

# Niobrara County School District #1

## Emergency Plan 2023-2024

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### **Fire, Ambulance, Police Emergency 911**

Dispatch Center 307-334-2240  
(to contact local police, fire, and emergency medical services)

### **Public Utilities:**

Electricity: Company: Lusk Public Works Contact Person: Todd Skrukud  
24-hr emergency number(s) 307-334-3622 \_

Gas: Company: Black Hills Energy Contact Person: Ty Molzahn  
24-hr emergency number(s) 1-888-890-5554 / 307-340-0277

Water: Company: Lusk Water and Sewer Contact Person: John Eddy  
24-hr emergency number(s) 307-340-0385

### **Emergency Management Agencies:**

Emergency management director James Santistevan 307-340-0893

Poison Control Center: 1-800-222-1222

Crime Victim Services: Helpmate 307-334-3416

Department of Family Services (Child Protection): 307-334-2153

Post-Crisis Intervention/Mental Health Services: Solutions for Life 307-334-3666

**EMERGENCY PHONE NUMBERS**

# **FIRE EVACUATION PROCEDURE**

**FIRE DRILL:** You are to follow the fire drill procedure immediately, anytime the fire alarm sounds. Students are to remain outside the building until an announcement is made for students to re-enter the building.

- 1. All classroom doors should be closed and the lights turned off.**
- 2. Teachers MUST carry their attendance books out with them in case students need to be located. You must take attendance once you are safely outside the building. Report any missing student/s to an administrator or security person.**
- 3. When the alarm sounds, everyone must leave the building regardless of weather conditions.**
- 4. The teacher will designate students to act as door holders. The teacher will follow his/her class and remain with the class at the exterior of the building.**
- 5. All students must move rapidly, but must not run, and must remain quiet.**
- 6. Administrators and Law Enforcement will leave last and assist in the rapid evacuation of the building.**
- 7. Please follow the directions on the Evacuation Map posted in your room/area. If the primary route is not accessible, use the secondary route. Make sure that you are familiar with both routes.**
- 8. Students will remain outside the building until an announcement is made to re-enter the building. Study both plans carefully.**

**FIRE**

# **STAY PUT PROCEDURE**

A call for a **STAY PUT** means the administration does not want students or staff in the hallways. Please follow the steps below:

1. Shut your classroom doors.
2. Do not let students out of your classroom.
3. If you have a student out of your classroom (going to locker, restroom, etc) please call the office and let them know there is a student gone from your room.
4. Continue teaching until notified the STAY PUT is over, via intercom announcements. If the bell rings, or classroom period is supposed to be over continue keeping students in your room until told the STAY PUT is over.

**Out of Classroom:**

Take all students to the closest room.

**Release:**

Administrator will notify by intercom.

**STAY PUT**

# **LOCK DOWN PROCEDURE**

A call for a LOCK DOWN means there is someone within the building, which could do potential harm to you or your students. This is a **serious measure**, please follow the steps below:

## **When in your classroom:**

- 1. All doors shut and locked.**
- 2. Windows covered**
- 3. Students away from doors, windows.**
- 4. Do not open the door for ANYONE!**
- 5. If you have students out of your room (not with another teacher, but in the restroom, or unattended) call the front office and let them know where the student was going. If the student is with another staff member, then that staff member is responsible for the safety of the student, you don't need to call the office.**
- 6. Lock Down is over ONLY when administrator or law enforcement personnel come to your room, and unlock your door to tell you it is over.**

## **Out of Classroom:**

- 1. Take all students to the closest enclosed room.**
- 2. If you see students without their teachers, take them with you.**
- 3. Lock doors/Cover windows.**
- 4. Students are to be kept away from doors and windows.**
- 5. Do not open the door for ANYONE!**
- 6. Lock Down is over ONLY when administrator or law enforcement personnel come to your room, and unlock your door to tell you it is over.**

# **ACTIVE SHOOTER/THREAT PROCEDURE**

A call for a **LOCK DOWN** with notification that someone is within the building, and is there to harm you or your students. This is a **Life and Death situation**, please follow the steps below:

- A. Alert – Alert others that there is a threat in the building.**
- L. Lockdown – Lock and shut all doors.**
- I. Inform – Location, person-clothing, weapon, direction of travel.**
- C. Counter – If approached by the threat, stop the threat.**
- E. Evacuate – Leave the building. Get out as fast as possible however you see fit.**

If you are still in Lock Down and feel this is the safest place, remain in the room until Law Enforcement reaches you and evacuates.

**Outside:**

**Get to the rally points, or if feasible go to the reunification point (fairgrounds).**

# **TORNADO AND OTHER SEVERE WEATHER**

**Definition:** Used when a severe weather watch or warning has been issued in the area near the school. The major dangers of severe weather are intense cold and heat and the breakdown of transportation due to poor visibility and road conditions.

**Alert Signal:** Severe weather watch or warning over local siren, public radio or television and communicated to staff.

**Severe Weather Watch:** Announcement—"Secure the Perimeter"

Bring all persons inside building(s).

1. Close windows and blinds.
2. Review severe weather procedures and location of safe areas: Tornado shelters.
3. Review "Shelter! Drop, Cover and Hold" procedures with students.
4. Avoid gymnasium and cafeterias with wide free-span roofs and large areas of glass windows.

**Severe Weather Warning:** Announcement—"Shelter! Drop, Cover and Hold"

Bring all persons inside building(s).

1. Direct students and staff to immediately move to the tornado shelter areas, closing classroom doors after exiting.
2. Assist students with special needs.
3. If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
4. Bring students from any mobile classrooms into the building.
4. Ensure students are in the Drop, Cover and Hold position until danger passes.
5. Remain in safe area until warning expires or until "All Clear" has been issued.