

**RUSSELL BYERS ACADEMY
CHARTER SCHOOL**

**SCHOOL SAFETY/
CRISIS MANAGEMENT
PLAN**

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School Information: Russell Byers Academy Charter School
1911 Arch Street
Philadelphia, PA 19103

In-School Command Post: Main Office

Off-Site Rendezvous: Byers School Foundation

CRISIS RESPONSE TEAM

The following school-based team members will be quickly mobilized whenever a serious threat to health and/or safety emerges. Team members will periodically review and revise the School Safety Plan and will facilitate training workshops to prepare all staff members for action in the event of a serious emergency.

CRISIS RESPONSE TEAM CHAIN OF COMMAND

1. Principal
2. Dean of Students
3. Director of Security
4. Director of Operations
5. Receptionist

SAFETY PLAN EMERGENCY HANDBOOK

This Safety Plan/Emergency Handbook is designed to provide staff with a "best practice" response to any number of potential crises. It will help you to make the best decisions and take the most important steps for safety and security until administration, emergency staff and/or local authorities arrive. Please keep your copy in an accessible location. More importantly, please review it in its entirety and familiarize yourself with the procedures to be followed in each of the scenarios.

RUSSELL BYERS ACADEMY CHARTER SCHOOL SAFETY COMMITTEE

Principal	Parents
Dean of Students	Director of Operations
School Nurse	Teachers
School Security Officer	Special Education Supervisor

STRATEGIES

Depending on the specific nature of the crisis, specialists within the school community and outside the building can be utilized. The safety team is operational and prepared to make the necessary and appropriate contacts. Our key personnel carry cell phones making instant communication possible. In case of an emergency, teachers should use the telephones in their classrooms to contact the main office. Communication is made instantly to grade group leaders. Depending on the specific nature of the emergency, additional personnel are mobilized and the appropriate intervention is made.

EMERGENCY CLOSING - PLAN OF ACTION

For immediate response to a crisis situation, the following plan is in effect:

1. The Principal makes all decisions at the school site.
2. The, location of the School Safety Plan is posted in the Main Office and in the Principal’s Office. Additionally, each staff member has a copy in his or her school handbook.
3. The Principal will make the decision on school closing time. After the decision is made, the C.E.O will inform the staff, student body and Board of Trustees of the decision. These steps will be taken:

The following services will be notified:

Yellow Transportation Services215-416-5464, 856-207-6163
SEPTA.....215-580-7800

Police District (9th District).....215-686-3090

- Announce closing to staff and students. Advise teachers to continue supervising students until notified to dismiss.
- After the official closing time, the Safety Team will continue to supervise the bused children awaiting transportation.
- If the school building has to be evacuated, the above procedures are to be followed where possible.
- The student rendezvous location would be the Fire Drill Safety Location

RUSSELL BYERS ACADEMY CHARTER CRISIS INTERVENTION TEAM

Principal
Curriculum Director
Director of Operations
Special Education Coordinator
Dean of Students
Nurse
Lead Teachers
Security
Office Staff

REGIONAL CRISIS INTERVENTION TEAM

NON-SCHOOL CRISIS INTERVENTION RESOURCES

Police Department – 911 (for Emergency situation)

9th Police District: 215-686-3090
 401 N. 21st Street

Fire Department - 911

Area Hospital

Hahnemann Hospital Campus: 215-762-7000
230 N Broad St, Philadelphia, PA 19102

Mental Health Facilities

Einstein Crisis Response Center (CRC) treats mental health emergencies with psychiatric coverage 24-hours a day, seven days a week. 215-951-8300

Germantown Community Health Services, One Penn Boulevard, Philadelphia, PA 19144
1-800-220-4357

NEIGHBORHOOD COMMUNITY SUPPORT

- Philadelphia Anti-Drug/Anti-Violence Network
1207 Chestnut Street
Hotline: 215-851-1900
215-686-2121
- Philadelphia Commission on Human Relations
215-686-4670
215-686-4692
- Civil Affairs Conflict Prevention and Resolution Unit
215-686-3685

THE CRISIS/SAFETY TEAM

The Crisis/Safety Team is a school-based team designed to mobilize if a student, teacher, or community is faced with a death, suicide, sudden trauma, or the like. Specific steps and guidelines for action should be outlined in the Main Office. The team's use is designed to be proactive and to immediately address the needs of the school and community. The Head of School/Principal should be the first contact made to activate this intervention team. CORA Services, the school psychologist, and school counselor will provide clinically needed services.

