

**SCHOOL DISTRICT OF MANAWA  
POLICY & HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**



**Join with Google Meet**

[meet.google.com/hda-eakp-fqz](https://meet.google.com/hda-eakp-fqz)

**Join by phone**

(US) +1 413-338-0938 PIN: 551 186 996#

**Date: September 16, 2020**

**Time: 5:00 p.m.**

**Virtual Meeting**

**Board Committee Members: Pethke (C), Forbes, J. Johnson**

**In Attendance:**

**Timer:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

1. Review PO7250 Commemoration of Exceptional Individuals/Groups (Information/Action)
2. Consider Pandemic Exception to Sick Leave (Information/Action)
3. Endorse District Safety Plan (Action)
4. Consider Endorsement of Administrative Job Descriptions (Action)
5. Consider Use of Fitness Center Guidelines (Information/Action)
6. Policy & Human Resources Committee Planning Guide (Information)
7. Set Next Meeting Date
8. Next Meeting Items:
  - a.
  - b.
7. Adjourn



|         |   |
|---------|---|
| Book    | Policy Manual                                   |
| Section | 7000 Property                                   |
| Title   | COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS |
| Code    | po7250  |
| Status  | Active  |
| Adopted | November 21, 2016                               |

#### 7250 - **COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS**

From time-to-time, the Board of Education may wish to honor a person or a group by affixing a plaque or naming a school or District facility. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state, or nation.

Any employee of the District thus honored must be no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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Last Modified by Kayla Reichley on September 9, 2019

**EMPLOYMENT CONSIDERATIONS – COVID-19  
PAID/UNPAID TIME OFF**

1. These Employment Considerations are applicable to employees who have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (where an employee has tested positive for COVID-19 or been exposed to someone who has tested positive for COVID-19) or is experiencing COVID-19 symptoms and is seeking medical diagnosis.
2. If the employee's diagnosis/symptoms do not limit their ability to work remotely (the employee is able to perform the essential functions of their position), the employee may be required to work remotely until cleared to return to on-site work.
3. If the employee is not able to work remotely (the employee's diagnosis/symptoms limit their ability to work remotely or the employee is not able to perform the essential functions of their position), the District reserves the authority to assign the employee to perform other duties and tasks for which they are certified and/or qualified.
4. If the employee is not able to work remotely and the District does not have alternative work available:
  - A. The employee must apply for Emergency Paid Sick Leave Act (EPLSA) Leave.
  - B. If the eligibility criteria for EPLSA Leave are met and EPLSA Leave is approved, the employee will be eligible for EPLSA Leave (through December 31, 2020, unless extended by law):
    - i. All employees are eligible for EPLSA Leave regardless of start date, full-time/part-time status, exempt/non-exempt status, etc.
    - ii. Full-Time employees are eligible for up to a total of Eighty (80) hours of EPLSA Leave. Part-Time employees are eligible for leave in an amount equal to the average number of hours worked in a two-week period.
    - iii. Employees will be paid at their regular rate of pay (capped at \$511.00 per day).
  - C. If an employee requires time off in addition to EPLSA Leave (the employee requires more than 80 hours of leave due to COVID-19 (on one situation or because of multiple situations)), the employee will be required to apply for Family and Medical Leave Act(FMLA)/Wisconsin Family and Medical Leave Act(WFMLA) Leave (unless leave is needed due to a positive student test).
  - D. If the eligibility criteria for FMLA/WFMLA Leave are met and FMLA/WFMLA Leave is approved, the employee will be eligible for FMLA/WFMLA Leave:

- i. Employees may substitute accrued, but unused, paid leave available to them, as permitted under the FMLA/WFMLA.
  - ii. After two (2) weeks, employees will be required to substitute accrued, but unused, paid sick leave and personal leave.
  - iii. Employees who exhaust their paid sick leave and/or personal leave benefits will be able to use FMLA/WFMLA Leave on an unpaid basis.
- E. If an employee requires time off in addition to EPSLA Leave due to a positive student test (the employee requires more than 80 hours of leave due to COVID-19 (on one situation or because of multiple situations)), the District will extend additional paid leave to the employee that will not impact the employee's eligibility for FMLA/WFMLA and/or accrued, but unused, sick leave and/or personal leave. **(Note: You can decide if you want to make this applicable only to administrators, teachers and office staff or also include custodians and food service employees and you can also decide if you want to put a cap on this (as to the total number of days the District will provide additional paid leave – I can help craft this language after the Committee discusses it).**



**Students choosing to excel; realizing their strengths.**

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: September 15, 2020  
Re: School District of Manawa Safety Plan 2020-21

The purpose of this memo is to highlight the changes in the School District of Manawa Safety Plan as follows:

| <b><i>Page #</i></b> | <b><i>Current Language (If applicable.)</i></b> | <b><i>Proposed Change or Addition</i></b> |
|----------------------|---|---|
| 4                    |   | Updated staffing and contact information. |
| Throughout           | Lockdown – out of sight language                | Incorporated ALICE protocols.             |



**MANAWA**

**Students choosing to excel; realizing their strengths.**

# ***Emergency Response***

## ***Protocols***

Approved by the Manawa Board of Education on



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## Section 1 - Emergency Contact List

|   |   |  |                            |
|---|---|--|----------------------------|
| <b>Police Department</b>                      | <b>Manawa PD</b>  | <b>9-911</b>                                 | <b>920-596-3390</b>        |
| <b>EMS</b>                                    | <b>Manawa EMS</b>   | <b>9-911</b>                                 | <b>920-596-2593</b>        |
| <b>Fire Department</b>                        | <b>Manawa FD</b>  | <b>9-911</b>                                 | <b>920-596-2593</b>        |
| <b>Sheriff's Department</b>                   | <b>Waupaca County</b>   | <b>9-911</b>                                 | <b>715- 258-4466</b>       |
| <b>State Police</b>                           | <b>Wausau Office</b>  | <b>(715) 845-1143</b>                        |                            |
| <b>Emergency Management/Haz-mat</b>           | <b>Waupaca County</b>   | <b>9-911</b>                                 | <b>715-258-4464</b>        |
| <b>Safe Area - (Evacuation site)</b>          | <b>Manawa Fire Department</b>   | <b>920-596-2593</b>                          |                            |
| <b>Staging area - (Family Re-unification)</b> | <b>Manawa Fire Department</b>   | <b>920-596-2593</b>                          |                            |
| <b>Poison Control Center</b>                  |   | <b>1-800-222-1222</b>                        |                            |
| <b>Hospital Emergency Room</b>                | <b>ThedaCare Medical Center-Waupaca</b>   | <b>715-258-1000</b>                          |                            |
| <b>Hospital Emergency Room(s)</b>             | <b>ThedaCare Medical Center-New London</b><br><b>ThedaCare Medical Center-Shawano</b> | <b>1-920-531-2030</b><br><b>715-526-2111</b> |                            |
| <b>Water</b>                                  | <b>City of Manawa DPW</b>   | <b>920-596-2577</b>                          |                            |
| <b>Electric Company</b>                       | <b>Alliant Energy</b>   | <b>1-800-255-4268</b>                        |                            |
| <b>Gas Company</b>                            | <b>Alliant Energy</b>   | <b>1-800-255-4268</b>                        |                            |
| <b>Telephone Company</b>                      | <b>Manawa Telephone Co.</b>   | <b>1-800-872-5452</b>                        | <b>1-920-596-2111</b>      |
| <b>District Administrator</b>                 | <b>Melanie J. Oppor, PhD</b>  | <b>920-596-5300</b>                          | <b>(cell) 920-896-3133</b> |
| <b>Principal – Jr./Sr. High</b>               | <b>Daniel Wolfram</b>   | <b>920-596-5310</b>                          | <b>(cell) 920-538-6846</b> |
| <b>Principal - MES</b>                        | <b>Danielle Brauer</b>  | <b>920-596-2559</b>                          | <b>(cell) 920-323-9636</b> |
| <b>Business Manager</b>                       | <b>Carmen O'Brien</b>   | <b>920-596-5332</b>                          | <b>(cell) 715-602-3303</b> |
| <b>Transportation Coordinator</b>             | <b>Kobussen – Jacob Elsner</b>  | <b>920-389-1500</b>                          | <b>(cell) 920-427-1408</b> |

