



Alton Central School

Emergency Response Plan

2017-2018

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Alton, NH 03809
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Committee Members

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Chief Ryan Ridley, Alton Fire Chief

Chuck Norwood, Alton Central School Buildings and Grounds Director

Paul Roberts, Alton Central School Assistant Principal

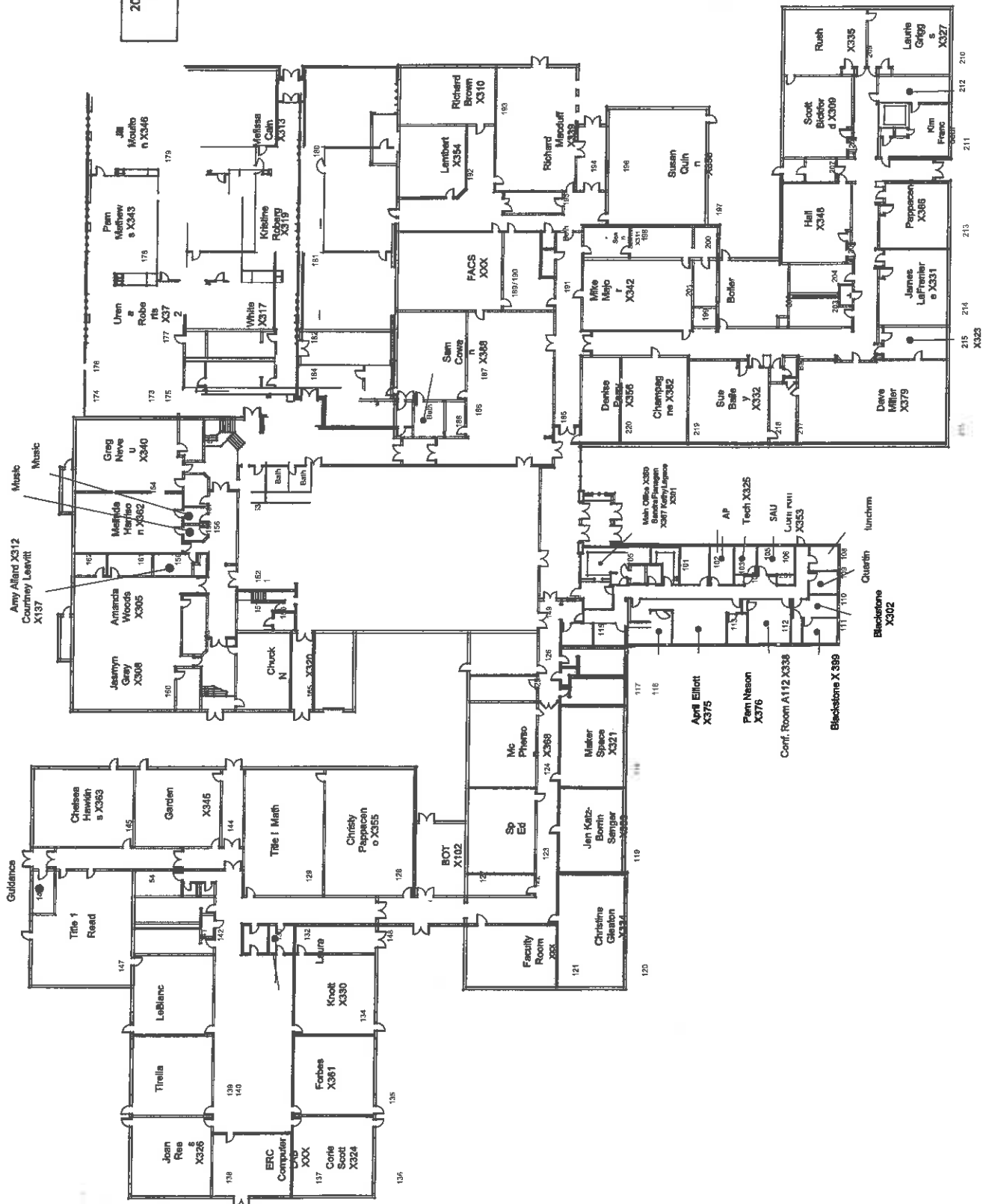
Jim LaFreniere, Alton Central School Assistant Principal

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John MacArthur, Alton Central School Principal

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XXX = Room Number



RECORD OF REVISIONS/CHANGES

[illegible]

Part 1

Basic School District Emergency Operations Plan

1. Introduction

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to cascade into emergencies or disasters. It is critical for school officials along with first responders, emergency management and local government officials to prevent or mitigate, plan for, respond to and recover from these potential incidents.

The intent of an emergency operations plan is to provide an overview of Alton Central School's approach to emergency operations. It describes the Alton Central School, its emergency response policies, procedures and assigns tasks. The primary audience for this plan is the superintendent's staff, key administrators and policy makers (Board Members). This plan will help serve as the foundation for the more operationally oriented building level plans.

2. Promulgation Statement and Approval

The Alton Central School is committed to the safety and preparedness of its students, staff and its visitors. In support of this commitment, the School Board has asked for a thorough review of the Emergency Operations Plans (EOP). The EOP that follows will assist this District in saving lives, minimizing property damage and preserving the environment. Our signatures signify our commitment to keep the plan current and to provide training and resources to the school's personnel in the All-Hazards approach to school crisis management. This is to verify that Alton Central School's Emergency Operations Plan is hereby approved, is in force and supersedes all previous editions.

School Board Chairman: _____

Date: 8/14/17

School Board Approval: August 14, 2017

Purpose of the Plan

The purpose of the Alton Central School Operations Plan is to identify and respond to incidents by outlining the responsibilities and duties of the Alton Central School and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeable. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Alton Central School has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Alton Central School regularly schedules in-service training for faculty and staff.

Scope of the Plan

The Alton Central School Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within the Emergency Operations Plan.

2. School Board Policy Statement

The Alton Central School Emergency Operations Plan operates within the framework of the Alton School District School Board policies.

Planning Assumptions and Limitations

Planning Assumptions

Stating the planning assumptions allows Alton Central School to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (i.e. fire, gas main break) could occur at any time without warning and the employees of the school cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan and improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

Limitations

It is the policy of the Alton School District that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Alton Central School can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Building Information

Alton Central School is located on an 11.8 acre lot and includes one building, one baseball field, one soccer field, one softball field, two playground areas, and a staff parking lot (back and side).

A map of the building with evacuation routes, fire alarm pull stations, fire hydrants, and fire extinguishers is included in the Appendix.

1. School Population
 - a. General Population

Alton Central School's current enrollment is approximately 480, grades PreK-8, located in one single story building at 41 School Street in Alton, NH. These students are supported by a committed staff and faculty consisting of:

40 Teachers and Specialists
13 Administrators
32 Office/Support Staff
1 Instructional Assistants
4 Cafeteria Staff
5 Maintenance and Custodial Staff

A master schedule of where classes, grade levels, and staff are located during the day is located and available in the main office. The master schedule is also located in the Appendix as a reference.

- b. Special Needs Population

Alton Central School is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Cognitive or emotional disabilities
- Deafness or hearing loss
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies)

The school's current enrollment of students with special needs is approximately 90; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Staff members that have been trained and assigned to assist the special needs population during drills, exercise, and incidents will receive no less than annual training on specific procedures and practices.

- c. School Climate

The Alton Central School utilizes the SWIS program to record student discipline behavior. There is a very low occurrence of reported bullying incidents. The general population is friendly and follows school rules.

d. Transportation

Transportation for the Alton Central School is provided through First Student, 51 Lowell Road, Salem, NH 03079. Transportation is shared with the Prospect Mountain High School; buses transport students in grades K-12 simultaneously. The current contract runs through June 2020.

Hazard Situational Overview

Alton Central School is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. The interior and exterior portions of the building and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students.

The following list briefly discusses Alton Central School's high-priority hazards including flood, severe storm, fire, chemical, intruder, and terrorism.

High-Priority Hazards

Flood: Flooding is a natural feature of the climate, topography, and hydrology of Alton. The potential for flooding predominately occurs throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. Alton Central School is located in a low-lying area making it vulnerable to flood damage. Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds of the building. Flooding may occur if a water pipe breaks or prolonged rainfall causes streams to rise.

Severe Storm: Alton is vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation of the Alton Central School, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.

Fire: Fire hazards can result from the natural surrounding or from internal combustion of the heating system, electrical issues, or maliciousness.

Chemical: Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas of Alton. Currently, ammonia, chlorine, and propane are all used and stored on school grounds.

Intruder: While a hostile intruder incident has never occurred at the Alton Central School, like any school, it is vulnerable to intruders.

Terrorism: Alton Central School, like other public institutions, is vulnerable to terrorist activity.

Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Alton Central School fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning, and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. Alton Central School is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include a well-defined stand on bullying and other actions that undermine the safe haven of our school. Recent upgrades to security systems offer greater protection of our students.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Alton Central School has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property. Alton Central School was built in accordance with State building codes, in the form of approved materials, exiting requirements, the width and dimensions of corridors, fire suppression system, and many other standards.

Concept of Operations (CONOPS)

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

Testing, Training, and Exercises

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm

to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Alton Central School participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

Alton Central School recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Alton Central School works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). All staff who assume roles described in this plan will receive ICS-100 and ICS-200 training. Both ICS-100 and -200 are Web-based courses available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
 - Participate in local government's NIMS preparedness program and incorporate the school plan into the community EOP.
 - Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

Direction, Control and Coordination

In a major emergency or disaster, Alton Central School may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.

The Incident Commander at Alton Central School will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The principal or designee will assign an Incident Commander based who is most qualified for that type of incident.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principal and assistant principal are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs. School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.

- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

Instructional Assistants

Responsibilities include assisting teachers as directed.

Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

School Nurses/Health Assistants

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

School Secretary/Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

Other Staff (e.g., Itinerant Staff, Substitute Teachers)

- Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

Communications

1. Communication between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- **Blackboard Blast:** A telephone call from Blackboard is a simple, widely used system for notifying staff of an incident when they are not at school. The call originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
- **Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

2. Communication with the School District Office

The principal will notify the district office. The district office will notify the NH Department of Education of the status of the district/school. He/she will designate staff member(s) to monitor all communications.

External Communication

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Alton Central School about the incident, what is being done about it, and the safety of the children and staff.

3. Communication with Parents

- Before an incident occurs, Alton Central School will:
 - Develop a relationship with parents so that they trust and know how to access alerts and incident information.
 - Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at the Welcome Back-to-School Night.
 - Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- In the event of an incident, the Alton Central School will:
 - Disseminate information via text messages, radio announcements, phone calls, and emails to inform parents about exactly what is known to have happened.
 - Implement the plan to manage phone calls and parents who arrive at school.
 - Describe how the school and school district are handling the situation.
 - Provide information regarding possible reactions of their children and ways to talk with them.
 - Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
 - Inform parents and students when and where school will resume. After an incident, Alton Central School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

4. Communication with the Media

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer.
- Determine the need to establish or participate in a Joint Information Center with emergency responders.
- All Alton Central School employees are to refer all requests for information and questions to the designated spokesperson- Public Information Officer.

Administration, Finance, and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, the Alton Central School will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in the Appendix.

Recordkeeping /Administrative Controls

Alton Central School is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

Plan Development, Maintenance, and Distribution

The Core School Emergency Operations Planning Team is responsible for the overall maintenance and revision of the Alton Central School EOP as well as the responsibility for coordinating training and exercising the School EOP. The School Board and the superintendent are responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

Approval and Dissemination of the Plan

The School Board together with the principal and superintendent will approve and disseminate the plan and its annexes following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval (School Board)
- Distribute the Plan

Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change.

The record of changes will be in table format and maintained by the Core School Emergency Operations Planning Team.

Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan will be made available on the school's website.

Part 2

FUNCTIONAL ANNEXES

Drop, Cover, and Hold

To be used in the event of:

Earthquake

Tornado

Extreme Weather

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. The Principal will notify all staff via telephone and 2 way radio. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.
2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. Staff/students should move away from buildings and utility wires.
4. Teachers and students should move away from windows.

Evacuation

To be used in the event of:

*Bomb threat
Structural Fire
Medical Response*

This action is taken to clear the building for any reason.

Description of Action

1. Bring attendance records and emergency materials in emergency bags.
2. Take the closest and safest way out of the building.
3. Walk.
4. Do not stop for belongings unless instructed.
5. Go to your designated area.
 - a. Kindergarten, Grade 1 and Grade 2 – basketball court closest to the playground.
 - b. Grade 3 and 4 – basketball court closest to the parking lot.
 - c. Grades 5-8 – In between the first and second row of vehicles in the back parking lot.
6. Check for injuries.
7. Begin student and staff accountability. Use green card if everyone is present, red card if there is a problem with either staff or student accountability.
8. Remain quiet and wait for further instructions.

Secure Campus (Reverse Evacuation)

To be used in the event of:

Winter Storm

Wildfire

Hazardous Materials (out)

Flood

Tornado

Violent Threat

Medical Response

This action is taken to bring all students and staff into the building and report to one designated area.

Description of Action

1. The first person aware of a situation directs the students and staff to enter the building.
2. Walk into the building.
3. Notify the Principal's Office.
4. Report to a designated area such as the gym or cafeteria.
5. Check for injuries.
6. Begin student accounting.
7. Remain quiet for further instruction.

Off Site Evacuation

To be used in the event of:

Active Shooter

Wildfire

Tornado

This action is taken when it is necessary to clear the building for a sustained length of time.

Off-Site Evacuation Location: Community Church of Alton, Church Street

Description of Action

Primary Evacuation from Back Parking Lot

1. **Grades PreK-4 Exit building to back parking lot**, through designated emergency exits, complete accountability process and wait for instructions.
 2. Students should be walking in twos.
 3. Use the Fire Lane to the parking lot.
 4. Cross the Village Circle parking lot.
 5. Turn left onto Main Street
 6. Turn left onto Church Street
 7. Proceed to the Community Church.
 8. Take attendance upon entering the church.
 9. Once at the church, specific instructions will be given.
-
1. **Grades 5-8 Exit front of building** quickly and orderly.
 2. Cross School Street to Church Street and complete accountability process and wait for instructions.
 3. Take attendance upon entering the church.
 4. Once at the church, specific instructions will be given.

Alternative Route #1 --From Back Parking Lot (Use this route ONLY if specifically advised, or teacher sees immediate danger in Primary route)

1. **Grades PreK-4:** Exit building to back parking lot, through designated emergency exits, and proceed to Appleyard Lane.
2. Turn onto Pine Street (walking along Pine Street on the school side of the street).
3. Students should walk in twos.
4. Cross School Street to Church Street.
5. Proceed along Church Street until you reach the Community Church of Alton, on the right-hand side of the street.
6. Take attendance upon entering the church.
7. Once at the church, specific instructions will be given.

1. **Grades 5-8:** Exit building to back parking lot, through designated emergency exits.
2. Use the Fire Lane to parking lot.
3. Turn left onto Main Street
4. Turn left onto Church Street.
5. Proceed to the Community Church on Church Street.
6. Take attendance upon entering the church.
7. Once at the church, specific instructions will be given.

Shelter in Place

To be used in the event of:

*Hazardous Materials (in or out)
Medical Response*

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shut-down of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems.

Description of Action

1. The Principal will notify all staff via telephone and 2 way radio. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.
2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

Lock Down

To be used in the event of:

*Active Shooter
Medical Response*

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems.

Description of Action

1. The Principal will notify all staff via telephone and 2 way radio. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.
2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., library, cafeteria, gymnasium).
4. Teachers and students will remain in the secured area until further instructions are given by the Principal or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

Scan

Faculty First Response Guidelines

These actions are taken when a suspicious object is received, a possible intruder arrives, when there is smoke/fire, suspicious phone call, and when there is a student/staff injury.

Description of Action

Suspicious Objects/Notes:

1. Check your mail/packages for:
 - a. Unusual odors
 - b. Too much wrapping
 - c. Bulges, bumps or odd shapes
 - d. No return address or unfamiliar return address
 - e. Incorrect spelling
 - f. Items marked "Personal" or "Confidential" that originate from outside of the school district.
 - g. Protruding wires or strings
 - h. Unusually light or heavy packages
2. Isolate suspect letters or packages
3. Do not immerse a suspect package in water
4. Clear the area immediately. Keep self and others away from object.
5. Notify police by calling 911 (see below)
6. Immediately contact the Principal and/or Assistant Principal.

Intruder/Possible Intruder:

1. Stop him/her and ask, "Can I help you?"
2. Or, if cornered, call the Principal's Office.
3. If appropriate/necessary, call 911 (see below)

Smoke/Fire:

1. Pull fire alarm.
2. Begin evacuation procedure.
3. If safe, and appropriate, fight a small fire with fire extinguisher.

Student/Staff Injury:

1. Call the Principal's Office to report injury (or if necessary, call 911 – see below)
2. First Aid Guidelines:
 - a. Follow universal precautions regarding bodily fluids. Wear your gloves when caring for any wounds.

- b. If the injury is minor (ie: small cuts or scrapes), use your classroom first aid kit to clean the wound and apply a bandage. Document first aid given (see *School District Notice of First Aid Care Form* in Reports section).
- c. If a major injury has occurred, contact the School Nurse and nearest First Aid/CPR trained Staff Member
- d. Notify school nurse of identity of injured, nature of injury, and location.
- e. Do not move injured person until medical help arrives, or you are directed to do so by medical personnel.
- f. Remove other students from immediate area of injury.
- g. In the event of an evacuation, if a student is injured and cannot immediately evacuate, use your “buddy” teacher. One teacher will wait with injured student, if safe to do so, and the other will evacuate both classes of students.
- h. Notify emergency contacts.

Suspicious phone call/ Threat received over the phone:

1. Remain calm and follow emergency procedures
2. Remember to complete phone threat report found in the Forms/Reports section of booklet.
3. While still on the phone, try to get a co-worker’s attention, and inform them of the nature of the threat.
4. If you are still on the phone with the caller, have a co-worker call 911, and begin the appropriate emergency procedures (i.e., Lock Down, Evacuation, etc)
5. If there is time, try and gather as much information as you can about the caller and the situation.
6. Notify the Principal’s Office as soon as safely possible.

911 Caller Instructions

1. Dial 911 and stay on the phone until the police arrive on the scene and tell you to disconnect the call.
2. Identify yourself. When 911 answers, tell the person: “This is (name/title) from Alton Central School. We have an emergency.”
3. Describe the type of emergency (i.e., shooting, accident, suicide attempt, or any other incident description that may be helpful).

If known, the following details are crucial for the Emergency Response Team”

- Type and number of weapons involved in shooting (automatic? Handguns? Explosives? 2, 3, or more..?)
- Name of assailants, if known.
- Location in the building of critical incident.
- Injury information.

- The location/position of the School Resource Officer and his/her actions.
- Any/all significant related information.

Part 3

ROLES AND RESPONSIBILITIES

INCIDENT RESPONSE TEAM

Administration:

Assess Situation – identify the type of crisis and determine response:

- Evacuation
- Lock Down
- Scan in Place
- Shelter in Place
- Drop and Cover
- Secure Campus
- Reverse Evacuation

Activate Command Post and Incident Management Leadership

Command Post Personnel	Employee	Responsibility
Command Chief	Principal	Crisis management, assignment of personnel.
Operations Chief	Assistant Principal	Supervises the care and release of students.
Safety Officer	Director of Building and Grounds in coordination with administration.	Provide support while maintaining security and handling requests from the command center.
Planning Intelligence Chief	Athletic Director	Collection, evaluation, documentation and use of information about the incident and the status of supplies.

Operations Personnel

Medical/Psychological – Response initiated and coordinated by **nurse and guidance**.

Student Care – Supervision maintained by **school staff** throughout the emergency.

Student Request/Release – initiated and coordinated by the **Main Office Administrative Assistants** and any trained faculty in a student release.

Logistics Chief – **Bookkeeper** – Provides facilities, services, personnel, equipment, and materials in support of the incident.

Supplies/Facilities – **Custodial Staff** – Responsible for providing facilities, services, equipment and materials in support of incident.

Additional Staffing – **Curriculum Coordinator** – Responsible for accounting and distributing staff without homeroom to areas of need.

Public Information Officer – **Special Education Director** – Designated site spokesperson for information to be communicated to staff, students, families, and community.

Communications – **Technology Director with IT assistance** – Develops and updates information from operations personnel to assist the Public Information Officer.

Documentation – **Special Education Administrative Assistant** – Keep a time record of all actions during the emergency.

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Chart

COMMAND/INCIDENT COMMAND

Role Performed by Principal/Designee

Start-up Actions:

- ☐ Obtain your safety equipment (i.e., hard hat, vest, clipboard) with job description.
- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ Implement emergency/disaster plan and hazard specific procedures.
- ☐ Develop action plan with objectives and a time frame to meet those objectives.
- ☐ Communicate objectives and time frame to meet those objectives.
- ☐ Assign positions as need building command team.
 - Fill in “Incident Assignments” form.
 - Appoint a backup or alternate IC.
- ☐ Consider appointing a scribe

Ongoing Operational Duties:

- ☐ Continue to monitor and assess total school situation.
 - View site map periodically for Search and Rescue (S&R) progress and damage assessment information.
 - Check with chiefs for periodic updates.
 - Reassign personnel as needed.
- ☐ Report (through Communications) to school district on status of students, staff, and campus as needed. (Site Status Report-see *Forms and Reports* section of this booklet)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Begin student release when appropriate. (*NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Incident Commander, except individuals on request of parent/guardian. Procedures for release of students will be followed.*)
- ☐ Authorize release of information after the SAU office has approved.
- ☐ Utilize your back-up. Plan and take regular breaks (5-10 minutes per hour; relocate from the CP).
- ☐ Plan regular breaks for all staff and volunteers. Take care of your caregivers.
- ☐ Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become “disaster workers.”
- ☐ Remain on and in charge of your campus until redirected or released by the Superintendent of Schools.

Closing Down:

- ☐ Authorize deactivation of sections, branches, or units when they are no longer required.
- ☐ At the direction of the Superintendent of Schools, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "ALL CLEAR," contact the Superintendent in conjunction with the SAU office before taking any further action.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable and unused supplies to Logistics.
- ☐ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ☐ Before proclaiming termination of any emergency insure recovery operations are complete.

Command Post Equipment/Supplies:

- Campus Map/Floorplan
- Master Keys
- Flashlight with extra batteries
- Small whiteboard with dry erase pens
- Staff & Student Rosters
- Emergency/Disaster Plan
- Duplicate Rosters of students by homeroom (2 sets)
- Copies of all student/staff Emergency Information Sheets.
- Most recent yearbook
- Site Plan of grounds and surrounding area
- Job Description Clipboards
- Command Post Tray (pens, etc.)
- Campus 2-Way Radios
- AM/FM Radio (battery)
- Bullhorn (in safe-need to put in kit)
- Laptop
- Forms

Forms:

- Blank Student Release Forms (1 per student)
- Student Emergency Information Sheets for ALL students (completed by parent/guardians)
- Staff Emergency Information Sheets for staff
- School District Notice of First Aid Forms
- Public information Release Templates
- Site Status Reports
- Emergency Time/Situation/Response Reports
- Update Reports
- Incident Assignment Logs
- Signs: "Student Release", "Student Request", Alphabetical Grouping Signs (ie: A-E, Etc.)
- Communications Logs
- Message forms
- Pencils/Paper

OPERATIONS CHIEF

Reports to Incident Commander

Role Performed by Assistant Principal

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:

- *Site Facility Check/Security*
- *Medical Care*
- *Student Care*
- *Student Release*
- *Acts as liaison to emergency responders.*

Start-Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain go box
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Obtain radios or communications

Operational Duties:

- ☐ Assume the duties of all operations positions until staff is available and assigned.
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ If additional supplies or staff is needed for the Operation Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- ☐ Coordinate Search & Rescue (S&R) operations with first responders. Appoint Liaison to assist their operations if necessary.
- ☐ As information is received from operations staff, pass it on to the Incident Commander.
- ☐ Inform the Incident Commander of tasks and priorities.
- ☐ Make sure that Operations Staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.

Closing Down:

- ☐ At the Incident Commander's direction, release Operations Staff no longer needed.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by Incident Command, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment / Supplies:

- ☐ Vest or position identifier (if available)
- ☐ Two-way Radio
- ☐ Clipboard, Paper, Pens
- ☐ Forms
- ☐ Go box

PUBLIC INFORMATION OFFICER (PIO) on Site

Reports to Incident Commander

Role Performed by the Special Education Director

RESPONSIBILITIES: To collect, coordinate and channel information and to act as liaison between the school district, the emergency control center and parents.

POLICY:

- The public has the right and need to know important information related to emergencies/disaster at the school site **AS SOON AS IT IS AVAILABLE.**
- The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If a school district PIO (for example the Superintendent) is available, he/she will be the official spokesperson, and the on-site PIO should defer to the District PIO unless directed otherwise.
- News media can play a key role assisting the school in getting emergency/disaster-related information to the parents.
- Information released must be timely, accurate and consistent.

START-UP ACTIONS:

- ☐ Determine a possible “news center: site as a media reception area (located away from the Command/Incident Command Post and away from students). Get approval from the Incident Commander.
- ☐ Identify yourself as the “PIO” (vest, visor, sign, etc.).
- ☐ Consult with district PIO and emergency responders to coordinate information release.
- ☐ Assess situation and obtain statement from Incident Command. Tape record statement if possible.
- ☐ Advise arriving media that the site is preparing a press release and the approximate time of its issue.
- ☐ Open and maintain a log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

OPERATIONAL DUTIES:

- ☐ Keep up to date on the situation.
- ☐ Statements must be approved by the Incident Commander and include the following:
 - Reassurance-EGBOK- “Everything is going to be OK”
 - Incident or Disaster cause and time of origin.
 - Size and scope of the incident.
 - Current Situation, including:
 - Condition of school site
 - Evacuation progress
 - Care being given

- Injuries **(DO NOT RELEASE ANY NAMES)**
 - Student release location
- Resources in use
- Best routes to school (or release site), if known and appropriate.
- Any information that the school wishes to be released to the public.
- ☐ **READ** statements if possible.
- ☐ When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record”, arguing, etc. Avoid the use of the phrase “no comment.”
- ☐ **Remind all school staff/volunteers to refer ALL questions from media or waiting parents to the PIO.**
- ☐ Update information periodically with the Incident Commander.
- ☐ Ensure that announcements and other information are translated into other languages as needed.
- ☐ Monitor news broadcasts about the incident. Correct any misinformation heard.

CLOSING DOWN:

- ☐ At the Incident Commander’s direction, release PIO staff that is no longer needed. Direct staff members to sign out through Logistics.
- ☐ Return all Equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

EQUIPMENT/SUPPLIES:

- ☐ Public Information Kit including:
 - ID vest (if available)
 - Battery operated AM/FM radio
 - Paper/Pencils/marketing pens
 - School Site Map and area maps in two sizes:
 - 11X14” handouts
 - Laminated Poster board size for display
 - Dry erase board
 - Dry erase markers
- ☐ Forms:
 - **Public Information Release forms** (see Forms and Reports section of this booklet)
 - **Update Report sheet** (see Forms and Reports section of this booklet)
 - **Communication/Documentation log**

SAFETY OFFICER

Reports to Operations Chief

Role Performed by Director of Buildings and Grounds

RESPONSIBILITIES: To provide support in all hazardous conditions while maintaining security and handling requests from the command center.

START-UP ACTIONS:

- ☐ Check in with command center or operations chief to determine needs.
- ☐ Supply operations with supplies and relief as necessary.

OPERATIONAL DUTIES:

- ☐ Provide command with information, supplies and safety items as needed or requested.
- ☐ Delegate any additional staff.
- ☐ Provide direction and support to first responders by Command Chiefs request

CLOSING DOWN:

- ☐ Report to operations chief that danger has passed.
- ☐ Return all building and grounds equipment to storage.
- ☐ Maintain all security and ensure locked entrances.

EQUIPMENT/SUPPLIES:

- Caution Tape
- Barricades/Cones
- Tables/Chairs
- Plans/Prints
- Keys for access
- Radio (extras also)
- Tools if needed – hammers/saws/blades...
- Vest
- Hardhat

STUDENT CARE
Reports to Operations Chief
Role Performed by Classroom Teachers
Assisted by Substitutes/Paraprofessionals

Responsibilities:

- Assess situation and remain calm.
- Review the appropriate emergency technique for the situation (Drop & Cover, Lockdown, Shelter in Place, Scan in Place, Evacuation, Reverse Evacuation) and what the procedures are for each.
- Listen for direction and keep students quiet.
- Give instruction to students in a calm manner.
- Retrieve your emergency backpack kits which includes the student's emergency forms, small first aid kit, buddy teacher's class list, paper, and pens for documentation.
- Be sure to have your school identification.
- ***The staff needs to speak with one voice.*** Only the Public Information Officer will release information or inform you of the information to be released to parents, the general public, and/or the media (**no social media/no reporters**).

In Designated Evacuation Area:

- Instruct students to sit on the ground if weather permits. Keep your group together.
- Take attendance and begin student accounting procedures.
- Inform accounting staff of missing or additional students in your group.

Continued Supervision of Students:

- Supervise and reassure students. Teacher will stay with the class at all times. Utilize your teacher "buddy" or other available staff for help, if needed.
- Administer First Aid for minor injuries (document all first aid on ***School District Notice of First Aid Care Form***-see **Forms and Reports** section of this booklet).
- If you need help from the nurse or the psychological crisis team, contact the staff in charge of student care or the operations officer to assist you.
- Keep all students together. Keep accurate records of students with the nurse, crisis team, or released. Be sure that your attendance is updated each time a student is removed from your care.
- Be alert for latent signs of injury or shock in all students. Signs of shock may include pale, clammy skin, irregular breathing and/or weak and rapid pulse.
- Teachers will be asked to complete an ***Update Report Form*** (see **Forms and Reports** section of this booklet) from time to time to report on the status of the students in their care.

Student Release:

- Runners will bring a form requesting a student.
- Complete the Student's Status section of the Student Release Form (see back of ***Student Release Form*** for instructions).

Student Release (continued):

- If first aid was administered, please give the runner the ***School District Notice of First Aid Form***. This form will be given to the parent/guardian.
- Student will go with the runner to the release area.
- **If a parent demands their child after you have informed them of the release procedure, release the student, document the incident, and avoid a confrontation.**

MEDICAL TEAM LEADER

Reports to Operations Chief

Role Performed by School Nurse/Nurse Assistant

Responsibilities: The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Command when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions:

- ☐ Establish scope of disaster with Incident Command (IC) and determine probability of outside emergency medical support and transport needs.
- ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- ☐ Set up First Aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the Emergency Bag.
- ☐ Assess available inventory of supplies & equipment.
- ☐ Establish point of entry ("Triage") into treatment area.
- ☐ Establish "Immediate" and "Delayed" treatment areas.
- ☐ Guidance will set up a separate Psychological First Aid area if staff levels are sufficient.

Operational Duties:

- ☐ Oversee care, treatment, and assessment of patients.
- ☐ Ensure caregiver and rescuer safety (i.e., rubber gloves for protection from bodily fluids; replacement with new gloves for each new patient).
- ☐ Make sure that accurate records are kept. Complete **Medical Services Log** and **District Notice of First Aid Care** for each injured person, if at all possible.
- ☐ Provide personnel response for injuries in remote locations or request Transport Team from Logistics.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
- ☐ Keep Operations Chief informed of overall status.
- ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ☐ Stay alert for communicable diseases and isolate appropriately.
- ☐ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, allergies, etc.).

Closing Down:

- ☐ At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through time keeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by Incident Command, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment Supplies:

- ☐ First Aid Supplies (see list below)
- ☐ Job Description Clipboards
- ☐ Ground cover / Tarps
- ☐ Vests, if available
- ☐ Tables & Chairs
- ☐ Staff and student medication from health office
- ☐ Marking pens (1 box black sharpies)
- ☐ Blankets
- ☐ Quick reference medical guides
- ☐ Forms: *School District Notice of First Aid Care* and Medical Services Log (see *Forms and Reports Section of this booklet*)

Recommended First Aid Supplies:

4X4" Compress: 1000 per 500 students
8X10" Compress: 150 per 500 students
Scissors, paramedic: 4 per campus
2" Ace Wrap: 12 per campus
4" Ace Wrap: 12 per campus
Triage Tags: 50 per 500 students
Triangular Bandage: 24 per campus
Non-Latex Gloves
Cardboard Splints: 24 each - Sm. Med. & Lg.
Steri-strips/ Butterfly Bandages: 50 per campus
1" Cloth Tape: 10 rolls per campus
Dust Masks: 25 per 100 students
Disposable Blanket: 10 per 100 students
First Aid Books: 2 standard & 2 advanced per campus
Bleach: 1 small bottle
Space Blankets: in all classroom emergency kits

PSYCHOLOGICAL FIRST AID

Reports to Operations Chief

Role Performed by Guidance Counselors

RESPONSIBILITIES: Performs emotional support to students/staff. Provide runner information from students/staff. Counsel individuals in need of emotional support. Provide first aid if necessary.

START-UP ACTIONS:

- ☐ Establish a quiet, private location for counseling parents/staff/students, out of sight of students and first aid staff.
- ☐ Aid and assist First Aid Staff, as needed.
- ☐ In conjunction with first responders, collect any relevant information from parents about their child (identifying characteristics, clothing, etc.) that might help first responders locate the missing child.

OPERATIONAL DUTIES:

- ☐ Provide support to parents/guardians who are waiting for status of their child.

CLOSING DOWN:

- ☐ Ensure all information is documented from counseling

EQUIPMENT/SUPPLIES:

- Clipboard
- Action Notes (paper/pen)
- Supportive attitude
- Easy-up tent

STUDENT RELEASE PERSONNEL
Reports to Operations Chief
Role Performed by Admin Assistants
Assisted by Staff delegated by Asst. Principal

Responsibilities: Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates (see below).

Start-Up Actions:

- ☐ Obtain and wear vest or position identifier, if available.
- ☐ Check with the Operations Chief for assignment to Request Gate or Release Gate.
- ☐ Obtain necessary equipment from logistics.
- ☐ Secure area against unauthorized access. Mark gates with signs.
- ☐ Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize student release.
- ☐ Have *Student Release Forms* (see Forms and Reports Section of this booklet), available for parents outside of fence at Request Gate. Contact Safety Officer for additional staff if needed.
- ☐ Set up Release Gate some distance from the Request Gate.

Operational Duties:

- ☐ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- ☐ **REFER ALL REQUESTS FOR INFORMATION TO THE PUBLIC INFORMATION OFFICER. DO NOT SPREAD RUMORS!**
- ☐ If volunteers arrive to help, send those with Disaster Volunteer Badges with photo ID to Logistics. If they are not registered (do not have badges), direct them to the Staffing Chief to register.

Student Release Process:

- ☐ Requesting adult fills out *Student Release Form*, gives it to staff member, and shows identification. **Note: if Parent refuses to wait in line, don't argue. Note the Student's name and the time of release on a blank Student Release form, and send the form with a runner to the Release table to file in the "Out Box".**
- ☐ Staff verifies identification, pulls Student Emergency information from files and verifies that the requester is listed as an authorized release person and notes this information on the *Student Release Form*.
- ☐ Staff instructs the requesting adult to proceed to the Release Gate (outside the perimeter of the secure area).
- ☐ The *Student Release* form is given to a runner, to take to the designated classroom or area. Classroom teacher checks the appropriate Status on the *Student Release* form and initials the form.

- ☐ Runner then takes child, along with *Student Release* form, to the Release gate, where staff ensures that the requesting adult has signed and completed the remainder of the Student Release form.
- ☐ Student release form is filed in the “OUT” box at the Student Release table. All documentation will later be collected by the Documentation section of the Command Post once the incident is over.

Closing Down:

- ☐ At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- ☐ Complete all paperwork and turn it in to the Documentation unit.
- ☐ Return all blank forms to the go box for inventory.

Equipment/Supplies:

- ☐ Job Description Clipboards
- ☐ Pens/Stapler/Scissors
- ☐ Boxes of Emergency Cards (to include: Student Emergency Information Sheets and One copy in teacher’s backpacks, one copy in Go box).
- ☐ Signs to mark Parent Request Gate and Release Gate.
- ☐ Signs for Alphabetical Grouping to Organize parents (A-F, etc.)
- ☐ Place in authorized release folder
- ☐ 500 Student Release Forms (enough copies for all students-need to make these copies, put in Command Go Box)
- ☐ 4 Clipboards
- ☐ 2 Dry Erase Boards/Pens

COMMUNICATIONS

Reports to Public Information Officer on site

Role Performed by the Director of Technology

RESPONSIBILITIES: The Communications Team Coordinator is charged with establishing, coordinating, and directing verbal and written communications on-site and with the SAU Office.

START-UP ACTIONS:

- ☐ Attend a briefing with the Planning/Intel Section Chief and other Team Leaders
- ☐ Obtain supplies from Planning/ Intel Chief and put on personal safety equipment and I.D.
- ☐ Open and maintain position activity log
- ☐ Set-up and test communications equipment (i.e. radio/ laptop w/ internet access)
- ☐ Locate Communications “center” in quiet location in proximity to Command Center
- ☐ Assign staff to appropriate positions
- ☐ Advise Planning/Intel Chief when communications center is “operational”

OPERATIONAL DUTIES:

- ☐ Coordinate all communications between IC Center and SAU Office
- ☐ Ensure all communications (incoming and outgoing) are being properly logged (date/time/originator/recipient)
- ☐ Oversee message relay via runners
- ☐ Monitor radio station(s) for local emergency news
- ☐ Dispatch runners as needed to relay messages to Management Team, Section Chiefs, and Team Leaders, as needed
- ☐ Generate Site Status Report when directed by the IC
- ☐ Refer all media requests to the PIO

CLOSING DOWN/DEACTIVATION:

- ☐ Release staff per direction of Planning/Intel Chief
- ☐ Close out all logs and pending messages, and turn over to Documentation Team
- ☐ Return all equipment and supplies to Supplies

SUPPLIES:

- ☐ Job description clipboard
- ☐ Team checklist and contact information
- ☐ Walkie-talkies
- ☐ Laptop w/ WiFi hotspot
- ☐ Map of facility

- ☐ Pens, pencils, paper, and clipboards
- ☐ vest
- ☐ Response Forms

Forms:

- ☐ ACS Emergency Situation Status Report
- ☐ Message Forms
- ☐ Activity Log

STAGING OFFICER/ADDITIONAL STAFFING

Reports to Safety Officer

Role Performed by the Curriculum Coordinator

RESPONSIBILITIES: Additional staffing section is responsible for providing school personnel that do not have homeroom responsibilities, to Operations personnel that need additional staff to perform their role.

START-UP ACTIONS:

- ☐ Check in with the Safety Officer for situation briefing
- ☐ Put on position identifier, such as a vest, if available
- ☐ Log in all unassigned personnel

OPERATIONAL DUTIES:

- ☐ Distribute school personnel to needed areas
- ☐ Maintain accurate Staff Assignment log

CLOSING DOWN:

- ☐ At Safety Officer's direction, complete all logs and delivered them to the Documentation team
- ☐ Return any equipment to the Logistics go box

EQUIPMENT/ SUPPLIES:

- ☐ 2-way radio
- ☐ Job description clipboard
- ☐ Pens
- ☐ Staff Assignment log

PLANNING/INTELLIGENCE CHIEF

Reports to Incident Commander

Role Performed by the Athletic Director

RESPONSIBILITIES: Planning/Intelligence is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

START-UP ACTIONS:

- ☐ Check with Command/Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from go box.
- ☐ Put on position identifier, such as a vest, if available.

OPERATIONAL DUTIES:

- ☐ Assume the duties and responsibilities of all Planning/Intelligence positions until staff is available and assigned.
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Assist Incident Commander in writing Action Plans.

CLOSING DOWN:

- ☐ At the Incident Commander's direction, deactivate the section and close out all logs.
- ☐ Verify that all closing tasks of all Planning/Intelligence positions have been accomplished.
- ☐ Return equipment and reusable supplies to Logistics.

EQUIPMENT/SUPPLIES:

- 2-way radio
- Paper, pens
- Dry Erase pens
- Job Description Clipboard
- **Forms:**
 - Emergency Time/Situation Report (See *Forms and Reports* Section of this booklet)
 - Activity Log
 - Student Accounting Form (don't have this, don't know what it is used for)

SUPPLIES

Reports to Logistics Chief

Role Performed by the Custodial Staff

RESPONSIBILITIES: The Supplies section is responsible for providing facilities, services, equipment and materials in support of any incident.

START UP ACTIONS:

- ☐ Check in with Logistics Chief for situation briefing.
- ☐ Assist Logistics with opening their Go-box and utilizing supplies.
- ☐ Put on vest if available.
- ☐ Begin distribution of requested supplies and equipment as needed.
- ☐ Set up the Command Post.

OPERATIONAL DUTIES:

- ☐ Maintain security of supply containers, supplies and equipment.
- ☐ Continue distribute Supplies and equipment as needed while maintaining accurate Distribution Log
- ☐ Set up Staging Area, Sanitation Area, Feeding Area and other facilities as needed or instruction.

CLOSING DOWN:

- ☐ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
- ☐ Secure all equipment and supplies.
- ☐ Update and turn in all logs to documentation

EQUIPMENT/SUPPLIES:

- 2-way radio
- Job Description clipboard
- Paper/pens
- Forms: Inventory listing of emergency supplies and their locations.
- Distribution Log

DOCUMENTATION

Reports to PIO

Role Performed by the Special Education Administrative Assistant

RESPONSIBILITIES: Keeps a true account of all times and actions from all situations during all emergencies. Record all school personnel and outside resources arriving on scene with times.

START-UP ACTIONS:

Check in with public information officer, take notes/document information. Establish a safe zone for documentation and where photos can be taken.

OPERATIONAL DUTIES:

Information gathering, keep logs of all happenings and actions. Continually check in with PIO and student release to share information.

CLOSING DOWN:

Provide finalized drafts to all accounts during the emergency. Return all supplies to the proper area.

EQUIPMENT/SUPPLIES:

- Paper – Pens
- Job Description Clip Board
- Site Map; 11x14
- Dry Erase Board/Pens
- Tissues
- Proper Forms
- Communication Log

LOGISTICS CHIEF

Reports to Incident Commander

Role Performed by the Bookkeeper

RESPONSIBILITIES: The Logistics Section is responsible for providing facilities, services, personnel, equipment and materials in support of the incident.

START-UP ACTIONS:

- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Obtain go box with supplies.
- ☐ Put on vest.
- ☐ Begin Distribution of supplies and equipment as needed.
- ☐ Tracking forms

OPERATIONAL DUTIES:

- ☐ **Assume the Duties of all Logistics positions until staff is available and assigned.**
- ☐ As staff are assigned, brief them on the situation and supervise their activities, utilizing position checklists.
- ☐ Coordinate supplies, equipment, and personnel needs with the Safety Officer
- ☐ Maintain security of supplies and equipment.
- ☐ Keep an accurate account of inventory available and used.

CLOSING DOWN:

- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that all closing tasks of all Logistics positions have been accomplished.
- ☐ Secure all equipment and supplies.
- ☐ Provide personnel to the safety officer for assignment.

EQUIPMENT/SUPPLIES:

- Job description clipboard
- Paper, pens
- Go – box and all emergency supplies stored on campus.
- Forms:
 - Inventory of emergency supplies on campus
 - Site Status Report (see *Forms and Reports* Section of this booklet).
 - Communications Log
 - Message Forms

Part 4

FORMS AND REPORTS

- Emergency Time/Situation/Response Report (Incident Commander)
- Communications Log (PIO)
- Public Information Release (PIO)
- Medical Services Log (Nurse)
- First Aid Care Form (Nurse)
- Site Status Report (Office Staff)
- Student Release Form (Office Staff)
- Staff Assignment Log (Curriculum Coordinator)
- Supply Distribution Log (Buildings and Grounds Director)
- Update Reports (Teachers, Substitutes, Paraprofessionals)

[illegible]

COMMUNICATIONS LOG

(Record all incoming and outgoing communication, in chronological order)

Type of Communication (ie: Public Information Release, Status Update etc.)	Incoming	Outgoing	Source of Communication	Brief Description of Informational Content (retain all original supporting documents with this Log)	Date	Time	Initials
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					

PUBLIC INFORMATION RELEASE

Check () as appropriate: District/District-wide _____ School _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.
(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

☐ The (students/employees) [(are being) or (have been)] accounted for.

☐ No further information is available at this time.

☐ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

☐ Police [(are here) or (are on the way) or (are not available to us)].

☐ Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

☐ _____ [(are here) or (are on the way) or (are not available to us)].

☐ Communication center(s) for parents (is/are) being set up at _____
to answer questions about individual students.

☐ Communication center(s) for families (is/are) being set up at _____
to answer questions about individual employees.

☐ Injuries have been reported at _____ and are being treated at the site by
(staff/professional medical responders). (#) _____ reported injured.

☐ Students have been taken to a safe area, _____, and are with [(classroom
teachers/staff) or (_____)].

☐ Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____.

☐ Confirmed deaths have been reported at _____
Names cannot be released until families have been notified.

☐ Structural damage has been reported at the following sites: _____.

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
(Date/Time: _____)

MEDICAL SERVICES LOG

[illegible]



SCHOOL DISTRICT NOTICE OF FIRST AID CARE FORM (for emergency kits)

DATE: _____

SCHOOL: _____

Dear Parent:

_____ was injured and has been given first aid. If you feel further care is necessary please consult your family physician.

If transported to a Medical Facility:

Destination: (If not presently on site) _____

Transporting Agency: (if not presently on site) _____

Time Transported: _____

Description of Injury/Illness:

Treatment Performed:

Please sign and return a copy. Retain bottom copy for your records

PARENT'S SIGNATURE

SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student
1 copy stays with teacher or medical treatment team records

SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____
 DATE: _____ TIME: _____ PERSON IN CHARGE at site: _____
 Message via: 2-way Radio _____ Radio _____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	#sent to hosp./med.	Dead	Missing	Unaccounted for (away from site)	# released to parents	# being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE [check damage/problem and indicate location(s)]

✓	Damage/Problem	Location(s)
	gas leak	
	water	
	fire	
	electrical	
	communications	
	heating/cooling	
	other:	
	other:	

MESSAGE: (include any kind of immediate assistance required; can you hold out without assistance/how long?; overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

STUDENT RELEASE FORM

(To be taken by Runner)

STUDENT INFORMATION: (to be completed by Parent/Guardian)

Student's Name: _____ Teacher: _____

Grade: _____ Requested By: _____

RELEASE INFORMATION: (to be completed by requestor at the release gate)

Requestor's Signature: _____ Date: _____

Phone Number (in case we need to reach you): _____

Destination (if known, in case we need to locate you) _____

AUTHORIZATION TO RELEASE STUDENT: (to be completed by Request Gate Staff)

Type of Identification: ☐ Driver's License # _____
☐ Personally Known to Staff
Initials of Staff Member Providing Visual ID: _____
☐ Other Identification (specify type) _____

Is requestor listed on Emergency Information Sheet?

☐ Yes ☐ No (If no, Administrator in charge **MUST** authorize release.)

Signature of Administrator: _____

☐ Yes by verbal consent of parent or guardian

STUDENT STATUS: (to be completed by classroom teacher)

☐ Sent with runner ☐ Absent (not in school today) ☐ First Aid ☐ Location TBD
☐ Other (explain): _____

DOCUMENTATION: (to be completed by Release Gate Staff when student is released to requestor)

Signature of Releasing Staff: _____ Date: _____ Time: _____

(see back of this form for Release Instructions)

Staff Assignment Log

[illegible]

Supply Distribution Log

[illegible]

UPDATE REPORTS (cut or tear on lines)

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

APPENDIX

1. Student Intervention Procedure
2. School map of routes, fire alarms, hydrants, extinguishers
3. Agreement between Alton Central School and Alton Community Church
4. MOU
5. Alton Community Church Agreement
6. RSA 189:64
7. Policy EB Safety Program
8. Policy EBB Safety Procedures/Safe Schools Committee
9. Policy EBC Crisis Prevention and Response
10. Policy EBCB Fire Drills
11. Policy EBCC Bomb Threats
12. Policy EBCF Pandemic/Epidemic Emergencies
13. Policy ECA Buildings and Grounds Security
14. Policy EEAA Video and Audio Surveillance on School Property

ALTON CENTRAL SCHOOL

STUDENT CRISIS INTERVENTION PROCEDURE

The Alton School District recognizes the importance of the overall well-being, safety, and mental health of our youth. Mental health diagnoses and suicidality are prevalent problems in youth that impact academic performance, health, and social development. Therefore, it is the responsibility of the school district to be sure that the school is prepared to deal with a suicide attempt, threat or completion. Preparation includes being familiar with and complying with administrative rules from the New Hampshire Department of Education (ED 306.14 Guidance) that require the school board to ensure that the school has a written plan for guidance and counseling program. These plans must provide “the identification and referral of students in need of special services including suicide prevention and psychiatric referrals.”

The Alton Central School (ACS) Crisis Intervention Procedure will be put into effect if a tragedy occurs to a member of the ACS community or a tragedy occurs that affects the majority of the school population. The ACS Crisis Team will play a critical role in the execution of the school’s plan in the event of a crisis. The ACS Crisis Team may also need to meet regarding events that occur which may have negative effects on the majority of the school. A crisis plan will be constructed on a case-by-case basis in order to best address each event.

The following document includes the Administration Operating Plan, Crisis Team Member list, community support list, Alton community resources, outside counselor resources, and supporting documents for the Crisis Team’s assessment of crisis.

Administration Operating Plan

1. The Principal verifies the information with the proper authorities, respecting the privacy of the family but offering the support of the school.
2. The Principal notifies the Superintendent of Schools about the situation. The Superintendent will handle all communication with the media.
3. The Principal contacts the School Crisis Team, a meeting is held immediately to decide appropriate course of action.

Crisis Team Members:

- Superintendent
- Principal
- Assistant Principal
- Director of Special Education
- School Nurse
- School Psychologist
- Guidance Counselors
- School Social Worker

Crisis Team Procedure:

1. If an incident of self-harm occurs: the Parent/Legal Guardian is to be contacted immediately and the student should be escorted to the nurse for examination and care. The student must be dismissed to the Parent/Legal Guardian. The Parent/Legal Guardian and student must attend a re-entry plan before coming back to school. If the student has a mental health care provider, direct the Parent/Legal Guardian to report the incident and seek an appointment as soon as possible. Provide the Parent/Legal Guardian with a list of mental health care providers.
2. If a student presents with suicidal ideation or intent: the school crisis team member(s) will conduct an initial interview to gather relevant information. This interview will take place in a room that is private and confidential.
3. Crisis team member must notify a parent or legal guardian if a child may be at risk of self-harm or suicide. Parent/Legal Guardian contact must be made as soon as possible. The crisis team member must complete the Parent/Guardian Contact Form and have the Parent/Legal Guardian sign the Parent Notification Form.
4. If the Parent/Legal Guardian cannot be contacted or are unable or unwilling to respond, an administrator will be notified. The administrator will be responsible for parent location and notification. If the administrator is unable to contact the parent, the administrator will call 911 to request emergency assistance.
5. It is the responsibility of the parent or legal guardian to transport the child from the school to a family physician, a hospital emergency room, or other medical provider to be assessed for suicide risk. The school may secure emergency services if the parent or legal guardian cannot be reached or if the parent/legal guardian does not take action.
6. If a parent/legal guardian refuses immediate responsibility and follow up emergency assessment, a report will be filed with the NH Division of Children, Youth and Family Services (DCYF) Laconia District Office intake at 603-524-4485 or 800-322-2121.

7. Parents/legal guardians will be required to contact the school and set up a meeting prior to the return of their child to school after an incident.
8. Parent/legal guardians will be strongly encouraged to provide appropriate school professionals with documentation regarding the assessment or other follow up information.

Teacher/Staff Action:

Student safety takes priority over everything else.

1. Always accompany the student to a member of the crisis team or call the main office to have a member of the crisis team come to your room if you are unable to leave the classroom.
2. Any sign or verbalization of self-harm, suicidal ideation or intent must be shared immediately with a member of the school crisis team.
3. An administrator will be contacted as soon as possible, to be informed about the decision to call parents/legal guardian concerning self-harm or suicide risk.

Outside Resources

The Alton Central School Crisis Team may call upon the following resources if deemed necessary:

State Disaster Behavioral Health Team – 800-852-3792

Alton Police Department – Depot Road, Alton NH 03809, 603-875-3752

Alton Fire Department – RR 140, Alton, NH 03809, 603-524-2386 (dispatch), 603-875-0222,

Genesis Behavior Health –(available 24/7) – 111 Church St. Laconia/ 771 N. Main St. Laconia, NH 03246 – 603-524-1100

The Center for Trauma Intervention, LLC – Ann Bliss, Executive Director – 603-431-1191 (Harbor Newmarket Counseling, Portsmouth) – After Hours Pager – 603-385-5798.
ablisslcmhc@gmail.com; www.anncbliss.com

Belknap County Sheriff Department – 42 County Drive, Laconia, NH 03246 – 603-527-5454

National Suicide Prevention Lifeline – 800-273-8255

Riverbend Children's Services – PO Box 2-32 – 603-228-0547/603-228-1551

Warren Street Family Counseling – 33 Warren Street, Concord NH 03301 – 603-226-1999

The Community Church – 20 Church St., Alton NH 03809 – 603-875-1622 (home); 603-875-5561

St. Katherine Drexel Church – 40 Hidden Springs Rd., Alton NH 03809 – 603-569-5276/603-875-2548

Assessment and Reconnaissance

Verify Accuracy of Incident Details

From: The Center for Trauma Intervention, LLC

1. WHO? Injury? Death? If death: Medical Examiner and Law Enforcement Involved?
2. WHAT HAPPENED/HOW DID IT HAPPEN? (FACTS ONLY, DISPEL RUMORS)
3. WERE THERE ANY WITNESSES? WHAT DID THEY SEE? HOW LONG WERE THEY EXPOSED?
4. WHAT IS THE FAMILY COMPOSITION?
5. WHAT HAS BEEN DONE SO FAR?
6. WHO ELSE HAS BEEN CALLED IN?
7. PLAN OF ACTION/HOW CAN CUMMUNITY HELP?
8. SURVIVOR CIRCLES:
9. AT-RISK POPULATIONS:
10. SAFETY ISSUES:
11. WAKE AND FUNERAL SERVICES:
12. ADDITIONAL INFORMATION:

Student Interview Model for Suicide Risk Screening

Engagement

*It seems things haven't been going that well for you lately. Your parents and/or teachers have said _____. Most teens/children would find that upsetting.

*have you felt upset, or had sad or angry feelings you've had trouble talking about?

*Maybe I could help you talk about these feelings and thoughts.

*Do you feel like things can get better or are you worried (afraid, concerned) things will just stay the same or get worse?

*Are you feeling unhappy most of the time?

Identification

*Other teens/children I've talked to have said that when they feel that sad and/or angry, they thought for a while that things would be better if they were dead. Have you ever thought that? What were your thoughts?

*Is the feeling of unhappiness so strong that sometimes you wish you were dead?

*Do you sometimes feel that you want to take your own life?

*How often have you had these thoughts? How long do they stay with you?

*Administer the Suicidal Ideation Questionnaire (Reynolds, 1988) or the Hopelessness Scale for Children (Kazdin et.al., 1986) to further qualify and/or quantify the seriousness of the student's suicidal thinking.

Inquiry

*What problem/situations have led you to think this way?

*Tell me more about what has led you to see killing yourself as a solution.

What do you think it would feel like to be dead?

*How do you think your mother and father or other family would feel? What would happen to them?

*As appropriate, administer items from the Mental Status Exam (Davis & Sandoval, 1991).

Assessment of Current Suicide Plan

- *Have you thought about how you might die?
- *Do you have a plan?
- *On a scale of 1 to 10, how likely is it that you will kill yourself? When you are planning to or when do you think you will do this?
- *Do you have the means with you now, at school, or at home?
- *Where are you planning to kill yourself?
- *Have you written a note?
- *Have you put things in order?

Prior Behavior

- *Has anyone that you know of killed or attempted to kill themselves? Do you know why?
- *Have you ever threatened to kill yourself before? When? What stopped you?
- *Have you ever tried to kill yourself before? How did you attempt to do so?

Resources

- *Is there anyone or anything that would stop you?
- *Is there someone whom you can talk to about these feelings?
- *Have you or can you talk to your family or friends about suicide?

Summary

- *Use a suicide risk assessment worksheet (e.g., Poland, 1989) to summarize the information gained during the interview(s).

Note: From Brock, S.E., & Sandoval, J. (1996). Suicidal ideation and behaviors. In G.G.Bear, K.M. Minke, & A. Thomas (Eds.), Children's needs II: Development, problems, and alternatives (pp. 361-372). Bethesda, MD: National Association of School Psychologists.

Alton Central School Safety Intervention Procedure

Student Record of Actions Taken

CONFIDENTIAL

Student Name: _____ Date: _____

Grade _____ Male _____ Female _____ DOB _____

Staff member completing form: _____

Name of person who initiated the referral: _____

Relationship: Friend/Student _____ Parent _____ School Personnel _____

Self-Referral _____ Other: _____

Reason for Referral

Category of Suicidal/Self-Harm Behavior (Check one):

___ Suicide Attempt: Have taken action with intent to die

___ Suicide Threat: Saying/Doing something indicating self-destructive desires

___ Suicide Ideation: Having thoughts about killing oneself

___ Self-Harm: Current injury

___ Self-Harm Ideation: Having thoughts of harming oneself

Action Taken

___ Student seen by school personnel

___ First incident of self-harm

Name: _____

___ Not first incident of self-harm

___ School Nurse Assessment conducted

___ Lethality/Access to means assessed

Result: _____

___ Student's body and belongings checked for self-harming items

Result: _____

___ Self-harm resources sent home

___ Counseling resources sent home

Alton Central School Safety Intervention Procedure

Parent/Legal Guardian Contact Form

Form completed by: _____ Date of Contact: _____

Position: Psychologist Nurse Guidance Social Worker Admin

Name of Student _____ D.O.B. _____

Grade _____ Student referred by: _____

Nature of Incident: _____

Parent or Legal Guardian Contact

Date and time: _____

Method of contact: Phone _____ In person _____

Person contacted: Mother _____ Father _____ Guardian _____ Other _____

Response/Outcome: _____

Form must be filed in a location other than the cumulative file designated by the school principal.

Alton Central School Safety Intervention Procedure

Parent/Legal Guardian Notification Form

I, _____, the parent(s) or guardian(s) of
_____ were contacted by _____

From the Alton Central School on (date) _____.

I have been informed that my child has expressed some form of suicidal thought or intent. School staff have advised me to seek immediate assessment for suicide through my child's doctor or hospital. The school staff have provided me with several local resources that may provide some help as well as the NH Help Line at 800-852-2388 and 911.

I understand that **prior to my child returning to school a meeting with school personnel is required**. Depending on the outcome of the evaluation, I understand that I may choose any or all of the following options:

1. Provide the school contact person with written documentation of any emergency services that have been rendered or other plans for services that have been made. If this written information is provided, it will be filed with the student's health record.
2. Sign a release of information with mental health and/or other appropriate medical professionals to allow them to communicate information with specified school staff.

Signature below indicates receipt of this form:

Parent/Legal Guardian: _____ Date: _____ Time: _____

Parent/Legal Guardian: _____ Date: _____ Time: _____

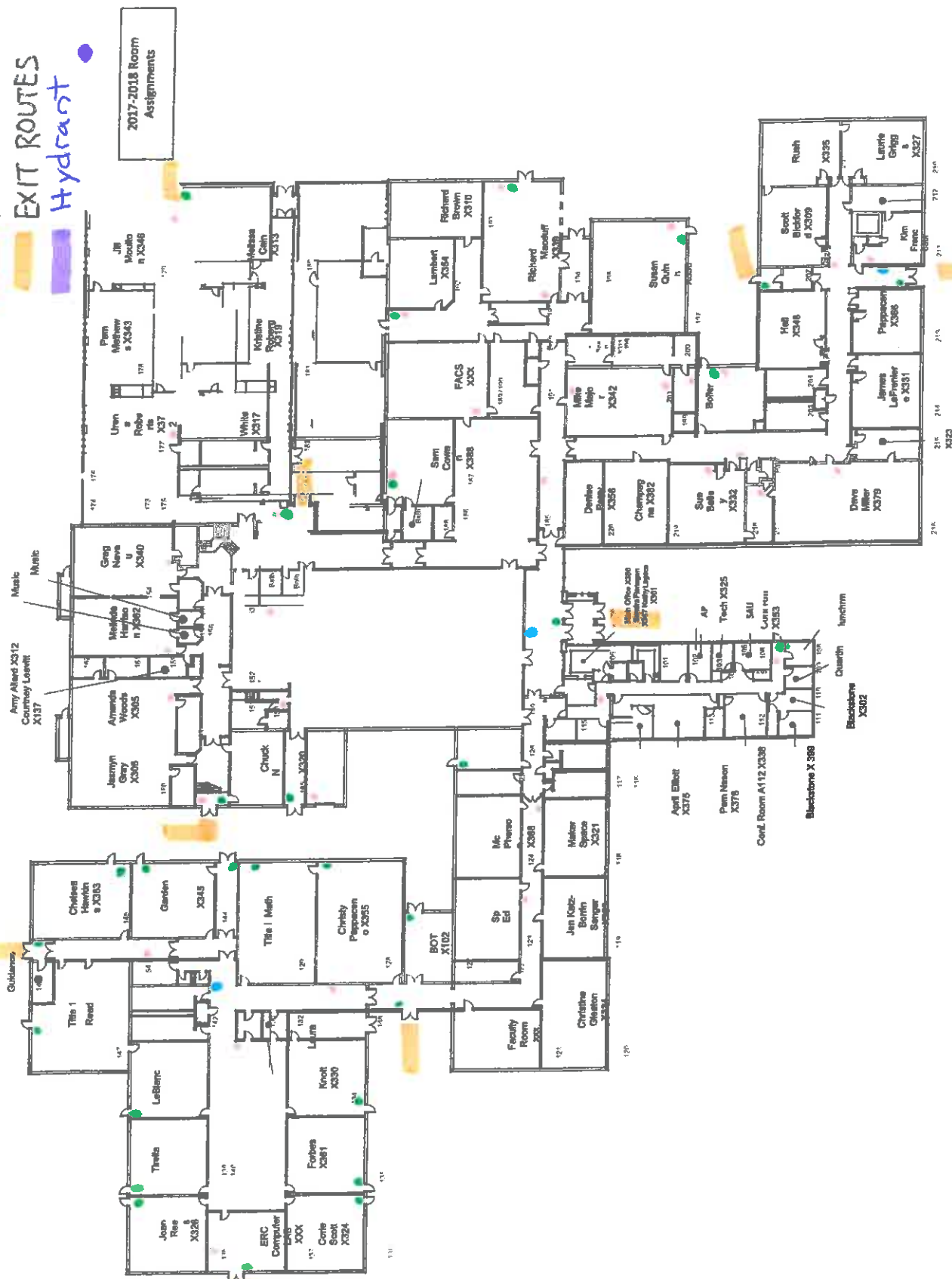
School Personnel: _____ Title: _____

Date: _____ Time: _____

Notes: _____

Copy: Parent, Principal. Form must be filed in a location other than the cumulative file designated by the school principal.

XXXX = Room Number



MEMORANDUM OF UNDERSTANDING

For administering the Provisions of RSA 193-D

Safe School Zones

1. General Principles

The School Board and the Police Department agree to work in a cooperative effort to provide a safe and healthy school environment for students, staffs and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as, children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

In the event either the School Board or the Police Department desires to amend this Memorandum, the agency seeking changes will arrange for meeting with the other.

2. Definitions

The following terms, as defined in RSA 193: D-1 applies to this Memorandum:

- "Safe School Zone" means an area inclusive to any school property or school buses.
- "School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- "School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school

administrative unit, or any person providing, or perforating continuing contract services for any public or private school, school districts school department or school administrative unit.

- "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

3. School/Police Liaisons

In order to facilitate prompt and clear communication of incidents School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal or authorized designee at each school as that school's Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school's Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

4. Reportable Acts

A. School Reports to Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:

- a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;
- b. Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;
- c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions,;
- d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA's 208, 644 and 159, on school property, or at school functions;
- e. Arson under RSA 634:1 any person who knowingly starts any fire or causes

any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;

f. Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;

g. Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;

h. Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the third grade or lower are generally not reported to the Police);

i. Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;

j. Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all if these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;

k. Any sexual assault under RSA 632-A will be reported;

l. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property;

m. Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

2. Discretionary Reporting Events are up to the Discretion of the Building Principal.

a. Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by staff member.

b . Simple assault incidents (which don't meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.

c. Theft, under RSA 637, of property under \$49.

d. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$49 or less of damage. This includes vandalism to school property.


B . Police Department Reports to School

1 . The following information shall be reported by the Police Department to the School Principal:

a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the

school, where the law allows.

2. The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:

- a. The arrest and filing of a delinquency complaint against any student under the age of ~~17~~ years. 18 
- b. Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide; victimization of the student by a parent, caretaker or other individual).

5. Procedures for Reporting

A. It is agreed that every school employee who has witnessed, or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal. The Principal shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within 48 hours of the incident.

B. The report required shall include:

1. Identification of the act of theft, destruction, or violence that was alleged.
2. The name and address of witnesses to the alleged act.
3. The name and home address of any person suspected of committing the act.

C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results a written police report.

D. School Response

1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
 - a. Confront the student with the nature of the offense;
 - b. Take the student to the Principal's office or authorized designee ;
 - c. Retrieve and turn over any physical evidence to the Principal or authorized designee.
2. For Mandatory Reportable acts, the Principal shall:
 - a. Notify the police and student's parent/guardian, and inform them of the nature of the incident;
 - b. Turn over any physical evidence seized and a written fact summary to the Police Department;
 - c. Initiate disciplinary action in accordance with Board policies.
3. For Discretionary Reportable Acts, the Principal shall:

a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/ guardian;

b. Initiate disciplinary action in accordance with Board policies.

E. Police Response

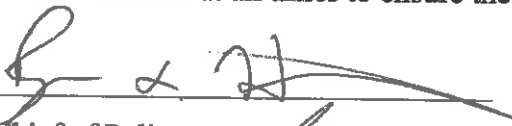
(1) The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal to investigate the incident, or take any other appropriate action.

(2) During the investigation, the Police Officer may meet with the Principal, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.

(3) If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.

(4) When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.

(5) To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.


Chief of Police

10/25/16

Date



10/24/16

Date


Superintendent

10/25/16

Date

First Reading: 8/8/16

| Second Reading & Adoption: 9/12/16

Deb Brown

From: Thomas Waldron
Sent: Tuesday, October 13, 2015 9:57 AM
To: All Staff
Subject: Evacuation Drill
Attachments: Church Floor Plan.pdf; Evac Routes.pdf; Alton Emergency Procedure.pdf

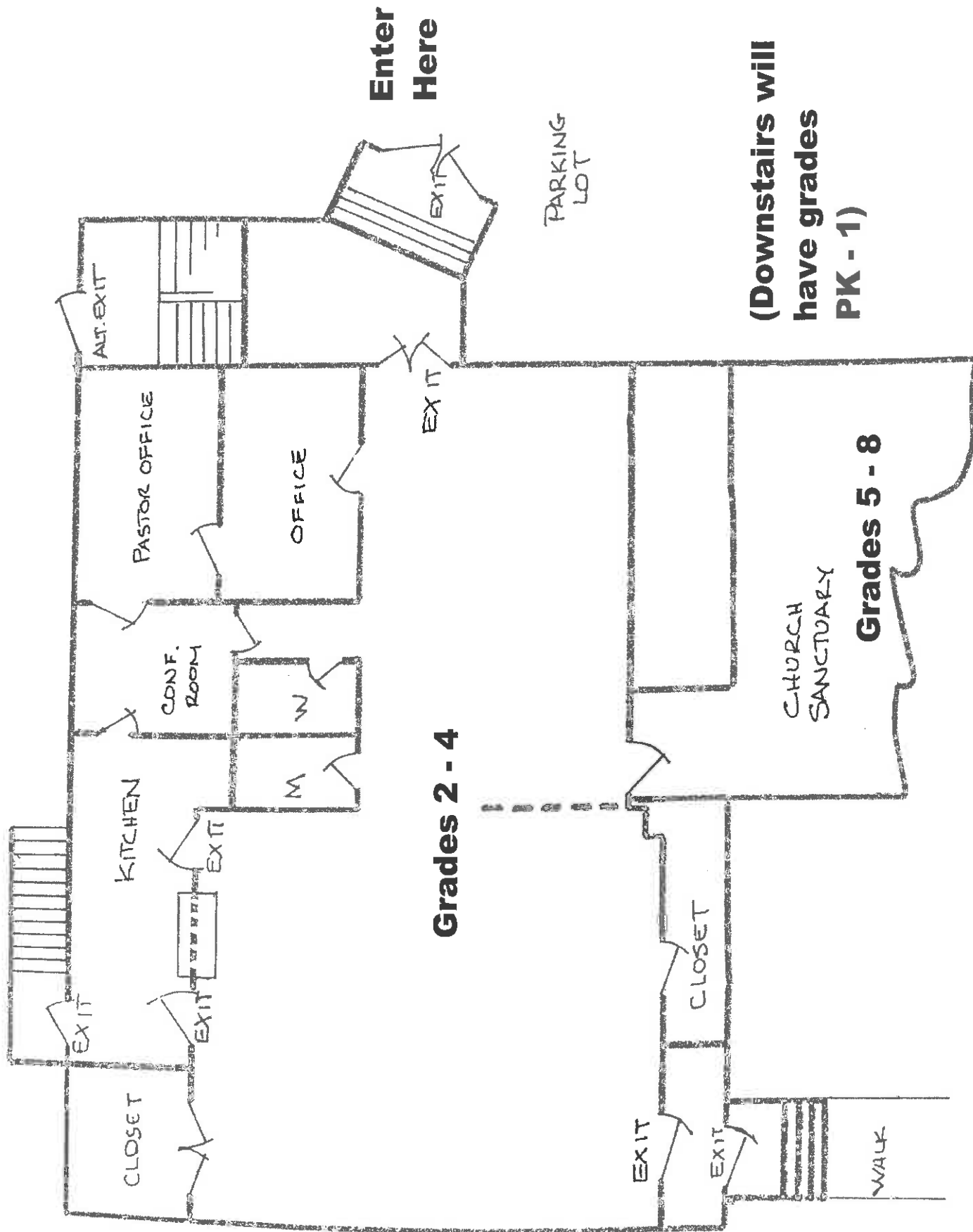
Hello All,

At the start of the year, I had talked about running an evacuation drill where everyone in the building is evacuated and relocated to the Church on Pine St. We have a date set for this event- it will be 9am on Wednesday October 21st. Please do not share this date with students or parents; we will be advertising to the public a time-frame of when we will run this drill. This will allow parents and community members to be aware of our intentions, yet also provide a more realistic simulation. Attached in this email are maps of our primary route (directly up pine street) our alternate route, and a floor plan of the church where we will break up students and teachers by grade level. Also attached in this email is a copy of the Emergency Response Plan. This document works in conjunction with the flip charts you all should have.

Our current plan is to evacuate the building in the same manner as we would a fire drill. Adults who do building sweeps for fire drills, will perform those sweeps. Teachers are expected to bring their emergency backpacks, and participate in attendance checks and staff buddy checks in the back parking lot/playground area. Once we have all been accounted for, we will walk to the church as orderly and quietly as possible. At the church, I, along with guidance and admin will help to direct people to where they are supposed to be. In a real emergency, the church would be used as a temporary shelter until we could get busses to bring faculty and students to PMHS which is our ultimate shelter. For this drill, we will not be going to PMHS. We will alert the bus company and note how long it takes to get busses to the church location. Once the busses arrive, we will end the drill and walk back to ACS.

Please see me with any questions or concerns about this process. Thank you all!

Tom Waldron
Assistant Principal
Alton Central School
(603) 875-7500



Enter
Here

PARKING
LOT

(Downstairs will
have grades
PK - 1)

Grades 2 - 4

Grades 5 - 8

CHURCH
SANCTUARY

TITLE XV EDUCATION

CHAPTER 189 SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS; SCHOOL CENSUS

Emergency Response Plans

Section 189:64

189:64 Emergency Response Plans. –

I. Within 2 years of the effective date of this section, every public and nonpublic school shall develop a site-specific school emergency response plan which is based on and conforms to the Incident Command System and the National Incident Management System. The plan should be documented at the time of school approval review. The plan shall provide that at least 2 of the currently required number of fire evacuation drills shall be emergency response drills. The plan shall address hazards including but not limited to acts of violence, threats, earthquakes, floods, tornadoes, structural fire, wildfire, internal and external hazardous materials releases, medical emergencies, and any other hazard deemed necessary by school officials and local emergency authorities. The first emergency response drill shall be conducted within one year of the completion of the plan. If the school has a building schematic floor plan diagram, the school may, with the approval of the local school board, submit the diagram to the division of homeland security and emergency management, department of safety, in a commonly used digital format. Submission of the diagram will enable the state to better prepare, respond, and mitigate potentially dangerous conditions should the need arise.

II. The plan shall be coordinated with local emergency authorities and with the emergency operations plan in the municipality in which the school is located. A school shall review its plan at least annually, and shall update the plan, as necessary. The director of homeland security and emergency management, department of safety shall assist school districts in conducting training for and providing support to school districts in the development, implementation, and review of an emergency response plan, as may be needed.

Source. 2007, 92:1, eff. July 1, 2007. 2014, 87:1, eff. Aug. 10, 2014.

SAFETY PROGRAM

The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:60 and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

The Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees. The principal shall be responsible for developing student safety procedures to be used on school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The building's safety plan shall be on file in the SAU office.

Legal Reference:

RSA 281-A:64, II, III, Worker's Compensation: Safety Provisions; Administrative Penalty

RSA 200:40, Emergency Care

NH Code of Administrative Rules, Section Ed. 306.10 (a, 2) (d), Policy Development, Safety

First Reading: April 10, 2006

Second Reading: May 8, 2006

Third Reading/Adoption: May 22, 2006

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

SAFETY PROCEDURES/SAFE SCHOOLS COMMITTEE

The Board charges the Superintendent to develop rules and procedures that promote the safety of both students and staff. The Superintendent will establish procedures that provide for reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

The safety program will include but not be limited to: appointment of a safe school committee for building, emergency preparedness plans developed for each school facility, an annual evaluation of emergency preparedness procedures, training for staff and students, a general workplace safety program for employees, establishment of a district-level annual review committee for emergency preparedness related safety concerns and a workplace / employee committee for general safety concerns.

The building principal will establish a Safe School Committee each school year. The committee will be composed of teachers, parents, students and support staff. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, student harassment, intimidation and bullying. The recommendations related to harassment, intimidation and bullying should focus on professional development needs of faculty and staff for the purpose of implementing methods to decrease the number of incidents and methods to encourage the development of individual relationships between students and staff and use of problem-solving teams that include counselors and/or school psychologists, and any other issues which prohibit the maintenance of a safe school.

The school principal shall transmit a final copy of the report to the superintendent of schools. The superintendent of schools, or designee, shall maintain the reports in the records of the School District. Each Principal with the assistance of the Safe School Committee will develop a plan of improvement based on standards adopted by the Board.

First Reading: August 12, 2013 (New Policy)

Second Reading & Adoption: September 16, 2013

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

CRISIS PREVENTION AND RESPONSE

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the school and at school-sponsored activities.

The Superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. Board Policy EBCA and Appendix EBCA-R contain provisions relative to Emergency Response Plans. Consistent with Policy EBCA and RSA 189:64, the School Board directs the Superintendent to develop site-specific emergency plans for each school building and further directs the Superintendent to submit emergency response plans to the Division of Homeland Security and Emergency Management, Department of Safety.

The Committee will review school district programs and activities, assess the district's security and safety needs, and review Board policies, administrative regulations, response and procedures.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

First Reading & Adoption: 11/3/14 (*new policy*)

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

FIRE DRILLS

To the extent possible, fire drills will be scheduled by the Principal each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. A minimum of ten (10) emergency drills will be conducted during the academic year.

Legal Reference:

NH Code of Administrative rules, Section SAF-C 6008.04 & 05, State Fire Code

First Reading: May 8, 2006

Second Reading: May 22, 2006

Third Reading: June 12, 2006

Fourth Reading/Adoption: April 9, 2007

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

*Category R***BOMB THREATS**

The Board recognizes that bomb threats are a significant concern to the schools. Whether the threat is real or a hoax, a bomb threat represents a potential danger to the safety and welfare of students, staff, and school property.

No person shall make or communicate, by any means, a threat that a bomb has been or will be placed on school premises.

Any bomb threat will be regarded as a serious matter and will be treated accordingly. In the event a bomb threat is made, the following procedures shall be followed:

1. The Principal, Superintendent or his/her designee and police officer shall assess the situation to determine if there is danger to students;
2. The Superintendent or his/her designee shall call for an immediate evacuation of all school buildings;
3. Simultaneously, local law enforcement authorities shall be notified;
4. An investigation of the threat should be made by local law enforcement authorities or applicable state department.

Any decision to re-enter the school or buildings will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.

Making a bomb threat is a crime. As such, any person found to have made a bomb threat will be subject to arrest and prosecution according to law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action, in accordance with applicable Board policy.

Legal References:

RSA 158:9, Possession of Explosives

RSA 644, Breaches of the Peace and Related Offenses

Adopted: September 14, 1981

First Reading: 9/24/12 Second Reading & Adoption: 10/22/12

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

BUILDINGS AND GROUNDS SECURITY

The Board requires and encourages close cooperation with local police and fire departments, and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the Board, by the Superintendent and his/her staff, and by the Principal of the school.

Detailed security regulations are available at the central office.

The building principal is responsible for enforcing this policy.

First Reading: May 8, 2006

Second Reading: May 22, 2006

Third Reading: June 12, 2006

Fourth Reading/Adoption: April 9, 2007

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

*Category O***PANDEMIC/EPIDEMIC EMERGENCIES**

The Board recognizes that a pandemic/epidemic is a serious threat that stands to affect students, staff, and the community as a whole. The Board establishes this policy in the event the town/ municipality and/or school district is affected by a pandemic or epidemic. At all times the health, safety and welfare of the students shall be the first priority. The District shall follow the advice and recommendations in the State of New Hampshire's Influenza Pandemic Public Health Preparedness & Response Plan, as prepared by the Dept. of Health & Human Services.

Planning and Coordination

Planning for a pandemic requires a multi-faceted effort, and school preparedness should include input from a team of individuals to address their specific areas of expertise.

The Superintendent shall designate one or more employees to serve as a liaison between the school district and local and State health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student wellbeing and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district. The Board encourages the designee to become a member of the Health Alert Network through the New Hampshire Department of Health & Human Services.

The principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

With fiscal concerns in mind, the district may purchase and store supplies necessary for an epidemic/pandemic response, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse.

The Superintendent shall develop procedures and plans for the transportation of students in the event students are released from school early.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in transmission to other students, faculty, or staff, that person shall be immediately isolated pending further medical examination. The New Hampshire Communicable Disease Control Section of the Department of Health and Human Services shall be notified immediately.

Infection Control

Any student or staff member found to be infected with a communicable disease that may bears risk of transmission will be excluded from school until that individual's primary care

physician or other medical personnel indicating that the individual does not bear the risk of transmitting the communicable disease provide medical clearance.

Students with excessive absences due to a communicable disease may be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, schoolwork the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employee's right to continued employment.

Continuance of Education

The Superintendent will develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year.

Legal References:

Influenza Pandemic Public Health Preparedness & Response Plan, New Hampshire

Department of Health & Human Services, Updated March 2, 2006,

www.dhhs.nh.gov/DHHS/CDCS/LIBRARY/Policy-Guideline/dphs-influenza-plan.htm

First Reading: 2/11/13

Second Reading &

Adoption: 4/8/13

First Reading: 1/11/16

Second Reading & Adoption: 2/15/16

VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**Video and Audio Surveillance**

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff and visitors that video and audio recording devices may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook.

All persons will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Video and Audio Recordings Used for Student Discipline Matters

Videos/audios containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Video and Audio Recordings Used for Special Education Purposes

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

Other Purposes for Which Video and Audio Recordings May Be Used

The school board authorizes the superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

Recordings may be viewed by the following persons only after expressly authorized by the Superintendent:

- Superintendent or designee;
- Business Administrator;
- Principal and/or Assistant Principal;
- Law Enforcement Officer(s);
- Buildings and Grounds Director.

In the event that the actions of the Superintendent are in question, the School Board Chair and an advice Chair must unanimously decide that an allegation warrants viewing of a video tape. If there is agreement, the recording must be reviewed by the entire board in a non-public session.

Video and Audio Recordings Authorized

The school board permits the video and audio recording of the following school-related activities. The following purposes is not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

The amendments to the Sample Policy are issued to clarify how and why video and/or audio recordings may be used within the school.

Legal References:

RSA 189:65, Definitions

RSA 189:68, Student Privacy

RSA 570-A:2

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Appendix: JICC-R, EEA-R

First Reading: 10-24-16 (new policy)
Second Reading & Adoption: 11/14/16
First Reading amendment: 12/19/16
Second Reading
& approval with amendment: 1/18/17