

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

This manual is to be used as a reference guide for Zion Lutheran employees and families in the event of a crisis or emergency situation of a magnitude that will require activation of the Crisis Management Team.

This Crisis Management Response Manual includes procedures that are designed to deal with a number 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 a good idea to lead the students in prayer for any and all situations. May God bless us all and keep us strong in our everyday lives and especially when faced with adversity.

CRISIS MANAGEMENT RESPONSE TEAM

Zion Classical Academy has established a Crisis Management Response Team (also referred to as Response Team) to administer a Crisis Management Plan to assist any student or staff member that might encounter a tragedy.

Response Team Members

- **ADMINISTRATOR**
- NE District LCMS Superintendent, Bob Ziegler
- ZCA Pastor, Micah Gaunt
- ZCA Board of Directors Representative, Sarah Crawford
- ZCA Staff Representative, Kellie Boutin
- Zion Lutheran Church Head Trustee, David Peterson
- Zion Lutheran Church Chairman of Congregation, Gayle Mankin

Response Team Chain of Command

If the designated **ADMINISTRATOR** is not available, the next person on the Chain of Command will assume that role:

1 st Contact	Allyson Bohlen	office 402-462-5012, cell 402-984-1055
2 nd Contact	David Peterson	home 402-463-3096, 402-460-1730
3 rd Contact	Gayle Mankin	cell 402-462-0223
4 th Contact	Sarah Crawford	cell 402-705-7722

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 school with instructions to relay information as quickly as possible to the Administrator (or designated school staff if the Administrator is not available).
- C. Notify on-duty staff.
- D. Contact the Response Team.
- E. Notify parents.
- F. Meet with the Response Team and decide on any additional course of action.

Media Procedures for Crisis Situations

It is important that the media receives prompt and accurate information from the Crisis Response Administrator. After calling appropriate emergency personnel and following safety procedures:

1. The Administrator will be available to the media on a regular schedule. The media can be given that schedule if appropriate so they can anticipate when they will receive updates.
2. No other person is to make statements to the media while on the 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 you can. 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 are going to say so that you can discuss the topic knowledgeably.
- 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.
- Don't use jargon. You won't have a translator.
- If it is a question of confidential nature tell the media that you have "no comment" "that is confidential information at this time."

CRISIS SPECIFIC RESPONSE GUIDELINES

As with the general guidelines, each specific situation will be assessed to determine the approach needed to best serve the needs of the students, families, congregation, and staff. Crisis specific steps are listed below to aid the Administrator and Crisis Response Team in meeting those needs. After any crisis, the plan will be evaluated so necessary changes can be made.

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, 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 Response Team will be notified by the Administrator. 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 it is the death of a staff member or current student when school is in session.
4. All staff will be notified of the situation by the Administrator. 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 are 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 and ask how they want 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 a comfort for the students, the staff are to continue with daily class routines.
7. Any student who is having a particularly difficult time will be referred to the Response Team Administrator to receive instruction on how to proceed. If some students are unable to deal with school or refuse to cooperate upon hearing of the crisis, they will be allowed to go home, provided arrangements are made between the school and the parents.
8. 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.
9. After receiving feedback from the Response Team, the Administrator will notify the staff and prepare a written statement to be sent home to parents with details of the plan developed by the Response Team.
10. All staff are to direct requests for information to the Administrator and all communications with the public/media will come from the Administrator.
11. The Administrator and/or Response Team member will make 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. Upon hearing of a school related death, 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 Response Team will be notified by the Administrator. The Administrator will determine if/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.
4. All staff will be notified of the situation by the Administrator. 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. All staff will be called in prior to 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.
6. Students will be instructed to report to their classrooms when school begins for the day. At this time a statement prepared by the Administrator and Pastor will be read to the students.
7. Since maintaining a normal routine is usually a comfort for the students, the staff are to continue with daily class routines.
8. Any student who is having a particularly difficult time will be referred to the Response Team Administrator to receive instruction on how to proceed. If some students are unable to deal with school or refuse to cooperate upon hearing of the crisis, they will be allowed to go home, provided arrangements are made between the school and the parents.
9. The Administrator will prepare a written statement to be sent home to parents with details of the plan developed by the Response Team.
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 are to direct requests for information to the Administrator and all communications with the public/media will come from the Administrator.
12. The Administrator and/or Response Team member will make any necessary follow-up arrangements such one or more visits to the family, a remembrance (such as food, a card, or flowers), and staff attendance at the memorial service.

