



## **Introduction to Emergency Planning**

King Center Charter School is committed to providing a safe, thriving environment for students to learn and staff to work. Creating a safe environment that facilitates learning can be a challenging task. School administrators and emergency managers must work together to create healthy school climate, effective intervention and crisis plans that prepare staff and students for all emergencies. King Center Charter School employs a full time nurse who will lead in medical emergencies and operate and evaluate medical equipment such as first aid kits for teachers, and AED. King Center Charter School also employs two full time Social Workers who will aid in providing post emergency support to staff, students and the community. King Center Charter School will have comprehensive teams in place to help support the school in the case of an emergency.

### **Purpose**

King Center Charter School emergency plan will direct staff and students for preparation and response to any incident. Knowing how to respond during a crisis helps everyone remain calm, understand his or her role, and act as safely and efficiently as possible. Emergency planning must include all risks, crises, and emergencies schools may encounter.

The school will continue to develop ways to maintain a safe school environment collaborating with the entire school community, including families, teachers, staff and administrators. Successful preparations and response lead to a more resilient recovery and restoration of the school's learning environment. Careful planning, practice, and effective response, save lives, prevent injuries and minimize property damage. Exercising, reviewing and revising our school emergency plans are crucial to keeping plans current and aligned with best practices.

### **Response**

King Center Charter School is committed to implementing appropriate actions while the emergency situation is unfolding. In this phase our school will mobilize resources and implement emergency procedures necessary to handle the emergency.

There are several universal procedures that our school will take in response to any emergency, threat or hazard in a school. These include; lockdown, shelter-in-place, reverse evacuation, severe weather shelter area, evacuation/relocation and reunification. Our Administrators will determine whether conditions are more dangerous outside or inside the school and choose a response procedure accordingly. Detailed procedures for specific situations or events are called Emergency Response Procedures.

## **Recovery**

King Center Charter School goal is to restore the learning environment and infrastructure of the school as quickly as possible. Our Emergency Response and Post Emergency Response Team will work to ensure the emotional, physical and academic environment is safe for learning. All staff will be trained in crises management to help implement a quick return to the normal school routine. Staff will be trained and provided with support to help facilitate the healing process for all.

Each incident will follow a response procedure and will be documented with the appropriate documentation based on our emergency response plan.

### ***Emergency Response Procedures***

#### **Assault - Response**

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault or threat of assault occurs:

#### **Staff Member on scene should try to deescalate situation by:**

- Making presence known to all parties involved
- Alerting other staff members if possible
- Make sure children and others are out of harm's way
- Using a calm voice and tone when addressing assailant
- If the situation continues or escalates SHOUT STOP and continue to use calm voice and try to deescalate the situation.
- Notify proper building administration
  
- Response team will be activated to handle the following:
  
- Ensure the safety of students and other staff
  
- Use a calm voice and low tones in addressing the assailant
  
- If behavior escalates, shout "Stop!" and continue to use a calm voice
  
- Disperse onlookers and keep others from congregating
  
- Ensure first aid is rendered to all injured parties (see Medical Emergency procedures)
  
- Do not leave the victim alone

- Seal off area to preserve evidence for law enforcement
- Identify the assailant by name and description (e.g. clothing, height)
- If the assailant has left the building, determine direction and mode of travel
- If assailant leaves in a vehicle, provide description of the vehicle and license number
- Identify any witnesses and document

### **Building Administration /Designee**

- Call 911 and notify law enforcement
- Give type and number of injuries
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- Consider lockdown procedures
- Notify School Board Members
- Notify parents or legal guardians if a student or students were involved
- Make appropriate referrals to student services or student assistance team
- Document all actions taken by staff and complete incident reports
- Follow up by Post Emergency Response Team

### **Bomb Threat - Response**

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

#### **Staff**

- Notify appropriate building administration
- Emergency Response Team will be activated to handle the following:
  1. Preserve evidence for law enforcement
  2. If written threat, do not handle but place note in paper envelope to preserve fingerprints
  3. If the threat is written on a wall, photograph
  4. If phoned threat, document all relevant information (see Bomb Threat Incident Report Form)
- Complete Bomb Threat Incident Report Form
- Implement appropriate Lockdown procedures if needed.
- Scan classroom or assigned areas for suspicious items
- **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders.
- Notify building administration of findings.
- Take emergency go-kit and class roster *when responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested. A bomb squad will generally not respond unless a suspicious package has been located.*

