

2007-2008
SAFETY
AND
SECURITY
MANUAL



Lawrence Free State High School

Introduction to Safety and Security

Lawrence Free State High School

School personnel are committed to maintaining a safe environment. A key element to achieve this goal should be the encouragement of help from students and parents and communication among staff if they have safety concerns. In addition, safety hotlines are established for anonymous reporting of threats or safety concerns. The Lawrence Crime Stoppers Hotline is 843-TIPS (8477). The Kansas School Hotline is 1-877-626-8203. We encourage students and parents to share concerns with school staff.

The presence of teachers and adult staff enhances the sense of safety and security. Teachers' presence at their classroom doors during passing time and at school activities form the basis for a safe and secure school. Our hope is that most matters can be handled by students keeping open lines of communication with teachers they see daily or with administrators, counselors and other staff at LFSHS.

Lawrence Free State wants to insure that we have a safe school. As part of our effort to assure students, staff and parents, the administration and school resource officer regularly review and update safety and security procedures and provide staff a "Safety and Security Manual." Staff should have their manual readily available for reference and for guidance.

- Fire and tornado drills are a regular part of school efforts for the safety of students and staff. Regularly scheduled fire and bad weather drills will be practiced throughout the year. Weather permitting, fire drills will be announced monthly and severe weather drills 2-3 times a year.
- Students are required to enter the building through the north and south side commons areas where staff is on hand to monitor and visually be aware of who comes and goes throughout the school day. Security personnel see that the east and west doors are locked and monitored during the school day. Should an emergency dictate "lock down" of the facility, security locks all doors and maintains radio communication with administration. When appropriate, staff will practice lock down procedures with students. A school safety team, made up of the nurse, counselors, security, administration and key staff will be designated responsibilities. In addition to lock down practices, staff badges at school activities and during the working day will be provided.

Security personnel are employed to manage students when teachers are not in particular locations. They are present outside the building and in the halls when teachers are in class. When required, they will be directed by administration to assist teachers that are having problems maintaining a safe and orderly teaching and learning environment. They are on duty 7:45 a.m. - 3:15 p.m. and stagger their lunches so they can cover the starting of school, lunch periods and the end of the school day. Security staff plays an integral part of student management during safety drills and will be assigned stations as necessary. Security also has assigned areas during seminar to assist in maintaining good order.

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**COMMUNICATIONS PROCEDURE
FOR CRISIS TEAM LEADER
EMERGENCY NUMBERS**

Step 1 Call Emergency Services 911
Police, fire, ambulance, sheriff and emergency preparedness.

Tell dispatcher your exact location and where your building's office is located or where the team leader will be, inside or outside the building.

Keep a crisis team member at that location, if possible, by the telephone.

If anyone must be transported to a hospital by ambulance for a serious injury, send a staff member along with the student's medical file to serve as a liaison between the hospital and the district. Keep the Service Center informed of the patient's status.

Step 2 Immediately report crisis to:

Superintendent	
Service Center	832-5000
(Before 7:30 a.m. /after 4:30 p.m.)	832-5003
District Emergency number (AIC)	218-4970
Police/Sheriff/Fire/Ambulance Personnel	911
Lawrence Memorial Hospital	749-6100
Poison Control	1-800-332-6633

If the superintendent is unavailable, notify the administrator in charge (AIC) for the day. A member of the superintendent's staff will go to the scene and will be available to answer questions in order to allay the public concern.

The superintendent or AIC (administrator in charge) will notify the communications coordinator which administrator he has appointed to act as spokesperson. Other district personnel will be notified by the superintendent's office if they are needed to respond to the emergency.

MEDIA PROCEDURE

The only means to inform the general public is by mass media (radio, cablevision and newspapers, and Channel 26). We must provide prompt and accurate information.

For most incidents, building administrators (or their designated spokesperson) are the source for providing the media with information. Refer all questions to that person. Principals should notify the superintendent or designee prior to giving information to the media. Annually, staff should be informed of the media procedure policy. In event of crisis, please refer media to those indicated.

In a crisis, the superintendent or his appointed designee will handle questions from the media. Refer all questions to that person.

Inform your staff and the communications coordinator at the Service Center, 832-5000, who will be available to handle questions in a crisis.

BUILDING CRISIS TEAM THE PEOPLE IN CHARGE

Joe Snyder

Principal (person in charge)

Mike Hill

Person in charge (in principal's absence)

Other team members:

Ted Berard	Associate Principal	Matt Sarna	Resource Officer
Lisa Boyd	Assistant Principal	Paula Hatcher	Nurse
Connie Kesinger	Secretary	Linda Stanwix	Receptionist
Chris Goulter	Security	Susan Mahler	Plant Supervisor
Brett Romme	Security	Scott Pickerel	Maintenance
Charles Thomas	Security	Julie Goulding	Secretary

When in a crisis

Every action taken must be communicated immediately to all members of the crisis management team and the superintendent. The staff and crisis management team members should work with fire and police authorities.

ALTERNATE SCHOOL LOCATIONS TRANSPORTATION

When students and staff must be evacuated and moved away from their building, the location will be determined by the building principal after consultation with the superintendent and/or emergency personnel.

The alternate indoor locations are:

Mustard Seed Church - 700 Wakarusa Dr. and
First Southern Baptist Church - 4300 W. 6th

The outdoor staging area (within walking distance of the school) is:

LFS Football Field

In case a large number of students and staff must be moved, the district has an agreement with the University of Kansas which allows us to use either Allen Field House or Anschutz Pavilion in case of catastrophic emergencies.

Do not dismiss students unless orders are given by the superintendent, AIC (administrator in charge), or designee.

Parents or designee must contact the school before they are released from the school or alternate site.

TRANSPORTATION OPTIONS

In the event of a disaster or emergency, the superintendent may close the schools and arrange transportation for busing students. Schools affected will be advised by the superintendent's office as to the option to exercise depending on the nature of the disaster. In order to avoid sending children home before their parents can arrive, the early dismissal option will be carefully considered and the district will give warning, if possible, through the local media and by notifying major employers.

OPTIONS:

1. Immediate closure of specified schools and transportation of the students either to their homes or to the alternate site.
2. Placement of school buses at pre-determined schools in readiness to transport students should the situation require it.
3. Holding of students and provision of shelter at the school.
4. Acceleration of regular transportation schedule. (Run the regular routes but ahead of schedule with no deviations.)

