

Meridian Public Schools

Emergency Procedures Guide

Emergency Team Overview

The purpose of this guide is to provide employees a quick reference guide in the event a crisis should occur. The guiding principle is to return to a normal routine as soon as possible.

Events such as the sudden death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike.

This brochure outlines basic guidelines to use in an emergency or a crisis. These guidelines may not cover every condition that might develop and it may not always be possible or necessary to follow every procedural step. The guidelines allow for independent judgment and discretion. This brochure should be used in conjunction with our facility's emergency plans.

This plan has been developed so that our staff may be prepared to help meet the needs of our students and community in crisis situations.

The four objectives our school has in emergency/crisis situations are:

- 1) to maintain a safe environment for students and staff,
- 2) to meet the special needs of individual students by working with parents, school staff, and specialists,
- 3) to communicate with staff, students, parents, and the public through the most effective practical methods
- 4) to continue effective instruction and to carry out established routines, rules, and regulations.

Qualified EMT personnel in our school system include:

Mr. Clint Jones

Mrs. Lorrie Hofstetter

Mrs. Staci Hergott, school nurse

Emergency Phone Numbers

The following are numbers available in case of an emergency.

DO NOT HANG UP ON 911 CALLS

Ambulance	911
Fire	911
Sheriff	911 or 1-800-775-2126 or 729-2284
State Patrol	471-4545 or 1-800-525-5555
Poison Center	1-800-955-9119

	<u>Name</u>	<u>Home Phone</u>	<u>Work Phone</u>
Superintendent	Randall Kort	360-1217	
Principal	Harold Scott	992-0180	
Counselor	Lisa Hermsmeier	650-0041	446-7265
Building	Mike Hofstetter	446-7421 / 446-2024	446-7265
Building	Kenny Falck	446-7257	
Hospital	Fillmore Co-Geneva	759-3167	
Hospital	Jefferson Co-Fairbury	729-3351	
Hospital	Thayer Co-Hebron	768-6041	
Clinic	Fairbury Clinic	729-3361	
Clinic	Thayer Co	768-7203 or 1-888-868-7203	
Gas Leak		729-3393	
Oil and Toxic Chemical Spills		1-800-424-8802	
Road Conditions		511	
Social Services	Fillmore Co-Geneva	759-3718	
	Jefferson Co-Fairbury	729-6168	
	Saline Co-Wilber	821-2081	
	Thayer Co-Hebron	768-0400	
Counseling	Blue Valley-Fairbury	729-2272	
	Blue Valley-Geneva	759-4761	
	Blue Valley-Hebron	768-6041	
Norris Public Power		1-800-827-8099	
State Fire Marshall		471-2027	

Medical Emergency

A medical emergency includes life-threatening situations such as heart attack, air obstruction, or severe bleeding. In case of a medical emergency, an intercom announcement "**Code Red respond to (location)**" will be used.

In case of a first aid emergency:

- **Call 911** and stay on the line
 - Explain the situation
 - Give school name and address
 - Tell EMT's which door to enter
 - Have staff stationed at doors to keep crowd away
 - Meet the EMT's at the door to take them to the accident site
 - Do not hang up the phone --- **STAY ON THE LINE** until crisis is over
- **Request trained personnel** to report to area
- **Have trained team members** assess situation and begin necessary treatment
- **Get emergency consent form** from Kathy's office (located in tan file cabinet, front 3rd drawer)
or Elementary Office (located)
- **Notify** office
- **Call parents**

If an accident occurs at school, request an accident form from office. Complete and return form to office immediately.

Sports Injuries

- Football games – Varsity and JV games will be covered by **Daykin Rescue Team**
- Wrestling – Matches will be covered by **Alexandria Rescue Team**
- Basketball – Call 911...Rotation will be **Daykin/Alexandria/Tobias rescue teams**

Any life-threatening injuries will go to Fairbury Hospital. Non-threatening injuries may go to Fairbury, Hebron, or Geneva with parental request and EMT approval.

Note--Athletic competition will be delayed until the arrival of a backup rescue team.

Chemical Spills

Call 911 immediately

Chemical Spills: 1-800-424-8802

Poison Control Center: 1-800-955-9119

If spill fumes occur **OUTSIDE** the school building:

- **Keep students** and staff inside
- **Shut down air system-** air handlers (Janitor, Principal, or Superintendent)
- **Close and secure** windows and doors
- **Contact** the superintendent's office and ask personnel to call 911
- **Identify** the hazardous material if possible
- **Be prepared** to evacuate the building upon notification.

