

INDIANA SCHOOL FOR THE DEAF

PREPAREDNESS & SAFETY MANUAL

[ALL ISD STAFF VERSION]



Indiana School for the Deaf

*Indiana's State-Wide Deaf & Hard of
Hearing Resource On & Off Campus*

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. The document in its entirety 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.

This ALL ISD STAFF VERSION of the Manual is being prepared for general dissemination to all ISD staff and includes relevant portions of the full document as they apply to staff on a day-to-day basis. Due to the confidentiality of certain portions of the comprehensive version, the complete Manual is available only to key Administrative Staff, Building Leaders, and others deemed appropriate by ISD Administration.

APPENDICES which includes further protocols and forms for logging activities are available on the ISD intranet. The Prevention & Mitigation Plan is also available on the ISD Internet site www.deafhoosiers.org on the Campus Police page. Direct link: <http://www.deafhoosiers.com/operations/documents/PreventionMitigationPlanFINAL2013.pdf>

TABLE OF CONTENTS

Prevention & Mitigation

Emergency Contact Numbers.....	4
<i>External Organizations.....</i>	<i>4</i>
<i>ISD Emergency Team.....</i>	<i>5</i>
Safety Committees	6
Building Leaders	7
<i>Campus Buildings Map.....</i>	<i>7</i>

Disaster Response Protocols

Incident Command System.....	9
Active Shooter on Campus Operational Plan.....	11
Anthrax/Suspicious Package/Substance Exposure.....	13
Biological Emergency Response Plan.....	14
Bomb Threat/Suspicious Package Response Plan.....	15
Civil Disorder Plan.....	16
Earthquake Emergency Plan.....	17
Emergency Evacuation Plan.....	19
Fire, Explosion, or Fire-Related Plan.....	21
Flood Disaster Plan.....	23
Hazardous Waste Operation and Emergency Response.....	24
Hostage Situation.....	26
Lockdown Procedures.....	27
Missing Person Procedures.....	29
Power Outage and Utility Failure Plan.....	30
Radiological Release Incidents.....	31
Shelter in Place Procedures.....	32
Snow Emergency Plan.....	33
Tornado Emergency Plan.....	34
Weapon Reported on Campus Protocol.....	35

Emergency Contact Numbers

Organization	Phone Number
Emergency Services	9-1-1
Fire Department	262-5161
IMPD - Indianapolis Metro Police Dept.	327-3811
ISP - Indiana State Police	9-1-1
ISBVI - Indiana School for the Blind & Visually Impaired	253-1481
ISDH - Indiana State Department of Health	233-7400
ISF - Indiana State Fair	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.	221-2266

Emergency Contact Numbers

ISD Emergency Team	Name	Voice	VP	Email	TEXT
ISD Police	Officer on duty	550-4874	493-0701	All_campuspolice@isd.k12.in.us	871-4391
	Officer on duty	550-1236	PAGER:	cp@isd.k12.in.us	
Police Chief	James Ryals	550-4869	N/A	Jryals@isd.k12.in.us	871-4393
Health Center	Nurse on Duty	550-4818	493-0497	HealthCenter@isd.k12.in.us	871-4396
			PAGER:	hc@isd.k12.in.us	
Director of Nursing	Deb Robarge	550-4816	493-0494	Drobarge@isd.k12.in.us	748-6990
Director of Instruction	Kim Kause	550-4867	493-0459	Kkause@isd.k12.in.us	
High School Leader	Martin Keller	N/A	493-0540	Mkeller@isd.k12.in.us	
Middle School Leader	Marie Kellam	550-4826	493-0616	Mkellam@isd.k12.in.us	
Elementary Leader	Andy Alka	550-4799	493-0619	Aalka@isd.k12.in.us	
CTE Building Leader	Jeff Richards	N/A	493-0606	Jrichards@isd.k12.in.us	
HS/MS Building Leader	Jeff Choate	N/A	493-0609	Jchoate@isd.k12.in.us	
Director of Student Life	Deb Skjeveland	N/A	493-0500	Dskjeveland@isd.k12.in.us	
Dean of Female Students	Priscilla Langone	N/A	493-0487	Plangone@isd.k12.in.us	
Dean of Male Students	Robert Acquafredda	N/A	493-0489	Racquafredda@isd.k12.in.us	
Overnight Dean	Amanda Rounder	550-4819	493-0488	ARounder@isd.k12.in.us	
Superintendent	David Geeslin	550-4807	493-0525	Dgeeslin@isd.k12.in.us	
Business Office	John Skjeveland	N/A	493-0462	Jdskjeveland@isd.k12.in.us	
Outreach/Raney Bldg Leader		550-4828	493-0480		
Chief Operating Officer	Dawn Adams	550-4866	N/A	Dadams@isd.k12.in.us	
Dietary/Brown Bldg Leader	David Henry	550-4821	N/A	Dhenry@isd.k12.in.us	
Interpreting Services	Interpreter on duty	550-4823	493-0492	Interpreters@isd.k12.in.us	
Physical Plant	Carl Brown	550-4831	N/A	Crbrown@isd.k12.in.us	