Laidlaw Contract Services (Bus Co.) 841-3594

PUPIL DISMISSAL PROCEDURES

Once the dismissal order is received from the proper school authority, principals (or their designated representative) will:

1. Relay dismissal instructions to every classroom by the most rapid and efficient means, in most cases the intercom. (If there is no electricity, the principal implements individual school procedure.) Security and school personnel with 2-way radios will contact classrooms and all other areas.
2. Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance for parents who have made special arrangements for care in the event the parents are not at home.
3. The building support team will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken. Crisis team members are listed on Page 6.
4. The school principal may request assistance from the superintendent and/or law enforcement authorities to assure that students disperse from the school grounds to minimize hazards and reduce congestion.
5. All dealings with the news media and the public must be handled through the building administrator, the superintendent or other person designated by the superintendent either on the scene or at the administration center.

PERSONNEL ROLES:

- Principal:** *Designate command post, supervise student body, and maintain contact with staff.
Provide missing list to authorities, if needed, establish / deploy search teams.
Identify in writing each student using pictures from Skyward.
- Secretary:** *Remain near a centrally located telephone / monitor radio.
- Teachers:** *Supervise students in their classrooms.
- Auxiliary Staff:** *Report to the principal, be prepared to turn off the gas or electricity.

NOTE: Do not make comment to the Press; refer all Press/media to the Superintendent's Office.

PRINCIPAL'S CHECKLIST

- ___ 1. Display a *Safety and Security Manual* prominently by telephones in your building.
- ___ 2. Confirm that each manual and checklist has current names of the Building Support Crisis Team.
- ___ 3. Determine where in your building the *Crisis Team Leader* will be located during a crisis.
- ___ 4. Have first aid equipment and instructions in designated shelter area of your building.
- ___ 5. Review checklist in this manual with teachers, custodians and other employees at the beginning of year and with new employees.
- ___ 6. In a crisis, instruct the secretary to secure all records and valuables in safe place.
- ___ 7. In a crisis, instruct teachers to make a roll count of students and appoint a *Crisis Team Member* to confirm that count.
- ___ 8. Review references unique to your building: See last page in this manual.
- ___ 9. Make a telephone tree or list of numbers for people who can be called upon to secure the building and otherwise help in time of an emergency.
- ___ 10. When a student is released from school, the parent or designee must contact the school and give approval.

CUSTODIAN CHECKLIST

- _____ 1. Cut off electricity, gas and water supplies **ONLY** if directed to do so by person in charge.
For assistance in an emergency:
- Maintenance 832-5975
Aquila (gas) 1-800-344-7233
Westar (electricity) 1-800-544-4857
Water Department 832-3000 or 843-2685 (after 5 p.m./weekends)
- _____ 2. In the event of a tornado or other crisis that damages the building - provide the person in charge with condition report and damage survey. Always send two people for initial damage assessment.
- _____ 3. Immediately contact Director of Transportation, Safety and Facilities Planning, and report emergency actions taken.
- _____ 4. Review notations unique to your building: See last page in this booklet.
- _____ 5. List below the names of the **Building Crisis Team**:

Joe Snyder

Principal (person in charge)

Mike Hill

Person in charge (in principal's absence)

Other team members:

Ted Berard	Associate Principal
Lisa Boyd	Assistant Principal
Chris Goulter	Security
Brett Romme	Security
Charles Thomas	Security
Matt Sarna	School Resource Officer
Paula Hatcher	Nurse
Connie Kesinger	Secretary
Linda Stanwix	Receptionist
Julie Goulding	Secretary
Susan Mahler	Plant Supervisor
Scott Pickerel	Maintenance

TEACHER CHECKLIST

- ___ 1. If advised by Crisis Team Leader, stay in your room.
- ___ a. Immediately take roll count of students.
- ___ b. If directed to dismiss students to have students report to the office to be released from school.
- ___ 2. Take protective action if building is threatened.
- ___ a. Keep children away from windows and outside walls.
- ___ b. Take shelter under desks, tables and heavy furniture.
- ___ c. Move from under light fixtures and other suspended objects.
- ___ d. Shut off or disconnect any electrical or gas operated appliances.
- ___ e. Be alert to any developing threats such as broken water pipes or electrical wires.
- ___ f. Communicate roll count and situation to the Crisis Team Leader as soon as safe.
- ___ g. Be prepared to evacuate if advised to do so.
- ___ h. If advised to evacuate, follow the fire drill or tornado drill plan.
- ___ 3. Note references unique to your schools: See last page in booklet.

Members of the Building Crisis Team in your school are:

Joe Snyder

Principal (person in charge)

Mike Hill

Person in charge (in principal's absence)

Other team members:

Ted Berard	Associate Principal
Lisa Boyd	Assistant Principal
Chris Goulter	Security
Brett Romme	Security
Charles Thomas	Security
Matt Sarna	School Resource Officer
Paula Hatcher	Nurse
Connie Kesinger	Secretary
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Julie Goulding	Secretary
Susan Mahler	Plant Supervisor
Scott Pickerel	Maintenance

ABDUCTIONS / DISAPPEARANCES / KIDNAPPING

Abductions involving child custody disagreements offer the greatest potential for crisis for school personnel. When abduction becomes a possibility in explaining either the disappearance of a student or questionable behavior on the part of a parent or other individual, the following procedures are recommended:

Missing Student

When it appears that a student is missing from his/her assigned classroom or activity, the administrator should:

1. Determine the last known whereabouts of the student.
2. Physically search the building and grounds to see if the student can be found.
3. Contact the parent(s) or guardian(s) to determine if the student is in the custody of the parent(s) or guardian(s) or have knowledge of the reason for absence from the assigned location.
4. Contact the police immediately if the student cannot be found or if there is an eyewitness to an abduction.
5. Notify the appropriate district supervisory personnel.

CRISIS PROCEDURES LAWRENCE FREE STATE HIGH SCHOOL

The following procedures are to be followed in case a major situation develops that jeopardizes the safety of students and staff, or threatens to seriously disrupt the educational program of the school. It especially applies where weapons are involved and when lives are at risk.

