



USD 405 - Lyons  
Emergency Operations Plan

## **Promulgation Statement**

---

Bill Day  
Superintendent of Schools  
USD 405 - Lyons

USD 405 - LYONS  
EMERGENCY OPERATIONS PLAN  
PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The USD 405 - Lyons Emergency Operations Plan provides a comprehensive framework for district-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in USD 405 - Lyons.

The USD 405 - Lyons Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of school district government and with the authority vested in me as the Superintendent of Schools of USD 405 - Lyons, I hereby promulgate the USD 405 - Lyons Emergency Operations Plan.

Bill Day  
Superintendent, USD 405 - Lyons

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The USD 405 - Lyons Emergency Operations Plan delegates the Superintendent's authority to specific individuals if he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. High School Principal
2. Middle School Principal
3. Central Elementary School Principal
4. Park Elementary School Principal

Any acting incident commander may transfer command authority to another person.

## Record of Changes

---

Change #	Date	Part Affected	Date Posted	Who Posted
1	November 12, 2018	Whole Plan Adopted by BOE	November 15, 2018	BD
2	July 2022	Changes in personnel	July 2022	BD
3	July 2023	Changes in personnel	January 2024	BD

## Record of Distribution

Plan #	Office/Department	Representative	Signature
1	Frisbie Education Center	Bill Day	
2	Lyons High School Principal	Derek Carlson	
3	Lyons Middle School Principal	BJ Smith	
4	Central Elementary Principal	Terri Glass	
5	Park Elementary Principal	Kristin Borrowman	
6	USD 405 Transportation	Rocky Summers	
7	USD 405 Technology	Richard Huhman	
8	USD 405 Food Service	Patti Kreis	
9	USD 405 Maintenance	Bill Day	
10	USD 405 Secretarial	Greg Konda	
11	RCSSC Director	Katie Herrman	
12	USD 405 Nurse	Brandi Reazin	
13	Rice County Sheriff Dept.	Bryant Evans	
14	Lyons Police Department	Justin Holliday	
15	Rice County EMS	Greg Klein	
16	Lyons Fire Department	Brad Reid	
17	Rice County Hospital	George Stover	
18	Rice County Emergency Communications	Josh Michaelis	

## **Basic Plan**

---

### **I. Purpose, Scope, Situation, and Assumptions**

#### **A. Purpose**

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response within USD 405 - Lyons. This plan provides guidance to agencies within USD 405 with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

#### **B. Scope**

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of USD 405.

#### **C. Situation Overview**

##### **1. Characteristics**

##### **a. Location**

- i. USD 405 includes 116 square miles around and including the city of Lyons.

##### **b. Geographic**

- i. Lyons is the county seat of Rice County, Kansas. A map illustrating the areas covered by the plan is shown as an appendix.

##### **c. Demographic**

- i. USD 405 has a population of 3,671 residents as of January 1, 2016.

##### **d. Designated Areas of Interest**

- i. There are no designated areas of interest within the boundaries of USD 405 that attract a large number of visitors except for the school grounds for school activities.

##### **e. Special Events**

- i. Fair on the Square, a community celebration on a Saturday in September may draw several hundred extra people to town. This event is held on the town square. A car show is usually held in conjunction in various places.

- ii. The City-wide Christmas Celebration normally held on the first Saturday in December may draw several hundred extra people to town. This usually involves an evening parade on the town square, a Christmas Bazaar at the Celebration Centre, and several other related activities.
- iii. Sporting events at Lyons High School and Lyons Middle School will draw several hundred extra people to town. Most activities are held on the campus of LHS and LMS although there are several additional event venues including Camp WaJaTo, the Celebration Centre, the Lyons Public Golf Course, and Battershell Field.

f. Economic Base and Infrastructure

- i. USD 405's economy is diverse. Much of the district's area is farmland. Salt mining and salt processing as well as natural gas transmission, transportation and storage are significant economic drivers. Commercial and industrial manufacturing are complemented by solid trade and service sectors. This economic diversification has helped stabilize the population, although the poverty level in Rice County is higher than the state average.

2. Hazard Profile

a. Potential Hazards

USD 405 is subjected to the effects of many potential disasters, varying widely in type and magnitude from local communities to statewide in scope.

Disaster conditions could be a result of natural phenomena such as areal floods and high water, severe thunderstorms, drought, severe winter weather, fires (including urban and grass), epidemics, severe heat, or high winds. Apart from natural disasters, USD 405 is subject to a myriad of other disaster contingencies, such as derailments, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, plant explosions, chemical oil and other hazardous material spills, leaks or pollution problems, utility service interruptions, energy shortages, terrorism, criminal acts, or a combination of any of these.

3. Vulnerability Assessment

- a. The vulnerability assessment checklist for USD 405 is shown below. All buildings are vulnerable to:
  - i. chemical explosions and fires as well as leaks and spills from nearby facilities and transportation routes.
  - ii. weather events including tornadoes, high winds, areal flooding, dangerous lightning, severe high and low temperatures and wild fires.
  - iii. acts of terrorism.

D. Planning Assumptions

- 1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the district or the general area beyond the district's boundaries.
- 2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency within USD 405. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
- 3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
- 4. Assistance to the affected jurisdictions(s) by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
- 5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.
- 6. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.



7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

## **II. Concept of Operations**

### **A. General**

1. Communications is maintained between affected jurisdictions and area emergency management branch offices. Branch office personnel may respond to the jurisdiction to facilitate ongoing information exchange.
2. The Rice County Commissioners and the Lyons City Council through the Rice County Commissioners may declare local states of emergency and request State assistance. All requests for State assistance should go through the local emergency management area coordinator and the appropriate emergency management branch manager to the State Emergency Operations Center (EOC).
3. When the State EOC is activated, the Kansas Division of Emergency Management becomes the office of primary responsibility for the State Emergency Response Team (SERT). The director of emergency management will normally serve as SERT leader.
4. Rice County EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the county, including cities within the county.
5. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

### **B. Hazard Control and Assessment**

1. Perceive the threat
2. Assess the hazard
3. Select control strategy
4. Control hazard
5. Monitor hazard

### **C. Protective Action Selection**

1. Analyze the hazard
  2. Determine protective action
  3. Determine public warning
  4. Determine protective action implementation plan
- D. Public Warning
1. Determine message content
  2. Select appropriate public warning system(s)
  3. Disseminate public warning
- E. Protective Action Implementation
1. Monitor progress of protective action implementation
  2. Control access and isolate danger area
  3. Evacuation support
  4. Decontamination support
  5. Medical treatment
  6. Special population support
  7. Search and rescue
- F. Short-term Needs
1. Shelter operations
  2. Unite families
  3. Continued medical treatment
  4. Increase security
  5. Stabilize the affected area
- G. Long-term Needs
1. Re-entry
  2. Recovery