### **Building Administration/Designee**

- Call 911 to notify law enforcement
- Assess the threat by using the Threat Assessment Procedures
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff If the bomb threat is determined to be credible:
- Initiate appropriate Lockdown procedures provide additional instructions as necessary

- Direct staff to implement scanning process for suspicious items Bombs may be placed anywhere on school property — inside or outside
- Document all actions taken and findings by staff
- Determine if evacuation procedures should be initiated

If Evacuation Procedures are initiated:

### **Building Administration/Designee**

- Notify staff via phone system, hardwired PA system or by messenger. Do not use cell phones, radios or fire alarm system because of risk of activating a device
- Ensure evacuation routes and area(s) are clear of suspicious items
- Evacuate to safety shelter
- Follow the reunification procedures
- Follow up by Post Emergency Response Team

### **Fight/Disturbance - Response**

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. School staff should follow school disciplinary policies and procedures to handle them.

When a fight or disturbance occurs:

### **Staff**

1. Notify building administration
2. Ensure the safety of students and other staff
3. Work as a team in response one staff member should seek administration's assistance and one or more staff members should address the disturbance.
4. Use a calm voice and low tones in addressing students
5. Separate participants
6. If behavior escalates, shout "Stop!" and continue to use a calm voice to de-escalate the situation

7. Disperse onlookers and keep others from congregating in the area
8. Don't let a crowd incite participants
9. Ensure that first aid is rendered to all injured parties (see Medical Emergency procedures)

### **Building Administration/Designee**

- Address the event according to school discipline policy and procedures
- Notify parents or legal guardians of students involved in fight
- Make appropriate referrals to student services or student assistance team
- Document all actions taken by staff and complete incident reports
- Follow up with Post Emergency Response Team

### **Fire - Response**

Critical Information: Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of fire or smoke:

#### **Staff**

- Activate fire alarm and notify building administration
- Check assigned locations where students may not hear alarm (e.g. washrooms, lunchroom, ~~sound booths, dark rooms, pool, locker rooms~~)
- Implement evacuation plan for any students needing special accommodations
- Evacuate students and other staff to designated areas
- Take emergency *go-kits* and class roster
- If primary route is blocked or dangerous, use closest, safe exit
- If trapped by fire, implement Shelter-in-Place procedures

- Once outside, assemble a safe distance from building and emergency apparatus
- Take student attendance
- Report missing, extra or injured students to building administration

### **Building Administration/Designee**

- Call 911 and notify emergency responders
- Confirm address of school
- Provide exact location of smoke or fire
- Ensure fire alarm has sounded
- Principal meet with fire officer Identify the location of fire Advise location of injured persons
- Provide names of any missing persons
- Principal to determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of student reunification and release procedures
- Signal “all clear” when safe to re-enter school building
- Notify Board President

### **Additional Considerations**

Plan for accommodations for students or staff with special needs

- Follow up with Post Emergency Response Team

## **Hazardous Materials - Response**

Critical Information In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY. In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place. Shut down HVAC equipment to prevent air movement.

### **Hazardous Materials**

Materials that have the potential to cause harm are considered a hazardous material. These include chemicals, propellants, combustible or flammable materials, cleaning products. These products are generally housed in the maintenance areas, shop, custodial closets, science labs.

