

Waitsfield Elementary School:
School Safety Plan/Crisis Response Procedures

SCHOOL CRISIS RESPONSE PROCEDURES

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CRISIS COMMANDS SUMMARY:

Clear the halls: Announcement made over the intercom. Students/staff move to classrooms; stay out of halls until further notice. Education can continue.

Fire Drill/Evacuation: Fire alarm sounds. Leave immediately through closest exterior door; proceed to back of school. Close door; leave lights on.

Secure the Building: School bell rings twice (may be accompanied by announcement). Lock classroom door, move to secure spot in classroom. Close window shades. Remain quiet until principal or law enforcement comes to classroom.

Secure the Perimeter: The school bell rings once (may be accompanied by announcement). Lock exterior doors. Remain inside building until principal or designee confirms the directive is lifted.

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General Information

It is the policy (E7-R: School Crisis Prevention & Response) of our school to maintain a safe, orderly, civil and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately.

1. Line of Authority: The principal of the Waitsfield Elementary School is designated as the person in charge of administering these procedures. If the principal is out of the building, his/her designee will assume responsibility. When “principal” appears in this document, it refers to the principal or his/her designee.
2. Coordination and communication of school and public safety agencies: The principal shall establish and maintain on-going communication and coordination among school staff and public safety authorities for the purpose of planning for, training for, and responding to any threat of safety to students and/or staff.
3. School Crisis Response Team: The school crisis response team is made up of individuals within the staff including the principal, nurse, guidance counselor, custodian, secretary and selected teacher. This committee will review the response plan at least annually and meet, as needed, around individual incidents. The plan will be reviewed by and shared with local police and fire officials.
4. Training: The principal will assure that all staff whose regular duties including answering incoming telephone calls, operating or shutting down air-handlers, managing the security system, etc. are trained in the protocol to be used during emergency procedures (e.g. community contamination, bomb threats). Procedures will be practiced regularly during the school year and a log kept of evacuations/crisis procedure practices.
5. Substitute teachers will be provided with a copy of and orientation around these crisis response procedures.
6. Notification: The superintendent will be notified of all emergency procedures. School board members will be notified of details, whenever possible, within 24 hours.

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Bomb Threat

In the event of a bomb threat at the school:

1. The secretary will have a copy of the phone protocol (“bomb threat card”) by the phone for easy access and will ask the recommended questions.
2. Upon receipt of a bomb threat, the principal will be immediately notified. Once notified, the principal will evaluate the situation and, if so assessed, announce that there will be a “**Type B**” evacuation of the building. This announcement is intended to let teachers know that the reason for the evacuation relates to a bomb threat.
3. The secretary will call the police and fire department and notify them that a bomb threat has been received at the school.
4. Staff shall conduct a visual scan/search of their room as they prepare the class for evacuation. If any items are seen that are out of place or unusual, notify the principal once evacuation procedures are completed.
5. Once classes are outside and teachers have accounted for all students, the principal directs all to proceed to the fire house, unless another location is indicated.
6. Once the principal is assured that all children and staff are safely out of the building, he/she (in consultation with police and fire personnel, if time and circumstances permit) will:
 - a. evaluate the credibility of the threat;
 - b. decide whether to direct a search of the building
7. Utilities: The principal shall determine if fuel and electricity need to be shut off (decision to be made in consultation with public safety personnel on the scene, if possible, and the school custodian).
8. Traffic: To the maximum extent possible, all traffic into and out of the school grounds should cease (except for emergency vehicles).
9. Search procedures:
 - a. the principal, in consultation with local authorities, will decide if the search should be overt or covert or utilize a special team;
 - b. students will not be allowed to participate in the search under any circumstances;
10. The principal shall decide, in conjunction with local authorities, if students shall be dismissed from the alternate location using emergency evacuation procedures or if they shall return to the building.

EVENT FOLLOW-UP

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1. Investigation: All school personnel shall cooperate with law enforcement personnel involved in investigating a bomb threat. School personnel shall not conduct an independent investigation, but rather one in conjunction with law enforcement.
2. Discipline: Any student involved in making a bomb threat, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school, up to and including expulsion. The Waitsfield School District reserves the right to bring suit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.
3. Counseling: The principal, in consultation with the appropriate guidance and other personnel, shall assess the impact of the bomb threat on students who come to his or her attention, and will determine if and what type of counseling would be appropriate.
4. Response Evaluation: As soon as possible and in no more than one week following the conclusion of the school's response to a bomb threat, the principal shall convene the crisis response team and/or local emergency management personnel that responded to the event to evaluate how the school responded to the incident and whether any changes to the provision of this procedure are recommended as a result.
5. Notification of parents: In the event of a bomb threat evacuation, the principal will draft a letter to be sent home to families that day detailing the events and school response to those events.
6. Media: Any staff approached by the media regarding a bomb threat will refer them to the principal. The administration will provide a formal statement regarding the status of the threat. No discussion of an event in progress will be discussed with the media.