### **III. Organization and Assignment of Responsibilities**

#### **A. General**

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

#### **B. Organization**

1. Chief elected officials
  - a. Mayor of the City of Lyons
  - b. City Council
  - c. County Commissioners
2. Homeland security and emergency management agencies
  - a. Rice County Emergency Services
  - b. Rice County Emergency Communications – 911
3. Law enforcement agencies
  - a. Lyons Police Department
  - b. Rice County Sheriff
  - c. Kansas Highway Patrol
4. Fire departments
  - a. Lyons/Rice County Fire Department
  - b. Office of the State Fire Marshal
5. Emergency medical services agencies
  - a. Rice County Emergency Medical Services
6. Health departments
  - a. Rice County Health Department
7. Hospitals
  - a. Hospital District #1 of Rice County
8. Public works agencies
  - a. City of Lyons Street Department
  - b. City of Lyons Utilities Department

- c. Rice County Roads and Bridges Department
  - 9. Departments of education
    - a. Unified School District 405 - Lyons
  - 10. Legal department
    - a. Rice County Attorney
    - b. Rice County District Court
    - c. USD 405 Board Attorney
  - 11. Finance department
    - a. USD 405 District Office
  - 12. Local emergency planning committee
    - a. Rice County Emergency Services
  - 13. Office of family support or social services
    - a. Department of Children and Families
    - b. Lyons Ministerial Alliance
    - c. St. Francis Community Services
- C. Assignment of Responsibilities
  - 1. Chief Elected Officials
    - a. Disaster declarations
    - b. Evacuation orders
    - c. Re-entry decisions
    - d. Other protective action decisions as necessary
  - 2. Homeland Security and Emergency Management Agencies
    - a. EOC staffing and functioning
    - b. Communications
    - c. Operations of the shelter system in conjunction with the American Red Cross
    - d. Emergency public information
    - e. Alert and warning systems
    - f. Assistance from other jurisdictions
    - g. State assistance

- h. Federal assistance
  - i. Emergency control and use of resources
  - j. Homeland security and emergency preparedness training and education
  - k. Rumor control
  - l. Damage assessment
  - m. Comprehensive homeland security and emergency preparedness planning
3. Law Enforcement Agencies
- a. Maintaining law and order
  - b. Controlling traffic
  - c. Protecting vital installations
  - d. Controlling and limiting access to the scene of the disaster
  - e. Supplementing communications
  - f. Assisting with all evacuation efforts
  - g. Search and rescue
4. Fire Departments
- a. Providing fire protection and the combating of fires
  - b. Search and rescue
  - c. Decontamination
  - d. Damage assessment
5. Emergency Medical Services Agencies
- a. Emergency medical transportation
  - b. Emergency medical treatment
  - c. Triage or assisting with triage
  - d. Assisting with special needs evacuation
6. Health Departments
- a. Emergency medical care information and coordination
  - b. Emergency hospital treatment information and coordination
  - c. Medical support to shelters
  - d. Health advisories

- e. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items
  - f. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing)
  - g. Emergency interment coordination
  - h. Insect and rodent control
  - i. Pest control as required
  - j. Inoculations for the prevention of disease
  - k. Sanitation
7. Hospitals
- a. Emergency medical care
  - b. Limited on-site decontamination
  - c. Hospital evacuation
  - d. Traditional hospital medical services
8. Public Works Agencies
- a. Maintaining designated major streets and avenues, highways, and other designated routes of travel
  - b. Assisting with heavy rescue
  - c. Decontamination
  - d. Engineering services as required
  - e. Transportation
  - f. Debris removal
  - g. Inspection of shelter sites for safe occupancy
  - h. Inspection of damaged buildings, public and private, for safe occupancy
  - i. Enforcement of building codes
  - j. Maintenance of vehicles and other essential equipment of the various departments and agencies
  - k. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
  - l. Maintenance of a reserve supply of fuel

- m. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
9. Departments of Education
- a. Providing the use of facilities for emergency public education
  - b. Providing facilities for emergency housing of evacuees and relief forces
  - c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
  - d. Providing personnel for shelter managers and staff
  - e. Providing recreation plans for shelter occupants' use during shelter-stay period
  - f. Coordinating transportation
  - g. Providing food and kitchen and cafeteria facilities
10. Legal Department
- a. Providing legal advice as required
  - b. Performing other necessary legal functions
  - c. Serving as a liaison with other legal and judicial agencies and sections of the government
11. Finance Department
- a. Maintaining economic stabilization as required
  - b. Maintaining a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
12. Local Emergency Planning Committee
- a. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.
  - b. Augmenting EOC staff as necessary
13. Office of Family Support or Social Services
- a. Supporting shelter managers

- b. Emergency welfare services
- c. Emergency lodging
- d. Emergency feeding
- e. Emergency clothing
- f. Emergency registration and inquiry
- g. Coordinating services for the area homeless population
- h. Coordinating religious services
- i. Coordinating private welfare groups
- j. Identifying non-English-speaking persons and provisions for translation
- k. Identifying special needs population (by culture, language, or age-specific requirements)
- l. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact

D. Support Functions

- 1. Support from the National Guard may be requested through the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain under military command but will support and assist response efforts.
- 2. Support from other State government departments and agencies may be made available in accordance with the State plan.
- 3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
- 4. Volunteer agencies, such as the American Red Cross, local church congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
- 5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or a memorandum of assistance (MOA).

E. Continuity of Government



1. Succession of Command

Describes the hierarchy of command succession at the State and local levels.

- a. Kansas State Government Succession
  - i. Governor
  - ii. Lieutenant Governor
  - iii. President of the Senate
  - iv. Speaker of the House
- b. Lyons City Government Succession
  - i. Mayor
  - ii. President of the City Council
  - iii. City Administrator
- c. USD 405 Succession
  - i. Superintendent – USD 405
  - ii. Principal – Lyons High School
  - iii. Principal – Lyons Middle School
  - iv. Principal – Central Elementary
  - v. Principal – Park Elementary

2. Relocation of Government

- a. Each jurisdiction is responsible for designating facilities that will accommodate the relocation of government. Refer to local EOPs for individual jurisdictions.
- b. USD 405
  - i. Frisbie Education Center
  - ii. Lyons High School
  - iii. Lyons Middle School
  - iv. Central Elementary School
  - v. Park Elementary School
  - vi. Rice County Learning Center

3. Preservation of Records

a. State Level

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of State officials to ensure that all records are secure and protected from elements of damage or destruction.

b. Local Level

It is the responsibility of elected officials to ensure that all legal documents of both public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in accordance with applicable State and local laws. Examples include ordinances, resolutions, meeting minutes, land deeds, and tax records.

