

Fire Evacuation Procedures

1. Maps are to be posted in rooms with main and alternate routes.
2. Report Fire to principal or designee.
3. Principal calls the fire department.
4. Signal:
 - Primary – Fire Alarm
 - Secondary – Intercom Announcement or Long Blast on Air Horn
5. Every person shall vacate the building by shortest route to the exterior. Designated employees shall accompany all students present in their respective areas as they exit the building. (Maps are on the back side of this page)
6. Once outside, teachers or designated employees shall lead their groups in an orderly fashion to a minimum of 100 yards from the building and account for every student within his/her authority.
7. Remain outside until otherwise directed to permit safe entry of emergency vehicles.
8. Teachers must take class roster with them during an emergency.
9. Teachers will use the green/red cards to signal students accounted for.

Tornado Evacuation Procedures

1. Principal will sound alarm.
2. Signal:
 - Primary – Intercom system (sounds like a phone ringing)
 - Secondary – Series of Short Blasts on Air Horn
3. Every person shall enter the designated tornado area. Tornado Shelter areas are as follows: (see map on back of page)
 - Primary: Elementary Complex – Teacher Workroom (Basement)
High School Complex – Locker Rooms
 - Alternate Shelter: Interior hallway away from windows and doors, if possible.
4. Once in shelter, teachers shall account for every student under his/her authority. All teachers should take class rosters with them.
5. An all clear will be announced over the intercom or by a long blast on air horn.

Utility Failure

An employee who becomes aware of any utility failure should notify the superintendent, principal, or designee immediately. The superintendent, principal, or designee shall follow these steps in the event of:

Gas Leak

1. Evacuate the building using the established fire alarm procedure.
2. Notify Maintenance Director.
3. Call 911, if necessary.
4. Call Kansas Gas Service, if necessary: 800-794-6101

Electrical Failure

1. Notify Maintenance Director or designee.
2. Evacuate the building, if necessary.
3. Call city power at: 620-237-4271

Water Leak

1. Notify Maintenance Director or designee.
2. Call city water at: 620-237-4271
3. Remove students from building, if necessary.

Chemical Spill

Inside the School

1. Report the spill to the office by phone or messenger stating type of spill and location.
2. Turn off heating/cooling system and lights.
3. Remove students from area to a safe area.
4. Principal will notify custodian and superintendent.
5. Principal and custodian will determine type of corrective measures needed.
6. Evacuate other rooms/building if necessary.
7. Call fire/police/EMTs, if necessary.
8. Call parents, if needed.

Outside of Building

1. Bring all students inside building.
2. Close all doors and windows.
3. Shut off air conditioning and heating system and exhaust fans.
4. Contact principal or designee.
5. Principal shall contact superintendent and police department.
6. Seal openings if told to do so.
7. Remain in rooms until and official gives the all clear.

Building Intruder

Keep identified exterior doors locked at all times. Make it as difficult as possible for the outside threat to infiltrate the building. Primary door should be left unlocked but monitored.

ACTIVE SHOOTER

I. PURPOSE

To establish the appropriate protocol in the event a violent intruder or an active killer arrives on USD 256 property with the intention to disrupt normal school functions. The information included in this document is designed to provide guidance in the absence of certified law enforcement officials. Once law enforcement arrives USD 256 patrons should comply with the instructions of law enforcement.

The USD 256 School Board and Administration have adopted the concept of ALICE as a response to a violent intruder or active killer incident. ALICE is a acronym which stands for Alert, Lockdown, Inform, Counter, and Evacuate. The concept of ALICE is an enhanced version of the Department of Homeland Security recommendation of "Run, Hide, Fight".

II. RESPONSIBILITIES

Once the determination has been made of the presence of a violent intruder/active killer on school grounds

- teachers should notify either the high school or elementary school offices. When contacting the office, please provide, accurate clear information pertaining to the the intruder's location, direction of travel, physical description, number of intruders, and name if known.
- Once notification has been made to the office, the following information will be provided via All Call, intercom, system:

"Intruder in the building, initiate ALICE protocol."

NOTE: Location and direction of travel will be provided if that information is known. Additional information such as description, number of intruders or name of the individual is secondary to location and direction of travel.