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.

Building Leaders

Building leaders are designated annually in each student occupied building. These individuals are responsible to serve as the key lead for safety in their respective buildings. They work as part of the Advisory Safety Committee and lead their departments in the tasks of: drafting and maintaining building specific safety plans; communicating information to building occupants; implementing directives; and organizing building safety groups as appropriate.

Buildings with designated leaders are:

- Student Dormitory (Building 8) – Director of Student Life, Deans, and Health Center Director
- Caskey Gymnasium (Building 17) – Director of Student Life and Athletic Director
- High School/Middle School/CTE (Buildings 6 & 7) – Director of Instruction and designees
- Elementary School (Buildings 4 & 5) – Elementary Leader
- Brown Cafeteria (Building 10) – Dietary Services Director
- Outreach/Raney Hall (Buildings 1 & 2) – Superintendent Designee



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 Command Staff
 - 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.

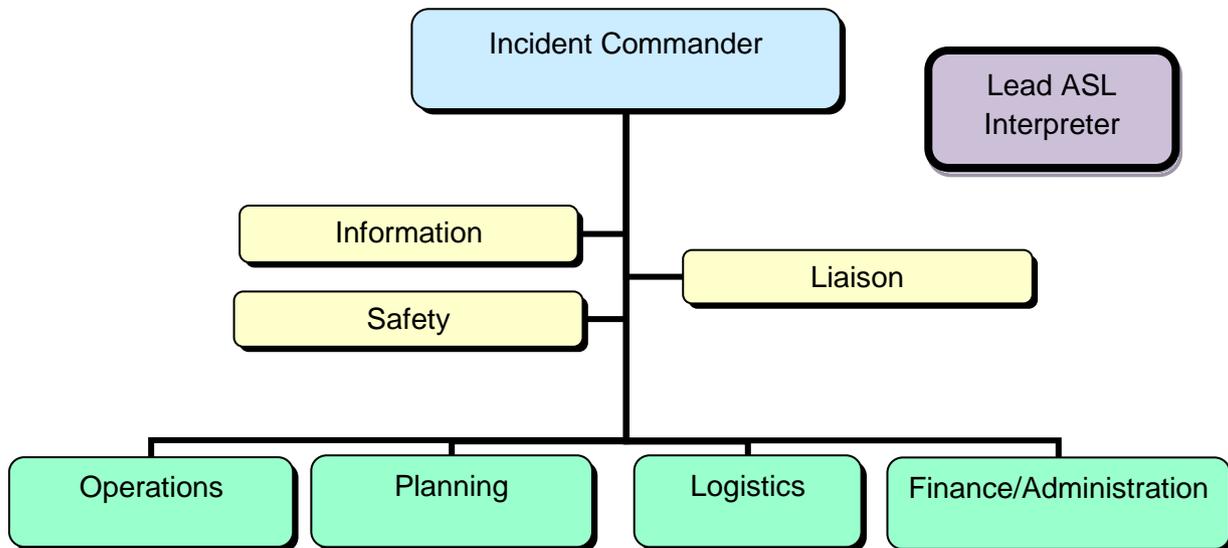
Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.** In addition, a **Lead ASL Interpreter** will be assigned to organize and interpret commands and directions for staff and emergency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

There are five functional areas that may be implemented as needed to respond to an incident. They are:

1. **COMMAND:** Sets objectives and priorities, has overall responsibility at the incident or event.
2. **OPERATIONS:** Conducts tactical actions to carry out the plan and develops the tactical objectives, organization and directs all resources.
3. **PLANNING:** Develops the Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status and documents the incident.
4. **LOGISTICS:** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
5. **FINANCE and ADMINISTRATION:** Monitors costs related to the incident and provides accounting, procurement, time recording and cost analysis.

The following organization chart depicts the Incident Command System:

Incident Command Organization



ISD Emergency Team Members

1. Superintendent
2. Interpreting Services Office
3. Chief Operating Officer
 - Chief of Police
 - Dietary Services Director
 - Physical Plant Director
 - Technology Center Team Lead
4. Director of Student Life
 - Athletic Director
 - Director of Nursing
 - Student Deans
5. Director of Instruction
 - HS/MS/Elementary Leaders
 - Other Designees as needed
6. Business Office Controller

Active Shooter on Campus Operational Plan

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Operational Response

1. If an Active Shooter is seen on campus, contact ISD Police immediately. If unable to contact ISD Police, dial 9-1-1. Convey as much information as is possible to emergency responders:
 - a. Location of the incident, number of shooters, and whether the suspect(s) is still shooting.
 - b. Number and condition of victim(s).
 - c. Description of suspect(s), vehicle description, direction of shots fired, etc.
 - d. Type of weapon used (handgun, rifle, etc.)
 - e. Direction of travel or location of suspect(s).
2. ISD Police are trained in Active Shooter scenarios and, after contacting further emergency assistance from Indiana State Police and Indianapolis Metro Police, ISD Police will follow appropriate police protocol to thwart and apprehend the suspect(s).
3. Determine your next steps to ensure your individual safety and the safety of any student and other staff in your area. Lockdown in a secure location.
4. School will be placed in an immediate CODE BLUE Emergency Lockdown. Follow Lockdown Procedures.

Points to Remember

1. The number one priority is the safety of lives. Quickly determine the most reasonable way to protect your life and that of your students.
2. When in lockdown in a secure location, be sure doors are locked and attempt to further block the door with heavy furniture. Hide yourself and students behind large items if possible.
3. Keep calm and follow directions from emergency personnel.

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Either ISD Police or another agency may be the first responders.

- Officers usually arrive in teams
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e. bags, jackets, etc.)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. Rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

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.

General Procedural Information

1. 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. Letters containing loose feeling “powdery” substances.
2. 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.
3. Contact ISD Police at EXT 4874 or Chief of Police at EXT 4869.
4. 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.
5. Maintenance will shut off the heating/ventilation/air conditioning.

Staff Response

If you have been exposed to the suspected substance:

1. 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.
2. Do not continue to handle any item(s) that may contain anthrax spores or evidence.
3. 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.
4. Be sure to report the situation accurately and provide information on the number of people exposed.
5. Follow directions of responding public safety personnel.

If you have not been exposed to the suspected substance:

1. Implement the preventive lockdown protocol.
2. Await instructions from the lead administrator or responding public safety officials.

Biological Emergency Response Plan

Definition

A suspected biological emergency occurs when a suspected or possible biological emergency or outbreak, having withstood clinical review, is reported to the school administrator by a credible source or detected by the public health system and reported to school officials.

Staff Response

1. Follow instructions of public health officials and lead administrator.
2. Decontaminate as appropriate (specific procedures provided by public health).
3. Assist in hospital transportation procedures, if necessary.
4. Assist in epidemiological investigation, as necessary.
5. Assist medical officials in treating staff and students as required.

Bomb Threat/Suspicious Package Response Plan

Definition

A bomb threat/suspicious package situation is one that involves the threat of an explosive device that has been placed in, around, or near a facility, or the detection of a suspicious package that could contain an explosive device.

Telephone Response

The proper procedure to follow by anyone receiving a telephoned bomb threat is as follows:

1. When a bomb threat telephone call is received, the person receiving the call will attempt to hold the caller as long as possible, asking the caller detailed questions on the bomb threat call checklist (see Appendix B) and documenting the responses.
2. Alert the supervisor or a co-worker immediately by writing the nature of the call on a piece of paper or through some other means while still on the telephone.
3. The person receiving the message should immediately notify the ISD Police and Superintendent, and give the following information:
 - a. Identify the location.
 - b. Identity of the person, calling by name if known.
 - c. An explanation of the threatening call and bomb scare.
 - d. The phone number or extension number that the incoming call is on.

Civil Disorder Plan

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.

Alert Signal

School will go on lockdown – follow Lockdown Procedures.

Staff Response

1. If you become aware of a civil unrest situation, make sure the office is notified.
2. If you are in an outdoor or indoor area that is affected, attempt to gather students and move them to a secure area. Implement lockdown procedures as appropriate.
3. Remain calm and work to keep students calm.
4. Do not engage any participants verbally or physically unless you are forced to do so to protect yourself or students. If you decide that it is appropriate to use physical force, comply with district guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.
5. Follow lockdown procedures if they are given. Be prepared to implement emergency evacuation procedures or shelter in place procedures if these procedures become necessary.
6. 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 an administrator or law enforcement immediately.

Earthquake Emergency Plan

Background

1. 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.
2. 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.

Response Protocols

Staff Response

1. If indoors, advise all people to seek cover under sturdy furniture or against a wall near the center of the building and away from glass.
2. If outdoors, advise all people to move away from buildings, gas, electrical lines or anything that might fall.
3. Do not allow the use of open flames such as matches or candles due to possible gas leaks in the area.
4. After tremors have stopped, evacuate all buildings. Do not reenter.
5. Take roll. Report any missing people in your group to the lead administrator.
6. Prepare for aftershocks.

Emergency Evacuation Plan

Purpose

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

Objectives

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

Evacuation

1. 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.
2. When Provision for evacuation of the campus is necessary, administrative personnel will give specific instruction evacuation procedures.

Emergency Alerting System

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:

1. By priority, established by the Incident Commander, available emergency apparatus will be dispatched to the scene.
2. 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.

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.

All Clear

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

Fire, Explosion, or Fire-Related Incident Plan

Purpose

To provide guidelines for all staff members in dealing with the disaster of a major fire, explosion, or fire-related incident that could endanger life and property at the school.

Authority

1. The primary agency responsible for the protection of life and property on the campus is the ISD Police Department.
2. In the event of a major fire, fire hazard, earthquake-related fire, explosion, or an emergency rescue, the Indianapolis Fire Department, (within the area of primary direct protection responsibility by virtue of law, campus policy, or mutual understanding), will coordinate with key school personnel at the Police Sub-Station Building #20.

Objective

The objective of the Indianapolis Fire Department will be to reduce risk to life and damage to property at the site of a major incident quickly, aggressively, and systematically.

Concept of Operation

1. The Indianapolis Fire Department shall provide a clear and precise strategy of tactics that will involve effective utilization of available personnel, equipment, and communications required to combat a major disaster.
2. Before implementation can take place, the organized dynamic forces will include the following information; size of the incident, topography, population, weather, and time. Recognizing the size of the major incident must do the overall logistics and this will determine the size of the operation of personnel and equipment needed.
3. Upon completing an evaluation of the incident, the effectiveness of managing and applying a fire organizational structure will be determined by Indianapolis Fire Department personnel who will then implement the necessary responses.
4. It is imperative that along with these key factors being considered, a liaison between Incident Command and fire personnel will make available all equipment and manpower as requested to assist in the operation.

Alert Signal

Fire Alarm Emergency Warning System

Staff Response

1. Activate fire alarm.
2. If a fire is detected, report the exact location of the fire to the ISD Police.
3. Evacuate to designated area at least 300 feet from the building, and take rosters and emergency evacuation kits with you.
4. Close room doors, but do not lock them.
5. Assist any individuals with special needs in your area in evacuating.

6. Take roll once at the evacuation site.
7. Report any missing persons from your group to the lead administrator at the evacuation site.

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

1. ISD Police will notify ISD Emergency Team in the event of a flood.
2. Students and staff are to be escorted to buildings #8, Student Residence Hall (boys and girls dorm), and buildings #4, & 5, Preschool & Elementary Departments.
3. 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.
4. Staff members are responsible for taking a count of the students and have everyone accounted for.
5. Dietary staff will have enough food for 500 people for approximately three days.
6. 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

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

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.

Immediately notify PHYSICAL PLANT of any hazardous waste spill.