**IV. Direction, Control, and Coordination**

A. Authority to Initiate Actions

1. The Superintendent of Schools or designee is responsible for activating the EOP. The decision will be made by the responsible public official(s) and the on-scene commander within the jurisdiction.
2. The Incident Commander is responsible for implementation of the EOP. The Superintendent of Schools or designee will serve as the Incident Commander until the Director of Rice County Emergency Management or designee assumes responsibility as Incident Commander from the Superintendent of Schools or designee.

B. Command Responsibility for Specific Actions

1. General guidance of emergency operations

The Incident Commander will be responsible for the guidance of emergency operations and may assign related duties to others as necessary.

2. Direction of response

The Superintendent of Schools or designee will be responsible for overall direction of the disaster response activities of the school

district's departments and personnel. During emergencies, those responsibilities will be carried out normally from the EOC.

- a. Building and district administrators have the responsibility for addressing threats to their campuses.
- b. Each homeland security and emergency preparedness director will act as the chief advisor to his jurisdiction's chief official during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's homeland security and emergency preparedness agency director will conduct emergency operations.
- c. In the event of a large-scale emergency, the Rice County Emergency Management Director or designee will assume command of an incident scene.
- d. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.

### 3. Incident Command System

USD 405 Administrators should be trained in the National Incident Management System (NIMS) Incident Command System (ICS) in the following areas:

- i. ICS 100 Introduction to Incident Command System
- ii. NIMS 700 Introduction to National Incident Management System
- iii. NIMS 701 NIMS Multiagency Coordination System
- iv. NIMS 702 NIMS Public Information System
- v. E/L 952: All-Hazards Position Specific Public Information Officer

The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations and an area command may be set up.

### 4. Assistance

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency, a request may be made for assistance from other jurisdictions, the State, or Federal government. All

response agencies are expected to fulfill mission assignments directed by the Incident Commander.

## **V. Information Collection and Dissemination**

A. Disaster information managed by the USD 405 Emergency Operations Center is coordinated through district representatives located in the EOC. The EOC for USD 405 will be located at:

1. Frisbie Education Center, 800 S. Workman Ave
2. Alternate EOCs listed in order:
  - a. Lyons High School, 601 E American Road
  - b. Lyons Middle School, 501 E American Road
  - c. Central Elementary School, 501 W Lincoln Ave
  - d. Park Elementary School, 121 S Workman Ave
  - e. Rice County Learning Center, 122 East Ave North

These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the USD 405 Emergency Operations Center.

## **VI. Communications**

Communication is a critical part of incident management. This section outlines the USD 405 communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

A. Internal 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:

- **Staff Mass Communications System:** The district subscribes to a mass communications system capable of utilizing voice, text and email messages. The use of this system originates with an administrator who contacts the Superintendent of Schools. The Superintendent will use the system to notify appropriate groups of staff (teachers, administrators, and support staff).
- **Faculty Meetings:** As appropriate, updated information about an incident will be presented at building-level faculty meetings. Any new procedures for the day will also be reviewed at this time. Staff will also address any misinformation or rumors.

## 2. Communication with the School District Office

The Incident Commander will use the district's phone system or two-way radio system to communicate with the district office. The district office staff will monitor all radio communications.

## B. External Communications

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 USD 405 about the incident, what is being done about it, and the safety of the children and staff.

### 1. Communication with Parents

Before an incident occurs, USD 405 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 on the school webpage, student registration information, and as appropriate, at school activities with parents in attendance.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, USD 405 will:

- Disseminate information via text messages, voice messages, emails, and media announcements to inform parents about 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 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, USD 405 will schedule an open question-and-answer meeting for parents as soon as possible.

## 2. Communication with the Media

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

- Designate a Public Information Officer.
- Establish an off campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages to be disseminated.

All USD 405 employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established). Templates for statements/press releases to the media, including standard procedures and protocol have been developed and are included in Appendix B.

Media contacts at the major television, Internet, and radio stations are maintained by the Superintendent of Schools. In the event of an incident, these media contacts will broadcast USD 405's External Communications Plan in Appendix C, including the information hotline for parents and guardians.

## 3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, USD 405 will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, nutrition service workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, USD 405 will conduct public meetings as needed. These meetings are designed to provide the

opportunity for people to ask questions and receive accurate information.

#### 4. Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. USD 405 will periodically exercise the EOP with first responders to practice effective coordination and transfer of command.

#### 5. Communication after an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g.: plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.
- Apprise the school district office of recovery status.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Use existing absentee policies for teachers/students after an incident.

- Initiate the Crisis Management Plan to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, online classes, etc.
- Create a plan for conducting classes when facilities are damaged (i.e.: alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

### C. **Communication Tools**

Some common internal and external communication tools that USD 405 may use include the following:

- **Standard telephone:** USD 405 has a designated school telephone number, 620-257-7014, which can be used as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- **Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- **Intercom systems:** The intercom system includes teacher-initiated communication with the office.
- **Bullhorns and megaphones:** A battery-powered bullhorn is part of the school’s emergency go kit to address students and staff who are assembling outside the school. Batteries and equipment will be checked at the beginning of each school year by the principal.
- **Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- **Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents—for example,



fire, tornado, or special alert (with instructions to follow). All faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.

- **Whistles:** Whistles are included with each building's go kit to signal a need for immediate attention or assistance or to aid first responders in locating people.
- **Amateur Radio Operators:** When other forms of communication are compromised, ham radio operators are often able to send and receive messages. <http://www.city-data.com/aradio/lic-Lyons-Kansas.html>

## **VII. Administration, Finance, and Logistics:**

### **A. General Policies**

#### **1. Appointment of Officials**

The Superintendent of Schools or designee will serve as the USD 405 – Lyons Resource Manager to include supervision of district personnel, buildings and grounds, vehicles, equipment and supplies. The Superintendent of Schools or designee may assign various duties and authority to others as necessary. All key positions (administrators and directors) will have other personnel cross-trained to provide continuity of service if primary personnel are not available.

#### **2. Funding and Accounting**

USD 405 – Lyons central office personnel are cross-trained to provide redundancy of knowledge and skills. Accounting activities will continue to the extent possible at the Frisbie Education Center or alternate designated sites by central office personnel. Purchasing authority rests with the Superintendent of Schools or designee as provided by law and policy. The Superintendent or designee may assign purchasing authority to other personnel as necessary.

#### **3. Records and Reports**

- a. The Superintendent is responsible for managing the expenditure of funds and to provide reasonable accountability and justification for expenditures and obligations 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.