- The office will then alert the other buildings in the district of the presence and last known location of the violent intruder
- Once all district buildings have been contacted, office staff will then notify 911.
- Either the principal, or their designee, will notify District Office
- The District Office will activate the communications plan for media and parent notification protocols.
- Designated schools administrators will report to the last known location of the intruder.
- Other school officials will report to the predetermined on-site incident command location. Officials in the on-site command post include the superintendent, head of maintenance, and administrative assistants. The command post will contain the critical information and data about the school's emergency systems, including communications, staff and students locations, detailed floor plans and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring near the predetermined location, an alternate command post will be designated

Quickly determine the most reasonable way to protect your own life.

USD 256 has adopted the ALICE Response Protocol in the unlikely event a violent or hostile intruder is present on campus. Patrons are reminded the ALICE Protocol is not linear and individuals are empowered to do whatever it takes to survive the encounter.

INITIATE ALICE PROTOCOL

ALERT – This can occur from any of the following

- Gunfire
- Witness
- Phone Alert/Intercom

LOCKDOWN – This is a semi-secure starting point from which you will make survival decisions. If you decide not to evacuate, secure the room.

- Lock and barricade doors with anything and/or tie down the door using any type of strap.
- Turn off lights, close blinds, silence cell phones, computers, etc.
- Look for alternate escape routes (windows, other doors).
- Move out of the doorway in case gunfire comes through.
- Keep yourself out of sight and take adequate cover, spread out don't huddle in groups.
- Try not to trap or restrict your option for movement.
- Once secured do not open the door for anyone. Police will enter the room when the situation is over.
- Call 911 when safe to do so.

INFORM – Using any means necessary to pass on real information.

- Given in plain language
- Who, what, where, when and how information.
- Location of killer, number of killers if more than one.
- Physical description of killer/s.
- Number and type of weapons held by the killer/s.
- Number of victims.

COUNTER – This is the use of simple, proactive techniques should you be confronted by the Active Killer. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active killer by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Anything can be a weapon.
- Create as much noise as possible.
- Attack as a group (swarm).
- Grab the killer's limbs and head and take them to the ground and hold them there.
- Fight dirty-bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos.
- Commit to your actions.
- If you have control of the killer call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

EVACUATE – Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate.
- Run in a zigzag pattern as fast as you can.
- Do not stop running until you are far away from the area.
- Bring something to throw with you in case you would encounter the Active Killer.
- Consider if the fall from a window will kill you.
- Break out windows and attempt to quickly clear glass from the frame.
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- Hang by your hands from the window ledge to shorten your drop.

- Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.

Runaway/Abduction

Runaway Student

1. Notify principal immediately.
2. Determine which direction student went and report it to the office. If student took a vehicle or received a ride with someone else, report it to the principal.
3. Office will call parents.
4. Principal or designee will follow student. No one is to run after or chase student.
5. Gather identifying data for police.
6. Report information to office.
7. Principal or designee will call police.

Abducted Student

1. Notify principal or designee.
2. Principal is to gather facts about abductor for identification purposes (i.e. race, height, weight, clothing, vehicle description, etc.) Also, gather identifying facts about student.
3. Principal is to call police at 911.
4. Principal is to call superintendent.
5. Principal is to call parent or guardian.

Bomb Threat

Research shows that a majority of bomb threats are hoaxes and result in nothing more than a disruption of routine. However, there is always a chance a threat may be authentic and appropriate action must be taken in each case.

1. All personnel, especially those who answer the telephone, must be instructed in the sequence of action to be followed in the event a bomb threat is received.
2. Keep caller on the line as long as possible and try to determine from the conversation as many facts as possible. (Refer to checklist on the back of this page.)
3. Inform superintendent, principal, or designee and tell no one else.
4. The superintendent or principal in conjunction with fire and/or police department will determine the primary investigation and whether or not the building will be evacuated.
5. If there is a secured area, the staff and students will be directed to that area.
6. If it is determined that the building must be evacuated, an alarm will be sounded. The signal for evacuation will be the same as that used for fire evacuation. (Signal shall be a fire alarm.)
7. All evacuated buildings will be under the jurisdiction of fire and police departments until they declare the building is safe.
8. Contact Media Liaison. All communication shall be made through the school liaison person (Superintendent of Schools.)

