

# **INDIANA SCHOOL FOR THE DEAF**

## **PREPAREDNESS & SAFETY MANUAL**



# **PREFACE**

The Indiana School for the Deaf Preparedness and Safety Manual is designed to be a comprehensive document of preparedness protocols and school safety information. Due to the confidential nature of certain emergency procedures, this document is accepted from public disclosure pursuant to Indiana Code 5-14-3-4(b)(18) and may not be disclosed for public review, although portions may be approved for placement in public documents and available for public review upon approval from the ISD Safety Committee and/or the ISD Administration Team.

This document has been prepared in compliance with IC 5-2-10.1 and 511 IAC 6.1-2-2.5. A complete hard copy of the manual will be placed in each appropriate building location. Portions of the document may be summarized and placed in appropriate locations for ease of use during emergencies.

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# PREVENTION & MITIGATION

## Emergency Contact Numbers

ISD Emergency Team	Name	Voice	VP	Email	TEXT
<b>ISD Police</b>	Officer on duty	317-550-4874	317 493-0701	<a href="mailto:All_campuspolice@isd.k12.in.us">All_campuspolice@isd.k12.in.us</a>	317-871-4391
				<a href="mailto:cp@isd.k12.in.us">cp@isd.k12.in.us</a>	
Police Chief	James Ryals	317-550-4869	N/A	<a href="mailto:Jryals@isd.k12.in.us">Jryals@isd.k12.in.us</a>	317-871-4393
<b>Health Center</b>	Nurse on Duty	317-550-4818	317-493-0497	<a href="mailto:ALL_HealthCenter@isd.k12.in.us">ALL_HealthCenter@isd.k12.in.us</a>	317-871-4396
Director of Nursing	Paula LaMonaca	317-550-4816	317-644-6350	<a href="mailto:PLaMonaca@isd.k12.in.us">PLaMonaca@isd.k12.in.us</a>	317-213-0887
<b>Director of Instruction</b>	Kim Kause	317-550-4867	317-493-0459	<a href="mailto:Kkause@isd.k12.in.us">Kkause@isd.k12.in.us</a>	
Middle & High School	Andy Alka	317-550-4799	317-493-0540	<a href="mailto:Aalka@isd.k12.in.us">Aalka@isd.k12.in.us</a>	
Elementary	Dawn Crock	N/A	317-493-0474	<a href="mailto:dcrock@isd.k12.in.us">dcrock@isd.k12.in.us</a>	
<b>Student Life Director</b>	Matt Krueger	N/A	317-720-1850	<a href="mailto:Mkrueger@isd.k12.in.us">Mkrueger@isd.k12.in.us</a>	317-989-5356
Dean of Girls & Boys	Samantha Gonzales	N/A	317-493-0508	<a href="mailto:Sgonzales@isd.k12.in.us">Sgonzales@isd.k12.in.us</a>	319-308-3648
Overnight Dean	Laura Adams	317-550-4819	317-493-050	<a href="mailto:Ladams@isd.k12.in.us">Ladams@isd.k12.in.us</a>	317-523-4026
Student Life Administrative Assistant	Jeanny Wooten	317-493-0508	317-493-0508	<a href="mailto:Jwooten@isd.k12.in.us">Jwooten@isd.k12.in.us</a>	
Athletic Director	Peter Leccese		317-493-0531	<a href="mailto:pleccese@isd.k12.in.us">pleccese@isd.k12.in.us</a>	
Food Service Director	George Andy Spurlin	N/A	317-960-1044	<a href="mailto:Gspurlin@isd.k12.in.us">Gspurlin@isd.k12.in.us</a>	678-258-5435
<b>Superintendent</b>	David Geeslin	317-550-4807	317-493-0525	<a href="mailto:Dgeeslin@isd.k12.in.us">Dgeeslin@isd.k12.in.us</a>	
<b>CDHHE/Raney Bldg.</b>	Bethany Colson	317-232-0998	317-493-0476	<a href="mailto:bcolson@isdh.in.gov">bcolson@isdh.in.gov</a>	
<b>Chief Operating Officer</b>	Jeremy Hawk	317-550-4866	N/A	<a href="mailto:Jhawk@isd.k12.in.us">Jhawk@isd.k12.in.us</a>	317-681-3573
			N/A		
Interpreting Services	Interpreter on duty	317-550-4823	317-493-0492	<a href="mailto:Interpreters@isd.k12.in.us">Interpreters@isd.k12.in.us</a>	
Physical Plant Director	Terry Campbell	317-550-4843	N/A	<a href="mailto:Tcampbell@isd.k12.in.us">Tcampbell@isd.k12.in.us</a>	

## Emergency Contact Numbers

<b>Organization</b>	<b>Phone Number</b>
Emergency Services	9-1-1
Fire Department	317 262-5161
IMPD - Indianapolis Metro Police Dept.	317 327-3811
ISP - Indiana State Police	9-1-1
ISBVI - Indiana School for the Blind & Visually Impaired	317 253-1481
ISDH - Indiana State Department of Health	317 233-7400
ISF - Indiana State Fair	317 927-1405
Poison Control Center	(800) 222-1222 or 929-2323
Spill Reporting - EPA National Response Center	800-424-8802
Spill Reporting - IDEM	800-451-6027
Spill Reporting – Marion County Health Dept.	317 221-2266

# **Safety Committees**

## Executive Safety Committee

The Executive Safety Committee is led by the Chief Operating Officer and is comprised of the Administrative Team, designated Education and Student Life staff, Human Resources, and Operations staff. The Executive Safety Committee is responsible for final review and approval of changes to ISD preparedness and safety procedures, response and communication protocols, and for addressing the big picture of school safety and ensuring ISD complies with all legal requirements in this area.

## Advisory Safety Committee

The Advisory Safety Committee is lead by the Chief of Campus Police and is comprised of designated staff in all areas, building leaders, and ISD partners, i.e., Vincennes University, Ball State University, PTCO, YMCA, etc. The Advisory Safety Committee is responsible for bringing safety issues to the attention of Executive Safety Committee members, proposing policy and procedures changes, and educating staff in their departments on safety matters.

# Prevention & Mitigation Plan

The Prevention & Mitigation Plan documents efforts by ISD staff to prevent and mitigate potential harm to students and staff on the ISD campus. This plan is reviewed annually by appropriate ISD staff. Prevention efforts are designed to keep bad things from happening. Mitigation includes finding ways to minimize the negative impact of events that cannot be prevented. This plan is not all-inclusive as ISD staff are continually searching for and identifying ways to improve safety and security of students and staff. This plan should be reviewed and considered as a working document in progress. The public is invited to provide comment and feedback on the ISD Prevention & Mitigation Plan by sending an email to [jryals@isd.k12.in.us](mailto:jryals@isd.k12.in.us).

## A. ISD Police Department

1. ISD Campus Police became a state certified police department in 1976. All officers attend the Indiana Law Enforcement Academy and are sworn to enforce the law and uphold the Constitutions of the United States, the State of Indiana and the policies of ISD.
2. ISD Police receive training in many areas, including: CPR, Active Shooter, Firearms, AED, Domestic Violence and additional topics as training is available and deemed relevant to ISD duties.
3. The Chief of ISD Police serves as the designated Certified School Safety Specialist and maintains certification through training offered annually by the Indiana School Safety Academy.
4. ISD Police address school safety issues while students are in residence on campus during the school year.
5. The Chief of ISD Police collaborates with the Indiana State Police and local police agencies to ensure prevention efforts are coordinated to address any potential crime issues in the School Safety Zones surrounding the campus.
6. ISD Police conduct regular patrols of the school grounds and maintain appropriate communication equipment in order to quickly respond to campus emergencies.

## B. Emergency Preparedness Measures

1. The school has a written emergency preparedness and safety plan in compliance with IC 5-2-10.1 and 511 IAC 6.1-2-2.5. The plan includes the following specific protocols:
  - Active Shooter on Campus Plan
  - Anthrax/Suspicious Package/Substance Exposure
  - Biological Emergency Response Plan
  - Bomb Threat/Suspicious Package Response Plan
  - Civil Disorder Plan
  - Earthquake Emergency Plan
  - Emergency Evacuation Plan
  - Fire, Explosion, or Fire-Related Plan
  - Flood Disaster Plan
  - Hazardous Waste Operation and Emergency Response
  - Hostage Situation
  - Lockdown Procedures
  - Missing Child Procedures
  - Power Outage and Utility Failure Plan
  - Radiological Release Incidents
  - Shelter in Place Procedures
  - Snow Emergency Plan
  - Tornado Emergency Plan
  - Weapon Reported on Campus Protocol
2. Evacuation chairs are located on each level of Alumni Hall (Building 6) and Fair/Koob Hall (Building 8).
3. School conducts a monthly fire drill during the school year.
4. School conducts a tornado drill once each semester.
5. School conducts a lockdown drill once each semester.
6. School has emergency operations planning information in computer format for emergency use.

7. Floor plans have been provided law enforcement and fire department in compliance with IC 5-2-10.1.

### **C. Facility Safety and Security Measures**

1. Student medications and treatments are stored securely and administered by staff nurses. At the discretion of the nurse, specific medications may be delegated to an authorized staff member.
2. Health Center staff nurses are present on campus 24 hours, 7 days a week when students and staff are present to provide emergency care and triage.
3. Fire alarm pull stations are inspected to insure they are not blocked or obstructed.
4. Fire extinguishers are visibly located in each hallway and are free from blockage with three (3) feet of clearance from the front and sides.
5. Emergency lights and alarm systems are frequently tested for functionality.
6. Fire and tornado evacuation plans are properly posted in each classroom.
7. All money, checks and purchase orders are kept in a secure location.
8. Security is stationed on campus at the front gate (Building 20) 24/7, including after hours when students are in residence. The front gate requires key card access or manual entry upon approval of stationed officer.
9. Parking areas are well lit during after-hours events.
10. All school parking areas are clearly striped and marked to properly direct traffic.
11. ISD Campus Police conduct regular patrol of school grounds.
12. Exterior door locks and key control strictly monitored.
13. Access is restricted to student-occupied buildings during school hours and doors are kept locked when not in use.
14. Floor plans for each building clearly indicating each exit, interior rooms and hallways, and location of any hazardous materials in the building are available electronically and have been shared with local law enforcement and fire department.

### **D. Additional Prevention and Mitigation Efforts**

1. Safety Committees have been organized and student-occupied buildings have Building Leaders assigned to monitor safety needs.
2. Each student receives a copy of the Students Rights and Responsibilities at the beginning of the school year and they must sign to show that they were given a copy.
3. Transfer students are provided with a copy of the Students Rights and Responsibilities when they are admitted to school.
4. A policy outlining under what circumstances students and their belongings may be searched has been developed, reviewed by qualified legal counsel, and adopted by the board.
5. The school has implemented a framework of Positive Behavior Support for our students, parents and staff. The main focus of Positive Behavior Support (PBS) is to provide a clear system for all expected behaviors at the Indiana School for the Deaf. Through the PBS process, we work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.
6. Staff is required to attend orientation at the start of each school year and are provided electronic access to the staff handbook.
7. Written policies are maintained electronically through an agreement with NEOLA.
8. Counselors, psychologists, social workers, and nurses are available to assist students and parents with mental health issues.
9. Teachers are provided with support and training when dealing with discipline issues.
10. Anonymous safe school surveys are provided to parents and staff inquiring about feelings of the school environment each school year.



11. The school's mental health staff has access to community resources and provides referrals when appropriate.
12. School's emergency operations plan is on file in the superintendent's office.
13. The superintendent maintains a copy of each year's prevention and mitigation plan for five years.
14. A copy of each fire and accident inspection sheet is kept on file for three years.
15. A copy of all safety related employee training rosters is kept on file for three years.
16. Blood Borne Pathogen training is provided annually as required by state and federal law.
17. Staff and ISD families are notified of any pandemic illness outbreak by Health Center Director.
18. Elevator inspections are conducted in compliance with state laws and regulations.
19. All candidates for employment undergo a criminal history check and evaluation prior to placement in a position. The criminal history check includes a fingerprint check. This practice is followed for part-time and temporary employees.
20. All employees who apply for a promotion or a different position undergo a new criminal history check to ensure that they have not been arrested since their initial employment. Employees are required to notify supervisor of any disposition, arrest, or citation affecting an employee's ability to fulfill their job duties.
21. All contractors who will have full time, part time and temporary employees are required to have personnel screened before they are allowed to work on school property.
22. All food service employees receive a safety briefing as part of their employee orientation. The safety briefing includes proper food handling procedures, measures to prevent accidental or intentional food and beverage contamination, food and beverage security measures, employee safety and the proper operation of fire safety systems and equipment.
23. Food service personnel periodically receive informational briefings from area public health personnel.
24. Event planners must consult with school police to determine needs for security personnel for special events.

**E. Additional School Safety Information**

1. In compliance with Indiana Code 5-2-10.1, the Indiana School for the Deaf has implemented various safety policies and protocols in both the Student Rights and Responsibilities Handbook and in the Employee Staff Handbook.
2. Professional development needs for faculty and staff are addressed at the weekly professional learning sessions and at other times throughout the year as the need and opportunity arises.
3. The school has implemented the Olweus Bullying Prevention Program.
4. Appropriate staff members receive training for special needs children, including autism training.