If spill fumes occur **INSIDE** of the school building:

- **Call 911.** Identify the hazardous material if possible.
- **Isolate the area** to prevent injury or exposure.
- **If potential fire** or explosive hazard exists, evacuate the building immediately.
- **DO NOT** use the exit routes near the hazardous area.
- **Contact office.**
- **Evacuate** to a safe area (a distance of at least 500 feet away upwind).
- **Do not return** to the area until directed to do so by authorized personnel.
- **Shut down air system-** air handlers (Janitor, Principal, or Superintendent)

Fire, Tornado, and Gas Leaks

If a fire occurs:

- **Activate** the school fire alarm system and evacuate the building according to the school evacuation plan. If alarm is false, call 911 immediately.
- **Call 911** – stay on the line until the emergency has been resolved.
- **Upon leaving** the classroom area, turn off all lights and close the windows and door, following all students out of the classroom to make sure no one is left behind.
- **Teachers** should take their grade book and red/green cards with them when they leave the building so they can account for all students and notify the principal or a fire fighter of anyone missing.
- **Do not reenter** the building until instructed to do so by authorized personnel.

If a tornado warning has been issued by the National Weather Service:

- **Direct students** to the previously identified safety areas.
- **If an alert (via intercom) is sounded** near the end of the day, students are to remain at school until the warning is over.
- **Do not allow students** to board buses or vans if a tornado warning is in effect.

If a gas smell or leak occurs:

- **Determine the location** of the odor and when it was first noticed. If the gas leak is outside, keep everyone away from the danger area until otherwise notified.
- **If escaping gas** can be heard or the gas odor is excessively strong inside, call **911** from another location. **STAY ON THE LINE UNTIL THE SITUATION IS RESOLVED.**
- **If gas fumes** are strong, evacuate the building. **DO NOT turn lights on or off. DO NOT use the fire alarm system, intercom, or phone system.**
- **EVACUATE THE BUILDING USING ADULT RUNNERS.** Contact the office **and** Janitor. **CALL propane service center at 729-3393 or call 1-800-424-8802.**
- **Do not use any additional** sources of ignition until the leak has been checked out by the service representative or maintenance technician.
- **If you remain** in the building, open the doors and windows as necessary.

Evacuation of Building

- **Call 911 Immediately**
- **If evacuation is necessary**, teachers will direct students to designated areas.
- **School buses** will be called to transport student to the Daykin Community Building if necessary. A key to the Daykin Community Building is located in the superintendent's office.
 - **If no key is at the school contact:**
 - **Nancy Bartek** (402) 446-7284 work (402) 446-7259
 - **Mike Hofstetter** (402) 446-7421 work (402) 446-7265
- **Parental pick-up** of students would be at the community center. Bus routes would be formed also at the community center. **Students are not allowed to leave with parents unless they have Administrative approval.**

Bus Accidents

- **Call 911**
- **Notify** the school superintendent
- **Call** Crisis Team
- **Check** class roster and ensure everyone is accounted for.
- **Plan for phone coverage** in school office
- **Arrange for alternate transportation** for students via bus or van.
- **Class rosters should be updated before the bus leaves to go to the activity and to go home at the end of the activity.**

Bomb Threat Procedures

In the event a bomb threat call is received, the person answering should:

- **Prolong** the conversation – **DO NOT HANG UP THE PHONE** (use another phone to call authorities if possible).
- **Identify background noise**; note any distinguishing characteristics or sounds.
- **Ask the caller** for a description of the bomb, where it is, and when it is due to explode.
- **Notify** the administration and ask someone else to call 911 so you do not hang up on the caller.

The administration will then

- **Consult with authorities** to decide whether to make a preliminary search or evacuate.
- **Inform staff** of the bomb threat and any immediate directions, i.e. stay in rooms
- **Decide** whether or not to inform students.
- **Ask staff** to make a visual observation of their classrooms/work areas and instruct them **NOT** to open cabinets or doors or move objects.
- **Ask adult volunteers** to participate in the search at the direction of the police/fire department
- **When the building** is reported to be safe, resume class and debrief staff and students.

Upon notification, staff members will

- **Make a visual observation** of their classroom/work areas
- **Not open** cabinets or doors or move objects
- **Not touch** any suspicious object. A bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, pieces of pipe)
- **Search for something** that doesn't belong in the classroom/work area
- **Account for all** students, check halls, and restrooms
- **Evacuate the building** using standard fire drill procedures. Evacuate to at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather. **STUDENTS are to bring their own backpacks. Teachers are to take personal items.**

Bomb Threat Checklist

Time _____

Date _____

- **Do not hang up! Use another phone to call 911.**
- **Record the exact words used by the caller.**

ASK

- What time is the bomb set for?
- Where is the bomb?
- Why are you doing this?
- Who are you?

Evaluate

Voice of the Caller

- ___ Man
- ___ Woman
- ___ Child
- ___ Age (approx.)
- ___ Accent
- ___ Speech Impediment
- ___ Intoxicated
- ___ Other _____

Background Noise

- ___ Music
- ___ Children
- ___ Typing
- ___ Airplanes
- ___ Conversation
- ___ Machine Noise
- ___ Traffic
- ___ Other _____

Visitors

Visitors are to report to the front office upon entering the school. All front exterior doors (except the main doors) are to be locked.

Sudden Death Situation

- **Notify Administrator** as soon as possible.
- **The administrator will verify information and implement Crisis Plan.**
- **Refer all questions** from the media to the superintendent or principal.

