

**NESS CITY USD 303  
CRISIS  
AND  
EMERGENCY RESPONSE  
MANUAL**

**Derek Reinhardt  
Superintendent/PreK-6 Principal  
School 798-2210  
Cell Phone 798-0303**

**A Crisis is — A Critical Time  
— A Decisive Moment**

**An Emergency is —An unforeseen set of circumstances  
which calls for immediate action.**

**KANSAS SCHOOL  
SAFETY HOTLINE  
1-877-626-8203**

**CRISIS MANAGEMENT TEAM**

**Superintendent/PreK-6 Principal**

Derek Reinhardt  
(also Public Information Officer)

**Building Coordinators**

Kim Smith and Shellie Winter  
(also the student/parent liaisons)  
798-5256 and 798-7370

**District Coordinator**

Thomas Flax  
(will notify remaining crisis team members)  
798-0606

**Community Crisis Response Coordinator**

Travis Rothe  
798-0822

**K-12 Counselor**

Tonya Fenley  
798-0545

**Transportation & Law Enforcement**

Kim Borger  
798-3801

**Medical**

Angela Copeland, Case Beckman, Marc Cowles  
798-7728 / 798-0177/ 785-821-1949

**Physical Plants**

Jess Cupp  
798-3991/785-398-1111

**Mental Health**

Tonya Fenley, Carrie Beutler  
798-0545/798-5274

**ADT Alert System**

Susie Schlegel  
798-2903

**CRISIS MANAGEMENT PLANNING**

Earl Crosswhite  
Tom Flax  
Catherine McIntosh  
Derek Reinhardt  
Patrick Younger

Tonya Fenley  
Ron Johnson  
Travis Rothe  
Bryan Whipple  
Marc Cowles

# I. INTRODUCTION

## A. PURPOSE OF THE PLAN

The purpose of the Ness City School Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Ness City and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Ness City School District has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Ness City regularly scheduled inservice training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases Ness City School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

## B. SCOPE OF THE PLAN

The Ness City Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

### 1. Definitions

**Incident:** An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred to implement the procedures within this Emergency Operations Plan.

**Hazards:** Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency

response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

## **C. SITUATION OVERVIEW/HAZARD ANALYSIS SUMMARY**

### **1. School Population**

**a. General Population** - Ness City School District's current enrollment is approximately 333 pre-kindergarten-twelfth grade students located in three one-story buildings on campus. These students are supported by a committed staff and faculty consisting of: approximately 70 teachers and specialists. A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in Appendix A as a reference.

**b. Special Needs Population** - Ness City School is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with special needs is approximately 100; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with special needs along with their schedules can be found in Appendix B. Staff members that have been trained and assigned to assist the special needs population during drills, exercises, and incidents are listed in Appendix B.

### **2. Building Information**

A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut-offs is included. All staff members are required to know these locations as well as how to operate the utility shut-offs.

### **3. Hazard Analysis Summary**

Ness City School is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The district has identified any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The table on the following page briefly discusses Ness City School's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil and disturbance.

**Table 1. High-Priority Hazards**

<b>Severe Storms</b>	Ness City and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by Ness City, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.
<b>Fire</b>	Fire hazards are the most prevalent types of hazard. Precautions are in place for prevention such as sprinkler systems in vulnerable classrooms such as science lab rooms. Alarm systems and fire extinguishers are tested and checked at designated times throughout the year.
<b>Chemical Hazardous</b>	Chemicals are used for a variety of purposes and are regularly transported through many areas in and around Ness City. Currently, ammonia, chlorine, butane and propane are all used and stored on school grounds.
<b>Intruder</b>	While a hostile intruder incident has never occurred in a Ness County school, Ness City, like any school, is vulnerable intruders.
<b>Civil Disturbance</b>	Like any school districts, Ness City has a number of non-traditional family units that may exhibit different opinions that can create hostility and disgruntlement. Sometimes these situations can create a negative environment and can affect the school climate.

