



Battle Creek Public Schools

# Building Emergency Procedures

**(Please keep in classroom & in office)**

Last update September, 2021

# SCHOOL & DISTRICT TELEPHONE NUMBERS

FOR EMERGENCIES CALL 911

Please include the contact information below for your building

TELEPHONE	NAME	POSITION
		Principal
		Assistant Principal
		School Nurse
		Custodian
		Office
269-965-9435 / 269-965-9434	Dean Transportation	Transportation
269-965-9465	Kim Carter	Superintendent
269-965-9482 / 269-965-9481	Monique Cheeks	Student Services

**The Superintendent's office will be the only source of information to the press.**

## PURPOSE

There are certain situations that require immediate action or response. This booklet provides appropriate procedures to follow during those situations.

The following are examples of when we would put these procedures into place:

- Threatening situation
- Death of a student or staff member
- Armed subject in the building or classroom and/or a hostage situation on school property
- Suicide attempt on school property
- Weapons on school property
- Lockdown
- Bomb Threats
- Debriefing

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# UTILITY EMERGENCY

**Definition:** A Utility emergency (gas leak, water leak, electrical malfunction) that endangers the safety of students and staff.

**Signal:** Verbal announcement on P.A. followed by activation of fire alarm for evacuation

**Steps of Action:**

1. Contact office and maintenance to assess situation
2. Clear immediate area if necessary

**Roles:**

**Administrator:** Assess situation  
Communicate with staff and students about appropriate procedures  
Initiate signal for evacuation  
Contact Central Office

**Secretary:** Call 911  
Notify Battle Creek Public Safety

**Teachers:** Clear immediate area if necessary  
Notify office and maintenance to assess situation  
Follow evacuation procedures  
Take student roster folder to verify attendance  
Supervise students and advise the office of any missing students

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Assist Administrator with building inspection

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# MEDICAL EMERGENCY

**Definition:** Emergency where one or many are critically sick or injured. Immediate concern is to aid the injured or sick student or adult.

## Steps of Action:

1. Notify your building Medical Emergency Response Team
2. Determine severity of emergency or injury
3. Contact 911 per district policy
4. Administer First Aid as trained/certified with consideration for Personal Protective Equipment (PPE)
5. Contact School Office
6. Review patient's emergency card for special medical conditions; inform emergency services
7. Office staff will help direct emergency vehicles and personnel
8. Other available staff will help to keep designated area clear

## Roles:

<b>Administrator:</b>	Keep classes in session if appropriate All staff and students remain in classrooms or secured area, no movement in or out of the building Access situation for cause and possible evacuation Initiate evacuation if required Contact Central Office
<b>Secretary:</b>	Call 911 Locate patient's emergency card
<b>Teachers:</b>	Maintain class in session Reassure students that patients are being cared for Follow evacuation procedures if directed
<b>Custodian:</b>	Report to Administrator

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# Medical Emergency Response Information

## Flow Sheet

MERT Member	CPR Renewal Date

### OCCURRENCE



*First person at the scene sends someone or calls the office*  
**Officer Announces: "MERT to \_\_\_\_\_(location of Emergency)"**

### MERT TEAM RESPONSE:

- First Responder-provides first aid, stays with individual, and delegates to team*
- Second Responder-activates 9-1-1 and gets AED (if indicated and available), escorts 9-1-1to scene, notifies family, and makes copies of registration form and care plan if available*
- Third Responder-provides crowd control and the following documentation:*  
*\*Fill out ER worksheet and incident reports with copy for Nurse and Principal*



#### MAJOR INCIDENT/CONCERN

- 1.Activate 9-1-1
- 2.Call: Principal and nurse
- 3.Notify parent
- 4.Fill out Emergency Response worksheet and incident report (if warranted.)
- 5.Make copies for nurse, principal, student services,and EMS.