ISOLATE SITUATION --

- Matt Sarna, School Resource Officer and Mike Hill will be in charge at the site of the situation.
- Media and police questions will be handled by Dr. Snyder.
- Mike Hill will be the spokesperson if Dr. Snyder is not available.

NOTIFY THE RESPONSE TEAM -

1. Via radio, Mike Hill will make the following announcement:
 "Response team report to your assigned station with your materials."

PRINCIPAL WILL CALL SWITCHBOARD --Person at switchboard will:

1. Notify police (Phone 911)
2. Notify the Administrator in charge at ESDC.

NOTIFY ALL STAFF --

The principal will make the following announcement:

"We are now in a secure the building situation"

If intercom is working, materials will not need to be delivered by designated personnel. Announcement will be made via intercom.

If intercom is NOT working, materials will be delivered by designated personnel. (Same announcement as on intercom.)

Specific instructions to teachers:

1. Keep all students in rooms; close and lock the classroom door.
2. Keep away from doors and windows; stay out of sight as much as possible.
3. Turn lights off unless you are in a room without windows.
4. Additional information regarding this situation will be provided.
5. If the threat is communicated as coming from outside the building, shut all blinds.

Please do not call the office unless there is an emergency at which time dial 4835.

Codes for Emergencies in the Lawrence Public School District

For inclusion in all building crisis response plans

1. **LOCKDOWN:** indicates a situation where an imminent threat is present to the students and staff in your school and immediate protective action is needed.

Each school will conduct at least one practice drill each semester for the lockdown procedure.

The following action should be taken:

- a. Identify the threat and determine the extent of danger to students and staff.
- b. Call 9-1-1.
- c. Lock all exterior doors (including the main entrance). No one enters or leaves the building. No parents are allowed to pick up students. No recess and no off-campus lunch.
- d. Announce the Lockdown over the intercom using clear speech. State, "We are in a lockdown. Follow the procedures outlined in your crisis response plans." If the intercom is unavailable, announce the Lockdown via the two-way radios, phones or the megaphone in the Crisis Emergency Kit. As appropriate, there may be a need to announce the location of the situation or reason for the Lockdown (disturbance in the lunchroom, school office, library, etc.).
- e. Staff will immediately detain students already in their classrooms and summon students located elsewhere into classrooms.
- f. If determined to be in the best interest of safety, staff in portable classrooms will bring their students into a predetermined area of the main building (gym, library, cafeteria, music rooms).
- g. Teachers & students will remain in their classrooms until further instructions are given.
- h. Teachers, staff and visitors who are not directly supervising students will report to the office.
- i. Teachers will close (lock - where possible) doors, windows & blinds in the classroom.
- j. Teachers/students will quickly and quietly move to a predetermined area of the classroom (away from the door). It is imperative students and staff remain quiet.
- k. Teachers will take attendance and report any missing students to the office.
- l. Notify the AIC of the lockdown situation. The AIC will notify the district communications office.
- m. Refer all media inquiries to the Superintendent's office.
- n. Administration will coordinate efforts with responding law enforcement.
- o. If evacuation is necessary, follow crisis manual procedures for evacuation.
- p. When law enforcement indicates that the situation is under control, announce the "All Clear" over the intercom.
- q. Upon hearing the "All Clear," teachers will keep students in the classrooms until further instructions are given.
- r. Prepare a statement about the incident to be announced to staff and students before dismissal.
- s. Hold a staff meeting after student dismissal and prior to the release of staff to discuss a summary of the incident and reduce anxiety and alleviate rumors.
- t. Administration will coordinate with communications office to send a parent note home with students or to use the School Messenger automated calling system to share information with parents.

2. **HEIGHTENED ALERT:** indicates a situation where heightened awareness and increased monitoring of students and staff is necessary to ensure safety and security.

The following action should be taken:

- a. Identify the threat and determine the extent of danger to students and staff.
- b. Assess building for anything unusual or suspicious such as broken windows, unsecured windows, open doors, suspicious packages, etc.
- c. If situation warrants, call 9-1-1.
- d. Lock all exterior doors (except the main entrance). Monitor the main entrance. As per guidelines, all visitors must sign in/sign out.
- e. Announce the Heightened Alert in clear speech over the intercom. State, "We are in a state of Heightened Alert. Follow the procedures outlined in your crisis response plans." If the intercom is unavailable, use an alternative source to inform staff. As appropriate, announce the reason for the heightened alert (such as a non-specific threat).
- f. Teachers and students should maintain normal classroom activity, except no outdoor recess or off-campus lunch.
- g. Teachers will summon students who are outside into the building.
- h. Close (do not lock) interior doors.
- i. Notify the AIC of the lockdown situation. The AIC will notify the district communications office.
- j. Refer any media inquiries to the Superintendent's office.
- k. Parents may come to school, in person, to sign students out, if they so choose.
- l. If applicable, administration will coordinate efforts with responding law enforcement.
- m. If evacuation is necessary, follow crisis manual procedures for evacuation.
- n. When law enforcement or administration indicates that the situation is under control, announce the "All Clear" over the intercom.
- o. Upon hearing the "All Clear," teachers and students may return to normal school activities.
- p. Prepare a statement about the Heightened Alert to be announced to staff and students before dismissal.
- q. Administration will coordinate with communications office to send a parent note home with students or to use the School Messenger automated calling system to share information with parents.

DEATH OR OTHER TRAUMAS: Grief Management

The following specific procedures are recommended for dealing with a traumatic experience occurring on school property:

IMMEDIATE ACTIONS FOR TRAUMA EVENTS:

1. Call 911 (Emergency Response Team.)
2. Notify parents or legal guardian.
3. Put someone in charge of keeping students, parents, and onlookers away from the scene until emergency help arrives.
4. Block off area. Police will do this upon arrival.
5. Make a mental note of the circumstances:
 - a. Who observed the occurrence?
 - b. Who reported the occurrence?
 - c. What vehicle(s) were involved?
 - d. Emergency procedures that were followed.
 - e. Approximate times of accident, when emergency vehicles arrived, what was done for

- the victim.
- f. Write down your observations as soon as possible.
- 6. Notify the superintendent or designee.
- 7. Call in District Crisis Response Team.

DEATH OR HOMICIDE

DEFINITION: Determine the situation involved.

Who: School Staff or Student.

Where: On school property or off.