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Building Evacuation (On-site) / Fire & Other in-building emergencies

Evacuation means that all students, staff and visitors exit the building and move to designated safe areas at least 50' away from the school.

Preparation Measures:

- The evacuation route shall be posted in each classroom.

Evacuation procedures:

1. The fire alarm system will sound or, if the emergency is something other than an automatic fire alarm, the principal or designee will give the directive to evacuate the building.
2. Upon the sounding of a fire alarm or evacuation command, staff close all windows and doors as the children line up for immediate evacuation. Lights should be left on.
3. Teachers take current attendance list with them.
4. Children will silently follow their teacher along the prescribed evacuation route (out the nearest exit door) to the playing field area to the south of the building, lining up by classroom and away from the building.
5. Role call will be completed by classroom teachers and the secretary will check with each classroom teacher to assure that all children are out of the building. Classroom teachers shall assure that all students in their classroom are accounted for. If students are in another class, the classroom teacher should join the class. Once a full role call has been completed, the secretary will contact the school principal via walkie-talkies to confirm.
6. Unless the situation is too dangerous, the principal and custodian shall conduct a check of all rooms in the building to insure no children are left within the building.
7. In inclement weather or, if necessary to insure child safety, and after role call has been completed, the principal may direct staff and students to the firehouse. The secretary shall contact the relocation site.
8. The principal will be responsible for coordinating activities with emergency personnel during a fire/ evacuation emergency.
9. If students do not return to the building before dismissal, off-site evacuation dismissal procedures will be followed.

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Building Evacuation (Off-site)

The immediate off-site evacuation destination is the Waitsfield Fire House. Alternate site is the Fayston Elementary School.

If the principal determines that an evacuation to an off-site location is necessary, the following procedures will be implemented:

1. The secretary will contact the evacuation relocation site and the bus company (if going to the Fayston Elementary School).
2. Once all students are evacuated from the building and the principal has given the directive, students will either walk to the fire station or board the buses.
3. If boarding busses/traveling to Fayston Elementary School:

PreK, K, 1st, 2nd & will board -Bus #1

3rd, 4th, 5th & 6th graders will board -Bus #2

Upon arrival at Fayston Elementary School, classes should report to the school gym.

4. The principal, in consultation with Public Safety Officials, shall determine if students will be released early, will be dismissed from alternate location, or shall return to the school building for dismissal.

Regular dismissal, alternate location:

If dismissal from alternate location, but at regular time, is to occur, bussing will be provided and families will be notified of alternate location.

- A. Families will be contacted. The secretary will oversee notification of all families, assisted by available staff.
 - a. Class lists, including all family contact numbers and emergency contact numbers, will be prepared.
 - b. The automated notification system will be implemented by the school secretary and the principal, notifying families. Families will be notified to contact the provided phone number IF plans are different from usual after school routine.
 - c. If possible, calls will be forwarded from the school to the alternate location.
 - d. Regular bus transportation will continue to be available.
 - e. Notes will be provided to all students, with a record kept by the school secretary, of all changes in afterschool plans.
 - f. Staff will remain with their students until the last child has departed. The secretary will coordinate calls for any students not picked up at the usual time.

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Clear the Halls

This direction will be used in the event that we need to clear the hallways (for a student illness in the hall, for example).

Students and staff go to the closest room supervised by an adult. Close the doors and wait for further notice. Education may continue in the room.

The principal or designee will make an announcement to all classrooms to “clear the halls.” All students and staff should move to their classrooms, or the closest adult supervised room. Alternately, student and staff may be directed to go to an area indicated by the principal. (If students or staff are to go to an area other than the classrooms, location would be announced, “For example, “go to gym.”
Remain in “Clear the halls” mode until the principal or designee gives the “all clear” command.

Early Dismissal

Early dismissal

- A. Families will be contacted. The secretary will oversee notification of all families, assisted by available staff.
 - a. Class lists, including all family contact numbers and emergency contact numbers, will be prepared.
 - b. The automated system will be implemented by the school secretary and the principal, notifying families. Families will be notified to contact the provided phone number IF plans are different from usual after school routine.
 - c. Regular bus transportation will continue to be available.
 - d. Notes will be provided to all students, with a record kept by the school secretary, of all changes in afterschool plans.
 - e. Staff will remain with their students until the last child has departed. The secretary will coordinate calls for any students not picked up at the usual time.

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Hazardous Materials

In the event of an emergency within the community involving hazardous materials that threatens safety at school (e.g. toxic fumes, toxic spill, etc.) the following procedures are to be followed.