#### MINOR INCIDENT/CONCERN

- 1.Call: Principal and nurse
- 2.Notify parent

First Aid Kit Location(s):	
AED Location:	
Epi Pen Location:	
Student Info Card Location :	
Student Health/Action Plan Location:	

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# SEVERE WEATHER

**Definition:** Conditions are favorable for tornado or severe weather.

**Signal:** Siren or P.A. Announcement

**Steps of Action:**

1. Signal will be given
2. Students shall proceed to designated areas, sitting, away from glass, with hands covering their heads
3. Teachers close classroom doors after students exit into hallways
4. Quiet is extremely important so directions may be called down the hallway
5. Verify attendance
6. The all-clear signal will be a P.A. announcement or verbal announcement in the hallway

**Roles:**

**Administrator:** Initiate tornado/severe weather signal  
Direct office staff to designated area away from glass  
Monitor weather information  
Initiate all-clear when appropriate

**Secretary:** Monitor weather information

**Teachers:** Direct students to designated areas away from glass  
Take student roster folder  
Close classroom door  
Keep students quiet  
Verify attendance; advise the office of any missing students

**Auxiliary Staff:** Assist with student supervision

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# FIRE

**Definition:** A fire in the building or on the premises requiring the evacuation.

**Signal:** Fire Alarm

**Steps of Action:**

1. Sound alarm
2. Report fire to office
3. Close all window and doors to contain fire
4. Evacuate building, take student roster folder
5. Move to designated area
6. Take attendance and advise the office of any missing students
7. Move to alternate site when instructed

**Roles:**

**Administrator:** Evacuate building  
Check for injuries, missing students or staff  
Contact Central Office

**Secretary:** Call 911  
Verify that Central Office has been contacted  
Evacuate building, take emergency information

**Teachers:** Close all windows and doors  
Evacuate building  
Take student roster folder  
Move to assigned area  
Verify attendance  
Advise the office of any missing students  
Move to alternate site when instructed

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Secure building  
Report to Administrator

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# BOMB THREAT

**Definition:** An explosive or incendiary device present in the school or on the premises, which may explode.

**Signal:** Announcement “evacuation” Fire Alarm will sound  
If bomb is visible or suspected in an area, move everyone away from that area

**Steps of Action:**

1. Person receiving threat should fill out Bomb Threat Checklist (last page)
2. Report bomb threat to Administrator and give Checklist
3. Call Public Safety
4. Public Safety officials will determine appropriate response
5. Evacuate to primary site if necessary
6. If the threat is determined to be a district wide threat, evacuate to a site out of the district. (Please follow your evacuation plan and/or a route designated by your Building Administrator to determine your evacuation site)
7. Office staff will need to notify Central Office. Central Office will notify transportation.
8. Take student roster folder and advise administration of any missing students(missing students are defined as students who were present, but are unaccounted for at the evacuation site)
9. Move to designated area and if necessary, move to alternate site when instructed

**Roles:**

**Administrator:** Call Superintendent  
Initiate signal for evacuation if necessary and assist  
Consult with Public Safety Officials  
  
Check for injured/missing students/staff  
Contact Central Office

**Secretary:** Call 911  
Call transportation and Battle Creek Public Safety

**Teachers:** Follow instructions and signals  
Follow evacuation procedures  
Follow Move Away procedures  
Take student roster folder  
Verify attendance, supervise students and advise the office of any missing students

**Auxiliary Staff:** Assist with student supervision

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# BOMB THREAT CHECKLIST

## BOMB THREAT CHECKLIST

Remain Calm and try to hold the caller on the phone as long as possible, gather as much information as possible without alarming the caller.

Date: \_\_\_\_\_ Time Call Received: \_\_\_\_\_ am/pm Time Call Terminated: \_\_\_\_\_ am/pm

Number where call was received: \_\_\_\_\_ Who received the call: \_\_\_\_\_

Exact Wording of the Threat: \_\_\_\_\_

Gender of Caller: Male / Female Age of Caller \_\_\_\_\_ Race \_\_\_\_\_

Is the voice familiar, who does it sound like? \_\_\_\_\_

If possible, ask the caller the following questions:

What does it look like?	Where is the bomb right now?	When is the bomb going to explode?
Is there a special way to identify the bomb?	What will cause it to explode?	What kind of bomb is it?
What is your name?	Why?	Did you place the bomb?
	Other:	What is your address?