In the event of a hazardous material incident inside a school building:

### **Staff**

1. Notify building administration
  2. Report location and type (if known) of the hazardous material
  3. Move students away from the immediate danger zone
  4. If safe, close doors to the affected area
  5. If implementing Evacuation procedures
  6. Take *emergency go-kits* and class roster
  7. Take attendance and report missing, extra or injured students to building administration
  8. Render first aid as needed
- ❖ If outside, implement Shelter in Place procedures

### **Building Administration /Designee**

- Call 911 and notify emergency responders
- Activate Emergency Response Team (Principal)
- Report location of leak or spill and type of material (if known)

- Report any students or staff missing or injured
- Develop an action plan with emergency responders (e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC))
- Notify Board President
- Move staff and students away from the immediate danger zone
- Keep staff and students from entering or congregating in danger zone
- Document all actions taken

### **Ongoing Incident**

- Monitor situation
- Consult with emergency responders
- Identify the need for evacuation
- Develop an action plan with emergency responders
- Consider implementing Shelter-in-Place procedures
- If there is an airborne release, shutdown ventilation system (HVAC)
- Notify parents or legal guardians of student reunification and release procedures
- Document all actions taken
- Follow up with Post Emergency Response Team

### **Hostage - Response**

Critical Information If the hostage-taker is unaware of your presence, ***Do Not Attract Attention!***

In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present

- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions If you witness a hostage situation:

### **Staff**

- Notify building administration immediately
- Keep all students in their classrooms until further notice
- Wait for further instructions

### **Building Administration**

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- If known, provide a description of the following:
  - Identity and description of the individual
  - Description and location of the incident
  - Number of hostages
  - Number of injuries
- Seal off area near hostage scene
- Students should be moved from exposed areas or classrooms to safer areas of the building
- As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives
- Document all actions taken *in planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.*

### **Intruder - Response**

Critical Information An intruder may be either well or ill intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

*When interacting with a stranger at school, use the “I CAN” rule. Intercept Contact Ask Notify*

In the event an unauthorized person enters school property (intruder):

### **Staff**

- Politely greet the subject and identify yourself

- Consider asking another staff person to accompany you before approaching the subject
- Inform the subject that all visitors must register at the reception area
- Ask the subject the purpose of his or her visit
- If possible, attempt to identify the individual and vehicle
- Escort the subject to the reception area
- If the subject refuses or his or her purpose is not legitimate, notify building administration that there may be an intruder in the school building
- Attempt to maintain visual contact with the intruder until assistance arrives
- If possible keep students away from the intruder
- Take note of the subject name, clothing and other descriptors
- Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
- Back away from the subject if he or she indicates a potential for violence
- Allow an avenue of escape for both the intruder and yourself

### **Building Administration**

- Respond to call for assistance from staff
- Advise the subject they are trespassing and need to leave the school or law enforcement will be notified.
- If the subject refuses or his or her purpose is not legitimate, consider initiating Lockdown with Intruder procedures
- Call 911 and notify law enforcement
- Advise law enforcement of the intruder's location and provide a full description
- Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance

- Provide all staff with a full description of the intruder
- Notify Board of School Board
- Document all actions taken by staff
- Follow up with Post Emergency Response Team

### **Media Procedures**

Critical Information -All media inquiries must be referred to the Principal. The school ~~school~~, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

When communicating with the media during an emergency:

#### **Board President**

- Designate the Principal to coordinate all media communications for the school.
- Designate a school spokesperson. If spokesperson is unavailable an alternate assumes responsibilities
- Prepare and coach school's spokesperson
- Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agencies protocols.
- DO NOT allow media to hinder emergency responders or be put in harm's way
- Provide regular updates and press releases and let media know when to expect the next update
- Monitor media reports to ensure message accuracy. Provide media with any corrected information.
- Track rumors and ask the media to dispel inaccurate information
- Document all contact with media

#### **Principal**

- Notify school administration and all staff of emergency event

- Update staff throughout the emergency, review details of the emergency and dispel rumors

### **Staff**

- Staff direct all media requests to the Principal – Do not speak with the media

## **Medical Emergency - Response**

Critical Information: The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. King Center Charter School will make sure that staff is trained in CPR and first aid training annually in case of emergencies. King Center employ's a full time nurse that will lead in comforting victims and assure them that help is on the way. Our emergency responders team will survey the scene to ensure safety before rendering aid. Certified staff will be responding in the event of an emergency.

