



Emergency Procedures Guide

How to Use This Guide

A copy of this guide will be placed in every classroom, gym, cafeteria, office and other noticeable places and on each school/district site. Guide outlines recommended procedures for responding to emergencies. Since the information is general, each school should tailor procedures to fit its own environment and capabilities. For the most effective response, present guide to staff during training and review procedures at the beginning of each school year and orient new personnel/substitutes as assigned. Initial school year fire, tornadoes, and A.L.I.C.E. drills will be practiced in the first two weeks of the school year.

This guide is intended as a reference for students, parents and staff and should not replace sound judgement and common sense.

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Extensions

Building Secretary -----

Building Principal -----

Building Nurse -----

Building Counselor -----

Fire Evacuation and Drills

Procedure for Building Evacuation:

Signal: Fire Alarm will sound

1. Students will proceed to the designated exit and “Safe Area”. Teachers will close doors, turn out the lights and take their roll book or class list. Do not lock classroom doors.
2. Students are to remain quiet and should not stop for lockers, fountains or to use the lavatory.
3. Upon reaching the designated “Safe Area” Teachers will take roll and notify the Principal immediately if anyone is not accounted for.
4. Principal notifies students and staff of termination of emergency. Resume normal operations.
5. School Messenger will notify parents via email, text and voice message phone call of the incident and again when the “All Clear” is issued.

Please check your room and hallway to ensure:

Signs are in place marking the nearest Exit

Students in this classroom # _____ Exit the building through the door
closest to _____.

SEVERE WEATHER EMERGENCY

WARNING SIGNS:

1. Severe Thunderstorms
2. Roaring Noise
3. Thunder, lighting, heavy rain, hail, dark-clouded skies, funnel from clouds

Severe Weather Related Actions:

SEVERE WEATHER WATCH

Signal: Teachers will be notified.

It Means: There is a chance of dangerous weather with damaging winds. Be on the lookout for the warning signs listed above and be prepared to move quickly to safety if the warning signal is given. Bring all persons inside building.

SEVERE WEATHER WARNING

Signal: Will be provided by school office.

It Means: A severe weather event is possible.

SEVERE WEATHER CLASSROOM EVACUATION PROCEDURES

1. Move silently to your classroom's designated location.
2. Turn to face the wall, kneel down, crouch forward and cover your head.



3. Remain silent until you are given further instructions or the "ALL CLEAR" is announced over the PA.
4. School Messenger will notify parents via email, text and voice message phone call of the incident and again when the "All Clear" is issued.

Crisis Response

Serious Injury

1. Assess situation, call 911 as needed.
2. Notify CPR/first aid certified persons in school building of medical emergencies.
3. If possible, isolate affected student/staff member.
4. Notify Principal.
5. Principal notifies Superintendent or designee.
6. Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
7. Principal notifies parent(s) or guardian(s) of affected student.
8. Direct witness(es) to school counselor. Contact parents if students are sent to counselor.
9. Determine method of notifying students, staff and parents.
10. Refer media to Superintendent Office.

Outside of school incident

1. Activate school crisis team.
2. Notify staff before normal operating hours.
3. Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
4. Refer media to Superintendent's Office.

Post-crisis intervention

1. Meet with school counseling staff and Superintendent to determine level of intervention for staff and students.
2. Designate rooms as private counseling areas.
3. Escort affected student's siblings and close friends and other "highly stressed" students to counselors.
4. Assess stress level of staff. Recommend counseling.
5. Follow-up with students and staff who received counseling.
6. Allow for changes in normal routines or test schedules to address injury or death.

CPI (Crisis Prevention Intervention)

Student in Crisis in your classroom

1. Contact CPI team/office.
2. CPI Team enter room and support de-escalation.
3. Lead class to a safe area if needed and resume classroom instruction.

Student in Crisis outside your classroom

1. Close classroom doors and continue teaching.

LOCKOUT

LOCKOUT is a procedure used which allows the school to continue with the normal school day but curtails outside activity. **LOCKOUT** eliminates unauthorized personnel from entering the building. This procedure is most commonly used when an incident is occurring outside the school building, on or off school property.