Suicide Attempt/Threat

Suicide Attempt

If a suicide has been attempted, immediately call 9-1-1 with as much information as is available so the individual can get medical help as soon as possible.

Suicide Threat

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 the issue of confidentiality does not apply.

1. Do not leave the individual alone!
2. Take the individual to the Crisis Response Team Administrator.
3. The Administrator will contact the student's parent(s) or guardian(s).
4. The Administrator is not required to inform any authorities but may contact the Hastings Police Department at 9-1-1 for an emergency or 402-461-2364 if non-emergency services are needed.
5. 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.
6. 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.
7. The Administrator will refer parent(s) or guardian(s) to appropriate services from physicians, mental health professionals, and/or community agencies.
8. The Administrator will complete as much information as possible on the **Report of Suicide Risk** form.
9. The Administrator will try to obtain written permission from the parent/guardian so he/she can maintain contact with a counselor or family specialist regarding the student to verify that the student is receiving/has received appropriate services.
10. The Administrator will be mindful of confidentiality but will continue to provide progress reports to the staff on a "need to know" basis.

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 provide assistance.

- 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 history of chemical use.
- Ask whether the student has made final arrangements (giving away possessions, saying good-bye).

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 _____
Presenting Problem _____	
Recommendations _____	
Action Taken _____	

Other Notes:

Emergency Evacuation of All Staff & Students

Emergency/Crisis situations may require that the school and grounds or a portion of the school and grounds are to be evacuated and the students relocated for an unknown amount of time because emergency personnel have determined that it is unsafe to remain in that location.

1. The emergency situation is to be immediately brought to the attention of the Crisis Response Team Administrator who will act as the evacuation coordinator.
2. The Administrator will notify the teachers that the building is to be abandoned and all staff and students are to proceed immediately to the alternate location as the Administrator directs. The Administrator will contact persons at alternative locations and inform them of the situation. First alternative location will be Bruce Furniture, second alternative location will be Hastings Head Start, third alternative location will be Hastings Middle School, and fourth alternative will be Ruther Action building.
3. Each classroom teacher should immediately exit the building with all of the students in attendance in their classroom along with a file containing a completed Information Form for each student.
4. Any student transported to the hospital must be accounted for. The "Information Form" should be attached to the student and his/her name should be given to the Administrator.
5. The classroom teachers will be responsible for making sure that all students are accounted for at all times when exiting the building, transporting their students to another location, and after arriving at the alternate location. Transportation may be: walking the students to a predetermined location for pick-up, transporting students in teacher and staff vehicles, a combination of both, or other arrangements as determined by the type of crisis situation. If personal vehicles are utilized, care must be taken to avoid congestion with emergency vehicles.
6. The Administrator will remain in the parking lot, make sure all staff and students have exited the location, and then he/she will also go to the alternate location.
7. Upon arriving at the alternate location, the Administrator will immediately check in with each teacher to make sure that all students are present.
8. Parents and families will be contacted by utilizing phones at the new location. Parents will be instructed regarding where to pick up their children. Students must be signed out by appropriate adults prior to being released.
9. After the incident, the Administrator will schedule a debriefing with the Crisis Response Team, and any other requested staff to review all areas of the evacuation situation. A written communication will be prepared to communicate with parents (and students if applicable).

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 what door to enter.
3. Notify the school nurse or other staff members who can be of assistance and notify the Administrator.

4. The Administrator will arrange for someone to be at the door to meet emergency responders.
5. Notify the family of the injured/ill person to explain the situation and update them on the person's location (school or hospital).
6. 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 not available.
7. Teachers should lead their students in prayer for the victim and their family. Additionally, pray for the medical staff that will be assisting the victim.
8. Within eight hours, the Crisis Response Team and Principal will meet to review the emergency response.

