Introduction

This information is a supplement to the district crisis plan located in the principal’s office of each building.

Among the many responsibilities shouldered by the Castle Rock School District staff is the responsibility for the safety of students and staff of the district, and also the security and protection of the school property entrusted to their care.

This Emergency Manual contains information to guide staff actions during emergencies, so that safety and efficiency are maximized.

This guide is intended to provide a quick, easy-to-use reference at the onset of an emergency. You are encouraged to thoroughly review the procedures.

Always remember: if you are in doubt about the emergency nature of any situation or your vest response, call 911 for assistance.

In all cases of emergency, the principal or his/her designee will first call an emergency number to summon outside agency assistance if, in his/her opinion, such a call is warranted in the interest of safety. Second, the principal or his/her designee will call the superintendent’s office.

Emergency Numbers

- Fire, Medical, Police ................................................................. 911
- Castle Rock Schools Superintendent ........................................501-2940
- Castle Rock Schools Maintenance ...........................................501-2940
- Castle Rock Police ................................................................. 274-4711
- Cowlitz County Sheriff’s Office .............................................. 577-3092
- State Patrol ............................................................................ 577-5707
- Castle Rock Fire Department .................................................. 274-4413
- Poison Control Information ..................................................... 732-6985
- Lower Columbia Mental Health Center .................................423-0203
- Child Abuse Reporting ..........................................................501-2600; 1-800-281-2372
Medical Emergency

In the event a school experiences a medical emergency of such a nature (serious injury or illness) that parent contact is not sufficient, the following procedure should be used:

- Assess situation through examination of victim. Check for medical tags and emergency plan.
- Call 911.
- Trained personnel should administer first aid.
- DO NOT LEAVE VICTIM UNATTENDED.
- Do not move victim unless a life-threatening situation exists.
- Notify parents/guardian or next of kin.
- Assign an adult to accompany victim to hospital.
- Consult with school’s principal or administrator in charge.
- Determine destination hospital.

Bomb Threat/Explosives

Note exact time of call and line the call came in on. HANG UP TELEPHONE WHEN CALL IS COMPLETED. Push *57 to trace call.

- Evacuate students as for a fire drill.
- Call 911.
- Immediately refer to “Bomb Threat Report” form attached to this document (page 10).
- Call principal.
- Notify district office, 501-2940.
- NO ER-ENTRY INTO BUILDING UNTIL SAFE. Consult with police and/or fire department before students are allowed to re-enter building. (In the event of inclement weather, an area such as a gym or cafeteria could be quickly checked and used to house students while building is inspected.)

Note: The superintendent’s office will be the ONLY source of information to the media.

Lockdown/Provoker Emergency

In case of an emergency relative to safety of children from outside or inside provokers, the following plan will be activated:

- A series of short bells will notify staff to go into lockdown mode. If possible, an intercom announcement will follow.
- Teachers lock their own classroom door and keep students contained.
- A potential provoker, upon entry, will be asked to wait at main office for an administrator.
- Entrances and exits through hallways near library will be secured until provoker is no longer in that area.
- If a child is at risk, child will be removed to an undisclosed area under supervision of a staff member.
- All unnecessary personnel and all students shall be removed from office until crisis is over.
- Keep students in classrooms until they receive further information; keep hallways clear.
Rape and Assault

In the event there is a rape and/or serious assault, school personnel should follow these procedures in the order listed:

- Render first aid to the victim.
- Call 911.
- Notify district office, 501-2940.
- Notify parent/guardian or next of kin.
- Obtain information regarding assailant and incident.
- Assign adult to accompany victim to hospital, if necessary.

Note: the superintendent’s office will be the only source of information to the media.

Child Abuse

Phone 501-2600 or 1-800-281-2372

REPORTING RESPONSIBILITIES:
Staff members are to report every instance of suspected child abuse or neglect. Since protection of children is the paramount concern, staff should discuss any suspected evidence with principal or nurse regardless of whether condition is listed among indicators of abuse or neglect.

Staff are reminded of their obligations as district employees to report suspected child abuse, and professional staff are reminded of their legal obligation to make such reports. Staff are also reminded of their immunity from potential liability for doing so.