How: Accidental, Intentional or Illness.

STEPS OF ACTION:

1. Answer to above questions will determine what steps to be taken.
 - A. On School Grounds:
 1. Summon emergency help
 2. Isolate area
 3. Move witnesses to a separate area
 4. Notify Superintendent's Office
 5. Notify support staff
 6. Contact outside resources and provide crisis intervention as needed
 - B. Off School Grounds:
 1. Confirm death
 2. Notify Crisis Response Team

PRINCIPAL or DESIGNEE

1. Call 911 if necessary
2. Health information on victim if necessary
3. Contact Central Office: 832-5000
4. Notify Crisis Response Team
5. Determine contact for victim's family
6. Informational note to family including condolences when appropriate

STAFF

1. Remain calm
2. Calm students and relocate to a safe place in the room if necessary
3. Notify principal's office
4. Isolate witnesses
5. Identify students in need of counseling and refer at the appropriate time

COUNSELORS

1. Arrange support personnel if necessary
2. Provide follow up with staff and students who were affected with the death

NOTE: Do not make comment to the Press; refer all Press/media to the Superintendent's Office.

EMERGENCY DURING LARGE EVENT

DEFINITION: A meeting or program where large numbers of students and / or adults are gathered in one place in the building.

Example: Winter music program, school dance, athletic event, etc.

STEPS OF ACTION:

1. Empty the building using these procedures:
Using public address system,
 1. Point out emergency exits to crowd
 2. Stress the need to keep exits open
 3. Inform as to exit procedures
2. Call 911, indicating: place, type of emergency, injuries, if any; number of people involved; which entrance to be used.
3. Mark the access to the building for emergency vehicles.

ROLES:

- Principal: *Notify emergency services. Supervise emergency procedures.
and / or *Use P.A. or alternative communication system to alert others who might
designee be in the building.
- Custodian: *Mark entrance for emergency vehicles. Guide emergency vehicle to the
appropriate entrance.
- Designee: *Lead students / audience in appropriate procedures.

PHONE NUMBERS:

- Emergency: 911
Superintendent: 832-5000
AIC: 218-4970

NOTE: Do not make comment to the Press; refer all Press / media to the Superintendent's Office.

EMERGENCY USE OF SCHOOLS DUE TO COMMUNITY CRISIS

DEFINITION: A community emergency is when conditions exist which warrant a need for community evacuation shelters for families / persons in the emergency area.

STEPS OF ACTION:

1. Provide space as needed.
2. Notify Supervisor of Building and Grounds.
3. Notify students and staff of incident and any change in schedules.
4. Provide assistance to incoming people.
5. Notify Superintendent's office.

ROLES:

Principal and/or designee:	*Liaison with other school and emergency officials.
Secretary:	*Phone superintendent's office *Help coordinate communication
Custodian:	*Traffic control
Teachers:	*Continue with possibility of adjusted schedules.

PHONE NUMBERS:

Emergency:	911
Supervisor of Building & Grounds:	832-5975
Superintendent:	832-5000

NOTE: Do not make comment to the Press; refer all Press/media to the Superintendent's Office.

BUILDING BOMB THREAT PROCEDURES

BOMB THREATS

In the event the school should receive a bomb threat, the following actions will be implemented:

- A. The individual taking the incoming call will immediately report to the principal or person in charge. If the person taking the call feels that the caller is serious (or even if there is suspicion that it might be serious), the following will be initiated:
 1. Clear the school using normal fire drill procedures.
 2. Call the police department
 3. Notify the central administration office.

- B. If the person taking the call indicates that it is most likely a prank (giggling caller, young students; voices, etc.), the following might be initiated:
 1. An announcement will be made on the public address system - "Attention, teachers. We need your room inventory at this time."
 2. Teachers will immediately and personally initiate a search of their classrooms.
 - a. If nothing suspicious is found, the teachers will send a note to the office stating - "Room Number () - Inventory O.K."
 - b. If anything suspicious is found, the teacher will leave it alone and immediately send a note to the office stating, - "Room Number () - Object." Evacuation of the class will follow immediately using fire drill procedures for that room.
 3. Upon receiving no notes from teachers indicating a foreign object in the rooms, the office may or may not initiate procedures under "A" above, upon the discretion of the administrator involved.
 4. Should a note be received indicating a foreign object, the administrator will immediately initiate procedures under "A" above.

Safety of students and staff is of overriding importance. When in doubt, the building will be evacuated. If it becomes necessary to evacuate, follow the evacuation routes for the fire drill unless otherwise instructed.

1. **Use your "Bomb Threat Call Checklist." See next page.**
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
 - a. Prolong the conversation as much as possible.
 - b. Identify background noises.
 - c. Note distinguishing voice characteristics.
 - d. Interrogate the caller as to description of bomb, where it is, and when it is due to explode.
 - e. Determine caller's knowledge of the facility.
 - f. **DON'T HANG UP THE PHONE!** Use another phone to call authorities.
3. The person receiving the call will immediately alert the principal or other person in charge who will **notify the police.**
4. The principal or designee will alert the superintendent.

5. The principal will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn't belong.
7. If what might be a bomb is found, **DO NOT TOUCH IT. Notify the person in charge.** The police department will take charge.
8. If the caller indicates a time a bomb is due to explode, and the principal **determines the threat is valid**, the standard fire drill with possible modifications will be announced for evacuation of the facility.
9. **Evacuate personnel at least 300 feet from the building.** During inclement weather and a possible prolonged search, move students to your school's alternate location.
10. After all students have been evacuated, all utilities should be turned off.
11. Check absentee list for possible clues to who might have phoned in the bomb scare.
12. Attendance will be taken when the students are assembled away from the school. Give roll count to person in charge.
13. If the service center receives a bomb threat about an individual school they will:
 1. Use "Bomb Threat Call Checklist."
 2. Immediately notify the superintendent who will call the police department - 911-on another telephone line.
 3. Notify the school involved.

BOMB THREAT CALL CHECKLIST

Don't hang up. Notify someone else (with a note or gestures) to have principal or designee use another telephone to call police.