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).

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

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.

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:

1. Implement CODE BLUE lockdown or non-fire emergency evacuation as appropriate.
2. If you have a safe means to do so, notify the lead administrator and/or call 911.
3. Provide as much information as possible.
4. Try to keep students calm and quiet.
5. Follow directions given by the lead administrator or designee and responding public safety officials.
6. 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:

1. Do not attempt to negotiate with a hostage-taker.
2. Do not make suggestions to a hostage-taker. You may be blamed for resulting problems.
3. It is generally not advisable to attempt to disarm a hostage-taker or to try to escape.
4. 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.
5. Try not to make any unexpected or sudden movements.
6. Follow instructions given by responding public safety officials.
7. Do not point out law enforcement officers if you become aware of their presence.
8. If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
9. 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.

Lock Down Procedures

Drill Procedures

1. Notify all staff of dates and times of lockdown drills.
2. Notify all parents a minimum of 24 hours in advance that a lockdown drill will be implemented at some point in the following week.
3. Confirm each building has an assigned designated person that will follow through with ensuring all staff are in lockdown during drill and that doors are secured.
4. At the conclusion of the drill, release staff from lockdown through email notification.

Definition

A PREVENTIVE lockdown is a means to rapidly enhance the level of security in the facility. By locking all exterior doors and main interior doors, staff can make it more difficult for an intruder in the building or a dangerous person in the vicinity of the facility to gain access to staff and students. This type of lockdown does, however, allow staff and students to continue with productive activities in a limited fashion.

A Code BLUE Emergency Lockdown is a response to an actual emergency situation. This type of lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to staff and students. This type of lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.

Alert Signal

Emails, emergency text notification system, and/or runners will be used to communicate a preventive lockdown.

Emails, emergency text notification system, and blue card signals will be used to communicate a Code BLUE Emergency Lockdown.

Preventive Measures

1. Immediately contact ISD Police in the event of an emergency or event should always be your first line of defense in an emergency situation. ISD Police should be the first persons notified of an event is occurring and be provided locations for rapid response.
2. All Building Exterior Doors remain locked at all times with exceptions known to ISD Police and appropriate administration.
3. All Interior Doors are set to lock automatically upon closure to enhance a rapid response to a lockdown.

Staff Response

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door. Close window blinds/curtains, if applicable.

3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
4. If possible, report your status to the lead administrator, ISD police or designee by telephone.
5. *Code BLUE Lockdown:* If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
6. *Code BLUE Lockdown:* Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Alternate response for Preventive Lockdown:

1. Continue with normal activities as much as the situation allows.
2. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
3. Be prepared to rapidly implement an emergency evacuation or Code BLUE Lockdown if directed to do so.

Missing Person Protocol

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

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.

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.

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.

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.

Staff Response

1. 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.
2. If instructed to do so, evacuate students and staff to a safe location at right angles to and upwind of the apparent contaminated area.
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.
4. 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.

Shelter in Place Protocol

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

1. 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.
2. Close all windows and doors.
3. 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.
4. 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.
5. Listen to local radio or television news for instructions from emergency management and public safety officials.
6. Review emergency evacuation and family reunification protocols.

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

1. When the possibility of a blizzard is first heard, ISD Police should be notified.
2. ISD Police will notify ISD Emergency Team staff.
3. 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.)
4. All staff members will be required to work extra hours to ensure the safety of the students.
5. Extra beds (cots) will be made available for personnel who are on campus working.
6. 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 Emergency Plan

Definition

Tornado Watch: Weather conditions are favorable for the development of a tornado.

Tornado Warning: A tornado has been sighted or detected on radar. Take shelter now.

Staff Response

1. If a tornado watch is reported, review procedures for tornado warning and take steps to be able to implement “Tornado Warning” procedures if needed. Close windows and doors. Move all people and activities indoors.
2. If a tornado warning is announced:
 - Move into tornado safe areas.
 - Assist any individuals with special needs.
 - Take roll to determine if anyone is missing.
 - Instruct all students to remain in the duck and cover position until danger passes.

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.

Staff Response

1. 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.
2. Staff members should not attempt to confront a person who is believed to be armed and should not attempt to search people for weapons.
3. 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.
4. 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.