DAYTON CITY SCHOOL

EMERGENCY RESPONSE PLAN

REVISED JANUARY 2, 2018
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FORWARD

Tennessee Code Annotated (TCA) 49-6-(3-15) or the SAVE Act (Schools Against Violence in Education) establishes specific and consistent requirements for local education agencies in providing a safe school environment. Dayton City School has complied with all requirements of the SAVE Act to ensure the safety of students, faculty and staff by developing this Emergency Response Plan (ERP). This plan uses best practices approach to ensure the continuity of Dayton City School daily operations in the face of emergencies ranging from natural and man-made disasters to criminal activity on campuses. The district’s role in a school emergency is one of intervention, management and support. As district staff take over the management of a crisis, school staff can turn their attention to the specific needs of students, staff and others who are directly involved.

The purpose of this document is to provide administrative personnel with a guide to be used as a resource in case of any emergency. In no way shall this document be construed to take precedent to the good judgment of those key officials responsible for responding to any emergency situation. Nor does this specific guideline address or encompass full business recovery or resumption of all operations; as such activities could require decisions, contractual relations, and commitment of resources that have major budgetary implications.
MUTUAL AID AGREEMENT

Mutual Aid Agreement with Dayton City School Board of Education

The Emergency Response Agencies of the City of Dayton hereby enter into an agreement with the DCSBOE (Dayton City School Board of Education) to provide services as needed in the event of emergency situations. Also, these agencies agree to provide service in the way of training for staff and students in matters such as safety and prevention of situations which could escalate into a crisis situation. SRO’s are provided through the police department. The EOC (Emergency Operations Center) provides ambulance service. Dayton City School will provide training in CPR to our staff.

The Chain of command will be as follows:

The Emergency Agency will be notified by the Director of Schools or Designee, Principal or Designee depending on the nature or scope of the services needed.

______________________________________   Director of Schools
______________________________________   Chief of Police
______________________________________   Sheriff/Chief Deputy
______________________________________   EOC Director
______________________________________   Fire Chief
______________________________________   E-911 Director
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Robert W. Greene</td>
<td>Director of Schools</td>
</tr>
<tr>
<td>Christopher Tallent</td>
<td>Principal</td>
</tr>
<tr>
<td>Trish Newsom</td>
<td>Principal</td>
</tr>
<tr>
<td>Gary Louallen</td>
<td>DCS Board Chairman</td>
</tr>
<tr>
<td>Steve Randolph</td>
<td>Vice DCS Board Chairman</td>
</tr>
<tr>
<td>Tommy Solomon</td>
<td>City of Dayton Manager</td>
</tr>
</tbody>
</table>
Dayton City School
520 Cherry Street Dayton, TN. 37321

**Emergency Contact Numbers:**

Local EMS 423-775-2141

**Local Law Enforcement:** Dispatcher: 423-775-2442
Police: 423-775-3876
Sheriff: 423-775-7837
Local Fire/Rescue: 423-775-2525
County EMA: 423-775-2505 (911)
Child Abuse Hotline: 877-237-0004 (General Public)
(School Personnel only) Local

**Mental Health Resource:**
Transformation Center 423-570-7300
Rhea Mental Health 800-704-2651
Poison Control Center 800-222-1222
Suicide/Crisis Center 800-273-8255
District Central Office 423-775-8414
Director 423-775-8414 Ext.
School Resource Officer 423-775-8414
Facility Main Office 423-775-8414
Middle School Principal 423-775-8414 Ext.
Elementary School Principal 423-775-8414 Ext.
SAFETY TEAM

- Principal
- Principal
- SRO
- Nurse
- School Guidance Counselor
- Coordinated School Health Director
- School Nutrition Director
- Teacher
- Teacher
School Safety Assessment

The Safety Coordinator will conduct periodic walk through in conjunction with the principal or designee and the SRO.

School safety Checklist:

School ___________ Month ___________

1. Fire Drill Date: __________ remarks:

2. Wind Drill Date: __________ remarks:

3. Radio Check Date: __________ remarks:

4. Access Control:
   ________ Campus Perimeter,
   ________ Outside Buildings,
   ________ Main Building Entries,
   ________ Classroom Doors
   (remarks:

5. Playground and/or Athletic facilities (remarks:

6. Signs & Exits marked and clear from obstruction (remarks:

7. Safety Manual (remarks:

8. Overall Safety walk through. (remarks:
ABSTRACT

In any emergency the primary concern is to take all appropriate and reasonable actions to protect the safety of children and staff. The Principals are responsible for assuring that each person within his/her school can be accounted for and that aid is being given to those requiring medical attention.

If necessary, the Principals shall take steps to organize the orderly release of students to authorized persons (police, fire, ambulance, emergency management, parents, family, etc.). If practical, every effort will be made to immediately contact the parent, guardian, or family member of each person, student or staff member, injured or requiring aid.

Until outside assistance arrives, the Principals and/or SRO shall take reasonable steps to preserve and protect the life and safety of those under his/her administration.

Every reasonable step shall be taken to protect the assets of the school district.

The first section of this manual will deal with normal day to day safety procedures at the school site. The building level administrator(s) will find it necessary to complete much of the information on the forms provided. The second section of this manual deals with recommended procedures to use during a crisis situation. Again, the building level administrator will need to furnish information that is applicable at his/her school site.
**ASSAULT – SERIOUS ASSAULT**

- Call 911; activate Safety Team

- Seal off area where assault took place

- Ensure the safety of employees and guests

- Safety Team members will notify persons trained in CPR/First Aid for medical assistance (Each building has faculty, and possibly, students (high school) trained in CPR)

- Emergency contact for persons involved in the assault will be notified by designated Safety Team member

- Safety Team Members will document all activities as should any faculty or staff member present at the incident site

- Safety Team will assess counseling needs of victim(s) or witness(es) and will implement post-crisis procedures
BOMBS, SUSPICIOUS DEVICES AND/OR PACKAGES:

• Call 911

• Notify a Member of the Safety Team.

• Direct staff and students not to move or touch any suspicious device or object found and evacuate the area.

• Turn off two-way radios. Do not key microphones.

• Close off the room or area where device, letter or package is located

• Identify and isolate person(s) who touched suspicious package, were in the same area as package, or witnessed delivery of the package, until interviewed by investigative health and/or emergency response authorities

• If a potentially harmful substance is suspected to be in the package, advise isolated person(s) to remain calm and wash skin from elbows down using soap and water

• Principal or Designee will notify faculty, staff, students, and guests when they may re-enter the area upon the advice of the Fire Officer In-Charge
**BOMB THREAT**

Telephoned threat that bomb or other weapon has been planted in the building:

- Notify 911

- Notify a Member of the Safety Team.

- All faculty, staff, and students will be directed not to move or touch any suspicious device or object found on the premises.

- The Safety Team may order evacuation of all persons inside the building depending on threat assessment and evaluation (Evacuation procedures listed under Evacuation/Relocation Center section).

- The fire drill procedure will be used for evacuation

- If the phone has caller ID, record incoming information and communicate it to the Principal or Law Enforcement

- Principal or Designee will notify Director of Schools

- Notify Maintenance for assistance if needed

- Safety Team will notify faculty, staff, students, and guests when they may re-enter area upon advice of Fire Officer In-Charge
Field Trip

A list of students that ride each bus shall be kept in the school office. A phone number will be included for each chaperone will also be kept in the school office.

In the event of an accident, the Bus Driver will:

- Immediately call (911)/or use two-way radios and,
- Provide Self Identification
- Give Location of Accident
- State Type of Injuries
- Relate the Number of Victims
- Request Emergency Medical Services/Ambulance
- Log Student Names

• Notify the School Office; a Designee will respond to the accident site

• Member(s) of the Safety Team will go immediately to the hospital to be with injured students until their parents arrive.

• Principal or Designee will oversee notifying parents.

• Member(s) of the Safety Team will remain at school and will assist the Principal with receiving calls from the hospital and recording information about specific student(s) while also making calls to parents of injured children.

• The Director of Schools or Designee will provide information to the Safety Team to be released for incoming calls about the accident, and provide information to media, if needed.
CHEMICAL/BIOLOGICAL ATTACK

• School personnel should not attempt to identify the source of the outbreak or type of agent. Our priority will be to remove students and staff from the area of release to a safe location and wait for the arrival of the emergency response team.

• The only people allowed to enter the incident scene will be those garbed in full protective clothing, which will include a mask and complete body protection.

INITIAL DISCOVERY PROCEDURES:

• Remain calm;

• Call 911 and notify SRO

• Turn off heating, ventilation and air conditioning systems (if suspected release in the building);

• If already at the scene, immediately retreat to a safe location; do not return to contaminated area

• Be aware of possible secondary devices—either explosive or chemical/biological

• Maintain a safe location; stay upwind and uphill.

• Begin crisis response procedure and activate Safety Team.

