**Emergency Crisis Plan**

**Hardeman R-X School District**

**2019-2020**



**Purpose:**

This emergency plan has been developed to assist the Hardeman R-X School

District in protecting the health and safety of the children in its care should disaster or

emergency, be it natural or deliberate, affect the facility, operation or its community. The safety

of the children and staff is the primary goal of the Hardeman R-X School District.

**Safe School Atmosphere:**

Suggestions from staff members to make security more effective shall be encouraged at all

times. Those staff members with recommendations shall see their respective building principal.

Throughout the school day all of the following shall be followed:

-Students should not be in isolated areas of the building alone. (gym, classroom, etc.)

-Classroom doors shall remain in locked position throughout the school day and should be locked by the classroom teachers at the end of the day.

-Teachers will supervise their students at all times in classrooms, transitional times in the hallway and recess.

- Students are not allowed in the building before 7:20.

-After school the school office personnel and other staff members will provide supervision until the

busses leave.

-Substitutes will be familiarized with the emergency crisis plan as this is part of the teachers lesson plan information for the substitute in relation to class roster, instructions for taking attendance, etc.

In the event of a catastrophe the building will be closed to the public. All staff will refrain from

making statements to anyone other than authorized administrative personnel. Emergency

procedures will be implemented as described below.

**General Security:**

-All visitors will report to the appropriate office for entry into the building.

- A list of emergency contact numbers will be kept by classroom and office entrances. These are placed in an emergency supplies bag along with other items that would be useful in the event that a building evacuation is necessary. These contact numbers are also in an email file so that staff may access them from their phones in the event a catastrophe refrains staff from being able to obtain their emergency bag.

-All doors excluding main entry doors will be locked during school hours.

-School personnel are prohibited from giving their keys and key cards to non-school personnel.

-Staff will discourage students from making calls on cell phones during times of emergency.

**Building and Grounds Inspections:** The Principal will be responsible for thorough building inspections twice a year. As concerns arise plans will be made to address and rectify such matters. Inspection information will be shared with the Superintendent in order to create a plan to resolve the concern. The district shall survey and assess the exposure of friable asbestos in all buildings. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in

regulations of the Environment Protection Agency. School Insurance, Missouri United School Insurance Council also performs annual inspections on the interior and exterior grounds of the site and makes recommendations for improvements.

**Visitors:**

- All visitors must report to the appropriate office for entry into the building.

- Staff members will be notified by the office secretary of any visitor that pertains to

their classroom.

- Any visitor that has not been properly admitted will not be permitted to confer

with teacher/student until they have gained proper clearance through the office.

-All visitors wanting to observe in a classroom must notify the appropriate office

24 hours in advance.

**Staff and Student Preparation:**

It is important for all staff members and students to prepare for such disasters, be it natural or deliberate. Throughout the school year emergency drills will be conducted to train staff and students on the appropriate responses to situations of crisis. Staff and students will participate in drills (once each semester per emergency item):

- Fire Drill

- Tornado Drill

- Earthquake Drill

- Intruder Drill and Active Shooter Drill

**Parent Preparation**:

In the event of an evacuation parents will be notified via Remind Text Alert. A list of emergency contact numbers will be kept in an emergency supplies bag along with other items that would be useful in the event that a building evacuation is necessary. These contact numbers are also in an email file so that staff may access them from their phones in the event a catastrophe refrains staff from being able to obtain their emergency bag.

**Community Preparation:**

Building administrators will communicate with local emergency officials and law enforcement about the district’s emergency procedures for smooth operations of handling a situation of crisis.

**Emergency Supplies:**

Each classroom will hold emergency supplies within their classroom emergency bag. Such supplies shall include first aid supplies, rubber gloves, flashlight, child appropriate entertainment, and an updated classroom crisis plan and student roster. In the case of an evacuation the nurse will carry any medical devices that are relevant to the needs of students. ex: Epi Pen.)

**Student Emergencies:**

The policy of the school in case of an emergency is to handle the situation as expeditiously as possible. The administration and appropriate staff members will proceed as they deem necessary to attempt to reach the parent/guardian or designated contact by telephone.

**Extreme Student Medical Emergency:** An extreme student medical emergency exists when a student loses consciousness or exhibits other behaviors indicative of grave physical illness/injury at school, at or en route to or from school-sponsored events. In these circumstances, time is of the essence and parents/guardians will not be contacted until emergency personnel have been called. During this situation a staff member should handle the situation using the following procedures:

- Seek the school health aide immediately.

- Call 911

- Stay calm.

- Stay with the student(s) and attempt to keep the student comfortable and safe

- Contact an administrator

- Other faculty or staff on the scene should attempt to clear the area of students

and remain calm.

-Seek medical attention as deemed necessary.

 **Student Drug Overdose:**

- Seek school nurse immediately and contact emergency personnel.

- Send for school administrator

- Remain Calm.