**4. Preparedness, Prevention, and Mitigation Overview**

**Preparedness** is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Ness City fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

**Prevention** includes actions to avoid an incident or to intervene to stop an incident from occurring. USD #303 is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. Recent upgrades to security and safety systems offer greater protection of our students. In addition, Ness City Schools requires all adults to display identification badges.

**Mitigation** includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Ness City School has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. Ness City Schools was built in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, fire suppression systems, and many other standards.

## **D. PLANNING ASSUMPTIONS AND LIMITATIONS**

### **1. Planning Assumptions**

Stating the planning assumptions allows Ness City Schools to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and

dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.

- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

## **2. Limitations**

It is the policy of Ness City Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Ness City Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

## **II. CONCEPT OF OPERATIONS**

Ness City School recognizes that staff and students will be first responders during an incident. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

### **A. IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM (ICS)**

In a major emergency or disaster, Ness City Schools may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events. [Note: The ICS approach can be used in all phases of incident management, including pre-incident activities, response, and recovery.]

The Incident Commander at Ness City Schools will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

### **B. INITIAL RESPONSE**

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The principal or designee will assign an Incident Commander based who is most qualified for that type of incident.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principal is not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

#### **A. PRINCIPAL/BUILDING ADMINISTRATOR**

The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

#### **B. INCIDENT COMMANDER**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.



- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

### **C. TEACHERS**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

### **D. PARA SUPPORT STAFF**

Responsibilities include assisting teachers as directed.

### **E. COUNSELORS, SOCIAL WORKERS, AND PSYCHOLOGISTS**

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

## **F. SCHOOL NURSE**

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it. Organize first aid and medical supplies.

## **G. CUSTODIAN/MAINTENANCE PERSONNEL**

Responsibilities include:

- Survey and report building damage to the Incident Commander.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

## **H. SCHOOL SECRETARY/OFFICE STAFF**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

## **I. FOOD SERVICE/CAFETERIA WORKERS**

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

## **J. BUS DRIVERS**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander. Transport individuals in need of medical attention.

## **K. OTHER STAFF(e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

## **L. STUDENTS**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

## **M. PARENTS/GUARDIANS**

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

## IV. DIRECTION, CONTROL, AND COORDINATION

### A. SCHOOL INCIDENT COMMAND SYSTEM (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

The ICS is organized into the following functional areas:

**1. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the principal and superintendent.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

**2. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.

- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section.

**Table 2. Operations Section Teams**

<b>Strike Team</b>	<b>Potential Responsibilities</b>
<b>Search &amp; Rescue Team</b>	<p>Search &amp; Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search &amp; Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:</p> <ul style="list-style-type: none"> <li>● Identifying and marking unsafe areas.</li> <li>● Conducting initial damage assessment.</li> <li>● Obtaining injury and missing student reports from teachers.</li> </ul>
<b>First Aid Team</b>	<p>First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:</p> <p>Setting up first aid area for students.  Assessing and treating injuries.  Completing master injury report.</p> <p>Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims.</p>

<p><b>Evacuation/ Shelter/Care Team</b></p>	<p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Accounting for the whereabouts of all students, staff, and volunteers.</li> <li>● Setting up a secure assembly area.</li> <li>● Managing sheltering and sanitation operations.</li> <li>● Managing student feeding and hydration.</li> <li>● Coordinating with the Student Release Team.</li> <li>● Coordinating with the Logistics Section to secure the needed space and supplies.</li> </ul>
<p><b>Facility &amp; Security Response Team</b></p>	<p>The Facility &amp; Security Response Team is responsible for: Locating all utilities and turning them off, if necessary.</p> <p>Securing and isolating fire/HazMat. Assessing and notifying officials of fire/HazMat. Conducting perimeter control.</p>

<p><b>Crisis Intervention Team</b></p>	<p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none"> <li>-Assessing need for onsite mental health support.</li> <li>-Determining need for outside agency assistance.</li> <li>-Providing onsite intervention/counseling.</li> <li>- Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.</li> </ul>
<p><b>Student Release Team</b></p>	<p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none"> <li>● Setting up secure reunion area.</li> <li>● Checking student emergency cards for authorized releases.</li> <li>● Completing release logs.</li> <li>● Coordinating with the Public Information Officer on external messages.</li> </ul>

**3. Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.

**4. Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.

**5. Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

## **B. Community Emergency Operations Plan (EOP)**

The Ness City School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents.