• Secure the perimeter of the area, isolate area, and deny entry to non-essential personnel.
CHILD ABUSE: Physical/Sexual

The following procedures **MUST** be followed if a faculty or staff member suspects Physical or Sexual Abuse:

If the alleged offender is **NOT** associated with the school **AND** the abuse/attack did **NOT** occur at school or at a school sponsored activity:

- Contact the Department of Children’s Service Immediately!
  - (DCS Hot-Line: 1-877-237-0026)
- Do **NOT** investigate beyond who, what, when, where
  - You may look at a bruise if the child is willing.
- Do **NOT** contact the parent(s)
- Do **NOT** contact the alleged offender
- Notify the Central Office of your report

When the alleged **offender** is a STUDENT, a SCHOOL EMPLOYEE, or a SCHOOL VOLUNTEER:

- Report the situation to the Department of Children’s Services or Law Enforcement, and notify the Central Office.
  - Do **NOT** investigate beyond who, what, when, where
  - Do **NOT** bring witnesses together.
  - Do **NOT** ask witnesses to write down their stories.
  - Do **NOT** contact the alleged offender.
  - Do **NOT** bring the victim and the alleged offender in together.
  - Do **NOT** contact the parent(s). (Leave this to the officials)

In cases involving suspected Child Abuse it is required by law to report the incident to the Department of Child’s Services. Any person who is aware of suspected child abuse is required to report the incident to DCS – Principals and administrators are capable of assisting staff in making such report.
Child Custody, Visitation, and Records for Non-Custodial Parents

The following procedures have been developed for situations involving child custody, visitation and release of records for Non-Custodial Parents:

- Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

- The requesting parent will initiate the written request for duplicate parent reporting to the Principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name, and address of both parents and it must be signed by the requesting parent. The request must be renewed annually or whenever the student changes schools, whichever occurs first.

- Once the request has been made, the Principal will duplicate and mail/deliver to the requesting parent of record, timely copies of any official information (not to exceed two (2) weeks).

- Official information for the purpose of this requirement, is limited to annual school calendars, report cards issued at the end of each grading period, failure notices issued to alert parent to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test scores as are routinely distributed to parents.

(CONTINUE→)
Child Custody, Visitation, and Records for Non-Custodial Parents
(Continued)

• When information is to be provided through a teacher-and/or principal-parent conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is not legal documents to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.

• Duplicated reports may be photocopied and do not need to be duplicate originals.

• The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building Principal.

• The staff will be oriented as to the rights of non-custodial parents, and

• A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their option.
Criminal Activities: A Guide for Principals

There can be a fine line of distinction between a situation that is a reportable incident to Law Enforcement and a situation that may be handled administratively. The Principal should exercise sound judgment in this area; however, if there is any doubt about the seriousness of the situation, the School Resource Officer (SRO) should be notified.

Whenever law enforcement is involved, for any reason, the Principal or Designee should notify the Director of Schools. When possible, all persons suspected to be involved in the law violation should be detained for the investigating officers.

Acts that must be reported to the School Resource Officer (SRO):
- Robbery
- Disorderly Conduct
- Theft of Property
- Arson
- Assault (Physical/Sexual)
- Weapon(s)
- Pornography
- Bomb Threats
- Trespassing
- Drugs and Alcohol
- Tobacco
- Life Threats
- Harassment via Social Media/Electronic Communication
- Any other Criminal Act(s) per State or Federal Law

All criminal acts may be handled administratively depending on the incident, situation, and circumstances. Each incident will be investigated using good judgment and involving collaboration with the School Resource Officer and Administration Staff to determine the most appropriate action.
Crisis Situations: Principal's Responsibilities

1. 
2. 
3. 
4. 
5. 
6. 
7. 

(CONTINUE)
Crisis Situations: Principal's Responsibilities
(continued)

a.
b.
c.
d.
e.
f.
g.
h.
i.
CUSTODY/KIDNAPPING

CUSTODY PROCEDURES:
In order to comply with the difficulties in this sensitive and volatile issue, the Principal or Designee should consider the following procedures:

- Insist on accuracy of the student record information pertaining to custody, court orders, and releases.
- Comply with information provided on the Student’s Information Record.
- Maintain a current file of legal documents pertaining to appropriate students.
- Direct secretaries to have at their desk a list or an electronic means of identifying students who are not to be released to anyone, except a particular parent or guardian.
- When parent telephones a request that a child be released from school, direct that the identity of the caller be confirmed (by a separate call to the parent of guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross-checking the phone number with those on file in the child’s folder or on the emergency card.

KIDNAPPING PROCEDURES:
- Notify SRO, if available. If unavailable, call 911.
- SRO or Principal will notify the parent or legal guardian.
- Notify the Director of Schools.
- Information will not be released to media, unless otherwise instructed by Director of Schools or Designee.
DEATH OF A STUDENT OR EMPLOYEE (Natural)

- Notify the SRO and School Principal.
- SRO or Principal will notify Director of School.
- The Principal or Designee will establish contact with the mental health member(s) of the Safety Team.
- The Principal should be as knowledgeable as possible about the factual information surrounding the death.
- The Director of Schools or Designee will provide a statement and the Principal will communicate to the faculty the information they may give to students

Referrals:

- Staff will refer students, close friends, classmates, family members, or faculty who are having problems coping.
- Counselors and Social Workers will be used as needed.
- Individual counseling and support to the students and teachers will be provided as needed.
- Extra support will be given to those experiencing the most difficulty.
- Following death, continue to be alert to needs of students and faculty.
- Contact parents of students experiencing the most difficulty.
Death or Serious Injury of a Student or Employee due to Criminal Activity

The Principal or Designee will follow the appropriate steps:

- [List of steps]

DUTIES RELATED TO THIS TYPE OF SITUATION:

Principal or Members of Safety Team:

- Will meet the police, fire department, and/or ambulance at the front door of the building and direct officers and ambulance to the scene.

- Will designate a person to isolate witnesses, victims and perpetrators under adult supervision.

- Will notify Safety Team Members for coordination of psychological needs.
**Death, Serious Injury, Illness of a Student or Employee**

**If Incident Occurs in the School Building:**

- Immediately Call 911, SRO and School Principal.
- Notify any certified medical employees in the building immediately.
- If possible, isolate affected individual.
- Notify Director of Schools.
- Activate Safety Team. Designate staff person to accompany injured/ill person to the hospital.
- Principal or designee notifies injured/ill person’s emergency contact.
- Principal or designee will announce the availability of counseling services for those who need assistance.
- Media will be referred to the Director of Schools.
- Safety Team will be prepared to implement post-crisis procedures, if needed.

(Continue ➔)
Death, Serious Injury, Illness of a Student or Employee

(Continued)

If Incident Occurs to Student or Employee while on a Trip or Extracurricular Activity:

• Immediately call 911, and
  - Provide Self Identification
  - Give Location and Address of Incident
  - State Type of Injury or Illness
  - Relate the Number of Victim(s)
  - Request Ambulance(s)
  - Call Principal or Designee; if not available, contact Front Office or a Member of the Safety Team.
  - The Principal or Designee will notify the Director of Schools or Designee

If Incident Occurs to Student or Employee Outside of School:

• Administrators, Counselors, and Supervisors should be notified before normal operating hours.

• Assemble counseling team who provide services to those who need assistance.

• Refer media to the Director of Schools.

• Implement post-crisis procedures, if needed (see following page)
DISTURBANCES / DEMONSTRATIONS

Prevention of possible disturbances through sound and relevant education programs and open lines of communication is a prime concern of Dayton City School.

Any activity that interrupts the normal school day will be met positively and aggressively. If a situation that cannot be controlled fully and effectively develops, assistance from sources outside the school, including the City of Dayton Police Departments and/or the Rhea County Sheriff’s Department will be requested by the school Principal or Designee.

Pupil Disturbances Instructions to ALL:

- Make every effort to isolate the group involved in the disturbance. Identify leaders and observe actions.

- Discontinue class movement until the situation is under control.

- If the situation is beyond the control of the SRO officers, they will notify the City of Dayton Police Department. The ranking officer on the scene assumes full tactical authority until the disorder is controlled and the school resumes normal activities.

- Have designated staff members control the entry to the building and office and access to the intercom and student records.

- Notify the Director of Schools.

- If the situation precludes the continuation of classes, the Principal will confer with the Director of Schools and upon approval, close the school.  

(Continued ›)
Pupils will be released in groups rather than having a mass dismissal. All dismissals will be closely supervised by school staff members.

Adult Disturbances:

Any individual or group has the right to be heard and to demonstrate peaceably and lawfully. However, no individual, or group, may interfere with the normal school operation nor impede the flow of students or staff to, or from, a school facility.

• Demonstrators should remain off school property. They may not block driveways, or walkways.

• If any attempt is made to interfere with normal school activities, the Principal or Designee will order the individual, or group, to cease the illegal activity.

• If there is not an immediate favorable response, notify the SRO or call 911, if SRO is unavailable.

• Observe actions and attempt to identify leaders in the event of arrests and prosecution.

• Notify the Director of Schools.
**DRUG – ALCOHOL ABUSE**

**Drug Abuse** is defined as the use, sale, or possession of illegal drugs at school, and must always be reported to the SRO or Law Enforcement.