## Section 2 - Evacuation Protocols - Fire

### 2.1 Lead Administrative Response

1. Make sure that the alarm has been activated as soon as notification is received.  
Do not wait to verify that a fire is actually occurring before activating alarm.
2. Call 9-911 or emergency services. Report a fire and give the facility's address as:
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. **If it is safe to do so:**
  - a. The principal will sweep sections of the P.E./Academic areas of the facility
  - b. The dean of students will sweep sections of the Tech. Ed. & Ag. area of the facility
5. Leave the building and report to the first responding public safety official.
  - a. Advise him or her of the emergency evacuation kits and their contents.
  - b. Offer to provide master keys to a properly identified public safety official.
  - c. Make a record of to whom the key is issued.
6. Report to the evacuation site and appraise the situation.
7. School office personnel verify student attendance rosters with school staff.
8. Decide whether to implement the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
9. Implement the media protocol.

### 2.2 Teacher & Staff Response

1. Shut off equipment such as Bunsen burners, stoves, tech. ed. equipment, etc.
2. Gather all students and visitors in your area of responsibility and prepare to evacuate to the designated safe spot for your building (a distance of at least 300 feet from the facility).  
(Elementary safe spot is in the parking lot across from the school. Secondary safe spot is in the former elementary school parking lot.)
3. Ensure that persons with special needs in the immediate area are provided with assistance.
4. Hold door open, allowing people to file out single file, to a pre-determined area.
5. Take emergency red bag & shut the door.
6. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
7. Once evacuees have reached the evacuation site take attendance (call each student's name, DO NOT just count students) and report any missing student(s) to the designated person(s) (green vest) in the safe evacuation zone of the building.

### 2.3 Lead Staff Member Response (after hours)

1. Sound fire alarm.
2. Call 9-911 and request fire department and law enforcement response.
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. In areas where it is safe to do so, sweep the facility for students and adults who may not have been able to evacuate.
5. Meet responding public safety officials. Brief them of the situation. Make them aware of the contents of the emergency evacuation kit.
6. Report to the evacuation site and appraise the situation.
7. Implement the media protocol.

**2a.1 - Fire Evacuation Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Fire Evacuation

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| <b>ACTION</b>   | <b>COMPLETED</b> <input checked="" type="checkbox"/> | <b>NOTES</b> | <b>REPORTED BY</b> |
|---|--|--------------|--------------------|
| Sound fire Alarm, activate appropriate crisis teams           |  |              |                    |
| Call 911, request Fire and Police Dept. response              |  |              |                    |
| Sweep the facility for students and adults                    |  |              |                    |
| Take emergency evacuation kits                                |  |              |                    |
| Assist people with special needs                              |  |              |                    |
| Evacuate according to the fire evacuation plan                |  |              |                    |
| Report to evacuation site, appraise the situation             |  |              |                    |
| Meet responding public safety officials                       |  |              |                    |
| Decide whether to implement the family reunification protocol |  |              |                    |
| Implement the media protocol                                  |  |              |                    |
| At evacuation site develop a written list of all evacuees     |  |              |                    |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: District Administrator \_\_\_\_\_ Date received: \_\_\_\_\_

## Section 3 – **Evacuate** (Emergency Evacuation for Bomb Threat or Other Non-Fire Situation)

### Definition

This type of evacuation is used for any emergency evacuation not related to a fire incident.

### Alert Signal

Announcement over the public address system. “All staff initiate an Evacuation – An Emergency Evacuation is in effect at this time. Please follow protocol(s) and evacuate to:

- All District to Manawa Fire Department @ 500 South Bridge Street – Manawa
- MES to LWJSHS
- LWJSHS to MES

### 3.1 Lead Administrator Response

1. Notify appropriate public safety agencies and district office of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce an evacuation is in effect. (refer to “Alert Signal”)
5. **If it is safe to do so:**
  - a. The principal will sweep sections of the P.E/Academic areas of the facility.
  - b. The dean of students will sweep sections of the Tech. Ed. & Ag. areas of the facility.
6. Ensure that the emergency evacuation kits are removed from the building.
7. Leave the building and report to the first responding public safety official.
  - a. Advise him/her of the emergency evacuation kits and their contents.
  - b. Offer to provide master keys to a properly identified public safety official.
  - c. Make a record of the person to whom the key is issued.
8. Report to the **designated evacuation site as above** or other designated facility.
  - a. Check to ensure that all students and staff are at the site and appraise the situation.
9. Decide whether to implement the family reunification protocol. Verify with law enforcement before implementing the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
10. Implement the media protocol.
11. If deemed appropriate after consulting with public safety officials, authorize staff to reenter the facility.

### 3.2 Teacher & Staff Response

1. Gather all students and visitors in your area of responsibility and evacuate using the route and evacuation site designated unless otherwise instructed.
2. Ensure that all people with special needs are provided assistance.
3. After last student has left the room - Take evacuation kit, turn off the lights, & shut the door.
4. Once evacuees have reached the designated evacuation site:
  - a. Take attendance (call each student’s name, **DO NOT** just count students).
  - b. Provide attendance list to the lead administrator or his or her designee (green vest)
  - c. Report any missing student(s), staff, or guests.
  - d. Notify lead administrator or his or her designee of any suspicious packages/objects you noticed in your room/work area.
5. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.

6. **DO NOT** allow students to use portable/cell phones.
7. **DO NOT** use portable/cell phones unless a significant emergency situation exists.

### 3.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door, turn off the lights, and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

### 3.4 Custodial Response

1. Inform all students, personnel and visitors in your area to evacuate using the route and site as designated above by the lead administrator or his or her designee.
2. Ensure all people with special needs in your area of responsibility are provided assistance
3. **If it is safe to do so** sweep the athletic, fine arts, tech. ed., and cafeteria areas of the facility.
4. Once you reach the designated evacuation area, report to the lead administrator or his or her designee and assist as needed.
5. **DO NOT** use any portable phones unless a significant emergency situation exists.