1. When a call is received indicating that there is a threatening situation, the school secretary will:
 - notify the principal or his/her designee
 - notify police and fire department
 - notify the head custodian

2. Based on the hazard, the principal will make the decision to either CLEAR THE HALLS or EVACUATE THE BUILDING. The directions for those commands should be followed. Additionally,
 - Custodians shut down all air handlers and immediately notify the principal that the air handlers are off.

Secure The Building

Secure the Building procedures will be used when an emergency situations exists somewhere in the school or in the immediate area outside the school, where the presence of students and staff would put them in danger.

- **The principal or designee rings the school bell twice in a row and/or makes an announcement to “Secure the building.” All students and staff move to their classrooms, or the closest adult supervised room. Alternately, student and staff may be directed to go to an area indicated by the principal. (If students or staff are to go to an area other than the classrooms, location would be announced, “For example, “Secure the building: go to the gym.”**
- **All hallway and exterior doors are to be locked and window shades closed.** However, no doors should be barricaded or locked in a manner that would prevent rapid evacuation. Staff in classrooms shall lock doors; Lead custodian and librarian will verify that all doors are locked. Bathrooms will be checked by lead custodian and librarian.

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- Students are directed to sit quietly in the designated area of the classroom (away from windows and doors).
- The Secretary (or designee, school nurse) will move to the nurse's office, which will serve as the phone call center during the secure the building mode.
- The Secretary will call 911 (if emergency notification has not already been made).
- The Secretary will notify the Superintendent.
- The Principal will monitor the hazard.
- Under the direction of the Principal, designated staff members should remain near exterior doors to allow entry by law enforcement officers. The north entry doorway, by music classroom, serves as designated entry door unless that area is not safe.
- **Staff and students remain quiet in secured area of the building, away from windows and doors, and with all lights turned off.**
- **Remain in "Secure the School" mode until the Principal or law enforcement officer comes to each classroom space to confirm that the secure the school directive is lifted.**

Once the threat has been eliminated:

1. The administration or law enforcement will announce that Secure the Building is over by visiting each room directly.
2. School staff will meet with each classroom to explain the incident in a way that is non-threatening and age appropriate.
3. A letter will go home detailing the event to families, including information that may be helpful as they engage in family conversations about the event.
4. Any staff approached by the media regarding the event will refer them to the principal. The administration will provide a formal statement regarding the status of the threat. No discussion of an event in progress will be discussed with the media.
5. The administration will review the implementation of the procedure and file a complete report with the superintendent.

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Secure The Perimeter

Secure the Perimeter procedures will be used when an emergency situation, or the potential for an emergency situation, exists in the area outside the school, and where the presence of students and staff would put them in danger.

- **The principal or designee rings the school bell ONCE and/or announces “Secure the Perimeter”.**
- **All exterior doors are to be locked/closed.** However, no doors should be barricaded or locked in a manner that would prevent rapid evacuation. Staff in classrooms shall confirm that exterior doors are closed & locked; Lead custodian and librarian will verify that all doors are locked and that there is no one on the playground/exterior of the school.
- The secretary will notify the superintendent.
- The principal will monitor the hazard and contact the police, if it is determined that such a response is merited.
- Under the direction of the principal, designated staff members should remain near exterior doors to allow entry by law enforcement officers. The north entry doorway, by music classroom, serves as designated entry door unless that area is not safe.
- **Remain in “Secure the Perimeter” mode until the Principal or law enforcement officer indicates that the directive is lifted.**

Once the threat has been eliminated:

6. The administration or law enforcement will announce that Secure the Perimeter is over by visiting each room directly.
7. School staff will meet with each classroom to explain the incident in a way that is non-threatening and age appropriate, if students have questions.
8. Any staff approached by the media regarding the event will refer them to the principal. The administration will provide a formal statement regarding the status of the threat. No discussion of an event in progress will be discussed with the media.
9. The administration will review the implementation of the procedure and file a report with the superintendent.

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Serious Injury/Illness

The first person upon the scene shall complete the following steps:

- I. Depending upon the severity of the situation, call 911.
2. Contact the school secretary (or ask another adult to do so if unable to step away from patient) to inform the school nurse and alert the principal.
3. Administer first aid to level of training until the school nurse or other more qualified individuals arrive on scene.
4. The **School nurse** or designee shall coordinate first aid until emergency medical services arrive.
5. The Principal, or designee, after ascertaining that immediate medical needs are addressed, will coordinate management of other students to support safety of patient and minimize interaction between patient and others (Clear the Halls may be administered to keep location secure).
6. The principal or designee will contact the patients' parents or emergency contacts.
7. The school secretary shall serve as the liaison guiding emergency medical services to the patient.
8. The Principal shall follow-up to insure incident report is completed and steps are taken to address any issues identified.