**Alcohol Abuse** is defined as the use and/or possession of alcohol at school. This may be handled administratively or reported to law enforcement. The known possession, sale or transmission of alcohol on a school campus should always be reported to the police.

Regardless of Substance, the Principal or Designee must:

- Notify the SRO, if available. If not, notify law enforcement.

- Detain the person(s), involved for investigating purposes.

- Release all confiscated substances (contraband, drugs, or alcohol) to the SRO or arresting officer, have the officer sign the “Substance Release Form” and give a copy of the release to the officer.

- Notify the Director of Schools.

- Follow the TSBA and Administrative Policy regarding disciplinary measures.
Dayton City School System

SUBSTANCE RELEASE FORM

School: __________________________________________

Date: ________________________________

Describe event that led up to confiscation of item(s): *

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Description of contraband being released to Law Enforcement and/or Juvenile Authorities:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

______________________________________________________________

Signature of School Administrator Releasing Item(s)

______________________________________________________________

Signature of Person receiving Contraband

* In this description student names should not be given to ensure confidentiality.
EARTHQUAKE

The risk of a major earthquake in this area is relatively small. However, we are trying to prepare for all possible situations.

It is not the earthquake that hurts people, it’s what the earthquake causes to happen, including shattering glass, objects toppling from shelves, falling lockers, etc.

The Principal or Designee will:

- Monitor Radio Station/Weather Radio Announcements

- Oversee the following procedures:
  
  1. Students should get under a desk, table or bench to hold and hold on to one of the legs. Cover eyes. If no table is available, sit down against a wall where no furniture or objects will fall on them.

  2. When shaking stops: students and staff should check for injuries. Movements should be made carefully and cautiously as things may continue to fall.

  3. Be ready for smaller earthquake aftershocks.

  4. Be on the lookout for fires. Earthquakes can cause fire alarms and sprinklers to go off.

  5. If students are outside, stay outside. Move away from buildings, trees, street lights, and power lines. Crouch down and cover head.

- Notify the Director of Schools and Maintenance Department
ELECTRICAL STORMS

The Principal or Designee will instruct faculty, staff, and students to follow the precautions below:

• Stay away from open areas and find shelter in an enclosed building as quickly as possible upon the approach of a storm.

• Stay indoors and not venture outside unless absolutely necessary.

• Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.

• Leave the water during any swimming event and seek nearest shelter.

• Avoid shelter under isolated trees, near wire fenced, or close to athletic field or playground equipment. Avoid the highest object in the area where there is no shelter.

• Do not use the landline telephone during the storm; lighting may strike telephone lines outside.

• Avoid the handling of flammable materials in open containers.

• Avoid using metal objects, such as fishing rods and golf clubs.
EMERGENCY CODES

The emergency code will be announced in school as __________. This will aid visitors and substitutes as well as teachers and students. An announcement will be made three (3) times if at all possible.

LOCKDOWN: General

- Direct all students and employees to Shelter in the nearest rooms.
- Shut down bell system and override the fire alarm sound system
- Lock all doors; secure campus
- Notify staff and students who are outside and without communication (i.e. on PE fields, playgrounds, etc.)
- Do not allow anyone to leave classroom or locked office area
- Do not admit anyone into the classroom except police/fire personnel or School Administration
- Notify Director of Schools
- Safety Team members be prepared to respond, but only when advised by School Principal or Designee, and it is safe to do so
- Ensure communications throughout the building and with outside emergency personnel

NOTE: ____________________________.

EVACUATION: Bomb Threat/Fire

- After checking the outer perimeter for safety, the building will be evacuated and 911 will be called
- Evacuate to relocation site
- As they evacuate, teachers/staff should be alert for anything suspicious or out of place and report it without touching anything
- 911 responders will conduct a search

**NOTE: ____________________________.
EMERGENCY LOCK-DOWN PROCEDURES

Emergency Lock-Down Procedures may be issued by ANYONE in situations involving dangerous intruders, suspicious person or other potentially volatile emergency situations.

The Priority is the following:

- Anyone can issue emergency lock-down procedures by
  
- PA announcement will contain the basic alert: 
  (followed by any additional information about the situation, as necessary)

- **Call 911** – relay as much factual information about the situation as possible.

- Notify SRO School Resource Officer

Implementation of Emergency Lockdown Procedures:

- Shelter in the nearness classroom. If outside, cover and conceal wherever possible. Direct all students, faculty, staff, and official guests into rooms.

- Lock Doors!

- Move all persons away from windows and doors in the area of the room that most puts them out of direct line with the entrance.

- Turn OFF Lights and let down blinds to cover the outside windows of each room.

(CONTINUE →)
EMERGENCY LOCK-DOWN PROCEDURES
(continued)

• DO NOT OPEN THE DOOR FOR ANYONE

• Be as quiet as possible – further instructions may be coming.

• After an emergency-lockdown, the situation will transition to General Lockdown Procedures for assessment of the situation

• School Officials/Emergency Personnel will assess the building

• Do NOT allow anyone to leave the room until the Safety Team Leader gives an all-clear signal. Doors will only be unlocked by Administration or School Personnel.

• Unless deemed necessary by the classroom teacher, Students and Teachers should not use cell phone during the emergency situation. The volume of calls could jam the system.

• Prepare for influx of parents onto campus. Be prepared to account for everyone.

USE BEST JUDGEMENT IN KEEPING SAFE:
This could include HIDING, ESCAPING, BARRICADING a door or window or FIGHTING the intruder.
EMERGENCY RESPONSE PROCEDURES

For School Administrators:

- Assess the situation, determine the type of emergency and shelter or evacuate as deemed necessary
- Contact SRO or Call 911, if needed
- Activate Safety Team (Emergency Response Team)
- Account for students in class and/or evacuation site
- Seal off high-risk areas and secure the area until the emergency is contained by Safety Team or emergency response personnel
- Gather as much information as possible
- Depending on the emergency, designate control areas and document all events and actions taken
- Notify Director of Schools
- Director of Schools or Designee prepares a written statement for office staff to use when answering phones
- The Director of Schools or designee will notify media regarding parent pick-up areas, time/location of press conference, and media staging area
- Keep students and staff advised of facts regarding emergency
- Faculty should Check Roll –
  a. 
  a. 
  b. 
  c. 

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EVACUATION DRILLS

All procedures for evacuations are covered within each classroom at the beginning of each school year. Evacuation maps are posted in each room of the buildings. This manual provides instructions for conducting fire drills, severe weather drills, and procedures for handling bomb threats and other emergency situations.

If an Evacuation Drill is initiated the following guidelines should be followed:

• After checking for safety, the fire alarm will be activated to signal evacuation.

• Fire drill procedures and route will be followed.

• Direct students, faculty, staff, and guests to follow normal fire drill procedures unless the police/fire personnel alter the route. Follow alternate route if normal route is too dangerous. Assist people with special needs.

• Safety Team Members will wait 60 seconds for halls and exits to be checked and then an announcement will be made giving them the all clear.

• Ensure that students, faculty, staff and guests are evacuated outside - to a safe distance from the building

• When outside the building, account for all students, faculty, staff, and guests. Inform the Safety Team Leader immediately if anyone is missing.

• Call 911, if not a planned drill

• Do not re-enter the building until the all clear has been given. In non-drill situations the Fire Department will make the determination.
Evacuation Plan for the Disabled: Students and Faculty

Principals should develop special on-site emergency evacuation plans for physically and mentally disabled students and physically disabled faculty. The following recommendations should help develop a plan to meet school site needs.

1. Each school should maintain an up-to-date list of disabled students and/or faculty with their specific needs.

2. Specified able-bodied adults must be assigned to each disabled student and/or faculty member. The number of able-bodied adults must be sufficient to assure the safe and timely evacuation of the disabled person(s). In addition, specified able-bodied adults must be assigned as back-up persons in case of absences or injury.

3. Evacuation plans must include varied strategies when disabled persons are away from their usual classrooms or offices (e.g., library, bathroom, cafeteria).

4. Evacuation plans should be reviewed by the staff and the disabled person(s).

5. Students and faculty on the ground level follow the established site routes for emergency evacuation, accompanied by teacher or aide.

6. Students and/or faculty with physical disabilities who are in classes on the upper floors during an emergency will be assembled at a predetermined location as close to the elevator as possible. Note: elevators should not be operated during an emergency. Firefighters or some authorized person must decide if the elevator can be operated during an emergency.

7. If the elevator cannot be used, the physically disabled students and/or faculty must be carried to safety by previously assigned personnel.

(CONTINUE ➔)
8. Evacuation drills must be scheduled periodically in order to familiarize able-bodied staff, as well as the disabled students and/or faculty with their roles during an emergency evacuation.

9. Emergency plans for the disabled must be reviewed periodically so that recently enrolled disabled students and/or newly assigned disabled faculty will be informed what to do during an emergency.