Record the exact words used by caller _____

ASK:

What time is it set for? _____

Where is it? _____

What does it look like? _____

Who are you? _____

VOICE ON THE PHONE CHECKLIST:

Man _____ Woman _____ Child _____

Intoxicated _____ Speech impediment _____ Accent _____

Other _____

BACKGROUND NOISE CHECKLIST:

Music _____ Children _____ Talk _____

Airplane _____ Traffic _____ Typing _____

Machines _____ Other _____

DON'T HANG UP PHONE (Use another phone to call police - 911)

Person receiving call, immediately notify authorities and give above information, then notify person in charge and alert superintendent's office.

Date _____ Time of Call _____

Call received by _____

Distribute copies IMMEDIATELY to principal, person in charge in principal's absence.

cc: Immediate Supervisor
Superintendent's Office

FIRE - TORNADO - CHEMICAL - EXPLOSION - EARTHQUAKE

FIRE (See board policy EBBE)

Each principal will develop and maintain a plan for safety in case of a fire. Each building will hold monthly fire drills.

FIRE DRILLS

Fire drills will be held every month during the school term. It is of extreme importance that each and every fire alarm situation be treated as the real thing. Emphasize this to your class along with instructions regarding the proper procedure to follow.

Schedule for use of Exits in Fire Drills: Upon the sounding of the fire alarm, you will proceed with your students in an orderly manner to the sidewalks or to the driveway. (Everyone is to stay at least 100 feet away from the building.) The lines should move sharply. A signal will be given for the return to the building. Classes will resume work upon return to the classrooms without other signals.

In case of fire, the gymnasium will be evacuated in the following manner: Students will leave the gym by the closest exit in an orderly manner. Once outside the gym, students will leave the building by the nearest outside exits if they have not already done so. Students will move at least one hundred (100) feet away from the building.

FIRE DRILL PROCEDURES:

1. Students and staff will act seriously and promptly. Horse play will not be tolerated. Pleasant conversation is in place after exiting the building.
2. Those nearest the exits should move out first.
3. Advance planning should anticipate any special attention that needs to be given to individual students.
4. The teacher should be the last to leave a room and should bring along their class rosters. A student leader should be first.
5. All except those engaged in administering a drill are required by state law to leave the building.

A "fire drill" might turn out to signal a "fire." Each teacher is under instructions to call (or have a student call) the office by phone or intercom in case of a fire, to send another student running to the office to give a verbal report, and to have another run to the nearest alarm box to turn in an alarm.

An office secretary is under instruction to wait at the phone exchange at all times during fire alarm or alert. She is to be prepared to phone any report of a fire to the city fire station.

One custodian is under instructions to go to the electric transformer and another to the gas valve at each fire drill and alert to be prepared to cut off those supplies in case of evident real fire, explosion or other disaster.

Regular assignments of above duties are effective as of the date of this handbook as to these persons and their successors or substitutes:

Telephone Exchange - Secretary

Electric Switch - Custodian

Gas Valve - Custodian

- Science Department Head (Steve Heffernan/John Olson) turn off Gas Valves in Science Lab

Mr. Hill is responsible for monthly fire drills.

ROOMS

FIRE DRILLS

101 - 104 Office Area	Exit the office area to the right, go to the commons and exit the building through the north commons doors.
105	Exit the room/building through the door along the north wall.
106	Exit the room/building through the door along the north wall.
107-109	Exit the room to the left, go down the hall and exit the building through the east doors.
108	Exit the room/building through the door along the north wall in room 108A.
111 - 115	Exit the room to the right, go down the hall and exit the building through the east doors.
116 - 118	Exit the room to the left, go down the hall to the commons and exit the building through the north doors.
119	Exit the room to the left, go down the hall to the commons and exit the building through the north doors.
124 - 130	Exit the room to the right, go to the commons and exit the building through the south commons doors.
134 - adjacent rooms in suite	Exit the room to the left and exit the building through the east doors.
139 - 140 & AV	Exit the room to the right and exit the building through the east doors.
143 - 148	Exit the room to the left, go to the commons and exit the building through the south commons doors.
151 - 153	Exit the room and go left into the hallway. Leave the building through the west doors.
152	Exit the room through the west door. Go left down the hallway and exit the building.
154	Exit the building through the west doors.
155	Exit the room to the right, go down the hall and exit the building through the west doors.
156	Exit the room to the right and exit the building through the west doors.
157	Exit the room to the left and exit the building through the west doors.
Shop	Exit the shop area through the north door.
201 - 208	Exit the room to the right, use the stairs down to the commons and exit the building through the north commons doors.
209 - 215	Exit the room to the left, go down the hall, use the stairs to the first floor and exit the building through the east doors.
218 - 222	Exit the room to the right, go down the hall, use the stairs to the first floor and exit the building through the east doors.

223 - 227	Exit the room to the left, use the stairs down to the commons and exit the building through the north commons doors.
232 - 238	Exit the room to the right, go down the hall, use the stairs to the first floor and exit the building through the south doors.
239 - 245	Exit the room to the left, go down the hall, use the stairs to the first floor and exit the building through the east doors.
248 - 254	Exit the room to the right, go down the hall, use the stairs to the first floor and exit the building through the east doors.
255 - 262	Exit the room to the left, use the stairs down to the commons and exit the building through the south commons doors.
Auditorium	Exit the east entrance doors into the commons. Leave the commons through the north doors.
Boys' PE Lockerroom	Exit through the northwest doors.
Boys' Varsity Lockerroom	Exit through the northeast doors.
Girls' PE Lockerroom	Exit through the northeast doors.
Girls' Varsity Lockerroom	Exit through the northwest doors.
Kitchen	Exit to the south hallway by the auditorium. Turn right and exit the west doors into the parking lot.
Laundry Room	Exit the room to the right and leave the building through the west doors.
Library	Exit the room/building through the east door by the copy machine.
Main Gymnasium	Exit through the east doors into the parking lot.
Maintenance Area	Exit right from the break area and out the west doors.
Small Gymnasium	Exit through the northwest doors.
Tool Room	Exit out the north doors.
Training Room	Exit the room to the right and leave the building through the west doors.
Weight Room	Exit through the west door to the west staircase. Go down the west staircase and exit the building via the west doors.
Wrestling Room	Exit through the west door to the west staircase. Go down the west staircase and exit the building via the west doors.

TORNADO AND SEVERE WEATHER

(See board policy, EBBD)

Each principal will develop and maintain a plan for safety in case of a tornado. Tornado drills will be held three times during each school year. Information regarding tornadoes will be broadcast on the **Voice Command Radio**.

- **Tornado Watch** - means no funnel clouds have been sighted, but tornadoes can be expected to occur.
- **Tornado Warning** - means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

TORNADO PROCEDURES:

- **DEFINITION: WATCH** - conditions are favorable for tornado or severe weather.
- **MONITOR:** Take action as needed.
- **WARNING** - A tornado has been spotted or indicated by radar.
- **TAKE SHELTER.** Weather reports should be monitored continuously.

SIGNALS:

- Every effort will be made by Emergency Preparedness to notify the central office should a tornado approach. (Use cell phones if unable to get through on regular lines.)
- Warning will be: Tornado tone will be separate from the fire drill sound and will ring continuously.

STEPS OF ACTION:

- Students should proceed to the designated position against the wall and assume a kneeling position, with head down/hands covering the head. All persons should stay away from windows and doors at all times.
- Teachers should keep their class rosters with them and stay with their students.
- Wait for "all clear" signal before returning to class room.
- School activity busses will not load in the event of threatening weather at principal or sponsor discretion.
- On the bus - When a tornado watch is issued, the driver will plan where to take the students for shelter. When a tornado warning is issued, the bus driver will take students to appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus on their stomachs; with their arms over their heads, until the emergency has passed. If possible the bus driver will inform the transportation department supervisor of all developments and plans.

INSTRUCTIONS FOR STORM ALERT

Safety from Storms:

Lawrence Free State High School has a Weather Alert Radio which keeps the school informed of the weather situation at all times.

In case a severe storm warning is in effect at a time of dismissal, information will be given to the students and employees over the intercom. When information is received that we are under a tornado warning, an announcement will be given over the intercom to this effect. Each teacher will move his/her students to the following designated areas. Students are to sit in their assigned areas with their back against the wall, knees tucked to chin, head against knees with hands covering head.

ROOMS STORM DRILLS

Auditorium Move to the north auditorium hallway and sit along the south wall.

Cafeteria/Kitchen

Go to the north auditorium hallway and sit along the north wall.

Main/Small Gyms

Use the hallway north of the main gym and the lockerrooms.

107 Remain in the room.

101 - 106 Exit to the north side of the hallway and sit along the wall.

108 - 109 Exit to the north side of the hallway and sit along the wall.

112 - 119 Remain in classrooms.

124 - 128 Remain in classrooms.

134 - 136 Remain in classrooms.

139 - 148 Go to the south side of the hallway and sit along the wall.

151 - 154 Go to the south wall in the performing arts hallway.

156 - Shop Go through the east door into the performing arts hallway and sit along the north wall.

201 - 210 Go west and down the north stairs and sit in front of rooms 110 - 113.

218 - 220 Go west down the middle stairs to the 1st floor and sit on the floor along the stair rails across from the elevators.

221 - 227 Go west and sit along the south wall in front of rooms 114 - 119.

232 - 239 Go east and down the middle stairs and sit on the floor in front of the elevator along the west wall.

243 - 245 Go east and down the stairs to the 1st floor hallway and sit on the north side of the south hallway.

248 - 253 Go east and down the stairs to the 1st floor hallway and sit on the north side of the south hallway.

254 - 262 Go west to the commons area and go down the stairs into the south hallway in front of rooms 124 - 130.

Science Lab Go east and down the east stairs to the south wall in front of rooms 112 - 113.

211 - 215 Go east and down the east stairs to the south wall in front of rooms 112 - 113.

Because class size varies depending on the hour drills take place, teachers should exercise professional judgment to be certain space exists for safe assembly in areas assigned. Advise Mr. Hill where changes are suggested.

IN-PLACE SHELTERING FOR A MASS CHEMICAL EXPOSURE

1. Bring students inside.
2. Immediately turn to Local Emergency Broadcasting Station (KLWN AM 1320)
3. Close and lock doors and windows to the outside (Windows often seal better when they are locked)
4. Turn off all heating or cooling systems (switch inlets to the "closed" position and seal any gaps around window-type air conditions with tape and plastics bags from the crisis kits). Science Department Head will turn off gas valves in science labs.
5. Turn off all exhaust fans in kitchen, bathrooms and any other space.
6. Seal all apparent openings.
7. Close as many internal doors as possible in your building.
8. Use plastic trash bags from crisis kit to cover and seal bathroom exhaust and grilles, range vents, or dryer vents and other openings to the outdoors to the external windows and doors.
9. Close the drapes, curtains or shades over the windows to protect yourself against possible explosion from the outside. Stay away from external windows to prevent injury from flying glass.
10. If the vapors begin to bother you, hold a wet cloth or handkerchief over your nose and mouth.
11. Minimize the use of elevators. Elevators tend to "pump" outdoor air in and out of the building as they travel up and down.
12. Once the order for In-Place Sheltering has been issued, **DO NOT** leave your building until you have official notification that the danger has ceased.

NOTE: Do not make comment to the Press, refer all Press / media to the Superintendent's Office.

Explosions

- When advised by Crisis Team Leader, evacuate buildings using fire drill plan, with possible modifications.
- Proceed to alternate site for your school. (See alternate School locations page.)
- Information on student pickup will be supplied by the superintendent's office and broadcast on radio and television.

Earthquake

If inside the school building when an earthquake occurs:

- LEAVE THE BUILDING when the earthquake is over. DO NOT return to the building.
- Avoid touching electrical wires which may have fallen.
- Move away from buildings, trees, and exposed wires.

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SCHOOL PROCEDURE FOR SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGES SUCH AS "ANTHRAX"

- DO NOT shake, smell, taste or empty the contents of any suspicious envelope or package.
- COVER the envelope / package with a plastic bag to prevent leakage, if you do not have a plastic bag - COVER the envelope / package with anything that will prevent the area from being disturbed (trash can, etc.) and do not remove the cover.
- LEAVE the room or area.
- CLOSE the door to isolate the area.
- PREVENT others from entering the area.
- WASH your hands with soap and water to prevent spreading any powder to your face.
- REPORT the problem to the principal.
- MAKE A LIST of all people who were in the room or area when the suspicious letter / package was recognized. Give copies of the list to local public health officers, law enforcement and the principal.

REASONS TO CONTACT THE SCHOOL NURSE (listed alphabetically)

GOAL:

Guide staff in determining when a medical situation necessitates contact with the school nurse.

1. Accidents
 - a. Suspected broken bone
 - b. Uncontrolled bleeding and / or questionable if stitches needed
 - c. Puncture wound by dirty object
 - d. Child unable to move a specific body part or get up on own effort - do not move child
2. Behavior change in nonverbal child or one with special needs.
3. Bites - animal or human
4. Blood sugar readings high or low
5. Breathing difficulty - if child cannot say a short sentence without taking a breath, **call 911 first**
6. Burns
7. Child abuse, suspected
8. Eyeball injury / blow to eye
9. Head injury - refer to head injury parent notification form, call nurse if any symptoms listed are present - if loss of consciousness, **call 911 first**
10. Heat-related illness
11. Medication questions
 - a. New medications needing processing
 - b. Parent brings medication that appears different
 - c. Child prescribed a new dosage
12. Neck injury - if child is unable to move arms or legs, do not move child and **call 911 first**
13. Pain, extreme or persistent
14. Poisoning / drug overdose, suspected - call **Poison Control first @ 1-800-222-1222**
15. Rash, unidentified
16. Seizure - if no known history of seizures, or if lasts > 5 minutes **call 911 first**
17. Substance use, actual or suspected
18. Tick needing removal
19. Tooth, moveable or displaced due to blow to mouth
20. Vomiting and/or diarrhea, persistent

Examples of Common Situations Not Needing Immediate Nurse Notification

1. Head lice / nits
2. Nosebleed, minor
3. Splinters
4. Toileting issues, e.g. constipation, diarrhea, soiling clothes

**Please call the nurse for guidance
any time that you feel uncomfortable handling a situation.
For detailed information, consult Emergency Guidelines for Schools.**

SUBSTANCE ABUSE - CHILD ABUSE - MEDICAL EMERGENCY

SUBSTANCE ABUSE BY STUDENTS

See board policy, JDDA

MEDICAL EMERGENCY

Call 911 and then notify school nurse.

BLOOD BORNE PATHOGENS

In 1991, the Occupational Safety and Health Administration (OSHA) issued regulations for handling of blood borne pathogens. State statutes give the task of inspecting public schools for safety compliance to the Kansas Department of Human Resources (KDHR). The following procedures are designed to maintain compliance with those statutes and OSHA regulations.

Occupational exposure is an exposure of skin, eye, or mucous membrane to blood or other infectious substances obtained during performance of assigned duties. Potentially infectious substances, in addition to blood, are semen, vaginal secretions, respiratory discharge, excrement, vomit, and urine. Human bites are also considered infectious.

If an employee is involved in an incident involving a potentially infectious agent, the employee must report the incident to the school nurse by the end of that day. The nurse will refer the employee, with a completed exposure report, to LMH occupational health for evaluation, if necessary. If exposure has occurred, the employee has the option of receiving the Hepatitis B immunization within 24 hours of the incident.

If the incident involves possible exposure to others, such as blood spill or vomit in the classroom, the employee should not attempt to clean the area. Call the nurse, who will oversee the cleaning and disposal of potentially infectious substances. Band-aids, gloves, and antiseptic towelettes are available from the nurse for field trips. All employees are advised to use Universal Precautions and treat all incidents involving bodily fluids as dangerous. Employees needing protective equipment should contact the school nurse.

ACCIDENT / SERIOUS INJURY / ILLNESS / POISON

DEFINITION: Emergency in which one or more sick or injured. Immediate concern is to aid the injured or sick.

STEPS OF ACTION:

- Call 911 emergency services if necessary.
- Use protective clothing/gloves found in Crisis Kit, if needed.
- Call the building administrator/designee and school nurse.
- Stay with sick/injured person.
- Request appropriate assistance from trained persons.

PHONE NUMBERS:

Emergency: 911
Superintendent: 832-5000

NOTE: Do not make comment to the Press, refer all Press/media to the superintendent's office.

POISON

In case someone has been exposed to or taken poison, the following procedure can be followed:

1-800-222-1222 TOLL-FREE NUMBER

Makes 65 local poison centers accessible through this National Toll-Free number. This toll-free hotline connects the public to poison treatment and prevention experts 24 hours a day, seven days a week. The new hotline allows someone to call from anywhere in the United States and automatically be connected to specially trained nurses, pharmacists and doctors at the closest local poison center. These poison experts will respond to poison emergencies and answer poison-related questions about medicines, household products and other potentially dangerous substances. The service is free.

WORK RELATED INJURY

WORKERS COMPENSATION REPORTING Procedures for Lawrence Public Schools

The State of Kansas Workers Compensation law and the district's self-funded workers compensation program provides coverage for all district employees.

The district is committed to providing a safe workplace for staff through:

- Safety education programs
- Providing suitable safety equipment
- Addressing concerns of safety issues

Employees are expected to perform their assigned duties in a safe manner by:

- Following district safety procedures
- Use of safety equipment
- Reporting concerns of safety issues

We are committed to fair and expedient response to all work related injuries. The following information will assist you, the administrative and supervisory staff, in meeting state reporting regulations as well as Lawrence Public Schools reporting procedures.

CLAIM REPORTING RESPONSIBILITIES:

- **Employee** must notify employer (immediate supervisor) of a work-related injury within 10 (ten) days of the injury.
- **Supervisor** or designee must arrange for necessary medical treatment upon notification of a work-related injury.

NOTE: If the injury is NOT life / limb threatening, you MUST call the Benefits Office at 832-5008, ext. 173. An appointment will be made for a medical evaluation at LMH Occupational Health Department, 325 Maine, Lawrence, Kansas. This appointment will generally be the same day the Benefit Office is called. Treatment by any other licensed medical provider will be considered "unauthorized treatment" and will be paid accordingly. If the injury is life / limb threatening, the injured employee is to be transported by appropriate means directly to Lawrence Memorial Hospital's emergency room **or an appropriate medical facility as determined by attending emergency medical personnel.** The school nurse or designee may provide immediate first aid.

- **Employee** must follow the Lawrence Public Schools procedures for securing initial medical aid and follow-up treatment. **Lawrence Memorial Hospital Occupation Health Department** is the district's designated medical provider for work related injuries. The employee must follow the doctor's instructions and submit a copy of the work status report to his/her supervisor and the benefits office following the initial evaluation and subsequent follow-up visits.
- **Supervisor** or designee is responsible for submitting the Employer's Report of Accident immediately to the district's work comp administrator through their website (www.thomasmcgee.com)
- **Supervisor** or designee will prepare the Accident Report Package and send it to the supervisor for immediate completion by the employee, supervisor, and eyewitness. The Accident Reports are to be returned to the Benefits Office through inter-school mail.

The Accident Report Package includes:

- Supervisor's Report
 - Injured Employee's Report
 - Eyewitness Report
 - Written Claims Notice
 - Injured Workers Documentation Chart
 - Employee informational materials
-
- **Employer** (benefits office) will receive Employer's Report of Accident from the work comp administrator within 48 hours.

DEADLINES as mandated by Kansas State Division of Workers Compensation:

Employee: 10 days notification to employer of accident / injury

Employer: 28 days notification to Kansas State Division of Workers Compensation from date of knowledge of accident / injury

Employee: 200 days to file written compensation claim

If these deadlines are not met the employee could lose all rights to workers compensation benefits AND the district could face substantial fines for non-compliance.

FREE STATE STAFF SECURITY PRACTICES

1. **MAKE YOUR CLASSROOM ATTRACTIVE.** Bright bulletin boards, cheery posters, graffiti-less walls and furniture, clean facilities and quick repair of damage make your room less likely to be vandalized.
2. **SECURE YOUR ROOM AFTER HOURS.** Close and lock all windows and doors at the end of the day. Since much school vandalism occurs on impulse, an unlocked door or window is an invitation to enter and destroy.
3. **KEEP UP WITH SCHOOL KEYS AND YOUR BADGE.** A lock is only as secure as the key/badge that controls it. Don't label keys. If they are lost, they become liabilities. If you lose a key/badge, inform Mr. Hill immediately. Do not send students on errands that require keys, and don't lend keys out for any reason. Wear your badge at all times while working.
4. **PREVENT WINDOW SHOPPING.** Everyone knows the danger of theft when desirable items are left in unattended automobiles. Be sure you do not leave portable items of high resale value in view from windows. Theft of electronic devices, calculators, musical instruments and other items can be reduced by putting them out of sight. Better yet, lock them in storage rooms or cabinets.
5. **DON'T ATTRACT ATTENTION TO DESIRABLE ITEMS.** There is no point in labeling a storeroom or drawer "clerical supplies" or "texts," etc.
6. **PRACTICE GOOD HOUSEKEEPING.** Keep your classroom and closets free of litter because good order makes materials available when needed.
7. **INVENTORY ALL INSTRUCTIONAL EQUIPMENT.** Even if theft or vandalism occurs, some items may be recovered by the police or replaced by insurance. A complete and current room inventory is a must.
8. **PROTECT PERSONAL PROPERTY.** Advise students to carry only necessities to school and then take steps to secure them. Remind everyone to keep up with handbags, etc. There is not much opportunity to spend money at school, so advise students not to bring substantial sums of money to school. When collecting money, make it the first order of business, minimizing the chances of loss.
9. **NEVER LEAVE CASH IN THE CLASSROOM OVERNIGHT.** Turn all money in to the Financial Office BEFORE 4 p.m.
10. **DEVELOP STUDENT PRIDE IN THE SCHOOL AND CLASSROOM.** Offer a good program. Recognize student achievement and put out positive information about the school, its programs and people.
11. **TEACH GOOD CITIZENSHIP, BOTH INFORMALLY AND ON A STRUCTURED BASIS.**

EXCESSIVE HEAT PRECAUTIONS

HEAT ALERT 0

- Heat Index: 80-90 (air temperature is <90)
- Excessive fatigue is possible with prolonged exposure or physical activity
- Precautions: Recommend water supply at all practices and competitions with rehydration breaks at least every 30 minutes.

HEAT ALERT 1

- Heat Index: 90-105 (air temperature is >90, beginning to feel uncomfortable)
- Sunstroke, heat cramps, and heat exhaustion are possible with prolonged exposure or physical activity
- Precautions: Increase water intake. Encourage drinks of water before and after recess. Medically fragile students and those with serious chronic conditions (i.e. heart problems, etc.) should be monitored closely.

HEAT ALERT 2

- Heat Index: 105-130 (or air temperature is >95, feels uncomfortable)
- Sunstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure or physical activity.
- Precautions: Reduce outdoor recess and PE to 5-10 minutes. Encourage drinks of water throughout the day, and especially before and after recess. Medically fragile students and those with serious chronic conditions (i.e. heart problems, etc.) should be kept inside. Light clothing should be worn for marching band.

HEAT ALERT 3

- Heat Index: 130 or higher (air temperature is >105, uncomfortable and dangerous)
- Heat/sunstroke are highly likely with continued exposure
- Precautions: Stop outdoor activity, seek cool areas, and encourage water intake throughout the day. All students should be kept inside in a cool area for recess, PE and marching band rehearsals.

Remember: Soft drinks and caffeinated coffee/tea do not replace water.

Athletic teams, cheerleaders, etc. are to follow KSHSAA guidelines.

Early childhood facilities are to follow Health Department guidelines.

Local heat indices are available throughout the day at

www.weather.com

by inputting your zip code.

INFORMATION UNIQUE TO YOUR BUILDING

Members of the Building Crisis Team:

Joe Snyder

Principal (person in charge)

Mike Hill

Person in charge (in principal's absence)

Other team members:

Ted Berard	Associate Principal
Lisa Boyd	Assistant Principal
Chris Goulter	Security
Brett Romme	Security
Charles Thomas	Security
Matt Sarna	School Resource Officer
Paula Hatcher	Nurse
Connie Kesinger	Secretary
Linda Stanwix	Receptionist
Julie Goulding	Secretary
Susan Mahler	Plant Supervisor
Scott Pickerel	Maintenance

REFERENCES UNIQUE TO OUR BUILDING

Suggested announcements for codes to:

- Search for explosive devices - **"Please check your inventory."**

Secure students and lock doors (because of intruder in the building).

- Refer to "Safety Procedures" section (page 13)

"May I have your attention please. We are now in a secure the building situation."