In the event a non-responsive or life-threatening injury or illness:

### **Staff**

- Send for immediate help (notify ~~health office staff~~ or school nurse) and Call 911
- Describe injuries, number of victims and give exact location
- Notify building administration
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- If possible, isolate the victim(s)
- Direct someone (e.g. staff, student) to meet and guide the first responders
- Assist emergency medical services personnel with pertinent information about the incident
- Complete an incident report and document all actions taken

### **Building Administration/Nurse**

- Ensure 911 was called and provide any updated information
- Secure victim(s) medical emergency profile
- Activate school emergency response team
- Ensure someone (e.g. staff, student) meets and directs first responders
- Provide any additional information about the status of the victim(s)
- Provide information from the victim(s) medical emergency profile
- If needed, assign a staff member to accompany victim(s) to the hospital
- Notify Board President
- Notify victim(s) parents, legal guardians or emergency contact
- Activate Recovery procedures as appropriate
- Conduct a debriefing
- Document all actions taken by staff
- Encourage all employees with special health considerations to alert building administration

### **Severe Weather Snow Storm/Flooding/Tornado - Response**

Critical Information Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

**Watches:** Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

**Warnings:** Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe snowstorm WATCH includes all or part of the school area:

### **Building Administration**

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
- Activate appropriate members of the school emergency response team to be aware of potential weather changes
- Notify parents and legal guardians according to School policy
- Call for early dismissal of staff and students (If students and staff can not evacuate)
- Activate in shelter process
- Notify head custodial staff of potential utility failure

### **Staff**

- Monitor students
- Notify administration for any incidents due to weather
- Take attendance
- Follow the procedures for early dismissal

**(Activated if unable to evacuate- Shelter in place)**

### **Building Administration**

Close classroom doors

### **Staff**

Take emergency go-kit and class roster

Take attendance and report any missing, extra or injured students to building administration

Remain in shelter area until an “all clear” signal is issued

In the event of building damage, evacuate students to safer areas

If evacuation does occur, do not re-enter the building until an “all clear” signal is issued if flooding occurs near or at a school:

## **Building Administration**

- Review evacuation procedures with staff
- Notify relocation centers
- Determine an alternate relocation center if primary and secondary centers are affected
- Notify transportation resources
- If school officials and emergency responders advise evacuation, do so immediately
- Notify parents or guardians of evacuation and relocation

## **Sexual Assault - Response**

Critical Information Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Schools should address sexual assault as a crisis or emergency when:

- A rape or sexual assault occurs on campus
- A member of the victim's family or friend requests intervention
- Rumors or myths of an alleged incident are widespread and damaging In the event of a sexual assault or notification of a sexual assault:

### **Staff**

- Notify building administration immediately
- Complete all required reports
- Maintain confidentiality during the investigation
- Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim
- *Do not leave the victim alone*
- Ensure the short-term physical safety of the victim

- Notify the school nurse or student services to provide care and secure immediate medical treatment if needed
- If appropriate, preserve all physical evidence

### **Building Administration**

- Maintain confidentiality during the investigation
- If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the school unless specifically told to do so
- If assault occurred in school
- Notify appropriate law enforcement
- Notify local rape crisis center
- Designate a school counselor or staff member who has a positive relationship with the victim to review the types of support she or he may need
- Determine needs for peer support
- Encourage the victim to seek support from a rape crisis center
- Take action to control rumors

*A sexual assault examination is an important piece of evidence in a sexual assault investigation. The exam should be performed as soon as possible to preserve quality and quantity of the evidence. A trained medical professional will perform the exam. The victim must be advised on how to protect the evidence she or he may have. The victim must be told not to douche, bathe, shower, wash or throw away the clothing she or he was wearing at the time of the sexual assault.*

- Document all actions taken by staff and complete incident reports
- Store all records related to sexual assault incidents and services provided in a confidential administrative file
- Follow up with Post Emergency Response Team

### **Shooting -Response**

Critical Information School policies should address who has the authority to initiate

lockdown procedures in all schools and buildings.

