

**CEDAR GROVE-BELGIUM
SCHOOL DISTRICT**

**District & School
SAFETY RESPONSE
HANDBOOK**



**Elementary Office Ext. 300.
Middle School Office Ext. 226
High School Office Ext. 549
District Office Ext. 501**

Revised July, 2018

School Visitor Information

The Cedar Grove-Belgium School District believes there are many potential benefits that can result from increased interaction with families and the public, and therefore, encourages parents and other community members to visit the district's schools. At the same time, the district has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment. A balance must be achieved between the potential benefits and risks associated with the presence of the visitors in school buildings.

Building principals shall have the authority to determine which visits are to be permitted during the school day. Building principals shall also have the discretion to set any appropriate conditions on the nature and extent of such visits. The principals shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students.

All visitors must report to the school office for a visitor's pass before being directed or escorted in the building during the school day. Exceptions to the requirement that visitors report and register in the school office in connection with dropping off/picking up their child, a school event/performance, assembly, or similar event that is open to members of the community and that occurs during the school day.

All school visitors shall comply at all times with school district policies, guidelines, and school rules. Regardless of the time of day, the District Administrator, building principal, or his/her designee has the discretionary authority to exclude from the school premises any person who the district determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

School Crisis Response Handbook

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ASSAULT ON STUDENT OR STAFF

1. Notify Principal/designee. Give basic facts and condition of victim so that a determination of what kind of appropriate outside assistance is required.
2. The Principal/designee will contact medical and/or law enforcement personnel as viewed appropriate. **REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE.**
3. Help the victim stay calm and as comfortable as possible until help arrives.
4. The Principal/designee obtains the names of suspect(s) and any witnesses or assign someone to this task.
5. The Principal/designee locates the suspect and isolates, if this can be done in a non-confrontational manner. If situation is considered volatile, it is best to wait for law enforcement to arrive before initiating contact with the suspect.
6. Victim and suspect statements shall be taken separately.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.
8. Appropriate disciplinary action should be taken against those found guilty of assault. These actions include, but are not limited to, suspension, expulsion and job termination if the assault is conducted by a staff member.

BOMB THREAT – THE CALL

1. **DON'T HANG UP **** KEEP THE CONVERSATION GOING*******
 2. **ATTEMPT TO GET THE FOLLOWING INFORMATION:**
 - a) Where is the bomb?
 - b) What time will it go off?
 - c) What kind of bomb is it?
 - d) Who are you?
 - e) Why is this going to happen?
 3. If message is left on voice mail DO NOT DELETE.
 4. Check: Male _____ Female _____
Speech Impediment? _____ Accent? _____ Background Noise? _____
Time _____ Date _____
 6. **KEEP THE CONVERSATION GOING. (The longer the conversation, the more the caller might disclose)**
-

BOMB THREAT – ACTION AFTER THE CALL

1. Notify Principal/designee. **DO THIS IN PERSON, AVOID ELECTRONIC COMMUNICATIONS**
2. Notify law enforcement & fire department (Call 911)
3. Evacuate building(s) as directed by the administration or law enforcement.
3. Once students are outside principal/designee will tell staff and students to evacuate to assigned rally point areas. If students must leave the district buildings evacuate to designated Churches – High School to Faith Reformed Church, 243 S. 4th Street, Cedar Grove, Middle and Elementary School to First Reformed Church, 237 S. Main Street, Cedar Grove.
4. Floor plans of the building are to be ready for inspection by law enforcement and fire personnel.
6. Stop access to building by outsiders.
7. Notify district office and school principals/designees.
8. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
9. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

CHILD ABUSE/STUDENT ABUSE

1. Notify building Principal/designee of suspected abuse IMMEDIATELY.
2. Maintain written documentation of the following:
 - a. all relevant comments made by the victim.
 - b. the appearance of the victim (when physical abuse is suspected).

*DO NOT INTERROGATE THE VICTIM - appropriate county personell will conduct a follow-up interview if necessary.

*DO NOT CALL THE VICTIM'S PARENT(S)

3. Principal/designee will notify and file report of the suspected abuse to the appropriate department of social or human services.
 - a. Ozaukee County (Department of Social Services)
Day Phone: 262-284-8200
Night Phone: 262-238-8436
 - b. Sheboygan County (Health & Human Services Department)
Day Phone: 920-459-6418
Night Phone: 414-459-3111

When a school employee is suspected of the abuse, the above procedure shall be followed:

- Principal/designee notifies the District Administrator prior to Step 3.
- Principal/designee completes Incident Report at the earliest opportunity and sends a copy to the District Office.
- Principal/designee notifies the local district attorney's office.
- Principal/designee makes parental contact at appropriate time.

CONFRONTATIONAL PERSON

1. **Do not** argue with the person. Use non-threatening body language and safe proximity.
2. Maintain professional and respectful communication by showing interest and being a good listener.
3. Offer to help solve the problem.
4. Request to continue conversation in an appropriate location away from students. (Find a location with at least one other adult present.)

**** Attempt to defuse the situation throughout****

If the situation does not deescalate.

5. Notify the Principal/designee (in a non-threatening manner.)
6. Principal/designee calls 911 if necessary.
7. Principal/designee contacts the district office to notify about the situation.
8. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

DEATH ON CAMPUS

1. Secure Area (disturb as little as possible, limit access until police and emergency personnel).
2. Contact Principal/designee.
3. Principal/designee calls 911 (ambulance and police)
4. Lock down building and use **Safety Drill Procedures**. (See Appendix A)
5. Separate all witnesses until police arrive. (To the extent possible; witnesses should not speak with each other nor anyone else.) Document any statements made by witnesses. **Do not conduct interviews with witnesses.**
6. Contact district office and inform of situation and steps taken.
7. Principal/designee contacts parents at an appropriate time if given permission by law enforcement or the administration.
8. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
9. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.
10. Implement Crisis Response Follow-up Steps:
 - a) letter to parents
 - b) after school staff meeting
 - c) set-up aftercare, provide for assistance from approved counselors, clergy, and mental health professionals
 - d) morning after staff meeting
 - e) Crisis Response Team debriefing

DRUG OVERDOSE/POISONING/ALLERGIC REACTION

1. Notify Principal/designee.
2. Principal/designee contacts 911 (if appropriate).
3. Principal designates person to check school medical file.
4. Call Poison Control if substance is known or potentially poisonous.
Poison Control: 1-800-222-1222
5. Principal/designee contacts parents to advise of situation and steps being taken.
6. Principal/designee notifies district office, informs of the situation and steps being taken.
7. Refer to the *Media Relations* section (p. 19) in this handbook as necessary.
8. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

ELECTRICAL MALFUNCTION

1. Principal/designee contacts building custodian and Director of Buildings and Grounds.
2. Principal/designee notifies teachers to hold class until further notice.
3. Principal/designee accompanies custodian to locate the problem and report findings to principal.
4. Principal/designee calls 911 if concerned about a fire or safety hazard.
5. Principal/designee calls local electrical company with concerns/inquires.

Outage: 1-888-779-6881

Service: 1-800-714-7777

6. Principal/designee contacts district office, informs about the situation, and indicates assistance needed.

Possible Considerations by the Administration::

- a) open/close school
 - b) cafeteria food preparation capabilities
 - c) move students to alternative site – local churches
 - d) transportation adjustments
 - e) parent notification
 - f) media notification
7. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
 8. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

FIELD TRIP INCIDENT

PRIOR TO LEAVING

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

1. Student list by assigned vehicle
2. First Aid Kit
3. Chaperone list by assigned vehicle or group
4. Student Health Forms/ Parent Contact Forms
5. Name of bus company with contact person and phone number
6. School contact and phone number
7. Trip itinerary, travel route and schedules the bus will use in traveling to and from the destination

IN THE EVENT OF AN INCIDENT

(On Site Responsibility)

1. Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate.

(On Site Responsibility)

2. Contact home school administrator with update and actions being taken.

(Home School Responsibility)

3. Principal/designee contacts the district office, provides update, and actions being taken. **Consider deploying personnel to the scene, hospital, law enforcement, or to other appropriate locations.**

(Home School Responsibility)

4. Principal/designee contacts parents, updates, and explains actions being taken. Principal/designee informs parents about any meetings or pick-up times at the school.