## Building Marshals

Buildings Marshals by Building are:

- Student Dormitory (Building 8) Independent Living (Building 9) – Student Life Director
- Caskey Gymnasium (Building 17) – Student Life Director and Athletic Director
- High School/Middle School/CTE (Buildings 6 & 7) – Director of Instruction and designees
- Elementary School (Buildings 3, 4 & 5) – Elementary Principal or designee
- Physical Plant (Buildings 12, 13 & 15) Physical Plant Director
- Brown Cafeteria (Building 10) Simms Cafeteria (Building 3) – Food Services Director/ Student Life Director
- Health Center – Health Center Director / Student Life Director
- CDHHE/Raney Hall (Buildings 1 & 22) – Director CDHHE or designee
- Vincennes University (Building 2) Director or designee

Building Marshals Responsibilities:

- Coordinate evacuation drills and alarms with the ISD Police.
- Coordinate maintenance and system operation issues and emergency equipment monitoring with the Facility Maintenance.
- Schedule fire drills throughout the year, one per month.
- Conduct and supervise each fire drill. Ensure an efficient and orderly exit by all occupants.
- Follow-up any related issues after each drill.
- Identify and implement appropriate assembly areas (meeting places for occupants a safe distance from the building).
- Supervise evacuation emergencies.
- Check teachers' "black card/green card" roll call status during any emergency and/or collect names of "unaccounted for" individuals from floor captains and account for any missing individual.
- Report names of missing individuals to ISD Police and/or other emergency responders.
- Collect information about individuals who are having difficulty evacuating the buildings due to mobility issues or injury—information includes names of those involved and location—from Floor Captains and report this to ISD Police and/or other emergency responders.

## Floor Captains

Buildings Captains by Building are:

- Student Dormitory (Building 8) Dixon House (Building 9) – Dorm Supervisors
- Caskey Gymnasium (Building 17) – Coaches/Designees
- High School/Middle School/CTE (Buildings 6 & 7) – Principal and designees
- Elementary School (Buildings 3, 4 & 5) – Dean/designee
- Physical Plant (Buildings 12, 13 & 15) Supervisors/designees
- Brown Cafeteria (Building 10) Simms Cafeteria (Building 3) – Supervisor and designees
- Health Center – Nursing Staff and designees
- CDHHE/Raney Hall (Buildings 1 & 22) – Supervisor and designees
- Vincennes University (Building 2) Staff and Designee

Floor Captains are to ensure that steps (below) are followed:

- Be accountable for all students and adults in assigned area.
- Be familiar with the locations of all Alertus stations, AED's, Wheel & Evacuation Chairs, Fire Extinguishers
- Communication with responding Police and Fire providing any information to assist with the incident.
- During building evacuations, Floor Captains must gather "black card/green card" status reports from teachers and/or names of unaccounted for teachers and staff in their assigned areas and provide the status to the Building Marshal during the waiting period outside.
- Make note of any equipment failure such as non-functioning strobe lights, bells, automatic doors, Alertus equipment, Computers desktop Alert are on etc., within their areas.
- Sweep every space in designated area. Inspect every office, classroom, space and restroom in their designated area and close all doors.
- Ensure that no occupants remain in any part of the building.
- Complete the Fire Drill/Building Evacuation Check List (Red) form immediately after each fire drill/emergency evacuation.
- Notify the Building Marshals immediately following the fire drill or evacuation procedure regarding any equipment failure or problem with procedure.
- Staff assigned exit doors in Building Lockdown emergencies.
- On the first of each month, complete the Building Safety Check List form.

## Floor Captain Forms Building Safety Check List & Fire Drill/Building Evacuation Check List

### AED, Wheelchair and Evac+ Chair Locations

Alumni:

- AED: Front lobby 1<sup>st</sup> Floor Mailroom behind door
- Evacuation Chair West Wing center stairwell

CTE:

- AED: Teachers Lounge room: On east wall

Student Life

- Wheelchair: Student Health Services

INDIANA SCHOOL FOR THE DEAF  
**CAMPUS MAP**



**LEGENDS**

- Walkway
- Campus Street
- P Parking

**BUILDINGS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 J.A. Raney</li> <li>2 J.A. Raney Hall</li> <li>3 Simms - Old Health Center</li> <li>4 Simms Hall &amp; Cafeteria</li> <li>5 Simms - Elementary School</li> <li>6 Willard Hall (Administration, Middle and High School)</li> <li>7 Stanfill Career &amp; Technical Education Building</li> <li>8 Residence Hall (Koob Hall, Fair Hall and Kratzberg Recreation Center)</li> <li>9 Dixon House</li> <li>10 Brown Cafeteria</li> </ul> | <ul style="list-style-type: none"> <li>11 Storeroom</li> <li>12 Laundry</li> <li>13 Powerhouse</li> <li>14 Storage Shed</li> <li>15 Physical Plant</li> <li>17 Caskey Activity Building (Gymnasium &amp; Natatorium)</li> <li>18 Scout Cabin</li> <li>19 Athletic Building &amp; Fields</li> <li>20 Campus Police Post</li> <li>21 Simpson Hall (Not in Use)</li> <li>22 Eliza Willard Assessment Center</li> </ul> |
|--|---|

# DISASTER RESPONSE PROTOCOLS

## Incident Command System

### Definition

Response structure will be established using Incident Command System (ICS) principles with an identified incident commander, supported by a staff designated for operations, planning, logistics, and finance/administration respectively. A support staff group consisting of public affairs, safety and liaison elements will also be established. Generally, most of the event activities will be a part of the Operations Section supporting another agency's response to an incident; however, for health emergencies the incident commander and primary operations staff may be from the school's nursing office and local public health officials.

The Incident Commander is ultimately in charge of the event operations and activities associated with the event. All school staff and ISD Emergency Team members shall operate within the framework of the incident command system during crisis situations. The Chief Operating Officer with Superintendent support and approval will designate the appropriate Incident Commander when an event requires the implementation of the Incident Command System. An ASL Interpreter will be designated as the Lead Interpreter to ensure all commands are understood amongst all ISD staff. The Lead Interpreter will assign other ASL interpreters as necessary.

### Incident Commander

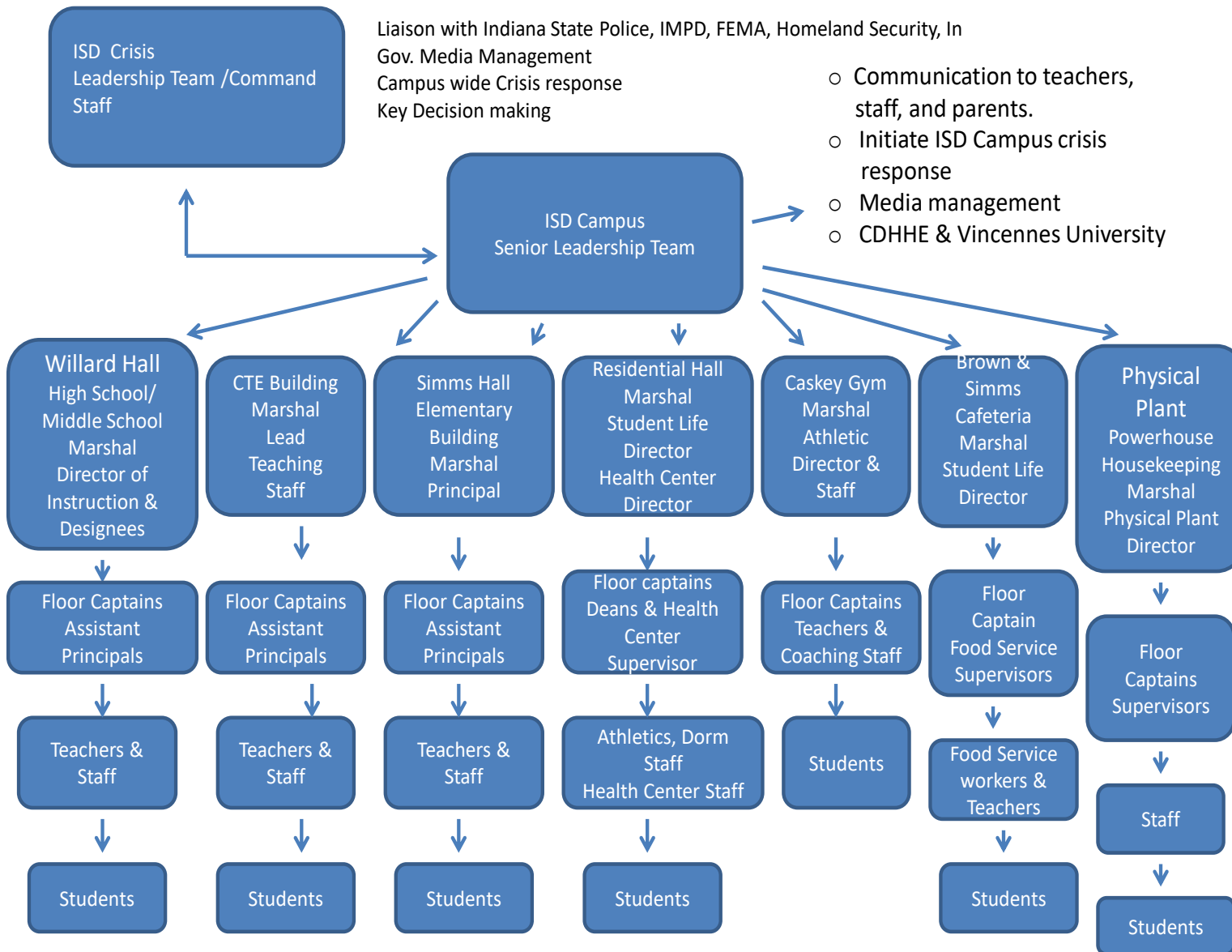
1. Appoints Crisis Leadership Team
  - Lead ASL Interpreter
  - Information Officer
  - Liaison
  - Safety Officer
  - Appoints General Staff
  - Operations Chief
  - Planning Chief
  - Logistics Chief
  - Finance/Administration Chief
2. Conducts incident briefings for Command Staff and General Staff
3. Monitors activities and events.
4. Scales back personnel if necessary

There are three positions under the Incident Commander. These are called the **Command Staff** and consist of the following positions:

1. **Information Officer:** Point of contact for the media and other people or organizations seeking information.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all personnel.
3. **Liaison Officer:** Point of contact for other agency representative involved in the incident or event, aids in coordinating their involvement.

Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.** In addition, a **Lead ASL Interpreter** will be assigned to organize and interpret commands and directions for staff and emergency personnel.

# Crisis Communication Management



## Emergency Color Codes



Emergencies that involve any sort of an evacuation—either outside or to a building safe area—or requires that teachers, staff, and students stay inside the building (e.g., classroom lockdown or building lockdown) are color coded by where individuals are expected to assemble or stay.



“Code Red Emergencies include”

Code Red emergencies are emergencies in which there is an active shooter or other significant threat to the lives or safety of everyone in the building. Building occupants should conceal themselves behind locked or blocked doors, turn out all lights, and stay quiet. If it can be done safely, escaping from the building is also advised.



Purple emergencies include:

- Preventive Building Lockdown
- Classroom Lockdown
- Outdoor Activities Canceled
- Marion County Under a Tornado Watch
- Civil Disorder Plan
- Lightning in the area

Purple is used for any situation in which outdoor activities are canceled and individuals are to stay indoors. Some may also include the prohibition of anyone leaving or entering the building (Building Lockdown and Classroom Lockdown). Specifics about each type of Purple emergency can be found later in this guide.



Blue emergencies include:

- Chemical attack
- Airborne poison
- Anthrax

Blue is the color code used to shelter in place unless advised to move to top most floor of the building.



Green emergencies include:

- Biological threats
- Hurricane
- Severe weather
- Tornado Warning

Green is used for any situation in which high winds and severe weather dictates that individuals should seek shelter in areas below ground or on the lowest floor. It is also used in cases of a biological attack. Green is the color used for “down” emergencies because “green” is associated with green grass. Individuals should assemble at their assigned safe area on the lowest floor of the building.



Yellow emergencies include:

- Evacuation Ordered
- Fire emergencies
- Smoke
- Gas odor

In all yellow emergencies, individuals should evacuate the building and assemble at their primary evacuation location.



Orange emergencies include:

- Bomb Threat
- Earthquake

Orange is used for any emergency that requires that individuals should leave the building and assemble at their secondary evacuation location farther away from the building.

## Roll Call Black/Green Card

The laminated 8 ½" x 11" card with red on one side and green on the other should be used by teachers to indicate the status of their roll call in case of any emergency, evacuation, or drill. Routinely, the black/green card should be displayed, showing the red side of the card, outside the teacher's room. The meaning of the color on this card is:

- **Black** – This is used whenever when there is an issue with the roll call that has been taken. For example, a student is missing or a student who typically is in that class is meeting with student support. It can also be used if a student is in the class that should be elsewhere. It can also indicate that roll call has not yet been taken for whatever reason.
- **Green** – Green indicates that roll call has been taken and everyone is accounted for.