- b. Responsibility for submitting local government reports to the State office of homeland security and emergency preparedness rests with the Superintendent.
  - c. The Superintendent will maintain logs recording key incident management activities, including:
    - Activation or deactivation of incident facilities.
    - Significant changes in the incident situation.
    - Major commitments of resources or requests for additional resources from external sources.
    - Issuance of protective action recommendations to the staff and students.
    - Evacuations.
    - Casualties.
    - Containment or termination of the incident.
  - d. To continue normal operations following an incident, vital records must be protected. These include legal documents, employee records, and student files.
4. Continuity of Operations Procedures (COOP)
- a. Personnel
    - i. All administrative and director positions will have an individual(s) cross-trained for continuity of operations during an incident.

Superintendent	Principals
Principals	Asst. Principal School Counselor
IT Systems Administrator	IT Support Staff
Maintenance Director	HS/MS Head Custodian Elementary School Head Custodian
Nutrition Services Director	Asst. Nutrition Services Director
Transportation Director	Maintenance Director
Board Clerk	Deputy Board Clerk Board Treasurer

Board Treasurer	Deputy Board Clerk Board Clerk
Business Manager	Board Clerk Board Treasurer
RCSSC Director	RCSSC Coordinator Superintendent
RCLC Director (High School Principal)	Superintendent

b. Equipment

- i. Most of the data on district-level equipment (i.e.: servers) is available on and recoverable from the Cloud according to the IT Contingency Plan.
- ii. The physical server equipment would normally have to be replaced and reprogrammed, which could take months. District IT personnel and consultants would manage that process according to the IT Contingency Plan.
- iii. Building-level equipment (i.e.: personal computers) will normally be available at other buildings. Following an incident, priority for replacement of personal computing devices will as follows:
  - 1) Administration
  - 2) Faculty
  - 3) Students – beginning with seniors and going down through the grades

c. Facilities

- i. The district office would continue operations in the following buildings in priority order:
  - 1) Lyons High School
  - 2) Lyons Middle School
  - 3) Central Elementary School
  - 4) Park Elementary School
  - 5) Rice County Learning Center

- ii. School buildings would continue operations through temporary arrangements made with:
    - 1) The other buildings in the district
    - 2) Celebration Centre
    - 3) Churches
  - d. Transportation
    - i. District transportation would continue with the district vehicles available and then through borrowing from other districts or leasing as necessary.
5. Agreements and Understandings

If school resources prove to be inadequate during an incident, USD 405 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 by authorized school officials and are in writing.

- a. The Rice County Emergency Operations Plan is available from Rice County Emergency Management, PO Box 505, Lyons, KS 67554  
Office: (620) 257-5200
- b. The South-Central Kansas Mitigation Plan is available at <http://www.ricecounty.us/>.
- c. The Kansas Response Plan is available at <http://www.lyonsks.org/DocumentCenter/View/452>.
- d. Memorandums of Understanding with the Hospital District #1 of Rice County for facilities and transportation are on file at the USD 405 District Office.

B. Additional Policies

- 1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
- 2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

## **VIII. Plan Development, Maintenance and Distribution**

The School Board and the Superintendent are responsible for approving and promulgating this plan. Community fire, law enforcement, health care, and emergency managers' approval and suggestions will also be requested.

### **A. Approval and Dissemination**

The School Board together with the Superintendent and other Administrators will approve and disseminate the plan and its appendices following these steps:

- Review and validate the plan
- Present the plan (for comment or suggestion)
- Obtain plan approval (School Board)
- Distribute the plan – Notification of and access to the EOP will be made available to all stakeholder groups on the district Web site.

### **B. Review and Updates**

The Basic Plan and its appendices should be reviewed annually by the Administration Team, emergency management agencies, and others deemed necessary by school administration. The Administration Team will review the plan prior to the beginning of each school year.

The school EOP will be updated based on deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

### **C. Training and Exercising**

USD 405 understands the importance of training, drills, and exercises in planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Administration Team will coordinate training and exercising efforts.

Basic training and refresher training sessions will be conducted during the first in-service days of the school year for all school personnel.

Mandatory School EOP training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First aid and CPR for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Two online FEMA courses are required for administrators: ICS 100 and IS-700. IS-701 and IS-702 are recommended. All courses are available for free at FEMA's Emergency Management Institute Web site.

## **IX. Authorities and References**

The following regulations are the State authorizations and mandates upon which this School EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

### **A. Legal Authority**

#### **1. Federal**

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- b. Other executive orders and acts pertaining to disasters enacted or to be enacted
- c. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

#### **2. State**

- a. The Kansas School Safety and Security Act, KSA 72-89b03.
- b. Kansas Response Plan, KSA 48-932.

#### **3. Volunteer, Quasi-Governmental**

- a. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- b. Mennonite Disaster Services – Agreement with FDAA, 1974.
- c. Public Law 93-288.

### **B. References**

#### **1. Federal**

- a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.