Signal: LOCKOUT

1. The building principal or designated school leader will authorize to initiate a **LOCKOUT**. **MARION Police Department (MPD) (911 or 319-377-1511)** and **Marion Fire Department (MFD) (319-377-8237)** will be immediately notified by the individual initiating the **LOCKOUT** event. Intercom announcement will be made that **LOCKOUT** has been implemented.
2. Students/Staff who are outside immediately return to the school building.
 - After initial re-entry, students should remain in the school, attendance will be resubmitted and no one will enter or exit the building until “All Clear” is signaled.
 - Attendance report to office.
3. Administrators/custodians lock and secure all exterior doors and entrances.
4. All windows are shut and locked-blinds closed.
5. Classes operate as normal.
6. The use of cell phones by students or staff, or police is authorized in the effort to establish two-way communications with the building’s or district’s front office (319-377-4691 x1101).
7. School Messenger will notify parents via email, text and voice message phone call of the incident and again when the “All Clear” is issued.
8. The building principals or director will issue the “All Clear” via intercom. Custodians will unlock doors secured on **LOCKOUT** order. Normally locked doors will remain locked.

LOCKDOWN

LOCKDOWN is a procedure to protect the children and adults in the building from a potential emergency. Once a **LOCKDOWN** is ordered and re-entry is complete, no one leaves or enters the building. Police and emergency personnel have keys to the buildings.

Signal: LOCKDOWN

1. The building principal or designated school leader will authorize to initiate a **LOCKDOWN**. **MARION Police Department (MPD) (911 or 319-377-1511) and Marion Fire Department (MFD) (319-377-8237)** will be immediately notified by the individual initiating the **LOCKDOWN** event. Intercom announcement that **LOCKDOWN** has been implemented.
2. Students/Staff who are outside immediately return to the school building.
 - After initial re-entry, students should remain in classrooms, attendance will be resubmitted and no one will enter or exit the building until “ALL CLEAR” is signaled.
3. Administrators/custodians lock and secure all exterior doors and entrances.
4. Doors to classrooms are closed and locked. All windows are shut and locked- blinds closed.
 - Students are moved to the safest part of the room, away from windows and doors, to the interior walls.
 - Everyone moves away from windows and out of the line of vision from the door.
 - Window shades are pulled down.
 - Any window in doors are covered (to prevent an intruder from seeing into the room).
 - Classroom lights are turned off.
5. School Messenger will notify parents via email, text and voice message phone call of the incident and again when the “All Clear” is issued.
6. The building principal or director will issue the “All Clear” via intercom. Custodians will unlock doors secured on LOCKOUT order. Normally locked doors will remain locked.

Serious Risk to Life or Health

This procedure is used when there is an immediate and imminent threat to any and all MISD Facilities. When any facility is at risk, all other MISD Facilities will engage in Lockdown activities with A.L.I.C.E. guidelines provided below.

A.L.I.C.E. implementation will be initiated via an intercom announcement

A- Alert- notify local law enforcement ASAP as safety permits.

L-lockdown- not simply an end all answer but a way to buy time if need be- if you decide to stay in the room, barricade, prepare to fight.

I-Inform- let staff/students/civilians know about the crisis and what to do.

C-Counter- what you can do to your attacker- scissors, coffee, chair, pencil, books, book bags, anything one can grab, lift, strike with or throw. Involve students, as you deem appropriate. Their safety is our concern.

E- Evacuate- probably the simplest and safest thing to do if possible-
GET UP, GET OUT, AND GET GONE.

This procedure is used as an alternative to total **LOCKDOWN** in that there is an intruder in the building. The plan will develop as the situation escalates, Decisions (by you) will need to be made on how best to evacuate the building and who should leave the building. Each individual will be required to use their best judgement and decision making skills to keep their students and themselves as safe as possible. As chaotic as it will be, please keep in mind we are trying to create chaos for the intruder as well. Once you are outside attempt to direct students to the safest option; that will be a decision by you. Remember, stationary students are easy victims, keep moving if this seems to be the best option.

