

**SHANNON  
COUNTY SCHOOL  
DISTRICT**

**65-1**

**EMERGENCY  
RESPONSE  
MANUAL**

(Retyped May, 2009, but not revised.)

(Revised October, 2011 with new Administrative name changes.)

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## INTRODUCTION

Families trust schools to keep their children safe during the day. Thanks to the efforts of millions of teachers, principals, and staff across America, the majority of schools remain a safe haven for our nation's youth. The unfortunate reality is, however, that school districts in this country may be touched either directly or indirectly by a crisis of some kind at any time.

Natural disasters such as floods, earthquakes, fires and tornadoes can strike a community with little or no warning. School shootings, threatened or actual, are extremely rare but are horrific and chilling when they occur. The harrowing events of September 11<sup>th</sup> and subsequent anthrax scares have ushered in a new age in terrorism. Communities across the county are struggling to understand the avert acts of terror.

Children and youth rely on and find great comfort in the adults who protect them. Teachers and staff must know how to help their students through a crisis and return them safely. Knowing what to do when faced with a crisis can be the difference between calm and chaos, between courage and fear, between life and death. There are thousands of fires in schools every year, yet there is minimal damage to life and property because staff and students are prepared. This preparedness needs to be extended to all risks schools face. Schools and districts need to be ready to handle crisis's large and small, to keep our children and staff out of harms way and ready fo learn and teach.

## **Emergency Contact Numbers**

Police or Ambulance call 911

Kyle Police Department

605-455-2311

Pine Ridge Police Department

605-867-5111

## **Administrative Telephone Numbers**

**Dr. Richard Zephier - Superintendent**

605-288-1921 (w)

605-685-3581 (c)

**Maurice Twiss - Director**

**Division of Ancillary Support**

605-288-1921 (w)

605-685-8701 (c)

**Dennis Brewer - Director**

**Transportation Branch**

605-455-6646 (w)

605-441-3045 (c)

**Richard White Eyes - Director**

**Maintenance and Custodian Branch**

605-455-6710 (w)

605-454-4439 (c)

Barbara Ice - Principal

Red Shirt School

605-255-4224 (w)

605-685-4557 (c)

Justina Setalia-One Horn - Principal

Wolf Creek School

605-867-5174 (w)

605-441-5623 (c)

Larry Larson - Principal

Wolf Creek School

605-867-5174 (w)

605-685-6628 (c)

Robert Hall - Principal

Rockyford School

605-455-6306 (w)

605-685-8908 (c)

Monica Whirlwind Horse - Principal

Rockyford School

605-455-6317 (w)

605-441-0375 (c)

Connie Kaltenbach - Principal

Batesland School

605-288-1948 (w)

605-685-8894 (c)

Darrell Eagle Bull – Principal

Nagi Apikiyapi

605-867-5174 (w)

605-441-1732 (c)

## Bus Accidents

### Intervention

In the event that a bus accident occurs and the school has been contacted for assistance, the principal or designee determines and coordinates the appropriate responses. Interventions may include:

#### At the Scene:

- Radio Base with details, call for emergency personnel (police/ambulance)
- Base personnel will contact the Director of Transportation and Facility Management or his/her designee.
- Remain at the scene and provide emotional support.
- Be available and attend to the injured, as directed by emergency medical personnel.

#### At the School:

- Principals will coordinate emergency personnel from office, monitor radio.
- Provide emotional support and attend to the affected students.
- Provide information to faculty.
- Contact parents of students involved.

#### At the Hospital:

- Provide emotional support for the injured and their families.

#### Follow-up:

- Send letter to parents.
- Provide after action report and arrange after care. (Crisis Team)

## **THREATENING CALL CHECKLIST- GENERAL**

1. Use your “threatening Call Report” to record as much information as possible. While it is unlikely the caller will stay on the line long, attempt to record as much information as possible.
2. Upon receipt of a call that threatens harm to people or facilities, the person receiving the call you should attempt to:
  - a. Prolong the conversation as much as possible
  - b. Identify background noises
  - c. Note distinguishing voice characteristics
  - d. Determine the caller’s knowledge of the facility
3. During the call, attempt to signal another person to get an administrator immediately.
4. When the caller hangs up, the person receiving the call will immediately:
  - a. Activate the line the call came in on and get a dial tone
  - b. Dial \*69 to attempt to re-dial the caller to obtain any information possible
  - c. Notify the principal of the threat
5. DIAL 911  
Notify the 911 dispatcher of the incident and tell them the number or the line threatening call was on and that you used to activate the last call trace. 911 personnel will most likely want the person who took the call to remain on scene to give a detailed report of the call.

