SCHOOL DISTRICT OF MANAWA
AD-HOC SAFETY COMMITTEE MEETING
AGENDA

Join with Google Meet
meet.google.com/vcz-oeah-phe
Join by phone
(US) +1 661-527-3042 PIN: 297 198 493#

Date: November 2, 2021   **Time: 5:00 p.m.**

Hybrid Meeting Format (MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Member: Russ Hollman
Committee Members: Dr. Melanie Oppor, Dan Wolfgram, Jeff Bortle, Danni Brauer, LuAnne Ujazdowski, Janine Connolly, Jill Seka, Nate Ziemer, Chief James Gorman, Chief Rob Rosenau, Sheriff Tim Wilz, Andy Carlin, Mayor Mike Frazier, Krystal Draeger, Jill Timm, Eric Pynenberg, Amanda Bruette, Michelle Krisher, Russ Hollman, Justin Buschke, Keither Jepson, and Emma Riske

In Attendance:

Timer:_____   **Recorder:** _____

1. Introduction of SDM Safety Committee Members
2. Review the purpose of the SDM Safety Advisory Committee (Information)
   - Convene a committee representative of the diversity of the community once every three years per state statute.
   - Identify revisions to the District's safety plan to ensure it is up-to-date and employs best practices in current safety practices.
   - Plan for any professional development regarding the safety plan for students, staff, families, the community, and emergency responders.
   - Plan for the effective implementation of the SDM safety plan.
3. Establish Safety Committee ground rules (Information / Action)
   a. _____ *will serve as the committee moderator.*
   b. _____ *will serve as the committee secretary.*
   c. *Anyone wishing to speak will take turns when no one else is speaking. The moderator may call upon committee members who have not shared to ensure everyone who wishes to speak receives a turn.*
   d. *Members of the committee agree to respect and listen to the diverse perspectives of the other members of the committee.*
   e. *Other?*
4. Discuss background information as contained in the Google Drive folder and answer questions (Information)
   a. Current SDM Safety Plan

    b.   Office of School Safety - 2017 Wisconsin Act 143; 2021-2022 Requirement
        Checklist
    c.   Other
5. Discuss approach for conducting safety assessments for both schools and Paving the
    Way (Information / Action)
    a.   Who will be responsible?
    b.   When will this be done?
    c.   Other
6. Review and revise the SDM Safety Plan (Information / Action)
7. Address any other issues brought before the Safety Advisory Committee (Information /
    Action)
8. Review the Board of Education safety plan approval process (Information)
9. Set Next Meeting Date: _____
10. Next Meeting Items:
    a.
    b.
11. Adjourn

Students choosing to excel; realizing their strengths.

Emergency Response

Protocols

Approved by the Manawa Board of Education on September 21, 2020

Table of Contents

Section 1 - Emergency Contact List

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

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 <u>of the P.E/Academic areas</u> of the facility
   b. The dean of students will sweep sections <u>of the Tech. Ed. & Ag. area</u> 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: _____

1st Shift
Relieved by: _____Time: _____

2nd Shift
Relieved by: _____Time: _____

3rd Shift
Relieved by: _____Time: _____

ACTION	COMPLETED √	NOTES	REPORTED BY
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 – <mark>Evacuate</mark> (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. **<u>If it is safe to do so:</u>**
   a. The principal will sweep sections <u>of the P.E/Academic areas</u> of the facility.
   b. The dean of students will sweep sections of <u>the Tech. Ed. & Ag. areas</u> 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. **<u>DO NOT</u>** allow students to use portable/cell phones.
7. **<u>DO NOT</u>** 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. **<u>If it is safe to do so</u>** 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. **<u>If it is safe to do so</u>**, 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 <mark>Evacuation</mark> 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: _____

1st Shift Relieved by: _____Time: _____

2nd Shift Relieved by: _____Time: _____

3rd Shift Relieved by: _____Time: _____

ACTION	COMPLETED √	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 - <mark>Shelter in Place Protocol</mark>