(District Responsibility)

5. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.

(Home School Responsibility)

6. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

FIRE ALARM/EMERGENCY

1. If smoke or fire observed, activate the fire alarm system..
2. Follow standard fire evacuation procedures. Teachers take attendance records and take attendance once outside.
3. Principal/designee calls 911 as evacuation is taking place. Night Custodian calls 911 if after school hours. (Principal/designee notifies staff and students when it is safe to return to the building or if they should go to the designated evacuation areas. In the event of inclement weather Elementary and Middle School students will go to First Reformed Church, 237 S. Main Street, Cedar Grove and High School students will go to Faith Reformed Church, 243 S. 4th Street, Cedar Grove.)
4. Principal/designee checks area of alarm to assess situation and notifies law enforcement if alarm was activated without reason.
5. Principal/designee has available for the fire department upon their arrival:
 - a) custodian with building keys
 - b) location and type of fire, if known
 - c) knowledge & location of anyone remaining in the building
 - d) floor plan and internal systems information
6. Principal/designee notifies district office, informs about the situation, and indicates assistance needed.
7. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
8. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

GAS LEAK (KNOWN OR SUSPECTED)

1. **DO NOT** activate the fire alarm system or any other electrical equipment.
LEAVE AS IS.
2. Notify Principal/designee, Director of Buildings and Grounds, and building custodian immediately.
3. Principal/designee notifies each class to evacuate building accordingly.
4. Evacuates the building using the standard fire alarm routes. Teachers take attendance records and take attendance once outside.
5. Principal/designee calls 911 as evacuation takes place.
6. Evacuate to designated churches – Elementary and Middle School students to First Reformed Church, 237 S. Main Street, Cedar Grove and High School students to Faith Reformed Church, 243 S. 4th Street, Cedar Grove.
7. Principal/designee has available for the fire department upon their arrival:
 - a) custodian
 - b) location/s of leaks if known
 - c) knowledge of anyone remaining in the building
 - d) floor plans and internal systems information
8. Principal/designee notifies district office, informs about the situation, and indicates assistance needed.
9. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
10. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

HAZARDOUS MATERIAL ACCIDENT

1. Notify Principal/designee, building custodian, and Director of Buildings and Grounds..
2. Principal/designee evacuates building using standard fire alarm procedure, bypassing affected area. (Teachers take attendance records and take attendance once outside.)
3. Principal calls 911 as evacuation is taking place. Describe condition and type of hazardous material if known.
4. If evacuation is necessary: Elementary and Middle School students go to First Reformed Church, 237 S Main Street, Cedar Grove, and High School students go to Faith Reformed Church, 243 S. 4th Street, Cedar Grove.
5. Principal/designee has the following available to the fire department upon their arrival:
 - a) person/s knowing the location and type of hazardous material
 - b) knowledge and location of anyone remaining in the building
 - c) custodian with proper keys
 - d) floor plans and internal systems information
 - e) Material Safety Data Sheets (MSDS)
6. Principal/designee notifies district office, reports status and steps being taken, and indicates assistance needed.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

* In the event a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container, and call the hospital emergency room.

Emergency: 911
Poison Control: 1-800-222-1222
Sheboygan Memorial Medical Center: 451-5553
St. Nicholas Hospital: 459-4760
Columbia St. Mary's Ozaukee: 1-800-848-2844

HOSTAGE SITUATION

Remember: Time is Your Ally

1. **Do not attempt to defuse, call 911. Inform 911 there is a hostage situation and request that law enforcement respond without sirens.**
2. Principal/designee evaluates situation (does not negotiate) until law enforcement arrives.
3. Hold classes if in session. Follow law enforcement directives for holding/dismissing students. Implement **Safety Drill Procedures** (See Appendix A)
4. Principal/designee has the custodian and building floor plans available upon law enforcement arrival.
5. Principal/designee designates someone to meet law enforcement and medical personnel to direct to appropriate location.
6. Inform district office of situation.
7. In the event an evacuation is needed, follow evacuation procedures.
8. Refer to the *Media Relations* section (p. 19) of handbook if necessary. If the situation is not quickly resolved, discuss options with law enforcement and/or the district administrator the communication plan to avoid a mass panic among families of all children in the school.

INTRUDER

1. Notify Principal/designee
2. Principal/designee implements **Safety Drill Procedures**.
(See Appendix A)
3. Allow routes to exit; you want the intruder to leave.
4. Principal/designee notifies law enforcement (911), even if intruder has left the building.
5. Principal/designee notifies district administrator, informs about the situation, steps being taken, and indicates assistance needed.
6. Refer to the *Media Relations* section (p. 19) in this handbook if necessary.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)

1. Notify building principal/designee IMMEDIATELY.
2. Principal/designee notifies law enforcement (911) IMMEDIATELY.
Provide student information:
 - a) name, sex, age, address, dress, general physical description
 - b) any suspect information, vehicle information, direction of travel
3. Notify district office.
4. Principal/designee notifies parents and informs them of incident and steps being taken.
5. Have student information including picture, if possible, available to law enforcement upon arrival.
6. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

LARGE GROUP DISTURBANCE/ALTERCATION

**YOUR GOAL IS TO CONTAIN ESCALATION
TO THE EXTENT POSSIBLE UNTIL POLICE ARRIVE**

The Principal/designee shall:

1. Call 911. Be as clear as possible in identifying the problem or threat.
2. Contact District Office to inform of the nature of the disturbance.
3. Assign available staff to assist in helping to maintain a safe environment.
4. Assign staff members to meet law enforcement and escort them to the location of the disturbance.
5. Students are held in class until the situation is under control. Implement **Safety Drill Procedures** (See Appendix A).
6. Complete *Incident Report* (p. 33) at the earliest opportunity and send a copy to the district office.

School Personnel, under the direction of the Principal/designee will:

1. Clear bystanders and encourage students to “go about their business” and not get involved.
2. Diffuse the situation to the extent possible without threatening the safety of the staff.

District Administrator will:

1. Contact the other building principals and inform them of the situation. Students in other buildings will be kept in the buildings and follow the regular instructional schedule.
2. Meet with law enforcement and give assistance where possible.
3. Act as media contact if the media arrives during the situation or afterwards.

MEDIA RELATIONS (CRISIS RELATED ISSUES)

1. General requests for information related to students, staff or incidents that occur at school shall be referred to the District Administrator or Building Principal. In many cases legal counsel will be contacted to determine the extent to which information can be shared.
2. Specific requests for information that you may have as a participant in or as a witness to a crisis situation should be discussed with the District Administrator or Building Principal. **REMEMBER: INDIVIDUALS, WHETHER THEY BE STUDENTS OR STAFF HAVE CERTAIN PRIVACY RIGHTS WHICH MAY BE VIOLATED IF INFORMATION IS SHARED. MINORS IN PARTICULAR HAVE MORE PRIVACY RIGHTS THAN ADULTS DO.**
3. **DO NOT** release the names of victims or persons involved in the crisis.
4. Be cordial when dealing with the media.
5. Be sure that members of the media who approach you on school grounds have received permission by the administration and have a valid visitor's pass.
6. When you are authorized to speak to the media, be sure you have the facts and only share what you actually know. Do not speculate.
7. If you are contacted by the media by telephone, explain that once information can be released their call will be returned. Ask for their name, phone number and company name. Share this information with either the District Administrator or the Building Principal who will determine whether you or someone else will return the call and when. **MAKE SURE ALL CALLS ARE EVENTUALLY RETURNED.**
8. Be aware that students may be approached by the media. Suggest to students that they should only comment if they have factual information to share. In most cases, encourage students to refer the media to their Building Principal who will contact the District Administrator.