When an emergency alert is launched this typically requires roll call be taken. If the emergency involves a building evacuation or going to a safe area in the building, the teacher should take the black/green card. Once roll call has been taken, the teacher should hold up the card displaying the color that corresponds to their specific roll call. The building marshal or floor captain will come around to teachers holding up the red side to get specifics about who is missing.

If the emergency requires that the teacher stay in the classroom, the roll call should be taken and the red/green card outside the room be turned to correspond to their specific roll call. The building marshal will come around to the classrooms with the red side displayed to get specifics about who is missing.



# Emergency Evacuation Plan

## Purpose

To reduce the possibility of death and injury to members of the school community through an organized evacuation procedure.

## Objectives

- Alert the school community that a hazard exists.
- Conduct an orderly and safe evacuation from a danger area by designated routes.
- Notification of necessary agencies to ensure that the evacuation is conducted in a safe manner.
- Warn the school population through the following measures:
  - Building Fire Alarms
  - ISD Police Personnel
  - Telephones
  - Email
  - Text Emergency Notification System
  - Staff Runners

## Evacuation

- When evacuation is determined to be necessary by the Superintendent or his designee, occupants will leave their building immediately and quietly by the nearest exit, or as directed by the circumstance. Department Heads will act as monitors and assist in directing employees, students, and visitors to ensure that evacuation instructions are carried out according to the particular building evacuation plans.
- When Provision for evacuation of the campus is necessary, administrative personnel will give specific instruction evacuation procedures.

## Emergency Alerting System   ALERTUS Code Yellow

When major damage is sustained by school facilities or there is a report that will necessitate the immediate evacuation of one of more buildings or a section of the campus, the following will occur:

- By priority, established by the Incident Commander, available emergency apparatus will be dispatched to the scene.
- The ISD Police Officer on duty will initiate procedures to call out listed personnel if the event occurs outside normal working hours.

## **BUILDING EVACUATION**

Staff will be contacted, given general instructions, and advised to aid in the evacuation of persons in their particular area of responsibility or general location. Staff will direct students to designated area outside of the building(s) as determined by the Incident Commander.

### **On-Campus Evacuation Areas**

Three (3) areas on campus have been designated as staging areas for on-campus evacuations. If needed, emergency personnel may designate a specific area other than the following:

- Parking lot in front of Willard Hall Building #6.
- Lawn area between the Dorm Building #8 and CTE/Vocational Building #7.
- Lawn area southeast corner of the campus, which is located at back of the Assessment Center.

If the emergency is confined to a specific area and people are not required to leave campus, evacuated persons will remain at the above locations and wait for further instructions.

### **Evacuation from Campus**

If evacuation from campus is necessary, Incident Commander will designate the evacuation route. Emergency Release and Family Reunification Protocol may be implemented. Indiana State Fairgrounds and Indiana School for the Blind & Visually Impaired will be contacted as potential remote evacuation sites, depending on the specific emergency.

### **Pedestrians/Vehicle Traffic**

ISD Police personnel or other designated emergency personnel will inform other persons on campus of evacuation instructions.

### **All Clear**

Emergency personnel on the scene will give instructions when it's safe to re-enter the area/building.

**Red Primary Evacuation Point**      **Yellow Secondary Evacuation Point**



AED in Laundry Room  
 Bldg 17 AED on wall next to Southeast Gym Entrance  
 Bldg 8 AED in Health Center  
 AED in KRC on gym stage  
 Bldg 6 AED in Mail Room 1<sup>st</sup> floor

**BUILDINGS**

- |   |  |
|---|--|
| 1 J.A. Raney  | 11 Storeroom   |
| 2 J.A. Raney Hall   | 12 Laundry   |
| 3 Fowler Green Hall   | 13 Powerhouse  |
| 4 Simms Hall & Cafeteria  | 14 Storage Shed                                      |
| 5 Simms - Elementary School   | 15 Physical Plant                                    |
| 6 Willard Hall (Administration, Middle and High School)                 | 17 Caskey Activity Building (Gymnasium & Natatorium) |
| 7 Stanfill Career & Technical Education Building                        | 18 Scout Cabin                                       |
| 8 Residence Hall (Koob Hall, Fair Hall and Kratzberg Recreation Center) | 19 Athletic Building & Fields                        |
| 9 Dixon House   | 20 Campus Police Post                                |
| 10 Brown Cafeteria  | 21 (Not in Use)                                      |
|   | 22 Eliza Willard Assessment Center                   |

**LEGENDS**

- Walkway
- Campus Street
- P Parking

# Emergency Protocols

## Response to Any Emergency Situation

### Teachers and Staff

#### PROTECT PEOPLE:

- Ensure students, staff, and teachers are safely away from situation.
- Account for all students. Take roll call and immediately report any students, teachers, staff unaccounted for to Floor Captain or Building Marshal/Principal.
- If evacuated, stay with students. Take class roster and red/green card.
- If you are not assigned any specific role in an emergency or drill, step in to assist where help is needed. The more help that teachers can get to keep students orderly and calm the better.
- AREA: Seal off/prevent access to high-risk area.
- INFORMATION: Preserve evidence and information related to the incident. Make note of incidents and times.

#### LEAD

- AREA: Take charge of area until relieved by a CLT Member or until incident is contained.

#### MEDIA: Refer all media to:

- **Carl Brown:**

#### COMMUNICATE

- NOTIFY: ISD Police: **Voice** 317-550-4874 **TXT** 317-871-4391 [ALL\\_CampusPolice@isd.k12.in.us](mailto:ALL_CampusPolice@isd.k12.in.us) (email)
- NOTIFY a member of the CLT or SLT
- PROVIDE:
  - Location
  - Nature of the emergency
  - Status of the individuals involved.
  - Approximate age of any students involved

## Senior Leadership Team (SLT)

### PROTECT PEOPLE

- Report immediately to the scene
- Assess situation and take any actions necessary, following appropriate crisis procedures
- Notify CPR/First Aid trained individuals in medical emergency
- Maintain communication with School Management Teams/Building Marshals and University Crisis Leadership Team, if necessary

### LEAD

- Initiate appropriate crisis procedures, including crisis management, safety response (evacuation, lockdown, etc.), rescue needs, and communications
- Liaison with emergency responders
- Coordinate and issue communication updates about the emergency event to students, teachers, staff, ISD Campus Community, media, parents, and others.
- Initiate post-crisis procedures, including counseling support and parent relations
- Keep detailed notes of the crisis event

### COMMUNICATE

- NOTIFY ISD Police: **Voice** 317-550-4874 **TEXT** 317-871-4391 [ALL\\_CampusPolice@isd.k12.in.us](mailto:ALL_CampusPolice@isd.k12.in.us) (email)
- NOTIFY CLT if response is needed, including specific instructions or if convening emergency meeting
- Notify CLT/students of termination of emergency

### POST-CRISIS PROTOCOL

- Coordinate all parent relations activities, including communication with both the families of impacted students and all other families
- Provide counseling and other support, if needed
- Debrief, evaluate, and improve procedures
- Maintain detailed files of crisis and actions taken
- Return conditions to normal or improved levels
- Assure community well-being
- Reduce risk of future crises

### **SLT Crisis meeting locations:**

Primary location – to be determined

## School and Student Life Management Teams

### PROTECT

- Coordinate fire evacuation drills - one per month
- Supervise evacuation emergencies
- Follow-up on related issues after each drill
- Oversee roll call
- Initiate medical response plans, including student medications
- Collect names of “unaccounted for” individuals from lead teachers and report to SLT/DPS/Fire Department personnel

### LEAD

- Initiate crisis plans as written or as instructed by SLT
- Manage logistics and response for school-based and program-level emergencies

### COMMUNICATE

- Parent communications
- Maintain updated and portable emergency contacts information

## **Crisis Leadership Team (CLT)**

### PROTECT

- If first responder, take charge of area until relieved by the SLT or until incident is contained.

### LEAD:

- Initiate crisis plans as instructed by SLT
- Be on alert for specific instructions and actions
- Evaluates and analyzes crisis through lens of professional content area

### COMMUNICATE

- Inform SLT, if not yet notified
- Inform ISD Police, if not yet notified
- Relays and collaborates with direct staff, colleagues, and others

## Indiana School for the Deaf Police (ISDPD)

### PROTECT:

- Responds to any crisis or emergency, large and small, to protect the lives and safety of all ISD students, faculty, teachers, staff, and visitors/guests
- Summon additional emergency responders, if necessary, that include, but are not limited to, the following: Fire and EMS, Indiana State Police, Indianapolis Metropolitan Police Department (IMPD), Ambulance, Utility companies, FEMA, Homeland Security, etc.
- Provide Police services.

### LEAD:

- Continuously monitor campus safety

### COMMUNICATE:

- Notify ISD Senior Leadership Team (SLT) of any non-routine or emergency/crisis incidents involving the Indiana School for the Deaf impacting the safety of the community

### How to contact ISD Police:

Voice 317-550-4874 TXT 317-871-4391 [ALL\\_CampusPolice@isd.k12.in.us](mailto:ALL_CampusPolice@isd.k12.in.us) (email)

### ALERTUS Mass Notification System:

Alertus is the Indiana School for the Deaf emergency notification alerting system. Alertus stations are installed in Hallways throughout the campus. During an emergency messages are distributed thru the Mass email and Desktop takeover feature installed on Teachers and Staffs computers. In event of an emergency, a message will be broadcast via Alertus by a pre entered message that correspond specifically to “Emergency Color Codes” outlined in a previous section of this guide. All emergency announcements should be considered in effect until an “all clear” message has been given.

**Message Board Mass Notification System:** Sixty LED displays interior/exterior locations encompassing campus buildings Football, Baseball & Softball fields.

### Storm Alert System:

Activate by ISD Police. The Alert is an Amber flashing Strobe



### Fire Alert:

Fire Alarm is activated by pull stations located in the hallways throughout the campus and is displayed as Red strobe with Horn buzzing sound.



**Hall Pass Visitor Management:** All campus visitors are run thru the National sex offender registry. System Alerts are sent to ISD Police and designated staff.

## **Anthrax Threat/Suspicious Package/Substance Exposure**

**Anthrax (*Bacillus anthracis*) is a zoonotic disease of herbivores. On rare occasions, humans can contract the disease. In recent years, actual incidents of anthrax spores being mailed to target people and organizations have occurred along with numerous incidents of anthrax threats involving mailed envelopes and packages containing harmless powder.**

Never open any letter or package until you have inspected it thoroughly. You should be aware of the following possible warning signs: Letters or packages with no return address, Letters with out-of-state postmarks and Letters containing loose feeling “powdery” substances. If a suspicious or threatening letter is received, stay in the area with the letter. It should be placed in a sealed plastic bag, such as a zip lock, hazardous materials bag, or trash can liner. Anyone in the immediate vicinity of the letter must remain in that area and steps should be taken to admit no additional people to the area. The building/office should be secured and doors locked.

### **TEACHERS/STAFF**

#### **WILL:**

- Attempt to remain calm. Remember that anthrax exposure is treatable and public safety and medical officials have plenty of time to react to suspected anthrax exposure cases.
- Do not continue to handle any item(s) that may contain anthrax spores or evidence.
- Leave the room where the exposure occurred and isolate yourself from other people. Walk calmly and think of an isolated area that you can move to. If possible, close and lock the doors to the room of exposure. Notify the lead administrator or another staff member, or call 911 and request assistance.
- Be sure to report the situation accurately and provide information on the number of people exposed.
- Follow directions of responding public safety personnel.

#### **COMMUNICATE**

- Notify ISD Police. Inform Building Marshal—if able to do so safely—if any individuals are unaccounted for or are injured.
- Maintenance will shut off the heating/ventilation/air conditioning.

#### **LEAD**

- Administer first aid to those who may need it, if you are able to do so without putting your own safety at risk.
- Follow instructions as best you can.
- Stay until emergency personnel have issued an “all clear” signal.

#### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

##### **PROTECT**

- Ensure immediate safety of teachers/staff/students
- Issue “Code Red” instructions to all students, teachers, and staff, if possible and by any means necessary
- Call 911 and report the situation. Provide details about the suspected exposure and the number of exposed people.
- Move all people away from the area of exposure.
- Implement the **Code Red** lockdown protocol.
- Shut down centralized heating/air systems even if the threat is not directed toward these systems.
- Responding public safety officials will conduct decontamination and investigation efforts according to their training and procedures.
- If public safety initiates evacuation, staff should begin notification of parents/guardians to pick up students that have not been exposed at a designated area away from the school.
- Public health should make each student and parent aware of the symptoms of anthrax infection. It is imperative that they be notified to immediately contact a medical doctor or public health official if any of the symptoms are noticed within seven days of the incident.

##### **POST-CRISIS:**

- Notify students/teachers/staff/parents regarding details of the situation that are appropriate to be made public and/or that are necessary to release to ensure the safety of others
- Resume normal operations



- Initiate Post-Crisis Protocol

## **Biological Threat – “Go Down” - GREEN**

***A biological attack is the deliberate release of germs or other biological substances that can make you sick.***

### **TEACHERS/STAFF WILL:**

#### **PROTECT PEOPLE:**

- Follow procedures for **Green – Go Down** emergencies
- Evacuate to the designated safe area on the lowest floor of the building.
- Take class roster and black/green card.
- Evacuate students and adults to designated safe areas.
- Take roll call and display black/green card.
- AREA: Close doors and windows. Stay away from doors and windows. Individuals should not leave the building.
- Be sure to report the situation accurately and provide information on the number of people exposed.

