

DEER CREEK-LAMONT SCHOOLS

EMERGENCY PLANS AND PROCEDURES

Purpose

The purpose of this emergency management plan is to clearly establish authority and responsibility for administrative actions when it becomes necessary to close the school, evacuate students, cancel school activities, delay school openings, dismiss early, or change transportation times and/or routes because of disasters, emergencies, inclement weather or other reasons. These guidelines will be reviewed annually and revised as needed and will be placed in the current Emergency Procedures Plan maintained by each site. The guidelines will address incidents that include, but not limited to, the following: Accident/Serious Illness, Intruder/Lock-Down, Atmospheric Chemical Release, Student Endangerment, Bomb Threats, Student Runaway/Abduction, Suicide Intervention, Death of a student or staff member, Tornados/Severe Weather, Fire.

Authority

The superintendent is responsible for administering the district emergency/evacuation plan. The superintendent will establish rules, regulations and procedures for administering and using the district's facilities, equipment, supplies and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and welfare of the students and staff of the school district. The superintendent is authorized to cancel or postpone social events, club meetings, sports events, adult programs and other activities that function in various buildings or grounds of the district. The superintendent is also authorized to work with other agencies as legally required or as necessary. In the superintendent's absence another person shall be delegated this authority

District Protection

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by school district employees or that would involve the emergency use of school facilities, supplies or equipment, the superintendent and/or building principals (in the absence of the superintendent) are authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the school district.

Legal Protection

The Board of Education shall provide liability insurance to include legal counsel to protect its agents, employees, facilities, and equipment for any liability resulting from supervision of students during an emergency.

PURPOSE:

When the district determines an emergency has occurred, three possible plans of action occur:

1. Go Home Plan: Returns students to their homes as quickly and safely as possible. Each school maintains information for emergency contacts for each child. *It is very important that parents and legal guardians advise the school office staff every time emergency contact information changes.*

2. Shelter-in-Place Plan: Keeps students in their buildings when it is safer to stay inside than to go outside. Typically, inside sheltering is considered a short-term solution. Specific areas of each building are identified as safety zones.

Part of the shelter plan may be a partial or complete lock down of the school. In this instance, all students remain in their current classroom until otherwise notified. Students in school buildings who are not in classrooms will be escorted by staff to a supervised area and remain there until otherwise notified. No one will be allowed to enter or leave the school for any reason.

3. Evacuation Plan: Requires that all building occupants exit the building and go to a previously-identified, safe alternate location. Evacuation may mean only going outside and away from the building until an all-clear signal is given. In some circumstances, students and staff may need to be transported and housed temporarily in another location.

In the event students must be moved to an alternate location, the school will use several communication tools to attempt to advise all parents of the alternate location. It is important that the school has accurate and up to date emergency contact information for every child.

Each school has several alternative locations, depending upon the severity of the emergency and the number of school buildings involved.

Police, fire and other local response agencies will be given the alternate locations for each school. For security reasons, Deer Creek-Lamont School does not disclose alternate locations until an actual emergency occurs.

MISSING OR RUNAWAY STUDENT

When it has been determined that a student is missing or seen leaving campus:

For Elementary Students or Students with Special Needs regardless of age who you believe are not capable of protecting themselves: Faculty/Staff are expected to stop, detain, delay and or follow these students if such action is possible to prevent them from leaving campus.

1. Contact 911 for Police assistance immediately.
2. Have the following information available for the 911 Operator and responding police officers: Name, age, physical description and clothing description of the student. Possible destinations for the student: Home address, relatives' address, playgrounds, special events in the area, parents' work place, etc.
3. Contact the parent/guardian and have them report to the school site and meet with the Principal.
4. Coordinate as many people as possible within your building to begin a systematic search of the building and grounds to assure the student is indeed missing and is not hiding in some location on campus. The progression or follow up is dependent upon the response and request of the parent/guardian. Faculty/Staff are again expected to stop, detain, delay or follow these students if such action is possible to prevent them from leaving campus if they are witnessed leaving.

For High School Students: Contact the parent/guardian and notify them of the missing student or that the student was observed leaving campus. Inform them that they are responsible for contacting Police for assistance and that the reporting act may be done at the school office in order to give more information, description and details of the event. A police report will not be generated for a missing high school student unless the parent/guardian is present to report the act.

For Special Needs students, describe and detail what the special needs are so that emergency responders are aware of any special requirements.

SEARCH OF STUDENTS AND PROPERTY

Pursuant to Oklahoma State Statutes regarding search of students and property, the Deer Creek - Lamont Board of Education declares the following policy:

The superintendent, Principal, or any teacher, in the Deer Creek - Lamont Schools, upon reasonable suspicion, shall have the authority to detain or authorize the search of any pupil or property in the possession of the student when said pupil is on any school property, or while attending an function sponsored or authorized for dangerous weapons or controlled substances as defined in the Uniform Controlled Substance Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for any missing or stolen property if said property be reasonably suspect to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, and said person be of the same sex if practical.