10. Principals should coordinate the evacuation of the disabled with the local fire department.

11. Schools with high numbers of disabled students and/or faculty will need to assure sufficient able-bodied adult assistance, supervision, and available back-up.

12. It is recommended that medically disabled children wear some sort of an identification tag. A medic-alert bracelet is recommended which is the responsibility of the parent.

13. Alternate evacuation routes should be identified and also used, so that the students and faculty would be familiar with other exit routes during an emergency.

**ESL students, parents, and or staff**

Any students, parents or staff who may need assistance during an emergency due to limited English proficiency will be provided assistance by a teacher. The teacher will arrive at the area needed in a timely matter and the high school will take the necessary steps to fill the void.
EMERGENCY EVACUATION INFORMATION
FOR PERSONS WITH DISABILITIES
WHO NEED SPECIAL ASSISTANCE

Pupil's/Employee's Name ___________________________________________

School________________________________________ School-Year __________
Grade________________________

Home Address________________________________ Phone ________________

Class or Homeroom Teacher __________________________________________

CONCERNS RE: EVACUATION

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Assigned person responsible for helping with evacuation procedures:

_________________________________________________________________

Description of Assistance Needed:

_________________________________________________________________

_________________________________________________________________

Alternate personnel for assistance:

_________________________________________________________________

Notification in case of emergency:

Name________________________________ Phone_______________________

Address _______________________________________________________

_________________________________________________________________

Child's physician_________________________________________________

Parent/Guardian Signature:  I hereby give permission for Meigs County Schools to provide (and update) the information on this form to appropriate emergency response agencies (e.g. Fire Department, etc.)

_________________________________________________________________

Parent/Guardian Signature

________________________________________

Date
FIGHTS/DISORDERLY CONDUCT BY STUDENTS

Faculty Instructions:

• Walk briskly and get help or send someone for help.

• Notify SRO, and the location of which the fight has occurred.

• Identify the students along with information on any weapons involved

• Identify yourself to the fighters and give specific commands.

• Call the students by names if you know them.

• Separate the aggressor and the victim.

• Avoid physical force, if possible.

• Remove participants to neutral locations.

• Dismiss the audience and get the names of any students refusing to leave after being told.

• Get medical attention if necessary.

• Obtain identification.

• Provide protection/support for victim(s).

• Debrief relevant teachers

• Refer to TSBA and Administrative Policy for Disciplinary Actions (e.g. citations and/or suspensions)
Fire Drills

The Principal or designee will conduct fire drills as follows:

There shall be two (2) fire drills the first month of each school year and one (1) each month thereafter (including summer school).

A record of all fire drills shall be kept on the premises and shall be available to the fire inspector upon request. Records shall include but not be limited to, the time and date of the drill, number of occupants evacuated and the total time for evacuation.

Fire drills shall include complete evacuation of all persons from the building(s). The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm.

EXIT DRILL SIGNALS:

- Fire Drill Alarm: the fire alarm will be sounding and flashing
- Evacuation: march out of building in an orderly manner without rushing or crowding.
- Roll Call: teachers will check class roster and indicate status of students present using the _________.
  - ________ = __________
  - ________ = __________
  - ________ = __________
- Return to Room: announcement ending drill and student return back to classroom

In the event of a Fire or Explosion the Principal or Designee will initiate the regular fire drill procedures immediately and call 911. Then, notify the Central Office.
FIRE, SMOKE, OR GAS ODOR

In the event a fire, smoke from a fire, or gas odor has been detected:

- Call 911, if appropriate. Notify SRO and Principal.

- Principal or Designee will evacuate faculty, staff, students, and guests following normal fire drill routes. Follow alternate route if normal route is too dangerous.

- Administrators will account for faculty and staff. Teachers should account for students, and each person(s) who had visitors will account for them.

- No one may re-enter the building until the Fire Officer In-Charge declares the entire building safe.

- The Principal will report the incident to the Fire Marshal, if necessary.

Natural gas leaks bring the danger of explosion. Natural gas rises and will often be outside because most gas lines are located on the outside of the building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up, and the odor goes down. If odor is detected in the building and the Principal determines the building unsafe, they will:

1. Call 911.
2. Notify building occupants not to use any electrical switches or devices which could cause gas to ignite.
3. Notify the Director of Schools and Maintenance
4. Middle Tennessee Gas (423)775-2422
GANG RELATED ACTIVITY

In regards to: “Showing Colors,” Apparel, Communication (hand signs, language), Physical Indicators (tattoos) and Graffiti:

For non-threatening incidents:

- Notify an administrator.
- Administrator will schedule a parent conference
- Document the incident & responsive action taken

For threatening (imminent danger) or rumors:

- Notify the Principal and SRO
- Notify the Director of Schools
- For admission of gang membership (NOTE: gang membership alone does not warrant disciplinary action):
  - Collect pertinent information: name of gang and sub group, street name, rank, colors, associates, etc.
  - Schedule a conference with parent(s) to make them aware that the consequences of disruptive gang related activity can result in expulsion/suspension from school.
HAZARDOUS MATERIALS

There are schools in the county which are at risk from the effects of both inside the building and/or community-wide hazardous or toxic material accidents. Such accidents may require Principals to take immediate action. The action to be taken will depend on whether the incident is on-site or in close proximity to the school, the wind velocity, and the weather conditions.

For Incidents which Occur **Inside** the Building: the Principal should,

- Evacuate students outside the building on campus grounds to a safe location at right angles to and upwind from the accident site

- Call 911 and Notify the Director of Schools

- The Principal will notify members of the Safety Team

- The Safety Team will assist in any follow-up action as determined by emergency response personnel in coordination with school officials.

- If directed, implement procedures for sheltering, evacuation, or relocation as trained, which may include, but is not limited to:

  - Implement Sheltering Procedures
  - Dispatching emergency response personnel to facilitate evacuation
  - Determining a relocation point in the event of evacuation
  - Dispatching school buses to move students to a relocation point.
  - Releasing information to the press/public
  - Dispatching a coordinator to the Emergency Operations Center as necessary
  - Dispatching personnel from a contracted hazardous waste response, clean-up and disposal firm.

- If evacuation or sheltering is not ordered, normal operations will resume as designated by the Fire Officer in Charge (continue ➔)
HAZARDOUS MATERIALS
(Continued)

For External Incidents: **Outside or Near** the Building:

- The building (windows/doors) will be sealed, air handling equipment will be shut off, and all occupants of the building will remain inside until the emergency has been resolved.
  - The Maintenance Department should be contacted to assist in shutting off heat and air conditioning.

- Call 911 and notify the Central Office

- The Principal or Designee should instruct personnel to be prepared to seal outside doors and windows with duct tape, if directed.

- Appoint a designee to stay by the telephone until emergency action is determined and be available to talk to emergency response personnel

- The Fire Officer in charge of the scene will recommend shelter, evacuation, or relocation actions, if necessary. The Principal or Designee will notify faculty, staff, and students to follow the designated procedure for sheltering, evacuation or relocation, if directed.

- In the event of relocation, assume the prerogative to take whatever action is necessary including immediate evacuation of students at right angles to a toxic chemical vapor cloud.
  - Buses will intercept as quickly as possible to take them to a prearranged relocation destination.

The Fire Officer in Charge will notify the Principal or Safety Team when and if to resume normal operations of the school
**Heat Index**

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Guidelines</th>
</tr>
</thead>
</table>
| Under 95°   | - Provide ample amounts of water. This means that water should be available and athletes should be able to take in as much water as they desire.  
- *Optional* water breaks every 30 minutes for 10 minutes in duration  
- Ice-down towels for cooling  
- Watch/monitor athletes carefully for necessary action |
| 95° - 99°   | - Provide ample amounts of water. This means that water should be available and athletes should be able to take in as much water as they desire.  
- *Mandatory* water breaks every 30 minutes for 10 minutes in duration  
- Ice-down towels for cooling  
- Watch/monitor athletes carefully for necessary action  
- Contact sports and activities with additional equipment:  
  - Helmets and other possible equipment removed if not involved in contact.  
- Reduce time of outside activity. Consider postponing practice until later in the day.  
- Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. |
| 100° - 104° | - Provide ample amounts of water. This means that water should be available and athletes should be able to take in as much water as they desire.  
- *Mandatory* water breaks every 30 minutes for 10 minutes in duration  
- Ice-down towels for cooling  
- Watch/monitor athletes carefully for necessary action  
- Alter uniform by removing items if possible  
- Allow for changes to dry t-shirts and shorts  
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.  
- Postpone practice to later in the day if possible.  
- Contact sports and activities with additional equipment:  
  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.  
- Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. |
| Above 104°  | - *Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.* |
HOSTAGE

Instructions for ALL:

• Notify SRO, if applicable, and call 911 immediately. Give the SRO or dispatcher the details of the situation.

• Seal off the area near the hostage scene

• Notify the Director of Schools

• Give control of the scene to the SRO officers, police, and hostage negotiation team

• The school facility should be in either evacuation or Emergency Lock-down as designated by the SRO, Principal or person in charge.
Life Threats

Rules Review:

- Each school will emphasize to students the importance of reporting any information about weapons or violence.
- Each school will inform students at the first of the school year that all life threats of violence will be investigated.
- Each student should be informed that all life-threats of violence will be reported to law enforcement.