If a person displays a firearm, begins shooting or shots are heard:

### **Staff**

- Seek immediate shelter for staff and students
- Initiate Lockdown with Intruder procedures
- Notify building administration
- Provide location of the shooting, if known
- Take attendance and notify the building administrator of missing students or staff as soon as the threat is removed

### **Building Administration**

- Initiate Lockdown with Intruder procedures
- Call 911 and notify emergency responders
- Provide the following information, if known:
  - Location of shooter(s)
  - Description, identity and number of shooters
  - Description of weapon(s)
  - Number of shots fired is shooting continuing?
  - Number of injuries
- Notify school administration
- Document all actions taken by staff
- Implement Media procedures
- Implement Recovery procedures *Work with local law enforcement to identify their response methods and capabilities. Provide law enforcement updated building diagrams at the beginning of each school year.*

### **Suicidal Threat or Attempt - Response**

Critical Information Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

In the event a staff member believes a student is a suicide risk or has attempted suicide:

### **Staff**

- Stay with the student until assistance arrives

- Notify school administration, counselor, social worker or school psychologist
- Ensure short-term physical safety of the student, provide first aid if needed
- Listen to what the student is saying and take the threat seriously
- Assure the student of your concern
- Assure the student you will find help to keep him or her safe
- Stay calm and don't visibly react to the student's threats or comments
- Do not let the student convince you the crisis is over
- Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling

### **Building Administration**

- Call 911 if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached
- Determine a course of action with social worker or other mental health professional
- Contact student's parent or guardian and make appropriate recommendations
- Do not allow the student to leave school without a parent or guardian
- Notify school administration
- Document all actions
- Follow-up and monitor to ensure student safety
- Implement Recovery procedures *School staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.*

### **Suspicious Package or Mail Chemical/Biological Threat - Response**

Critical Information Characteristics of a suspicious package or letter include excessive

postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the school or is not sent by a known school vendor.

If you receive a suspicious package or letter by mail or delivery service:

**Staff**

- DO NOT OPEN package or letter
- Notify building administration
- Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement

**Building Administration**

- CALL 911 and notify law enforcement
- Notify school administration
- Document all actions taken by staff If a letter/package contains a written threat but no suspicious substance:

**Staff**

- Notify building administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form

**Building Administration**

- Call 911
- Preserve evidence for law enforcement and turn the letter or package over to law enforcement
- Document all actions taken by staff

If a letter or package is opened and contains a suspicious substance:

### **Staff**

- Notify building administration
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it
- Isolate the people who have been exposed to the substance to prevent or minimize contamination
- Preserve evidence for law enforcement
- Complete Threat Incident Report Form

### **Building Administration**

- Call 911
- Preserve evidence for law enforcement
- Turn the letter or package over to law enforcement
- Consult with emergency officials to determine:
  - Need for decontamination of the area and the people exposed to the substance
  - Need for evacuation or shelter-in-place
- Notify Board President
- Notify parents or legal guardians according to school policies *When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.*

### **Terrorism - Response**

Critical Information Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation).

Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

In the event of an attack within the United States:

### **School Administration**

- Monitor the situation

- Consult with local law enforcement and emergency management agencies
- Develop an action plan
- If school is in session, consider a school wide lockdown with warning (see Lockdown procedures) or student release
- Notify all building administration
- Implement school-wide behavioral health crisis intervention procedures
- Notify parents or legal guardians of actions taken
- Availability of counselors
- If implementing Lockdown procedures, instruct parents not to come to the school ○ If implementing Student-Release procedures, notify parents of reunification plan
- Re-evaluate action plan as new information develops

### **Building Administration**

- Monitor the situation
- Consult with school administration
- Implement school-wide action plan
- Implement behavioral health crisis intervention procedures
- Notify all staff
- Allow teachers to suspend regular learning programming
- Provide opportunities for students to meet with student services staff

### **Staff**

- Inform students of the incident in an age appropriate manner
- Stay calm and address student concerns
- Limit access to media outlet (e.g. television, radio, internet)

- Answer student questions honestly
- Do not allow students to speculate or exaggerate graphic details
- Decide whether or to temporarily suspend regular learning programming adjusting lesson plans to include discussion and activities about the event
- Monitor student behaviors and reactions and make referrals to appropriate student services staff *it is important to restore the learning environment as soon as possible, maintaining structure and stability throughout the school day. Try to engage in classroom activities that do not focus solely on the attacks. Children are comforted by normal routines and "back-to-normal" activities will help and reassure them.*