INFORMATION FORM

Name of student/staff _____

Home address _____

Home Phone _____ Work Phone _____

Cell Phone _____

Emergency Contact _____ Relationship _____

Home Phone _____ Work Phone _____

Place of Employment _____

Cell Phone _____

Medical conditions _____

Allergies _____

Medications _____

Doctor Name: _____ Phone: _____

Other Information:

Bomb Threat Procedure

Any information of suspected planning or rumors of making a bomb generated by and from students 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. Prolong the conversation. **DO NOT HANG UP THE PHONE!**
2. Have someone else use another phone to call 9-1-1 for emergency responders and have that person notify the Administrator.
3. Use the "**Bomb Threat Checklist**" to complete as much information as possible such as a description of the bomb, where it is, when it is due to explode, etc. and share the information with emergency responders.
4. Try to 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. Keep all staff and students away from the room or area as much as possible.
2. If the area cannot be totally secured, protect the message to preserve fingerprints and other identifying marks. If possible, this should be done without moving the written message.
3. Contact emergency responders by calling 9-1-1. Share all information with them including the time the note was found, people in the area who were acting suspiciously, any other objects that seemed out of place, and any other details you can recall.

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

If caller identifies the bomb could go off immediately or in a short time, evacuate the building immediately with all staff and students sent to an alternate location - do not stay on the grounds. Use the **Emergency Evacuation of All Staff & Students** procedure to evacuate the building/area.

1. As they exit the area with all of their students, staff should quickly make a visual observation of their room or work areas. Staff are not to open cabinets, doors or move objects, they should only be looking for something that doesn't belong in the classroom, church, hallway, or outside. The bomb could be almost anything such as a bundle of dynamite or it could be concealed in an ordinary object such as a briefcase, toolbox, section of pipe, lunchbox, etc.
2. If anything suspicious is found, **DO NOT TOUCH IT** or allow others to touch it! Notify emergency responders and give them details regarding any objects that seem out of place and/or any unusual activity that has been witnessed.
3. All staff should check their absentee list and location of each student absent from class at the time the threat was received. Staff should also take their file of "Information Form"
4. As the staff exits the area, the Administrator should make sure that the emergency responder has his/her contact information.

When the building is reported to be safe, debrief staff and students and determine if a normal schedule can be followed for the remainder of the day.

BOMB THREAT CHECKLIST

Time _____ Date _____

If you answer the phone and perceive a bomb threat: **DO NOT HANG UP THE PHONE!**
Use another phone to call police. Notify the Administrator or have someone else notify the Administrator.

Record the exact word used by the caller

Ask:
What time is the bomb set for? _____

Where is the bomb? _____

What does the bomb look like? _____

Why are you doing this? _____

Who are you? _____

Listen to the voice of the caller-background noise

Man _____ Music _____

Woman _____ Children _____

Child _____ Typing _____

Age _____ Conversation _____

Accent _____ Traffic _____

Speech Impediments _____

Machine Noise _____

Other _____

Airplanes _____

Call received by _____

Weather / Environmental Emergencies

Weather Watches or Warnings may be issued due to inclement weather or approaching inclement weather. The procedure that needs to be followed will be determined by the nature of the weather emergency (i.e., tornado, blizzard, flood, high winds, etc). These steps should be used as general guidelines for handling such situations.

Winter Storm Warning

All staff should prepare mentally and physically during a **Winter Storm Watch** by being aware of the possible weather conditions and anticipating the responsibilities they may need to assume if the **Watch** changes to a **Warning**.

1. In the event of a **Winter Storm Warning** the principal or delegate will determine the time for early dismissal of school.
2. The Emergency Response Team Administrator will notify local radio stations and TV stations to let the public know about any schedule changes such as early dismissal.
3. Parents may request to take their child home early. Teachers and secretaries need to account for students who have left, with check out through Safety Drill Procedures.
4. Students who remain at school after the early dismissal time should be located in one central location and supervised by building staff until their parents arrive.