### 3.5 Bus Driver Response

1. Instruct students to evacuate the bus and leave their possessions. Remove the keys to the bus. Conduct a quick visual sweep of the bus before you exit. Do not touch, move or disturb any suspicious item, but note its location. **If it is safe to do so**, move students to a point approximately 1,000 feet from the bus (about the length of ten football fields). Meet with responding officials and tell them what you observed when you visually swept the bus for suspicious items.
2. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation, adjust your evacuation route and attempt to notify the lead administrator or his or her designee or the appropriate public safety officials.
3. Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to the transportation coordinator upon their arrival. Report the presence or lack of any suspicious objects on or near the bus, evacuation route or site.
4. Remain alert to potential dangers in the area and properly supervise students under your care.
5. **DO NOT** allow students to use portable telephones. Confiscate any electronic communications devices that are prohibited by policy. The use of cellular phones can result in loss of control of the situation.

### 3.6 Transportation Coordinator Response

1. Ensure that the appropriate public safety agencies have been notified of the situation.
2. Advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.

3. Proceed to the incident site if only one bus is involved.
4. Upon arrival, conduct a quick visual sweep of the evacuation area.
5. Report to the evacuation site, check to ensure that all students and staff are at the site and appraise the situation.
6. Meet with responding public safety officials and determine how the bus will be swept for explosive devices. Public safety officials ordinarily request that someone who is familiar with the area to be checked assist them. Any transportation personnel who assist in the sweep of the bus should be clearly instructed not to touch, move or in any way disturb anything on or near the bus.
7. After the bus has been swept, consult with public safety officials and decide whether to transport students on the bus, transfer them to another bus or to implement the family reunification protocol.
8. Implement the media protocol.
9. Brief your supervisor as appropriate for the situation.

### **3.7 Lead Staff Member Response (after hours as designated by principal or A.D.)**

1. Notify appropriate public safety agencies of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce evacuation.
5. Notify the **principal and district administrator**.
6. **If it is safe for you to do so**, sweep the facility for students and adults who may not have been able to evacuate.
7. Ensure the emergency evacuation kits are removed from the building.
8. Leave the building. Report to the first responding public safety official and advise him or her of the emergency evacuation kits and their contents. Offer to provide master keys to a properly identified public safety official. Make a record of the person to whom the key is issued.
9. Report to the evacuation site. Check to ensure that visitors, students and staff are at the site. Appraise the situation.
10. Decide whether or not to implement the family reunification protocol. If students with driver's licenses are given permission to leave by the lead staff member, Skylert communications will be used by the principal or D. A. to alert families.
11. Implement the media protocol.

**3a.1 -Bomb Threat/Non-Fire Evacuation Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: **Bomb Threat/Non-Fire Evacuation** \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION   | COMPLETED <input checked="" type="checkbox"/> | NOTES | REPORTED BY |
|--|---|-------|-------------|
| Notify appropriate public safety (police, fire)                                |   |       |             |
| Select an evacuation route and site  |   |       |             |
| Activate appropriate crisis teams  |   |       |             |
| Send designated staff member(s) to sweep the evacuation route and site         |   |       |             |
| Announce evacuation  |   |       |             |
| Sweep the facility for students and adults, assist special needs persons       |   |       |             |
| Ensure that the emergency evacuation kits are removed from the building        |   |       |             |
| Evacuate according to non-fire evacuation protocol                             |   |       |             |
| Report to the first responding public safety official                          |   |       |             |
| Report to the evacuation site  |   |       |             |
| Decide whether to implement the family reunification protocol                  |   |       |             |
| Implement the media protocol   |   |       |             |
| Once at the site, develop a written list of all evacuees                       |   |       |             |
| Confiscate any electronic communications devices that are prohibited by policy |   |       |             |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: District Administrator \_\_\_\_\_ Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_



**Section 3a.2 - Bomb Threat Checklist**

*When a bomb threat is received by telephone, fill out this form as soon as possible, if not during the phone call. One common practice is to keep a copy of this checklist near phones that accept incoming calls at the school and board of education office. After a bomb threat is made, the receiving phone should be left off the hook to preserve traceability of the call.*

**Call taken by:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Caller Information:**

**Caller ID:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Any identifying information on the caller:**

**Name:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**MALE      FEMALE      YOUNG      ADULT      SENIOR CITIZEN**

**Circle any of the following characteristics that applied to the caller's voice:**

Loud    Slurred    Soft    Lispy    High    Vulgar    Low    Nasal

Fast    Raspy    Slow    Laughing    Garbled    Reading    Stuttery    Deliberate

**Was there an accent? (elaborate if possible)**

**What was the manner speech of the caller?**

Soft-spoken      Well-spoken      Rational      Irrational      Polite

**Was the caller emotional? If so, please elaborate:**

**Describe any background noise you heard:**

**Bomb Information**

**Bomb Location:**

**Time bomb will detonate:**

**Additional Information**

## Section 4 - Shelter in Place Protocol

### Definition

Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

### Alert Signal

Announcement for staff to shelter building occupants in place.

#### 4.1 Lead Administrative Response

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. If custodian is not available notify Principal to shut off air handlers and Food Service personnel to shut off kitchen exhaust fans.
3. Make an announcement over the public address system to direct staff to shelter in place.
4. Ensure that all outdoor personnel have been moved into the facility.
5. Ensure that all staff and occupants received word to shelter in place and verify that all personnel are sheltered in appropriate locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside airflow.
8. Monitor the situation through radio and/or television stations. Attempt to calm staff and students. Keep staff informed of developments whenever possible.
9. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.
10. Make preparations to implement the family reunification protocol quickly if the situation dictates. Notify the staff to be prepared to implement the family reunification protocol in the event the situation escalates.

#### 4.2 Teacher & Staff Response

1. All staff outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately.
2. Close all windows and doors.
3. If available, use tape to cover all windows and doors.
4. Wait for further instructions from lead administrator or his or her designee.
5. Review emergency evacuation and family reunification protocol.

#### 4.3 Kitchen Staff Response

1. Instruct everyone in the area, to move to an interior area without windows if possible.
2. Close all doors and turn off equipment.
3. Wait for further instructions from lead administrator or his or her designee.

#### 4.4 Custodial Response

1. Upon notification from lead administrator work with custodians to close off all outside air vents, heating and/or ventilation systems and cafeteria hood ventilation systems.
2. If you are outdoors, quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows if possible.
3. Close all windows and doors in your area of responsibility.
4. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed. ag., and cafeteria areas of the facility.
5. Report to the lead administrator or his or her designee and provide assistance as needed.

#### 4.5 Bus Driver Response

1. Close all windows and doors.
2. If available, use tape to cover all windows and doors with precut sheets of plastic to help reduce airflow into the area.
3. Close all outside air vents. Turn off all heating or ventilation systems.
4. Notify the transportation coordinator of your situation and exact location.
5. Consult with area public safety and emergency management officials if any are in the area.
6. Be prepared to move the bus or implement emergency evacuation procedures.

#### 4.6 Transportation Coordinator Response

1. Consult with driver(s) and public safety officials to determination if drivers in the affected area should attempt to drive out of the area, move students to a building if they can locate one, or shelter in place.
2. Advise all other drivers to keep the radio clear except for emergency transmissions.
3. Keep track of all bus locations and areas where students are evacuated or sheltered.
4. Monitor situation through radio and/or television stations. Attempt to calm staff and drivers. Keep staff and drivers informed of developments whenever possible.
5. Notify staff when it is safe to leave their location based on advice from local public safety and emergency management personnel.
6. Brief your supervisor as appropriate for the situation.

#### 4.7 Lead Staff Member Response (after hours)

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. Make an announcement by the best available means to direct staff to shelter in place. Request that staff advise visitors of the shelter in place procedures.
3. Check to see that outdoor personnel have been moved into the facility.
4. **If it is safe to do so**, check to see that staff and occupants received word to shelter in place.
5. Verify that personnel are sheltered in the most suitable locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside air flow.
8. Notify the **principal and district administrator** and request that the Crisis Response Team be activated.
9. Monitor the situation through radio and/or television stations. Attempt to calm staff, visitors and students. Keep staff informed of developments whenever possible.

10. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.

**4a.1 - Shelter in Place Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Shelter in Place \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION  | ORGANIZATION | STATUS | NOTES | REPORTED BY |
|---|--------------|--------|-------|-------------|
| Make announcement over public address system, activate appropriate crisis teams                             |              |        |       |             |
| Gather outdoor personnel into facility  |              |        |       |             |
| Verify that personnel have received word and are sheltered in the most suitable locations                   |              |        |       |             |
| Once inside, instruct everyone to move to an interior area without windows if possible                      |              |        |       |             |
| Close all windows and doors   |              |        |       |             |
| Use tape to cover all windows and doors with precut sheets of plastic to help reduce air flow into the area |              |        |       |             |
| Use wet towels to reduce air flow under doors   |              |        |       |             |
| Close all outside air vents   |              |        |       |             |
| Turn off all heating/cooling or ventilation systems   |              |        |       |             |
| Implement media protocol  |              |        |       |             |
| Monitor situation through radio and/or television stations  |              |        |       |             |
| Attempt to calm staff and students  |              |        |       |             |
| Notify staff when it is safe to leave facility  |              |        |       |             |
| Decide whether to implement family reunification protocol   |              |        |       |             |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5 - Relocation Evacuation & Family Reunification Protocol

### Definition

This type of evacuation is used for any evacuation where students and staff will need to be moved to a site/location off the premises for reunification with family members and loved ones.

### Alert Signal

Announcement over the public address system “All staff initiate an **Evacuation** – an emergency evacuation is in effect at this time, evacuate to the **Manawa Fire Department** @ 500 South Bridge Street and be prepared to implement our Family Reunification Protocol.

### 5.1 Lead Administrator Response

1. Notify the district office of your decision to implement an **Evacuate**. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
2. If situation permits implement an **Evacuate** by whichever means is most practical.
3. Request that law enforcement officials dispatch uniformed personnel to the **Manawa Fire Department** @ 500 South Bridge Street.
4. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
5. Once at the **Manawa Fire Department** make sure all staff members and students are accounted for by name not a general count.
6. The principal or his or her designee is responsible for contacting family members and for the pick-up of the evacuated at the **Manawa Fire Department** @ 500 South Bridge Street - Follow Family Reunification Protocol.
7. Designate a staff member to serve as your representative at the reunification center. Instruct him or her to take along student information from one of the Emergency Evacuation Kits.
8. Notify appropriate staff members to assist with family reunification at the staging area.
9. Implement the media protocol.

### 5.2 Teacher & Staff Response

1. Follow evacuation procedures and guide students to designated evacuation site.
2. Prepare students for boarding of buses.
3. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
4. Assist police in obtaining a list of all witnesses and/or victims:
  - a. Full name(s), date of birth, and address
  - b. Indicate whether (“V”- for victim or “W” - for witness)
5. Once students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver’s evacuation roster.
6. Follow the instructions of Family Reunification Protocol when you arrive at the staging area.
7. Assist as needed in staffing the site.

### 5.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

### 5.4 Custodial Response

1. Follow evacuation procedures and guide students to the designated evacuation site. Prepare students for boarding of buses.
2. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
3. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed., ag., and cafeteria areas of the facility.
4. Report to the lead administrator or his or her designee and provide assistance as needed.
5. Once you are advised to evacuate to the family reunification site and students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
6. Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You may be asked to assist in staffing the site.

### 5.5 Bus Driver Response (For an incident involving your bus)

1. Follow evacuation procedures and guide students to an appropriate evacuation site. Prepare students to board another bus.
2. Ensure that any special needs persons are assisted during the evacuation.
3. Once students have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
4. Follow the instructions of Family Reunification Staff when you arrive at the staging area. You may be asked to assist in staffing the site.

### 5.6 Transportation Coordinator Response (For an incident involving your bus)

1. Notify the district office and transportation coordinator of your decision to implement the family reunification protocol. Provide a brief description of the incident and specify the staging area so a bus can be dispatched to the appropriate location.
2. Request that law enforcement officials dispatch uniformed personnel to the staging area.
3. If you must stay at the scene, designate a staff member to serve as your representative at the family reunification center.

#### 5.6a Bus Driver Response (When one or more schools are affected by a crisis)

1. When you are notified that your assistance is needed for implementation of the family reunification plan, make sure that you have copies of student family reunification rosters.
2. Follow directions provided by the transportation coordinator and public safety officials as to the best approach to the affected school or its evacuation area.
3. Try to calm students as they board the bus.

4. Once loaded, proceed safely to the family reunification site. Understand that evacuees may be traumatized by events and may be in an excited and emotionally distraught state.
5. Have a staff member fill out the student transport roster. If no staff member is present, ask a student to perform this task and note the name of the student who completed this task on the form.
6. **DO NOT** stop the bus or open the door to allow evacuees to meet family members.
7. When you arrive at the family reunification site, follow the instructions of public safety personnel. Provide the roster(s) to the staff member that meets your bus.
8. Return for the next relay if you are needed and repeat the process until the evacuation is complete.
9. Your bus may or may not be escorted by law enforcement depending on the available resources and the nature of the crisis.

#### **5.7a Transportation Coordinator Response (When one or more schools are affected by a crisis)**

1. Advise all drivers to keep their cell phone clear except for important transmissions until the last transport is completed.
2. Work with administrators at the affected site, crisis response team members and public safety officials to set up an efficient relay system. Designate a staging area near the school so buses can be staged there if too many buses arrive at the evacuation area at one time for loading.
3. Maintain a log of the status of all involved buses to help you keep track of available resources.
4. If buses from another school system or commercial passenger buses are sent to assist, coordinate with their supervisors and personnel. Attempt to establish a means of radio communications with their personnel.
5. Brief the district administrator as appropriate.

#### **5.8 Lead Staff Member Response (after hours)**

1. Coordinate with public safety officials and/or Crisis Response Team members when deciding which site to use. Unlike a daytime emergency, another school or athletic stadium may be appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be activated and sent to the selected site. Request that Crisis Response Team members have someone dispatched to the selected site with master keys. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
3. Request that law enforcement officials dispatch uniformed personnel to the staging area.
4. Make the announcement by public address system, runners, e-mail or by the most practical means available to inform visitors, staff and students. It may be best to wait until the Crisis Response Team and buses have had time to travel to the affected site and the family reunification site before making the announcement and moving to the staging area.
5. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
6. Designate a Crisis Response Team member or other staff member to serve as your representative at the family reunification center. Instruct them to take student information from one of the Emergency Evacuation Kits with them.
7. Notify the appropriate crisis team member to serve as your representative at the staging area.



**5a.1 - Remote Evacuation and Family Reunification Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Remote Evacuation and Family Reunification

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION  | ORGANIZATION | STATUS | NOTES | REPORTED BY |
|---|--------------|--------|-------|-------------|
| Notify the district office  |              |        |       |             |
| Request law enforcement to report to staging area   |              |        |       |             |
| Make the announcement over public address system  |              |        |       |             |
| Activate appropriate crisis teams, notify a team member to be administrator's representative at family reunification center |              |        |       |             |
| Follow non-fire evacuation procedures   |              |        |       |             |
| Provide assistance for special needs persons  |              |        |       |             |
| Take roll en route (if on a bus take roll and complete the driver's evacuation roster)                                      |              |        |       |             |
| Implement media protocol  |              |        |       |             |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6 – Lockout – Secure the Perimeter

### Definition

A preventive lockdown is a means to rapidly enhance the level of security in the facility. By locking all exterior doors and main interior doors, staff can make it more difficult for an intruder in the building or a dangerous person in the vicinity of the facility to gain access to staff and students. This type of lockdown does, however, allow staff and students to continue with productive activities in a limited fashion. ~~No one is permitted to leave the building as this could cause a breach of the perimeter.~~ Per the ALICE protocol, staff and students should closely monitor their surroundings and should take necessary measures to ensure their safety if the situation warrants.

### Alert Signal

Announcement over the public address system twice, “All staff – **Lockout – Secure the Perimeter**”  
Please remain in your current lockdown area until notified or conditions become unsafe.

### 6.1 Lead Administrator Response

1. Make an announcement to implement the lockdown.
2. If appropriate, notify district office and public safety officials of the situation requiring a lockdown.
3. **If it is safe for you to do so**, verify that all exterior doors have been secured.
4. **If it is safe for you to do so**, verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **evacuation**.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.
7. Once the situation is resolved, implement the **Resume Activities** procedures. The lead administrator may wish to inform staff members of the reason the lockdown was issued. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

### 6.2 Teacher & Staff Response

1. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
- ~~1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).~~
- ~~2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~3-2.~~ Take attendance and report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.
- ~~4-3.~~ Continue with normal activities, within your “locked out” area, as much as the situation allows.

- ~~5.4. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee. Limit movement around the building to essential ALICE protocols.~~
- ~~6. Be prepared to rapidly implement an Evacuation or Lockdown. Lockdown if directed to do so.~~

### 6.3 Kitchen Staff Response

1. Continue with normal activities as much as the situation allows. No deliveries will be accepted during this time as this could cause a breach of the perimeter.
2. Be prepared to rapidly implement an **Evacuation** or **Lockdown**. ~~Lockdown if directed to do so.~~

### 6.4 Custodial Response

1. Make sure all exterior entrance points to the building are locked immediately.
2. Instruct all students and visitors you encounter to move to a location with a lockable door. Provide directions as needed.
3. Once you have secured all exterior doors, report to the lead administrator or his or her designee and assist as needed.
4. Continue with normal activities as much as the situation allows. Periodically check exterior doors to ensure that they remain locked.
- ~~5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee.~~
- ~~6.5. Be prepared to rapidly implement an Evacuate or Lockdown if directed to do so.~~

### 6.5 Bus Driver Response

- A. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- B. If you are advised of a lockdown or critical incident by a student, staff member or public safety official and have not been notified by the transportation coordinator, depart from the area and immediately advise the transportation coordinator of the information you have received. If students on your bus would normally disembark, have them remain on the bus until you confirm it is safe to drop them off at the school.

### 6.6 Transportation Coordinator Response

- ~~1. If notified that a lockdown is in affect or a critical incident is occurring at a school, notify all bus drivers that would normally~~
- ~~1. be dropping off or picking up students at the school and direct them as to what to do next.~~
2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school

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should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).

4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

## 6.7 Lead Staff Member Response (after hours)

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If the function is in a contained area such as a cafeteria, gymnasium, or library, it may be best to have all exterior doors and all doors to the room where the function is being held secured and to continue the activity. This decision depends on the information about the threat that the lead staff member has at the time. ~~Otherwise:~~
- ~~3. If you are located in an area with a lockable door, gather all staff, visitors and students in the vicinity into the room and lock the door.~~
- ~~4. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~3. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.~~
- ~~5.4.~~ Verify that all exterior doors have been secured as soon as it is safe for you to do so.
- ~~6.5.~~ Call emergency services and advise them that you have ~~initiated a lockdown~~ a critical incident at the facility ~~and the reason for the lockdown~~. Request that law enforcement officers be dispatched if appropriate to the situation.
- ~~7.6.~~ Notify the **principal and district administrator** and report your situation and request that they notify the Crisis Response Team of the situation.
- ~~8.7.~~ Continue with normal activities to the extent the situation allows.
- ~~9.8.~~ If staff, visitors or students have a need to move about in the building, make a decision whether or not it is safe to do so. Students who are allowed to move about the building should be escorted by an adult.
- ~~10.9.~~ Be prepared to rapidly implement ~~an emergency evacuation or Lockdown~~ ALICE protocols as the situation warrants if directed to do so.
- ~~11.10.~~ Brief staff, visitors and students as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockout condition for an extended time period. If so, you may wish to modify the lockout conditions as appropriate.
- ~~12.11.~~ Once the situation is resolved, implement the Resume Activities protocol. The lead staff member may wish to inform other staff, visitors, and students of the reason the lockdown was issued. This can be done by public address system or other means.

**6.a.1 - Lockout/Secure the Perimeter Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: **Lockout/Secure the Perimeter** \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift  
Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION   | ORGANIZATION | STATUS | NOTES | REPORTED BY |
|--|--------------|--------|-------|-------------|
| Make announcement to implement the lockdown  |              |        |       |             |
| Activate appropriate crisis teams  |              |        |       |             |
| Notify district office   |              |        |       |             |
| Notify public safety officials   |              |        |       |             |
| Notify the transportation department   |              |        |       |             |
| Gather students and staff from outside of the building                                       |              |        |       |             |
| Gather all students in the vicinity into a room and lock the door                            |              |        |       |             |
| Verify that all exterior and interior doors have been secured as soon as it is safe to do so |              |        |       |             |
| Brief staff on the situation if it is safe to do so  |              |        |       |             |
| Notify staff when it is safe to resume normal activity (Code Green)                          |              |        |       |             |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 7 - ~~Lockdown~~ ALICE (Locks, Lights, Out of Sight Alert, Lockdown, Inform, Counter, Evacuate)

### Definition

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

### Alert Signal

Announcement over the public address system twice, ~~“All staff – **Lockdown (Locks, Lights, Out of Sight)** is in effect at this time.”~~ Provide simple, specific information about the situation. (i.e. Armed intruder in the cafeteria.)

### 7.1 Lead Administrator Response

1. Make an announcement to implement ~~a **Lockdown**~~ ALICE.
2. Notify district office and public safety officials of the situation ~~requiring a lockdown.~~
3. **As soon as it is safe to do so,** verify that all exterior doors have been secured.
4. **As soon as it is safe to do so,** verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **Evacuation** due to a change in the situation.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. If choosing to lockdown, ~~Y~~you may need to remain in this lockdown condition for several hours. ~~If so, you may wish to modify the lockdown conditions as appropriate. Barricade the door. Spread out in the room with counter devices avoiding line of sight locations. Look for alternative escape routes such as windows. Dial 911 when safe to do so.~~
7. Once the situation is resolved, staff will be notified to resume normal operations. You may wish to inform staff members of the reason the lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

### 7.2 Teacher & Staff Response

- ~~1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).~~
- ~~2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
1. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
- ~~3.2~~ If possible, report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.

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- ~~4. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
- ~~5.3. **If choosing to lockdown, Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.~~
- ~~6. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

### 7.3 Kitchen Staff Response

- 1. Make sure entrance points to the building near your location are locked immediately.
- 2. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.~~
- ~~3. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

### 7.4 Custodial Response

- 1. Make sure entrance points to the building near your location are locked immediately.
- 2. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~1.~~
- ~~2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.~~
- ~~3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~4.3. If possible, report your status to the lead administrator or his or her designee by telephone or intercom.~~
- ~~5. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
- ~~6.4. **If choosing to lockdown, Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.~~
- ~~7. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

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### 7.5 Bus Driver Response

- 1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- 2. If you are advised of a critical incident or lockdown by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise the transportation coordinator of the information you have received. If

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students are on your bus that would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

### 7.6 Transportation Coordinator Response

1. If notified that a critical incident or lockdown is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

### 7.7 Lead Staff Member Response (after hours)

1. Make an announcement to implement ~~the lockdown~~ ALICE.
2. Notify emergency services that you have a critical incident initiated a lockdown, indicate the reason for the lockdown and request that law enforcement officers be dispatched to your location.
3. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of your situation. Briefly advise them of the situation.
4. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
5. Verify that all main interior doors have been secured as soon as it is safe for you to do so.
6. Make sure entrance points to the building near your location are locked immediately.
- ~~7. If you are located in an area with a lockable door, gather all students and visitors in the vicinity into the room and lock the door. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~8. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
7. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~9-8.~~ **If choosing to lockdown, Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures
- ~~10.~~ Brief staff as soon as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. If choosing to lockdown, you may need to remain in this lockdown condition for several hours. Barricade the door. Spread out in the room with counter devices avoiding line of sight locations. Look for alternative escape routes such as windows. Dial 911 when safe to do so. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.
- ~~11-9.~~ Once the situation is resolved, staff can be advised to resume normal activities. The lead staff member may wish to inform staff members, visitors and students of the reason the

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lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process.

### **7.8 Classroom “HOLD”**

Definition: A classroom hold is a situation when it is necessary to keep the students in the classrooms and leave the hallways clear. During a classroom “Hold,” students remain in the classrooms but staff may move about the building as needed.

**7a.1 – ~~Lockdown~~ – ALICE (Locks, Lights, Out of Sight) Critical Incident Tracking Sheet**  
*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: ~~Lockdown~~ (Locks, Lights, Out of Sight) ALICE – Critical Incident \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION   | ORGANIZATION | STATUS | NOTES | REPORTED BY |
|--|--------------|--------|-------|-------------|
| Make announcement to implement the lockdown  |              |        |       |             |
| Activate appropriate crisis teams  |              |        |       |             |
| Notify district office   |              |        |       |             |
| Notify public safety officials   |              |        |       |             |
| Gather all students in the vicinity into the room and lock the door  |              |        |       |             |
| Gather students and staff from outside the building  |              |        |       |             |
| Verify that all exterior doors have been secured   |              |        |       |             |
| Verify that all main interior doors have been secured  |              |        |       |             |
| Notify the transportation department   |              |        |       |             |
| Turn out lights  |              |        |       |             |
| Gather students and visitors into an area of the room where they are not visible to someone looking into windows |              |        |       |             |

Name of person closing log: \_\_\_\_\_ Time and date log closed out: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 8- Resume Activities

### (Resumption of Normal Activities/Reverse Evacuation)

#### Definition

This protocol is used to return students and staff to the building after an evacuation or to resume normal activities following a critical incident, lockdown, or shelter in place once it is determined that potential danger has passed. A **Resume Activities** can be combined with a **Lockdown** if the lead administrator or his or her designee determines that there is danger to students who have been evacuated and that evacuees should be returned to the building and locked down.

#### Alert Signal

*For a resumption of normal activities:* An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the **Resumption of Normal Activities** protocol now. Please resume normal activities at this time.”

~~*For a reverse evacuation and lockdown:* An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the Reverse Evacuation and **Lockdown** Immediately.”~~

#### 8.1 Lead Administrator Response

1. After the appropriate announcement has been made, determine when and if the school can return to normal operations ~~or if a Lockdown is required until the situation is stabilized.~~
2. Provide appropriate guidance to staff via public address announcements, e-mail, runners or other means as appropriate.
3. Notify the transportation coordinator if you resume normal activities.
4. The lead administrator or his or her designee may wish to inform staff members of the reason the evacuation was implemented. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

#### 8.2 Teacher & Staff Response

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures.~~

1. Once evacuees have returned to their assigned area(s), take attendance to verify that all students are accounted for by name not a simple count.
2. Provide a list of missing students and other concerns to the lead administrator or his or her designee.

*If a Resumption of normal activities has been indicated:* Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion or begin the reunification process. Upon reaching their assigned area, normal activities should be resumed.

### 8.3 Kitchen Staff Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Resume normal duties.

### 8.4 Custodial Response

▪ *If a resumption of normal activities has been indicated:* Resume normal duties.

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures. Upon your return to the facility, follow the **Lockdown** Procedures.~~

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### 8.5 Bus Driver Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Resume normal route activity make adjustments in your route as appropriate.

### 8.6 Transportation Coordinator Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Advise drivers to resume normal route activity and provide direction on how they can adapt to the altered schedule created by the event.

### 8.7 Lead Staff Member Response (after hours)

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once evacuees reach the assigned area, staff will implement the **Lockdown** Procedures.~~

*If a Resumption of normal activities has been indicated:* Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion or begin the reunification process. Upon reaching the assigned area, the function should be resumed.

1. Provide appropriate guidance to staff, visitors and students via public address announcements, e-mail, runners or other means as appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of the decision to implement the reverse evacuation protocol. Advise them ~~whether~~ you ~~are implementing the **Lockdown** protocol or~~ are resuming the function.
3. The lead staff member may wish to inform staff, visitors and students of the reason the ~~evacuation~~ **ALICE protocol** was implemented. This can be done by having students go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation

**8a.1 - Resumption of Normal Activities/Reverse Evacuation Incident Tracking Sheet**  
*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Resumption of Normal Activities/~~Reverse Evacuation~~ \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> Shift  
 Relieved by: \_\_\_\_\_ Time: \_\_\_\_\_

| ACTION   | ORGANIZATION | STATUS | NOTES | REPORTED BY |
|--|--------------|--------|-------|-------------|
| Make appropriate announcement                      |              |        |       |             |
| Notify appropriate crisis teams                    |              |        |       |             |
| Provide appropriate guidance to staff              |              |        |       |             |
| Notify the transportation department if necessary  |              |        |       |             |
| Brief staff  |              |        |       |             |
| Return evacuees to their classrooms/assigned areas |              |        |       |             |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 9- Incident Command System Protocol

### Definition

Response structure will be established using Incident Command System (ICS) principles with an identified incident commander, supported by a staff designated for operations, planning, logistics, and finance/administration respectively. A support staff group consisting of public affairs, safety and liaison elements will also be established. Generally, most of the event activities will be a part of the Operations Section supporting another agency's response to an incident; however, for health emergencies the incident commander and primary operations staff may be from the school's nursing office and local public health officials.

The Incident Commander is ultimately in charge of the event operations and activities associated with the event. All school staff and CRT members shall operate within the framework of the incident command system during crisis situations.

### Incident Commander

1. Appoints Command Staff
  - Information Officer
  - Liaison
  - Safety Officer
  - Appoints General Staff
  - Operations Chief
  - Planning Chief
  - Logistics Chief
  - Finance/Administration Chief
2. Conducts incident briefings for Command Staff and General Staff
3. Monitors activities and events.
4. Scales back personnel if necessary.

There are three positions under the Incident Commander. These are called the **Command Staff** and consist of the following positions:

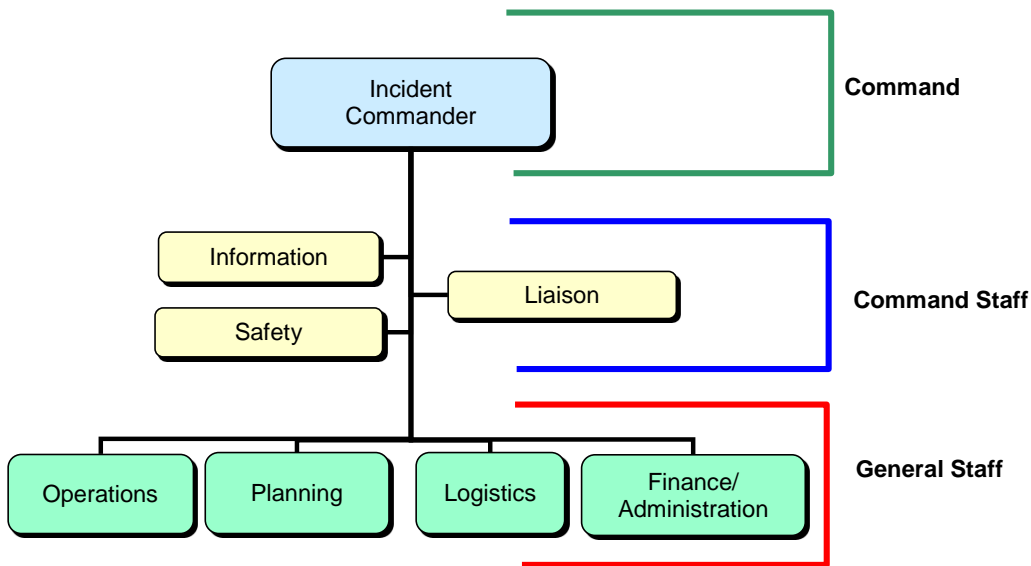
1. **Information Officer:** Point of contact for the media and other people or organizations seeking information.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all personnel.
3. **Liaison Officer:** Point of contact for other agency representative involved in the incident or event, aids in coordinating their involvement.

Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.**

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

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

The following organization chart depicts the Incident Command System:





**9.1 Media Protocol Incident Tracking Sheet**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: Media Protocol \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

1<sup>st</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

2<sup>nd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

3<sup>rd</sup> Shift

Relieved by: \_\_\_\_\_

Time: \_\_\_\_\_

| <b>ACTION</b>   | <b>ORGANIZATION</b> | <b>STATUS</b> | <b>NOTES</b> | <b>REPORTED BY</b> |
|---|---------------------|---------------|--------------|--------------------|
| Brief staff   |                     |               |              |                    |
| Notify District Office  |                     |               |              |                    |
| Activate appropriate crisis teams                                     |                     |               |              |                    |
| Begin Media Event Log (separate form)                                 |                     |               |              |                    |
| Conduct periodic joint press conferences with public safety officials |                     |               |              |                    |
| Do not provide any information "off the record"                       |                     |               |              |                    |
| Maintain records of all interviews                                    |                     |               |              |                    |
| Provide school/incident fact sheets to media representatives          |                     |               |              |                    |

Time and date log closed out: \_\_\_\_\_

Name of person closing log: \_\_\_\_\_

Incident Tracking Sheet received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

**9.2 Media Event Log**

*Use official command post time. Please use ink.*

Location of incident: \_\_\_\_\_

Type of incident: \_\_\_\_\_

Sheet initiated by: \_\_\_\_\_ on \_\_\_\_\_ (date & time)

Relieved by \_\_\_\_\_ at \_\_\_\_\_

Relieved by \_\_\_\_\_ at \_\_\_\_\_

- 1. District media protocol enacted by \_\_\_\_\_ at \_\_\_\_\_
- 2. Formal liaison established between school system media representative and the media representative for (complete all that apply):

|                                | <b>Time established</b> |
|--------------------------------|-------------------------|
| a. Police Department           | _____                   |
| b. Sheriff's Department        | _____                   |
| c. Fire Department             | _____                   |
| d. Emergency Management Agency | _____                   |
| e. Other: _____                | _____                   |
| f. Other: _____                | _____                   |
| g. Other: _____                | _____                   |

- 3. Media/Public Information Center opened:

Location: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

- 4. Press Conferences held at:

Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_

### 9.3 School Background Information Sheet

School District of Manawa  
(Insert School name here)  
(Insert date of last update here)

#### School Address

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#### School Information

Principal: \_\_\_\_\_  
Number of Students: \_\_\_\_\_  
Special Programs: \_\_\_\_\_

#### Additional Information:

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For more information contact (Insert Public Information Officer name here) at  
(Insert PIO contact information).

### 9.4 Media Information Sheet

#### Incident Information

School District of Manawa

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#### Location of Incident:

(for more information, see School Background Information sheet)

Type of Incident: \_\_\_\_\_

Preliminary number of injuries: \_\_\_\_\_

#### Description of Incident

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For more information contact *(Insert Public Information Officer name here)* at *(Insert PIO contact information)*.



# SCHOOL DISTRICT OF MANAWA

## Job Description

### BUSINESS MANAGER

#### ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Oversee and/or assist in hiring, including developing job descriptions, job advertisements, interview questions, and screening and interviewing candidates and on-boarding new employees
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times

#### QUALIFICATIONS:

##### Experience, Education, and Licensure

1. Solid educational background including a Master's Degree in Education Administration and/or Educational Leadership
2. Licensed by the Wisconsin Department of Public Instruction as a Business Manager (WI License 07)

##### Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Ability to attract, train, motivate and lead a skilled team
6. Assign and supervise the work of others
7. Communicate effectively, verbally and in writing, to a diverse audience
8. Plan, organize, and prioritize work
9. Remain flexible in order to adapt to changes in the work environment
10. Excellent time-management, problem-prevention, and problem-solving skills
11. Work accurately with close attention to detail
12. Advanced computer skills, including email, word processing and spreadsheets
13. Work effectively, professionally and tactfully with students, parents, staff, and the community

14. Possess a work ethic that includes neatness, punctuality and accuracy
15. Exhibit a professional, businesslike appearance and demeanor
16. Demonstrate the highest level of ethical behavior
17. Maintain confidentiality of sensitive information
18. Study and apply new state and federal laws and regulations
19. Develop relationships with key stakeholders

**JOB GOALS:**

1. To administer all aspects related to the financial affairs of the School District of Manawa

**REPORTS TO:**

District Administrator

**EVALUATED BY:**

District Administrator

**TERMS OF EMPLOYMENT:**

Full-time salaried position

Salary and benefits to be determined by the Board of Education

**PERFORMANCE RESPONSIBILITIES:**

**Supervises and Evaluates:**

- Payroll/Accounts Payable
- Food Service Manager

**Job-Specific Responsibilities**

- Serve on Board of Education finance committee
- Assume responsibility for the financial affairs of the district including the handling of all funds, financial transactions, accounting procedures and fiscal reporting and shall manage such in accordance with Board policies and state and/or federal law
- Assist in preparation, presentation, administration, and evaluation of the district's annual budget
- Assist in the preparation of data as related to the financial aspects of administrative, supervisory and employment contracts
- Act as the district's payroll officer and assume responsibility for the management of the district's entire payroll system
- Prepare and submit in a timely manner all financial reports as required by state and federal agencies
- Prepare all annual tax levy data for each individual municipality within the district
- Prepare all necessary financial information and documentation for the district's annual audit and for any state and/or federal audits
- Assume responsibility for all financial aspects of district controlled scholarship funds
- Prepare contracts for all district employees
- Supervise and manage all financial aspects of the district's contracts
- Assume responsibility for all financial aspects of district student tuition or 66.30 consortium agreements
- Assist in interpreting and communicating the district's financial policies, procedures, and budget to school personnel, the Board of Education and district groups
- Advise the District Administrator and Board on all financial matters

- Ensure all Board policies and administrative procedures and provisions are followed as related to fiscal management
- Prepare and communicate on an on-going basis, financial/budget status reports to the District Administrator, Board of Education and other appropriate school personnel
- Assume responsibility for the safekeeping and security of the district's financial records
- Establish and implement procedures to safeguard all district funds
- Keep informed of the latest school business management procedures and direct innovation and experimentation as appropriate
- Oversee and administer the District's employee benefits, property and liability plans
- Oversee and maintain an annual up-to-date inventory of all school fixed assets
- Research and prepare information for annual audits
- Reconcile all District accounts monthly
- Record e-Funds online payments for fee tracking and food service payments
- Record cash receipts in Skyward
- Record journal entries monthly as needed
- Record all end-of-year account receivables/expenditures
- Maintain all Other Post Employment Benefit (OPEB) records for retirees including the recording of monthly payments
- Administer all COBRA documentation including letters sent and payments processed
- Maintain scholarship fund records, collect and deposit scholarship money, issue checks in August & December, and post interest earnings
- Record and maintain records of donations and grant money in Fund 21
- Collect money for NSF checks and deposit in appropriate bank
- Request and open/close employee credit cards
- Download monthly credit card transaction file, import to Skyward, edit each transaction with description and account # for payment
- Perform such other duties as assigned by the District Administrator

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.



**Students choosing to excel; realizing their strengths.**

**Fitness Center**  
**515 East 4<sup>th</sup> Street Manawa, WI**

(Enter Fitness Center at the west entrance # ?)

Insert entrance  
photo here.

- Your first visit is free! Register at either school office or the District Office to see if the Fitness Center works for you.
- Membership cards can be purchased in the District Office and an access fob will be provided to you.
- The Fitness Center is open to both District residents and non-residents.

### **Fitness Center Hours of Operation**

Monday – Friday: 5:00 a.m. - 7:00 a.m. and 6:00 p.m. – 4:00 a.m.

Saturday: 24 hours a day

Sunday: 24 hours a day

The above schedule applies to all student contact days. The Fitness Center will be closed on days when the school is closed due to inclement weather. Watch for specially posted hours for summer and school recesses.

### **Fitness Center Fees**

Monthly and Annual Resident and Non-Resident memberships are available:

| Membership Type           | Monthly Fee | Annual Fee |
|---------------------------|-------------|------------|
| Resident Individual       | \$10.00     | \$20.00    |
| Resident Family           | \$30.00     | \$40.00    |
| Resident Senior (Age 60+) | Free        | Free       |
| Non-Resident Individual   | \$30.00     | \$300.00   |
| Non-Resident Family       | \$40.00     | \$400.00   |

(Children younger than 6th grade are not allowed in the Fitness Center. Manawa Middle School students must be accompanied by an adult during non-school-related Fitness Center usage.)

All District staff (this does not include spouses or adult children) may use the Fitness Center for free as part of the District's Wellness Program but must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.



## **APPLICATION & USER AGREEMENT/RULES**

All individuals wishing to utilize the Fitness Center during the designated public hours of operation must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.

Adult patrons of the Fitness Center are defined as individuals 18 years of age or older and not currently enrolled in the School District of Manawa. Students in grades 6-12 enrolled in the School District of Manawa are permitted to use the Fitness Center during public use hours. Such students may use the Fitness Center at no cost upon completion of the User Agreement, signing of the Fitness Center Rules, and be in good standing per the school's Code of Conduct.

District locker room services are only available to school-aged children who are permitted to be in the fitness center. Adult/Family changing rooms are available for public use. The public use of the high-school locker room amenities is not allowed.