

EMERGENCY RESPONSE PLAN



ST. MATTHEW'S EVANGELICAL LUTHERAN SCHOOL

Revised on August 9, 2006

HANDLED WITHIN THE SCHOOL

Mission Statement and Legend / Alcohol and Other Drugs / Harassment and Discrimination /
Missing Child / Utility Failure / Vandalism

MISSION STATEMENT AND LEGEND

ALCOHOL AND OTHER DRUGS

MISSION STATEMENT AND LEGEND

This book has been designed as a standardized Emergency Response Plan for St. Matthew's Lutheran School. Safety and the maintenance of the educational process are priorities.

The categories are broken down in terms of severity and the manner in which these incidents would be dealt with.

- Handled within the school
- 911 or handled within the school, based on severity
- 911 called as a rule

During times of emergency, it is important to provide prompt and accurate information to students, staff, parents and media. The principal will be the one to release information to the media.

Access to sites by the public and media should be restricted. Persons answering phones should be given explicit instructions on what statements to make.

In addition to the general procedures contained in this plan, the principal shall be guided by his *Emergency Response Checklist*, which will also serve as a means of documenting the incident.

ALCOHOL AND OTHER DRUGS

Teacher / Staff Procedures

1. If a teacher suspects that a student has used or is in possession of a controlled substance, notify the principal immediately.
2. The teacher and the principal should follow up with written documentation.

School Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, pastor, counselor).
2. Identify parties involved.
3. Isolate parties involved for interview and investigation.
4. Notify parents.
5. Determine disciplinary consequences.
6. Determine what intervention / follow-up is necessary.
7. Document incident / secure witness statement(s) if appropriate.

HARASSMENT / DISCRIMINATION

MISSING CHILD

HARASSMENT / DISCRIMINATION

Verbal Threats, Threatening Behavior, Hazing, Intimidation,
Gang Behavior and Discrimination

Teacher / Staff Procedures

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Identify the parties involved and give specific verbal direction to diffuse the situation.
3. Document the incident immediately and give the report to the principal.

School Administrative Procedures

1. Assess seriousness of the incident.
2. Identify parties involved.
3. Seek written documentation from witnesses.
4. Determine disciplinary consequences.
5. Determine what intervention / follow-up is necessary, (i.e. pastor, counselor, psychologist, etc.).
6. Notify parents / legal guardian / appropriate personnel.
7. Complete report of description and resolution of incident.

MISSING CHILD

Teacher / Staff Procedures

1. After a student who has been present during school hours is deemed missing, contact the main office.
2. If student returns, notify the main office.

School Administrative Procedures

1. Seek information from staff and students to determine if the student is missing.
2. Involve police as soon as child is deemed missing.
3. Search campus for missing student.
4. Go door to door to search for student.
5. Phone missing student's parent or legal guardian.

UTILITY FAILURE / ELECTRICITY	VANDALISM
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UTILITY FAILURE / LOSS OF ELECTRICITY**VANDALISM**Teacher / Staff ProceduresTeacher / Staff Procedures

1. Teachers conducting class remain in classroom until further instructions.
2. Teachers without classes and other staff report to the main office for instructions.
3. If during lunch, all teachers and other staff assist in supervision of the area.

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Identify the parties involved.
3. Document the incident immediately and give the report to the principal.

Custodial ProceduresSchool Administrative Procedures

1. Determine extent of loss of electricity.
2. Phone and assist utility company in restoration of electricity (Note: In an electrical failure, use the phone in the upper hallway, or use a cell phone).

1. Assess seriousness of the incident, determine level of assistance needed and protect evidence / take pictures.
2. Identify parties involved if possible.
3. Seek written documentation from witnesses.
4. Determine disciplinary consequences and what follow-up is needed, (i.e. police or in-house).
5. Notify parents / legal guardians.
6. File incident report.
7. Determine restitution issues.