### **C. Coordination With First Responders**

An important component of the Ness City School EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and Ness City School.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

### **D. Source and Use of Resources**

Ness City School will use its own resources and equipment to respond to incidents until incident response personnel arrive. . The following organizations or agencies have agreed to be responsible for providing additional resources or assistance:

## **V. COMMUNICATIONS**

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

### **A. Internal Communications**

#### **1. Communication Between Staff/Faculty Members**

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

**Telephone Tree:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).

**Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at a morning faculty meeting. Any new procedures for the day will also be reviewed at this time.



End-of-Day Faculty Meeting: As appropriate, updated information and a review of the day's events will be presented at an end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

## 2. Communication With the School District Office

The Incident Commander will use the countywide Ness City School Emergency Radio Network to notify the principal of the school's status/needs. The principal will notify the district office. The district office will notify the County Office of Education of the status of all district schools. He/she will designate staff member(s) to monitor all communications.

## **B. External Communications**

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Ness City School about the incident, what is being done about it, and the safety of the children and staff.

### Ness City School Emergency Operations Plan Basic Plan

#### 1. Communication With Parents

Before an incident occurs, Ness City 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 Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back-to-School Night.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency. In the event of an incident, Ness City School will:
  - Disseminate information via text messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
  - Implement the plan to manage phone calls and parents who arrive at school.
  - Describe how the school and school district are handling the situation.
  - Provide information regarding possible reactions of their children and ways to talk with them.
  - Provide a phone number, website address, or recorded hotline where parents can receive updated incident information.
  - Inform parents and students when and where school will resume.
  - After an incident, Ness City School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

## 2. Communication With the Media

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center. Coordinate messages with the principal and Policy Group.

All Ness City School employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established). Templates for statements/press releases to the media, including standard procedures and protocols, have been developed and can be found online.

Media contacts at the major television, Internet, and radio stations are maintained by the principal's executive assistant. In the case of an incident, these media contacts will broadcast Ness City School's external communications plans, including the information hotline for parents and guardians.

## 3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Ness City School will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.
- After the immediate incident response period, Ness City schools will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

## 4. Communication With First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Ness City School frequently

exercises the School EOP with first responders to practice effective coordination and transfer of command.

## 5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, telegroup tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## **C. Communication Tools**

Some common internal and external communication tools that Ness City School may use include the following:

**Standard telephone:** Ness City 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 first responders and others.

**Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.

**Intercom systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.

**Bullhorns and megaphones:** A battery-powered bullhorn is part of the school’s emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.

**Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All 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 district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.

**Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.

**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 staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance.

## **VI. ADMINISTRATION, FINANCE, AND LOGISTICS**

### **A. Agreements and Contracts**

If school resources prove to be inadequate during an incident, Ness City School will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts (see Section IV, Direction, Control, and Coordination, for specific details). Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in Appendix E. [Note: Appendix E is not included in this sample plan.]

### **B. Recordkeeping**

#### **1. Administrative Controls**

Ness City School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

#### **2. Activity Logs**

The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.

- Significant changes in the incident situation.

- Major commitments of resources or requests for additional resources from external sources.

- Issuance of protective action recommendations to the staff and students.

- Evacuations.

- Casualties.

Containment or termination of the incident.

### **C. Incident Costs**

#### **1. Annual Incident Management Costs**

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

#### **2. Incident Costs**

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

### **D. Preservation of Records**

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this plan.

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

The Core School Emergency Operations Planning Team is responsible for the overall maintenance and revision of the Ness City School EOP. The Exercise Planning Team is responsible for coordinating training and exercising the School EOP. Both teams are expected to work closely together to make recommendations for revising and enhancing the plan.