Vandalism/Burglary

- Call police; 911 or Castle Rock Police, 274-4711 if situation threatens safety of students or if seriousness of situation requires such notice. Get case file number.
- Call maintenance, 501-2940, if building security is needed.
- Notify district office, 501-2940.
- Compile complete list of stolen items.
- Complete appropriate incident report form and submit to risk management insurance cooperative.

Utility Interruption or Failure

Water, natural gas electricity

- Alert staff to nature of emergency and what you expect them to do.
- Move students to a safe part of building or, if necessary, use regular fire drill procedures.
- Call 911 if situation threatens safety of students or staff.
- Alert maintenance, 501-2940.
- Notify district office, 501-2940.
- Complete evacuation procedures.
Bus Accident

- STAY CALM.
- Stop bus immediately. Turn off bus and all electrical equipment — use hazards only.
- Check for injuries. Administer first aid if needed.
- Call 911 if there are injuries or if road is blocked.
- EVACUATE IF NECESSARY to prevent further injuries.
- Call transportation for help! State your location and what injuries there are.
- Do not move bus unless vehicle is creating a safety hazard. If necessary, you must mark all vehicle tires with yellow crayon, located in the accident kit.
- Ask an adult, if possible, to set out reflective triangles so you can stay on bus with the students. Do not allow students off bus unless you need to send two for help.
- Write down ALL names of students on bus.
- DO NOT release students from bus or accident site except for medical purposes or unless they are released by the transportation supervisor.
- Document whereabouts and mode of transportation for any individual removed from accident site.
- Cooperate with police.
- DO NOT TALK TO PRESS! Be careful what you say – don’t admit fault or accuse anyone. Tell them a representative of the school district will be there soon. Talk to transportation supervisor or investigating officer ONLY!
- Fill out accident forms and reports. Check accident kit for forms. There’s one for the driver of the other vehicle to fill out as well.

Chemical or Ash Fallout

- Alert all staff to nature of emergency and what you expect them to do.
- **If inside building**, move students to safe part of the building, or evacuate if necessary using regular fire drill procedures.
- **If outside building**, ensure all students are in the building and that they remain there.
- Shut off all outside ventilators and close all windows. Follow shelter-in-place procedures.
- If you were the first person to discover situation, call 911 to report. It is more likely the police/fire department will notify you of an imminent problem.
- Notify district office, 501-2940.
- Account for all building occupants and determine extent of injuries.
- Keep telephone lines clear for emergency calls.
- Release students to parent designee only.
- Students remain at school until it is safe to use normal means of getting home, until they are picked up by parent/designee, or evacuated by district transportation to a safe area.
- Complete evacuation procedures.

Snow

If buses will not be arriving at regular time to take students home due to snowfall, use these procedures:

**Elementary students:**

- Have students remain in classrooms.
- Release students to parent designee only.
Students should remain at school until it is safe to use normal means of getting home or until picked up by parent/designee. Principal/designee and/or assigned staff stay with remaining students until all are safely released.

**Secondary students:**
- Students choosing to walk home should be advised to stay in a group and observe rules of safety.
- Students driving home should be advised to use good judgment and observe rules of safety.
- Principal/designee and/or assigned staff stay with remaining students until all are safely released.

**Shelter in Place**

During a hazardous materials event or volcano eruption, there may be times the school cannot evacuate and must “shelter in place.” The following guidelines will assist you in sheltering in place:

- Close all windows; shut off all outside ventilation; and turn off all HVAC equipment and exhaust fans.
- To reduce possibility of toxic vapors, seal all entry routes as effectively as possible. Place wet towels beneath doors.
- If an explosion is imminent, close drapes, curtains, and shades and take cover.
- If you suspect gas or vapor contamination, take shallow breaths through a wet damp cloth or towel (or coffee filter).
- Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical materials.
- Do not eat or drink any food or water that may have been contaminated.
- Persons needing medical assistance should report to building first aid area.
- Report lingering vapors or contamination to administrator.