Intruder or Hostage Situation

- **DO NOT PANIC! REMAIN CALM.**
- **DO NOT LET YOUR STUDENTS ROAM THE BUILDING.**

Implement evacuation plan if necessary or alternate instructions from administration. If communication is not possible, teachers should exercise their best judgment for safety of students. All questions from media should be referred to Superintendent or Principal.

Armed Intruder Plan for Meridian School

In the event that an armed intruder would ever enter the Meridian School Building, the following procedures should be implemented as much as circumstances permit. The procedures should begin whenever an intercom message says, **“Begin Lockdown!”**

General Guidelines:

- **All four gold sets of the double fire doors** should be barred to prevent entry to the major areas of the school as possible. Teachers closest to the doors are responsible for ensuring double doors get shut and barred; Mr. VanderSchaaf, Mrs. Kathy Houser, or Mrs. Hofstetter will bar the Southwest doors, Mr. Scott, Mrs. Elaine Bartels, Mrs. Schropfer will bar the Southeast doors, Mr. Mike Hofstetter, or Mr. Jones, will bar the east locker room hallway doors, and Mrs. Trish Endorf, Mr. Kort, or Mrs. Judy Grummert will bar the elementary hallway doors.
- **Once all students are moved** to the planned areas, classroom doors should be locked, and all lights should be shut off. Tables and/or window coverings should be put into place to prevent easy viewing into rooms.
- **When in the designated areas**, students should be told to remain silent and stationary so as not to draw attention to any of the student areas.
- **Adults in the school building** should make an attempt to call 911 if circumstances permit. Your designated safe area may or may not have a phone source, but if it does, call 911 to inform them that a school lock down is in process and we need outside help. If you have a personal cell phone, use it. It will not matter if 911 receive multiple calls...the message for help needs to get out.

Placement of Students

K-6 Elementary Students should move to these areas and follow general guidelines:

- **Kindergarten students** remain in their room- **Pre K** move to the Kindergarten Room.
- **First, second, and third grades** should move to the Kindergarten Room.
- **Fourth, fifth, and sixth grades** should move to the Conference Room.
- **Pre-K-12 music students** should remain in the band room. The door should be locked, and students should go to the northwest corner of the room to be out of sight.
- **Elementary students who are in the gym** should be moved to the North Girls Locker Room. The gold double doors should be barred to deny access to the locker rooms.
- **Students who are outside for recess** should be taken to the metal building behind Gene Heidemann's house.

7-12 Secondary Students should move to these areas and follow general guidelines:

- **Family Consumer Science students** should remain there.
- **Business Room and Computer Room students** should go to the Home Ec Room.
- **High School Library students** should move to the smaller little room in the back of the library.
- **Art Room/Ceramic Room students** should move back into the ceramic room.
- **Industrial Arts Room** should remain there.
- **Social Studies/Government, SPED, Math, and Drafting students** should move to the Art Room-Industrial Arts area.
- **English and Spanish** should lock down, or if time permits, move to the Art Room-Industrial Arts area.
- **Science Room / Jr. High Room students** should stay put.
- **Metal shop students** should stay in the shop.
- **Phys Ed class students**, whether inside or outside for activities, should be brought into the locker rooms by their respective teachers or coaches

Crisis Plan Draft Meridian School

1. Principal or Superintendent

- ___ Notifies Team Leader
- ___ Activates Faculty/Staff calling tree
- ___ Notifies substitutes if needed
- ___ Notifies Board members
- ___ Stops Bus Route, Mail
- ___ Superintendent cleans out desks
- ___ Principal cleans out lockers
- ___ Contacts Police and/or Hospital regarding specific circumstances
- ___ Activates calling tree for team/crisis response including calling local pastors/additional counselors
- ___ Arrange team meeting to be held A.S.A.P.
- ___ Arrange faculty/staff meeting to be held ½ hour before school

Team Leader will DELEGATE

- ___ Announcement composition
- ___ Compose letter to parents
- ___ Establish room assignments
- ___ Specific person to answer telephone and give accurate information (Who-What)
- ___ Contact the family and convey appropriate information
- ___ Teacher/staff duties assigned for day

3. Staff Meeting

Immediate Crisis Day

- ___ Review day's schedule
- ___ Roll call of students in classroom
- ___ Call to commons for 7-12 announcement made by Principal
- ___ Call to elementary library for K-6 announcement by Superintendent
- ___ Open movement
- ___ Classrooms staffed if open
- ___ Students leave only with parental permission. Parents encouraged to pick students up.
- ___ School open and staffed until end of the school day or as long as students remain.

Post Crisis Day

- ___ Roll Call
- ___ Call to Commons or Elementary Library for announcement
- ___ Hold regular class schedule
- ___ Open discussion
- ___ Hold scheduled activities
- ___ Practices held at coaches' discretion

4. CRISIS TEAM MEET AFTER SCHOOL

Plan to dismiss school one hour before funeral. Resume regular school and/or activities one hour following funeral. Principal and/or Superintendent remove all locker or bulletin board memorials following dismissal for funeral and put them with belongings to give to family. Plan to celebrate and remember birthday.