Crisis Management Response Manual

Zion Classical Academy, Inc.
465 South Marian Road
Hastings, NE 68901

The mission of Zion Classical Academy is to cultivate Truth, Wisdom, and Virtue in our students through classical Christian education in order to prepare them for a life of service to God and neighbor.

INTRODUCTION

It is the philosophy of Zion Classical Academy that a pre-planned, organized Christ-centered approach is conducive to reducing the psychological, social, and spiritual impact of a crisis in our school.

This manual is intended as a reference guide for Zion Classical Academy employees and families in the event of a crisis or emergency of sufficient magnitude to require activation of the Crisis Management Team.

This Crisis Management Response Manual includes procedures for addressing a range ~~of~~ crises that could occur on the grounds. These procedures do not cover every condition that might develop. Due to the nature of the situation, it may not be possible to always follow every procedural step.

In every crisis, we are reminded that we serve a loving God, and it is always good to lead the students in prayer for all situations. May God bless us all and keep us strong in our everyday lives, especially when faced with adversity.

Emergency Response Mapping

Zion Classical School may provide mapping data to public safety agencies for use in emergency response. The mapping data will be provided in an electronic or digital format and will contain all information identified in state statute and as reasonably requested by the public safety agencies.

At least annually, the District may certify to the appropriate public safety agencies that the mapping data provided to them is accurate or, if information has changed, provide them with updated mapping data.

CRISIS MANAGEMENT RESPONSE TEAM

Zion Classical Academy has established a Crisis Management Response Team (also referred to as the Response Team) to implement a Crisis Management Plan to assist any student or staff member who may encounter a tragedy.

Response Team Members

- **ADMINISTRATOR**
- NE District LCMS Superintendent, Bob Ziegler
- ZCA Principal, Andrew Adams
- ZCA Pastor, Ben Siebert
- ZCA Board of Directors Representative Josh Fink
- ZCA Staff Representative Brittany Bauer
- Zion Lutheran Church Trustee, Carol Fisher
- Zion Lutheran Church Chairman of the Congregation, Jake Johnson

Response Team Chain of Command

If the Administrator (or Administrator's designee) is not available, the next person on the Chain of Command will assume that role:

1st Contact	Andrew (Andy) Adams	office 402-462-5012, cell 402-366-8552
2nd Contact	Josh Fink	cell 402-369-0629
3rd Contact	Carol Fisher	cell 402-469-9032

RESPONSE TEAM - GENERAL RESPONSE GUIDELINES

The **Response Team Administrator (also referred to as the Administrator)** will use the following steps as a general guideline when a crisis situation occurs. Not every step will be appropriate for every type of crisis, so the Administrator will adapt the response guidelines to each particular situation when administering the Crisis Management Plan.

A. Call 911 for Emergency Services.
B. If it is necessary to send anyone to the hospital by ambulance, send a staff member along to serve as a liaison between the hospital and the school, with instructions to relay information to the Administrator (or designated school staff) as quickly as possible.
C. Notify on-duty staff.
D. Contact the Response Team Chain of Command.
E. Notify parents.
F. Meet with the Response Team and decide on any additional course of action.

Media Procedures for Crisis Situations

The Crisis Response Administrator is the authorized point of contact for providing prompt, accurate information to the media, when applicable. After calling appropriate emergency personnel and following safety procedures:

1. The Administrator will be available to the media on a regular schedule. If appropriate, the media can be given that schedule so they can anticipate when they will receive updates.
2. No other person may make statements to the media while on school property unless authorized by the Administrator.
3. The Administrator will designate appropriate location(s) for the media away from the crisis location.

General Guidelines/Tips for Interviews

- Be honest. If you don't know the answer, say so. Tell the reporter you will get back to him with the answer as soon as possible. If you make a mistake in an interview, say so.
- There is no such thing as "off the record."
- If you are in a room with a microphone or a camera, always assume they are on.
- Try to have a goal for the interview. If you need more time, ask for it.
- Review and prepare what you will say so that you can discuss the topic.
- Anticipate the "worst question" you may have to answer and have a plan for it in advance.
- Bridge a question from where you are in the interview to where you want to be.
- If the question is confidential, tell the media that you have "no comment" and "that is confidential information at this time.

STANDARD RESPONSE PROTOCOL

During crisis situations, staff and students need a consistent and concise list of responses that can be applied to diverse types of incidents. The SRP lists five responses for use in emergency situations.