In no event, shall a strip search of a student be allowed. No student's clothing, except for cold weather outerwear shall be removed prior to or during the conduct of any warranted search.

The superintendent, Principal, or teacher searching or authorizing the search shall have the authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled substances, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of any of the above may be suspended by the Principal for any period of time not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of Deer Creek - Lamont School by any pupils suspended under this policy.

Pupils shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of the school facility may be opened at any time and no reason shall be necessary for such search.

ENFORCEMENT OF STUDENT SEARCH POLICY

The above stated policy shall be interpreted and enforced by teachers and administrators in the following manner:

1. Elementary administrators and teachers (K-6) may search students as stated by the above guidelines without notification of parents. Parents will be notified of the results of such search.
2. Secondary administrators and teachers (7-12) may search students as stated above guidelines with the following conditions applied:
 - A reasonable attempt will be made to notify the parents of the intent to search the student. If parents cannot be notified, the search may be conducted as stated above.
 - In the event that the search involves dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property, the search will be limited to search of removable outerwear, such as coats jackets, and sweaters. No search of personal clothing such as shirts, pants, or dresses will be conducted unless in the presence of either parents, and/or legal authorities. In any case a reasonable attempt will be made to notify the parent of the intended search, in order to allow parents to be present.
 - In the event that the administration or teacher finds dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property, parents and legal authorities will be notified.
 - If at any time, the administrator or teachers feel immediate search is necessary in order to prevent eminent danger to the student, students, school employees and the like, the search may be conducted as stated in the above policy. Parents will be notified after such search has been conducted.

DRUG-FREE SCHOOL

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote health, safety, and welfare to employees, students, and the community, it is the policy of Deer Creek- Lamont Public School to provide a drug-free workplace in compliance with the Drug-Free Schools and Community Act Amendment of 1989 (P.L.) 101-226.

WEAPONS-FREE SCHOOL

It is the policy of Deer Creek-Lamont Public School to comply fully with the Guns-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm (firearm as defined in Title 18 of the United States Code, Section 921) at school, at any school sponsored event, or in or upon any school property including

school transportation or school sponsored transportation will be removed from school for not less than one full calendar year. Additionally, such firearm or weapon will be confiscated and release only to proper legal authorities.

2. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent.

3. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

4. An exception to this policy may be made for students participating in any authorized extracurricular activity or team involving the use of firearms or archery equipment.

5. The superintendent may modify the provision of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

REPORTING CHILD ABUSE AND NEGLECT

Under Oklahoma law "Abuse and Neglect" means harm or threatened harm to a child's welfare by a person responsible for the child's health or welfare. Harm or threatened harm to a child's health or welfare can occur through; non-accidental physical or mental injury; sexual abuse or negligent treatment or maltreatment, including the failure to provide adequate food, clothing, or shelter.

Suspected physical and sexual abuse cases are investigated by the County Department of Human Services. Each case is professionally evaluated to determine the necessity of treatment for the family. Criminal prosecution is not the primary purpose of the investigation or the reports made by the educator.

The law provides immunity from civil liability and criminal penalty to all who participate in good faith, in the making of a report or investigation, in physical and sexual abuse, or in any judicial proceedings resulting from such a report.

Reporting Procedure

Any certified or support employees of the school district suspecting child abuse or neglect, shall notify the building principal at once. If the abuse or neglect is judged to be valid, the principal shall report the situation immediately to the County Department of Human Services.

Should the school employee making the original report be dissatisfied with the principal's administrative decision on handling the matter, said employee shall then personally report the suspected abuse or neglect directly to the superintendent. It is ultimately the responsibility of the person who suspects abuse or neglect to report it to DHS.

The person making the oral report to the Department of Human Services is also responsible for submitting a written report. The written report must follow the oral report and be made within forty-eight (48) hours of the contact, which disclosed the existence of possible abuse. Copies of the written report shall be sent to the District Attorney, Department of Human Services, and to the principal's office to be kept in a confidential file.

School Procedure

School staff members should listen to the child's report but should not unduly question the student. In no case shall the child be subject to undue pressure in order to validate suspicion of abuse. Validation of suspected child abuse is the responsibility of the Department of Human Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

The intent of this administrative procedure of reporting child abuse and neglect is based on protecting the best interest and general welfare of children.

ACCIDENT / SERIOUS INJURY / ILLNESS

An unexpected serious occurrence demanding immediate action to aid the injured/ill person.

- The situation should be assessed for personal risk factors prior to assistance/intervention.