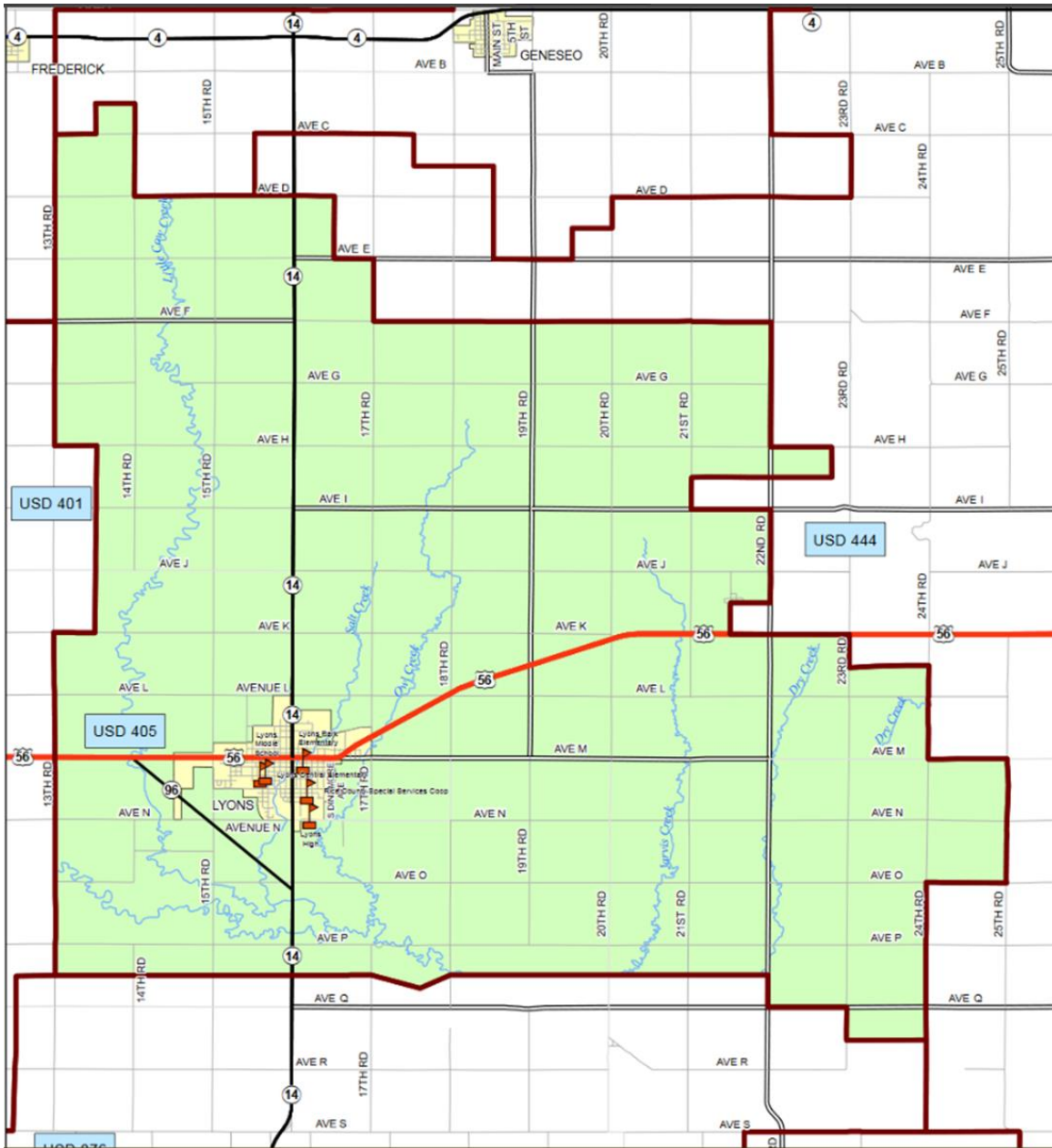
#### **2. State**

The Kansas Response Plan is available at  
<http://www.lyonsks.org/DocumentCenter/View/452>

3. Local

- a. The Rice County Emergency Operations Plan is available at Rice County Emergency Management, PO Box 505, Lyons, KS 67554, Office: (620) 257-5200
- b. The South-Central Kansas Mitigation Plan is available at [http://www.ricecounty.us/Inter-local agreement\(s\)](http://www.ricecounty.us/Inter-local%20agreement(s))
- c. The Hospital District #1 of Rice County Memorandums of Understanding for Transportation and Facilities are available at the USD 405 District Office.

Appendix A: Map of USD 405





Appendix B: Communications Plan Emergency Announcements

- I. ACTIVE SHOOTER /ARMED INTRUDER/SHELTER IN PLACE**
- II. ALL CLEAR**
- III. BIOLOGICAL THREAT**
- IV. BOMB THREAT**
- V. BOMB FOUND**
- VI. CHILD ABDUCTION**
- VII. CIVIL DISTURBANCE**
- VIII. CLASS CANCELLATION**
- IX. EARTHQUAKE**
- X. EVACUATION**
- XI. EXPLOSION**
- XII. FIRE**
- XIII. FLOODING**
- XIV. GAS LEAK**
- XV. HAZARDOUS MATERIALS**
- XVI. HAZARDOUS MATERIALS FOR FOLLOWUP AND WEB POSTING**
- XVII. HOSTAGE INCIDENT**
- XVIII. ISOLATED SHOOTING / STABBING EVENT, SUSPECT NOT IN CUSTODY**
- XIX. ISOLATED SHOOTING / STABBING EVENT, SUSPECT IN CUSTODY**
- XX. MISSING PERSON**
- XXI. (PRIOR TO EVENT)**
- XXII. PROTESTS (DURING EVENT)**
- XXIII. REUNIFICATION**
- XXIV. SEVERE WEATHER**
- XXV. SEVERE ACCIDENT**
- XXVI. SHELTER IN PLACE**
- XXVII. STRUCTURAL FAILURE**
- XXVIII. STUDENT/STAFF DEATH**
- XXIX. STUDENT/STAFF INJURY**
- XXX. SUSPICIOUS PACKAGE**
- XXXI. SUSPICIOUS PERSON**
- XXXII. TORNADO**
- XXXIII. UNKNOWN SITUATION**
- XXXIV. UTILITIES FAILURE**
- XXXV. WILDFIRE EVACUATION**

## Emergency Notifications Scripts

The following proposed scripts for emergency notification via text messaging and email for an electronic alert system and voice messaging through a VOIP (Voice Over Internet Protocol) system are culled from best practice examples from colleges and universities across the nation.

### General Guidelines:

- Text messages may not be longer than (140) characters.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices for the Infinite Campus Messenger text messaging: Emergency Message and Message Builder (pre-scheduled or non-emergency).
  - **Emergency Message**– An incident or condition, normally unexpected, that threatens life or safety and requires immediate action.
  - **Message Builder** – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may benefit the recipient.
- Keep in mind the principles of public information officers: Be First, Be Right, and Be Credible. In other words, make sure the messages are timely, accurate, and useful.
- Each message should consist of the following three components:
  - Alerting (Attention management) – calling the user’s attention to the issue at hand
  - Informing (Information transfer) – what is happening, and what the user should and should not do
  - Reassuring (Affective or emotional payload) – be aware of the degree of sensitivity as to the audience.

### I. ACTIVE SHOOTER /ARMED INTRUDER/SHELTER IN PLACE

*TEXT:* (SCHOOL NAME) EMERGENCY! A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.

*Email:* (SCHOOL NAME) EMERGENCY! There is a suspect with a (type of weapon) on campus. (Shots have been fired.) If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. **THIS IS NOT A TEST!** Wait for the all-clear notification from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from USD 405. There is a suspect with a (type of weapon) on campus. (Shots have been fired.) If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. **THIS IS NOT A TEST!** Wait for the all-clear notification from school officials or local authorities. {End of message}.

## **II.ALL CLEAR**

*TEXT:* (SCHOOL NAME) Alert ALL CLEAR: The situation is all clear, see campus email for more information.

*EMAIL:* Will need to be written real time after event to include summary of event and any safety tips (if applicable)

*VOICEMAIL:* This will be written real time after event include summary of event and any safety tips (if applicable)

## **III.BIOLOGICAL THREAT**

*TEXT:* EMERGENCY! (SCHOOL NAME) has received a biological threat. Prepare to evacuate. Follow instructions from authorities.