HOLD is the response used to keep hallways clear.

1. Verbally instruct "Hold in your room or area."
2. Staff and students will remain in their room or area and continue with class/activities as usual.
3. When the hold is no longer needed, verbally instruct, "The Hold is clear."

SECURE is the response used to keep staff and students in the building and others out.

1. Verbally instruct "Secure. Get inside. Lock outside doors.
2. Staff and students outside the building need to enter the building immediately.
3. Class/activities will continue as usual within the building, but no outdoor activities are allowed.
4. No one, other than emergency personnel, will be allowed inside the building after it is secure.
5. When the secure is no longer needed, verbally instruct "The Secure is clear."

LOCKDOWN is the response used to keep staff and students secured in their areas and out of sight.

1. Verbally instruct "Lockdown. Locks, lights, out of sight."
2. Staff and students who are in a safe position to do so, should immediately evacuate the building to the nearest alternate site.
3. Staff and students who are unable to safely evacuate will secure themselves in an area by locking and/or barricading the entrance.
4. Staff and students will turn off all lights and move to an area where they cannot be seen.
5. Staff and students will remain silent and will not allow anyone into their area once it is locked/barricaded.
6. Everyone will remain in lockdown until emergency personnel or the Administrator personally releases them.

EVACUATE is the response used to move staff and students from one area to another.

1. Verbally instruct "Evacuate (location may follow)." If no location is designated, the entire building will evacuate.
2. Staff who are able will collect their Emergency Bag and their currently assigned students.
3. Everyone will leave the building through their designated exit or the nearest safe exit.
4. Everyone will meet at the primary assembly point. If that point is unsafe, they will meet at the secondary assembly point. **Example:** (In the event of an emergency, all staff and students will report to the designated primary assembly point. If the primary assembly point is determined to be unsafe or inaccessible, all groups will proceed immediately to the designated secondary assembly point?)
5. Staff will conduct attendance at the assembly point and note any missing students.
6. The Administrator will record the attendance of all staff at the assembly point and the names of any missing students.
7. No one will return to the building until the Administrator tells them it is safe.

SHELTER is the response used to direct staff and students to protected areas.

1. Verbally instruct "Shelter (followed by type of hazard and safety strategy)."

2. Staff will collect their Emergency Bag and their currently assigned students, then walk to the appropriate shelter area for the designated safety strategy.
3. Staff will conduct attendance once in the shelter area and note any missing students.
4. The Administrator will conduct attendance of all staff in the shelter area and the names of missing students.
5. No one will return to their classroom until the Administrator tells them it is safe to return.

CRISIS SPECIFIC RESPONSE GUIDELINES

As with the general guidelines, each specific situation will be assessed to determine the approach that best serves the needs of students, families, the congregation, and staff. Below are crisis-specific steps to aid the Administrator and Crisis Response Team in meeting those needs. After any crisis, the plan will be evaluated to make necessary changes.

Fire Procedure

1. In emergency situations, the fire alarm manual pull station should be utilized, and 9-1-1 emergency services should be contacted.
2. Enact the EVACUATE protocol.
3. Teachers should close classroom doors when leaving to help prevent the spread of any fire.
4. Students in bathrooms and halls must report to their respective groups outside and ensure the teacher knows of their presence.

Drill Considerations

- Fire drills must be conducted ten times each school year.
- Two fire drills must be conducted within the first month of school.
- The fire department must be notified in advance of any drills.

Weather / Environmental Emergencies

Weather Watches or Warnings may be issued due to inclement weather or approaching inclement weather. The procedure to follow will depend on the nature of the weather emergency (e.g., tornado, blizzard, flood, or high winds). These steps should be used as general guidelines for handling such situations.

Tornado Watch/Warning

The emergency alert system will announce the **Tornado Watch** or **Warning**. A **Tornado Watch** means that weather conditions could result in the formation of a tornado. A **Tornado Warning** means that a tornado has been sighted in the area or indicated on radar, and everyone should immediately seek cover.

Tornado Watch Procedure

1. Review the **Tornado Warning Procedure** and ensure everyone knows the safe shelter areas if the watch is upgraded to a warning.
2. Field trips or other activities outside the school grounds should be postponed until weather conditions improve, or canceled or rescheduled for a different day.