Blizzard Warning

In the event the storm status would change to a **Blizzard Warning** both students and staff members may have to remain in the building for an extended period of time during this snow emergency situation.

1. The Emergency Response Team Administrator will notify local radio stations and TV stations of the current status of Zion Lutheran students and staff who are stranded at the school and provide instructions as to the appropriate procedures for pick up.
2. The principal will assign staff to duties such as supervision of the students, communications with parents and emergency responders, food preparation, securing batteries for flashlights and radios, utilizing cellular phone with rechargeable batteries, sleeping quarters, entertainment for the students, and meeting all basic needs of the staff and students.
3. Adams County Emergency Management provides assistance in emergency situations and may be contacted if there are specific needs such as portable generators, water, or other necessities.

Tornado Watch/Warning

The tornado watch or tornado warning will be announced by the emergency alert system. A tornado watch means that weather conditions could result in 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

All staff should prepare mentally and physically during a Tornado Watch by being aware of the possible weather conditions.

1. Review the tornado drill procedure and make sure everyone is aware of the safe areas where they will relocate if the watch is upgraded to a warning.

2. Any field trips or other activities outside of the school grounds should be postponed until weather conditions improve or they should be cancelled or rescheduled for a different day.

Tornado Warning

If a Tornado Warning is issued for the area that includes the school, all Tornado Watch procedures should be followed and these additional steps should be taken:

1. The Tornado Drill Procedure should be followed.
2. No students should be allowed to leave while the Tornado Warning is in effect. Any parents who show up to pick up their children should be offered shelter and advised against leaving until the Tornado Warning has expired. Staff/Administration shall make note of the child and parent name and time they were picked up.
3. Staff will take the Safety Drill Procedure for their location with them.

Since there are so many variables in any type of emergency weather situation, the Administrator will evaluate and assess the process during and immediately following the situation and determine any appropriate changes to improve the process.

Chemical Spill or Toxic Fumes

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

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, 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 by 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 if we are to remain indoors or evacuate the building.
4. If the emergency responders say we should evacuate the area, the relocation site should be upwind from the source of the spill and the Emergency Evacuation procedure should be used.

If spills or fumes are INSIDE THE SCHOOL BUILDING:

1. Notify the Administrator who will determine if there is a need 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/fumes and secure the students so they are isolated from the spill/fumes to prevent injury or exposure.
4. Be prepared to evacuate the building if directed by the Administrator or emergency responders.

Hostage Situation

Hostage situations may have many variables including where the hostages are being held, access to exits for others in the building, and the demands from the person holding others hostage that will determine the action that can be taken to resolve the situation without harm. The safety of those being held hostage, the safety of others in the building, and resolving the situation without incident are all of paramount importance.

The following general guidelines will assist in dealing with a hostage situation.

1. The first goal is to have someone contact 9-1-1 as soon as an incident occurs. Some members of the staff may not be able to contact emergency responders without putting themselves or others in more danger.
2. As soon as possible a staff member should use the intercom for the pre-planned alarm of **"Attention Staff: Mr. Armstrong report to the office"** to alert all other adults so emergency responders can be notified.
3. After calling emergency responders, don't do anything to escalate the situation before they arrive.
4. Teachers will not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors and remain quiet. Students will only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by emergency responders.
5. Students will not be allowed to use cell phones to contact family members or anyone while on the school grounds or while an incident is occurring.
6. Personnel will be designated to monitor hallways or other areas of the building so no one else enters the building before emergency responders arrive.
7. Emergency responders will be offered the floor layout of the building that is kept in the Principal's office.
8. The Crisis Response Administrator will be assigned to liaison with emergency responders. The Administrator will provide emergency responders with information regarding the person who is holding others hostage as well as any demands from that person.
9. A list of those being held hostage will be compiled for the Administrator to share with emergency responders.
10. The Administrator will work with emergency responders to determine how to inform families of students and staff who are directly affected.
11. All media will be referred to emergency responders or their public information officer.