Definition

<mark>Sheltering in place</mark> 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 - <mark>Shelter in Place</mark> Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: <u>Shelter in Place</u>_____

Sheet initiated by: _____Date: _____

1st Shift Relieved by: _____Time: _____

2nd Shift Relieved by: _____Time: _____

3rd 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 - <mark>Relocation Evacuation</mark> & 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: _____

1st Shift
Relieved by: _____Time: _____

2nd Shift
Relieved by: _____Time: _____

3rd 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 lockout 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 lockout does, however, allow staff and students to continue with productive activities in a limited fashion.   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 lockout area until notified or conditions become unsafe.

6.1 Lead Administrator Response

1. Make an announcement to implement the lockout.
2. If appropriate, notify district office and public safety officials of the situation requiring a lockout.
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 lockout condition for several hours. If so, you may wish to modify the lockout 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 lockout 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.
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.
3. Continue with normal activities, within your "locked out" area, as much as the situation allows.
4. Limit movement around the building to essential ALICE protocols.

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.**

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. Be prepared to rapidly implement an **Evacuate** or **Lockdown**.

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 lockoutis in affect or a critical incident is occurring 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.

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.
3. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
4. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
5. Call emergency services and advise them that you have a critical incident at the facility. Request that law enforcement officers be dispatched if appropriate to the situation.
6. Notify the **principal and district administrator** and report your situation and request that they notify the Crisis Response Team of the situation.
7. Continue with normal activities to the extent the situation allows.
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.
9. Be prepared to rapidly implement ALICE protocols as the situation warrants.
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.
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 - <mark>Lockout/Secure the Perimeter</mark> Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: <mark>Lockout/Secure the Perimeter</mark>_____

Sheet initiated by: _____Date: _____

1st Shift
Relieved by: _____Time: _____

2nd Shift
Relieved by: _____Time: _____

3rd 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 - ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

Definition

ALICE protocols are a response to an actual emergency situation.

Alert Signal

Announcement over the public address system twice, 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 ALICE.
2. Notify district office and public safety officials of the situation.
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, 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.
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. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
2. If possible, report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.
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.

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.

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.

3. If possible, report your status to the lead administrator or his or her designee by telephone or intercom.
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.

7.5 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 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 ALICE.
2. Notify emergency services that you have a critical incident 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. 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.

8. **<u>If choosing to lockdown, do not open your door for any reason.</u>** (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
9. 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.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 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 – ALICE   Critical Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: <u>ALICE – Critical Incident</u>_____

Sheet initiated by: _____Date: _____

1st Shift
Relieved by: _____Time: _____

2nd Shift
Relieved by: _____Time: _____

3rd 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."

8.1 Lead Administrator Response

1. After the appropriate announcement has been made, determine when and if the school can return to normal operations.
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

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 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.*

8.5 Bus Driver Response

- *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 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 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 you are resuming the function.
3. The lead staff member may wish to inform staff, visitors and students of the reason the 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: <u>Resumption of Normal Activities</u>
Sheet initiated by: _____ Date: _____