**The principal will confirm notification of the police and notify the Superintendent of the action taken.**



## THREATENING CALL REPORT

**Identify the threat record with exact words used by the caller:**

**Ask:**

Who are you?

Why are you doing this?

**If the caller refers to a bomb, ask:**

Who are you?

Where is it? If on a bus, get the number or route.

What does it look like?

**Voice on the phone:** (circle those that apply)

Man

Woman

Child

Intoxicated

Speech Impediment

Accent

Other

**Background Noise:** (circle those that apply)

Music

Children

Talk

Airplane

Traffic

Typing

Machines

Other

**School:**

**Completed by:**

**Date/Approximate Time:**

## EMERGENCY DURING A LARGE EVENT

DEFINITION: A meeting or program where large numbers of student and/or adults are gathered in one place. Examples: athletic events, musical programs, etc.

SIGNAL: Announce the following on Intercom system/microphone

1. Inform crowd as to emergency exit procedures
2. Stress need to keep exits open and to remain calm
3. Point out emergency exits to crowd

DO NOT TALK TO MEDIA- REFER TO DESIGNATED PERSON

Preventatively, notify police ahead of time when/where you are having any large event, request security or hire additional staff when needed (ex. Pow-wows, basketball, carnivals, etc).

Roles:

Principals/Designee:

1. Call 911 State reasons clear and calmly for the call
2. Take action to insure safety of staff/students and public (use communication system to notify crowd of need to evacuate in a calm manner and exit points.
3. Establish:
  - a. Communications center
  - b. Holding area
  - c. Media contact point
  - d. Parent/student pick up location with recording procedures to sign out students
  - e. Report to Command post as soon as possible

Other Designee and Auxiliary Staff:

1. Escort crowd out exits in a calm manner
2. Report to Principal
3. Supervise students in a safe area

## IN CASE OF BOMB THREATS AND EXPLOSIONS

NO COMMUNICATIONS WILL BE MADE WITH THE USE OF TELEPHONES, CELLULAR PHONES, OR PORTABLE HANDHELD RADIOS WITH IN 500 FEET OF ALL BUILDINGS LOCATED ON CAMPUS.

If a bomb threat and or explosion should force the evacuation of a school building in the Shannon County School District 65-1, the following will be adhered to:

The building principal will immediately notify the police department and superintendent of the bomb threat.

When a bomb threat is received, all buildings on campus will be evacuated and searched. The ranking administrator at the scene will make appropriate decisions concerning the disposition of the students and the re-entering of the building will not be allowed until all buildings have been cleared by proper authorities.

During the inclement weather the school buses will be used to contain students at a safe distance until released or transported home. If this can not be done, students will be moved to an alternative site determined by the building principal.

School will continue for the remainder of the day after the building has been searched and cleared for re-entry.

If some students elect not to remain in school after the building has been cleared, those students will be allowed to contact their parents to be transported home.

Penalties for False Bomb Threats: Making a false bomb threat is a federal offense punishable under United States code 18-844c, with a penalty of up to ten years in prison, \$250,000 fine, or both. This penalty applies to juvenile offenders.

In addition to state and federal laws, there may be district and school policies that prescribe penalties for bomb threats. Any policy of this type should be publicized to staff, students and parents in the faculty handbook, student handbook, or code of conduct. State and federal penalties should be included. Stressing the seriousness of the crime deters infractions and ensures the penalty can be consistently enforced.

## **Bomb Threat Procedure**

In the event that any school receives a bomb threat, the following procedures will be followed:

NO COMMUNICATIONS WILL BE MADE WITH THE USE OF TELEPHONES, CELLULAR PHONES, OR PORTABLE HANDHELD RADIOS WITH IN 500 FEET OF ALL BUILDINGS LOCATED ON CAMPUS.

1. The building principal will contact the local law enforcement agency and the SCSD Superintendent from a safe distance of 500 feet from all buildings located on the campus by.
2. Upon arrival of Local Law Enforcement Officials the building principals will advise authorities of the campus boundaries.
3. Teachers will evacuate their students from the building immediately. After evacuation is complete teachers will close up the classroom doors. Do not lock classroom doors and leave the lights on.
4. All teachers will evacuate their class at a minimum distance of 500 feet from all buildings located on campus.
5. Teachers will conduct attendance once they have their class at the required safe distance of 500 feet. After attendance is taken the teacher will record the number of students present and absent on a piece of paper and give it to the building secretary to report to the building principal.
6. After the building has been cleared by proper authorities, the building principal will allow all staff and students to re-enter the building with lower grades entering first followed by the upper grades last.
7. The SCSD Superintendent will be the sole spoke person for the school district in dispersing information to the media.