Administrative Directions for Handling Life Threats by Students:

- All suspected life threats will be investigated by the Principal/Desigee and School Resource Officer, if available.
- An interview with the student(s) will take place to determine if a threat has been made. Do NOT interview the victim(s) and alleged offender(s) together in the same room.
- The Principal/Desigee and SRO shall interview victim(s) and offender(s) separately.
- Based on information gathered during the investigation, the Principal/Desigee and SRO will use good judgment and collaborate to determine the most appropriate action.
- Also the Principal/Desigee must submit a “Report of Life Threat” form to the Director of Schools indicating the outcome of the investigation and administrative action taken. (See “Report of Life Threat” Form)
Dayton City Schools
Report of Life Threats

Note: All schools must send one copy to the Director of Schools

Date of Incident: ____________________________

Name of Person Making the Threat: ________________________________________________

Grade or Employment Status: ________________________________________________

Name of Person Threatened: ________________________________________________

Description of Threat:

Outcome of Investigation:

Members of Investigating Team: ________________________________________________
(List: Name/Title)

Administrative Action Taken:

Report Submitted By: ____________________________ Date: _________________
Media Communications

A Public Information Officer acts as the contact for News and Media Relations and coordinates media communications. **The Director of Schools assumes the responsibility for issuing public statements for all schools.**

**During an emergency, adhere to the following procedures:**

- Safety Team Members relay all factual information to the Director of Schools or Designee.

- The Director of Schools or Designee prepares a written statement to the news media.

- Establish a media information center away from the building.

- The PIO is prepared to update media regularly. Simply saying, “No Comment” is not always best practice.

- Maintain a log of all telephone inquiries. Use scripted response to inquiries.

**Media Statement:**

In any building level crisis situation, it is likely that the media will contact the school site first.

- The Director of Schools or Designee (having been approved) will speak with the media.

- The school system relies on the mass media to keep parents and community members informed of events as they happen. Members of the media will be treated respectfully and will be given a statement other than “no comment.” The Principal might say instead, “I can’t share that information with you at this time, but we will let you know as soon as we can.”

(CONTINUE→)
Media Communications
(Continued)

In an effort to keep the public informed about the crisis while maintaining the educational process and student privacy, the following suggestions may be helpful:

Helpful Tips for the Public Information Officer:

• Protect and enhance the school system’s credibility by establishing our system as the best source of information on the crisis.

• Prepare basic facts truthfully, clearly, and concisely in writing for the school system’s own use. Give factual information only: NO opinions.

• Withhold all identifiers: names of students, names of victims, until families have been notified. Facts should include who, what, when, where, why, and how. Never disclose student’s identity or personal information.

• Speak calmly and objectively. Do not overreact, even if provoked. Remain cool and courteous. The same facts must be used consistently. Do not feel compelled to respond to emotional charges.

• Have knowledge as to whether students and/or victims’ families have been notified pertinent as to how information should be released & statements made.
Pandemic Plan

The basis of the plan as it pertains to the Department of Education is as follows:

1. This plan is based upon pandemic of the severity of the 1918-1919 influenza pandemic. Public health interventions described herein represent maximal interventions under these conditions. If the characteristics of the actual event do not reflect planning assumptions, responses will be modified accordingly.

2. The Tennessee Department of Health (TDH) Pandemic Influenza Response Plan will provide guidance for local planning and will mandate the response to a pandemic. The plan can be found at http://health.state.tn.us/CEDS/PDFs/2006_PanFlu_Plan.pdf

3. Public education and empowerment of individuals, business and communities to act to protect themselves are a primary focus of state and local planning efforts.

4. Interventions in schools are designed to minimize transmissions of pandemic influenza virus among school children in aggregate settings. School closures will help minimize morbidity and mortality among children and their household contacts. Schools may follow guidance already in place for school closure related to disease spread (e.g. seasonal flu). For extended closure, schools will follow the direction of the Commissioner of the Tennessee Department of Education as described in Section 7, Supplement 3, of the State of Tennessee Department of Health Pandemic Influenza Response Plan. The SERO Emergency Response Coordinator (ERC) will serve as the POC for schools and child care facilities in the region.

Continued ➔
Pandemic Plan
(Continued)

The Department of Education will follow the recommendations made by the CDC as stated below:

1. Adhere strictly to normal good-health habits.
   a. Practice good hand washing regularly. Have soap, water and paper towels available at sinks or use alcohol-based hand sanitizers.
   b. Cover coughs and sneezes – make tissues available and teach proper disposal of used tissues.
   c. Exclude children who are sick from child care or school until fully recovered for at least 1 day.

2. Educate children of all ages about good health habits

3. Schools can reduce the risk of spreading all types of infections by regularly wiping down toys and hard surfaces that are in contact with children’s hands with an EPA-registered disinfectant.

4. Advise parents to plan for caring for children at home if they are sick (emphasize strict enforcement of exclusion of sick children with any respiratory illness)

5. Advise parents to make plans to care for children at home if longer term (weeks) closure of child care facilities is necessary.

These recommendations will be felicitated throughout the office of Coordinated School Health and Office of School Safety. The use of our SchoolCast calling system and our school web site (www.daytoncity.net) will be used to release information in addition to the information shared during the regular school day.
**POST-CRISIS PROCEDURES**

- The Principal and Members of the Safety Team will meet with counselors, social workers, psychologists, and mental health agencies, if needed, to determine level of intervention for faculty, staff, and students.

- Monitor students who seem greatly affected by the crisis

- Affected person’s close friends and other affected faculty and staff members will be escorted to counselors.

- The library and counselor’s offices will be used as counseling areas.

- Faculty members should be informed and advised what to tell students. Then discuss with students what has happened, clarify information and facts, and listen carefully.

- Faculty will allow for changes in normal routines to address emotional stress due to injury or death, and allow for stress reactions in children. Plan less intense structured activities for a few days.

- Faculty should continue to have group discussion time in the beginning of the day (this is helpful in getting students ready for schoolwork).

- Faculty should plan a concrete activity to help students deal with feelings (i.e. write notes, send cards, etc.)

(Continue→)
**POST-CRISIS PROCEDURES**
(Continued)

- Teachers should inform parents about what is being done in the classroom to help the children cope.

- Members of the Safety Team will follow-up with faculty, staff, and students who receive counseling.

- If death occurred, members of the Safety Team, along with administrators, will designate faculty and staff members to attend the funeral.

- Plan for resumption of normal school activities as quickly as possible.

District Post-Crisis Team:

- Director of Schools or Designee
- Supervisor of School Safety
- School Principal and Designee
- School Counselors
- Crisis Counseling Team (see Crisis Counseling Team for list)
- School Psychologist
- School SRO’s
RADIOLOGICAL INCIDENT

If protective actions are directed by the Rhea County Emergency Management Agency, the Safety Team will set in motion the protective action designated: Sheltering or Relocation.

SHELTERING NOTIFICATION:
- All persons will be brought inside the building
- All exterior doors and windows will be closed
- The ventilation system will be turned off
- Food not in containers should be put in the refrigerator covered
- If advised, occupants of the building will cover mouth and nose with a handkerchief, cloth, paper towels, or tissues

EVACUATION NOTIFICATION:
- Notifying faculty, staff, students, and visitors of the relocation centers
- Closing all windows and Lock all Doors
- Turning off lights, electrical equipment, gas, water faucets, air conditioning and heating systems

Administration and Safety Team responsibilities during evacuation:
- Account for faculty, staff, and guests
- Have faculty account for students
- Explain procedures to be followed to all of the above
- Instruct employees & students to take belongings (record book, coats, purses, etc.)
- Ensure that all lights, electrical equipment, gas, water faucets, air conditioning and heating systems are turned off.
- After arriving at relocation center, account for all faculty, staff, and guests again and have faculty account for students.
- Sign out sheets should be used for reunification at the relocation center as faculty and students leave the site.
RELOCATION DRILLS

Determine whether students, faculty, staff, and guests should be moved to a relocation center. If applicable, notify the relocation center.

- The Director of Schools or Designee will contact the appropriate radio & television stations for public service announcement of the procedure parents should follow to pick up their child/children.

- If evacuated to relocation center, account for students again when arriving at the center.

Primary Location Centers:

(continued ➔)
ROBBERY

To All:

• Note the...

• If...

• Seal off the area around the crime scene

• Do not touch anything the robber may have touched

• The Principal shall notify the Director of Schools

• Document all activities

• Assess counseling needs of victim(s) or witness(es). Make referrals as needed.