*Do not leave building until “all clear” is given by administrator.*

**Fire**

**FIRE ALARM SHOULD BE ACTIVATED BY THE FIRST PERSON SUSPECTING OR DISCOVERING THE FIRE**

- Initiate regular fire drill procedure immediately.
- Call 911
- Notify district office, 501-2940.
- Teachers should account for their students when they evacuate.
- DO NOT allow reentry to the building until safe.
- Consult with superintendent regarding closing of school.

**REMINDER:**

- Conduct and document fire drills quarterly.
- Review fire plan/regulations with staff. Teachers should:
  a. Close doors and turn off lights.
  b. Remain with your class.
  c. Move away from the building.
  d. Take your grade book.
  e. Keep students quiet in order to hear any instructions.
Weapons – Dangerous and Concealed

Life-threatening:

- Call 911 to report person(s) suspected of carrying a weapon. Keep person with you or under surveillance until police arrive to handle situation. Have a partner with you.
- DO NOT ATTEMPT TO DISARM PERSON.
- Get a description of person(s) and/or vehicle.
- Approach firmly and politely.
- Identify yourself.
- Ask for identification.
- Do NOT use force unless restraint is demanded.
- Notify district office, 501-2940.
- Follow building lock down procedures if necessary.

Incidental:

- Notify 911 to be on standby or to assist.
- Use common sense about whether to attempt to disarm the person(s).
- Approach firmly and politely.
- Identify yourself.
- Ask for identification.
- Do NOT use force unless restraint is demanded.
- Get a description of persons and/or vehicles.
- Notify district office, 501-2940.

Campus Unrest – Threatening

Initial awareness:

- Stay calm and keep a partner with you.
- Call 911 to be on standby or to assist before situation gets out of hand.
- Approach firmly and politely.
- Identify yourself.
- Ask for identification.
- Do NOT use force unless restraint is necessary.
- Notify district office, 501-2940.
- Follow building lockdown procedure if necessary.
- Keep students in classrooms until they receive further information; keep hallways clear.

Further action:

- Alert all staff to nature of emergency and what you expect them to do.
- Isolate students from disruption; curtail class changes.
- Inform students/staff of schedule deviations.
- Provide for a responsible adult to remain in office at all times.
- Keep a phone line free for communication with district office.

Note: the superintendent’s office will be the only source of information to the media.
Campus Unrest – Non-Threatening

Student and non-student demonstrations and racial disturbances

**Initial awareness:**

- Stay calm and keep a partner with you. DO NOT USE FORCE.
- Notify 911 to be on standby or to assist if the situation warrants it.
- Keep students in classrooms until they receive further information; keep hallways clear.

**Principal/Designee:**

*When disruption is confined to one area (inside building or on campus) and there is no apparent threat to students or staff*

- Notify district office, 501-2940.
- Provide a responsible adult to remain in office at all times.
- Advise demonstrators activity is unauthorized, and to desist and disperse within five minutes or they will be suspended from school.
- Invite leaders into an empty room for discussion.
- Identify leaders for later possible disciplinary action.
- Limit entry to building by other students or outsiders.
- Provide accurate information to students/staff to stop rumors.
- Notify parents of demonstration/disturbance leaders.
- Keep non-disrupting students in classrooms and proceed with usual lessons/activities.
- DO NOT USE FORCE.
- Send written documentation of situation to superintendent as soon as possible.

*Note: the superintendent’s office will be the ONLY source of information to the media.*

**Earthquake**

**During an earthquake/tornado:**

- Stay where you are.
- Get under tables/desks. If available until earthquake/tornado is over.
- Seek shelter near inner walls and doorways. Avoid going near windows.

**After an earthquake:**

- Check building for structural damage. Check utilities.
- Evacuate building to designated areas, if needed.

**In event of injuries:**

- Call 911.
- Administer first aid.
- Inform parents of victims.
Inside building:

- Move students away from windows and from under light fixtures. DO NOT have students go outside until directed to do so.
- Notify principal/superintendent as appropriate.

Outside building:

- Move students away from building, trees, wires, etc. Stay in the open until instructed to do otherwise. DO NOT have students go inside until directed to do so.
- Take roll. Account for all building occupants.
- Do not reenter building until it is deemed safe.

Harassment

Acts of harassment, hostility, or defamation, whether verbal or physical, will not be tolerated and constitute grounds for disciplinary action.