Tornado Warning Procedure

1. Enact the SHELTER protocol, designating the emergency as a Tornado Warning.
2. No students should be allowed to leave during the **Tornado Warning**. Any parents who show up to pick up their children should be offered shelter and advised against leaving until the **Tornado Warning** has expired. If parents or guardians decide to take students against the administrator's or designee's recommendations, staff will note the name(s) of the students and the time of pick-up.

Drill Considerations

- Tornado Warning drills must be conducted two times each school year, once each semester.

Winter Storm Warning

1. In the event of a **Winter Storm Warning,** the Administrator will determine the time for early school dismissal if necessary.
2. The Administrator will notify local radio and TV stations to inform the public of any schedule changes, such as early dismissal.
3. Parents may request to take their child home early and must sign them out in the office.
4. Students who remain at school after early dismissal should be gathered in a central location and supervised by staff until their parents arrive.

Blizzard Warning

If the storm status changes to a **Blizzard Warning,** students and staff may have to remain in the building for an extended period of time during this snow emergency.

1. The Administrator will notify families of the appropriate procedures for pick up.
2. The Administrator will assign staff to duties such as supervising students, communicating with parents and emergency responders, preparing food, securing batteries for flashlights and radios, providing sleeping quarters, providing entertainment for the students, and meeting all basic needs.
3. Adams County Emergency Management assists with emergency situations and can be contacted for specific needs, such as portable generators, water, or other necessities.

Intruder in the Building

An intruder is anyone who is not authorized to be on school grounds.

1. Enact the LOCKDOWN protocol.
2. Anyone who perceives an intruder or threat can enact the LOCKDOWN protocol.
3. Staff who are in a position to do so will collect their Emergency Bag immediately after securing their area.
4. Staff will silently conduct attendance and provide this list to the Administrator and/or emergency responders when requested.
5. Follow all instructions from emergency responders.
6. Staff should prepare to spend an extended period secured in their area.

Drill Considerations

- Lockdown drills must be conducted two times each school year.
- Parents must be notified in advance of upcoming lockdown drills.
- The Adams County Sheriff's Office and Hastings Police Department must be notified of upcoming lockdown drills.

- Emergency responders may participate in Lockdown drills.

Medical Emergency

A medical emergency is a life-threatening situation. This includes but is not limited to medical conditions such as a heart attack, air obstruction, severe bleeding, severe allergic reactions, and seizures.

1. Do not leave the injured person alone.
2. Call 9-1-1 for assistance from emergency responders and tell them which door to enter.
3. Enact the HOLD protocol. If there are other students in the area of the medical emergency, direct them to relocate to another area under supervision.
4. Anyone may enact a HOLD when they encounter a medical emergency.
5. Notify staff members who can assist and notify the Administrator.
6. The Administrator will arrange for someone to be at the door to meet emergency responders.
7. Notify the emergency contact of the injured or ill person to explain the situation and update them on the person's location (e.g., at school or in a hospital).
8. When a student or staff member is transported to the hospital, send a copy of the “Information Form” with the emergency responders. A staff member should go to the hospital to provide information for ER personnel on that student or staff member if parents or family members are unavailable.
9. Teachers should lead their students in prayer for the victim and their family. Additionally, pray for the medical staff who will assist the victim.
10. Within eight hours, the Crisis Response Team and Principal will confer to review the emergency response.

Suicide Attempt

A suicide attempt is when someone takes active steps to end their life. Suicide attempts on school grounds shall be dealt with in the following manner.

1. Do not leave the individual alone.
2. Call 9-1-1 for assistance from emergency responders and tell them which door to enter.
3. Enact the HOLD protocol. If there are other students in the area of the medical emergency, direct them to relocate to another area under supervision.
4. Any staff member has the authority to declare a HOLD if necessary.
5. Notify the Crisis Response Team Administrator.
6. Notify the individual’s emergency contact of the situation.
7. The Administrator will notify the appropriate staff (pastor, school nurse) of the situation. If necessary, the Administrator may ask another staff member to assist with notification so the individual is not left alone.
8. The Administrator will notify the Response Team members of the situation and action taken as soon as possible, and the team will determine if any further action is needed.
9. The Administrator will complete as much of the *Medical Incident Form* as possible.
10. The Administrator will be mindful of confidentiality but will continue to provide progress reports to the staff on a "need-to-know" basis.
11. The Crisis Response Team will coordinate on-site counseling services.
12. All staff must direct requests for information to the Administrator, who will also handle all communications with the public and media.

Suicide Threat

A suicide threat is when someone makes known their intention to end their life, but has not yet taken action to do so. Suicide threats must always be taken seriously and demand immediate intervention. If a situation is potentially life-threatening, students and staff need to recognize that confidentiality does not apply.

1. Do not leave the individual alone.
2. Notify the Crisis Response Team Administrator.
3. The Administrator will conduct a risk assessment of the individual.
4. The Administrator will contact the individual's emergency contact(s).
5. The Administrator is not required to inform any authorities but may contact emergency services.
6. The Administrator will notify the appropriate staff (pastor, school nurse) of the situation. If necessary, the Administrator may ask another staff member to assist with notification so the individual is not left alone.
7. The Administrator will notify the Response Team members of the situation and action taken as soon as possible, and the team will determine if any further action is needed.
8. The Administrator will refer emergency contact(s) to appropriate services from physicians, mental health professionals, and/or community agencies.
9. The Administrator will complete as much of the Report of Suicide Risk form as possible.
10. The Administrator will attempt to obtain written permission from the parent or guardian to contact a counselor or family specialist regarding the student and verify that the student is receiving or has received appropriate services.
11. The Administrator will be mindful of confidentiality but will continue to provide progress reports to the staff on a "need-to-know" basis.

Death of a Staff Member, Current Student, or Current Student's Immediate Family Member - In-Session Plan

1. Upon hearing of a school-related death, the Zion Classical Academy staff are to notify the Response Team Administrator. The Administrator is aware that he/she may also be notified by members of the congregation and others in the community.
2. The Response Team Administrator will verify the facts.
3. The Administrator will notify the Response Team. The administrator will determine if/when the Response Team needs to convene. The general guideline is that the Response Team will convene within 8 hours if the death is that of a staff member or current student, when school is in session.
4. The Administrator will notify all staff of the situation. In the interest of disseminating information quickly, the Administrator may designate one or more staff or Response Team members to assist with relaying a statement prepared by the Administrator and Pastor.
5. If applicable, the immediate family that is in school (such as siblings) will be brought to the office and informed of the situation with parents/grandparents or other adult relatives present if possible. If parents/grandparents or other adult relatives cannot be present, the Administrator will contact them to ask how they would like the student to be informed. If they cannot be contacted, the Administrator will use his/her best judgment in informing the family member(s).
6. Since maintaining a normal routine is usually comforting for the students, the staff is to continue with daily class routines.

7. In some situations, the Administrator may call some or all parents of students or authorize other staff or members of the Response Team to assist in contacting parents with a statement prepared by the Administrator.
8. After receiving feedback from the Response Team, the Administrator will notify the staff and prepare a written statement detailing the Response Team's plan to send home to parents.
9. All staff must direct requests for information to the Administrator, who will also handle all communications with the public and media.
10. The Administrator and/or Response Team member will coordinate any necessary follow-up arrangements, such as one or more visits to the family, a remembrance (such as food, a card, or flowers), and staff attendance at the memorial service.

Death of a Staff Member, Current Student, or Current Student's Immediate Family Member - Out-of-Session Plan

1. Zion Classical Academy staff must notify the Response Team Administrator upon hearing of a school-related death. The Administrator is aware that congregation members and others in the community may also notify him/her.
2. The Response Team Administrator will verify the facts.
3. The Administrator will notify the Response Team.
4. The Administrator will determine whether and when the Response Team needs to convene. The general guideline is that the Response Team will convene within 24 hours if it is the death of a staff member or current student when school is not in session.
5. The Administrator will notify all staff of the situation. In the interest of disseminating information quickly, the Administrator may designate one or more staff members or Response Team members to assist in relaying a statement prepared by the Administrator and the Pastor.
6. All staff will meet before the beginning of the next school day (or within 48 hours if school is on an official break) so staff are aware of the Response Team's plan.
7. Students will be instructed to report to their classrooms at the start of school. At this time, a statement prepared by the Administrator and Pastor will be read to the students.
8. Since maintaining a normal routine is usually comforting for the students, the staff is to continue with daily class routines.
9. The Administrator will prepare a written statement detailing the plan developed by the Response Team and send it home to parents.
10. In some situations, the Administrator may call some or all parents of students or authorize other staff or members of the Response Team to assist in contacting parents with a statement prepared by the Administrator.
11. All staff must direct requests for information to the Administrator, who will also handle all communications with the public and media.
12. The Administrator and/or Response Team member will coordinate any follow-up arrangements, such as one or more family visits, a remembrance (such as food, a card, or flowers), and staff attendance at the memorial service.