Caller's Voice: (Circle/List how the caller sounds-all that apply)

Crying	Laughter	Loud	Soft	Slow	Excited	Angry	Calm
Familiar	Fast	Lisp	Stutter	Nasal	Slurred	Distinct	Normal
Other:	Deep	Accent	Disguised	Cracked Voice	Deep Breathing	Clearing Throat	Raspy/Ragged

Threat Language: (Circle/List type of language used-all that apply)

Message Read by Threat Maker	Incoherent	Taped Message	Irrational	Foul Language	Well Spoken
					Remarks:

Background Sounds: (Circle/List the sounds that you hear-all that apply)

Office Machinery	Motor	House Noises	Music	Voices	Clear	Animal Noises	Street Noise
			Other:			PA System or Local Noise	Factory Machinery

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# BUILDING THREAT LOCKDOWN PROCEDURES

**Definition:** Intruder, active shooter, or threat inside or outside of building

**Signal:** Verbal announcement on P.A. **“Building Threat Lockdown”**

**Steps of Action:**

1. Outside activities : Move students into building quickly, if unable, move to designated area away from building, stay low and out of sight Initiate Full Lockdown procedures
2. Remain in position until all clear and notified by law enforcement, fire, emergency manager, or school administrator
3. All Clear can be initiated over P.A.
  - “At this point, we are all clear”
  - Please wait for 2nd person to announce all clear before lifting lockdown.

**Roles:**

**Administrator:** Initiate signal over P.A. **“Building Threat Lockdown”**

Direct office staff to Lockdown

Contact Central Office and Central Office will contact Transportation

**Secretary:** Call 911

Call Battle Creek Public Safety

**Teachers:** Gather students into nearest classroom or lockdown area

Close and lock classroom doors and windows

Check halls and restrooms if safe to do so

Outside activities are routed to a safe location

Move students to safe corner to reduce visibility

Cover glass areas and close external window blinds

Turn off lights

Keep students quiet

Verify attendance, supervise students and advise the office of any missing students

Remain in position until all clear and notified by law enforcement, fire, emergency manager, or administrator

**Auxiliary Staff:** Assist with student supervision

**Custodian:** Lock doors

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# EMERGENCY DRILLS

\*All Schools are required to conduct (5) five fire drills each school year, the first 3 are to be held by December 1 of each school year and the last (2) two during the remaining portion of the year (with a reasonable spacing interval between each drill)

\*(2) two tornado drills must be held during the school year, one of which must be conducted during the month of March.

\*(3) three lockdown drills must be held each school year, one of which must be conducted during lunch or recess, when a significant number of students are gathered outside the classroom. The school may seek input on how to conduct these drills from local safety officials or district liaison officers.

\*(2) two Evacuation Drills must be held each school year. The school should evacuate students to their primary and the alternate location (one location per scheduled drill).

\*All drills must be posted on the district website within 10 school days after the drill is completed and must remain on the website for (3) three years. Here is what the posting shall include:

- 1.) The name of the school building
- 2.) The School year
- 3.) Date and time of drill
- 4.) The number of completed drills
- 5.) The signature of the principal or designee
- 6.) The name of the individual in charge of the drill

\*The technology department has created a link on each school's website, where each building designee can post their completed drills.

\*By September 15 of each school year, the superintendent or designee must provide a list of all drills in each building to the County Emergency Management Coordinator. Each building needs to submit their list of drills to the Student Services Department (1) one full week before this deadline each school year.

\*If a drill is scheduled but not conducted, the superintendent or designee must notify the County Emergency Management Coordinator. Buildings will need to contact the Student Services Department immediately, with a rescheduled date, if they were unable to conduct any pre-scheduled drill.

\* Schools are not to conduct any of these drills during a time that would interfere with the conduct of a state mandated assessment.

\* Battle Creek Public Schools has a Cardiac Emergency Response Plan that is located in your "Building Emergency Procedures" Document:

- 1.) Those buildings that have Automated Defibrillators should maintain them
- 2.) Each building will need to identify a cardiac emergency response team each school year
- 3.) Each building should plan for effective communication in such an emergency
- 4.) For 9-12 grade schools, have a training plan for using a defibrillator and CPR

# School Emergency Drills

Documentation Form Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

Law Enforcement (county sheriff or chief of police or designee)  
Name & Title \_\_\_\_\_

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_

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# SHELTER IN PLACE

**Definition:** A release of a hazardous material has occurred as a result of a manufacturing, farming, or transportation accident and the resulting cloud may be over, or have the potential to move over the building, and there would be insufficient time to evacuate without exposing the staff and students. Shelter in Place may also be used for Chemical, Biological, Radiological, and Nuclear releases.