School Administrative Procedures

1. Contact custodian regarding electric outage.
2. Ensure utility company has been contacted.

911 OR HANDLED WITHIN THE SCHOOL, BASED ON SEVERITY

Accidents / Death / Bomb Threat / Chemical Spill / Hazardous Material Release /
Demonstrations / Fights / Suicide Threat / Threatening Persons

ACCIDENTS

DEATH

ACCIDENTS

Teacher / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to victim and utilize bloodborne pathogens procedure.
3. Call 911 or send a responsible student or additional staff for help to nearest teacher or staff person.
4. Stabilize victim in position found until emergency medical personnel arrive.
5. Notify the principal.
6. File accident report with the principal.

Nurse or Health Assistant Procedures

1. Assess the severity of the injury.
2. Ensure 911 has been called.
3. Stabilize victim in position found until emergency medical personnel arrive.
4. Assist emergency medical personnel by clearing away bystanders.

School Administrative Procedures

1. Report to the scene to ensure crisis team has responded.
2. Notify parent, legal guardian or person listed on the school's Emergency Procedure Card.

DEATH

Teacher / Staff Procedures

1. Assess the situation.
2. Send responsible party to once to call 911.
3. Secure area, remove and isolate witnesses with a responsible staff member.
4. Inform all faculty, staff, and pastors of the incident.
5. Return to classrooms or work areas and wait for more information or further instructions.
6. Document incident ASAP for principal.

School Administrative Procedures

1. Ensure 911 has been called.
2. Secure scene and protect evidence, cooperate and facilitate investigations by the proper authorities.
3. Notify Staff.
4. Notify the pastors Office.
5. Document any observation regarding the death and the immediate area.
6. Identify students/staff who may need counseling.
7. principal and pastors meet to plan follow-up support services for students and staff.
8. File incident report.
9. principal will communicate with news media.

BOMB THREAT**BOMB THREAT****BOMB THREAT**Recipient / Teacher / Staff Procedures

1. Engage caller and write down exact statements, if possible record conversation. Try to engage assistance while on the phone. Do not interrupt the caller except to ask the following questions:
 1. When is the bomb going to explode? _____
 2. Where is the bomb? _____
 3. What does it look like? _____
 4. What kind of bomb is it? _____
 5. What will cause it to explode? _____
 6. Why are you doing this? _____
 7. Who are you? _____
 8. Where are you calling from? _____
2. Leave the phone off the hook; after caller hangs up, police will activate Star (*) 69.
3. Assess urgency and notify Administration.
4. Origin of call (if known):
Local _____ Distance _____ Phone Booth _____
Internal _____ Cellular _____
Description of caller's voice: Male _____ Female _____
Estimate of age (young, middle age, old) Race _____
Accent _____ Tone of Voice _____
Other voice characteristics: _____
Did the caller seem familiar with the facility? _____
Was there any background noise? _____
Other comments or remarks: _____

BOMB THREATSchool Administrative Procedures

1. Call 911 to relay that a bomb threat has been received.
2. It is the mutual responsibility of the principal, the Police Department, and the Fire Department to immediately inform each other of such Bomb / Threat calls and to discuss the information recorded on the call so that a determination concerning the seriousness of the call can be made. This will determine whether or not the building will be evacuated.
3. If it is determined that evacuation is necessary, follow our fire drill plan for evacuation.
4. If the building is not to be evacuated:
 1. The principal and the custodian will search out the general areas of the building for the possible location of any foreign object.
 2. After a careful search of the building, if no bomb or foreign objects are found school will continue as usual. In the event any such objects are discovered, immediate plans for evacuation would go into effect.
5. File incident report.
6. Follow state statute for legal consequences.

CHEMICAL SPILL

HAZARDOUS MATERIAL RELEASE

CHEMICAL SPILL

Teacher / Staff Procedures

1. Evaluate level of hazardous exposure.
2. Avoid direct contact with chemical.
3. If chemical has contacted skin / eyes, flush for 15 minutes.
4. Contact the main office.
5. Locate Material Safety Data Sheet (MSDS) - Janitor's room.
6. Do not attempt to clean up spilled chemical without reviewing MSDS and obtaining proper protective equipment.
7. Keep students and staff away from area.