Office personnel may not be able to announce A.L.I.C.E. You will need to use your judgement if no command has been given

NOTES:

- **Security Procedures used during normal school day operations include manually keyed, locked doors as follows:**
 - VMS/FMI/Longfellow/Starry: **ALL exterior doors are closed and locked.**
 - Marion HS/Marion HSAP: **Front Office doors are open, all other exterior doors are closed and locked.**
- **Building Maps identifying exterior door numbers will be prepared and coordinated with the Marion Police and Fire Departments.**

Emergency keys issued with maps. Maintenance will be responsible to update annually.

Nuclear Emergency Evacuation Plan

1. If you are outdoors- return to your building classroom.
2. If you are indoors- secure all windows and doors.
3. Do a roll call on your rostered students.
4. Wait for the office to instruct you to your evacuation point where you will load buses.
5. Office personnel collect student demographic information for students.
6. Nurses collect all needed medication.
7. Evacuation location for Marion Independent School District is Mount Vernon Middle School, Mt. Vernon, Iowa.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on this sheet.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact your principal or central office immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- * Call your building supervisor or central office.
- * Do not delete the message.

Signs of a suspicious package:

- *No Return address
- * poorly handwritten
- *Excessive postage
- * Misspelled words
- *Stains
- * Incorrect titles
- *Strange Odor
- * Foreign postage
- *Strange Sounds
- * Restrictive Notes
- * Unexpected delivery

DO NOT:

- * Use two-way radios or Cellular phone; radio signals have the potential to detonate a bomb.
- * Evacuate the building until police arrive and evaluate the threat.
- * Activate the fire alarm.
- * Touch or move a suspicious package

WHO TO CONTACT

PRINCIPAL/DIRECTOR OFFICE _____
CENTRAL OFFICE (319) 377-4691 X 1101

BOMB THREAT CHECKLIST

Date:_____ Time_____

Time Caller hung up _____

Number where Call Received: _____

ASK CALLER

1. Where is the bomb located?
(Building, Floor, Room etc.)

2. When will it go off?

3. What does it look like?

4. What kind of bomb is it?

5. What will make it explode?

6. Did you place the bomb? ___ Yes ___ No

7. Why?_____

8. What is your name?_____

Exact Words of Threat:

Information about Caller:

* Where is the caller located? (background and level of noise _____)

* Estimate Age _____

* Is the voice Familiar? If so, who does it sound like?_____

* Female _____ * Male _____

* Laughter _____ * Lisp _____

* Loud _____ *Nasal _____

*Normal _____

* Other background noises or points of interest _____



Marion ISD Emergency Procedures

Radiological Event

- *Remain inside Building
- *Close all exterior doors and windows
- *Turn off ventilation leading outdoors
- *Follow directions given by emergency personnel
- *If relocated- take roll before leaving and after arriving relocation center

Intruder

- *Notify principal or designee
- Ask another staff to accompany you before approaching intruder
- *Greet intruder and identify yourself
- *Ask intruder of purpose of visit
- *Request intruder to sign-in at office or accompany intruder to exit
- *Take direction from Police/Officials

Suspicious Object

- *Do not touch or disturb object**
- *Notify Principal**
- *Call 911**
- *Be prepared to evacuate (follow evacuation protocol)**

Tornado/Severe Weather

- *Close windows, blinds and doors
- *Move to designated area (come inside if at recess)
- *Teachers take roll at safe area
- *Sit in tuck position on floor
- *Remain in safe area until all clear signal
- *Follow directions given by officials

Shooting/Assault

- *Call 911- leave line open so dispatcher can hear what is happening.
- *Exit Building if safe to do so
- *If unsafe to leave:
 - *Barricade door
 - *Turn off lights
 - *Silence phones
- *Make sure no one is visible from outside the room
- *Follow directions given by officials

Fire

- *Pull Fire Alarm and call 911
- *Evacuate to designated area.
- *Teachers take roll at safe area
- *No one re-enters the building until declared safe by officials

Bomb Threat

- *Do not use cell phones
- *Do not touch or move anything
- *Do not turn off lights
- *Follow directions from emergency personnel
- *Evacuate building as directed
- *Do not return to the building unless advised by officials
- *Take roll at safe area