*EMAIL:* EMERGENCY! A biological threat has been received at (SCHOOL NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from school officials or local authorities and follow them quickly and carefully. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). We have received a biological threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from school officials or local authorities and follow them quickly and carefully. {End of message}.

## **IV.BOMB THREAT**

*TEXT:* EMERGENCY! (SCHOOL NAME) has received a bomb threat. Evacuate all school buildings. Follow instructions from authorities.

*EMAIL:* EMERGENCY! A bomb threat has been received by (SCHOOL NAME). If you are near campus, prepare immediately for possible evacuation. Listen for instructions from school officials or local authorities and follow them quickly and carefully. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). We have received a bomb threat that we deem credible. If you are near campus, prepare immediately for possible evacuation. Listen for instructions from school officials or local authorities and follow them quickly and carefully. {End of message}.

## **V.BOMB FOUND**

*TEXT:* (SCHOOL NAME) EMERGENCY! A bomb has been found on campus in (area of the building). Prepare to evacuate. Follow instructions from authorities.

*EMAIL:* EMERGENCY! A bomb has been found on the (SCHOOL NAME) campus in the (area of the building). Avoid the vicinity of (area of the building), prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from school officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in (SCHOOL NAME). {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). A bomb has been found on the (SCHOOL NAME) campus in the (area of the building). Avoid the vicinity of the (area of the building), prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from school officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in (SCHOOL NAME). {End of message}.

## **VI.CHILD ABDUCTION**

*TEXT:* A child has been abducted from (SCHOOL NAME). Call 911 if the following suspect or child is seen: (type short description of suspect and child)

*EMAIL:* A child has been abducted from (SCHOOL NAME). Call 911 if the following suspect or child is seen: (type description of suspect and child)

*VOICEMAIL:* A child has been abducted from (SCHOOL NAME). Call 911 if the following suspect or child is seen: (Give description of suspect and child)

## **VII.CIVIL DISTURBANCE**

*TEXT:* (SCHOOL NAME) EMERGENCY! A violent disturbance is occurring at (SCHOOL NAME). Leave the area. Follow instructions from authorities.

*EMAIL:* EMERGENCY! A violent disturbance has broken out on the (SCHOOL NAME) campus. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). A violent disturbance has broken out on the (SCHOOL NAME) campus. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from school officials or local authorities. {End of message}

## **VIII.CLASS CANCELLATION**

*TEXT 1:* (SCHOOL NAME) ALERT: Classes have been canceled due to\_(reason for cancellation)\_\_\_\_\_. Staff should report at their normal time, safety permitting.

*TEXT 2:* (SCHOOL NAME) ALERT: Classes are on a (time)\_\_\_\_ delay due to \_reason for cancellation\_\_\_\_\_. Staff should report at the designated time, safety permitting.

*TEXT 3:* (SCHOOL NAME) ALERT: All classes canceled, and offices closed due to (reason)\_\_\_\_\_.

*EMAIL:* Classes have been cancelled for the following locations \_\_\_\_\_. Avoid the vicinity of the (location)\_\_\_\_\_. If you are not in the area, stay away. Listen for instructions from school officials or local authorities and follow them quickly and carefully. Staff should report at their normal time, safety permitting. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). Classes have been cancelled for (SCHOOL NAME). Avoid the vicinity of (location). If you are not in the area, stay away. Listen for instructions from school officials or local authorities and follow them quickly and carefully. Staff should report at their normal time, safety permitting.  
{End of message}.

## **IX.EARTHQUAKE**

*TEXT:* (SCHOOL NAME) EMERGENCY: An earthquake has occurred. Evacuate all school buildings and remain outside until further notice.

*EMAIL:* EMERGENCY! An earthquake has just occurred. Evacuate all school buildings. Remain outside for further information. We will provide updates as we receive more information. {End of message}.

*VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). An earthquake has just occurred. Evacuate all (SCHOOL NAME) buildings. Remain outside for further information. We will provide updates as we receive more information. {End of message}.

## **X.EVACUATION**

*TEXT/EMAIL/VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). Officials are responding to a report of (problem) at (location). Calmly evacuate the building using all available exits. Move away from the building. (Repeat message three times)

*TEXT/EMAIL/VOICEMAIL:* Problem Resolved: This is (name, title) with an emergency alert from (SCHOOL NAME). The incident at (location) has been resolved and it is safe to return to normal activity. (Repeat message three times)

Building Evacuation to a specific direction

*TEXT/EMAIL/VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). Officials are responding to a report of (problem) at (location). Calmly evacuate the building. Avoid (location). Go to (direction/landmark). (Repeat message three times)

*TEXT/EMAIL/VOICEMAIL:* Problem Resolved: This is (name, title) with an emergency alert from (SCHOOL NAME). The incident at (location) has been resolved and it is safe to return to normal activity. (Repeat message three times)

## **XI.EXPLOSION**

*TEXT:* (SCHOOL NAME) Emergency! There has been an explosion on campus. Prepare to evacuate. Follow instructions from authorities.

*EMAIL:* EMERGENCY! There has been an explosion on the (SCHOOL NAME) campus. If you are in the immediate vicinity, you should evacuate as instructed to by school officials or local authorities. If you are not in the area, avoid the area so that emergency units can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). There has been an explosion at (SCHOOL NAME). If you are in the building or in the vicinity, you should evacuate as instructed to by school officials or local authorities. If you are not in the area, you should keep at a safe distance so that emergency units can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

## **XII.FIRE**

*TEXT:* EMERGENCY! There is a fire at (SCHOOL NAME). Evacuate if you are in the building. If you are not in the area, stay clear of the area

*EMAIL:* EMERGENCY! A fire has been reported on the (SCHOOL NAME) campus. If you are in (SCHOOL NAME), evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). A fire has been reported at (SCHOOL NAME). If you are in (SCHOOL NAME) evacuate immediately. If you are not in the area, stay clear so that emergency units and firefighters can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

## **XIII.FLOODING**

*TEXT:* (SCHOOL NAME) Alert: The area around (SCHOOL NAME) is currently flooding. Please avoid the area.

*EMAIL:* (SCHOOL NAME) Alert: The area around (SCHOOL NAME) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. {End of message}.

*VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). The area around (SCHOOL NAME) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. {End of message}.

#### **XIV.GAS LEAK**

*TEXT:* (SCHOOL NAME) EMERGENCY! There is a gas leak and threat of fire on campus. Extinguish all flammable items. Follow instructions from authorities. {End of message}.

*EMAIL:* (SCHOOL NAME) EMERGENCY! There is a gas leak on the (SCHOOL NAME) campus in (area of the building). If you are in the vicinity, immediately extinguish any burners or other flames and prepare to evacuate. If you are not in the area, stay away. Follow instructions from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). There is a gas leak at (SCHOOL NAME). If you are in the vicinity, immediately extinguish any burners or other flames and prepare to evacuate. If you are not in the area, stay away. Follow instructions from school officials or local authorities. {End of message}.