The School Board and the superintendent are responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

### **A. Approval and Dissemination of the Plan**

The School Board together with the principal and superintendent will approve and disseminate the plan and its annexes following these steps:

Review and Validate the Plan

Present the Plan (for Comment or Suggestion) Obtain Plan Approval (School Board)

Distribute the Plan

#### 1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the Core School Emergency Operations Planning Team.

#### 2. Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Core School Emergency Operations Planning Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

### **B. Plan Review and Updates**

The basic plan and its annexes will be reviewed annually by the Core School Emergency Operations Planning Team, emergency management agencies, and others

Ness City School Emergency Operations Plan Basic Plan deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

### **C. Training and Exercising the Plan**

Ness City School understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Exercise Planning Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during the first in-serviceday of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory School EOP training will include:  
Hazard and incident awareness training for all staff.

Orientation to the School EOP.

First aid and CPR for all staff.

Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation. Two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA's Emergency Management Institute website.

All Ness City School staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event.

## **VIII. AUTHORITIES AND REFERENCES**

The following regulations are the State authorizations and mandates upon which this School EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

Functional Annexes

Note:

Functional annexes address all-hazard critical operational functions, including:

Common procedures, and Specialized procedures.



Each functional annex describes the policies, processes, roles, and responsibilities for that function.

All functional annexes should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

Functional annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample functional annexes.

### **Ness City School Emergency Operations Plan Functional Annexes**

#### **CONTINUITY OF OPERATIONS (COOP) PROCEDURES**

##### **I. PURPOSE**

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

##### **II. SCOPE**

It is the responsibility of Ness City School officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery.

##### **III. RESPONSIBILITIES**

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections.

Ness City School Emergency Operations Plan

	Ensure systems are in place for rapid contract execution after an incident.
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<p>Assistant Principal and/or Department Heads</p>	<p>Identify relocation areas for classrooms and administrative operations.</p> <p>Create a system for registering students (out of district or into alternative schools).</p> <p>Brief and train staff regarding their additional responsibilities.</p> <p>Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations.</p> <p>Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests).</p> <p>Reevaluate the curriculum.</p>
<p>Custodians/Maintenance Personnel</p>	<p>Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds.</p> <p>Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or relandscaping).</p>

Ness City School Emergency Operations Plan Functional Annexes

	<p>Maintain inventory.</p> <p>Maintain essential records (and copies of records) including school's insurance policy.</p>
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<p>School Secretary/Office Staff</p>	<p>Ensure redundancy of records is kept at a different physical location.</p> <p>Secure classroom equipment, books, and materials in advance.</p> <p>Restore administrative and recordkeeping functions such as payroll, accounting, and personal records.</p> <p>Retrieve, collect, and maintain personnel data.</p> <p>Provide accounts payable and cash management services.</p>
<p>Counselors, Social Workers, and School Nurses/Health Assistants</p>	<p>Establish academic and support services for students and staff/faculty.</p> <p>Implement additional response and recovery activities according to established protocols.</p>

**IV. PROCEDURES**

The following procedures will be followed by staff/faculty to assist in the execution of essential functions and the day-to-day operations.

Ness City School Emergency Operations Plan Functional Annexes

**A. Activation and Relocation**

The principal will determine when to activate and implement the procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The principal or designee (with delegated authority) will activate procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

**B. Alert, Notification, and Implementation Process**

Each Core School Emergency Operations Planning Team member will be part of the telephone tree used to notify employees of procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

**C. Relocation Sites**

Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site, in different wind directions from the incident site. One site can be accessed by walking and other site(s) by transportation services.

**D. Alternate Facilities and Strategy**

Alternate Facility	Can Replace This Primary Facility	Street Address	Contact Information
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Office of State Personnel	Personnel and administrative offices		


#### F. Vital Records and Retention File

Vital records are archived and/or retained on backup data systems stored off site.