MEDICAL EMERGENCY

1. Access the scene for hazards.
2. Determine if the person in need of assistance:
 - a) is unconscious
 - b) is not breathing
 - c) no signs of circulation
3. Call out for help and have someone notify school office.
4. Principal/designee calls 911
5. Begin First Aid or CPR if certified and continue until help arrives.
(See Appendix B - Building Personnel, CPR/AED and First Aid Certified)
6. Principal/designee notifies district office of situation
7. Principal/designee notifies staff to implement **Safety Drill Procedures** if necessary. (See Appendix A).
8. Principal/designee assigns someone to meet the emergency personnel and escort them to the person in need of assistance.
9. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

MISSING CHILD

1. Notify Principal/designee/school office.
2. If student rides bus, Principal/designee contacts the bus company - 668-6262.
Direct the bus company to check the bus for the student.
3. Principal/Counselor/teaching staff search school buildings and grounds for student.
4. Principal/designee notifies parents of missing child and informs them of the situation and the steps taken.
5. Principal/designee provides law enforcement (Call 911) with the following information:
 - a) child's name
 - b) address
 - c) physical and clothing description
 - d) medical status, if appropriate
 - e) time last seen
6. Notify district office.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

RAPE/SUSPECTED RAPE

1. Move the victim to a private office free from any disruptions.
2. **Do not** leave the victim alone.
3. Notify the principal/designee immediately.
4. **Do not** attempt to interview the victim; however, make note of any statements made by the victim.
5. Principal/designee secures area of incident.
6. **Do not** allow victim to wash or remove any items of clothing.
7. **IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES.**
8. Principal/designee contacts law enforcement (911).
9. Obtain permission from law enforcement if directed to contact parents.
10. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
11. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

SHOOTING INCIDENT (SHOTS HAVE BEEN FIRED)

Shooting Inside Campus Building (Perpetrator is believed to be in the building)

1. Principal/designee notifies all staff and students over the P.A. to implement **ALICE Guidelines** (See Appendix G).
2. Principal/designee calls 911.
3. Designate person in main office to assist with communications.
4. **DO NOT** attempt to go through the building to assess situation. **Wait for law enforcement.**
5. Allow law enforcement to handle the situation upon their arrival.
6. When safe, Principal/designee contacts the district office and advises of situation and steps taken.
7. Refer to the *Media Relations* section (p. 19) of this handbook if necessary.
8. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.
9. Implement Crisis Response Follow-up Steps:
 - a) letter to parents
 - b) morning after staff meeting
 - c) set up after care providers for assistance – approved counselors, clergy, mental health professionals
 - d) after-school staff meeting
 - e) Crisis Response Team debriefing

SHOOTING OUTSIDE CAMPUS BUILDING (Perpetrator is believed to be outside the building)

1. Principal/designee notifies all staff and students over the P.A. to implement **ALICE guidelines** (See Appendix G).
2. If students are outside, move to nearest cover or retreat inside building, the closer option.
3. Principal/designee calls 911
4. **Utilze ALICE guidelines until instructed by law enforcement or school officials.**
5. Principal/designee contacts district office and advises of situation and steps taken.
6. Refer to *Media Relations* section (p. 19) of this handbook if necessary.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.
9. Implement Crisis Response Follow-up Steps:
 - a) letter to Parents
 - b) morning after staff meeting
 - c) set-up aftercare providers for assistance – approved counselors, clergy, mental health professionals
 - d) after school staff meeting
 - e) Crisis Response Team Debriefing

SUICIDE (THREATENED)

If the person is in immediate danger:

1. **Stabilize the Situation** - Notify Principal/designee. Under no circumstances is a suicidal student to be left alone. If the student will allow, immediately remove any dangerous instrumentalities (weapons, substance or other material capable of inflicting a mortal wound) from the student.

If the person is not in immediate danger, but has expressed the thought of suicide escort person to trained school counselor/psychologist or have counselor/ psychologist come to escort person to their office for appropriate intervention.

Principal/designee assigns someone to call 911 to apprise of situation.

Ask that law enforcement or emergency response be made without sirens. Implement **Lockdown Drill Procedures** (See Appendix A) if determined.

2. **Assess the Risk** - Talk calmly with the person until appropriate personnel arrive.
Remember...
 - a) be positive
 - b) engage the person in conversation, avoid giving advice
 - c) do not become confrontational or judgmental
 - d) do not make fast movements toward the individual
3. **Take Appropriate Action** -When trained personnel arrive, defer to their judgment on the course of action to be taken. Contact the student's parents and inform them of what has transpired and of the actions taken.
4. **Communicate** - Advise district office of the situation and the actions taken.
5. **Follow-up** - Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

THREATS OF SCHOOL VIOLENCE

1. IMMEDIATELY inform, by phone or personally, the Sheboygan County Sheriff's Department: **911 or 920-459-3112.**
2. Provide and maintain written documentation of the facts and circumstances contributing to the reporting person's belief that there is a serious and imminent threat.

***DO NOT CONFRONT THE INDIVIDUAL MAKING THE THREAT.**

3. Contact Principal/designee
4. Principal/designee notifies all staff and students over the P.A. to implement **ALICE guidelines** (See Appendix G).
5. If students are outside, move to nearest cover or retreat inside building, the closer option.
6. **Utilize ALICE guidelines until instructed by law enforcement or school officials.**
7. Principal/designee contacts district office and advises of situation and steps taken.
8. Refer to *Media Relations* section (p. 19) of this handbook if necessary.
9. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.
10. Implement Crisis Response Follow-up Steps:
 - a) letter to Parents
 - b) morning after staff meeting
 - c) set-up aftercare providers for assistance – approved counselors, clergy, mental health professionals
 - d) after school staff meeting
 - e) Crisis Response Team Debriefing

TORNADOS

If a tornado WARNING is issued for your area:

1. Take students to designated safety areas:
 - Elementary School - downstairs locker room (Appendix F-1)
 - Middle School - areas as designated in Appendix F-2
 - High School - boys and girls locker rooms (Appendix F-3)Stay clear of areas with windows and other glass.
2. Keep students together as a class. Do not allow students to leave your care.
3. Do NOT dismiss students until warning has been lifted and until principal/designee has confirmed with local law enforcement and school district administration.
4. If school is in session and it is determined by the District Administrator that school will be canceled early, communication with parents about this decision will be made prior to the release of the students.
5. In very rare instances it may become necessary to keep students overnight in school because severe weather may make bus travel extremely unsafe.

WEAPON FOUND ON PROPERTY
A WEAPON ON SCHOOL PROPERTY IS A CRIME.
A WEAPON FOUND ON SCHOOL PROPERTY IS EVIDENCE.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas- powered guns (whether loaded or unloaded), knives, (subject to the exceptions as indicated below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives (Board Policy #7217).

Exceptions include:

1. The weapon is under control of law enforcement.
 2. The item is approved by the building administrator as part of a class or individual presentation under teacher supervision.
 3. The item is part of theatrical props used in appropriate performance setting.
 4. Starter pistols used in appropriate sporting events.
 5. A lockback knife having a blade no longer than three inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.
-
1. Do not handle the weapon unless necessary.
 2. If handling the weapon is necessary, do so with care. Always wear rubber gloves or use a cloth to touch.
 3. Have another staff member stay with the weapon.
 4. Notify Principal/designee.
 5. Principal/designee calls 911 if deemed necessary.
 6. Cover the weapon from view of the public (cloth, wastebasket, box).
 7. Close off student traffic from the area of the weapon. Consider implementing **Safety Drill Procedures** (Appendix A).
 8. Principal/designee assigns someone to meet law enforcement to lead to weapon location.
 9. Principal/designee contacts district office and informs of the situation.
 10. Refer to *Media Relations* section (p. 19) of this handbook if necessary.
 11. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

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

TREAT ALL WEAPON RELATED INFORMATION (RUMOR) TO BE ACCURATE

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas- powered guns (whether loaded or unloaded), knives, (subject to the exceptions as indicated below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives ((Board Policy #7217).

Exceptions include:

1. The weapon is under control of law enforcement.
2. The item is approved by the building administrator as part of a class or individual presentation under teacher supervision.
3. The item is part of theatrical props used in appropriate performance setting.
4. Starter pistols used in appropriate sporting events.
5. A lockback knife having a blade no longer than three inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

Action Steps:

1. Notify Principal/designee. Consider implementing **Safety Drill Procedures** (Appendix A) and associated **ALICE provision** (Appendix G).
2. Principal/designee calls 911.
3. Do not attempt to stop suspect if flight from building is attempted. Avoid confrontation.
4. Principal/designee attempts, in a non-confrontational way, to move the student to a private office near an exit.
5. Notify district office and advise of situation and steps taken.
6. Refer to *Media Relations* section (p. 19) of this handbook if necessary.
7. Principal/designee completes *Incident Report* (p. 33) at the earliest opportunity and sends a copy to the district office.