#### **XV.HAZARDOUS MATERIALS**

*TEXT:* (SCHOOL NAME) EMERGENCY! There has been a hazardous spill on campus near (area of the building). Prepare to evacuate. Follow instructions from authorities.

*EMAIL:* (SCHOOL NAME) EMERGENCY! There has been a (spill/release) of a hazardous material on the (SCHOOL NAME) campus near the (area of the building). If you are near the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name and title) with an EMERGENCY alert from (SCHOOL NAME). There has been a (spill/release) of a hazardous material on the campus. If you are in the area of the spill leave now, all others stay away from this location so that emergency units and hazmat teams can work unimpeded. Follow instructions from school officials or local authorities. {End of message}.

## **XVI.HAZARDOUS MATERIALS FOR FOLLOWUP AND WEB POSTING**

*TEXT/EMAIL/VOICEMAIL/WEB:* At approximately (time) today, a potentially hazardous material was released at/near (SCHOOL NAME). As a result, (SCHOOL NAME) is being evacuated while school and other officials are conducting a thorough investigation.

Occupants of (SCHOOL NAME) should take shelter in (location here) until further notice. All other members of the campus community should avoid the area.

(SCHOOL NAME) will be re-opened once it is determined that the building is safe for occupancy.

An update will be posted on this site at (time).

## **XVII.HOSTAGE INCIDENT**

*TEXT:* (SCHOOL NAME) EMERGENCY! There is a hostage incident at (SCHOOL NAME). Evacuate immediately and avoid this area. Await instructions from school or local authorities.

*EMAIL/VOICEMAIL/WEB:* EMERGENCY! There is a hostage situation at (SCHOOL NAME). Evacuate immediately and avoid this area. Await instructions from school or local authorities.

## **XVIII.ISOLATED SHOOTING / STABBING EVENT, SUSPECT NOT IN CUSTODY**

*TEXT:* EMERGENCY! A (shooting/stabbing) has occurred at (SCHOOL NAME). A suspect is NOT in custody, Shelter in place. See email for more information.

*EMAIL:* (SCHOOL NAME) EMERGENCY! A (shooting/stabbing) incident occurred (approximate time) at (building/location). Police are on the scene and investigating. A suspect is NOT in custody. If you are on campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Call 911 if you see anything suspicious or have information on the case. Wait for the all clear from school officials or local authorities. {End of message}.

*VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). A (shooting/stabbing) incident occurred (approximate time) at (building/location). Police are on the scene and investigating. A suspect is NOT in custody. If you are on campus **follow lockdown procedures**, go into the nearest room and lock door, if you are not on campus stay away. Call 911 if you see anything suspicious or have information on the case. Wait for the all clear from school officials or local authorities. {End of message}.

## **XIX.ISOLATED SHOOTING / STABBING EVENT, SUSPECT IN CUSTODY**



*TEXT:* (SCHOOL NAME) EMERGENCY! A (shooting/stabbing) has occurred at (building). A suspect is in custody. Police are on scene. See email for more information.

*EMAIL:* (SCHOOL NAME) EMERGENCY! A (shooting/stabbing) incident occurred (approximate time) at (building location). Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and call 911 if you see anything suspicious or have information regarding the crime. {End of message}.

*VOICEMAIL:* This is (name, title) with an emergency alert from (SCHOOL NAME). A (shooting/stabbing) incident occurred (approximate time) at (building location). Police are on the scene investigating. This appears to be an isolated incident and a suspect is in custody. Even so, please be cautious and call 911 if you see anything suspicious or have information regarding the crime. {End of message}.

## **XX.MISSING PERSON**

*TEXT:* (SCHOOL NAME) ALERT: (STUDENT NAME) has been reported MISSING. CONTACT building administrator with any information.

## **XXI. PROTESTS (PRIOR TO EVENT)**

*TEXT/EMAIL/VOICEMAIL/WEB:* (SCHOOL NAME) School officials have learned that protesters are preparing for action on (date). Exact location is unknown. Report suspicious activity to police.

## **XXII.PROTESTS (DURING EVENT)**

*TEXT:* Protestors are gathering in front of the (SCHOOL NAME) campus. Do not confront. School and local authorities are monitoring the situation.

## **XXIII.REUNIFICATION**

*TEXT:* (SCHOOL NAME) staff and students are to go immediately to (REUNIFICATION LOCATION) for reunification. Take role. Keep your students together. Await further instructions.

*EMAIL:* (SCHOOL NAME) staff and students are to go immediately to (REUNIFICATION LOCATION) for reunification. Staff should keep students together and take role. Release students to parents and track each release. Await further instructions.

*VOICEMAIL:* This is (name and title) with a message from (SCHOOL NAME). (SCHOOL NAME) staff and students are to go immediately to (REUNIFICATION LOCATION) for reunification and dismissal to parents. Parents will need to pick up their children at (REUNIFICATION LOCATION). (ANY SPECIAL INSTRUCTIONS

FOR PICK-UP HERE) Parents must notify a school official before a student can be released.

#### **XXIV. SEVERE WEATHER**

*TEXT/EMAIL/VOICEMAIL:* (SCHOOL NAME) Alert: A Severe Weather report indicates potential impact to (SCHOOL NAME). The campus is now closed.

*WEB:* (SCHOOL NAME) Alert: A severe weather report indicates potential impact to (SCHOOL NAME) The campus is closed for (duration of time).

##### **Web Follow-up**

*WEB:* At approximately (time) today, a report of severe weather was received that indicates potential impact to (SCHOOL NAME) As a result; the campus is closed for (duration of time).

An update will be posted on this site at (time).

*EMAIL/VOICEMAIL:* This is an emergency message for USD 405. At approximately (time) today, a severe weather report was received that indicates potential impact to Lyons Schools. Lyons Schools are closed for (duration of time).

#### **XXV. SEVERE ACCIDENT**

*TEXT/EMAIL/VOICEMAIL/WEB:* (SCHOOL NAME) ALERT severe ACCIDENT has occurred at (SCHOOL NAME). More information will follow as it is available.

#### **XXVI. SHELTER IN PLACE**

*TEXT/EMAIL/VOICEMAIL* This is (NAME & TITLE). Officials are responding to a report of (problem) at (location). Get to a safe place and take precautions until given the all clear.

*TEXT/EMAIL/VOICEMAIL* Problem Resolved: This is (NAME & TITLE). The incident at (location) has been resolved and it is safe to return to normal activity.