**Signal:** P. A. announcement “**Hazardous Material, Shelter in Place**”.

## Steps of Action:

1. Check halls and rest rooms for students
2. Close exterior doors and windows
3. Shut down HVAC
4. Verify attendance
5. Resume normal classroom activities
6. Remain in position until all clear and notified by law enforcement, fire, emergency manager, administrator

## Roles:

<b>Administrator:</b>	Initiate signal over P.A. “ <b>Hazardous Material, Shelter in Place</b> ” Verify doors and windows are closed Verify HVAC shut down Verify attendance Keep classes in session Check halls and rest rooms for students
<b>Secretary:</b>	Call 911 Call Battle Creek Public Safety
<b>Teachers:</b>	Close and lock classroom doors and windows Verify attendance Resume normal classroom activities Remain in position until all clear <u>and</u> notified by law enforcement, fire, emergency manager, administrator
<b>Auxiliary Staff:</b>	Assist with student attendance and supervision
<b>Custodian:</b>	Shut down HVAC

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# CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR

**Definition:** An actual or suspected act involving a chemical, biological, radiological, or nuclear release intended to cause harm, injury, or death. Dispersal may be by explosive, spray, or contamination of food or water.

## Indicators:

**Chemical:** Blisters, rashes, unusual liquid droplets or oily film, unexplained odors, coughing fatigue, tearing, dizziness, unexplained animal sickness.

**Biological:** Fever, headache, chills, sweating, weakness, fatigue, respiratory distress, difficulty talking or eating, joint and muscle pain. Symptoms may not present for several days.

**Radiological:** Symptoms do not appear for 2-6 hours and may include nausea, vomiting, diarrhea, dizziness, fatigue, and headache.

**Nuclear:** Detonation of a thermal nuclear bomb, dissemination of radioactive materials.

**Signal:** P. A. announcement “**Hazardous Material, Shelter in Place**”

## Steps of Action:

1. Close all window and doors
2. Initiate Shelter in Place procedures
3. Ensure that students do not chew gum, eat, drink, or place objects in mouth
4. Have students cover nose and mouth with handkerchief or other material
5. Take attendance
6. Wait for further instruction from School Administration or Public Safety Officials
7. Anticipate decontamination procedures

## Roles:

**Administrator:** Initiate P. A. Signal “**Hazardous Material, Shelter in Place**”

Inform Superintendent

Control building ingress/egress

Direct Custodian to turn off HVAC

Verify that window and doors are closed

Move to safe location

**Secretary:**

Call 911

Call Battle Creek Public Safety

**Teachers:**

Follow Shelter in Place procedures

Close windows and doors

Verify attendance, supervise students and advise the office of any missing students

**Auxiliary Staff:**

Assist with student supervision

**Custodian:**

Assure HVAC is shut down

Assure exterior doors and windows are shut

Assist in control of building ingress/egress

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# DEBRIEFING FOR CRISIS SITUATIONS

Whenever a crisis situation develops, anxiety, fear, grief and a variety of other emotions follow. Below are guidelines to help staff and students with managing their emotions:

- Identify students who need to see a counselor.
- Ask for a counselor or member of the Building Emergency Response Team to come to your room to meet with students.
- Allow students to ask questions and discuss feelings but dispel rumors and discuss District-released facts only.
- Continue to update counselors and administrators on the climate of the classroom.
- Get the classroom back to “normal” as soon as possible.

# SCHOOL CARDIAC EMERGENCY RESPONSE PROTOCOL

## Office Staff (Main, Athletics, Security)

- Confirm the exact location and the condition of the patient
- Contact the Cardiac Emergency Response Team or MERT and give the exact location
- Confirm that the Cardiac Emergency Response Team or MERT has responded to the scene
- Confirm that 911 was called, if not - call 911 STAT
- Assign a staff member to direct EMS to the scene
- Perform “Crowd Control” - direct others away from the scene
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Consider: Delaying class dismissal, recess, other changes to facilitate CPR and EMS functions
- Designate people to cover the duties of the CPR responders
- Copy the patient’s emergency information for EMS
- Notify the patient’s emergency contact (Parent, Spouse or Guardian)
- Notify staff and students when to return to normal schedule
- Contact School District Administration

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# Emergency Anaphylaxis (EPI PEN)