APPENDIX A

Cedar Grove-Belgium School District

Consistency is crucial for a safety plan to work in a district. All three schools in our school district have developed common language and procedures for lockdown drills. The procedures below outline the steps that will be taken in a **safety drill** situation.

Safety Drill

Safety drills can be used in situations when we need to keep hallways clear. For example, we may have a student or staff member in the hall that needs assistance (ambulance or other rescue personnel), a fight in the hall, a mess in the hall (sick, blood, spill, etc.), or any other situation that would require the hallways to be clear.

Safety Drill Procedures

- Staff will be directed to "go to **safety drill**" procedure.
- Staff and students stay in room. Lock doors (no one leaves the classroom).
- If students are out of the room, they are to be directed back to their classrooms immediately.
- Students and teachers continue with class instruction until an "All Clear" call is issued, or another verbal ending to the **safety drill** procedures.

APPENDIX B

Building Personnel Certified in Emergency Assistance

Name	Certification	Building	Extension
Abler, Shelly	CPR, AED	ES	304
Feind, Karen	CPR/AED/1st AID	ES	300
Ketterhagen, Sally	CPR, AED	ES	335
Obbink, Sally	CPR/AED	ES	
O'Keefe, Tamra	CPR/AED/1st AID	ES	303
TeStroete, Karla	CPR/AED	ES	Radio
Beardsley, Carol	CPR/AED	MS	226
Dzurick, Kelly	CPR/AED/1st AID	MS	229
Hatfield, Tim	CPR/AED	MS	253
Jones, Jason	CPR/AED/1st AID	MS	252
Langer, Brandon	CPR/AED	MS	257
Mundt, Leslie	CPR/AED/1st AID	MS	230
Sdun, Mark	CPR, AED	MS	Radio
Smittkamp, Beth	CPR, AED	MS	228

VanEss, Jodi	CPR, AED	MS	
Courneene, Jeanne	CPR/AED	HS	500
DeHaai, Doris	CPR/AED	HS	549
Friedel, Elliot	CPR/AED/1st AID	HS	533
Ketterhagen, Josh	CPR?AED	HS	547
Lukens, Ben	CPR/AED/1st AID	HS	Radio
Skutka, Barb	CPR/AED/1st AID	HS	550
Weavers, Tabitha	CPR/AED/1st AID	HS	534

APPENDIX C

Nonviolent Crisis Intrevention Training - Crisis Prevention Institute (CPI)

Elementary School Staff

Donna Berndt
Natalie Brochtrup
Molly DePagter
Candice Helling
Becky Holzer
Sally Ketterhagen
Jeff Kondrakiewicz
Kay Seider
Mary Suhorepetz

Middle School Staff

Mary Bolander
Leslie Mundt
Dori Schmitt
Beth Smittkamp
Melissa TenPas

High School Staff

Josh Ketterhagen
Jason Palmer
Amanda Tauscheck

District Staff

Jeanne Courneene
Tamra O'Keefe

APPENDIX D

Cedar Grove-Belgium Area School District Incident Report

Date: _____
Time: _____
Location: _____

Crisis Event: Check event you wish to report.

- | | |
|--|--|
| <input type="checkbox"/> Assault on Student/Staff | <input type="checkbox"/> Intruder |
| <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Kidnapping |
| <input type="checkbox"/> Child/Student Abuse | <input type="checkbox"/> Large Group Disturbance |
| <input type="checkbox"/> Death on Campus | <input type="checkbox"/> Medical Emergency |
| <input type="checkbox"/> Drug Overdose/Poisoning/
Allergic Reaction | <input type="checkbox"/> Missing Child |
| <input type="checkbox"/> Electric Malfunction | <input type="checkbox"/> Rape/Suspected Rape |
| <input type="checkbox"/> Field Trip Incident | <input type="checkbox"/> Shooting Incident |
| <input type="checkbox"/> Fire Alarm Emergency | <input type="checkbox"/> Shooting Outside Campus |
| <input type="checkbox"/> Gas Leak | <input type="checkbox"/> Suicide (Threatened) |
| <input type="checkbox"/> Haz. Mat. Accident | <input type="checkbox"/> Tornados |
| <input type="checkbox"/> Hostage Situation | <input type="checkbox"/> Weapon on Property |
| | <input type="checkbox"/> Weapon on Student |

Details of Incident:

Action Taken:

Principal/Designee Signature

Date

Please send a copy of the completed form to the district office.

APPENDIX E

Cedar Grove-Belgium Area School District

FIRST AID LOCATIONS

High School Building

Commons – AED (Automated External Defibrillator) – on wall near entrance
Fitness Center - AED (Automated External Defibrillator)
Kitchen – fire blanket, eye wash station, first aid kit on back wall
Maintenance Area – first aid kit above workbench
Boiler Room – eye wash station, shower
Health Room in HS Office – Generic Epi-pens, first aid supplies, blankets
Phy. Ed. Storage – first aid cabinet, blankets
Training Room – first aid cabinet
Tech. Ed. (Room 122) – fire blanket, eye wash station, first aid kit on wall
(Room 122B) – fire blanket, shower, eye wash station, 1 power stop, first aid kit
Art (Room 120) – fire blanket, first aid kit on office wall
Upstairs – Room 210 (MaryBeth Desens) – first aid kit
Science (Rooms, 112, 114, 116) – in each room - fire blanket, eye wash station, shower, first aid kit mounted in storage room between classrooms, Sharps container in Chemistry Room
F.A.C.S. Room – first aid kit on wall

Middle School Building

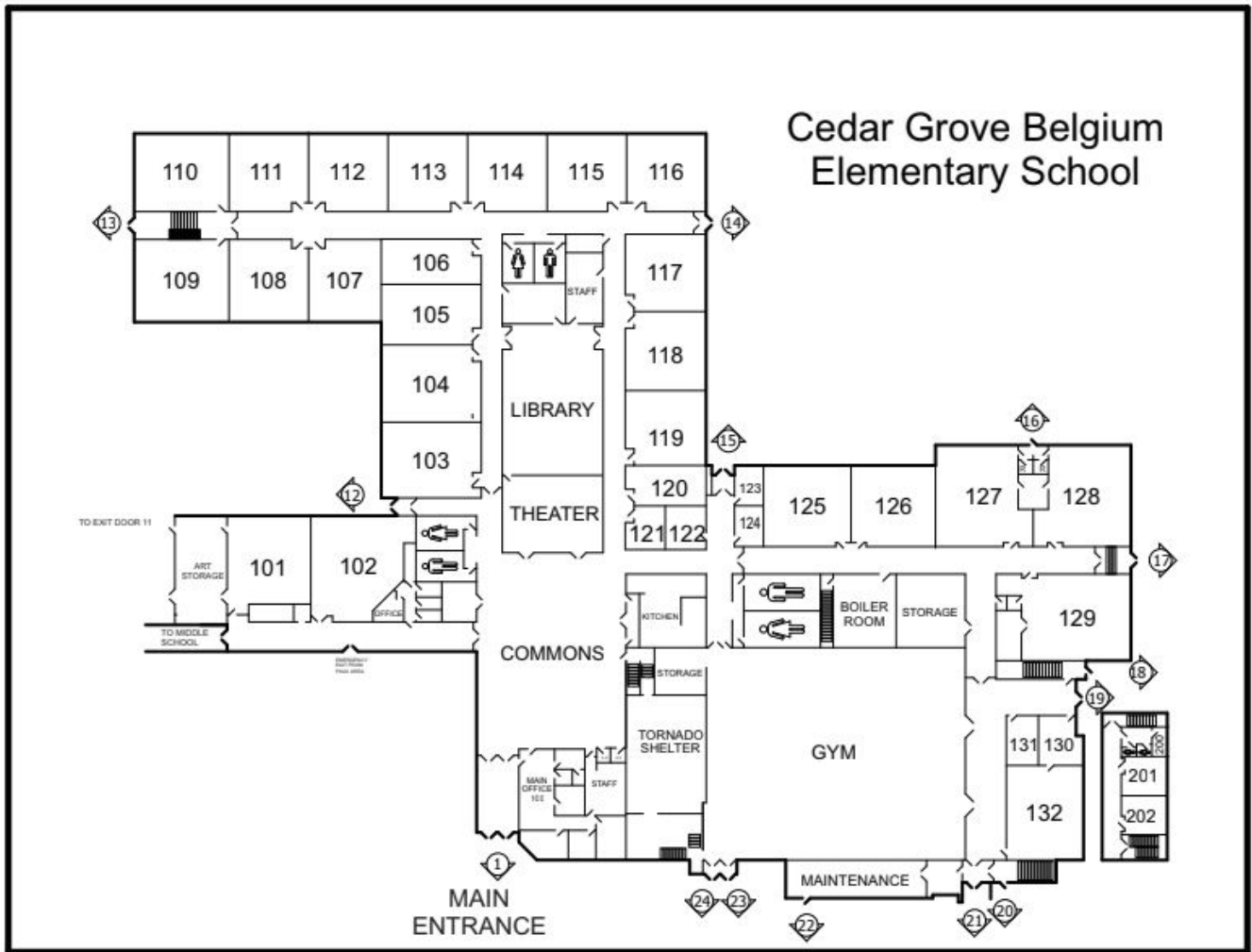
Commons – AED (Automated External Defibrillator) – on wall near Band Room
Data Room – first aid kit on wall
Kitchen – fire blanket, first aid kit
Health Room in MS Office – first aid supplies
MS Office - Generic Epi-Pens in front drawer
Science Rooms (Rooms 101,103,105,107) eye wash station, first aid kit in each room, shower in prep room
Pool – first aid cabinet in guard supply room