- Gloves MUST be worn if blood is present. Gloves are available in the office and in each teacher's desk.
- Do not move or allow movement of injured person.
- Immediately notify the office, give your location, and ask for "emergency first aid assistance."
- Seek first aid immediately.
- Notify 911 if the injury or illness seems serious enough to warrant transporting to the hospital.

NOTE: If the individual is to be transported to the hospital, the person acting as first responder shall not obligate the district for payment of charges – if possible, ask the injured person about their insurance information for the ambulance personnel.

Trained Staff Contact information for personnel on-site trained in first aid, CPR, or more advanced response protocols are provided in case of serious injury or illness. Under no circumstances should DCLA personnel attempt to provide advanced medical care over and above.

SUICIDE INTERVENTION:

When an employee of the district has reason to believe a student/ staff member is in danger of harming himself/herself, the employee is to report the situation immediately to the principal or designee.

- If the individual is armed or suspected to be armed with any weapon or the means to do immediate harm to themselves or others or has attempted to harm themselves / others call 911. Do not attempt to disarm the person. Verbal contact may continue while police are in route by some method of telephone (cell or office) contact. Do not continue a verbal conversation that places you at risk of harm.
- When police arrive, discontinue your verbal contact and turn the scene over to the officer on site.
- Do not leave the person alone.
- Have the person at risk escorted by an adult employee to a non-threatening environment with access to a phone, counselor, office, etc.
- At least 2 site crisis members should remain with the at-risk person until the situation has been resolved.
- Gather information for referral: threats, disclosures, or previous attempts to die by suicide.
- Contact parents/guardian/spouse/family member. Do not allow the individual to go home unsupervised. Document the contact.
- Provide mental health referrals and submit to the office. The School Counselor should offer support for the child to parents/guardian, as needed for educational modification, and assessment as appropriate.
- Notify and debrief school staff on a need-to-know basis.

CHEMICAL RELEASE (HAZARDOUS MATERIAL)

A shelter-in-place situation occurs in case of a threat from fire, explosion, toxic gas, chemical or biological release outside of the school building. You will receive a phone call, notification via NOAA weather radio, or local media will make an announcement concerning an Atmospheric Chemical Release, stating the need to either evacuate or Shelter-In-Place until further notice.

Follow Shelter-In-Place procedures unless ordered to evacuate:

- Signal with intercom announcement “This is a Shelter-In-Place (Drill)”.
- All students and/or staff outside should immediately move into the building.
- All heat/AC/Ventilation will be turned off at the direction of the administrative staff to prevent outside air from being drawn into the building (emergency lighting may need to be considered).
- Close and lock all exterior windows and doors (seal gaps under exterior doors with wet towels and/or duct tape where practical). Place “Shelter-in-Place” sign in windows of front door.
- Close as many interior doors as possible.
- Take roll: notify office if any student is unaccounted for.
- Do not open the building for anyone while under Atmospheric Chemical Release status unless confirmed to do so by the 911 Dispatcher or a Fire Department Responder.
- Remain in protected interior areas of the building until the All Clear is given. All Clear will be given via media announcement or principal’s cell phone.
- Students and staff should exit the building, and the entire school aerated prior to re-entry. Re-entry should not take place unless directed by the Fire Department or other authority.

Students will NOT be released from school until police or fire department gives permission.

EMERGENCY PLANS

In meeting the need to be prepared, specific plans have been prepared so that staff members will have knowledge of their expected actions during any emergency. Emergency situations can occur at any time. Weather-related emergencies, fires, bomb threats, and intruder situations call for immediate action. General guidelines are provided in the district’s Emergency Management Plan appendix references, while specific instructions will be made available to all certified staff members of the district. The specific instructions will outline routes and/or actions to be followed by students and employees in the event of an emergency.

General Procedures to follow in the Event of an Emergency

1. Fire

- a. Evacuation of buildings should be the primary response to a fire,
- b. Appropriate escape routes will be mapped by the building principal and posted where necessary such that certified staff members may direct the evacuation of the building,
- c. Teachers should direct students to pre-determined exit locations in a safe and orderly fashion,
- d. Classroom doors should be closed by the teacher,
- e. The teacher should secure a copy of the class roll for use in determining that all students have exited the building safely,
- f. The building principal and/or superintendent shall be responsible for providing notification to certified personnel when the building is safe for re-entry.
- g. Emergency numbers for notification of local fire personnel shall be posted by each telephone in the district.