Missing Student

1. Immediate Verification (0–5 minutes). The teacher confirms the student is not present and checks attendance records, restroom passes, and office sign-outs. The office verifies early dismissal, parent pick-up, or schedule changes.
2. Internal Alert and Search (5–10 minutes). Administration initiates an internal alert. Staff check classrooms, restrooms, hallways, and common areas. The office monitors entrances and exits.
3. Parent Contact and Campus Secure. If the student is not located quickly, administration contacts the parent or guardian to confirm the student was dropped off and gather information. A campus hold may be initiated as appropriate.
4. Law Enforcement Notification. If the student's location remains unknown, law enforcement is contacted immediately. Provide identifying information and last known location. Continue internal search efforts.
5. Documentation. Document the timeline, actions taken, and resolution. Conduct follow-up review if needed.

Abduction of a Student

All members of the staff need to be aware and educated on what to do if an abduction or attempted abduction occurs. Students should be taught to report incidents to someone they trust, such as a teacher. Keep in mind that not all abductors are strangers to the student. Staff need to be aware of any persons who have protection orders issued against them regarding access to students. Students will only be released to approved contacts. Staff will be apprised of adults on a no-contact list. Staff should also be aware of unfamiliar people in the building or near the playground. Note their attire, appearance, vehicle, and other details.

1. Staff and students need to report any abductions that are witnessed in the school, on the playground, or in the parking lot, and immediately notify the Administrator to contact emergency responders by calling 9-1-1.
2. Anyone witnessing the abduction should report as much information as possible to law enforcement, including gender, race, physical appearance, hair color, facial hair, glasses, and vehicle description, including make, model, color, and license plate number.
3. When necessary and appropriate, the Administrator should use the Media Guidelines in this manual to keep the media informed.

Chemical Spill or Toxic Fumes

Since we are located close to farms and trains, there is a risk of a chemical spill or leak in our immediate area. Spills from cleaners, solvents, and other chemicals could also occur inside the school.

If spills or fumes are outside the school building:

1. Notify the Administrator and call 9-1-1 for emergency responders.
2. Close all windows, doors, and fresh air vents. Keep all students and staff indoors in an area designated by the Administrator. Place as many barriers between the staff and students and the outside air as possible, such as placing coats or other materials in the crack under the doorway, using tape to place an additional barrier around windows, etc. (i.e., shelter in place).
3. Emergency responders will determine whether we should remain indoors or evacuate the building. (First responders will provide specific directions for shelter-in-place procedures.)

4. If emergency responders say we should evacuate the area, the relocation site should be upwind of the spill source, and the EVACUATE protocol should be used.

If spills or fumes are inside the school building:

1. Notify the Administrator, who will determine whether to call 9-1-1 for emergency responders.
2. Determine the source/location of the spill or fumes.
3. Secure the area around the source of the spill or fumes, and isolate students from it to prevent injury or exposure.
4. Be prepared to evacuate the building if directed by the Administrator or emergency responders.

Bomb Threat Procedure

Any information of suspected planning or rumors of making a bomb threat should be taken seriously and reported to the Adams County Sheriff's Office for an investigation.

Upon receipt of a bomb threat over the phone, the person receiving the call will make every attempt to:

1. Use another phone to call 9-1-1 for emergency responders and notify the Administrator.
2. Take notes, including a description of the bomb, its location, when it is due to explode, etc., and share the information with emergency responders.
3. Identify background noises and any distinguishing voice characteristics.

Upon receipt of a written bomb threat**,** remember that the message and the surrounding area should not be disturbed:

1. Enact the HOLD protocol. If there are staff or students in the area, direct them to relocate to another area under supervision.
2. Any staff member has the authority to declare a HOLD if necessary.
3. If the area cannot be totally secured, protect the message to preserve fingerprints and other identifying marks.
4. Call 9-1-1 to contact emergency responders. Share all information with them, including the time the note was found, people in the area acting suspiciously, any other objects that seemed out of place, and any other details you can recall.

In consultation with emergency responders, the Administrator will decide whether to make a preliminary search or evacuate the building.

If the caller or message indicates the bomb could go off immediately, enact the EVACUATION protocol to evacuate the building/area.

When the building is reported to be safe, the Administrator will determine when school will resume.