• Notify Safety Team members
School Closure

Conditions that may require School Closure Include:

- Snow storms
- Icing of Streets or Ice Storms
- Prolonged effects of air-borne hazardous chemicals
- Prolonged effects of gas leaks
- Prolonged interruptions of water supply
- Prolonged loss of electrical supply
- Extreme heat due to weather
- Fire
- Floods
- Explosion
- Discovery of structural damage to building
- Emergency declared by Health Department
- Earthquake
- Tornado
- Watts Bar or Sequoyah Alert
- Pandemic Virus
School Closure: (continued)

Early Dismal due to Inclement Weather during School Hours

If inclement weather should develop during school hours, the Director of Schools or Designee will make a decision on whether to issue an Early Dismissal or Shelter in Place announcement. Once the decision has been made, the announcement will be made on several local radio and TV stations, as well as School Cast (the phone call system).

When notified of an Early Dismissal, Principals should place local school plans for stranded students into operation.

When schools are closed prior to the usual end of the school day, the following procedures apply:

A. Teachers and full-time teaching assistants are to be paid for the day. They generally will be dismissed at the conclusion of the abbreviated day. However, they may be requested by the principal to remain to supervise students who may be delayed leaving school (e.g., late bus or students not picked up by parents).

B. All administrative personnel will stay at school until all students have been picked up.

(CONTINUE →)
School Closure: (continued)

Due to Inclement Weather prior to School Opening

A. Employee Responsibility to be Informed

1. It is every employee's responsibility to listen to the radio and television whenever announcements are made regarding school closings.

2. Local radio and TV stations will be notified of the decision. Notification of the media and School Cast will be accomplished by persons assigned by the Director of Schools.

3. The final decision for closing the schools will be made by the Director of Schools or Designee.

4. The Director, supervisors, and other office personnel should report for work unless otherwise notified. All custodial personnel and maintenance employees will report for work as usual in order to monitor any possible problems at school. If custodian cannot make it to the building, they are to notify the Principal.

5. When school is canceled, the building will be closed. All activities scheduled to be held at school facilities will be canceled. The principal or designee should check on the building each day.
SEVERE WEATHER/TORNADO DRILL

The Principal or Designee will:
A. Conduct at least two tornado/severe weather drills, one in the fall and one in the spring.
B. Develop an emergency evacuation plan to familiarize occupants with all available school exits, particularly those not ordinarily used.
C. Designate a warning signal to indicate a tornado/severe weather drill.
   • A backup alarm should be planned for use in case of electrical failure. A battery-operated bullhorn, hand-cranked siren, a whistle, or even a hand-swung bell could be used.
D. Designate someone to assume leadership in an emergency, should the Principal be out of the building.
E. Keep a weather alert radio available so the latest emergency statements can be monitored.
F. **DO NOT** use auditoriums, gymnasiums, or other large rooms that do not have considerable inner supports for drills.
G. Transfer students housed in wooden structures into the main building.
H. Select windowless rooms in the core area of the building, if at all possible.
I. Select hallways in the inner area of the building, but avoid halls which open to the outside, if possible. They become wind tunnels when doors are blown out.
J. Instruct staff to direct students to assume a position that affords the best protection. (Sitting with knees up, head down, and hands or book covering the head is best. A kneeling position can be used if space is limited.)
K. Instruct staff to keep groups together until authorized to move back to the classroom or elsewhere.
L. Teachers/staff should be responsible for seeing that all assigned students are accounted for.
SEVERE WEATHER/TORNADO:
WATCH OR WARNING

The National Weather Service issues the announcement of a severe weather/tornado watch or warning. A severe weather/tornado watch is advance notice of conditions that are favorable for such an event. A severe weather/tornado warning is notification that severe weather conditions are imminent based on all available weather information.

Schools may be notified by the EOC through emergency monitors and radio communication to take cover.

If a TORNADO WATCH has been issued in an area near the school, the Principal or Designee will:

- Move people out of portables, as deemed necessary

- Keep a close watch on cloud conditions in the vicinity of the school and monitor Emergency Alert Stations on battery-operated radio or National Weather Service, Weather Channel.

- Watch cloud conditions closely. If a tornado forms, the Principal or Designee should take action without instructions from anyone.

- All people on campus will be brought inside the building.

- Teachers, staff, and custodial personnel will close windows and blinds.

- Teachers and staff will review their designated safe area for tornado emergency drills and prepare to implement the drill.

- If directed, teachers should execute the school’s severe weather/tornado warning drill. (CONTINUE→)
SEVERE WEATHER/TORNADO:
WATCH OR WARNING
(Continued)

If a TORNADO WARNING has been issued or tornado has been spotted in the nearby area, the Principal or Designee will:

• Initiate the severe weather/tornado warning drill procedures immediately (See Sever Weather/Tornado Drill).

• Move employees and guests to safe areas as designated by the school safety plan. Doors and windows should be closed.

• Administrators will account for employees and guests; teachers will account for students.

• All present on campus will remain in the safe area until warning expires or until emergency personnel have issued an all-clear signal.

• If the building has been damaged, 911 will be called by the Principal or emergency personnel. Emergency response personnel will be convened to assess the damage, administer first aid, and order an evacuation or relocation, if necessary.

• Director of Schools or Designee will be notified.

• Rhea County Emergency Management will be notified.
SHELTERING PROCEDURES

Sheltering provides refuge for students, faculty, staff, and guests within the building during an emergency. Shelters are those areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Safe areas have been designated for tornado, fire, and intruder emergencies.

- The Principal or designee warns students, faculty, staff, and guests to shelter in place and follows the designated plan for assisting disabled/persons with special needs.

- Bring all persons inside the building(s).

- Close and lock all exterior doors and windows.

- Keep all students inside the building and/or classrooms, a instructed

- Turn off ventilation, depending upon the type of problem.

- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

- Administrators and Safety Team Members should account for faculty, staff, and guests, and teachers should account for students.

- Faculty should Check Roll –

- All persons must remain in safe areas until notified by the Safety Team Leader or Emergency responders.
Stranded Students

These guidelines are to be implemented when normal or emergency dismissal procedures have been executed and students remain at school who cannot, for whatever reason, leave the school premises with assurance of appropriate care.

The following should be executed by all local school Principals in an effort to facilitate the appropriate disposition of students:

PRE-EVENT PLANNING

1. Notify all parents of your school's procedures for students who are stranded at school.
2. Develop telephone procedures to be put into effect any time early or unusual dismissal becomes necessary (School Cast).
3. Establish dismissal procedures which call for Administrative Staff and Head Custodians to stay until all others have departed. Teachers are expected to remain until the Principal feels that the local circumstances will allow their dismissal.

AFTER DISMISSAL HAS BEEN ANNOUNCED

1. Activate telephone procedures.
2. Assemble all appropriate attendance data for ready access by those manning telephones.
3. Assemble stranded students in a central location as soon as it is practicable and maintain a current roll.
4. Maintain media contact to keep abreast of weather situation.
5. Once all students are gone, release remaining personnel and secure the building(s).

OFF-CAMPUS ACTIVITIES

- Sports Events/Practice etc.
1. Contact Principal, SRO and students’ parents.
2. Follow best judgment of school official in charge of off-campus activity.
3. Should maintain supervision of stranded student(s).
SUICIDE ATTEMPTS OR COMPLETION

TO ALL:

Treat attempted suicide as a medical emergency notify SRO, and if necessary call 911. The SRO will follow regulations authorized by their department.

- Call 911 if medical attention is needed
- Contact the Director of Schools or Designee
- **Call the Crisis Line at 1-866-791-9225 or 1-423-934-8850**
- Clear other persons from the scene. Try to isolate suicidal person from others.
- Calm the suicidal person by listening to the person, without showing judgment or lecturing (Remember the student or faculty or staff member may be overwhelmed or confused as well as ambivalent)
- Assure the suicidal person that he/she has done the right thing by talking to you. Assure the person that help is coming, if appropriate
- Remove any means of committing suicide, (i.e. pills, weapon) **If Possible**
- Stay with suicidal person until counselor/suicide intervention arrives. **Do not leave a suicidal person alone. Do not lose patience or argue with the individual about suicide. Promise help.**
- Get vital information if possible (name, address, home phone number, parent’s work number) **(CONTINUE ➔)**
Suicide Attempts or Completion
(Continued)

• Guidance counselor and local mental health responders should be notified immediately

• The Safety Team should be activated to implement post-crisis intervention after determining the level of intervention needed

• Notify the appropriate central office staff and debrief daily before and after normal operating hours as needed

Should the suicide be completed, designate a person to secure the area until arrival of law enforcement and other responding units:

1. Contact the Director of Schools or designee.

2. Furnish the name, address, and phone number of parent, guardian or nearest relative to law enforcement.

3. Ensure that post-crisis strategies for students are available by contacting the appropriate student support service (guidance counselor, etc.). See Post-Crisis Procedures for Suicide

4. The Director of Schools or Designee will address the media.

5. Principal should have pre-designated areas in the school to use for counseling students after a suicide occurs. See Post-Crisis Procedures for Suicide

(CONTINUE ➔)
Suicide Attempts or Completion (Continued)

If an employee or student attempts or completes suicide outside of the school day, the following procedures may be implemented:

- Principal will verify information and activate the Safety Team

- Principal will notify faculty and staff. All school personnel will be advised to protect the privacy of the family involved.