Elementary School Building

Commons – AED (Automated External Defibrillator) – on wall near office
Health Room in Elem. Office – Generic Epi Pens, first aid supplies
Classrooms – blood borne kits under sinks
Weight Room – first aid kit on wall
Maintenance Shop – first aid kit above sink
Kitchen – first aid kit on wall above sink

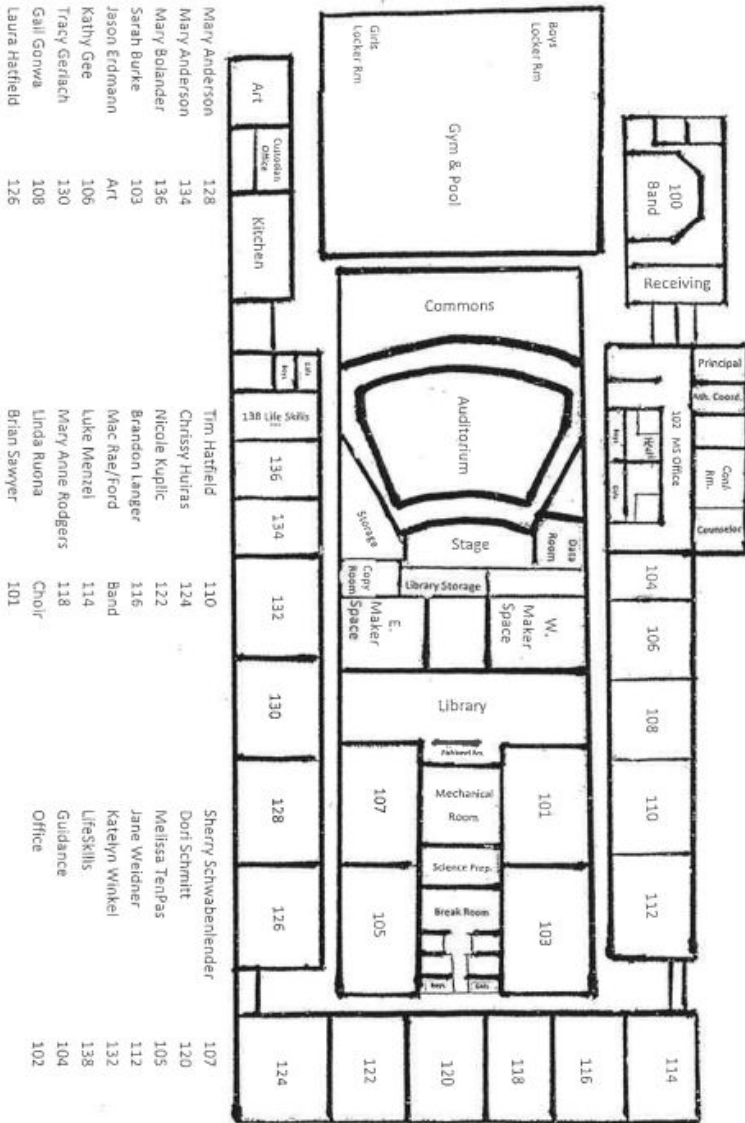
Pressboxes – supplied with first aid kits NOTE – there are no phones in pressboxes*
Maintenance & Athletic Sheds – first aid kit Concession Stand – first aid kit

APPENDIX F-1



APPENDIX F-2

Cedar Grove-Belgium Middle School
Floor Plan



CGBMS Tornado Shelter Areas

Teachers: Please escort your students to the following areas upon conducting a tornado drill or as directed by the administration when a tornado warning warrants.

Girl's Locker Room:

140 Mr. Erdmann
Gym Mrs. Mundt
Mrs. Ruona/Choir
Kitchen Staff
Custodial Office

Boy's Locker Room:

100 Mrs. MacRae/Mrs. Ford
Gym Mr. Jones/Mrs. Weavers
Commons

Room 101:

108 Mrs. Gee
130 Mrs. Gonwa
110 Mr. Hatfield

Room 105:

122 Mrs. Kuplic
124 Mrs. Huiras
126 Mrs. Hatfield

Room 103:

112 Ms. Weidner
114 Mr. Menzel
116 Mr. Langer

Room 107:

120 Mrs. Anderson
107 Mrs. Gerlach
132 Ms. Winkel

Remain in Classrooms:

101 Mr. Sawyer
103 Mrs. Burke
105 Mrs. TenPas

Staff Lunch Room:

118 Mrs. Rodgers
128 Mrs. Schmitt

MS Shared Copy Room:

134 Mrs. Anderson
136 Mrs. Bolander/Ms. Perez
138 Life Skills

Main Office Health Room:

Office staff/students/visitors
104 Guidance

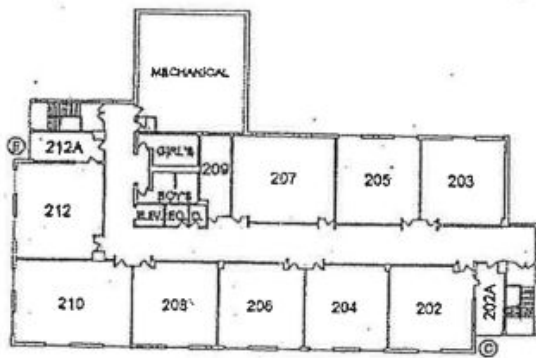
Library:

Please direct students to the backroom area.

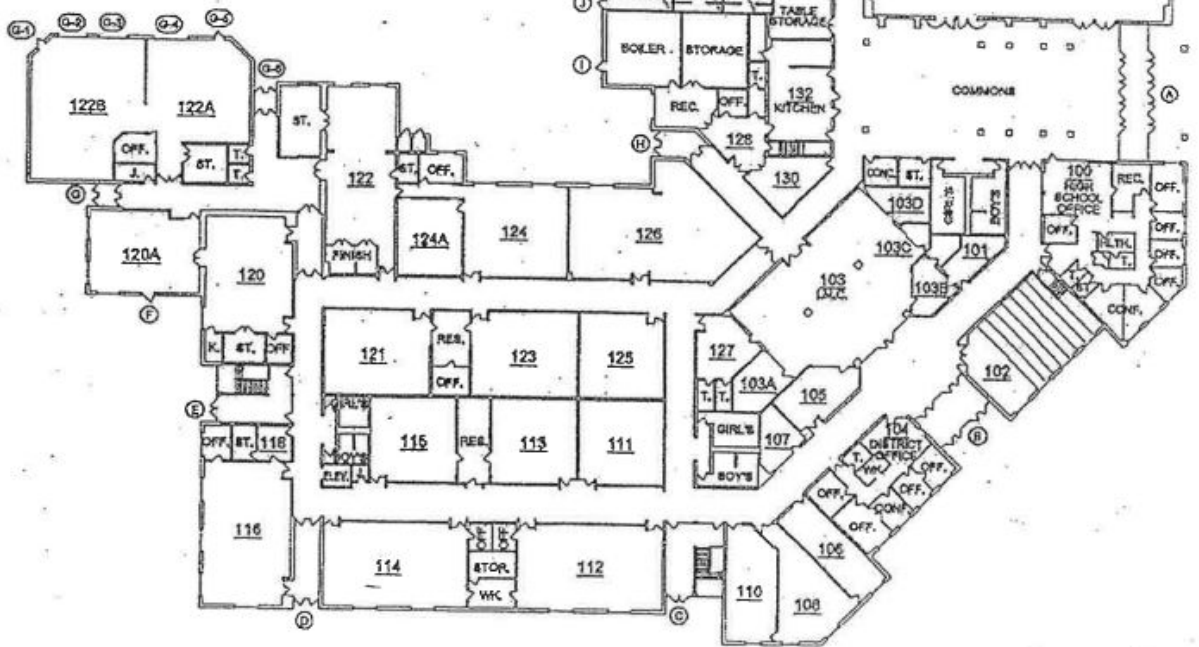
Reminders:

1. Check class roster; report missing students to an office staff member.
2. Carry a flashlight.
3. Provide a calm environment for students.
4. Listen for instructions and execute as directed.

APPENDIX F-3



SECOND FLOOR PLAN



FIRST FLOOR PLAN

Cedar Grove-Belgium High School

APPENDIX G

ALICE

1. A - ALERT
2. L - LOCKDOWN
3. I - INFORM
4. C - COUNTER
5. E - EVACUATE

Alert - Always the first step. After recognizing there is a violent intruder or indicators such as gunshots, screaming, loud noises or observed gun or weapon in hand. Utilize phone, school PA system, and word of mouth.

After an alert, ALICE allows options. There is no specific order. Use acquired information to make solid decisions.

Lockdown - Utilize when it is recognized an escape is not an option “right now”. Used to buy time. When in a lockdown state, barricade the door, spread out within the room (do not huddle),

look for alternate routes to evacuate, do not open the door for anyone, dial 911 when the opportunity presents itself.

Inform - This step is a continuation of alert. The goal is to pass on information in real time using all available resources.

Counter - Utilize to create opportunities for survival. The goal is to take back control. This is NOT a negotiation. To counter is a personal choice. Use as a last resort. Use anything to interrupt the focus/mindset of the intruder.

Evacuate - Know the layout of your building and the nearest exit. You have the authority to exit the building. Know how to operate and break windows if necessary. Evacuate to appropriate rally point and take count of students.

APPENDIX H

Crisis Response - Student Cell Phone Protocol

- 1. Silence your phone - You do not want the intruder to uncover your location if your cell phone rings.**
- 2. Be aware of your surroundings. Your full concentration is necessary. All senses need to be on alert.**
- 3. In the event you cannot evacuate and after you are in a safe hiding place, text a parent to inform him/her about your location (classroom #, hallway area, etc.) so your parent can inform school officials or law enforcement who will seek you out.**
- 4. Do not videotape or post on social media. Videotaping is distracting to you and posting on social media can cause confusion with information law enforcement is acquiring via remote access and on site. It is important for law enforcement to obtain “real time” information from “real time” sources.**

YOUR FULL COOPERATION IS ESSENTIAL TO EVERYONE’S SAFETY!

APPENDIX I

School Safety Drill Confirmation Cedar Grove-Belgium School District

Directions: The building administrator is to complete this form, file a copy in the school office, and submit a copy to the district office within 24 hours of conducting a safety drill.

Building (please circle): HS MS ES **Date of Drill:** **Time of Drill:**

Purpose of Drill:

Did the safety drill meet expectations? Why or Why not?

Corrective Safety Drill Actions Needed:

Other Comments:

Building Administrator Signature

Date

Please provide a copy to the district office.

APPENDIX J

Elementary School Safety Plan

Cedar Grove-Belgium Elementary School

Updated Summer 2018

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SCHOOL VISITOR PROCEDURES

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GO TO BAGS

REUNIFICATION PROCEDURES

UTILIZING 911 SERVICES

STAFF DEBRIEFING PLAN

FOLLOW UP COMMUNICATIONS TO PARENTS

INFORMING THE DISTRICT OFFICE

SCHOOL VISITOR PROCEDURES

All school visitors will enter through the west elementary main school entrance (Door 1) and be “buzzed in” at the elementary school office door.

- Visitors will ring the doorbell to the elementary school office, located next to the office door.
- Administrative Assistants or other elementary school personnel in the office will “buzz” the door open in order for the visitor to gain entry to the elementary school office.
- All visitors will sign into the visitor’s log located on the high school counter and receive a visitor badge.
- Upon confirmation of guests with the appropriate staff member, the visitor will either be escorted to the location or will be allowed to travel to the needed building location.
- Upon dismissal, all visitors will sign out of the visitor’s log and will return the visitor’s badge to the personnel in the elementary school office.

SAFETY DRILLS AND PROCEDURES

From the District’s School Crisis Response Handbook (Appendix A)

Consistency is crucial for a safety plan to work in a district. All three schools in our school district have developed common language and procedures for safety drills. The procedures below outline the steps that will be taken in a safety drill situation.

Safety Drills

Safety drills can be used in situations when hallways must be kept clear. For example, a student or staff member in the hall may need assistance (ambulance or other rescue personnel), a fight in the hall, an unsafe

or unsanitary mess the hall (sick, blood, spill, etc.), or any other situation that would require hallways to be clear.

Safety Drill Procedures

- Staff will be directed to “go to **safety drill**” procedure.
- Staff and students stay in room. Lock doors (no one leaves the classroom).
- If students are out of the room, they are to be directed back to their classrooms immediately.
- Students and teachers continue with class instruction until an “All Clear” call is issued, or another verbal ending to the **safety drill** procedures.

ALICE PROCEDURES

From the District’s School Crisis Response Handbook (Appendix G)

Prior to any scheduled practice of ALICE procedures and/or education of ALICE protocol, parents will be notified at three days in advance by the building principal or district office. The acronym for ALICE specifies the following potential options for staff and students during a school crisis:

1. A - ALERT
2. L - LOCKDOWN
3. I - INFORM
4. C - COUNTER
5. E - EVACUATE

(A) Alert - Always the first step. After recognizing there is a violent intruder or indicators such as gunshots, screaming, loud noises or observed gun or weapon in hand. Utilize phone, school PA system, and word of mouth. After an alert, ALICE allows options. There is no specific order. Use acquired information to make solid decisions.

(L) Lockdown - Utilize when it is recognized an escape is not an option “right now”. Used to buy time. When in a lockdown state, barricade the door, spread out within the room (do not huddle), look for alternate routes to evacuate, do not open the door for anyone, dial 911 when the opportunity presents itself.

(I) Inform - This step is a continuation of alert. The goal is to pass on information in real time using all available resources.

(C) Counter - Utilize to create opportunities for survival. The goal is to take back control. This is NOT a negotiation. To counter is a personal choice. Use as a last resort. Use anything to interrupt the focus/mindset of the intruder.

(E) Evacuate - Know the layout of your building and the nearest exit. You have the authority to exit the building. Know how to operate and break windows if necessary. Evacuate to appropriate Rally Point and take count of students. Updated class rosters will be kept at the Rally Point for easy access. Rosters and emergency contact information can be accessed via Infinite Campus as needed.

LOCATION SPECIFIC PROCEDURES

Lunchroom and Playgrounds at the Elementary

- To clear space when a safety drill is implemented, students in the lunchroom or on the playground will proceed to homerooms under the direction of supervising staff.

- Classroom teachers will immediately proceed to homeroom locations if not already present in assigned homeroom.
- Students and staff remain in assigned homeroom location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in the lunchroom or on the playground and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

Other Large Group Gathering Spaces in the Elementary

Large group gathering spaces in the elementary are identified as the elementary library, elementary little theater, middle school auditorium, and elementary and middle school gymnasiums (including athletic events, concerts, and co-curriculars).