- Attempt to identify drug taken. Relay any information about the drug to

 emergency personnel or hospital.

- If any drugs are found turn them over to the school administrator who will deliver

 them to emergency personnel.

**Eye Protection:**

- Eye protective devices designed to provide protection for the hazards involved

 and to meet standards specified by state law will be provided by the district.

- These devices may be issued to the students or provided at work stations for

 individual activities.

-When issued to students, principals are authorized to charge students for

 damage or failure to return any device issued.

-Instructional staff is responsible to see that safety devices are in place at all

 times.

**Defibrillator Location:**

-Main hallway next to playground entrance/exit.

**Accident Reports:**

- In order that proper measures are taken to avoid recurrence of accidents, written

 reports will be prepared on all accidents occurring on school premises or a

 school sponsored activity of the school district.

- Copies of all accident reports will be kept in the central office.

**Emergency Response Procedures:**

**Fire Alert: FIRE, FIRE, FIRE!!!**

1) Evacuate the building via diagram on the wall at exit doorway and get to secure distances from

 the building.

2) Contact authorities if possible.

3) Secure first aid bag that contains supplies, student contact information and stop/go sign, and take

 roll upon arrival at safe destination and hold up stop/go sign

**Tornado Alert: TORNADO, TORNADO, TORNADO!!!**

1) Go to appropriate location (room 203or boys and girls restroom located in office hallway- depending on grade level on capacity).

2) Secure your door upon departure.

3) Secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

**Earthquake Alert**: **I’M SURE YOU WILL KNOW AS SOON AS THE OFFICE DOES SO THERE MOST LIKELY WILL NOT BE AN OFFICE ALERT.**

Know What to Do When the Shaking BEGINS

1. DROP, COVER, AND HOLD ON! Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there’s no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

2. If ordered by Site Coordinator, evacuate and if possible secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

3. DO NOT return to building.

4. Keep a safe distance from any downed power lines, trees, and do not get under anything heavy.

5. Site Coordinator will issue further instructions.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

**Intruder Alert: OFFICE OR WHOEVER NOTICES THE INRUDER WILL DO AN ALL CALL TO LET EVERYONE KNOW WHAT THEY ARE WEARING AND WHERE THEY ARE HEADING AND/OR LOCATED**

1) Use your best judgment about fleeing and/or fighting. Do not underestimate the heinous capabilities of an intruder.

2) Notify authorities and office as soon as you are able.

3) If it is best for you and your students to remain in your classrooms, please lock and barricade the classroom/hallway doors. Have your students pick up any possible/potential projectile such as textbooks, tape dispensers, staplers, chairs, or anything that will cause the intruder to be off balanced while you and/or other students try your best to thwart them to the ground and take their weapon.

4) Students should remain out of vision, but not all in one area as this allows a greater potential for more deaths and/or injuries.

5) Evacuate the building by any means possible as you and or students are able. Breaking windows, doorways or anything is permissible.

6) We are approved to go to Karen and Steven Stewarts, Grandma Judys, The Country Store and the Vogl’s. Please take yourself and students to these locations if you can safely do so and/or in the event that harm is being inflicted or the event in which a situation has the potential to become dangerous.

7) If outside, go to above listed (neighboring house or gas station).

8) Get students quiet and help them to remain calm and not visible or audible to perpetrator.

9) Do not attempt to be a hero by going back to a dangerous scene.

10) ALWAYS REMEMBER TO MAKE DECISIONS FOR THE GREATER GOOD!

**BOMB THREAT:**

- Evacuate building until police arrive

- Building will be searched by police with assistance of district.

-All objects that seem out of place should be reported (boxes, cans, pipes,

 etc.)

- If a suspicious object is found, do not touch or handle it. Report the

 object to police immediately.

- Have fire extinguishers available.

**RELOCATION PROCEDURES:**

If exiting school site is in the best interest in any of the emergency situations, or other situations, the district does have a reunification destination ¼ mile to the west of the school on Highway D. Information regarding this is in the student handbooks. Staff and students practice getting to this location one time per year.

**INCLEMENT WEATHER / UNFORSEEN SITUATIONS PROCEDURES:**

**School Cancellations or Early Dismissals:**

There may be occasion when conditions or situations justify the closing of school. Administration will do its best to disseminate necessary information to faculty and district families.

- All staff personnel will be contacted directly via text alert.

- In the event that school would need to be cancelled or dismissed early due to inclement weather

 or other emergency situations announcements will be made to KMMO and text alert.

 **Late Start Days:**

There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time

announced. During delayed start school days:

- Breakfast will not be served, but school lunches will be served as usual.

- School will be dismissed at normal dismissal time.

- Any announcement will be made as far in advance as possible allowing parents the opportunity

 to make arrangements for their children. Any student the school is informed of being

 unsupervised at home will have his or her parents/guardians notified.