Custodial Procedures

1. If chemical hazards have been identified through the label and/or MSDS, proceed with clean-up.
2. Keep students and staff away from spill.
3. Only attempt clean-up with proper protective equipment.
4. If spill is too large to handle, contact the main office.

School Administrative Procedures

1. If spill is too large for staff to adequately handle, call 911 for Hazardous Materials Spill Team.
2. If students or staff are injured, send copy of chemical's MSDS along with victim to the hospital.
3. If chemical spill is severe, initiate building evacuation.
4. File incident report.

HAZARDOUS MATERIAL RELEASE

Teacher / Staff Procedures

1. Evaluate level of hazardous exposure.
2. Avoid direct or indirect contact with released material; wind may be a factor.
3. Contact the main office.
4. Keep students and staff away from area.

School Administrative Procedures

1. Call 911 for fire department.
2. Evacuate or proceed to shelter area based upon Fire Department evaluation.
3. Contact Oconomowoc School District Office (567-6632).
4. File incident report.

DEMONSTRATIONS	FIGHTS
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DEMONSTRATIONS
LARGE GROUP ALTERCATIONS

Teacher / Staff Procedures

1. Assess the seriousness of the incident; determine and secure nearest available assistance.
2. Take control; give specific verbal directions to diffuse the situation.
3. Send responsible parties to contact the main office. **STAY ON THE SCENE.**

School Administrative Procedures

1. Assess the seriousness of the situation; determine measures to secure the area. If necessary, contact 911 for police.
2. Monitor situation and try to diffuse potential violent actions.
3. Identify participating parties.
4. Cooperate with police in dispersing group.
5. If medical needs exist, follow Emergency Response Procedure for Medical Emergency.
6. Determine what intervention and follow-up is necessary.
7. Notify parents or legal guardians of participants.
8. Document incident and file incident report.

FIGHTS

Teacher / Staff Procedures

1. Assess seriousness of situation; determine need and secure nearest available assistance.
2. **STAY ON SCENE**, take control and give specific directions to stop.
3. Send responsible parties to contact main office.
4. Document incident ASAP and get report to the principal.

School Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, counselor).
2. Identify parties involved.
3. Determine medical assistance needed and involve school nurse if necessary.
4. If blood is involved, utilize Bloodborne Pathogens procedures.
5. Determine disciplinary consequences.
6. Notify parents or legal guardian.
7. Determine intervention and follow-up as necessary.
8. Document incident and file report (i.e. for police, student file, etc.).

SUICIDE THREAT

SUICIDE THREAT

SUICIDE - VERBAL / WRITTEN THREAT

Teacher / Staff Procedures

- Take all threats seriously and report.
- Assess seriousness of crisis level.

Level A: Minimum threat (rumor or hearsay)

1. Immediate interview by principal.
2. Consult with another member of faculty or pastoral staff for decision making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source.
4. Document incident ASAP for principal.

Level B: Moderate threat (person in need of psychological consultation within a reasonable amount of time)

1. Immediate interview by principal.
2. Consult with another member of faculty or pastoral staff for decision making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source. Determine if police contact is necessary.
4. Work with parent/guardian to ensure arrangements for appropriate care.
5. Secure parent/guardian permission to share information with treatment provider to further assist student.

6. Notify and ensure referral source of follow through.
7. Document incident ASAP for principal.

Level C: Immediate threat (person In Immediate danger of injuring self)

1. Do not leave person unattended. Get help from another staff member.
2. Immediate interview by principal.
3. Contact parent/guardian and police.
4. Request immediate conference with parent/guardian.
5. Support parent/guardian in decision making and/or documentation of counseling plan.
6. Secure parent/guardian permission to share information with treatment provider to further assist student.
7. Notify and ensure referral source of follow through.
8. Document incident ASAP for principal.

School Administrative Procedures

1. Participate with pastors in parent/guardian conference and follow-up if necessary.
2. File incident report.

THREATENING PERSON INSIDE

THREATENING PERSON OUTSIDE

THREATENING PERSON INSIDE BUILDING

Teacher / Staff Procedures

1. Report threatening person to main office, give description, location, and describe the activity the threatening person is involved in.
2. Activate "Code Red" bell as soon as there is perceived threat.
3. Once the bell -- a long sustained ring -- is heard, all faculty, staff, and students remain where they are. Keep classroom/students secure. Lock doors. Students in other areas of the building remain in secure position until staff person comes to his/her assistance.
4. Keep phone lines open in all classrooms.
5. Once classroom is secure, assess threat; determine degree of immediate intervention.

School Administrative Procedures

1. Determine level of response.
2. Initiate "Code Red" bell -- a long sustained ring.
3. Call 911 for police; direct to specific entrance of building if possible.
4. Locate threatening person and assess situation.
5. Administrator will meet police and direct them to location.
6. Communicate further instructions to all staff and faculty.
7. File incident report.

THREATENING PERSON OUTSIDE BUILDING

Teacher / Staff Procedures

1. Determine degree of threat, send responsible party to main office, and give description and location of threatening person.
2. Activate "Code Red" bell as soon as there is perceived threat.
3. Once the bell -- a long sustained ring -- is heard, all faculty, staff, and students remain where they are.
4. Assess measures for student safety. Take control and give direction (i.e. enter building, move to alternate location, take cover, hit the deck).
5. Move students into building as soon as safely possible.
6. Remain in rooms and wait for more information or further instructions.

School Administrative Procedures

1. Determine level of response.
2. During severe situation, initiate "Code Red" bell -- a long sustained ring; communicate the situation to all faculty and staff.
3. Call 911 for police:
4. Meet police and assist, give description and last location of threatening person.
5. Go door to door and inform all faculty and staff of the "All Clear" when situation is controlled.
6. File incident report.

911 CALLED AS A RULE

Explosion / Fire / Flooding / Gas Leak / Kidnapping / Medical Emergency /
Sexual Assault / Shootings Weapons on Premises / Tornado

EXPLOSION	FIRE
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EXPLOSION**FIRE**Teacher / Staff ProceduresTeacher / Staff Procedures

1. Activate fire alarm.
2. Follow fire drill procedures (take attendance book along!).
3. Close door and turn off lights when leaving room.
4. Reassemble students at predetermined area and take roll.
5. Report any missing students.
6. Await further instructions from office/principal.
7. Reoccupy building when given the "All Clear, All Clear."

1. Activate fire alarm
2. Follow fire drill procedures (take attendance book along!).
3. If safe, use fire extinguisher.
4. Notify office of location.
5. Close door and turn off lights when leaving room.
6. Reassemble students at predetermined area and take roll.
7. Report any missing students.
8. Await further instruction from the office/principal.
9. Reoccupy building when given "All Clear, All Clear."

School Administrative Procedures

1. Call 911 and give specific location if known.
2. Assist in evacuation of building.
3. Contact School District Office (567-6632).
4. Assist in location of missing students / staff.
5. If students will be dismissed, request transportation for moving students and staff to secondary shelter provision as specified by site plan. Establish check-out area, with normal release procedures followed.
6. principal signals "All Clear, All Clear" when appropriate.
7. File incident report with principal.

School Administrative Procedures

1. Call 911 and give specific location if known.
2. Assist in evacuation of building.
3. If fire is extinguished, advise fire department.
4. Assist in location of missing students / staff
5. If students will be dismissed, request transportation for moving students and staff to secondary shelter provision as specified by site plan. Establish check-out area with normal release procedures followed.
6. Signal "All Clear, All Clear" when appropriate.
7. File incident report with principal.
8. Notify custodial staff to recharge/replace fire extinguishers.

FLOODING IN BUILDING

FLASH FLOODING

FLOODING IN BUILDING

Teacher / Staff Procedures

1. Be prepared to evacuate area when given instructions.
2. Keep everyone away from flooding water and/or flooded areas.

School Administrative Procedures

1. Monitor situation.
2. Contact Trustees.
3. Evaluate the situation.
4. Secure the area.
5. Announce "All Clear, All Clear" when appropriate.

FLOODING

Flash Flood Watch means that heavy rains may cause flash flooding in certain areas and you should be alert to the possibility of a flood emergency.

Teacher / Staff Procedures

1. Be prepared to evacuate area when given instructions.

School Administrative Procedures

1. Monitor situation

Flash Flood Warning means that flash flooding is occurring or imminent on certain streams or designated areas and those threatened should take immediate precautions.

Teacher / Staff Procedures

1. If given instruction, evacuate to safe areas.
2. Keep everyone away from flooding water / areas.

School Administrative Procedures

1. Announce evacuation from room to room.
2. Monitor weather in case of further flooding.
3. When emergency is over, announce "All Clear, All Clear" and if possible, reoccupy building.

GAS LEAK

KIDNAPPING

GAS LEAK

Teacher / Staff Procedures

1. Evacuate area (take attendance book along!)
2. Use fire drill evacuation procedures; pull fire alarm in an area that is away from the suspected gas leak.
3. Notify the principal.
4. If gas shut-off is located in the room, turn it off.
5. Do not operate any electrical switches.

School Administrative Procedures

1. Contact Custodian.
2. Notify building staff of evacuation via the door-to-door procedure.
3. Call 911 for emergency personnel.
4. Notify the Gas Company.
5. Reoccupy building only when cleared by authorities.
6. File incident report with the principal.

Custodial Procedures

1. Do not operate any electrical switches.
2. Ventilate area by opening windows/doors.
3. Shut off main gas lines.
4. Assist Gas company in location of leak.
5. Keep building administrator advised of situation.

KIDNAPPING

Teacher / Staff Procedures

1. If a student (who has been present during school hours) is deemed missing, contact the office.
2. If student returns, notify the office.

School Administrative Procedures

1. Contact police.
2. Seek information from staff and students to determine when the student was last seen.
3. Search school and grounds for missing student.
4. Phone missing student's parent or legal guardian and advise them the police have been notified.
5. When police arrive at school, advise them of all known facts relating to the missing student.
6. If student is located, contact parent or legal guardian and police.

MEDICAL EMERGENCY

SEXUAL ASSAULT

MEDICAL EMERGENCY

Teacher / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to victim and assess the severity of injury.
3. Call 911 or send a responsible student or additional staff for help to nearest staff person.
4. Stabilize victim and administer first aid / CPR if trained to do so.
5. Assist emergency personnel by clearing away bystanders.
6. File incident report with the principal.

School Administrative Procedures

1. Confirm that 911 has been called.
2. If available, have school nurse report to the scene.
3. Report to the scene.
4. Notify parent or legal guardian or person listed on emergency card.
5. File incident report with the principal.

SEXUAL ASSAULT

Teacher / Staff Procedures

1. Assess nature of incident to determine level of response.
2. Contact the principal.
3. Stay with victim until nurse or other staff arrive.

School Administrative Procedures

1. Call 911 for police and ambulance if necessary.
2. Contact nurse to provide first aid.
3. Provide support in a private area for the victim with an adult.
4. Secure scene / evidence.
5. If victim is a student, contact parent legal guardian.
6. Assist police investigation as needed.
7. File incident report with the principal.

SHOOTINGS

WEAPONS ON PREMISES

SHOOTINGS

Teacher / Staff Procedures

1. When shots are heard, tell students and other staff to take cover.
2. Identify source and location.
3. Implement measures for student safety. Take control and give direction.
4. Call 911.
5. Notify main office to initiate "Code Red" bell.
6. Keep phone lines open in all classrooms.
7. Check for any injuries and/or missing students.
8. Keep everyone in safe location until "All Clear, All Clear" has been announced.