#### G. Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

#### H. Reconstitution

Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.

Supervise an orderly return to the school building.

Conduct an after-action review of operations and effectiveness of plans and procedures.

## **RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES**

### **I. PURPOSE**

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

### **II. SCOPE**

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as nurses and social workers are required to participate in the development, implementation, and evaluation of the School

EOP as it relates to this annex. Additional advice will be sought from outside psychologists and mental health experts.

### **III. RESPONSIBILITIES**

To implement the recovery: psychological healing procedures:

All staff will undergo training to learn how to recognize signs of trauma.

Members of the Crisis Response Team will undergo indepth training to learn

how to assist in managing trauma.

Parents and guardians will be offered tips on how to recognize signs of trauma. Mental health experts will review and provide input into the plan.

### **IV. SPECIALIZED PROCEDURES**

The following procedures will be implemented by staff/faculty when directed by the principal or when deemed appropriate by the situation.

Immediately Following a Serious Injury or Death and/or Major Incident

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.
- Hospital/Funeral Arrangements
- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all student and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

#### **Post-Incident Procedures**



Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.

- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.
- Discuss and approve memorials with the school board's consent.

### **Hazard- and Threat-Specific Annex**

Note:

The hazard- and threat-specific annexes:

Provide unique procedures, roles, and responsibilities that apply to a specific hazard.

Include provisions and applications for warning the public and disseminating emergency public information.

Do not repeat information presented in the basic plan or functional annexes.

Repeating information is not advisable for the following reasons:

School staff and students should learn and exercise simple procedures that apply

to all hazards. The hazard-specific annexes should present only hazard-unique

information.

Repeating procedures increases the possibility that there will be inconsistencies

in procedures that could lead to confusion during an incident.

The plan becomes larger and more difficult for users to comprehend.

Hazard- and threat-specific annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample annexes.

### **TECHNOLOGICAL HAZARDS: CHEMICAL I. PURPOSE**

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Ness City. The purpose of this annex is to ensure

that there are procedures in place to protect staff/students and school property in case of a chemical spill.

## II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a chemical spill.

## III. CORE FUNCTIONS

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

The school siren acts as a warning system to notify staff/faculty and students. Decontamination equipment and personal protective equipment are located in a storage unit next to the main office.

### A. Operational Functions/Procedures That May Be Activated

Operational functions, or procedures, that may be activated in the event of an external chemical spill include:

Reverse Evacuation

Special Needs Population

Shelter-in-Place

Evacuation

Parent-Student Reunification

Continuity of Operations (COOP) Recovery: Psychological Healing Mass Care

If there is an internal chemical spill, the following procedures may be activated: Evacuation

Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes

Special Needs Population

Relocation

Parent-Student Reunification

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

### B. Activating the EOP for an External Chemical Spill

The principal will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is external, the following steps will be taken by the school community:

#### 1. Incident Commander Actions

Issue stand-by instruction if school is in session.

Determine what procedures should be activated.

Consider a reverse evacuation to bring all persons inside the building.

Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.

Notify local law enforcement of intent to shelter in place.

Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.

Activate communications plan.

Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.

Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

Give the "all clear" signal after the threat has passed.

Determine whether school will be closed or remain open.

Document all actions taken.

## 2. Incident Management Team and Section Chiefs Actions

Review procedures with staff if needed.

Implement the internal and external communications plan.

Monitor radio and Internet for additional information and report any developments to the Incident Commander.

Disseminate information about the incident and follow up actions such as where the school has relocated and parent-student reunification procedures.

## Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes

Notify relocation centers and determine an alternate relocation center if necessary. Implement additional procedures as instructed by the Incident Commander.

Take appropriate action to safeguard school property.

Document all actions taken.

## 3. Staff Actions

Move students away from immediate vicinity of danger.

Implement the reverse evacuation procedure if students are outside; observe wind direction by observing flags or leaves and move students appropriately.

Execute shelter-in-place procedures when instructed by the Incident Management Team and/or Section Chiefs.