## A. Recognition of Common Allergens and Anaphylaxis Symptoms

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common allergens that may cause anaphylaxis are food, insect bites, medications, and latex. The symptoms of anaphylaxis may be different for different individuals, and may also be different for one person over time. Reported symptoms include:

- Skin reactions, including hives along with itching, and flushed or pale skin (almost always present with anaphylaxis)
- A feeling of warmth
- The sensation of a lump in the throat
- Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting, or diarrhea
- Dizziness or fainting

## B. Notice and Reporting.

- (1) Promptly notify the parent/legal guardian of a pupil to whom an epinephrine auto-injector has been administered and document all actual and attempted notice.
- (2) Report to the Student Services Office all instances of epinephrine auto-injector administration to a student at school.

## C. Student Possession and Use

- (1) The emergency anaphylactic policy requirements in this section do not alter the rights of those individuals authorized by law to self-possess or self-administer:
  - a. A metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms.
  - b. An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis.
- (2) Nothing in this policy alters or diminishes the rights of individuals who have prescription epinephrine auto-injectors or students under an allergy response plan in a health plan, Section 504 plan, or individualized education plan.

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# Addendum COVID-19

## **Introduction**

The purpose of conducting emergency/safety drills is to ensure that in the event of an actual emergency at a school building, all staff and students will know how to evacuate the school buildings and its occupants efficiently in the fastest possible time.

Drills offer an opportunity to evaluate the efficiency of emergency evacuation plans and procedures in order to make any necessary adjustments. The best way to evaluate preparedness is to mimic evacuation as *closely as possible to an actual event*.

## **Fire Drills**

ALL building occupants must participate in each drill. Staff and students must participate in the required number of drills. This will become particularly important for those schools that may institute a schedule where students attend at different times (exp.; for COVID 19 purposes, students attending school for small groups during the remote learning time, etc.). Each group of students must participate in the required number of drills. This will help all students become familiar with their surroundings, especially new or altered surroundings created by Covid-19 responses and the procedures they must follow to efficiently evacuate from the building should an emergency arise – particularly now that Covid-19 related safety precautions must also be maintained as much as possible.

Schools should reduce the mixing of student groups and try when possible, to maintain social distancing. We understand that social distancing may not always be possible. In times where social distancing is not possible, face masks are even more important and must be utilized. School officials are encouraged to consider the following when safety planning:

- 1.) Individual student classes should be kept together during fire drills.
- 2.) Students and staff must wear face coverings during drills, especially when it may not be possible to maintain social distancing during all portions of a fire drill (i.e., in hallways while actual evacuation is taking place)
- 3.) Changes may need to be made to meeting point designations so that each student group can be located a safe distance from buildings and from other groups or classes while awaiting completion of the drill.

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## Tornado Drills

Schools are required to provide students with instruction regarding the safety precautions to be taken in the case of a tornado .

The purpose of tornado drills is to ensure that in the event of an actual tornado at a school building, all staff and students will know what procedures to follow and where designated tornado shelter areas are located. All building occupants must participate in the required number of drills. As with fire drills, this will become particularly important for schools that institute special scheduling for students.

Spacing of students is even more limited during the course of a tornado drill, since students are congregated in an enclosed shelter area, therefore face coverings during these events are even more important and must be utilized.

Adequate egress (entry and exit) from all areas of all school buildings must be maintained, including any separate waiting spaces that are designated for individuals with Covid-19 related symptoms. All areas should have designated evacuation routes and those routes must remain clear at all times. As school officials configure means and methods that allow staff, student,s and visitors entry to school buildings, they must ensure that they are not obstructing egress from the building.

If directional markers or “one-way-traffic” patterns are to be instituted within the schools, such patterns and markers must be placed and used in such a manner that preserves proper egress.

## Conclusion

School officials are not responsible for conducting drills for those students who participate solely in online remote or virtual learning from their homes or other locations not on school property.

All participants in safety drills must wear face coverings throughout the duration of each safety drill.

Participants should always strive to maintain social distancing during safety drills. Building Leaders will need to develop a plan to exercise safety drills while social distancing that would fit their building needs and capabilities.

***When we are facing a real live emergency situation it is a must that we protect staff and students against the immediate threat using the practices outlined in the Building Emergency Procedures document.***

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