School Administrative Procedures

1. Confirm that 911 for police and/or emergency personnel have been called.
2. Institute lock-down; initiate "Code Red" bell -- a long sustained ring.
3. Cooperate and facilitate investigations by the proper authorities.
4. Determine what intervention and follow-up is necessary.
5. Notify the School District Office.
6. Follow site plan for responding to parents / legal guardians, news media and community.
7. Document incident and file reports.

WEAPONS ON PREMISES

Teacher / Staff Procedures

1. Assess the seriousness of the situation, determine level of assistance needed. Notify the main office and if the situation is potentially violent, call 911.
2. If the person is uncooperative, determine the level of response which may include:
 1. Isolate
 2. Separate
 3. Evacuate the area/room
 4. Lock-down
3. Contact the office.
4. Document and file incident report with the principal.

School Administrative Procedures

1. Institute lock-down by ringing school bells (one long ring).
2. Confirm that 911 has been called. Give specific entrance to building if possible.
3. Proceed to the scene.
4. Assign someone to meet police to give location.
5. Announce "All Clear, All Clear" when situation is under control.
6. Determine disciplinary consequences.
7. Notify parent/legal guardian.
8. Document and file incident report (police, student file).

WEATHER / TORNADO

WEATHER / POST TORNADO

TORNADO

A tornado warning means a funnel cloud has been sighted.
Take cover.

When a warning occurs:

- Warning will be come over the radio and siren.
- Announce the warning from room to room.
- Evacuate to the Fellowship Center.

Teacher / Staff Procedures

1. Proceed to shelter area designated by chart posted in classroom (take attendance book along!).
2. Sit quietly with students and wait for further instructions.
3. Maintain position until “All Clear, All Clear” is announced.

School Administrative Procedures

1. Use tornado buzzer signal to signal a tornado warning.
2. Ensure students / staff have relocated to designated shelter areas.

POST TORNADO PROCEDURES

Teacher / Staff Procedures

1. Check students / take roll.
2. Identify missing or injured students.
3. Restore calm.
4. Assess students or staff injuries, call for assistance (additional staff / nurse).
5. Monitor students until further instructions.

School Administrative Procedures

1. When emergency situation is over, ring the “All Clear” bell.
2. Contact 911 for medical response.
3. If building has been damaged, evacuate area cautiously. Request transportation, if necessary, for moving students and staff to secondary shelter provision as specified by building's Crisis Site Plan.
4. Continue to monitor weather conditions.
5. File incident report with the principal.

BELL CODES / EMERGENCY PHONE NUMBERS / ALTERNATE SITE

EMERGENCY PHONE NUMBERS

Emergency

Police.....911
Fire..... 911
Hazardous Material Spill..... 911
Ambulance..... 911

Hospital (Emergency Room) 569-9119

Non-Emergency

Poison Control Center..... 1-800-815-8855
Police.....567-4401
Wisconsin Natural Gas..... 1-800-236-9874
Wisconsin Electric..... 1-800-662-4797
Oconomowoc Utilities..... 567-3239 (after 5:00 - 567-4401)
Ocon. Sch. District Office.....560-1115

OTHER MISCELLANEOUS SAFETY PROCEDURES

- Each classroom must post tornado and fire evacuation routes by the entryway of the room.
- Keep the fire doors between church and school locked at all times during school hours.
- When in doubt, lock the school doors when you leave.
- Lock your classroom door when you leave.

BELL CODES

Code RED -- long, sustained ring of the recess bell

- Remain in classroom; lock doors.
- Students in other areas of the building remain in secure position until staff person comes to his/her assistance.
- If outside, gather students together by teacher(s); wait for directions.

Fire Bell -- long burst of the fire bell

- Evacuate the building according to fire drill procedures.

Tornado Bell -- short bursts of the fire bell

- Move to church basement according to tornado procedures.

All Clear -- short ring of the recess bell

- Return to classrooms and routine.

ALTERNATE SITE

- Oconomowoc Parks and Recreation Dept. Building
569-2199