposes. At no time are students dismissed from the buses to be on their own.

2. **ISOLATION OF SCHOOL BY HEAVY SNOW:** Every effort will be made to keep students safe until road crews are able to permit WCSC Transportation to return students to their homes.
3. **SURVIVAL IN EXTREME COLD:** Every effort will be made to move the students into warmer conditions. If the threat is one that will extend for a long period of time, students will be dismissed early. Then the conditions under early dismissal will be met.

Flash Flood Procedures

Every effort will be made to insure the safety of all students and staff in the event of this disaster. All communication devices will be tuned in to local news, law enforcement and Civil Defense authorities for instruction and procedures to follow in the event of this occurring.

LOCKDOWN PROCEDURES

1. The office will announce a lock-down via the intercom using Standard Response Protocol (SRP).
2. All students and teachers should move to the nearest classroom
3. Teachers should immediately check the halls for students and then lock their doors
4. The green tag should be placed on the door handle (or behind a transparent window) indicating the room is secure
5. All persons should remain behind locked doors until communication is received
6. If possible, move all students out of view from hallway windows
7. If instructed to evacuate the building, use the same evacuation outlined in the fire procedures section.

Prevention Plan

- Make sure all internal and external doors around your room are able to be locked and always know the location of your green tag
- Review lock-down procedures with all students regularly (numerous times throughout the year)

LOCK-OUT PROCEDURES

1. The administration will announce a LOCK-OUT via the intercom using Standard Response Protocol (SRP).
2. All students/staff that are outside will return to the inside of the building. Administration and SRO's will assist the return of those student/staff that are unable to hear the announced LOCK-OUT.
3. All staff should be on heightened alert and take roll again once the announcement has been made.
4. Custodians should check all exits to insure that they are secure/locked.
5. The passing from one class to another should be done as normal.
6. Students that must leave the building for Tech school or appointments will be escorted by the administration or an SRO.

MEDICAL EMERGENCY PROCEDURES

1. Contact the office immediately (intercom, cell phone, or send a student)
2. Remove all students from the area or room if possible
3. Provide emergency first aid only if the situation is critical (see below)
4. Stay with individual until the administration, nurse, or other emergency personnel arrives
5. Do not make comments about the situation to students, parents or the media

Prevention Plan

- Know the location of first-aid kits and automated external defibrillators
- Remove potential hazards from classrooms and hallways

FIRST AID PROCEDURES

First aid is the immediate care given to a person who has been injured or has suddenly taken ill. First aid should be provided only by those individuals who are trained in emergency first aid procedures.

1. EMERGENCY SERVICES

In the event of an injury, accident, or a sudden serious illness involving a student or staff member, and if the situation so warrants, the building administration will confer with the School Nurse or health aide. If the situation is beyond their abilities, emergency personnel will be contacted by calling **911**.

2. FIRST AID DIRECTIONS

Emergency and first aid procedures should be administered only by trained and qualified personnel according to the following guidelines in the event of accident or illness.

- A. Ensure that the victim has an open airway and give artificial respiration, if necessary.
- B. Control severe bleeding—utilizing standard precautions.
- C. Give first aid for poisoning or ingestion of harmful chemicals.
- D. Do not move the injured person unless necessary for safety reasons.
- E. Protect the victim from unnecessary manipulation or disturbances.
- F. Avoid or overcome chilling by using blankets or covers.
- G. Administer the appropriate first aid.

3. BLOOD-BORNE PATHOGENS

A pathogen is a disease producing micro-organism in human blood that can cause disease in humans. Standard precautions in treating bodily fluids should be used by all staff to minimize exposure to blood-borne pathogens.

4. BODILY FLUIDS

In the event a staff member comes into contact with bodily fluids involving blood, vomit, drainage, urine, feces, semen, saliva, or nasal discharges, the staff member is to observe and follow Routine Procedures for Sanitation and Hygiene When Handling Body Fluids.

Procedural Steps: Because body fluids of all individuals should be considered as potential carriers of infectious diseases, the following procedures must be observed.

1. Call the custodian for all bodily fluid clean up.
2. Wear gloves when making contact with body fluids.
3. Discard gloves after each use.
4. Wash hands thoroughly after handling fluids and contaminated articles, whether or not gloves are worn.
5. Discard all disposable items which come in contact with body fluids.

5. OTHER COMMUNICABLE DISEASES

Contact School Nurse for assistance.

SERIOUS INJURY OR ILLNESS PROCEDURES

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following procedure is to be used once a serious injury or illness has been identified.

1. **SERIOUS INJURY—DO NOT MOVE INJURED.** If the injury or illness is determined to require immediate medical attention, **call 911.**
2. **THE SCHOOL ADMINISTRATION HAS THE AUTHORITY TO MAKE ANY DECISIONS.** Notify the school administration and they will make the final decision as to an appropriate course of action.
3. **NOTIFY THE PARENT OR GUARDIAN AS SOON AS REASONABLY POSSIBLE.**
If parent or guardian is unavailable Refer to emergency card identifying individuals and physicians to contact in case of emergency.
4. The registered nurse assigned to the school will evaluate the student's physical status, administer first aid, determine whether the condition requires emergency assistance, physician's attention, etc., and recommend same. **IN THE ABSENCE OF A NURSE, THE SCHOOL ADMINISTRATION SHALL DECIDE ON THE BEST COURSE OF ACTION.**
5. **IF TRANSPORTING A STUDENT—**If a student must be transported for immediate medical care, the student should be taken to the medical facility or doctor of the parent or guardian's choice.
6. **REPORT ALL STUDENT ACCIDENTS OR INJURIES.** All student accidents or injuries shall be reported on an accident report and submitted to the Supt.'s office.

EARTHQUAKE PROCEDURES

1. There is no alarm for earthquake, so in the event of one, communication will be given by the office via the intercom, bullhorn, or by word-of-mouth using the Standard Response Protocol (SRP).
2. Follow the following drop & cover procedures:
 - Turn away from windows and doors
 - Crouch under a desk or table if possible, put both hands on the back of your neck, and tuck your head down
 - Stay in the safe position and remain quiet
3. Wait for communication from office and if instructed evacuate the building according to the office's instructions using Standard Response Protocol (SRP).

Prevention Plan

- Secure shelving to walls and objects on wheels (storage cabinets, carts, etc.)
- Clear hallways of all unnecessary items (desks, storage items, etc.)
- Know the location of first-aid kits and flashlights
- Review earthquake procedures with all students regularly (numerous times throughout the year)

OTHER PROCEDURES

Biological Agents Procedures

The following procedures have been developed in the event of a threat of any chemical or biological agent (i.e. anthrax).

1. NEVER open any letter or package until you have inspected it thoroughly. You should be aware of the following possible warning signs: Letters or packages with no return address; Letters with out-of-state postmarks; Letters containing loose feeling “powdery” substances.
2. If a suspicious or threatening letter is received, stay in the area with the letter. It should be placed in a sealed plastic bag, such as a zip lock, hazardous materials bag, or trash can liner.
3. Contact the administration and describe to them the exact nature of the situation.
4. Anyone in the immediate vicinity of the letter must remain in that area and steps should be taken to admit no additional people to the area. The building will be secured and doors locked.
5. The custodial/maintenance staff will shut off the Heating/Ventilation/Air Conditioning.
6. The administration will contact the Central Office at 897-0400.
7. Seal off the area to the best of your ability, such as closing doors. Depending upon the advise of the Fire Department, the building may need to be evacuated and/or quarantined.
8. The administration or designee will follow the *Warrick County Emergency and Crisis Intervention Guidelines* which have additional information on procedures.

Biohazard Emergency Procedures

According to the Local Fire Department, we are to implement the following procedures should any of our schools receive any kind of a biohazard threat (including Anthrax and chemical agents) or should we experience a biohazard emergency.

1. Should you receive such a threat, immediately **call 911** to report the threat.
2. The people immediately exposed to the potential agent must remain where they are.
3. All other staff and students should remain in their respective areas until notified otherwise.

4. **Do not evacuate students outside or send them home** until the Fire Department's Hazardous Materials Assistance Team has done their investigation.
5. If it is necessary to move or evacuate students and staff to a different location, the HAZMAT Team will provide instructions.
6. If students and staff are moved/evacuated, remind staff to take their class list with phone numbers and student pictures.
7. The custodial/maintenance staff will shut down the air handling units in the affected area.
8. The faculty, staff, and students will be informed as necessary.

Bomb Threat Procedures

A bomb threat may come at any time and be received by anyone who answers the telephone. Procedures should be reviewed in detail with all personnel regarding their specific duties in this type of emergency situation.

1. **THE PERSON RECEIVING THE CALL:**
 - A. Keep the caller on the line as long as possible, responding in a moderate controlled tone.
Calmly ask the questions on the **ATF Bomb Threat Checklist** (next page)
 - B. While talking, fill out as much information as possible on the **ATF Bomb Threat Checklist**.
 - C. Contact the building administrator immediately.
2. **THE BUILDING ADMINISTRATORS:**
 - A. Carefully get all the facts. This information should be available from the **ATF Bomb Threat Checklist** which the receiver of the call has filled out.
 - B. Call 911-Fire and Police Departments
 - C. Call 812-897-6050 Central Office, Superintendent
 - D. Move students, as needed, to a safe location using the Standard Response Protocol (SRP).
 - E. Teachers should have attendance lists with them and take roll immediately upon reaching their assigned evacuation point. They should report any missing student(s) to the administration.
 - F. No one will re-enter the building until directed to do so by the Fire and/or Sheriff Department.
 - H. Forward the **ATF Bomb Threat Checklist** to the Director of Support Services.

ATF Bomb Threat Checklist

Exact time of call: _____

Exact words of caller:

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____
(Refer to bomb incident plan)

Catastrophic Occurrence Procedures

There are some emergencies for which plans simply cannot be made. However, your response is extremely important to provide emergency assistance and/or to communicate with the families involved, staff, students, and the broader community.

Because some situations are unique, there is no established procedure to follow. However, you are advised to consider some or all of the following steps and determine which ones are appropriate.

1. Stay calm!
2. Contact the administration for assistance (call 911 if applicable).
3. Provide immediate medical attention.
4. Remind students not to contact anyone about the situation via their cell phones.

Chemical Accident Procedures

If a chemical spill that may generate toxic fumes occurs in a school, or noxious odors are detected in a school building, the administration or designee should:

1. **EVACUATE THE BUILDING**, notify the police and fire departments at **911** (for emergencies). The administration should notify the Superintendent's Office at 897-6050.
2. The administration will determine if it is necessary for students and staff to leave the school grounds. If it is, move crosswind, never directly with or against the wind which may be carrying the fumes.
3. Take roll of students after vacating the building. Report any missing persons.
4. Render first aid and report any victims to emergency personnel.

Criminal Activities Procedures

The following is a list of the types of crimes you may be confronted with and some procedures to follow should such an incident occur:

Arson

The majority of arson fires you may experience at your building will involve fires in waste baskets or dumpsters. Although these types of arsons are not deemed serious, they are likely to lead to larger fires if the person responsible is not confronted.

1. The majority of small arsons can be extinguished by staff. If not capable or the potential of spreading exists, contact the Fire Department at **911**.
2. Attempt to identify person(s) responsible and notify principal.

Assaults

Misdemeanor Assaults

Most assaults involve a physical altercation. These are usually dealt with by building administration, with an incident report forwarded to the Superintendent's Office. If the parents wish to pursue the incident, they should be advised they will need to do so with the police department having jurisdiction.

Felony Assaults

A felony assault is when a weapon is used, a theft from a person occurs with force and violence, or there is intent to rob or steal by threatening with a weapon.

1. If imminent danger to others exists, **call 911**. If the weapon(s) and/or suspect(s) are no longer a threat, evaluate the situation, contact medical and police assistance if needed, disperse those persons not involved, gather witnesses, secure the area until police and medical assistance arrives, and designate someone to contact the Superintendent's Office for administrative assistance.
2. News releases and other resulting responsibilities will be provided by the administrative response personnel.
3. Once things have calmed, an incident report is to be filed with the Superintendent's Office, which should include all pertinent information relative to the incident, witness statements, and the identifications of possible suspects.

Burglary

Burglary is when force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

1. If the burglary is taking place while you are in the building, **call 911**.
2. To report a burglary (that is not in progress), a break-in report should be sent to the administration.

Drugs

Controlled substances come in many forms and are identified in various chemical terms not familiar to the average person. If a student has a suspected drug in his/her possession or if you discover a suspected drug in your building, follow these procedures:

1. If the incident involves drugs (or suspected drugs), do not let the person out of your sight if possible and contact the building administrator.
2. Make documentation of all drug related activities.

Theft

Theft is the unlawful removal of property from the possession of another with the intent to permanently deprive the owner.

1. The majority of thefts can be reported to the building administrator on an incident report.
2. If the stolen item(s) and/or the suspect(s) are still possibly at the building, contact the police at **911** (for emergencies).

Robbery

Robbery is the taking or attempting to take anything of value from the care, custody or control of a person(s) by force, threat of force, violence and/or putting the victim in fear.

1. All robberies should be reported to the building administrator and the local police. Be sure to report the name and/or description of the robber.

Sex Crimes

Sex crimes include degrees of sexual assaults, assaults with intent to commit sexual assault, and indecent exposure.

1. If the incident just occurred, the victim is physically injured, and/or the suspect has fled the area or is still in the area and is a threat to others, **call 911** for police and/or medical assistance. Also notify the school nurse and the building administrator. Comfort the victim until police and/or medical assistance arrives.
2. If the incident is not a recent occurrence, contact the administration and the social worker.

Terrorism/Hostage/Gunman

1. **Call 911** immediately and contact the administration (they will lock-down the school).
2. If at all possible, students and staff that are not affected by the person(s) will be escorted out and away from the building in an orderly fashion. All student attendance will be taken and absences will be reported to the administration
3. If you are a hostage alone or with students follow these directions:
 - A. Be calm and patient. Avoid drastic action.
 - B. Follow instructions and be alert.
 - C. Don't speak unless spoken to and then only when necessary.
 - D. Don't talk "down" to the captor/gunman; he/she may be in an agitated state.
 - E. Maintain eye contact with the captor/gunman at all times if possible, but do not stare or appear hostile.
 - F. Try to relax. Avoid speculating. Comply with instructions as best as you can.
 - G. Avoid arguments and treat the captor/gunman like royalty.
 - H. Be observant. You could be released at any time and the safety of others may depend on your memory.
 - I. Be patient, wait. Attempt to establish a rapport with the captor/gunman.
 - J. Expect the unexpected.

Trespassing

This section addresses trespassing, disturbances/disruptions of schools and the duty of disruptive/trespassing persons to leave upon request. All Warrick County School Corporation properties are posted concerning trespassing.

1. If trespasser or disruptive person refuses your request to leave, contact **911** and the administration. After hours, contact **911** and assistance will be sent to you.

2. If the person is willing to leave and you do not want them back on school property, advise them that they cannot return without your permission. If they do return without permission, they can be charged with trespassing as stated under IC 35-43-2-2 (1977).
3. If the person leaves before you had the opportunity to inform them not to return (as in #2 above), or if they leave before security or police personnel arrive, file a report with the officer(s) and this information will be documented and referred to for a follow-up investigation.

Suspicious Person

1. Notify school office/administration.
2. Try to write down a physical description of the subject and any vehicle and vehicle license plate number.
3. An incident report should be filled out and sent to the Superintendent's Office.

Weapons

The following procedures should be followed when a student is suspected of having a gun or weapon on campus. Deadly weapon is defined in I.C. 35-41-1-8 as "a weapon, device, taser, or...other material that in the manner that it is used or could be used is capable of causing serious bodily injury, or an animal that is capable of causing serious bodily injury."

1. The administration should confiscate all guns, knives, clubs, or other weapons.
2. If a student is suspected of being in possession of a weapon and you wish assistance in confiscating the weapon, contact the local police at **911**.
3. If student reports or other evidence leads you to suspect that a student has a gun or weapon in the classroom, do not leave the room. Call a neighboring teacher to come to the classroom door. Confidentially tell your colleague your suspicion and ask him or her to report it to the administration immediately. Continue with normal classroom activities until an administrator and/or a security or police officer arrives.
4. If you suspect a student to be in possession of a gun or weapon in the hallway, follow the student to see where he or she is going and ask a colleague to report it to the administration immediately.
5. If a student displays a gun or weapon, do not try to disarm the student. Remain calm, back away, and ask the student to put the gun or weapon down.

Death/Suicide

1. Contact the office immediately (intercom, cell phone, or send a student)
2. Do not make comments about the situation to students, parents or the media
3. Secure the student's belongings and leave the student's desk empty until notified to do otherwise
4. Be prepared for instructions from the Crisis Response Team

Prevention Plan

- Talk to students regularly
- Read the literature provided by the Crisis Response Team

Utility Emergency Procedures

The loss of electricity, heat or water service to a building may or may not require that building to close for the school day. The administration will immediately notify the Maintenance Department (897-0470) of any service loss and then contact the Superintendent's Office. After determining potential health or safety hazards and the length of time it will take to restore service, the Superintendent's Office administrator will help determine whether the school should remain open or close.

Electrical Power Failure

1. During school hours: Call the Maintenance Department at 897-0470.
2. After school hours: Call the 24-hour Emergency number at 897-5165.

Gas Line Break

1. During school hours:
 - A. Call Police and Fire Departments at **911**.
 - B. Contact custodian via intercom or radio.
 - C. Clear the area, evacuate the building if deemed necessary using Standard Response Protocol (SRP) if the possibility of an explosion exists.
 - D. Contact the Maintenance Department at 897-0470.
 - E. Call the Superintendent's Office at 897-6050.
2. After school hours:
 - A. Clear the area.
 - B. Call Police and Fire Departments at **911**.
 - C. Call Maintenance Emergency number at 897-5165.

Heating / Air Conditioning Failure

1. During school hours:
 - A. Contact custodian via intercom or radio.
 - B. Contact the Maintenance Department at 897-0470.
2. After school hours:
 - A. Call Maintenance Emergency number at 897-5165.

Water Main Break

1. During school hours:
 - A. Contact custodian via intercom or radio.
 - B. Contact Maintenance Department at 897-0470.
2. After school hours:
 - A. Call Maintenance Emergency number at 897-5165.