2. Weather Related Emergencies

- a. Tornadoes can occur at any time of the year, the primary response to weather-related emergencies is movement of students and staff to areas of the building that afford the most protection. Areas below ground level, without exterior walls, and away from windows and doors provide the best protection,

- b. Appropriate escape routes will be mapped by the building principal and posted where necessary such that certified staff members may direct students to the most secure areas of the building,
- c. Teachers should direct students to the pre-determined location in a safe and orderly fashion,
- d. Classroom doors should be closed by the teacher,
- e. The teacher should secure a copy of the class roll for use in determining that all students have exited the building safely,
- f. The building principal and/or superintendent shall be responsible for providing notification to certified personnel when weather conditions no longer pose a threat

3. Bomb Threats

In the event of a call or notice to the effect that a bomb has been placed anywhere on school grounds, the following procedures will be followed:

- a. Immediate evacuation of the school and all buildings via routes and procedures established in the event of a fire,
- b. If the call was not originally received by fire or police officials, their immediate notification is required
- c. A search of the buildings and premises shall be conducted by the fire department or by county sheriff's deputies,

Re-entry of the building will only be permitted upon clearance from the fire or police officials who have conducted the search.

4. Intruders

Classroom teachers can best control possible access to students by conducting class with the door shut and locked. In the event that it becomes known that a possible danger exists, the following procedures will be followed:

- a. Classroom doors should be shut and locked,
- b. Windows should be covered in order limit visual contact,
- c. All classroom lights should be turned off,
- d. Students should be assembled close to floor, along walls which contain classroom entry doors,
- e. The superintendent and/or principal shall responsible for providing notification to each classroom instructor when a threat is longer posed.

5. Responses to Hazardous Materials

General: If a hazardous material spill occurs within the building, **evacuate**, using normal evacuation routes and procedures, to an assembly area upwind of the toxic vapor hazard.

Exceptions: If hazard is outside of facility **stay in place**, seal windows, doors and vents. Turn off air conditioning.

Warnings: Do not attempt to evacuate if there is not enough time to clear the projected area of the cloud plume. If forced to evacuate through a toxic spill or cloud, move at right angles to the movement of the spill or vapor. Protect exposed skin and cover nose and mouth. Move quickly but carefully.

SEVERE WEATHER - SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the official announcement for school closings may be heard over the radio or T.V. stations. Listen to these stations and do not call the school. Radio: KNID T.V.: Channels 4, 5 and 9. An announcement may also be made using school reach. The superintendent, with support from the principals, will make the final decision for school closings.

FIRE DRILL

The signal will be a series of short blasts on the bell system. Students in the High School building will be led out by their teachers. Students should remain in lines according to classes so that roll may be checked outside. High School students in the east wing will exit through the north entrance. High school students in the south wing will exit through the south entrance. Students in the west wing will exit through the southwest entrance. The signal for a fire

drill or emergency will be triggered by the principal. If the principal is unavailable, the principal's secretary will trigger the signal. If the principal's secretary is unavailable, the superintendent will trigger the signal. If the superintendent is unavailable, the superintendent's secretary will trigger the signal.

TORNADO DRILL

A long, continued ringing of the bells will advise you to take shelter for a tornado or civil defense alert. Students in agriculture and physical education classes will move into the new dressing room section on the north or the south side dressing rooms of the gym. High school students in the east wing, south wing, west wing, and band room of the high school building will move into the basement of the main building. The signal for a tornado drill or emergency will be triggered by the principal. If the principal is unavailable, the principal's secretary will trigger the signal. If the principal's secretary is unavailable, the superintendent will trigger the signal. If the superintendent is unavailable, the superintendent's secretary will trigger the signal.

INTRUDER/LOCK DOWN/EVACUATION DRILL

We will perform drills each semester to comply with state regulations concerning evacuation of school buildings and lock down procedures. For intruder drills, teacher will lock classroom doors, turn out the classroom lights, and move students to a secure location in the classroom. For lockdown drills, teachers will lock classroom doors, but continue normal classroom activities. The signal for a security drill or emergency will be triggered by the principal. The signal is a conference call on the internet phones, located in all classrooms and offices. If the principal is unavailable, the principal's secretary will trigger the signal. If the principal's secretary is unavailable, the superintendent will trigger the signal. If the superintendent is unavailable, the superintendent's secretary will trigger the signal.

TRAFFIC SAFETY AND AUTOMOBILES

- Students who drive cars to school are expected to observe all traffic regulations.
- Stops and speed limits should be obeyed, and correct signals should be given for stops and turns.
- Reckless driving around school will not be tolerated.
- When driving a car to school, the vehicle shall not be moved until after the dismissal bell rings at the end of the school day. Neither shall you sit in or loiter in the automobile during school hours. Driving cars will not be permitted at noon or during school hours without special permission from the Principal.
- Transportation will be furnished to you to and from school on a school bus. Every student is urged to use this service except when necessity demands that you furnish your own transportation.
- Violation of any of the above rules of good conduct will result in disciplinary action.

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