## **EXPLOSIONS**

1. Activate the fire alarm signal to evacuate immediately
2. Notify the Principal, Superintendent and the Director of Transportation and Facility Management.
3. At the sound of the fire alarm, all students will walk as rapidly as possible into the hall and out the exit nearest their room without crowding or running. The teacher will check to see that all students are out of the room, windows and doors are closed, and lights are turned off, and take the attendance book with them.
4. Students shall move their specific assigned emergency locations at predetermined locations at least 300 feet from the building (the length of a football field).
5. Teachers shall take roll and report status (all present or accounted for OR list of names of any unaccounted students) to the building principal or his/her designated representative at an emergency command post as determined by the Building principal. Staff shall supervise and reassure students throughout the duration of the emergency. Staff will keep students together and remain outside in the assigned emergency groups until released by fire department officials and they declare the area safe.
6. The Emergency Response Personnel from the Police and Fire Departments will check hallways, classrooms, and storage areas to make sure everyone is out of the building.
7. The building principal and members of the Building Crisis Management Team are responsible for keeping the fire lane(s) to the building open. Assigned personnel will have two-way radios at the emergency command post to relay information at a safe distance of 500 feet from all buildings located on campus.

Each individual school and classroom has an emergency exit map posted and is required practicing an evacuation drills.

## IN CASE OF FIRE

1. Activate the fire alarm signal to evacuate immediately.
2. Notify the Principal/Office.
3. At the sound of the fire alarm, all students will walk as rapidly as possible into the hall and out the exit nearest their room without crowding or running. The teacher will check to see that all students are out of the room, windows and doors are closed, and lights are turned off, and take the attendance book with them.
4. Students shall move to their specific assigned emergency locations at predetermined locations away from the building (playground or parking lot).
5. Teacher will take attendance and report status (all present or accounted for and list of names of any unaccounted for students) to the building principal or his/her designated representative at an emergency command post as determined by the Building principal. Staff shall supervise and reassure students throughout the duration of the emergency. Staff will keep students together and remain outside in the assigned emergency groups until released by proper officials and they declare the area safe.
6. The Emergency Response Personnel from the Police and Fire Departments will check hallways, classrooms, and storage areas to make sure everyone is out of the building.
7. The building principal and members of the Building Crisis Management Team are responsible for keeping the fire lane(s) to the building open. Assigned personnel will have two-way radios at the emergency command post to relay information.

Each individual school and classroom has an emergency exit map posted and is required to practice an evacuation drills.

## FIRE/TORNADO/CIVIL DEFENSE/BUILDING EVACUATION

Fire Drills will be held in each school building twice a semester or a minimum of four drills each school year. A tornado (disaster) drill will be held at least once each year. A Lockdown Drill will be held once a semester. Principals or designee will keep a record of drills held in their schools, stating the date of the drill was held and the time required evacuating the building or completing the drill.

Definite instructions will be furnished by the principal to the teachers and students as to the route and manner of exit during fire drills. Every teacher will be familiar with the location of fire extinguishers in the building and will be informed as to the location and operation of fire alarms.

Definite instructions will be furnished by the principal to teachers and students concerning the route and safe areas of cover for use during a tornado drill.

If building evacuation is warranted by the principal for any crisis situation, this can be done by announcement or sounding of the fire alarm system. Teachers and students should use established fire alarm routes to exit the building unless otherwise notified. Exit routes are required to be posted in each room of the building.

Staff members will be apprised of the crisis procedures each year during that fall in-service.

## **INTRUDER/LOCKDOWN**

DEFINITION: Gunman; kidnapper; thief; violent, irrational, angry person; inside or outside building, whose behavior is disruptive and elicits fear and/or concern for safety.