- In the event students are in a large group gathering and a safety drill is implemented, supervising staff will remain with students at their current location with activities continuing. Students and staff remain in their location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in a large group gathering and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

SAFETY DRILL CONFIRMATION

Building principals must complete a “School Safety Drill Confirmation” Form upon completion of a safety drill and within one week of conducting the safety drill. One copy of the form must be kept on file in the District and Elementary School Offices.

GO TO BAGS

“Go To Bags” will be kept in the main office of the building, hanging next to a main office or health room door. Go To Bags will be equipped with updated class rosters, medications needed for life threatening situations (examples include epipen, insulin, etc.), and any other emergency materials as needed. Administrative Assistants will have the job of grabbing the Go To Bags when exiting if they are able. If not able, other office personnel in the vicinity will grab these Go To Bags.

REUNIFICATION PROCEDURES

When ALICE procedures are implemented, an evacuation will ultimately occur and students and staff will proceed to the school Rally Point or alternate safe location. In the event that an evacuation takes place, parents will be reunified with their children at the specified location.

Designated areas will be assigned to account for students and staff. Attendance will be taken in designated areas by homeroom, grade level, or other assigned staff member. Updated student homeroom lists will be kept at a designated location within the Rally Point.

A sign out area will be established by school personnel for parent(s)/legal guardian(s) to check their children out and sign that they are leaving the Rally Point and the parent(s)/legal guardian(s) is assuming supervision responsibilities. Children will not be released to anyone except a parent or legal guardian unless appropriate

documentation (e-mail, phone call, text, letter, etc.) is provided specifically stating the wishes of the parent or legal guardian.

UTILIZING 911 SERVICES

The building principal or another office staff member will call 911 if able and aware of the situation/threat. If the threat is discovered by another staff member in the building, such as a classroom teacher, aide, or another staff member, said staff member will call 911 when able to do so.

STAFF DEBRIEFING PLAN

Staff will be debriefed on any Safety Drill via email or other form of communication as applicable. If an evacuation occurred or ALICE was implemented, staff would be debriefed in a designated meeting location at the Rally Point or other designated meeting location if the Rally Point was not used. If the building is available, the designated meeting point for debriefing is the library.

FOLLOW UP COMMUNICATIONS TO PARENTS

Parents will receive follow-up communication within 48 hours following an ALICE event via parent communication tools (Examples include Infinite Campus messaging tools, etc.). Explanation of the event and actions taken by district staff and emergency personnel will be detailed in said communications.

INFORMING THE DISTRICT OFFICE

Building principals will remain in regular contact with staff in the district office as to events as they occur and regularly scheduled safety drills. Documentation of all safety drills, including narratives and evaluation of each drill, will be sent to district office within one week of completion. In the event that ALICE procedures were necessary, the district office will be notified throughout the process as needed via radio communication and/or phones communication. Building administrators will meet within 48 hours to summarize and discuss the safety procedures that occurred

APPENDIX K

Middle School Safety Plan Cedar Grove-Belgium Middle School *Updated Summer 2018*

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- ❖ **SCHOOL VISITOR PROCEDURES**
- ❖ **SAFETY DRILLS AND PROCEDURES**
- ❖ **ALICE PROCEDURES**
- ❖ **LOCATION SPECIFIC PROCEDURES**
- ❖ **SAFETY DRILL CONFIRMATION**
- ❖ **GO TO BAGS**
- ❖ **REUNIFICATION PROCEDURES**
- ❖ **UTILIZING 911 SERVICES**
- ❖ **STAFF DEBRIEFING PLAN**
- ❖ **FOLLOW UP COMMUNICATIONS TO PARENTS**
- ❖ **INFORMING THE DISTRICT OFFICE**

SCHOOL VISITOR PROCEDURES

All school visitors will enter through the middle school commons entrance on the west side of the building and be “buzzed in” at the middle school office door.

- Visitors will ring the doorbell to the middle school office, located next to the office door.
- Administrative Assistants or other middle school personnel in the office will “buzz” the door open in order for the visitor to gain entry to the middle school office.
- All visitors will sign into the visitor’s log located on the middle school counter and receive a visitor badge.
- Upon confirmation of guests with the appropriate staff member, the visitor will either be escorted to the location or will be allowed to travel to the needed building location.
- Upon dismissal, all visitors will sign out of the visitor’s log and will return the visitor’s badge to the personnel in the middle school office.

SAFETY DRILLS AND PROCEDURES

From the District’s School Crisis Response Handbook (Appendix A)

Consistency is crucial for a safety plan to work in a district. All three schools in our school district have developed common language and procedures for safety drills. The procedures below outline the steps that will be taken in a **safety drill** situation.

Safety Drills

Safety drills can be used in situations when hallways must be kept clear. For example, a student or staff member in the hall may need assistance (ambulance or other rescue personnel), a fight in the hall, an unsafe

or unsanitary mess the hall (sick, blood, spill, etc.), or any other situation that would require hallways to be clear.

Safety Drill Procedures

- Staff will be directed to “go to **safety drill**” procedure.
- Staff and students stay in room. Lock doors (no one leaves the classroom).
- If students are out of the room, they are to be directed back to their classrooms immediately.
- Students and teachers continue with class instruction until an “All Clear” call is issued, or another verbal ending to the **safety drill** procedures.

ALICE PROCEDURES

From the District’s School Crisis Response Handbook (Appendix G)

Prior to any scheduled practice of ALICE procedures and/or education of ALICE protocol, parents will be notified at three days in advance by the building principal or district office.

The acronym for ALICE specifies the following potential options for staff and students during a school crisis:

1. A - ALERT
2. L - LOCKDOWN
3. I - INFORM
4. C - COUNTER
5. E - EVACUATE

(A) Alert - Always the first step. After recognizing there is a violent intruder or indicators such as gunshots, screaming, loud noises or observed gun or weapon in hand. Utilize phone, school PA system, and word of mouth. After an alert, ALICE allows options. There is no specific order. Use acquired information to make solid decisions.

(L) Lockdown - Utilize when it is recognized an escape is not an option “right now”. Used to buy time. When in a lockdown state, barricade the door, spread out within the room (do not huddle), look for alternate routes to evacuate, do not open the door for anyone, dial 911 when the opportunity presents itself.

(I) Inform - This step is a continuation of alert. The goal is to pass on information in real time using all available resources.

(C) Counter - Utilize to create opportunities for survival. The goal is to take back control. This is NOT a negotiation. To counter is a **personal choice**. Use as a last resort. Use anything to interrupt the focus/mindset of the intruder.

(E) Evacuate - Know the layout of your building and the nearest exit. You have the authority to exit the building. Know how to operate and break windows if necessary. Evacuate to appropriate Rally Point and take count of students. Updated class rosters will be kept at the Rally Point for easy access. Rosters and emergency contact information can be accessed via Infinite Campus as needed.

LOCATION SPECIFIC PROCEDURES

Lunchroom and Playgrounds at the Middle School

- To clear space when a safety drill is implemented, students in the lunchroom or on the playground will proceed to homerooms under the direction of supervising staff.
- Classroom teachers will immediately proceed to homeroom locations if not already present in assigned homeroom.
- Students and staff remain in assigned homeroom location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in the lunchroom or on the playground and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

Other Large Group Gathering Spaces in the Middle School

Large group gathering spaces in the middle school are identified as the library, auditorium, and gymnasium (including athletic events, concerts, and co-curriculars).

- In the event students are in a large group gathering and a safety drill is implemented, supervising staff will remain with students at their current location with activities continuing. Students and staff remain in their location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in a large group gathering and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

SAFETY DRILL CONFIRMATION

Building principals must complete a “School Safety Drill Confirmation” Form upon completion of a safety drill and within one week of conducting the safety drill. One copy of the form must be kept on file in the District and Middle School Offices.

GO TO BAGS

“Go To Bags” will be kept in the main office of the building and in each classroom near an exit door. Go To Bags will be equipped with updated class rosters, medications needed for life threatening situations (examples include epipen, insulin, etc.), and any other emergency materials as needed. Administrative Assistants will have the job of grabbing the Go To Bags when exiting if they are able. If not able, other office personnel in the vicinity will grab these Go To Bags.

REUNIFICATION PROCEDURES

When ALICE procedures are implemented, an evacuation will ultimately occur and students and staff will proceed to the school Rally Point or alternate safe location. In the event that an evacuation takes place, parents will be reunified with their children at the specified location.