After the hostage situation has been resolved, the Crisis Response team will meet with emergency responders to get guidance on how to assist students and staff in dealing with the aftermath.

Intruder in the Building

Any time a member of staff has a strong feeling that something about the person's actions or behavior could be threatening they are to proceed with the Intruder procedure since the safety of the staff and students is always foremost. An intruder could be anyone who has a weapon, who appears upset, who is acting suspiciously, who is acting out of control, or anyone who shows behavior that is unusual for the circumstances. At times the staff

is aware that an adult (such as a non-custodial parent) has a **restraining order** so they are not to have contact with a student or a member of the staff and this should also be treated as an Intruder situation.

If the intruder has a weapon or a bomb, a member of the staff should immediately call 9-1-1 and follow the Emergency Evacuation procedure.

1. If the person is acting in a way that arouses suspicion, the Administrator and/or Pastor should be notified so he/she can determine if the situation warrants calling 9-1-1.
2. The Administrator or designated personnel will sound a pre-planned alarm through the intercom system by saying **"Mr. Smith is in the building."**
3. Anyone in the company of the intruder should be cooperative and be cool. Do not threaten or intimidate. Before you say anything, think of the consequences to your students and staff - their safety always comes first.
4. Keep students in the classroom and move them to the safest part of the room away from windows and doors.
5. Shut and lock all windows and doors to the classroom. Pull the blinds closed. Turn off lights, TV, computers, and other electronic devices.
6. Take a count of the students in each room and account for any missing persons. Report any missing students to the Administrator. Pray or do other quiet activities that will calm the students.
7. All staff should wait for the "all clear" from the Administrator or emergency responders.
8. When necessary and appropriate to keep the media informed, the Administrator should do that using the Media Guidelines in this manual.

Abduction of a Student

All members of the staff need to be aware and educated in what to do if an abduction or attempted abduction occurs. Students should be taught to report any 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 that have protection orders issued against them regarding access to students. Staff should also be aware of unfamiliar people in the building or near the playground. Note their attire, appearance, vehicle, etc. If an abduction occurs:

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 try to remember as much information as possible such as gender, race, physical appearance, hair color, facial hair, glasses, and description of vehicle including make, model, color and license plate number. Witnesses should give a complete report to the emergency responders.
3. Additional procedures given to staff by the emergency responders should be followed.
4. When necessary and appropriate to keep the media informed, the Administrator should do that using the Media Guidelines in this manual.

SAFETY DRILLS

Periodic drills prepare the staff and provide education for the students so panic is minimized if an actual emergency occurs.

Fire Drill Procedure

1. Teachers should take their grade books and the Safety Drill Procedures with them in order to take roll call when they are outside to make sure that all students are accounted for.
2. Teachers should close classroom doors when leaving to help prevent the spread of any fire.
3. Students in lavatories and halls must report to their respective group outside and make sure the teacher knows of their presence.
4. Classes should exit through their normal door or the nearest available exit.
5. All students and staff are to walk to the far end of the parking lot as a class and stay together all the time while they are outside.
6. No one is to return to the building until the Administrator lets them know it is safe to return.

Tornado Drill Procedure

1. Whenever a Tornado Drill is announced the teachers will lead the students to the **designated area of the school which is the basement library/youth room**. Teachers are to take their Safety Drill Procedure.
2. Once inside the shelter area, the teacher will take roll call to make sure all students are accounted for.
3. Any missing students or absentees will be noted and the information will be provided to the Administrator.
4. No one is to return to their classroom until the Administrator lets them know it is safe to return.

Intruder Drill Procedure

1. Teachers should take their grade books and the Safety Drill Procedure with them in order to take roll call.
2. Teachers will close all doors and windows securely and lock if possible.
3. Students will move to the safest part of the room, usually to the same wall on the end farthest from the door low to the ground.
4. Students will be informed of the safe exit displayed on the Safety Maps.
5. No one is to return to the classroom until the Administrator lets them know it is safe to return or leave.