1st Shift
Relieved by: _____Time: _____

2nd Shift
Relieved by: _____Time: _____

3rd 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:
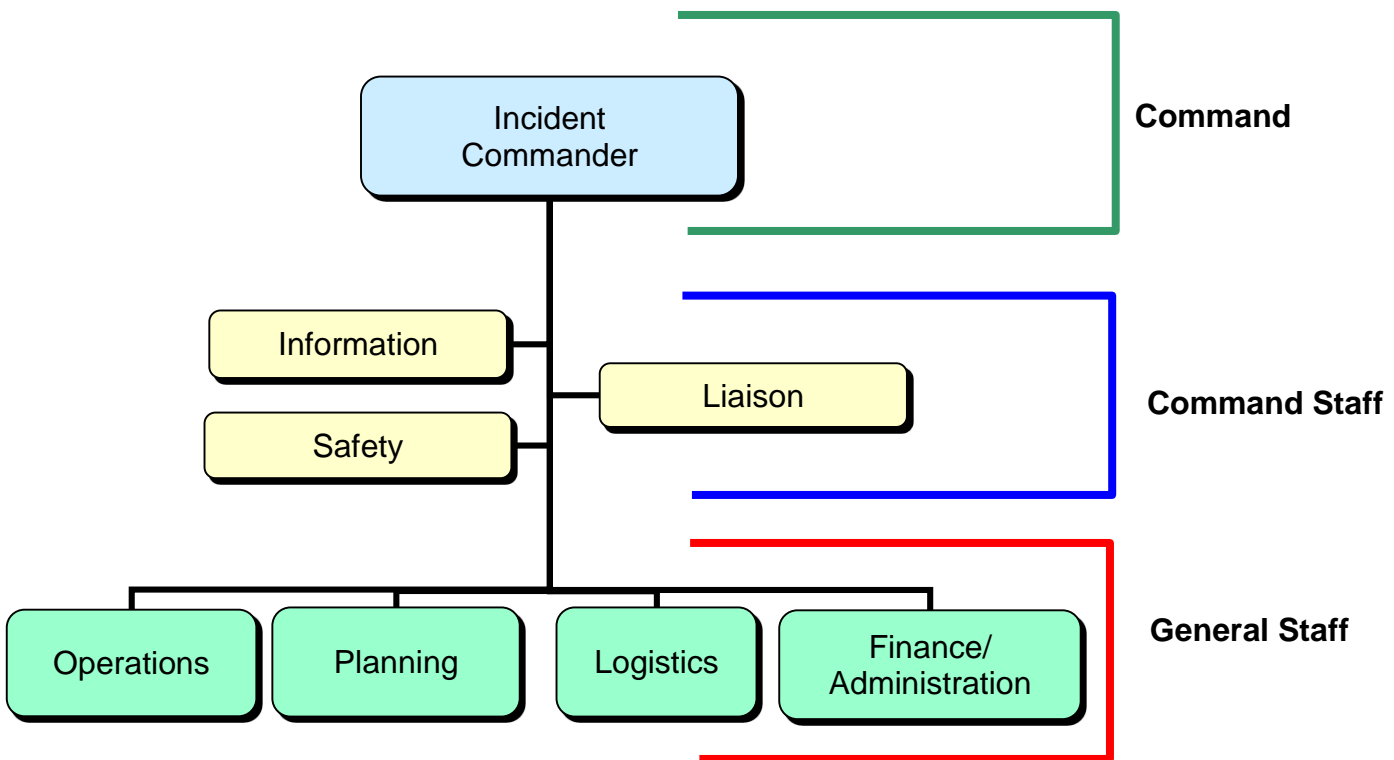
9.1 Media Protocol Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: <u>Media Protocol</u>_____

Sheet initiated by: _____

Date: _____

1st Shift
Relieved by: _____
Time: _____
2nd Shift
Relieved by: _____
Time: _____
3rd Shift
Relieved by: _____
Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
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):

Time established

    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)*

<u>School Address</u>

_____
_____
_____

<u>School Information</u>
Principal: _____
Number of Students: _____
Special Programs: _____

<u>Additional Information:</u> _____
_____
_____

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

9.4 Media Information Sheet

<u>Incident Information</u>
School District of Manawa

<u>Date:</u> _____
<u>Time:</u> _____

<u>Location of Incident:</u>
(for more information, see School Background Information sheet)

<u>Type of Incident:</u> _____

<u>Preliminary number of injuries:</u> _____

<u>Description of Incident</u>

_____
_____
_____
_____
_____
_____

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

Office of School Safety
2017 Wisconsin Act 143

2021-2022 Requirement Checklist

School/District Name:	
City:	**ShareFile Contact:**

~ Only one box should be checked for each requirement ~

Section A: Situational Requirements

1. Blueprints/Maps

☐ My school/district submitted the **2019-2020** or the **2020-2021** Requirement Checklist for blueprints/maps and there have been no structural changes.