EMERGENCY SITUATION GUIDE Appropriately respond to each situation

CODES

Code BLACK means lockdown building.

Code RED (or Fire Alarm) means evacuate building.

In common areas follow established building guidelines based on code. (Secure doors; take roll; implement evacuation procedures, etc.)

911

1. For most 911 situations, notify administration and/or main office, state nature of emergency, and request that 911 be called.
2. Pull fire alarm for fires and observed hostage situation (DO NOT use the fire alarm or cell phone for gas leaks or bomb threats.)

Nurse First

1. Call the nurse for hazardous materials, rape, death on campus, poisoning/drug OD/severe allergic reaction.
2. Call the main office if the nurse is not available.

- The "**All Clear**" signal **MUST** come from a building administrator or a member of the Crisis Response Team.
- Accounting for every student is of prime importance -**TAKE ROLL**.
- If exiting the building take roll book with you.
- Remember to share with your colleagues the responsibility for acting appropriately, quickly, and safely; seek assistance as soon as possible.

Once your initial response has been made, follow the guidelines in this manual.

COMPLIANCE WITH ACT 26 OF 1995

The School is committed to complying with the Safe Schools Act (Act 26 of 1995 and Act 30 of 1997). Specifically, RBACS will:

- Prohibit possession of weapons and requires expulsion
- Define weapon, school property, and school entity
- Establish the Office of Safe Schools within the Department of Education and lists its powers and duties
- Set forth reporting requirements for incidents of violence and weapons possession
- Require a sworn statement prior to admission to any school entity
- Provide for the transfer, maintenance and availability of records

ACCIDENT:

1. Attend to any medical needs if there are injuries or complaints of pain. Call the main office so that the nurse or 911 may be called if appropriate.
2. C.E.O /Principal/Operations Director/Designee will contact appropriate agency that would be needed.
3. Contact parents with update and actions being taken. Also indicate any meetings or pickup times at the school.
4. C.E.O /Principal will handle the media if needed.
5. C.E.O /Principal will notify Board President.
6. C.E.O /Principal will notify staff.

ASSAULT ON STUDENT OR STAFF:

1. Notify C.E.O /Principal/School Safety Officer.
2. Contact school nurse if any medical treatment is needed. **REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING GLOVES.**
3. C.E.O /Principal/School Safety Officer will assign a staff member to get the names of suspect(s) and any witness(es).
4. C.E.O /Principal/School Safety Officer will assign a staff member to locate suspect and isolate if this can be done in a safe and non-confrontational manner. Victim and any witnesses are to be separated for possible taking of statements by police.
5. C.E.O /Principal/School Safety Officer will decide if the police should be contacted and asked to respond. **REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE.**
6. Victim and suspect statements should be taken separately.
7. C.E.O /Principal/School Safety Officer is to make sure a written account of the incident is completed.
8. C.E.O /Principal will notify Board President.
9. C.E.O /Principal will notify staff as necessary.

CONFRONTATIONAL PERSON:

1. Don't argue. Use non-aggressive body language.
2. Remain on a professional level.
3. Offer to help the situation.
4. Request to continue the conversation in an appropriate location away from students.
5. Show Interest and be a good listener.
6. Attempt to defuse the situation.
7. C.E.O /Principal/School Safety Officer will complete incident report.

IF THE SITUATION DOESN'T CALM DOWN

1. Notify the C.E.O /Principal/School Safety Officer.
2. Call for additional appropriate staff, if necessary.
3. C.E.O /Principal/School Safety Officer will notify police, if necessary.

DEATH ON CAMPUS:

1. Secure area with as little disturbance as possible. (Limit access until police arrive.)
2. Contact school nurse/trained first aid personnel.
3. Contact C.E.O /Principal/School Safety Officer.
4. C.E.O /Principal will call 911 for both ambulance and police.
5. C.E.O /Principal will call for a lockdown of the building and hold classes.
6. Separate all witnesses until police arrive. (To the extent possible, witnesses should not speak with each other or anyone else.)
7. C.E.O /Principal/School Safety Officer will assign staff members to document any statements made by witnesses. Do not conduct interviews with witnesses.
8. C.E.O /Principal/School Safety Officer will contact parents at appropriate time if given permission by law enforcement.