Designated areas will be assigned to account for students and staff. Attendance will be taken in designated areas by homeroom, grade level, or other assigned staff member. Updated student homeroom lists will be kept at a designated location within the Rally Point.

A sign out area will be established by school personnel for parent(s)/legal guardian(s) to check their children out and sign that they are leaving the Rally Point and the parent(s)/legal guardian(s) is assuming supervision

responsibilities. Children will not be released to anyone except a parent or legal guardian unless appropriate documentation (e-mail, phone call, text, letter, etc.) is provided specifically stating the wishes of the parent or legal guardian.

UTILIZING 911 SERVICES

The building principal or another office staff member will call 911 if able and aware of the situation/threat. If the threat is discovered by another staff member in the building, such as a classroom teacher, aide, or another staff member, said staff member will call 911 when able to do so.

STAFF DEBRIEFING PLAN

Staff will be debriefed on any Safety Drill via email or other form of communication as applicable. If an evacuation occurred or ALICE was implemented, staff would be debriefed in a designated meeting location at the Rally Point or other designated meeting location if the Rally Point was not used. If the building is available, the designated meeting point for debriefing is the library.

FOLLOW UP COMMUNICATIONS TO PARENTS

Parents will receive follow-up communication within 48 hours following an ALICE event via parent communication tools (Examples include Infinite Campus messaging tools, etc.). Explanation of the event and actions taken by district staff and emergency personnel will be detailed in said communications.

INFORMING THE DISTRICT OFFICE

Building principals will remain in regular contact with staff in the district office as to events as they occur and regularly scheduled safety drills. Documentation of all safety drills, including narratives and evaluation of each drill, will be sent to district office within one week of completion. In the event that ALICE procedures were necessary, the district office will be notified throughout the process as needed via radio communication and/or phones communication. Building administrators will meet within 48 hours to summarize and discuss the safety procedures that occurred.

APPENDIX L

High School Safety Plan Cedar Grove-Belgium High School *Updated Summer 2018*

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SCHOOL VISITOR PROCEDURES

All school visitors will enter through the high school cafeteria entrance (Door A) and be “buzzed in” at the high school office door.

- Visitors will ring the doorbell to the high school office, located next to the office door.
- Administrative Assistants or other high school personnel in the office will “buzz” the door open in order for the visitor to gain entry to the high school office.
- All visitors will sign into the visitor’s log located on the high school counter and receive a visitor badge.
- Upon confirmation of guests with the appropriate staff member, the visitor will either be escorted to the location or will be allowed to travel to the needed building location.
- Upon dismissal, all visitors will sign out of the visitor’s log and will return the visitor’s badge to the personnel in the high school office.

SAFETY DRILLS AND PROCEDURES

From the District’s School Crisis Response Handbook (Appendix A)

Consistency is crucial for a safety plan to work in a district. All three schools in our school district have developed common language and procedures for safety drills. The procedures below outline the steps that will be taken in a **safety drill** situation.

Safety Drills

Safety drills can be used in situations when hallways must be kept clear. For example, a student or staff member in the hall may need assistance (ambulance or other rescue personnel), a fight in the hall, an unsafe or unsanitary mess the hall (sick, blood, spill, etc.), or any other situation that would require hallways to be clear.

Safety Drill Procedures

- Staff will be directed to “go to **safety drill**” procedure.
- Staff and students stay in room. Lock doors (no one leaves the classroom).
- If students are out of the room, they are to be directed back to their classrooms immediately.
- Students and teachers continue with class instruction until an “All Clear” call is issued, or another verbal ending to the **safety drill** procedures.

ALICE PROCEDURES

From the District’s School Crisis Response Handbook (Appendix G)

Prior to any scheduled practice of ALICE procedures and/or education of ALICE protocol, parents will be notified at three days in advance by the building principal or district office.

The acronym for ALICE specifies the following potential options for staff and students during a school crisis:

1. A - ALERT
2. L - LOCKDOWN
3. I - INFORM
4. C - COUNTER
5. E - EVACUATE

(A) Alert - Always the first step. After recognizing there is a violent intruder or indicators such as gunshots, screaming, loud noises or observed gun or weapon in hand. Utilize phone, school PA system, and word of mouth. After an alert, ALICE allows options. There is no specific order. Use acquired information to make solid decisions.

(L) Lockdown - Utilize when it is recognized an escape is not an option “right now”. Used to buy time. When in a lockdown state, barricade the door, spread out within the room (do not huddle), look for alternate routes to evacuate, do not open the door for anyone, dial 911 when the opportunity presents itself.

(I) Inform - This step is a continuation of alert. The goal is to pass on information in real time using all available resources.

(C) Counter - Utilize to create opportunities for survival. The goal is to take back control. This is NOT a negotiation. To counter is a personal choice. Use as a last resort. Use anything to interrupt the focus/mindset of the intruder.

(E) Evacuate - Know the layout of your building and the nearest exit. You have the authority to exit the building. Know how to operate and break windows if necessary. Evacuate to appropriate Rally Point and take count of students. Updated class rosters will be kept at the Rally Point for easy access. Rosters and emergency contact information can be accessed via Infinite Campus as needed.

LOCATION SPECIFIC PROCEDURES

Cafeteria and Playgrounds at the High School

- To clear space when a safety drill is implemented, students in the lunchroom or on the playground will proceed to homerooms under the direction of supervising staff.
- Classroom teachers will immediately proceed to homeroom locations if not already present in assigned homeroom.
- Students and staff remain in assigned homeroom location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in the lunchroom or on the playground and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

Other Large Group Gathering Spaces in the High School

Large group gathering spaces in the high school are identified as the high school library, high school study hall, fitness center, MAC, and high school gymnasium (including athletic events, concerts, pep rallies, programs, co-curriculars, etc.).

- In the event students are in a large group gathering and a safety drill is implemented, supervising staff will remain with students at their current location with activities continuing. Students and staff remain in their location until safety drill is complete and the all clear is given to resume regularly scheduled activities.
- In the event students are in a large group gathering and there is an imminent physical threat requiring implementation of ALICE, supervising staff will follow the procedures as outlined by ALICE protocol.

SAFETY DRILL CONFIRMATION

Building principals must complete a “School Safety Drill Confirmation” Form upon completion of a safety drill and within one week of conducting the safety drill. One copy of the form must be kept on file in the District and High School Offices.

GO TO BAGS

“Go To Bags” will be kept in the main office of the building, hanging next to a main office or health room door. Go To Bags will be equipped with updated class rosters, medications needed for life threatening situations (examples include epipen, insulin, etc.), and any other emergency materials as needed. Administrative Assistants will have the job of grabbing the Go To Bags when exiting if they are able. If not able, other office personnel in the vicinity will grab these Go To Bags.

REUNIFICATION PROCEDURES

When ALICE procedures are implemented, an evacuation will ultimately occur and students and staff will proceed to the school Rally Point or alternate safe location. In the event that an evacuation takes place, parents will be reunified with their children at the specified location.

Designated areas will be assigned to account for students and staff. Attendance will be taken in designated areas by Rocket Block, grade level, or other assigned staff member. Updated Rocket Block lists will be kept at a designated location within the Rally Point.

A sign out area will be established by school personnel for parent(s)/legal guardian(s) to check their children out and sign that they are leaving the Rally Point and the parent(s)/legal guardian(s) is assuming supervision

responsibilities. Children will not be released to anyone except a parent or legal guardian unless appropriate documentation (e-mail, phone call, text, letter, etc.) is provided specifically stating the wishes of the parent or legal guardian.

UTILIZING 911 SERVICES

The building principal or another office staff member will call 911 if able and aware of the situation/threat. If the threat is discovered by another staff member in the building, such as a classroom teacher, aide, or another staff member, said staff member will call 911 when able to do so.

STAFF DEBRIEFING PLAN

Staff will be debriefed on any Safety Drill via email or other form of communication as applicable. If an evacuation occurred or ALICE was implemented, staff would be debriefed in a designated meeting location at the Rally Point or other designated meeting location if the Rally Point was not used. If the building is available, the designated meeting point for debriefing is the library.

FOLLOW UP COMMUNICATIONS TO PARENTS

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