**INFORMATION:** Preserve evidence and information related to the incident. Make note of significant incidents and times.

#### **COMMUNICATE**

- Notify floor captain/building marshal if anyone is unaccounted for.

#### **LEAD**

- Maintain order.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### **PROTECT**

- Ensure immediate safety of everyone
- Direct everyone to pre-determined designated safe areas located on the lowest floors of each building.
- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas.
- Distribute, as needed, food and water supplies to those in safe areas.

#### **COMMUNICATE**

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with School Operations Teams
- Assign CCLT members to specific responsibilities, if needed

#### **LEAD**

- Lead building through **Green - Go Down** building evacuation procedures
- Handle all media inquiries (Crisis Communications Team)
- Keep detailed notes of crisis event.
- Contact local public health officials and obtain instructions and decontamination information.
- If appropriate, notify public safety officials of the situation.
- Contact local hospitals to report situation, if appropriate.
- Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person or by e-mail.
- Contact parents and notify them of the situation, as appropriate and in accordance with HIPAA legislation.
- Await “all clear” from authorities to leave safe areas and/or buildings.

#### **POST-CRISIS:**

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.

- Initiate Post-Crisis Protocol.

## **Bomb Threat/ Suspicious Package - ORANGE**

***Upon receiving a report that a bomb is in or near the building:***

### **TEACHERS/STAFF WILL:**

#### **PROTECT PEOPLE:**

- Use the Bomb Threat Checklist to get as much information as you can if taking the call
- Follow procedures for **Orange – Secondary Location** emergencies
- Evacuate students and adults to designated assembly areas.
- Take class roster and black/green card.
- Direct students to take their belongings.
- Take roll call and display red/green card.
- Ensure students and adults are safely away from situation.

**INFORMATION:** Preserve evidence and information related to the incident. Make note of significant incidents and times.

#### **COMMUNICATE**

- Notify floor captain/building marshal if anyone is unaccounted for.
- Contact ISD Police: **Voice** 317-550-4874 **TEXT** 317-871-4391 [ALL\\_CampusPolice@isd.k12.in.us](mailto:ALL_CampusPolice@isd.k12.in.us) (email)

#### **LEAD**

- Stay calm and maintain order. Evacuations should be calm and orderly. No running is permitted to avoid panic.
- Take charge of area until relieved by a member of the SLT or until incident is contained.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### **PROTECT**

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students

#### **COMMUNICATE**

- Notify ISD Police, if not already notified, with person who received threat
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals
- Assign CCLT members to specific responsibilities, if needed
- Work with DPS to send instructions to building personnel

#### **LEAD**

- Lead evacuation procedures
- Handle all media inquiries (Center Crisis Communications Team)
- Keep detailed notes of crisis event.
- Coordinate the relocation of students, if building is damaged.
- Await “all clear” from DPS or Fire Officer in charge to re-enter building.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

#### **POST-CRISIS:**

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.

- Initiate Post-Crisis Protocol.

## Bomb Threat / Suspicious Package Checklist

How was the threat made?

- Telephone
- Videophone
- TTY
- Other \_\_\_\_\_

Phone Number that received the threat: \_\_\_\_\_

Name of the person receiving the call: \_\_\_\_\_

Time/Date: \_\_\_\_\_

Length of Call: \_\_\_\_\_

### QUESTIONS TO ASK:

- When is the bomb/device/going to explode/activate? \_\_\_\_\_
- Where is it right now? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb/device is it? \_\_\_\_\_
- What will cause it to explode/activate? \_\_\_\_\_
- Did you place the bomb/device? \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### EXACT WORDING OF THREAT:

\_\_\_\_\_

### DESCRIPTION OF CALLER:

- Sex
  - Male
  - Female
  - Unsure
- Estimated age:
- Videophone Threats: Appearance of caller/Background:

\_\_\_\_\_

- Caller's Voice/Manner (calm, angry, excited, laughter, crying):

\_\_\_\_\_

- Language (well-spoken/educated, foul, irrational, message being read, taped message):

\_\_\_\_\_

- Background Sounds (street noise, voices, office machines, music, etc):

\_\_\_\_\_

## Civil Disorder- Code Purple

### Definition

Civil unrest is a situation in which a group of individuals become unruly and/or violent to the point of disruption to an area of the community and/or the academic or work environment of a campus.

### TEACHERS/STAFF WILL:

#### PROTECT PEOPLE:

- Follow procedures for **Purple – Outdoor Activities Canceled** emergencies
- Bring everyone inside building.
- Take roll call and display red/green card.
- Close windows and blinds. Stay away from doors and windows. Individuals should not leave the building.

#### COMMUNICATE

- Notify ISD Police and a member of the Senior Leadership Team (SLT), if first on the scene
- Notify floor captain/building marshal if anyone is unaccounted for

#### LEAD

- Maintain order. Students and others should not stop to gather coats, possessions, or books. No running is permitted to avoid panic.
- Be prepared for a Code-Red lockdown
- Remain in safe area until emergency personnel have issued an “all clear” signal.

### SENIOR LEADERSHIP TEAM (SLT) WILL:

- Determine the location of the persons who are disruptive and then quickly assess the degree of their unruly behavior.
- Determine if a lockdown is appropriate to keep the situation from escalating to other parts of the facility. Announce a lockdown if a lockdown is desired.
- Contact ISD Police and request a law enforcement response. Provide officers with all available information regarding the location, descriptions and actions of participants. If you have any indication that participants have weapons, be sure to convey this information to dispatch personnel. It can be dangerous for administrators and/or staff to approach unruly groups.
- Make sure that transportation personnel are notified so they can divert any buses from the area.
- If you are in a position to observe the participants, visually scan them for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
- Be prepared to implement the “shelter in place protocol” if the use of pepper spray, tear gas or other agents by law enforcement officers and/or protesters makes this action necessary.
- Implement the media protocol.
- Brief staff on the outcome of the situation as soon as it is resolved.

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.
- Initiate Post-Crisis Protocol.

- Be prepared to implement family reunification procedures in the event the situation makes this action appropriate.

## Earthquake

### Background

Geological data substantiates the fact that the State of Indiana is within an area of potential major damage in the event of an earthquake of major magnitude. The exact time and place that a natural disaster may strike cannot be anticipated; therefore, disaster planning is the only successful means of minimizing the danger of life, limb, and property. As in the case of all emergency actions at the school, safeguarding the lives of students and employees is paramount. This is particularly important in an earthquake since all students and employees will be affected at the same instance. Fear of an earthquake is inherent in our population and the actual occurrence of a quake will cause many people to panic. Panic actions account for more deaths and injury than the direct results of an earthquake; therefore, prompt action is required to calm personnel and students.

### Concepts of Operations

1. Since aftershock must be anticipated, safe areas and routes of evacuation are of immediate consideration for the safety of building occupants. An inspection by Physical Plant personnel and ISD Police personnel will be completed as quickly as possible to determine which buildings should be evacuated, which hazardous areas should be avoided, and the safe routes/exits from the buildings. Any decisions to evacuate a building will be made as soon as possible and signaled by use of the fire alarm (if operable), telephone (if operable), or personal contact by ISD Emergency Team or ISD Police.
2. Simultaneously with initiating procedures to safeguard students and employees, Incident Command will be activated and arrangements made for the treatment of the sick and injured. Inspection and shutdown of damaged utilities and equipment to minimize the danger of fires, explosions, and further damage will be accomplished as quickly as possible.
3. Request for municipal or private emergency services will be made when necessary, but it must be remembered that in such an emergency there will be many requests for aid and ours may not be of the highest priority; therefore, in-house emergency capabilities must be utilized to the maximum. Search and rescue teams, fire-fighting teams, and disaster service workers will be organized and readied for assignments.
4. Depending upon the damage to the school buildings, we may be asked to provide shelter for local persons displaced from their homes. This would necessitate coordination with support agencies such as the Red Cross, National Guard, and other municipal agencies.
5. In a severe quake, surrounding areas will be affected and travel may be disrupted to such an extent that employees and students will be required to remain at the school for an extended period of time. While lodging capability may be limited, feeding and housing employees, students, and some families may be required and rationing of food and water must be considered. Special arrangements may be necessary for food preparation, water purification, and sanitary facilities to accommodate this group.
6. Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Priorities for work will be assigned to restore facilities for health, safety, comfort, and resumption of operations at the earliest practical time. Completion of this effort may involve restoration of public utilities and specialized areas such as cafeteria(s), and the cleanup of debris in offices and other support facilities.

7. Increase in personnel will assist food services, housing, emergency procurement, and provision for emergency expenditure of funds.

## **Earthquake Emergency Plan-Code Orange**

***Upon receiving a report that a bomb is in or near the building:***

### **TEACHERS/STAFF WILL:**

#### **PROTECT PEOPLE:**

- Follow procedures for **Orange – Secondary Location** emergencies
- Evacuate students and adults to designated assembly areas.
- Take class roster and black/green card.
- Take roll call and display black/green card.
- Ensure students and adults are safely away from situation.

#### **COMMUNICATE**

- Notify floor captain/building marshal if anyone is unaccounted for.

#### **LEAD**

- Stay calm and maintain order. Evacuations should be calm and orderly. No running is permitted to avoid panic.
- Take charge of area until relieved by a member of the SLT or until incident is contained.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### **PROTECT**

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students

#### **COMMUNICATE**

- Notify ISD Police, if not already notified, with person who received threat
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals
- Assign CLT members to specific responsibilities, if needed
- Work with DPS to send instructions to building personnel

#### **LEAD**

- Lead evacuation procedures
- Handle all media inquiries (Center Crisis Communications Team)
- Keep detailed notes of crisis event.
- Coordinate the relocation of students, if building is damaged.
- Await “all clear” from ISD Police or Fire Officer in charge to re-enter building.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

#### **POST-CRISIS:**

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.
- Initiate Post-Crisis Protocol.

# Emergency Evacuation Plan

## Purpose

To reduce the possibility of death and injury to members of the school community through an organized evacuation procedure.

## Objectives

- Alert the school community that a hazard exists.
- Conduct an orderly and safe evacuation from a danger area by designated routes.
- Notification of necessary agencies to ensure that the evacuation is conducted in a safe manner.
- Warn the school population through the following measures:
  - Building Fire Alarms
  - ISD Police Personnel
  - Telephones
  - Email
  - Text Emergency Notification System
  - Staff Runners

## Evacuation

- When evacuation is determined to be necessary by the Superintendent or his designee, occupants will leave their building immediately and quietly by the nearest exit, or as directed by the circumstance. Department Heads will act as monitors and assist in directing employees, students, and visitors to ensure that evacuation instructions are carried out according to the particular building evacuation plans.
- When Provision for evacuation of the campus is necessary, administrative personnel will give specific instruction evacuation procedures.

## Emergency Alerting System **ALERTUS**

When major damage is sustained by school facilities or there is a report that will necessitate the immediate evacuation of one of more buildings or a section of the campus, the following will occur:

- By priority, established by the Incident Commander, available emergency apparatus will be dispatched to the scene.
- The ISD Police Officer on duty will initiate procedures to call out listed personnel if the event occurs outside normal working hours.

## **BUILDING EVACUATION**

Staff will be contacted, given general instructions, and advised to aid in the evacuation of persons in their particular area of responsibility or general location. Staff will direct students to designated area outside of the building(s) as determined by the Incident Commander.

### **On-Campus Evacuation Areas**

Three (3) areas on campus have been designated as staging areas for on-campus evacuations. If needed, emergency personnel may designate a specific area other than the following:

- Parking lot in front of Alumni Building #6.
- Lawn area between the Dorm Building #8 and CTE/Vocational Building #7.
- Lawn area southeast corner of the campus, which is located at back of the Assessment Center.

If the emergency is confined to a specific area and people are not required to leave campus, evacuated persons will remain at the above locations and wait for further instructions.

### **Evacuation from Campus**

If evacuation from campus is necessary, Incident Commander will designate the evacuation route. Emergency Release and Family Reunification Protocol may be implemented. Indiana State Fairgrounds and Indiana School for the Blind & Visually Impaired will be contacted as potential remote evacuation sites, depending on the specific emergency.

### **Pedestrians/Vehicle Traffic**

ISD Police personnel or other designated emergency personnel will inform other persons on campus of evacuation instructions.

### **All Clear**

Emergency personnel on the scene will give instructions when it's safe to re-enter the area/building.



## Fire/Smoke/Gas Odor – Code YELLOW

The fire alert system may be activated by any pull station located throughout ISD campus. The Fire Alert is both Horns (buzzing sound) and Red flashing Strobe system.



### TEACHERS/STAFF WILL:

#### PROTECT PEOPLE:

- Follow procedures for **Yellow – Primary Location** emergencies
- Pull fire alarm if fire, smoke, or gas odor is detected.
- Evacuate students and adults to designated assembly areas at least 300 feet from the building.
- Take class roster and red/green card.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Take roll call and display red/green card.
- Ensure students and adults are safely away from situation.
- AREA: Close doors.
- INFORMATION: Preserve evidence and information related to the incident. Make note of significant incidents and times.
- If a fire is detected, report the exact location of the fire to the ISD Police.
- Assist any individuals with special needs in your area in evacuating.

#### COMMUNICATE

- Notify ISD Police and a member of the Senior Leadership Team (SLT), if first on the scene
- Notify floor captain/building marshal if anyone is unaccounted for

#### LEAD

- Maintain order. Evacuations should be calm and orderly. Students and others should not stop to gather coats, possessions, or books. No running is permitted to avoid panic.
- Take charge of area until relieved by a member of the SLT or until incident is contained.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

### SENIOR LEADERSHIP TEAM (SLT) WILL:

#### PROTECT

- Ensure immediate safety of teachers/staff/students

#### COMMUNICATE

- Notify ISD Police if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Lead evacuation procedures
- Handle all media inquiries (Crisis Communications Team)
- Keep detailed notes of crisis event.
- Coordinate the relocation of students, if building is damaged.
- Await “all clear” from DPS or Fire Officer in charge to re-enter building.

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.
- Initiate Post-Crisis Protocol.

# Flood Disaster Plan

## Background

Indiana has a few months of the year that rain is a common occurrence and school is in session during at least two of these months. Flood waters, if swift can cause a great deal of damage in a matter of minutes. Buildings can be destroyed, and debris from fallen trees, etc. can become a hazard.

## Concept of Operations

- ISD Police will notify ISD Emergency Team in the event of a flood.
- Students and staff are to be escorted to buildings #8, Student Residence Hall (boys and girls dorm), and buildings #4, & 5, Preschool & Elementary Departments.
- No one is permitted in the event of a flood to try to out-run it in any vehicle. If people are in a vehicle, they are to exit immediately and go to high ground.
- Staff members are responsible for taking a count of the students and have everyone accounted for.
- Dietary staff will have enough food for 500 people for approximately three days.
- In the event buildings should collapse and life is in danger, the Indianapolis Fire Department and the Indiana State Police Department may be contacted through the ISD Police for assistance.

## Staff Response

- Unplug all appliances. Do not touch electrical equipment.
- Avoid downed electrical lines.
- If there has been flooding in the community, do not drink tap water due to possible contamination.
- Do not stack sandbags against the facility as this may lead to structural damage.
- Keep everyone indoors

## Lead Administrator Response

- Consult with public safety officials to determine best course of action. If evacuation to a remote family reunification site is determined to be the best course of action, implement family reunification protocol.
- Discuss the safety of transportation routes if evacuation is deemed appropriate.
- Give alert signal through email and/or text emergency notification system.
- Assign a staff member to shut off utilities at main switches if it appears safe to do so.
- Monitor weather radios or your local broadcast station.
- Keep everyone indoors, and do not allow them to leave when flash flood warnings have been issued.

# Hazardous Waste Operation and Emergency Response

## Background

The Indiana School for the Deaf has implemented a hazard communication program to monitor all chemical and biological materials either stored or handled at our facility. This ensures that each employee will have an understanding through the Material Safety Data Sheets (**that are located in the Maintenance Building and Police Sub-Station, Health Center or the use of the Poison Control Center in Indianapolis at 317-929-2323 or 1-800-222-1222**). This will also ensure that each employee will have an understanding with proper training of hazardous chemicals. However, the event of an unforeseen accident which can cause certain harm to humans and the environment the Superintendent should be notified immediately at ext. 4807. Therefore, the federal government requires a contingency plan developed for hazardous chemicals.

The hazard could be the result of an accident, fire, earthquake, flood, hazardous material spill, or shortage. Therefore, this plan should be reviewed, and scenarios practiced before possible implementation of any of the operations plans are initiated. This is important when the emergency or disaster involves the CTE/Vocational Department, Chemistry/Health/Science Laboratory, and Maintenance buildings.

## Response Protocol for Physical Plant

1. Immediately notify:
  - a. ISD Police
  - b. First responder (Chief of Police and Physical Plant Director)
  - c. Indianapolis Fire Department/Police Department/ Indiana State Police
  - d. Paramedics if injuries have occurred.
  - e. Incident Command should be implemented.
2. Identify the best direction of approach and entry for emergency response units, taking into account wind direction, blocked streets, and limited access. A central base should be established to ensure contact with first responders, outside emergency responders, and public relations person for the facility to handle press statements. Upon receiving notification that a hazardous material incident has occurred, ISD Police will first ensure that proper emergency response personnel have been notified and are enroute.

The area will be checked, and everyone will be directed by emergency personnel and asked to leave until area is safe for staff to return. ISD Police will accomplish further evacuation of the surrounding buildings through notification via the campus telephone system, email, and text emergency notification system. ISD Police will check the affected buildings to make certain that evacuation orders have been carried out.

## Initial Notification of a Hazardous Materials Incident

- All emergency notification will be processed through the Indianapolis Fire Department (911). The dispatch center will relay the caller's name and phone number to all State, county, and federal Hazardous Materials agencies. The caller shall be asked to record the pertinent information about the incident. The dispatch center will be utilizing a special notification form.

## **Hazardous Waste Operation and Emergency Response Cont'**

- The Marion County Planning Committee strongly encourages that any governed incident be reported as soon as possible. It is not expected that the information contained within the chemical release notification form be completed at the time of the initial notification.
  - In the event the release requires emergency assistance, your first and primary contact will be with the Indianapolis Fire Department.
  - Any release that has the potential of creating a threat to a sanitary sewer system, a sewer treatment plant, or employees of your jurisdictional department of public works will also need to be reported immediately to the potentially affected public works department (317) 327-2236. If there is no answer, call (317) 327-1621.
  - Section 304 of the Community Right to Know requires that any release of a Comprehensive Environmental Response Compensation Liability Act (CERCLA) hazardous substance, including extremely hazardous substances as defined within the super fund amendments and reauthorization act, also obligate the facility to have a written follow-up notice submitted to the Marion County Hazardous Materials Planning Committee as soon as possible.
- 

### **For events occurring in the area but not directly on school grounds:**

#### **Chemical/Hazardous Materials Release Incidents**

##### **Definition**

During use, processing or transporting of chemical and other hazardous materials, accidents may occur that will expose people to the dangers of contaminants. In this situation, the chances of injury and death are decreased when people know what to do and how to protect themselves. In other instances, individuals or groups may cause the intentional release of chemicals or other hazardous materials.

##### **Alert Signal**

Warning of hazardous materials is usually received from response agencies or noted on the scene by indicators. These agencies include the fire department, law enforcement agencies, and/or the local Emergency Management Agency. In a rare situation, the incident may occur close to or on facility property, and the facility must relay the warning to appropriate agencies).

- Facility Signal / Indoor Warning: Email, emergency text notification system, “runners.”
- Athletic Fields and Play Areas / Outdoor Warning: Same as above.

##### **Lead Administrator Response:**

1. Emergency response personnel will normally instruct the lead administrator or the person in charge to take the action deemed most appropriate.
2. In case of imminent danger, in which emergency response personnel have not yet arrived, the lead administrator or his/her designee must decide the most appropriate action.
  - Evacuate.
  - Assemble all personnel indoors and conduct shelter-in-place activities.
3. Follow-up action will be determined by emergency response personnel in coordination with facility officials and may include, but it is not limited to:
  - Activating the Crisis Leadership Team (CLT) and the Senior Leadership Team (SLT) to facilitate evacuation to a safe family relocation site.
  - Determining the relocation site.
  - Dispatching buses or other vehicles to move members and staff to the relocation site.
  
  - Releasing information to parents/public.

## **Hazardous Waste Operation and Emergency Response Cont'**

4. If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
5. Initiate early/late opening and/or closing of the facility, as necessary.
6. If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.

### **Staff Response**

1. Call or take directions from your local emergency management officials immediately. Listen to emergency alert broadcasts on all available media, and follow the instructions given.
2. If instructed to do so, evacuate students and staff to a safe location at right angles to and upwind of the agent.
3. In the event that it is dangerous to evacuate the facility and the facility property, including athletic areas outside, conduct shelter-in-place protocol.
  - a. Secure the buildings, including closing all windows and doors.
  - b. Shut off all heating, cooling, and / or ventilation systems.
  - c. Cut "OFF" all motors, fans, and appliances.
  - d. Place wet towels in door cracks or tape around the doors and windows to block air from the outside.
  - e. Please refer to the "Shelter-In-Place Protocol" for further information.
4. Be prepared to render first aid, if necessary, and to notify parents of students and inform them of their child's safety in a timely manner. Consider using the media for this if necessary.

## Chemical Threat – Code BLUE

***A chemical attack is the deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.***

**TEACHERS/STAFF WILL:** ISD Police: **Voice** 317-550-4874 **TXT** 317-871-4391 [ALL\\_CampusPolice@isd.k12.in.us](mailto:ALL_CampusPolice@isd.k12.in.us) (email)

### PROTECT PEOPLE:

- Follow procedures for **Code Blue** emergencies
- Shelter in place unless instructed to proceed to designated safe area on the uppermost floor.
- Take class roster and black/green card.
- Take roll call and display black/green card.
- AREA: Close all doors and windows. Stay away from doors and windows. Individuals should not leave the building.

**INFORMATION:** Preserve evidence and information related to the incident. More note of significant incidents and times.

### COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for.

### LEAD

- Maintain order.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### PROTECT

- Ensure immediate safety of everyone.
- If needed direct everyone to pre-determined designated safe areas located on the uppermost floors of each building.
- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas.
- Distribute, as needed, food and water supplies to those in safe areas.

#### COMMUNICATE

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with School Operations Teams
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- If designated Lead building through **Blue - Go Up** building evacuation procedures Handle all media inquiries (Crisis Communications Team)
- Keep detailed notes of crisis event.
- Await “all clear” from authorities to leave safe areas and/or buildings.

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency.
- Resume normal operations.
- Initiate Post-Crisis Protocol.

# Hostage Situation

**Special Note:** *During an actual hostage taking, those taken hostage should not attempt to retrieve the emergency operations plan since the plan could be useful to hostage-takers. Staff should instead become well versed on this section of the plan.*

**Definition:** A hostage situation is one in which one or more individuals uses a weapon, the threat of a weapon or the threat of violence to hold or move persons against their will.

## Staff Response

If you are not among those taken hostage:

- Implement CODE BLUE lockdown or non-fire emergency evacuation as appropriate.
- If you have a safe means to do so, notify the lead administrator and/or call 911.
- Provide as much information as possible.
- Try to keep students calm and quiet.
- Follow directions given by the lead administrator or designee and responding public safety officials.
- If you are instructed to follow lockdown procedures, be prepared to evacuate when instructed to do so by public safety officials. Public safety officials will most likely enter your room/office area with a master key.

If you are among those taken hostage:

- Do not attempt to negotiate with a hostage-taker.
- Do not make suggestions to a hostage-taker. You may be blamed for resulting problems.
- It is generally not advisable to attempt to disarm a hostage-taker or to try to escape.
- Try to remain calm and keep the students under your care as calm and quiet as possible. Ask permission from the hostage-taker(s) prior to taking any action.
- Try not to make any unexpected or sudden movements.
- Follow instructions given by responding public safety officials.
- Do not point out law enforcement officers if you become aware of their presence.
- If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
- Remember, most people who are taken hostage survive and most injuries and deaths in hostage situations occur within the first minutes of the situation. The longer the situation lasts, the greater the odds that you will survive.

## **Lead Administrator Response**

If you are among those taken hostage: Follow same steps as listed for staff. If you are not among those taken hostage:

- Determine whether a lockdown or non-fire evacuation is best for the situation. If the hostage situation is contained in one room or office, it may be possible to evacuate students and staff from other areas. Implement whichever option appears to be the best option based on available information.
- Call 911 and report the situation. Provide as much information as possible.
- If you are able to evacuate the building, take the emergency evacuation kit with you and notify the first law enforcement officer you encounter of the situation and of the contents of the kit.
- If a lockdown is ordered, coordinate with law enforcement to provide master keys. Law enforcement may be able to evacuate portions of the building once the situation is contained.

## **Hostage Situation Cont'**

- Ensure that the guidelines for staff are followed to the best of your ability and offer to assist responding public safety personnel.
- Use extreme caution in any interaction with the media while hostages are being held. Consult with law enforcement officials prior to making any statements. Remember that media representatives sometimes report what they overhear at a scene. Improperly released information reported on television or radio can escalate the situation if monitored by hostage-taker(s).
- Evaluate the practicality of implementing the family reunification protocol.



## Lockdown Procedures

### Code Red - RED

*A “Code Red” is ordered in cases when there is an active shooter in the building or other situations when everyone inside the building is in immediate danger.*

#### **TEACHERS/STAFF WILL:**

##### PROTECT PEOPLE:

- Follow procedures for **Code Red** emergencies
- Get to safety or hide.
- Notify ISD Police immediately or call 911
- Take immediate cover in offices and classrooms or the nearest safe location.
- Close doors, windows, and window shades. Lock all doors and windows. Cover any windows on doors. Turn out lights.
- Block door with furniture. Hide behind furniture. Spread out and hide away from door view.
- Keep as silent as possible. Silence all pagers and other devices, including telephones.
- Take roll call, if possible.
- Escape from the building if you can do so safely.

##### COMMUNICATE

- Notify ISD Police. Inform Building Marshal—if able to do so safely—if any individuals are unaccounted for or are injured.

##### LEAD

- Administer first aid to those who may need it, if you are able to do so without putting your own safety at risk.
- Do not rush up to, hug, or confuse emergency personnel with any quick or unexpected movements. Follow instructions as best you can.
- Stay until emergency personnel have issued an “all clear” signal.

#### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

##### PROTECT

- Ensure immediate safety of teachers/staff/students
- Issue “Code Red” instructions to all students, teachers, and staff, if possible and by any means necessary

##### COMMUNICATE

- Notify ISD Police, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT.
- Assign CLT members to specific responsibilities, if needed

##### LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Provide emergency responders with detailed floor plans and information
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

##### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

## Building Lockdown - PURPLE

*A building lockdown is ordered in cases dangerous activity on campus or in the immediate vicinity which it would not be safe for students and others to be outside on playgrounds, athletic fields, or other areas outside.*

### TEACHERS/STAFF WILL:

#### PROTECT PEOPLE:

- Follow procedures for **Purple – Building Lockdown** emergencies
- All outside play and activities is canceled; those outside would return indoors
- Take roll call and display red/green card.
- AREA: Close doors, windows, and window shades. Stay away from doors and windows.  
Floor Captains will secure exit doors.

#### INFORMATION:

- Preserve evidence and information related to the incident

#### COMMUNICATE

- Notify Building Marshal if anyone is unaccounted for

#### LEAD

- Classes continue inside as normal possible, adjustments being made for the cancellation of outside activities
- Free to move around within the building
- Stay until “all clear” signal is given

### SENIOR LEADERSHIP TEAM (SLT) WILL:

#### PROTECT

- Ensure immediate safety of everyone
- Issue building lockdown instructions to everyone
- Ensure all exterior doors are secured
- Check identification of all individuals desiring entry into buildings
- Depending on the nature of the emergency, limit or prohibit individuals from exiting the buildings

#### COMMUNICATE

- Notify ISD Police if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

#### POST-CRISIS:

- Notify students/teachers/staff
- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

## Classroom or Dorm Room Lockdown - PURPLE

*A classroom lockdown (or dorm room lockdown in the residence hall) is ordered in cases where it is necessary for students, teachers, staff, and others to stay where they are, in their classroom, office or dorm room. This may be used when searching for a missing student, when it's necessary to account for everyone in the building, or when hallways need to be cleared for a medical emergency.*

### **TEACHERS/STAFF WILL:**

#### PROTECT PEOPLE:

- Follow procedures for **Purple – Classroom (or Dorm Room) Lockdown** emergencies
- All outside play and activities are cancelled; those outside would return indoors.
- Individuals should not leave their classroom, office, or dorm room.
- Take roll call and display black/green card.
- AREA: Activities within the classroom continue as normal. Floor Captains will secure exit doors.

#### INFORMATION:

- Preserve evidence and information related to the incident

#### COMMUNICATE

- Notify Building Marshal if anyone is unaccounted for

#### LEAD

- Maintain order
- Normal school/class schedule is suspended
- Stay in classroom/office/dorm room until “all clear” signal is given

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### PROTECT

- Ensure immediate safety of everyone
- Issue classroom/dorm room lockdown instructions to all everyone
- Ensure all exterior doors are secured
- No one leaves the building and no one is admitted entry.

#### COMMUNICATE

- Notify ISD Police, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT.
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Account for the whereabouts of students through roll call, teachers, staff, and others
- Handle all media inquiries
- Keep detailed notes of crisis event.
- Issue an “all clear” once the threat has passed

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations
- Initiate Post-Crisis Protocol

## Missing Person Protocol

After a search thru normal procedures (check class schedules etc) If a student is found to be missing:

### **TEACHERS/STAFF WILL:**

- Contact ISD Police immediately and relay all pertinent information. See info below.
- Designate a staff member /person from your area to stay at their desk to assist with communication and provide a contact phone number/ email address to be sent out to all staff along with any photos information or updates to further help the investigation.
- Contact your immediate supervisor, Building Marshal Relay all information.
- If ISD Police is not available contact Indianapolis Metropolitan Police Department and or Indiana State Police.
- Utilize Missing Person form on next page

Any and all information provided by students/staff *for the missing persons procedure* will be accessible *only* to authorized ISD officials. It shall not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

### **When a Child/student is reported and or discovered missing on ISD property**

Contact ISD Police immediately and relay all pertinent information. Obtain information about the child/student from any and all sources available including, but not limited to:

- Height
- Weight /small/ medium /large build
- Eye Color
- Hair Color/short/long/shaved head/bald
- Facial hair if applicable: clean shaven/unshaven/ bearded/mustache
- Age/ Date of Birth
- Race/Ethnicity
- Deaf/Hard of Hearing
- Clothing shorts/pants/shirt/jacket/hat/shoes=Color/ design emblems
- Body marks/ scars/tattoos
- Who were they with?
- Who was with them and their descriptions?
- Photograph or picture—At the direction of Administration/ISD Police/Public Information Officer or other Investigating Law Enforcement Agency also May be shared via Staff email to assist with located missing Adult.

### **When an adult is reported missing on ISD property**

- Contact ISD Police relay all information.
- Contact your immediate supervisor relay all information.
- If ISD Police is not available contact Indianapolis Metropolitan Police Department and or Indiana State Police.

## Missing Person Form

Please provide the following and as much information you have.

Person reporting \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Contact Number \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Circle one: small/ medium /large build

Eye Color \_\_\_\_\_

Hair Color \_\_\_\_\_

Circle one: short /long /shaved /bald Description \_\_\_\_\_

Facial hair if applicable: clean shaven/unshaven/ bearded/mustache

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Race/Ethnicity \_\_\_\_\_

Deaf/Hard of Hearing \_\_\_\_\_

Clothing shorts/pants \_\_\_\_\_ Color \_\_\_\_\_ Shirt/jacket \_\_\_\_\_ Hat \_\_\_\_\_

Shoes \_\_\_\_\_ Color \_\_\_\_\_ Design emblems \_\_\_\_\_

Body marks/ scars/tattoos \_\_\_\_\_

○ Who were they with? \_\_\_\_\_

Description \_\_\_\_\_

Photograph or picture—At the direction of Administration/ISD Police/Public Information Officer or other Investigating Law Enforcement Agency also May be shared via Staff Email to assist with located missing Student/Child or Adult.

Any and all information provided by students/staff *for the missing persons procedure* will be accessible *only* to authorized ISD officials. It shall not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

## Power Outage or Utility Failure Plan

### Background

A major power outage or utility failure (i.e. water shutdown) can occur at any time and any location. However, the most hazardous time is when school is in session. A major power outage or utility failure significantly affects the school's ability to function. A major power outage or utility failure may not in itself be destructive, but the panic resulting from a possible fire could endanger life and property.

### Concept of Operations

1. This type of emergency can be caused by any of the man-made or natural hazards listed in the Preparedness Plan. In combating a major power outage/utility failure emergency, there are varying degrees of severity. Therefore, the immediacy of the situation must be accurate and based on the most responsible information at hand.
2. Personnel at the scene will take immediate steps to safeguard the lives of employees and students. As equipment and/or manpower are moving to the scene, an accurate appraisal of conditions is necessary to determine where those resources are most needed. It is imperative that employees and students remain calm and follow issued instructions.
3. Panic can partially be avoided by an immediate decision on the need to evacuate buildings or cancel classes. The Superintendent or his designee will make this decision. Activating the fire alarm to evacuate buildings will be used when feasible; however, a lack of power will most likely require that evacuation modifications be done in person. The decision to not cancel classes or evacuate buildings is equally important and must be announced to employees and students to prevent further panic.
4. In all cases where employees and/or students are permitted to remain in the buildings, the ISD Police and Physical Plant Personnel will make periodic safety checks. Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will receive consideration.

### Staff Response

1. Notify the Lead administrator of the utility failure.
2. Consult with the lead administrator as to the safety of continuing normal activities as appropriate.

### **Lead Administrator Response**

1. Contact the local service provider (see emergency contact section).
2. Notify staff.
3. Determine if it is safe to conduct normal activities, and notify staff of the appropriate course of action.
4. If appropriate, implement the Evacuation Protocol.
5. If appropriate, implement the Family Reunification Protocol.
6. If water or sewage pipes have broken or are leaking, take steps to reduce water damage and to prevent contamination.
1. In the event of a gas leak, order an evacuation and open windows. Use bomb threat evacuation sites – if possible at least 1,000 feet from the building. Shut off other utilities. Call 911 or emergency services. Do not allow the use of open flames such as matches or candles due to possible gas leaks in the area.
7. In the event of a power outage, assist food service staff in securing refrigerated food storage units if power cannot be promptly restored. Determine that food is safe for consumption before it is used if the power remains off for an extended period of time.

# Radiological Release Incidents

## Definition

During use, processing or transporting of radioactive materials, accidents may occur that will expose the facility to the dangers of contaminants. In this situation, the chances of illness are decreased when people know what to do and how to protect themselves. In addition, individuals or groups could cause the release of radioactive materials through a variety of means including an explosive device designed to scatter radioactive materials (commonly referred to as a “dirty bomb”), the scattering or distribution of radiological materials without the use of explosives or the use of a nuclear device. Of these scenarios, the use of a “dirty bomb” or scattering or distribution of radiological materials are more likely scenarios. Keep in mind that radiological materials could be disseminated via food or water supply.

## Alert Signal

Warning of the release of radiological materials is usually received from response agencies. These agencies include the fire department, law enforcement agencies, and/or the local Emergency Management Agency. In the event of a nuclear device being employed rather than a dirty bomb, **the electromagnetic pulse created by the device may render electronic communications devices, computer based equipment and modern vehicle ignition switches in the region inoperable.** This could necessitate that all communications at the building level be handled by runners and other means not reliant upon technology affected by the blast.

## Staff Response

- Call or take directions from the lead administrator, Crisis Response Team representative or local emergency management officials immediately. Monitor emergency alert broadcasts on all available media, and follow the instructions given.
- If instructed to do so, evacuate students and staff to a safe location at right angles to and upwind of the apparent contaminated area.
- In the event that it is dangerous to evacuate the facility and the facility property, including athletic areas outside, conduct shelter-in-place protocol.
- Be prepared to render first aid, if necessary, and to notify parents of members and inform them of their child’s safety in a timely manner.

## Observations of staff:

Possible indications of a radiological attack include:

- Unusual numbers of sick or dying people or animals.
- Radiation exposure symptoms include reddened skin and in severe cases, vomiting.
- Casualties may happen hours, days or weeks after an incident.
- Time elapsed between exposure and appearance of symptoms depends on the material used and dosage of exposure.
- Unusual metal debris which could indicate devices or munitions-like material.
- Radiation symbols on containers.
- Heat-emitting materials without any visible energy source.
- Glowing material or particles including Radioluminescence and/or colored residue at the scene.

## Radiological Release Incidents Cont'

### Lead Administrator Response:

- Emergency response personnel will normally instruct the lead administrator or the person in charge to take the action deemed most appropriate.
- In case of imminent danger, in which emergency response personnel have not yet arrived, the lead administrator or his/her designee must decide the most appropriate action.
  - a. Evacuate to a remote location outside the affected area. Or:
  - b. Assemble all personnel indoors and implement the shelter-in-place activities.
  - c. If the shelter in place protocol is determined to be the best course of action, be prepared to shift to evacuation and family reunification if instructed to do so by public safety officials.
- Follow-up action will be determined by emergency response personnel in coordination with facility officials and may include, but it is not limited to:
  - a. Activating the Emergency Management Team to facilitate evacuation to a safe family relocation site.
  - b. Decontamination of students and staff by public safety personnel.
  - c. Determining the relocation site.
  - d. Dispatching buses or other vehicles to move members and staff to the relocation site.
  - e. Releasing information to parents/public.
- If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
- Initiate early/late opening and/or closing of the facility, as necessary.
- If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.



# Shelter in Place Protocol for Air born/Chemical/ Hazardous Materials & Radiological Release

## **Definition**

Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

## **Staff Response**

- All staff who are outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows if possible.
- Close all windows and doors.
- If available, use tape to cover all windows and doors with precut sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors.
- Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloth to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
- Listen to local radio or television news for instructions from emergency management and public safety officials.
- Review emergency evacuation and family reunification protocols.

## **Lead Administrator Response**

- Make a determination to shelter in place quickly if evacuation is not practical.
- Make an announcement via email, emergency text messaging system, and/or runners to direct staff to shelter in place. Activate the appropriate crisis teams.
- Ensure that all outdoor personnel have been moved into the facility.
- Ensure that all staff and occupants received word to shelter in place.
- Verify that personnel are sheltered in the most suitable locations.
- Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
- Check to see that staff members have taken proper steps to seal off windows and doors from outside airflow.
- Monitor the situation through radio and/or television stations. Attempt to calm staff and students. Keep staff informed of developments whenever possible.
- When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.
- Make preparations to implement the family reunification protocol quickly if the situation dictates. Notify staff to review their family reunification protocols. Notify the transportation department to be prepared to implement the family reunification protocol in the event the situation escalates.

# Snow Emergency Plan

## Purpose

To provide a guideline for staff members for assisting in the event of a snow disaster, i.e. blizzard. In Indiana, blizzard conditions during the school year can occur.

## Background

The state may be receiving snow at different intervals at different geographic locations. For instance, the northern one-third section may receive much more snow than the lower two-thirds. Blizzard conditions can usually be detected hours in advance. It is important for staff members to be aware of the conditions and be monitoring the weather alert communication resources that are available.

## Concept of Operation

- When the possibility of a blizzard is first heard, ISD Police should be notified.
- ISD Police will notify ISD Emergency Team staff.
- Dietary will have enough food available to feed 500 people for approximately 3 days. (Winter food supply will last for five (5) days. Spring and fall food supplies will last for three (3) days.)
- All staff members will be required to work extra hours to ensure the safety of the students.
- Extra beds (cots) will be made available for personnel who are on campus working.
- On-duty staff will be responsible for the safety of the students.

If the state is declared an emergency and roads are deemed too dangerous to travel, no staff will be authorized to try to drive off campus.

## Tornado Watch - PURPLE

*In the case of a "Tornado Watch" being issued for the area.*

### TEACHERS/STAFF WILL:

#### PROTECT PEOPLE:

- Follow procedures for **Purple – Outdoor Activities Canceled** emergencies
- Bring everyone inside building.
- Take roll call and display red/green card.
- AREA: Close windows and blinds. Stay away from doors and windows. Individuals should not leave the building.

#### INFORMATION:

- Follow instructions.
- Keep students calm and informed, as appropriate.

#### COMMUNICATE

- Notify SLT member if you are the first to become aware of a tornado watch.
- Notify floor captain/building marshal if anyone is unaccounted for.

#### LEAD

- Maintain order

### SENIOR LEADERSHIP TEAM (SLT) WILL:

#### PROTECT

- Ensure immediate safety of teachers/staff/students
- Monitor weather reports
- Issue instructions teachers and staff to follow procedures for **Purple – Outdoor Activities Canceled** emergencies.

#### COMMUNICATE

- Notify and maintain communication with Building Marshals and CLT.
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Keep detailed notes of crisis event.
- Monitor weather reports
- Initiate "Go Down" evacuation if situation escalated to **Green - Tornado Warning**.

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Resume normal operations

## Tornado Warning – “Go Down” – Code GREEN

*In the case of a “Tornado Warning” being issued for the area or a tornado has been spotted in the area:*

ISD Police will activate the Deaf Schools storm warning system. (Flashing Amber Strobe)



### **TEACHERS/STAFF WILL:**

#### PROTECT PEOPLE:

- Bring all persons inside buildings.
- Follow procedures for Green – Go Down emergencies.
- Take roll call and display black/green card.
- AREA: Close doors and windows. Stay away from doors and windows. Individuals should not leave the building.

#### COMMUNICATE

- Notify floor captain/building marshal if anyone is unaccounted for.

#### LEAD

- Maintain order.
- Remain in safe area until emergency personnel have issued an “all clear” signal.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### PROTECT

- Ensure immediate safety of teachers/staff/students
- Monitor weather reports
- Issue instructions to all students, teachers, and staff to evacuate to pre-determined designated safe areas located on the lowest floors of each building.
- Ensure that all necessary medications for students and a first aid kit are available to students and others in the safe areas.
- Distribute, as needed, food and water supplies to those in safe areas.

#### COMMUNICATE

- Establish communication center in pre-determined locations in each building
- Maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT.
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Lead building through **Green - Go Down** building evacuation procedures
- Handle all media inquiries (Crisis Communications Team)
- Keep detailed notes of crisis event.
- Issue an “all clear” when the tornado threat has passed and it is safe to leave the safe areas and/or buildings

#### POST-CRISIS:

- Notify students/teachers/staff of termination of emergency
- Assess any damage to buildings and evacuate, if necessary
- Initiate “Serious Injury/Death” protocols, If necessary
- Resume normal operations
- Initiate Post-Crisis Protocol

## Weapon Report on Property

### Definition

A weapons report protocol is based on any information or report that any person(s) on the property is in possession of a firearm, knife or other weapon. This protocol is for use in situations where no assault with a weapon has yet occurred and no immediate threat to use the weapon is reported.

### TEACHERS/STAFF WILL:

#### PROTECT PEOPLE:

- Staff should immediately report to the ISD Police any situation in which a person is believed to be in possession of a weapon on school property. Notification should be made in a discreet manner if possible.
- Staff members should not attempt to confront a person who is believed to be armed and should not attempt to search people for weapons.
- If a weapon is inadvertently located on the premises, staff members should move all students away from the weapon and should not attempt to pick up or handle the weapon.
- Staff should remember that when an individual has one weapon, he or she may have additional weapons. In addition, persons associated with the weapons violator may also be armed.

### Lead Administrator Response

- Obtain information about the situation.
- Determine if a Lockdown should be implemented to prevent the violator from gaining access to potential victims.
- Notify ISD Police. Upon arrival of law enforcement personnel, assist them in locating the person(s) who are reported to be armed. Consider the best method to approach the suspected violator(s) to avoid escalating the situation.
- Do not attempt to recover weapons from violators or search people for weapons without police assistance. An exception to this might be appropriate when a preschool age child who is too young to comprehend the danger of a weapon that he or she is handling. In these situations, it may be advisable to tell the students to put the item down and move away from it rather than to wait for law enforcement.
- If a weapon is recovered, consider the possibility that additional weapons may be present on the violator, or his or her belongings or concealed elsewhere on school property. If no weapon is recovered, consider the possibility that the weapon(s) might have been concealed on school property (in a locker, book bag, in a vehicle or concealed in a public area such as a bathroom ceiling or behind a vending machine). Also consider the possibility that the weapon may have been passed to another individual.
- Brief staff on the situation.
- When a firearm is recovered from a student, discuss the option of a police search of the student's bedroom at home for additional firearms.
- When a firearm is recovered, consider the need for a multidisciplinary threat assessment utilizing law enforcement and mental health professionals.
- When a firearm is recovered, consider the benefits of parental notification via a letter from the lead administrator to be sent home with students, preferably on the day of the incident.

## Serious Injury/Death

***A death that requires an emergency response is most likely a death that was sudden, caused by an accident, or a homicide.***

### **TEACHERS/STAFF WILL:**

#### PROTECT PEOPLE/AREA:

- Isolate affected students or employees.
- Administer first aid, if possible.
- Do what you can to minimize risk to others.
- Keep other people from viewing the victim and the surroundings.

#### INFORMATION:

- Document all activities, noting who happened, what, when, where, any witnesses, and timelines.

#### COMMUNICATE

- Notify ISD Police.
- Inform a member of the CLT.

#### LEAD

- Maintain order.
- Stay on the scene until help arrives.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### PROTECT

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students
- Isolate affected students or employees
- Administer first aid, if possible
- Minimize risk to others
- Do not allow access to the body, or to the area where the body was found, to anyone other than ISD Police or Indianapolis Metropolitan Police Department or Indiana State Police officers and detectives
- Do not attempt to move the body or try to identify the victim
- Do not touch or attempt to move any physical evidence in the surrounding area

#### COMMUNICATE

- Notify ISD Police, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Handle all media inquiries and crisis communications
- Keep detailed notes of crisis event

#### POST-CRISIS:

- Notify students/teachers/staff/parents regarding details of the situation that are appropriate to be made public and/or that are necessary to release to ensure the safety of others
- Resume normal operations
- Initiate Post-Crisis Protocol

## Suicide Attempt/Threat

*Suicidal behavior can vary from a suicidal gesture to a life-threatening attempt. The incident and response begins with the initial awareness that a person may have caused harm, or is talking about causing harm, to self. This protocol should be followed in situations of imminent danger as well as situations where a suicide gesture or threat was made where imminent danger is unclear, including evidence of self-inflicted superficial scratches or cuts, and/or statements of an intention to harm oneself.*

### **TEACHERS/STAFF WILL:**

#### PROTECT PEOPLE/AREA:

- Calm suicidal person by listening to the person, without showing judgment or lecturing.
- Try to isolate suicidal person from others; minimize risk to others
- Remove means of committing suicide, i.e., pills or weapons.
- Administer first aid, if possible.

#### INFORMATION:

- Document all activities, noting what happened, who were witnesses, and timelines. (School counselors to use "Student Assessment of Suicidal Ideation" form.)

#### COMMUNICATE

- Notify ISD Police. Let ISD Police know if the individual has ingested any substances or responds to stimuli. Also, let ISD Police know if there are any weapons in the area.
- Inform a member of the CLT.

#### LEAD

- Stay with suicidal person until help arrives.
- Do not leave suicidal person alone.

### **SENIOR LEADERSHIP TEAM (SLT) WILL:**

#### PROTECT

- Report to the scene and assess situation
- Ensure immediate safety of teachers/staff/students
- Isolate affected students or employees
- Administer first aid, if possible
- Minimize risk to others

#### COMMUNICATE

- Notify ISD Police, if not already notified
- Notify and maintain communication with Crisis Leadership Team (CLT)
- Notify and maintain communication with Building Marshals and CLT
- Contact parent/guardian of student
- Assign CLT members to specific responsibilities, if needed

#### LEAD

- Handle all media inquiries (Crisis Communications Team)
- Keep detailed notes of crisis event.

#### POST-CRISIS:

- Notify students/teachers/staff regarding details of the situation that are appropriate to be made public and/or that are necessary to release to ensure the safety of others
- Resume normal operations
- Initiate Post-Crisis Protocol

# Appendices



## **Appendix A**

### **Communications Protocols**

## ISD Emergency Response Duty Roster

Alumni	CTE	ELEMENTARY	Caskey Gym
<p><b>Building Marshal</b> Kim Kause</p> <p><b>CAPTAIN</b> Andy Alka</p> <p><b>Co Captain</b></p> <p>2<sup>nd</sup> Floor Chris Cassel</p> <p>Basement Joey Kutcka <b>CHECK-IN</b> Catherine Rhan</p>	<p><b>Building Marshal</b> Kim Kause</p> <p><b>CAPTAIN</b> Peter Pickering</p> <p><b>Co Captain</b></p> <p><b>CHECK-IN</b> None</p>	<p><b>Building Marshal</b> Sandra Wascher</p> <p><b>CAPTAIN</b> Brett Mellon</p> <p><b>Co Captain</b></p> <p><b>CHECK-IN</b> Scott Tilson</p>	<p><b>Building Marshal</b> Matt Krueger</p> <p><b>CAPTAIN</b> Peter Leccese</p> <p><b>Co Captain</b></p> <p>First Shift PE Teachers Second Shift/ Athletic Events Coaches/Athletic Staff</p> <p><b>CHECK-IN</b> Wade Curtis</p>
Student Residential Hall	Health Center	Brown & Simms Cafeteria	Physical Plant
<p><b>Building Marshal</b> Matt Krueger</p> <p><b>CAPTAIN</b> Dean of Girls/Boys Samantha Gonzales</p> <p>Over Night Dean Laura Adams</p> <p><b>Co Captain</b> First Shift Jeanny Wooten 2<sup>nd</sup> Shift Samantha Gonzales 3<sup>rd</sup> Shift Laura Adams</p> <p><b>CHECK-IN</b> First Shift N/A 2<sup>nd</sup> Shift Residential Advisors 3<sup>rd</sup> Shift Residential Advisors</p>	<p><b>Building Marshal</b> Matt Krueger</p> <p><b>CAPTAIN</b> Paula LaMonaca</p> <p><b>Co Captain</b> First Shift Tamlmeena Lee-Owens 2<sup>nd</sup> Shift Megan Ratell 3<sup>rd</sup> Shift Sandy Washington</p> <p><b>CHECK-IN</b> First Shift PRN 2<sup>nd</sup> Shift Vickie Williams 3<sup>rd</sup> Shift PRN/</p>	<p><b>Building Marshal</b> Matt Krueger</p> <p><b>CAPTAIN</b> George Spurlin/Brown Cafeteria Karen Harris/Simms Cafeteria</p> <p><b>Co Captain</b> <b>Brown</b> First Shift Nikki Strader 2<sup>nd</sup> Shift Michele Persing</p> <p><b>Simms</b> First Shift Karen Harris</p> <p><b>CHECK-IN</b> First Shift FSW 2<sup>nd</sup> Shift FSW</p> <p><b>CHECK-IN</b> First Shift FSW</p>	<p><b>Building Marshal</b> Terry Campbell</p> <p><b>CAPTAIN</b> Casper Brown</p> <p><b>Co Captain</b> First Shift</p> <p><b>Co Captain</b> <b>Powerhouse</b> 2<sup>nd</sup> Shift 3<sup>rd</sup> Shift</p> <p><b>CHECK-IN</b> Darwyn Whiteside</p>

PRN=Nurse on call assigned

FWS= Food Service Worker

# CDHHE (Center for Deaf and Hard of Hearing Education Emergency)

## Response Duty Roster

Assessment Center	Building 1
<p><b>Building Marshal</b> <b>Bethany Colson</b> Indiana State Department of Health 317-232-0998 office <b>317-542-3593 VP</b> <b>317-925-2888 fax</b> Email <a href="mailto:bcolson@isddh.n.gov">bcolson@isddh.n.gov</a></p> <p><b>CAPTAIN</b> <b>Bethany Colson</b></p> <p><b>Co Captain</b> <b>Maricela Porras</b></p> <p><b>CHECK-IN</b> <b>Maricela Porras</b></p>	<p><b>Building Marshal</b> <b>Bethany Colson</b> Indiana State Department of Health 317-232-0998 office <b>317-542-3593 VP</b> <b>317-925-2888 fax</b> Email <a href="mailto:bcolson@isddh.n.gov">bcolson@isddh.n.gov</a></p> <p><b>CAPTAIN</b> <b>Bethany Colson</b></p> <p><b>Co Captain</b> <b>Maricela Porras</b></p> <p><b>CHECK-IN</b> <b>Maricela Porras</b></p>

# Vincennes Emergency Duty Roster

## Response Duty Roster

### Vincennes Building 2

**Building Marshal**

**Dr Cynthia Sanders**

Associate Professor  
ASL Program Chair  
Vincennes University  
Indianapolis, IN  
[585-542-3320](tel:585-542-3320)

**CAPTAIN**

**Tami Hossler**

Phone: [317-923-2305](tel:317-923-2305)  
Videophone: [317-489-9353](tel:317-489-9353)  
Email: [thossler@vinu.edu](mailto:thossler@vinu.edu)

**Co Captain**

Teaching Staff

**CHECK-IN**

**Tami Hossler**

# Crisis Communications Checklist

## Effective Crisis Communications

To ensure a proactive crisis communication strategy will be implemented, these eight (8) steps should be taken:

### 1. Contact the Superintendent or designee and assemble the Crisis Communications Team (CCT).

- The Crisis Communications Team should include the Public Information Officer (PIO), Legal, Public Safety, Administration and others with critical roles in crisis communications.
- PIO should implement an action plan to gather the information and return the school back to normal operations as quickly as possible.
- Contact the Governor's office and the Indiana Department of Education (IDOE) for further guidance.

### 2. CCT should collect and verify all information.

- Collect all pertinent information and verify it's truthfulness. If information cannot be verified, it must be clearly stated that the information has not been verified or it should not be used at all.
- CCT should monitor all media channels (radio, television, internet, print, etc.).

### 3. Assess the severity of the crisis.

- How will this affect the school and County?
- What damage has been caused so far?
- Can school continue to operate during the event?
- Will this event affect others in the community or is it isolated to just the school system?

### 4. Identify key individuals.

- Who is affected by this event? Students, parents/guardians, faculty, staff, visitors, the community?

### 5. Implement a proactive communication strategy.

- The strategy should portray that the main goal of the ISD school board is to strive to build a safe and secure environment that creates a positive educational environment.

### 6. Develop communication materials.

- The PIO and CCT should work to design the correct message(s).

### 7. Inform parents and the media.

- Inform parents/guardians and the media of the facts of the case and the Governor's office, ISD School Board / Superintendent's, Principal's or other school official's response to the crisis.
- Answer questions from these groups and keep a positive attitude when addressing the public.

### 8. Participate in Post Incident Critique.

- Members of the CCT should participate with other emergency responders and school administrators to discuss specific action taken during the event.

**PIO's Crisis Communication Checklist:**

- Call 911 if needed.
- Contact the Superintendent and/or Incident Commander.
- Notify the ISD School Board, Governor's Office, and IDOE.
- Work with the school Crisis Response Team and Incident Commander.
- Collect all relevant facts.
- Establish contact with the media.
- Establish a Joint Information Center (JIC) if necessary.
- Develop a communication strategy.
- Write the press release or communication.
- Conduct a joint press conference and deliver the press release or communication.
- Answer all questions with confirmed facts. Do not assume or speculate.
- Continue to update the Board of Education Office.

## Dealing with the Media

### Initial Call from the Media

The school official receiving the call will immediately contact the Superintendent. Superintendent will contact the Governor's office, PIO and ISD School Board.

### Proactive Messages for PIO:

- Illustrate care and concern for the students, staff, and the community.
- Show that the ISD School Board / School is committed to resolving the problem as quickly as possible.
- Notify any victims' families as quickly as possible and do not share any information until they are notified.
- Work with public safety agencies to ensure the same, proper message is being sent out.
- Stay positive and reassure all concerned that every possible means is being taken to resolve the issue.

### Working with the Media:

Remember that the media can act as a positive communications resource and they should be used as an ally before, during and after an event.

- Only discuss confirmed information. Never assume or speculate.
- Deliver a message that is honest, illustrates empathy, concern and a dedicated effort to handle the situation with the utmost professional manner.
- Utilize facts and figures to reinforce the message. Cite outside subject matter experts and reports.
- Never use the words "no comment." It appears as if the School/School Board is hiding something or admitting guilt. Instead, explain that, "the School/School Board is investigating the matter and we will share any confirmed information as soon as we receive it."
- Schedule updates telling media where and when they may receive additional information.
- Direct the parents/guardians and community to take specific actions if necessary (e.g. pick up children at a certain location, school is closed, etc.).

### Incident Commander's Roles & Responsibilities:

- Make sure local police and fire departments are aware of the incident by calling 911.
- Alert all school occupants of the emergency.
- Prepare students for Evacuation, Lockdown or Shelter-in-Place.
- Remember people with special needs.
- Ensure students reach the assembly area.
- Contact the Superintendent or PIO.
- Form a Unified Incident Command Structure with local public safety agencies and work together to stabilize and terminate the emergency.

### PIO Roles & Responsibilities:

- The PIO acts as the voice for the school(s).
- Develop and lead the Crisis Communications Team.
- Delegate roles and responsibilities to the Crisis Communications Team.
- Update the Crisis Communication Plan on a yearly basis.

## Media Information Sheets

These sheets can be given to media representatives and others wanting basic information during a crisis to reduce the number of requested interviews during a hectic situation. The School Background sheet can be pre-filled and kept on file, while the Incident Information sheet is to be completed after/during a crisis.

### School Background Information Sheet

*(Insert School System name here)*

*(Insert School name here)*

*(Insert date of last update here)*

#### School Address

---

---

---

#### School Information

Principal: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Special Programs: \_\_\_\_\_

Additional Information: \_\_\_\_\_

---

For more information contact *(Insert Public Information Officer name here)* at

*(Insert PIO contact information).*



**Media Information Sheet**

**Incident Information**

*(Insert School System name here)*

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location of Incident:**

(for more information, see School Background Information sheet)

**Type of Incident:** \_\_\_\_\_

**Preliminary number of injuries:** \_\_\_\_\_

**Description of Incident**

---

---

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For more information contact *(Insert Public Information Officer name here)* at *(Insert PIO contact information)*.

# Media Protocol Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Media Protocol \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

<b>ACTION</b>	<b>ORGANIZATION</b>	<b>STATUS</b>	<b>NOTES</b>	<b>REPORTED BY</b>
Brief staff				
Notify Central Office				
Activate appropriate crisis teams				
Begin Media Event Log (separate form)				
Conduct periodic joint press conferences with public safety officials				
Do not provide any information "off the record"				
Maintain records of all interviews				
Provide school/incident fact sheets to media representatives				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Media Event Log

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ on \_\_\_\_\_ (date & time)

Relieved by \_\_\_\_\_ at \_\_\_\_\_

Relieved by \_\_\_\_\_ at \_\_\_\_\_

1. District media protocol enacted by \_\_\_\_\_ at \_\_\_\_\_
2. Formal liaison established between school system media representative and the media representative for (complete all that apply):

### Time established

- |                                |       |
|--------------------------------|-------|
| a. Police Department           | _____ |
| b. Sheriff's Department        | _____ |
| c. Fire Department             | _____ |
| d. Emergency Management Agency | _____ |
| e. Other: _____                | _____ |
| f. Other: _____                | _____ |
| g. Other: _____                | _____ |

3. Media/Public Information Center opened:

Location: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

4. Press Conferences held at:

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

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Location: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

## **Appendix C**

### **Incident Tracking Sheets**

# Generic Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_





# Incident Command System Activation Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Incident Command System Activation \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Appoint command staff				
Activate appropriate crisis teams				
Appoint general staff				
Conduct incident briefing				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Fire Evacuation Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Fire Evacuation \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

<b>ACTION</b>	<b>ORGANIZATION</b>	<b>STATUS</b>	<b>NOTES</b>	<b>REPORTED BY</b>
Sound fire Alarm, activate appropriate crisis teams				
Call 911, request Fire and Police Dept. response				
Sweep the facility for students and adults				
Obtain emergency evacuation kits				
Assist special needs persons				
Evacuate according to the fire evacuation plan				
Report to evacuation site, appraise the situation				
Meet responding public safety officials				
Decide whether to implement the family reunification protocol				
Implement the media protocol				
At evacuation site develop a written list of all evacuees				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Bomb Threat/Non-Fire Evacuation Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Bomb Threat/Non-Fire Evacuation \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify appropriate public safety (police, fire)				
Select an evacuation route and site				
Activate appropriate crisis teams				
Send designated staff member(s) to sweep the evacuation route and site				
Announce evacuation				
Sweep the facility for students and adults, assist special needs persons				
Ensure that the emergency evacuation kits are removed from the building				
Evacuate according to non-fire evacuation protocol				
Report to the first responding public safety official				
Report to the evacuation site				
Decide whether to implement the				

family reunification protocol				
Implement the media protocol				
<b>ACTION</b>	<b>ORGANIZATION</b>	<b>STATUS</b>	<b>NOTES</b>	<b>REPORTED BY</b>
Once at the site, develop a written list of all evacuees				
Confiscate any electronic communications devices that are prohibited by policy				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_



# Shelter in Place Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Shelter in Place \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement over public address system, activate appropriate crisis teams				
Gather outdoor personnel into facility				
Verify that personnel have received word and are sheltered in the most suitable locations				
Once inside, instruct everyone to move to an interior area without windows if possible				
Close all windows and doors				
Use tape to cover all windows and doors with precut sheets of plastic to help reduce air flow into the area				
Use wet towels to reduce air flow under doors				
Close all outside air vents				
Turn off all heating or ventilation systems				
Implement media protocol				
Monitor situation through radio and/or television stations				

<b>Attempt to calm staff and students</b>				
<b>ACTION</b>	<b>ORGANIZATION</b>	<b>STATUS</b>	<b>NOTES</b>	<b>REPORTED BY</b>
<b>Notify staff when it is safe to leave facility</b>				
<b>Decide whether to implement family reunification protocol</b>				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Remote Evacuation and Family Reunification Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Remote Evacuation and Family Reunification \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

<b>ACTION</b>	<b>ORGANIZATION</b>	<b>STATUS</b>	<b>NOTES</b>	<b>REPORTED BY</b>
Notify the central office				
Request law enforcement to report to staging area				
Make the announcement over public address system				
Activate appropriate crisis teams, notify a team member to be administrator's representative at family reunification center				
Follow non-fire evacuation procedures				
Provide assistance for special needs persons				
Take roll en route (if on a bus take roll and complete the driver's evacuation roster)				
Implement media protocol				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Preventive Lockdown Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Code Yellow/Preventive Lockdown \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

Action	ORGANIZATION	STATUS	NOTES	REPORTED BY
<b>Make announcement to implement the lockdown</b>				
<b>Activate appropriate crisis teams</b>				
<b>Notify central office</b>				
<b>Notify public safety officials</b>				
<b>Notify the transportation department</b>				
<b>Gather students and staff from outside of the building</b>				
<b>Gather all students in the vicinity into a room and lock the door</b>				
<b>Verify that all exterior and interior doors have been secured as soon as it is safe to do so</b>				
<b>Brief staff on the situation if it is safe to do so</b>				
<b>Notify staff when it is safe to resume normal activity (Code Green)</b>				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Code Red/Emergency Lockdown Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Code Red/Emergency Lockdown \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_



Action	ORGANIZATION	STATUS	NOTES	REPORTED BY
<b>Make announcement to implement the lockdown</b>				
<b>Activate appropriate crisis teams</b>				
<b>Notify central office</b>				
<b>Notify public safety officials</b>				
<b>Notify the transportation department</b>				
<b>Gather students and staff from outside of the building</b>				
<b>Gather all students in the vicinity into a room and lock the door</b>				
<b>Verify that all exterior and interior doors have been secured as soon as it is safe to do so</b>				
<b>Turn out Lights</b>				
<b>Gather students and visitors into an area of the room where they are not visible to someone looking into windows</b>				
<b>Notify the transportation department</b>				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Resumption of Normal Activities/Reverse Evacuation Incident Tracking Sheet

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Resumption of Normal Activities/Reverse Evacuation

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make appropriate announcement				
Notify appropriate crisis teams				
Provide appropriate guidance to staff				
Notify the transportation department if necessary				
Brief staff				
Return evacuees to their classrooms/assigned areas				

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_