Remain with students throughout the shelter-in-place process.

Report any missing or injured students to the Incident Commander.

Remain in sheltered area until the "all clear" signal has been issued.

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

or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.

Document all actions taken.

### C. Activating the EOP for an Internal Chemical Spill

The principal will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is internal, the following steps will be taken by the school community:

#### 1. Person Discovering the Spill

Alert others in immediate area to leave the area.

Close windows and doors and restrict access to affected area. Notify principal/teacher/safety officer.

Do not eat or drink anything or apply cosmetics.

#### 2. Incident Commander Actions

Issue stand-by instruction to all staff and students.

Determine what procedures should be activated.

Activate the evacuation procedures using primary or alternate routes, avoiding

exposure to the chemical fumes.

Consider an all-school evacuation.

Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.

### Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes

Notify the local fire department and the Department of Public Health. Provide the following information:

School name and address, including nearest cross street(s).

Location of the spill and/or materials released; name of substance, if known.

Characteristics of spill (color, smell, visible gases).

Injuries, if any.

Notify local law enforcement of intent to evacuation.

Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.

Activate communications plan.

Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.

Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

Give the "all clear" signal after the threat has passed.

Determine whether school will be closed or remain open.

Document all actions taken.

### 3. Incident Management Team and Section Chiefs Actions

Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.

Review procedures with staff if needed.

Implement the internal and external communications plan.

Disseminate information about the incident and follow up actions such as where the school has relocated and parent-student reunification procedures.

Notify relocation centers and determine an alternate relocation center if necessary.

Implement additional procedures as instructed by the Incident Commander.

Take appropriate action to safeguard school property.

Document all actions taken.

#### 4. Staff Actions

Move students away from immediate vicinity of danger.

Report location and type (if known) of the hazardous material to Incident Commander.

Execute evacuation and relocation procedures when instructed by the Incident Management Team and/or Section Chiefs unless there is a natural or propane gas leak or odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the principal.

#### Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes.

If evacuation is implemented, direct all students to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process.

Upon arrival at evacuation site, take attendance. Notify Incident Commander or designee of any missing or injured students.

Remain with students throughout the evacuation and relocation process.

Report any missing or injured students to the Incident Commander.

Remain in sheltered area until the "all clear" signal has been issued.

Do not return to the building until emergency response personnel have

determined it is safe.

Render first aid as needed.

## HUMAN-CAUSED HAZARDS: INTRUDER I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto school grounds or in the school building.

## II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school grounds or in the school building.

## III. CORE FUNCTIONS

Ness City School will post signs at points of entry to the campus and buildings from streets and parking lots stating the following:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office of each building.

To prevent intruders on campus, Ness City School administrators will keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

In the event of an intruder, Ness City School will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and faculty/staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

### A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

Evacuation  
Reverse Evacuation Lockout

## Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes

Lockdown  
Parent-Student Reunification



## Recovery: Psychological Healing

### B. Activating the EOP

The principal will determine the need to activate the EOP and designate an Incident Commander to implement the procedures specified in this annex. The school Incident Commander will transfer command upon the arrival of a law enforcement Incident Commander who has authority to manage the incident.

#### 1. Incident Commander Actions

Issue stand-by instruction.

Determine what procedures should be activated depending on the location and nature of the intruder.

Consult with local law enforcement and emergency management agencies and monitor the situation.

If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.

Notify law enforcement and School Resource Officers to assist if necessary.

Provide a description and location of intruder.

Keep subject in view until police or law enforcement arrives.

Activate communications plan.

Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.

Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.

Be available to deal with the media and bystanders and keep site clear of visitors.

Activate the Crisis Response Team to implement recovery: psychological healing procedures.

Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.

Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.

Give the "all clear" signal after the threat has passed.  
Determine whether school will be closed or remain open.

Document all actions taken.

## 2. Staff Actions

Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.

### Ness City School Emergency Operations Plan Hazard- and Threat-Specific Annexes

Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.

Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass.

Remain inside rooms until the "all clear" instruction is announced