☐ My school/district submitted our blueprints/maps into the corresponding **Due by 1-1-2021** ShareFile folder and there have been no structural changes.

☐ There has been a structural change to one or more of our building(s) so my school/district will need to submit revised blueprints/maps into the corresponding **Due by 1-1-2022** ShareFile folder for the school(s) listed in the box below:

School(s):

☐ My school/district never submitted our blueprints/maps into the corresponding ShareFile folder so my school/district will need to submit blueprints/maps into the corresponding **Due 1-1-2022** ShareFile folder.

Section B: Triennial Requirements

2. School Safety Plan

☐ My school/district submitted the **2019-2020 and 2020-2021** Requirement Checklist for school safety plans. My school/district will need to submit our school safety plan, reviewed and signed by our school board/governing body into the **Due by 1-1-2022** folder in ShareFile.

☐ My school/district submitted our school safety plan, reviewed and signed by our school board/governing body, into the corresponding **2019-2020** ShareFile folder and submitted the **2020-2021** Requirement Checklist for school safety plan. There have been no changes made to the safety plan. My school/district will not need to submit our school safety plan until **1-1-2023 unless changes are made**.

☐ My school/district submitted our school safety plan, reviewed and signed by our school board/governing body, into the corresponding **Due by 1-1-2021** ShareFile folder. There have been no changes made to the safety plan. My school/district will not need to submit our school safety plan until **1-1-2024 unless changes are made.**

☐ My school/district never submitted our school safety plan into the ShareFile folder so my school/district will need to submit our school safety plan into the corresponding **Due by 1-1-2022** ShareFile folder.

3. School Safety Assessment

* Best practice is for schools to consult with a local law enforcement agency to review an on-site safety assessment in conjunction with reviewing your school safety plan, every three years.

☐ My school/district submitted the **2019-2020 and 2020-2021** Requirement Checklist for school safety assessments. My school/district will need to submit our school safety assessment into the **Due by 1-1-2022** folder in ShareFile.

☐ My school/district submitted our school safety assessment into the corresponding **2019-2020** ShareFile folder and submitted the **2020-2021** Requirement Checklist for school safety assessments. My school/district will not need to submit our school safety assessment until **1-1-2023 unless changes are made**.

~ Continue to other side ~

☐ My school/district submitted our school safety assessment into the corresponding **Due by 1-1-2021** ShareFile folder. There have been no changes made to the safety assessment. My school/district will not need to submit our school safety assessment until **1-1-2024 unless changes are made.** Now, my school/district will provide the date the school safety assessment was completed in the box below:

Date:	Law Enforcement Agency:

☐ My school/district never submitted our school safety assessment into the ShareFile folder so my school/district will need to submit our school safety assessment into the corresponding **Due by 1-1-2022** ShareFile folder.

Section C: Annual Requirements

4. School Safety Training

☐ My school/district will submit a general document providing the date, name, and number of attendees of the most recent school safety training the school(s) participated in into the corresponding **Due by 1-1-2022** ShareFile folder.

5. School Safety Drills

☐ My school/district will submit a written evaluation and date of our school safety drill, signed by our school board/governing body within 30 days of said drill, into the corresponding **Due by 1-1-2022** ShareFile folder.

Section D: ShareFile Contact Updates

☐ No changes are needed to my school/district's ShareFile contacts.

☐ My school/district would like to add additional contacts to our ShareFile account and will provide their names and email addresses in the designated boxes below:

Name:	Email Address:
Name:	Email Address:
Name:	Email Address:

☐ My school/district would like to remove a contact from our ShareFile account but will contact the Office of School Safety directly to complete this process.

~ Upon completion of this form, please return to the Office of School Safety at schoolsafety@doj.state.wi.us ~

Notes: