

~~The S.A.F.E. program is designed to provide a framework for drafting policy to protect students, faculty, and school staff, as well as define the communications steps and procedures necessary to handle a wide range of emergency and disaster situations.~~

~~Rarely does one crisis prevention manual reflect the needs and concerns of all school districts. The S.A.F.E. program should be modified to reflect district policy where applicable, in accordance with the advice of legal counsel.~~

~~Space has been included to insert information applicable to each school district, including, but not limited to emergency phone numbers and specific district policies.~~

~~The S.A.F.E. program is a clear and concise resource for teachers, administrators, district personnel and law enforcement agencies. Every teacher and staff member should fully review the outlines contained in this manual.~~

~~A crisis response plan requires an ongoing process for identifying security needs, training in prevention and intervention methods, and an evaluation of steps to secure the school property during a crisis situation.~~

~~School districts are encouraged to use the S.A.F.E. program as a starting point in reviewing the adequacy of their own contingency plans.~~

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Introduction

1. Report any explosion by contacting the main office immediately.
2. If necessary, activate the emergency fire alarm.
3. All rooms should be evacuated. Closing doors will help to reduce the spread of a fire. Do not lock doors.
4. Assist physically challenged students to move to an enclosed stairwell area and inform police or fire safety personnel of their location.

Explosion Prevention

1. Toxic fumes can infiltrate into the building through loading dock areas, open windows, improperly stored chemicals, or faulty refrigeration lines.
2. If a gas leak or toxic fumes are detected in the building, evacuate the affected area.
3. Ventilate the effected area by opening a window, even slightly, when inclement weather exists.
4. Be on the lookout for any unusual packages or wires which may reveal a concealed bomb.

Crisis Prevention Tip: Additional explosions can take place after the initial incident has been reported. Move at least 300 feet away from the building. Stay away from windows.

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Explosion

- ~~1. Report any serious injury or illness to the main office immediately.~~
- ~~2. Non-emergency injuries or illness will be referred to the school nurse.~~
- ~~3. Initiate first aid if a trained person is available.~~
- ~~4. Personal safety is the first priority for those coming in contact with the injured party. Use protective equipment when coming in contact with the victim's bodily fluids or blood.~~
- ~~5. Follow prescribed policy for releasing students to parents or guardians.~~
- ~~6. Follow prescribed policies for documenting the cause of an injury on school property.~~

~~**Crisis Prevention Tip:** Develop and administer faculty training activities. Specific training activities include CPR training, the Heimlich maneuver, in-service programs that develop awareness of safety and response procedures, and other first aid precautions.~~

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~~**Serious Illness / Injury**~~

- ~~1. If a bomb threat is made to the school, an announcement or evacuation signal will be given. Students shall not go to lockers.~~
- ~~2. The school receptionist shall be trained to keep a log of all bomb threats noting the time of day and voice characteristics of the caller. The caller should be asked logical questions about the type of bomb, the location, and when it is set to detonate.~~
- ~~3. The principal will immediately contact public safety officials and the superintendent of the threat.~~
- ~~4. Teachers shall retain a class list to check to account for each student.~~
- ~~5. The school building shall then be evacuated and searched by law enforcement officials. The ranking public safety official at the scene will make the appropriate decision regarding when the building can be reoccupied.~~
- ~~6. Do not use "walkie-talkie" type radios during a bomb threat. Hand-held radios can detonate electronic devices and may set off the bomb.~~
- ~~7. Set up a back-up command post near the school, but not on school grounds, in the event that the bomb has been placed in the administration building.~~
- ~~8. Classes will continue for the remainder of the day after re-entry has been authorized by the ranking public safety official.~~

~~**Crisis Prevention Tip:** Some school districts are requiring students to make up lost academic time for bomb threat evacuation by taking away scheduled holidays or by requiring students to do classwork while awaiting the all-clear signal to return to the school building.~~

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~~**Bomb Threat**~~

- ~~1. A fire evacuation route shall be clearly posted in each classroom.~~
- ~~2. Fire drills will be held in each school building **twice** a semester or a minimum of **four** times a year. Principals will follow district reporting guidelines, stating the dates, time of day and the evacuation time required to complete the drill.~~
- ~~3. Students shall not go to lockers.~~
- ~~4. Each teacher shall be required to know the location of fire extinguishers in the building and the location and operation of fire alarms.~~
- ~~5. All rooms must be evacuated. Leave the lights on, close but do not lock the doors.~~

~~**Crisis Prevention Tip:** Many crisis situations demand immediate communication with public safety officials. Designated administrators and faculty should be encouraged to keep their personal cell phones with them during the class day for possible emergency use.~~

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Fire

- ~~1. If the sniper is outside, close all window blinds and turn off the lights. Get all students on the floor and out of the line of fire. If a shooting situation is taking place in the school, lock the classroom door and have all students move to a side of the room out of the direct line of fire.~~
- ~~2. Administer first aid for victims until EMS arrives. Be careful not to make changes to the scene of the incident, since the area will be investigated later by law enforcement authorities.~~

~~**The pre-designated gathering area once the all-clear signal is announced is:**~~

~~**The all clear signal is:**~~

- ~~3. Teachers and staff who are not administering first aid need to remain on site to tend to victims and provide support for students. Designated administrators or faculty members will be dispatched to each area hospital to help with identification and to support parents.~~
- ~~4. Set up pre-designated areas for the media to assemble. Do not allow members of the media into the building. Family members should wait outside the building and not use the school parking lots.~~
- ~~5. Request that a police car remain on site to transport parents or administrators to area hospitals as needed.~~

~~**Crisis Prevention Tip:** Students should be advised to take responsibility for their own well being as well as that of other students and teachers by reporting any suspicious individuals or unusual activity on school grounds or aboard school buses.~~

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~~**Shooting**~~

~~Team members should possess the desire to be on the crisis team and should be able to maintain order and calm under difficult circumstances.~~

~~The responsibilities of the Crisis Response Team members are as follows:~~

- ~~1. Provide factual information to students and dispel rumors.~~
- ~~2. Request staff to arrive 30-60 minutes early the following day to review the administration plan and revised schedule when necessary.~~
- ~~3. Refer students who are experiencing profound trauma to appropriate support staff and grief counselors.~~
- ~~4. Assign a support team to the class where the tragedy occurred or to accompany affected students during the class day.~~
- ~~5. Write a detailed summary report of how events were handled for the day for administration review.~~
- ~~6. Maintain a Crisis Kit. This is a container kept in the principal's office that includes:~~

~~Name tags.~~

~~Notebooks containing emergency phone numbers for distribution to staff.~~

~~Pens, markers and notepads.~~

~~Batteries~~

~~First aid supplies and tape.~~

~~Signs with titles reading: *COUNCELORS, MEDIA, PARENTS, VOLUNTEERS, CLERGY* and *KEEP OUT*.~~

~~A yearbook or duplicate set of class photos.~~

~~**Crisis Prevention Tip:** Identify your school crisis spokesperson and do not change this choice. A crisis event often proves to be a time when staff members are least prepared to think quickly and clearly. Utilize a community relations spokesperson to free up school personnel to deal with student needs.~~

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~~**Crisis Response Team**~~

~~1. Any major hazardous substances spill must be reported immediately, first to the main office which will then contact appropriate public safety departments.~~

~~**Note:** Refer to the emergency phone numbers listed in the Emergency Telephone Numbers section.~~

~~2. All students and teachers should be evacuated from the affected area at once.~~

~~3. Seal off the contaminated area to further reduce contamination until the arrival of trained personnel.~~

~~4. Persons who may be contaminated by a spill or release are to:~~

~~A. Inform a responsible party that medical attention is needed immediately.~~

~~B. Avoid physical contact with others.~~

~~5. Follow state and federal guidelines for the disposal of hazardous wastes.~~

~~**Crisis Prevention Tip:** Train your office staff to understand the important role they play in placing calls to emergency authorities. Provide them with training to handle calls from the news media requesting information, and train them in how to deal with worried or upset callers, including parents.~~

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~~**Hazardous Substances Spills**~~

- ~~1. Access points to the school building shall be identified to visitors. All visitors are required to sign in at the main office and identify the purpose of their visit and destination within the building. Visitors shall wear an identification pass.~~
- ~~2. Visitors in the building not wearing an identification pass shall be directed/ escorted to the main office.~~
- ~~3. When necessary, a single visitor entrance closest to the main office shall be monitored. Delivery entrances for visitors shall be supervised regularly.~~
- ~~4. To prevent intrusion, the district will analyze all entry points and keep these locations locked during regular hours.~~
- ~~5. Students should be encouraged to report suspicious individuals or unusual activity on school grounds. Additionally, license plate numbers should be reported if suspicious vehicles continue to enter and leave school parking lots.~~

~~**Crisis Prevention Tip:** Provide public safety officials with a complete set of interior maps, including those of basement areas for each school. This will facilitate the apprehension of unauthorized individuals.~~

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~~**Visitors / Trespassing**~~

~~Take appropriate action if:~~

- ~~1. An individual makes threats of physical harm towards you, others or him/herself.~~
- ~~2. The individual has a weapon.~~
- ~~3. Behaves in a bizarre manner or exhibits unstable behavior patterns.~~

~~All violent or criminal behavior should be reported to the main office via phone, via a pre-determined signal to the main office or by another teacher or student.~~

- ~~1. Maintain direct eye contact with the disruptive student.~~
- ~~2. Avoid embarrassing the student in front of the class.~~
- ~~3. Document major student problems.~~

~~Indicators for referral assessment: Moderately disruptive students.~~

- ~~1. Manifests a change in personality which goes from quiet and withdrawn to agitated. Displays aggressive behavior towards fellow students.~~
- ~~2. Makes general statements or discusses suicide, homicide, or feelings of helplessness.~~
- ~~3. Becomes suspicious of others or expresses fears of being watched or followed.~~
- ~~4. Shows signs of depression (no visible interest or emotions, moves slowly, looks tired and complains of lack of sleep or headaches, displays feelings of worthlessness)~~

~~Crisis Prevention Tip:~~ ~~It is the job of every student and faculty member to learn self-defense precautions. Don't leave the responsibility of crime prevention to others; you are your best line of defense. Walk in well lit areas; walk in pairs or groups.~~

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~~Disruptive Students~~

- ~~1. The news media have a responsibility to factually report events taking place.~~
- ~~2. The school and the district should appoint a specified individual(s) to give interviews to the public. Do not deviate from the individual(s) selected for this task.~~
- ~~3. Your cooperation is necessary to insure that the public, and especially parents, have access to reliable and factual information.~~
- ~~4. Never use the statements "no comment" or "this is off the record."~~
- ~~5. Students, parents and staff should be advised that they can say "no" to an interview.~~
- ~~6. Agree in advance with local media and law enforcement agencies to a designated off-site media center.~~
- ~~7. The school district may want to formulate standard press releases with fill in the blank areas to facilitate a concise response to media inquiries.~~
- ~~8. Non-factual reporting errors should be addressed immediately with the specific reporting agency/media outlet.~~
- ~~9. Present the facts based on the following; Who, what, when, where and why. The most important information the news media will want is "why." Avoid speculation as to "why" and move the discussion to "what next."~~

~~**An appropriate response is:** "All of our efforts now are on the safety of the students, so I'm not going to speculate on the cause at this time."~~

- ~~10. Conduct regular, scheduled news conferences.~~

~~**Crisis Prevention Tip:** Declare the entire school grounds as a crime scene. This will restrict unescorted access by media representatives into the school building and protect the integrity of the investigation.~~

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~~Media Relations~~

~~**Note: Your district may wish to substitute or modify the following definitions and recommendations to be in compliance with your adopted school weapons policy.**~~

- ~~1. Students or faculty who become aware of a weapon brought aboard a school bus or onto school property must immediately notify the principal or designee.
 - ~~A. “**School Location**” includes a school building, school grounds, scheduled field trips or sanctioned school functions, bus stops, school buses or district vehicles, school contracted vehicles, district property.~~
 - ~~B. “**Possession**” means having a weapon on one’s person or in an area subject to one’s proximity or control in a location.~~~~
- ~~2. Police will be immediately notified, followed by the school superintendent.~~
- ~~3. Students or faculty should not attempt to pick up or transport the weapon.~~
- ~~4. A “weapon” means any objects, device or instrument designed or capable of producing bodily harm or may be use to inflict self-injury.~~
- ~~5. Items defined as “weapons” include:
 - ~~A. Firearms, whether loaded or unloaded; pellet guns; BB guns; air guns; stun guns.~~
 - ~~B. Ammunition; poisons; chains; arrows.~~
 - ~~C. Knives; blades; clubs; metal knuckles; numchucks; throwing stars.~~
 - ~~D. Explosives; fireworks; mace and other propellants.~~
 - ~~E. Any object which has been modified to serve as a weapon.~~~~
- ~~6. Any student who uses articles designed for other purposes such as scissors, belts, combs, pencils, baseball bats or files to inflict bodily harm will be reported to the principal or designee.~~
- ~~7. No student shall posses, use or distribute any object or device which has the appearance of a weapon or any device that is a facsimile of a real weapon.~~

~~**Crisis Prevention Tip:** Distribute duplicate copies of this S.A.F.E. manual to local public safety officials including the police, sheriff and fire departments. They may be able to suggest additional ideas to modify this disaster recovery plan to meet the specific needs of your school district.~~

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~~**Weapons**~~

~~POLICE:
FIRE DEPARTMENT:
EMERGENCY MANAGEMENT OFFICE:~~

~~EMERGENCY MANAGEMENT DIRECTOR:
Office:
Home:
Pager:~~

~~AMBULANCE:
HOSPITALS:~~

~~RED CROSS:~~

~~POISON CONTROL CENTER:~~

~~HAZMAT:~~

~~DEPT. OF CRIMINAL INVESTIGATION:~~

~~STATE DISASTER SERVICES OFFICE:~~

~~IMPORTANT HOME PHONE NUMBERS:~~

~~**Crisis Prevention Tip:** The high usage of telephones during a crisis situation can result in random busy signals. Individual schools may wish to develop a parent phone tree to notify family members during a crisis situation. Messages should be kept simple to keep telephone use to a minimum.~~

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~~**Emergency Telephone Numbers**~~

- ~~1. It is the responsibility of each individual school to report a power outage.~~
- ~~2. Approval to dismiss classes will be granted by the Superintendent based on the expected duration of the outage, as estimated by the local utility provider.~~
- ~~3. Consideration should be given to the ability to continue conducting classes without electrical power for the duration of the day. Early dismissal may result in sending students home to unsupervised conditions or to homes without electrical power.~~
- ~~4. Computers and appliances which are subject to damage from power surges should be turned off or unplugged until the power is restored.~~
- ~~5. If electrical lines are on the ground within proximity of the school grounds, a designated school employee shall secure the area until the local utility company is on site.~~

~~Utility company phone numbers~~

~~Electric:~~

~~Natural Gas:~~

~~Telephone company:~~

~~**Crisis Prevention Tip:** Surprisingly, most electric utilities rely on customer service calls to report power outages. Utility companies can usually detect a power anomaly on their system, but they depend on the public to help determine the exact location of outages.~~

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~~**Power Failure**~~

- ~~1. Decide on the appropriateness of dismissing students early.~~
- ~~2. Notify local news media.~~
- ~~3. Notify and maintain contact with the bus transportation office.~~
- ~~4. If safety in the school is at risk, move students to the safest location in the building.~~
- ~~5. Maintain contact with local news media outlets.~~
- ~~6. Maintain communication with local law enforcement agencies.~~
- ~~7. Stay away from all windows and exterior doors.~~

~~When a weather emergency warning siren is audible, all persons should immediately seek shelter in the nearest strong building. Gymnasiums, auditoriums, and similar rooms with large roofs should be avoided.~~

~~**Area radio stations and phone numbers:**~~

~~**Area television stations and phone numbers:**~~

~~**Crisis Prevention Tip:** Before a crisis occurs, focus on school safety planning by designating a safety task force that involves public safety officials, teachers, administrators, parents and students. Communicate safety planning goals in community newspapers and parent/teacher newsletters.~~

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~~**Weather Emergency**~~