SIGNAL: To be established and activated by Principal-Lockdown Procedures

General Procedures: Lockdown Announcement

1. Doors should always be locked and closed.
2. Close classroom and other doors; do not allow any students to leave.
3. Close windows and window treatments.
4. Turn off lights.
5. Move students out of sight from doors and windows. Tables and desks may be used as barricades to further protect students and staff members if an intruder should enter the room.
6. Everyone is to remain quiet and not enter hallways.
7. Students in hallways or other areas of the building are to seek shelter in the nearest classroom.
8. Students in outdoor areas should immediately take cover. Return to multi-purpose room if it is safe to do so (designated person will survey grounds and secure students).
9. Should the fire alarm sound, do not evacuate the building unless:
  - a. You have first hand knowledge that there is a fire in the building,  
or
  - b. You have been advised by police/security to evacuate the building.
10. Wait for the all-clear to be given by a police officer or person designated by proper authorities before returning to your classroom.



## **IN CASE PERSON BECOMES UNCONSCIOUS**

1. Notify the school nurse and office personnel of the location of the victim.
2. Office personnel will activate Response team to assist if needed.
3. Response team will help watch the students and vacate other students and staff from room.
4. The school nurse or designee assesses the victim and determines if ambulance should be called
5. Response team member notifies office personnel to call ambulance and will:
  - a. Explain the situation.
  - b. Give the name of the school and address.
  - c. Tell the ambulance which door to enter
  - d. The response team member then will meet the paramedics at the door and take them to the victim.
6. If CPR is required, the response team will begin CPR and continue until the paramedics arrive.
7. If CPR is not deemed necessary, the response team will remain at the scene to offer whatever assistance is needed until the ambulance arrives.
  - a. Direct other students away from the area.
  - b. Remove furniture, etc. that may impede the team and paramedics in working with the victim.
8. Principal or designee will contact next of kin to notify of the situation and make arrangements for them to go to the hospital or come to the school whichever is appropriate.
9. Later that day, or the next, the team members should meet to evaluate the plan and intervention that occurred.

Complete and accurate documentation will be kept on file in the health services office and victim's record.

Suggestions for known-students who may need assistance;

### **First Aid for Diabetes**

#### **Symptoms:**

##### **More Common**

Pale wet skin  
Dizzy, headache, confused  
Normal urination  
Rapid pulse  
Nausea and vomiting  
Shallow breathing  
Consciousness

##### **Less Common**

Dry, hot skin  
Drowsy, lethargic  
Excessive urination  
Regular pulse  
Not hungry, thirsty  
Deep breathing  
Unconsciousness

Know or check the health care plan for the specific child. Most often the procedure will be as follows:

- Give food, liquids work faster-milk, orange juice, soft drink, etc. if conscious and able to cooperate. Repeat in five minutes if no improvement.
- Obtain blood sugar if materials are available.
- Contact the parent to inform them of the situation.
- If more than an hour before meal time, have child eat additional food.
- If the child is unable to swallow or is uncooperative, use Glucogel on the gums or Gluco gel injection if ordered and call 911.

### First Aid for Epilepsy (Seizures)

#### Symptoms

Epilepsy or a seizure disorder is the body's reaction to a brief temporary change in the brain's electrical system. We often think of jerking and loss of consciousness when we think of seizures but most seizures are not of that type.

There are a number of types of seizures including:

- Generalized tonic clonic (called "grand mal" in the past)
- Absence (blinking)
- Partial (arm movement, sense)
- Atonic (drop attacks)
- Myoclonic (brief jerks)

Generalized seizures do require special first aid as below:

- Note and record the time and location of where the seizure started.
- Do NOT put any hard object in the mouth or hold the tongue
- Do not restrain or move unless in danger.
- Help to lie down, put something soft under the head and turn on side if able.
- Remove dangerous items from the area.
- Provide for privacy and support of others observing the seizure. (Have other students leave to a different location.)
- The child may need to rest after the seizure.
- Note and record the time the seizure ends.
- Do inform parents of the seizure.
- If the seizure last longer than 2 minutes, or if the child goes back into another seizure, call 911.

## **UTILITY EMERGENCY**

DEFINITION: A gas, sewer, or water main break or electrical power failure.

SIGNAL: Should building need to be evacuated, follow fire drill procedure or use verbal command.

### **DO NOT TALK TO MEDIA-REFER TO SUPERINTENDENT OR DESIGNEE**

#### **ROLES:**

Principal/Designee:

1. Notify the building maintenance mechanic to locate and isolate the leak, then notify the Transportation & Facility Management Director or his/her designee of the incident.
2. If the leak can not be corrected on the spot, supervise evacuation and send students home.
3. In case of propane leak do not use portable radios or the building communication system within a 50 feet radius of the leak. Alerting building personnel should be performed by the building principal or his/her designee by making personal contact.
4. Notify bus drivers and prepare to transport students home. The notifying of bus drivers should be completed with the use of cell phones outside the 50 feet radius of the leak.
5. With all other leaks normal day to day communications can be utilized.

Custodian:

1. Leave utilities as is unless otherwise directed.
2. Determine the cause and severity of emergency.
3. Report to the building principal
4. Building Principal notify the Transportation & Facility Management Director or his/her designee of the status.

Classroom Teacher:

1. Supervise student evacuation (if necessary)
2. Take roll, report any missing student

Other Designee:

1. Gather information to account for all personnel who were in building
2. Determine if any are missing
3. Determine possible location of missing

4. Prepare list of who is present and missing in holding area
5. Prepare list of who is in the Emergency Medical Treatment Area
6. Provide each teacher with a list of injured who are in Emergency Medical Treatment Area
7. Load buses

Other Designee:

1. Coordinate contact of parents with their children
2. Coordinate record keeping of which children have been picked up or transported to the hospital

Nurse:

1. Coordinate the Emergency Medical Treatment Area
2. Provide/supervise emergency procedures
3. Maintain records of student treated
4. Maintain records of students removed by parents or transported to hospital

Auxiliary Staff:

1. Report to Principal

PHONE NUMBERS:

Superintendent: 605-288-1921 (County Office) and/or 605-685-3581 (c)

Maurice Twiss – Director Division of Ancillary Support, 605-288-1921 (w) and/or 605-685-8701 (c)

Lacreek Electric: 605-685-6581

Black Hills Electric: 800-742-0085

Emergency: 911

## **ILLNESS EPIDEMIC**

### **Bird Flu Epidemic**

The prediction of a pandemic bird flu sometime late in the summer of 2006 mandates a course of action. In the event of this occurrence, if school is in session, the school district would close down school to prevent the spread of the flu.

### **Mumps Epidemic**

In the event of a mumps outbreak, the school district will reserve the right to deny attendance to any students with out current immunizations. This would include students who have an exemption from completing immunizations.

## **INCLEMENT WEATHER**

Definitions:

Severe weather **watch**: Forecast of severe weather in area; normal activities continue; No school wide announcement; Principal or designee will monitor the situation.

Severe weather **warning**: Severe and dangerous weather situation approaching.

Preventions-Tornado Drills-Monitor Road Conditions through OST Police and KILI Radio.

All inclement weather announcements concerning school closings, late starts, or early dismissals will be made through implementing the staff phone tree and following media:

KILI RADIO            90.1 FM

KSDZ RADIO           95.5FM

Intervention:

1. Principals alert staff of impending situation. Call emergency numbers as needed; call Superintendent.
2. Evacuate classrooms according to evacuation plan.
3. Move students quickly and quietly to designated areas; interior hallways on the first floor. Advise students and staff to sit in fetal position with face and head protected.
4. Check for and provide care for any injured. Implement EMS assistance if needed.
5. Account for all students and staff.
6. Principals will determine the status for safe return to classes or dismissals.

All decisions regarding school closings or early dismissal will be based upon the personal safety of the students and staff. The Principal or their designee shall be responsible for dismissing school.

An attempt will be made to announce school closings by **6:30 a.m.** If a “late start” is called and then revised to a no school” announcement, that will occur no later than **8:30 a.m.**

If weather conditions worsen during the school day, it may become necessary to dismiss school early. An early dismissal time will be announced through the previously noted media as soon as the decision has been determined. Parents should be aware of deteriorating weather conditions and listen to the media for early dismissal on days when poor weather conditions are predicted.

Parents or guardians have the ultimate authority in making the decision of sending their student(s) to school or keeping them home during adverse weather conditions. If a student is kept at home due to adverse weather conditions, a telephone call to the school principal will allow an excused absence for the missed day of school.

It is expected that each student will be met at the rural bus stop or be able to enter the home when delivered by the bus. Develop a plan for inclement weather conditions and early dismissal. Parents of bus students who desire to pick up their student(s) on days of early dismissal should do so at the school building and notify the school principal. Parents with special instructions concerning their student(s) on day of early dismissal should state those, in writing, to the principal.

**Post-intervention:**

- **Assess the response and prepare follow-up of situation. (Crisis Team)**
- **Maintenance will begin clearing grounds and monitoring heating and water.**