Examples of harassment:

- Verbal jokes and slurs that are bigoted and show prejudice, derogatory names, put-downs, and “offhand” retorts.
- Physical vandalism, threats of harm, overt or covert activity with bias to intimidate, fights and hostile environment.
- Any sexual contact between persons more than three years apart in age; unwanted touching; an uncomfortable or hostile environment caused by continuing sexual comments, actions or general attitude in the area.

Any student, staff or visitor of Castle Rock School District has the right to raise the issue of harassment and may do so by following the grievance process provided by Castle Rock School District. This procedure includes both formal and informal processes (Board Policy 3207P). Complaints can be in written or verbal form. Guarantees are provided against retaliation or spreading rumors and information about what, where, who and how things happened. The process takes several weeks or more in order to be as thorough and complete as possible. If you are being harassed, report to the counselor, a principal, a teacher or any adult employee in the building. They know the rules of confidentiality (they can’t talk about your complaint, except to investigate and deal with it appropriately) and will help you.

REFERENCE:
Board Policy 3207
Board Policy 6590
WAC 392-190-056-058 Sexual harassment – Definitions.

Disruptive Paraphernalia:

If you witness or receive any harassment complaints, document date, time, place and inform your building administrator as soon as possible. Harassment may also be a Child Protective Service issue; please refer to the Child Abuse section in this document to determine whether you need to contact CPS.
Suicide

Suicide threat:

- Assess seriousness of situation.
- Do not leave student alone.
- Notify parents. Arrange a conference immediately if threat seems sufficiently serious.
- Suggest appropriate school and community resources for follow up and additional evaluation to parents.
- Mental health evaluations MAY NOT be conducted without parental permission.

Suicide attempt:

- Call 911
- Administer first aid if necessary, or get someone who can.
- Notify principal, school nurse, and counselor.
- Notify parents. Assist them to obtain appropriate medical and/or psychological services.
- Protect privacy of family.
- Notify district office, 501-2940.
- Convene district counseling team.
- If students have witnessed crisis, keep students and staff appropriately informed. If crisis was observed by few, limit notification and protect privacy of family.
- Direct media to district office.

Death of Student/Staff:

- Notify district office, 501-2940.
- Notify building principals, to notify staff.
- Administrators work with local agencies to get help for students/staff.

Note: all communication with the media will be through the superintendent's office.
Bomb Threat Checklist

1. **When** is the bomb going to explode? ________________
2. **Where** is the bomb right now? ________________
3. What does the bomb look like? ________________
4. **What kind of bomb** is it? ________________
5. What will cause the bomb to explode? ________________
6. Did you place the bomb? ________________
7. Why? __________________________________________
8. What is your address? ________________
9. What is your name? ________________

EXACT WORDING OF BOMB THREAT:

__________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

Sex of caller: _______  Race: __________________________
Age: _____________  Length of call: ______________
Telephone number at which call is received: ______________

Time call received: __________________________________
Date call received: _________________________________

**CALLER’S VOICE**

____ Calm   ____ Crying
____ Soft   ____ Deep
____ Stutter  ____ Normal
____ Excited  ____ Slurred
____ Laughter  ____ Ragged

____ Rasp   ____ Deep breathing
____ Rapid  ____ Disguised
____ Nasal  ____ Distinct
____ Angry   ____ Whispered
____ Loud    ____ Clearing throat
____ Lisp    ____ Cracking voice
____ Slow   ____ Accent
____ Familiar (if voice is familiar, who did it sound like?)

**BACKGROUND SOUNDS**

____ Street noises   ____ Factory machinery
____ Voices   ____ Crockery
____ Animal noises   ____ Clear
____ PA system   ____ Static
____ Music   ____ House noises
____ Long distance   ____ Local
____ Motor   ____ Office machinery
____ Booth   ____ Other (please specify)

**BOMB THREAT LANGUAGE**

____ Well spoken   ____ Message read by threat maker
(educated)   ____ Incoherent
____ Taped   ____ Irrational

**REMARKS:** _______________________________________

__________________________________________________

Your name: _________________________________________
Your position: _______________________________________
Your telephone number: ______________________________

Date checklist completed: _____________________________