## **Threat -Response**

Critical Information A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

In the event of IMMEDIATE danger:

### **Staff**

- Take immediate action to secure or isolate the individual making the threat
- Prevent access to potential weapons
- Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
- Notify building administration

### **Building Administration**

- Initiate Lockdown with Intruder procedures
- CALL 911
- Notify school administration

Document the incident if threat is identified but there is no immediate risk:

## **Staff**

- Complete a Threat Incident Report Form
- Notify building administration and student services staff
- Maintain confidentiality

## **Building Administration**

Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams). Use Threat Assessment guidance to determine threat credibility

- Notify law enforcement, if appropriate
- Conduct search of school and personal property, if needed
- Interview the individual posing a threat
- Develop an action plan
- Notify school administration
- Contact parents or legal guardians
- Inform them of the situation, any concerns and course of action
- Obtain permission to exchange information between agencies
- Document any referrals, actions taken and decisions made
- Implement Recovery procedures

# **KING CENETR CHARTER SCHOOL COMMUNICATIONS AND NOTIFICATION**

## **I. PURPOSE**

Communication is a critical part of incident management. This section outlines King Center Charter School's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, emergency responders, the community and media.

Board Of trustees will designate someone to be a Public Relation Officer to release press statements and or the communications plan as well as maintains media contacts at the major television, Internet, and radio stations.

## **RESPONSIBILITIES**

### **A. Communication between School Officials and Staff Members**

School personnel will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the incident evolve. The following practices will be utilized to disseminate information internally when appropriate:

- **Telephone:** Phone calls from school administration to staff and faculty may be used when direct communication is necessary.
- **Text-Messaging System/E-mail System:** A text messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- **School E-mail:** When mass communication of a standard message is necessary a mass e-mail will be sent from an authorized account or user to all staff/faculty or parents as necessary.
- **Staff Meetings:**
- **Two-way radio:** Two-way radios provide a reliable method of communication between rooms. Response Team staff will be trained to understand how to operate the two-way radio.
- **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area and the school superintendent. An assigned staff member(s) will post information such as school evacuation, closure or relocation on the home page of the school and school web site.
- **Fax machines:** Possible uses include off-site access to receive and send critical information concerning students and staff members, their locations, and needed telephone numbers, including but not limited to, medical information, Release Forms and authorizations.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All school staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- **Whistles:** Whistles should be provided to staff in order to signal a need for immediate attention or assistance.
- **Public Address System:** A PA system may be used to distribute information of a threat or hazard situation to a large crowd at a school.

**B. External Communications**

- School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will receive clear and concise messages from King Center Charter School about the incident, what is being done and the safety of the children and staff.

**C. Communication with Parents**

- Before an incident occurs, King Center Charter School will:
- Develop a relationship with parents so that they trust and know how to access alerts and incident information.

- Inform parents about the School's emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will be included in school newsletter and presentation at a Meet the Teacher Night.
- Identify parents who are willing to volunteer in case of an incident and include them in preparation efforts and training.
- School will be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, King Center Charter School will:
- Disseminate information through email, text, phone calls, radio and news stations to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at school.
- Describe how the school and Board Trustees are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Keep parents informed about when and where school will resume.
- After an incident, King Center Charter School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible if situation warrant such meeting.
- The following practices will be utilized to disseminate information externally when appropriate:
  - **Mass Communication System**
  - **Social Media:** Social Media may be used to disseminate information of a hazard or threat situation to students, parents, and the surrounding community.
  - **Standard telephone:** King Center Charter School has designated a school telephone number as a recorded “**hotline**” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with emergency responders and others.
  - **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area and the school superintendent. An assigned staff member(s) will post information such as school evacuation, closure or relocation on the home page of the school and school web site.
  - **Fax machines:** Possible uses include: off-site access to receive and send critical information concerning students and staff members, their locations, and needed telephone numbers, including but not limited to, medical information, Release Forms and authorizations.
  - **School E-mail:** When mass communication of a standard message is necessary a mass e-mail will be sent from an authorized account or user to all staff/faculty or parents as necessary.