#### **XXVII. STRUCTURAL FAILURE**

*TEXT/EMAIL/VOICEMAIL* (SCHOOL NAME) ALERT: A structural failure has occurred at (SCHOOL NAME). Evacuate immediately and avoid this area.

#### **XXVIII. STUDENT/STAFF DEATH**

*TEXT:* (Texts will not be used for notification of deaths.)

*EMAIL:* USD 405 is sad to announce the death of (NUMBER) of our (STUDENTS/STAFF) due to (CAUSE). The name(s) will be released by officials when the time is appropriate. The district will have counselors available for staff and students when they return to school. Our thoughts and prayers are with the families and friends.

*VOICEMAIL:* This is (name and title) with a message from (SCHOOL NAME). USD 405 is sad to announce the death of (NUMBER) of our (STUDENTS/STAFF) due to (CAUSE). The name(s) will be released by officials when the time is appropriate. The district will have counselors available for staff and students when they return to school. Our thoughts and prayers are with the families and friends.

### **XXIX.STUDENT/STAFF INJURY**

*TEXT:* (Texts will not be used for notification of injuries.)

*EMAIL:* (NUMBER) of our (STUDENTS/STAFF) have been injured due to (CAUSE). The name(s) will be released by officials when the time is appropriate. More information will be released as it is made available. Our thoughts and prayers are with those injured.

*VOICEMAIL:* This is (name and title) with a message from (SCHOOL NAME). (NUMBER) of our (STUDENTS/STAFF) have been injured due to (CAUSE). The name(s) will be released by officials when the time is appropriate. More information will be released as it is made available. Our thoughts and prayers are with those injured.

### **XXX.SUSPICIOUS PACKAGE**

*TEXT/EMAIL/VOICEMAIL* (SCHOOL NAME) ALERT: Suspicious package found in (SCHOOL NAME). Evacuate immediately and avoid this area. Await further instructions.

### **XXXI.SUSPICIOUS PERSON**

*TEXT/EMAIL/VOICEMAIL* (SCHOOL NAME) ALERT Find a SECURE LOCATION, lock doors, and stay away from windows. Await further instructions.

### **XXXII.TORNADO**

*TEXT:* Alert: A tornado warning has been issued for the area. Go to the tornado shelter and await the All-Clear signal.

*EMAIL:* (SCHOOL NAME) Alert: A tornado warning has been issued for the area. Go to the tornado shelter and await the All-Clear signal.

*VOICEMAIL:* This is an emergency message for the Lyons schools. A tornado warning has been issued until (time) today. Go to the tornado shelter and await the All-Clear signal.

### **XXXIII.UNKNOWN SITUATION**

*Text Message*

ALERT! Officials are investigating an incident at (SCHOOL NAME). See email for more information.

*E-mail Message*

(SCHOOL NAME) EMERGENCY! Officials are investigating an incident at (SCHOOL NAME). Please avoid the area. As we learn more information, we will provide further updates. {End of message}.

*Voicemail Message*

This is (name and title) with an emergency message from (SCHOOL NAME)! Officials are investigating an incident at (SCHOOL NAME). Please avoid the area. As we learn more information, we will provide further updates. {End of message}.

#### **XXXIV.UTILITIES FAILURE**

*TEXT/EMAIL/VOICEMAIL* Alert: A utilities failure has occurred at (SCHOOL NAME). The campus is temporarily closed.

*WEB:* (SCHOOL NAME) Alert: A utilities failure occurred at (SCHOOL NAME). The campus is temporarily closed until power is restored and the area is safe for re-entry.

*EMAIL/WEB:* At approximately (time) today, a utilities failure occurred at (SCHOOL NAME). The campus is being evacuated and will be closed until power is restored and the area is safe for re-entry. The school appreciates your patience, cooperation and understanding during this incident.

#### **XXXV.WILDFIRE EVACUATION**

*Text Message*

(SCHOOL NAME) Alert! There is a fast-moving wildfire near (SCHOOL NAME). If you are on campus, evacuate immediately head towards (location).

*E-mail Message*

(SCHOOL NAME) Emergency! There is a fast-moving wildfire near (SCHOOL NAME). Evacuations have been ordered. If you are on campus, evacuate immediately to (Location). If you are not in the area, stay away. {End of message}.

*Voicemail Message:*

This is (name and title) with an emergency message from (SCHOOL NAME). There is a fast-moving wildfire near (SCHOOL NAME). Evacuations have been ordered. If you are on campus, evacuate immediately to (Location). If you are not in the area, stay away. {End of message}.

Appendix C: External Communications Plan

**IC Messenger**                      Open Firefox browser  
<https://kscloud.infinitecampus.org/I.C.campus/lyons.jsp>

**City**

City Administrator	257-2007
Lyons Police Administrative	257-2355
Lyons Police Duty Officer	680-0502
Rice Co. Emergency Communications	257-2363
Emergency	911

**Cornerstone**

	257-5696
	<a href="mailto:cornerstonedaycare@sbcglobal.net">cornerstonedaycare@sbcglobal.net</a>
Director	257-8681

<u>Station</u>	<u>City</u>	<u>Phone Number or website</u>
KSAL 1150 AM KYEZ 1049 AM	Salina	785-823-1111 <a href="mailto:news@ksal.com">news@ksal.com</a>
KSKU 94.7 FM KGGG 106.1 FM	Hutchinson	620-662-5758 Fax 620-665-6655
KFTI-AM 1070 AM KFDI 101.3 FM KFTI-FM 92.3 FM KFXJ 104.5 FM KICT 95.1 FM KYQQ 106.5 FM	Wichita	316-838-3771
KHUT 102.9 FM KHYM 93.1 FM KWBW 1450 AM	Hutchinson	<a href="mailto:nick.gosnell@eagleradio.net">nick.gosnell@eagleradio.net</a> 620-662-4486 office Khut.studio@eagleradio.net 620-662-9931 studio
KWCH Channel 12	Wichita	316-831-6155 888-512-6397

KAKE Channel    Wichita    316-946-1331  
10    316-943-4221  
    Fax 316-943-5493

KSNW Channel    Wichita    316-265-3333  
3    316-292-1111 (5pm-8am)

**USD 405 Message Hotline**

Dial 257-7014

Hit #

Enter 181#

Follow instructions to record a message

**FaceBook** at <http://www.facebook.com>

Account Name: Lyons Schools; USD 405

Click on Status then enter information

**Web Page** at <http://www.usd405.com>

Enter information at [Thrillshare.com](http://Thrillshare.com)

Call district IT or central office for help

Appendix D: Jason Flatt Bullying Policy

**JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC**

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved:

KASB Recommendation – 6/07; 6/08; 6/09; 6/13; 12/15; 7/17