IMPLEMENT POST-CRISIS INTERVENTION:

- Central Office Designee will be responsible for Coordinated Post-Crisis Intervention

- District School Safety Team Members will meet with mental health workers to determine level of intervention

- A faculty meeting will be held as soon as possible after the suicide occurs to ensure that all teachers are informed of facts surrounding the incident.

- Advise the faculty of the media procedures, the Director of Schools or Designee will address the media. Media will not be allowed to question the faculty, staff or students while on campus.

- Teachers will provide limited factual information about the suicide to the students, under the advisement of the Safety Team.

- Teachers will tell the students of the suicide in their classrooms. The intercom will NOT be used

- Principal or Designee will notify faculty, staff, and students that the school counselor is the place to request counseling/social work services.

- Peer counseling will NOT be allowed

(CONTINUE ➔)
Suicide Attempts or Completion (continued)

- Administration, faculty, and staff will refer high-risk students who may need counseling, these students may include but not limited to:
  1. Friends and/or relatives of deceased
  2. Students who experienced a recent death in the family or circle of friends
  3. Any students who participated in any way (wrote suicide note or provided means for suicide)
  4. Students who feel guilty (recently had an argument or fight with deceased)
  5. Any student who knew of suicide plans and kept them secret or did not take the student seriously
  6. Any student who has a personal history of suicidal threats or attempts
  7. Any student who identified with the deceased’s situation

- Affected person’s close friends and other affected persons (employees and/or guests) will be escorted to the counselor.

- Students will be encouraged to remain at school all day to take advantage of support services. If a student does leave early, parents will be notified of the situation at school and their need to monitor the student’s emotional state

- Teachers will be instructed to set a tone of caring and listening, yet return to business as usual as soon as possible, and the administration will continue class schedules with as little change as possible

- A memorial service or anything to glamorize or romanticize the suicide will not be done at school

- Safety Team members will follow up with the members of the school faculty who received counseling
SUICIDE THREATS

Suicide Threat Checklist:

**DO:**

1. Get Help: Contact the guidance counselor/school psychologist/school social worker
2. Remain calm. Stay with the student. Remember the student may be overwhelmed, confused, as well as ambivalent.
3. Send another teacher or student to get help.
4. Clear other students from the scene. Direct them to return to class.
5. Assure the student that he or she has done the right thing by talking to you.
6. Assure the student that emergency help is coming. Tell the student that there are other options available.
7. At the appropriate time, contact parents to inform them of the situation.

**DO NOT:**

1. DO NOT ignore your intuitions if suicide is suspected.
2. DO NOT minimize the student's threat. Take it seriously.
3. DO NOT be concerned about long periods of silence. Listen & Give the student time to talk.
4. DO NOT leave the student.
5. DO NOT lose patience with the student.
6. DO NOT argue with the student about whether suicide is right or wrong.
7. DO NOT promise confidentiality. Instead, promise help.
8. DO NOT discuss the incident in the teacher's lounge or with another student.

**Call the Crisis Line at 1-866-791-9225 or Rhea Co. Youth Villages at 1-423-954-8850**
SUSPICIOUS PERSONS or INTRUDER

Faculty Instructions:

Suspicious Person = an unauthorized person who goes beyond the main office unauthorized

- Notify the office and call 911, if applicable
- Inform the person of the school’s policy concerning visitors within the school (All guests must register with the front office and obtain a visitor’s pass)
- If the person refuses to leave:
  1. Notify the Office of the situation.
  2. SRO or school administration will warn the person of the consequences for staying on the property.
  3. Administrator will immediately notify 911

ANYONE MAY ISSUE EMERGENCY LOCK-DOWN PROCEDURES IF THERE IS FEAR OF VIOLENCE FROM INTRUDER
Training for all Staff and Students

Each school year faculty and staff, substitute teachers and students cover the procedures and policies which pertain to them in staff meetings and class assemblies. Students also cover the rules and regulations within those meetings. All policies and procedures can be found on the school websites and the county-wide newspaper is used to get information about policies and procedures to the general public.
UTILITY FAILURE

- Stay calm and locate flashlights, if available.
- Establish PA/Intercom Communications
- Teachers may open windows, shades, blinds, or doors for extra light and air.
- A Maintenance person or one of the Safety Team members will call the utility provider.
- The Principal will notify the Director of Schools.
- The Principal will notify the Maintenance Supervisor.
- If a gas odor is present, the Principal, or Designee will evacuate the entire building. Teachers will be instructed not to flip any switches, not even a light switch.
- If there is a water/sewer leak, important documents/items will be protected and faculty, staff, and students will be reminded to use caution if electrical objects are near standing water.
- Faculty/staff should inform a member of the Safety Team about any electrical hazards and seal off dangerous areas until the appropriate personnel can arrive.
WEAPON IN THE HANDS OF A STUDENT

- Prepare for Hostage Situation, Emergency Lock-Down, Evacuation, and Post-Crisis Intervention
WEAPONS ON SCHOOL GROUNDS

If a student, faculty member, staff member or intruder is suspected of bringing a weapon into the school or on school grounds:

- The School Office should be notified and an Emergency Lock-Down should be issued, as necessary
- SRO should be notified; if unavailable, call 911
- Principal and SRO should be notified of the name of the suspected person who has brought the weapon, where the weapon is supposedly located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- The Principal or SRO will be prepared to notify the other Safety Team Members in the event that a violent incident occurs.

If the suspect threatens a member of the school family (teacher, staff member, or student) with a weapon:

- 
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- Emergency Lock-Down may be activated, if possible
Section 2

- School Nutrition Program: Cafeteria Plan
DAYTON CITY CAFETERIA

EMERGENCY SAFETY PLAN

Quick Reference Guide

This is a summary of the Dayton City School District’s School Nutrition Program (SNP) & Cafeteria. All members of the Emergency Operations Team and all building administrators have more detailed plans and information as related to the entire school.

Emergency contacts are listed on the last page.

All SNP (School Nutrition Program) Staff in a school building, especially the Manager, should become familiar with the location of:

- Fire Alarms
- Fire Extinguishers
- First Aid Kits
- Emergency Exits and Telephones (& how to dial out of the building)
- Nurse’s Office/Clinic
- Emergency Call Numbers

During an emergency, staff should not use cell phones. All requests for information about cafeteria incidents from the media should be referred to the School Principal or Director of Schools.

System Sites: Electrical panels/shut off gas lines/shut off, gas appliances, heating units, air conditioning, water supply/shut off, exterior gas/electric

Environmental Problem Sites: chemical/ cleaning supplies storage, paper supply storage.

CAFETERIA PROACTIVE SECURITY MEASURES:

1. Cafeteria access for deliveries and staff is at a single point of entry, which remains locked. Entrances are monitored, and no visitors are allowed in the cafeteria. If there is a visitor, he/she must sign in and out at the front office. Visitors are required to wear identification. Visitor access is limited to specific locations and must be approved by the Manager.

2. Schools will hold drills which help promote school safety and safety of all personnel. Personnel will participate.

3. Training is provided to staff on cafeteria safety and security. All cafeteria staff is made aware of MSDS Sheets, First Aid Kits, Fire Extinguishers, Emergency Numbers, Evacuation Procedures, and Emergency Procedures.

“STAY PUT”

1. In any emergency, STAY PUT and report to the Manager. Do not leave the school. It is important to know where all staff is during an emergency.
2. **Maintain calm** and await further directions from the Manager or emergency services personnel.
3. Resume activities only when “**All Clear**” announcement is made by the Manager.
**EMERGENCY SUPPORT ACTIONS**

**FIRE**

A. **FIRE ALARM SOUNDS:**
1. Evacuate immediately to designate outside location.
2. Take cafeteria personnel list and your car keys.
3. Check cafeteria attendance once outdoors.

B. **FIRE IN CAFETERIA**
   Sound Alarm ----DO NOT ATTEMPT TO PUT OUT THE FIRE UNLESS
   Students are safely out of the cafeteria area
   The fire is small and its full extent is known
   You are certain of the type of fire and familiar with the appropriate extinguisher
   and its use.

**IF IN ANY DOUBT, LEAVE THE AREA.**
1. Notify Manager of FIRE, and begin Fire Extinguisher Usage.
2. All cafeteria staff evacuates the immediate area.
3. If FIRE is uncontrollable, pull fire alarm, contact front office and activate 911.
4. Evacuate immediately to the designated outside location.
5. Take cafeteria personnel list and your car keys
6. Check cafeteria attendance once outdoors.
7. Allow emergency response team (fire department) to combat fire.
8. After fire is out and clearance has been given to the Manager and Principal, enter the
   building and access damage.
9. Report all damage to the School Nutrition Supervisor.