Caller Checklist

Use this checklist to help determine the seriousness of a bomb threat and to possibly identify the caller.

Name of person receiving the call: _____

Caller I.D. Number, if available: _____

Questions to Ask

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

Caller's Voice

- | | | | |
|-----|----------|-----|-----------------|
| ___ | Calm | ___ | Nasal |
| ___ | Angry | ___ | Stutter |
| ___ | Excited | ___ | Lisp |
| ___ | Slow | ___ | Raspy |
| ___ | Rapid | ___ | Deep |
| ___ | Soft | ___ | Ragged |
| ___ | Loud | ___ | Clearing Throat |
| ___ | Laughter | ___ | Deep Breathing |
| ___ | Crying | ___ | Cracking Voice |
| ___ | Normal | ___ | Disguised |
| ___ | Distinct | ___ | Accent |
| ___ | Slurred | ___ | Familiar |

If the voice sounded familiar, who did it sound like?

Exact wording of the threat:

Background Sounds:

- | | |
|---------------|-------------------|
| Street Noises | Factory Machinery |
| Earth Sounds | Animal Noises |
| Voices | Clean |
| PA System | Static |
| Music | Local |
| House Noises | Long Distance |
| Motor | Other |

Threat Language:

- Sex of Caller _____ Race _____
Age: _____ Length of Call: _____
Number at which call was received: _____
- | | | | |
|-----|-------------|-----|--------------|
| ___ | Well Spoken | ___ | Incoherent |
| ___ | Educated | ___ | Taped |
| ___ | Foul | ___ | Message Read |
| ___ | Irrational | | |

Remarks:

Time: _____ Date: ____/____/____

Serious Injury/Illness

In the case of serious injury or illness, the immediate concern is to aid the injured/sick student or staff member. All staff members should review the Policy Book and Faculty Handbook section regarding injury/illnesses.

1. Contact the medical physician, school nurse, or designee immediately.
2. If injury/illness requires immediate medical attention, call the office and the principal or designee will call 911.
3. The principal will contact the student/staff family.
4. Contact Media Liaison (Superintendent of Schools.)

Accident-District Vehicles

In case of an accident of a school district bus, van or other vehicle driven by a district employee, the following procedure shall be followed:

1. The driver of the vehicle shall call the district office immediately. In case the superintendent is not available, the driver shall call one of the building principals.
2. The superintendent or designee will determine the necessary response needed and coordinate the response team.
3. The superintendent or designee shall call local police departments and emergency departments.
4. The superintendent or designee shall notify the building principals.
5. Superintendent or designee will go to the scene, if needed.
6. All communication will be released from the superintendent or designee.
7. All students involved in the accident shall be transported to the nearest hospital for treatment unless released by emergency medical personnel.
8. The superintendent or designee shall notify the local board president.
9. Once all information is obtained, the building principal shall notify parents.
10. Any accident involving a school vehicle, the driver shall be responsible to file a report with the superintendent and police department.

Death

In the case of death, the following action should be taken immediately.

1. Superintendent, principal, or designee shall be notified and will declare a crisis situation.
2. Remove students from area.
3. Superintendent or designee shall verify all information.
4. All incoming calls will be directed to the superintendent or designee.
5. Marmaton Valley Response Team will be activated when appropriate.
6. Superintendent shall meet with building principals.
7. Superintendent or designee will contact family, medical personnel, and news media.
8. Principals or designee will notify the entire staff.
9. Telephone screening will be lifted after crisis is over.

Emergency Phone Numbers

All Emergency Calls	911
Allen County Sheriff	620-365-1400
Kansas Bureau of Investigation	785-235-3811
Kansas Highway Patrol	620-431-2100
Marmaton Valley USD 256	620-237-4250
Jr/Sr High	620-237-4251
Elementary	620-237-4381
Moran City	
Ambulance	620-237-4214
City Clerk	620-237-4271
Fire Department	620-237-4321
Police	620-237-4724
Power Plant	620-237-4301
Water Plant	620-237-4271
Poison Control Center	800-332-6633

Emergency Telephone Numbers and Contact People