9. Complete Incident Report as soon as possible.
10. C.E.O /Principal will be responsible for meeting with the media.
11. C.E.O /Principal will notify Board President.
12. C.E.O /Principal will notify staff as necessary. C.E.O Principal/School Safety Officer will complete incident report.

DRUG OVERDOSE/POISONING/ALLERGIC REACTION:

- 1 . Notify school nurse or contact the Main Office.
2. Nurse or C.E.O /Principal asks designated person to:
 - a. Check school medical file
 - b. Contact 911 (if appropriate)
 - c. Call Poison Control **1-800-222-1222** if substance is known or potentially poisonous.
3. Contact C.E.O /Principal/School Safety Officer if not previously notified.
4. C.E.O /Principal/School Safety Officer will contact parents.
 - a. Advise of situation
 - b. Advise of steps being taken
5. C.E.O /Principal will notify Board President.
6. C.E.O /Principal will notify staff as necessary.

FIELD TRIP – INCIDENT:

Be Prepared - Make sure the trip coordinator and the school have the following:

- Student list by assigned vehicle.
- Supervision List by assigned vehicle.
- Chaperone List by assigned vehicle.
- Map and Itinerary of intended route.
- List of medical needs, conditions, and parent contact phone number (Parent /Medical Permission Slips need to given Administrator, Nurse, or Trip Coordinator).
- Name of driver and telephone number.
- List of any important phone numbers significant to the trip, including C.E.O /Principal/Designee home phones and students' home numbers.

**Trip Coordinator should carry or have access to a cellular phone.

**Trip Coordinator is in charge of handling any emergency that occurs on a school sponsored trip. Included in this responsibility is to notify the school as soon as possible.

**If the trip is outside of school hours the coordinator is responsible for staying at school until the last student is picked up.

**Trip coordinator/teacher is to notify the school immediately if any problems arise

HOSTAGE SITUATION (Observed)

Remember: Time is your ally.

1. **Don't attempt to intervene.** Call C.E.O /Principal/Main Office. C.E.O /Principal/School Safety Officer will call 911. Inform 911 that this is a hostage situation and **request that police respond, without sirens.**
2. C.E.O /Principal will send School Safety Officer to evaluate situation (NOT TO NEGOTIATE) until police arrive.
3. Notify medical emergency agency to respond if there are known injuries. **Request response without sirens.**

4. Hold classes if they are in session. Follow police directives for holding/dismissing students.
5. C.E.O /Principal/School Safety Officer will call for the Building Engineer and Director of Facilities to have building floor plans available upon police arrival.
6. C.E.O /Principal/School Safety Officer will designate someone to meet police and medical personnel to direct to appropriate location.
7. If situation is not quickly resolved, discuss options with police/school district administration about information flow to avoid mass panic among families of all children in the school.
8. C.E.O /Principal will inform Board President.
9. C.E.O /Principal will inform staff as necessary.

KIDNAPPING (Witnessed or Confirmed Abduction):

1. Notify C.E.O /Principal/School Safety Officer IMMEDIATELY.
2. C.E.O /Principal/ Designee to notify appropriate building personnel IMMEDIATELY.
3. C.E.O /Principal/School Safety Officer will notify the police IMMEDIATELY, 911 and provide:
 - a. Child's name
 - b. Address
 - c. Age and sex
 - d. Physical and clothing description
 - e. Medical status, if appropriate
 - f. Time last seen
 - g. Any suspect info, vehicle info, direction of travel, etc.
4. Secure all outside doors.
5. C.E.O /Principal/School Safety Officer will notify parents and inform them of incident and steps taken.
6. Have student information, including picture if possible, available to the police upon their arrival.
7. Provide needed support to involved child's class/friends.
8. Complete incident report.
9. Administration will meet with the media.

10. C.E.O /Principal will notify Board President.
11. C.E.O /Principal will notify staff as necessary.

RAPE/SUSPECTED RAPE

1. If appropriate, get the victim to a private office free from any disruptions.
2. Contact school nurse if any medical treatment is needed.
3. **Do not** leave the victim alone. Contact student's counselor if counselor is same sex; otherwise contact any counselor of same sex.
4. Notify the C.E.O /Principal/School Safety Officer.
5. **Do not** attempt to interview the victim; however, make note of any statements made by the victim.
6. Do not allow victim to wash or remove any items of clothing. **REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES.**
7. C.E.O /Principal/School Safety Officer will contact the police department.
8. C.E.O /Principal/School Safety Officer will assign a staff member to get names of any witnesses.
9. Consult with police prior to school contacting parents.
10. C.E.O /Principal/School Safety Officer to complete a written account of the school's actions and to keep a copy on file.
11. C.E.O /Principal will notify Board President.
12. C.E.O /Principal will notify staff as necessary.

SUICIDE- (Threatened)

IF THE PERSON IS NOT IN IMMEDIATE DANGER BUT HAS EXPRESSED THE THOUGHT OF SUICIDE:

1. Escort person to Counselor or front office:
 - a. Counselor should consult with other trained personnel (Psychologist or other pupil services staff).
 - b. Counselor should contact parent/guardian
2. The situation will be documented in the student's confidential file.

IF THE PERSON IS IN IMMEDIATE DANGER:

1. Talk calmly with the person until appropriate personnel arrive. Remember...
 - Be positive.
 - Engage the person in conversation.
 - Do not leave person alone; find a way to notify office.
 - Do not become confrontational.
 - Do not make fast movements toward the individual.
2. When trained personnel arrive, defer to their judgment on the course of action to be taken.
3. Consult with on-scene personnel, then notify parents.
4. C.E.O /Principal/School Safety Officer will be responsible for a written account of the event. Copy of account will be placed in student's confidential file.
5. Advise Board President.
6. Advise Staff as necessary.

LOCKDOWN SITUATION

As determined by Administration, a crisis situation may require a lockdown (staff and students remain in current locations with doors locked). The staff will be notified by code language (Code **BLACK** or Code **RED**). This may be communicated by the Public Address System or room-by-room visitation.

The Lockdown will be removed utilizing the PA System or visitation. The code word for removal of the lockdown would be "All Clear".

If evacuation of the building must be executed, it is incumbent upon the teacher to lead his/her students in an orderly fashion to the nearest exit. Follow fire drill procedures.

- (1) The teacher will reassemble the class in Fire Drill Area.
- (2) Roll must be taken. Be sure to bring your roll book with you.
- (3) No one may enter the building until the signal is given by the Administration

BOMB SCARE PROCEDURES

Any staff member receiving a bomb threat should make every effort to do the following steps. Please use the checklist provided as a guide.

1. Determine (as much as possible) the exact location of the bomb.
2. Time set for detonation.
3. Description of explosive or container
4. Type of explosive
5. Reason for call or threat

The person receiving the call should also note such details as:

1. Date and time of call
2. Exact language used
3. Sex of caller
4. Estimate age of caller
5. Peculiar or identifiable accent
6. Possible race
7. Identifiable background noise such as jukebox music, trucks, street cars, or other conversations
8. The call is to be reported immediately to the HOS/Principal or School Safety Officer.

CEASE ALL RADIO TRANSMISSIONS. NOTIFY ALL STAFF MEMBERS BY PUBLIC ADDRESS OR CLASSROOM TELEPHONES TO CEASE ALL RADIO TRANSMISSION.

If the Administration's decision is to evacuate the building, faculty, staff and students are to leave in an orderly fashion and report to **FIRE DRILL LOCATIONS**. Roll must be taken

BOMB THREAT - THE CALL

- **DON'T HANG UP!**
- **BE POLITE - KEEP CONVERSATION GOING**
- **ATTEMPT TO GET THE FOLLOWING INFORMATION**

Date: _____ **Time:** _____ **am/pm**

Check: Male ___ Female ___
Adult ___ Juvenile ___
Speech Impediment? _____
Accent? _____
Background noises? _____
Telephone number at which call received:

Ask the following:

Where is the bomb? _____
What time will it go off? _____
What does it look like? _____
What kind of bomb is it? _____
Who are you? _____
Where are you calling from? _____
Why is this going to happen? _____

Write the exact wording of the bomb threat:

Keep the conversation going - the longer the conversation, the more the caller might disclose

BOMB THREAT - ACTION AFTER THE CALL

1. Notify the C.E.O /Principal/School Safety Officer.
(DO THIS IN PERSON - AVOID ELECTRONIC COMMUNICATIONS.)
2. Notify Police and Fire Department - Call 911.
3. C.E.O /Principal/School Safety Officer will notify School Security and appropriate available staff to respond to specified location and to establish a command center. Floor plans of the building are to be ready for inspection by Police and Fire personnel.
4. C.E.O /Principal/School Safety Officer (**CODE BLACK SIGNAL**) is to be used.
5. Lockdown access to outsiders.
6. Confer with Fire and Police to hold classes or begin evacuation. **DO NOT USE ELECTRONIC DEVICES FOR NOTIFICATION.**
7. Complete a detailed report at the earliest opportunity.
8. C.E.O /Principal will notify the Board President.
9. C.E.O /Principal will notify staff as necessary.

FIRE ALARM/EMERGENCY - BUILDING EVACUATION:

1. Activate fire alarm. (if system is not sounding, use alternative alarm.)
2. Follow standard fire evacuation procedure. (Teachers must take roll book and take roll once outside.)
3. **Call 911** as evacuation is taking place.
4. C.E.O /Principal/School Safety Officer will check area of alarm to assess situation.
5. C.E.O /Principal/School Safety Officer should have available for the Fire Department upon their arrival:
 - Building Engineer
 - Location and type of fire, if known
 - Knowledge and location of anyone remaining in the building
 - Floor Plan and internal system(s) information

6. C.E.O /Principal/School Safety Officer will notify police if alarm was pulled falsely.
7. Complete a detailed incident report at the earliest opportunity.
8. C.E.O /Principal will notify Board President.
9. C.E.O /Principal will notify staff as necessary.

EMERGENCY EVACUATION PROCEDURES:

Emergency evacuation directions are posted in each classroom. Directions are posted on the walls of non-classrooms.

In emergency situations other than fire drills, students would be evacuated to the fire drill areas and would receive further instructions at that time.

Emergency gatherings if needed are: Academy of Natural Sciences, 20th St. & Parkway
Moore College of Art, 1900 Ben Franklin Parkway

INTRUDER:

Pre-planning is critical, including a system for communicating information; a prescribed plan of action if a situation occurs; a code word so that all classrooms understand the situation, and, a course of action that all classrooms will follow.

1. Notify C.E.O /Principal/School Safety Officer.
2. C.E.O /Principal/School Safety Officer to Implement "Code" procedure.
 - Close and secure all classroom doors.
 - Do not close off exits; you want the intruder to leave.
 - Students outside must be provided direction and information so that they will report to the nearest safe area.
3. C.E.O /Principal/School Safety Officer to notify appropriate building personnel.
4. C.E.O /Principal/School Safety Officer to notify police - **911** even if intruder has left the building.
5. Complete a detailed incident report at the earliest opportunity.
6. C.E.O /Principal will notify Board President.
7. C.E.O /Principal will notify staff as necessary.

LARGE GROUP DISTURBANCE/ALTERCATION

The goal is to contain escalation to the extent possible until police arrive.

1. Notify C.E.O /Principal/School Safety Officer.
2. C.E.O /Principal/School Safety Officer shall contact Police - 911 and assign a staff member to meet police and escort them to the location of the disturbance.

School personnel, under the direction of the C.E.O /Principal/School Safety Officer will:

1. Clear bystanders and encourage students to "go about their business" and not get involved.
2. Intervene to diffuse the situation to the extent possible without threatening the safety of the staff.
3. Lockdown building and hold classes until further notification.

C.E.O /Principal/School Safety Officer will complete a detailed incident report at the earliest opportunity

SHOOTING INCIDENT - SHOTS FIRED INSIDE THE BUILDING

(Perpetrator is believed to be in the building)

Pre-planning Is critical, including a system for communicating information; a prescribed plan of action if a situation occurs; a code word so that all class- rooms understand the situation; and, a course of action that all classrooms will follow.

1. Notify C.E.O /Principal/School Safety Officer.
2. C.E.O /Principal/School Safety Officer notifies all classrooms to implement school plan. Actions to be considered in plan response:
 - Teachers to quickly scan for any students in the hall and get them into a classroom.
 - Lockdown classes and Main Office.
 - Move students against the wall along the classroom door (on floor so that perpetrator cannot see students in classroom)
3. Turn off classroom lights.
4. C.E.O /Principal/School Safety Officer to call Police – 911.

5. Designate person in Main Office to monitor classroom intercom system.
6. Do not attempt to go through the building to assess situation. Wait for police.
7. Allow the police to handle the situation upon their arrival. Do not move anyone from position without police instruction.
8. Complete Incident Report at the earliest opportunity.
9. C.E.O /Principal will notify Board President.
10. C.E.O /Principal will notify staff as necessary.

SHOOTING INCIDENT - SHOTS FIRED OUTSIDE THE BUILDING

(Perpetrator is believed to be outside the building)

Pre-planning Is critical, including a system for communicating information; a prescribed plan of action if a situation occurs; a code word so that all classrooms understand the situation; and, a course of action that all classrooms will follow.

1. Notify C.E.O /Principal/School Safety Officer.
2. C.E.O /Principal/School Safety Officer notifies all students to implement school plan. Actions to be considered in plan response:
 - If students are outside, get to nearest cover or retreat inside building, whichever is closest.
 - If students are in class, move to side where windows are located and stay below windowsill (out of sight of perpetrator).
 - Lockdown classrooms and Main Office.
 - Turn off classroom lights.
3. C.E.O /Principal/School Safety Officer to call Police - 911.
4. Allow the police to handle the situation upon their arrival.
5. Do not move anyone from position without police instruction.
6. Do not attempt to assess the situation until police arrive.
7. Complete Incident Report at the earliest opportunity.

8. C.E.O /Principal will notify Board President.
9. C.E.O /Principal will notify staff as necessary

SUSPICIOUS DEVICE:

1. If a suspicious device is found or a threat is received and believed to be suspect, the general fire alarm is to be sounded to safely evacuate the building, without informing the students as to the reason for the evacuation.
2. If a suspicious device is not found, the decision to evacuate the building is to be made by the C.E.O /Principal or School Safety Officer in his absence.
3. No one is to re-enter the building until the determination has been made that a device is not present or the threat was not founded.
4. The C.E.O /Principal/School Safety Officer and the police are to make a determination as to whether other units are to be called or a search of the building is to be conducted.
5. If a search determines that a device does not exist, the C.E.O /Principal upon consultation with the police will make the decision to re-enter the building and continue the instructional program.
6. C.E.O /Principal will notify Board President
7. C.E.O /Principal will notify staff as necessary.

DETONATION

In the event of a detonation, without prior threat or evacuation, or during evacuation, the situation will be handled as any other disaster or emergency. The Philadelphia Police will be notified immediately. Local police, fire, and rescue procedures will be initiated immediately.

WEAPON SUSPECTED ON STUDENT:

- Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
- The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind.
- Treat all weapon related information (rumors) to be accurate and plan appropriately. Do not put anyone in harm's way.

- When faced with a suspected weapon on a person, school personnel should consider the following:

Type of weapon	Age of Suspect
Mental state of suspect	Victim Risk Factor
Past history of suspect	Suspected location of weapon (on person or elsewhere)

ACTION:

1. Notify C.E.O /Principal/Designee/School Safety Officer.
2. C.E.O /Principal/School Safety Officer to call Police - 911.
3. Attempt, in a non-confrontational way, to get suspect to a private office near an exit.
4. Do not attempt to stop suspect; if flight from building is attempted, allow student to flee.
5. Do not allow student access to book bags, backpacks, or lockers without first checking contents.
6. If weapon is found, do not touch and refer to C.E.O /Principal and Safety Director.
7. C.E.O /Principal/School Safety Officer will complete an Incident Report.
8. C.E.O /Principal will notify Board President.
9. C.E.O /Principal will notify staff as necessary

WEAPON FOUND ON PROPERTY:

- A weapon on school property is a crime and is best handled by law enforcement personnel.
- A weapon found on school property is evidence.
- If a weapon is found on school property, take the following:

ACTION:

1. Don't handle unless absolutely necessary.
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon and cover if possible (use cloth, box, wastebasket, etc.)

4. Notify C.E.O /Principal/School Safety Officer.
5. C.E.O /Principal/School Safety Officer to call Police - 911.
6. Clear area and close off all traffic from the area.
7. C.E.O /Principal/School Safety Officer should assign someone to meet police to lead to weapon location.
8. C.E.O /Principal/School Safety Officer will complete an Incident Report.
9. C.E.O /Principal will notify Board President.
10. C.E.O /Principal will notify staff as necessary.

ELECTRICAL MALFUNCTION:

1. C.E.O /Principal/School Safety Officer will contact Building Engineer.
2. C.E.O /Principal/School Safety Officer will notify teachers to hold classes until further notice.
3. Maintenance Staff will locate the problem and report findings to HOS/Principal/School Safety Officer.
4. C.E.O /Principal/School Safety Officer to call Police - 911 if concerned about a fire or safety hazard. If 911 is called, evacuate the building.
5. Possible considerations: Open/close school, cafeteria food preparation capabilities, move students to alternative site, transportation adjustments, parent notification.
6. C.E.O /Principal/School Safety Officer will complete an Incident Report.
7. C.E.O /Principal will notify Board President.
8. C.E.O /Principal will notify staff as necessary.

GAS LEAK (KNOWN OR SUSPECTED):

1. **DO NOT** activate the fire alarm system or any electrical equipment such as: walkie-talkies, light switch, cell phones. **LEAVE AS IS!**
1. C.E.O /Principal will contact School Safety Director

IMMEDIATELY.

3. C.E.O /Principal/School Safety Officer will notify every classroom to evacuate building by sending personnel to each room or area.
4. Evacuate the building. (Teachers should be sure to take roll book and take roll once outside.)
5. C.E.O /Principal/School Safety Officer to call Police - 911 as evacuation is taking place.
6. Evacuate to designated area no less than one block from school.
7. C.E.O /Principal/School Safety Officer should have available for the Fire Department upon their arrival:
 - Safety Director
 - Location(s) of leaks if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information
8. C.E.O /Principal/School Safety Officer will complete an Incident Report.
9. C.E.O /Principal will notify Board President.
10. C.E.O /Principal will notify staff as necessary

HAZARDOUS MATERIAL ACCIDENT:

1. IN THE EVENT A PERSON(S) COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS POSTED ONSITE OR LISTED ON CONTAINER AND CALL 911 FOR EMERGENCY MEDICAL ATTENTION.
 - POISON CONTROL # 1-800-222-1222
 - NURSE EXT 228
2. Notify C.E.O /Principal/School Safety Officer.
3. If necessary, C.E.O /Principal/School Safety Officer will evacuate the building using standard fire emergency procedures, bypassing affected area. (Teachers must take roll book and take roll once outside.)
4. C.E.O /Principal/School Safety Officer to call Police - 911 as evacuation is taking place. Describe condition and type of hazardous material if known.

5. C.E.O /Principal/School Safety Officer should have available for the Fire Department upon their arrival:
 - Person(s) knowing the location and type of hazardous material.
 - Knowledge and location of anyone remaining in the building.
 - Floor plans and internal systems information.
6. C.E.O /Principal/School Safety Officer will complete an incident Report.
7. C.E.O /Principal will notify Board President.
8. C.E.O /Principal will notify staff as necessary.

OIL SPILLS:

Spills from other than consumer product containers (Spills from tanks, pipes, etc.)

1. Notify C.E.O /Principal/School Safety Officer immediately.
2. Notify Fire Department immediately (911).
3. If vapor or fire is present, evacuate (use standard Fire Emergency Procedures).
4. C.E.O /Principal/School Safety Officer determines area to be evacuated.
5. Building maintenance personnel available to:
 - Shut off supply line to tank or system.
 - Close off or dike all floor drains.
 - Confine area by closing doors.
6. Safety Officer will be available for Fire Department.
7. C.E.O /Principal/School Safety Officer will complete an Incident Report.
8. CEO/Principal will notify Board President.
9. CEO/Principal will notify staff as necessary.