**MEDICAL EMERGENCY (CPR/AED)**
1. When someone is in need of medical attention, take the following steps:
   A. Access the scene for hazards.
   B. Determine if the person in need of assistance:
      is unconscious
      is not breathing
      has signs of circulation
   C. Begin appropriate First Aid or CPR and ask someone to notify the nurse.
   D. Ask someone to call 911 and the principal.
   E. Continue First Aid or CPR until help arrives.
2. As soon as the Cafeteria Manager is aware of the medical emergency, he/she
   should take the following steps:
   A. Call 911.
   B. Ask the Emergency Medical Team to report to the scene.
   C. Notify staff to implement the “Stay Put” Response Action
   D. Have someone meet the Emergency Medical Team and escort them to the person
      in need of assistance.
3. All parties involved will report the incident to the SNP Supervisor and Principal, and the
   SNP Supervisor/Principal will report the incident to the DOS.
ALLERGIC REACTION:
The Staff will contact the nurse or Principal, and will assure comfort to the person(s). Nurse or Principal – refer to Guidelines for use of health Care Professionals and Health Care Procedures in a School Setting – includes guidelines for Managing Life-Threatening Food Allergies.

WEATHER RELATED CLOSINGS / DISMISSALS:
1. The District monitors all National Weather Service **severe thunderstorm** and **tornado*** watches and warnings via weather alert radios and/or local radio stations.
2. The Principal will notify staff that a Weather Hazard Alert is in effect.
3. Do not leave the building, and call the attendance for all cafeteria staff.
4. If **tornado** or **high winds** are threatening, take shelter in the hallways at the lowest floors possible in the facility, away from windows and out of large rooms such as cafeterias and gymnasiums.
5. The District will continue to monitor weather conditions, and will notify all buildings when the warning is rescinded or “**All Clear**” is given. Resume normal activities if there is no damage to school property.
6. Note any damage to cafeteria. Report damage and/or potential danger to the SNP Supervisor and principal immediately.

If lunch preparation is going on during the tornado or storm alert, staff will:
1. Turn all electrical equipment off (ovens, stoves, etc.).
2. Back door will be secured; all doors will be closed.
3. Move to the designated hallway for a drop drill position. **Drop Drill Position:** sit on knees w/ hands behind head, while obtaining a ball position protecting face and hand.

SNOW:
**If school is not closed until the day of:** Since designated cafeteria staff arrive at least two hours prior to school opening and begin preparing the food for the day, the staff must assume that school will be in session. Staff will prepare breakfast as schedule. If school is announced “CLOSED” then the on-site staff will maintain and store all prepared food following Health Department Environmental Standards/HACCP for safe foods. The staff will CLOSE the cafeteria and dismiss to home.

**If school is dismissed the night before:** The staff will not report to the cafeteria. If food was pre-“laid” the day prior that food will be used the first day back in session. The menu will reflect the change. If meat was thawed (ground beef), the manager may report to work if road conditions allow to cook and store the meat. If food deliveries are scheduled the managers will report to work if road conditions allow to store delivered items appropriately. If road conditions do not allow for the purchasing agent food service will notify vendors of school dismissal.

**If school is on a delayed schedule:** If school is delayed one hour, breakfast will be served as normal on a school-adjusted schedule with staff reporting on time. If school is delayed two hours, breakfast will not be served.

**If school is dismissing early:** The menu may be adjusted (if necessary) to convenience foods (sandwiches, etc...) to allow for early dismissal.
**POWER OUTAGE:**

If power cannot be promptly restored, keep refrigerated food storage units closed to retard spoilage (Most units will maintain food at freezing temperatures up to 48 hours); If a short is suspected, turn off power at main control point and notify principal and maintenance department.

SNP Cafeteria Staff will maintain inventories of sandwich items (cheese, ham, bread slices, etc.) for meal service in case of power outage (ovens, stoves, steamers, etc…unusable) during the school day. The staff will offer a meal using on-hand and safe food inventories following HACCP.

The Manager will notify SNP Supervisor and/or Principal. If preparation had begun for lunch, any foods prepared will be discarded according to HACCP Standards.

**NO DELIVERY TRUCK:** Notify SNP Supervisor and prepare alternate menu with foods on-hand.

**SHORTAGE OF STAFF MEMBERS:**
1. Attempt to get substitute.
2. If no sub available, if necessary use paper goods.

**Intruder:**
1. Emergency Lockdown

**BOMB THREAT:**
1. Upon receipt of a bomb threat by telephone in the cafeteria, follow procedures outlined in school safety manual.

**“SHELTER IN PLACE” (CHEMICAL OR BIOLOGICAL DANGER)**

In the case of a chemical or biological attack, the Principal will notify staff to implement the “Stay Put” Response Action.

In addition:
1. Cafeteria Staff would shut all vents and seal all doors and windows to keep out contaminated air.
2. Any staff member who happened to be outside when chemicals are released would be showered and would then change clothes.
3. Visitors will be asked to stay away from the schools.
EXPLOSION:

1. If you hear an explosion, notify the Manager. He/She will call 911 immediately. Identify yourself and your location.
2. Call the Principal.
3. The Principal will notify the DOS.
4. Stay CALM.
5. Decide if the explosion is an immediate threat to you and to the cafeteria area.
6. If it is a threat, the cafeteria staff will evacuate as carefully as possible.
   - Checking the route of egress for any signs of danger.
   - Taking staff roster and Emergency Reference Notebook outdoors.
7. If it is not an immediate threat, “Stay Put” and listen for announcements.
8. Follow all announcements carefully.
9. Do not re-enter building until “All Clear” is given by the Principal.

Note: The district will be guided by law enforcement in the investigation phase of the incident.

HAZARDOUS MATERIAL SPILL:

1. Upon discovery or detection of any spill of hazardous material, petroleum, or chemical product, notify the Manager. He/She will call 911 immediately, identifying location.
2. Call the Building Principal.
3. The Principal will notify the DOS.

ANTHRAX / BIOLOGICAL:

In the event of an Anthrax threat, the individual receiving the letter/package should do the following:

1. **DO NOT PANIC.**
2. If you receive a suspicious envelope/package, look for the following characteristics:
   - 
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   **NOTIFY THE MANAGER IMMEDIATELY.**
3. **DO NOT OPEN IT.** Do not shake or empty contents.
4. For opened or unopened envelopes or packages, place the envelope or package in a plastic bag or COVER IT with anything (e.g., clothing, paper, trash can).
5. **LEAVE THE ROOM.** Close the door and contact principal.
6. **DO NOT LET ANYONE ENTER** the closed room.
7. Wash your hands with soap and water to prevent spreading any powder to your face.
8. The principal will consult with the DOS. The DOS will contact the police.
9. Notify Maintenance (or responsible dept.) immediately so that air handling equipment can be shut down at once.

(Continue→)
10. **Do not initiate an evacuation or make any announcements of the emergency.**
Make a “Stay Put” announcement to hold all staff and students in their present location until further notice.
11. Isolate/lock down all entrances and exits and post monitors at each point to prevent unauthorized entry/exit.
12. If evacuation is necessary, law enforcement and emergency services will determine the need, extent, and time frame.
NOTE: The district will be guided by law enforcement in the investigation phase of the incident.

**COMMUNITY SHELTERING:**
If necessary, school buildings may be used as shelters for students or the general public during emergencies. The district will work, within its means, with the (American Red Cross or local emergency response team) when school buildings are required as emergency shelters for the general public. If the community is using the school as a shelter, the SCHOOL Cafeteria will provide meals as dictated by on-hand inventories. The cafeteria manager will be responsible in coordination with the Principals, and SNP Supervisor obtaining cafeteria staff and volunteers to prepare meals. The meals will be basic as to on-hand inventories. Foods in cool storage will be utilized first, saving frozen and general dry stock being used last.
1) The manager will plan meals as based on inventory. Numbers prepared will be estimated as accessed by the Emergency Management Team and population staying at the school.
2) Meals will be logged and all items used will be logged on a production record.
3) Work schedules will be coordinated by the Principal and manager to provide at least two meals daily.

Food Service Management Personnel shall adhere to state regulations which authorize the District School Nutrition Programs to make USDA donated foods available in case of emergency and disaster feeding.
(1) School Food Service Management Personnel shall be prepared for emergency and disaster feeding as follows:
- when possible, maintain adequate supplies of food and water for emergency use;
- rotate supplies to ensure freshness;
- train in mass feeding practices under emergency conditions in accordance with the School Emergency Preparedness Plan and The American Red Cross shelter regulations;
- practice kitchen safety laws, rules, and regulations at all times.

(2) USDA will replace, in kind or in value, any Section 32 and 416 commodities properly authorized for use. If Section 6 commodities are released to the American Red Cross, it is responsible for their replacement.
(3) In order to get credit/replacement for commodities used in disaster feeding it is necessary to obtain PRIOR approval of use from the District School Nutrition Programs Supervisor. The following documentation of all commodities used is required: (Continue ➔)
a] types of commodities used;
b] quantities used;
c] dates used;
d] Location of shelter or feeding site;
e] Number of people being sheltered and fed;
f] Cause or type of emergency/disaster.

**Intruder:**
Emergency Lockdown

*Cafeteria managers should familiarize themselves with all crisis and violent situations in the school safety manual.*

School Nutrition Program Supervisor

Tammy Travis