Hostage Situation

The priorities in hostage situations are the safety of those being held hostage, the safety of others in the building, and resolving the situation without incident.

1. Follow the **Intruder in the Building** procedure.
2. Contact 9-1-1 as soon as an incident occurs. Some staff members may not be able to contact emergency responders without putting themselves or others in more danger.
3. After calling emergency responders, don't do anything to escalate the situation before they arrive.

4. The Crisis Response Administrator will be assigned to communicate with emergency responders. The Administrator will provide emergency responders with information about the person holding others hostage, including any demands made by that person.
5. A list of those being held hostage will be compiled for the Administrator to share with emergency responders.
6. The Administrator will work with emergency responders to determine how to inform the families of directly affected students and staff.
7. During the incident, all media will be referred to the emergency responders.

Reunification plans:

The Standard Reunification Method (SRM) will be used when circumstances require students to be released to parents, guardians, or approved emergency contacts in a controlled and documented manner. Reunification may occur following situations such as evacuation, severe weather, fire, hazardous material incidents, police activity, utility failure, structural damage, medical emergencies, or other incidents as determined by the Administrator or emergency responders.

The decision to initiate reunification will be made by the Administrator in coordination with law enforcement, emergency management, or other emergency personnel as appropriate.

The Administrator will designate a primary reunification site and, if necessary, a secondary reunification site. Reunification sites should provide adequate space, shelter, traffic flow, and student supervision while remaining safely away from the incident location.

Parents, guardians, and emergency contacts will be notified via available communication methods, including phone calls, text alerts, email, social media, and local media, when appropriate. Families will be instructed where to report and what identification may be required. Families should not report directly to the crisis scene unless instructed to do so.

During reunification operations:

- Parents, guardians, or approved emergency contacts must report to the designated reunification check-in area.
- A government-issued photo ID may be required before a student is released.
- Students will be released only to individuals listed as approved contacts in school records, unless otherwise authorized by law enforcement or legal documentation.
- Staff will document the release of each student, including the student's name, the name of the adult receiving the student, the time of release, and the staff member completing the release.
- Students will remain under staff supervision until released through the reunification process.

Staff may be assigned responsibilities during reunification operations, including:

- Parent/Guardian Check-In
- Student Supervision
- Student Runner or Escort
- Release Verification
- Traffic and Parking Coordination
- Communication Support

- Medical Support

Emergency Bags, attendance rosters, emergency contact information, and medical information should accompany staff during reunification procedures whenever possible.

All media inquiries during reunification operations will be directed to the Administrator or designated spokesperson. Media personnel will remain separate from reunification areas to protect student privacy and maintain safety.

When appropriate, staff should provide calm reassurance, prayer, and emotional support to students while reunification operations are underway.

Following any reunification event, the Crisis Response Team will review the effectiveness of the response and make any necessary updates to procedures.

APPENDIX

Assessing the Degree of Risk

This information is intended as a general guideline to assist the Administrator or staff in visiting with the individual until appropriate professional staff can assist.

- Ask the student directly if he/she is thinking of suicide.
- Is there a plan? How specific is it?
- How lethal is the method?
- How available is the means?
- Has there been a previous attempt?
- Ask about feelings of anger and depression (crying, sleeplessness, loss of appetite, hopelessness).
- Ask about losses (deaths, family changes, peer relationships).
- Ask about the history of chemical use.
- Ask whether the student has made final arrangements (giving away possessions, saying goodbye).

REPORT OF SUICIDE RISK

School_____ Date_____
Student's Name_____ D.O.B._____
Address_____ Parent Notified: Yes_____
Parent's Name_____ Date of Notification_____
Telephone Number_____ Time_____
Staff member involved_____ Report prepared by_____
PresentingProblem_____
_____
Recommendations_____
_____
Action Taken_____

Results of Parents Contact_____

Other Notes:

EMERGENCY BAG

An Emergency Bag must be maintained in every classroom. Each bag should be checked and updated no later than September 8 of each school year to ensure that current student information and necessary emergency supplies are included.

General Information

- Copy of school schedule and school map

Student Information

- Printed student name and grade
- Parent or guardian contact information
- Emergency contact list with at least two contacts
- List of allergies or medical notes

Health and Hygiene

- Pack of tissues
- Hand sanitizer or wipes
- Bandages/First Aid Kit

Tools and Supplies

- Flashlight with fresh batteries
- Small notepad and pencil
- Whistle