

**NENANA CITY  
PUBLIC SCHOOL  
CRISIS RESPONSE  
PLAN  
2023-2026**

# Table of Contents

## SECTION I: PLANNING AND PREPARATION

### GENERAL INFORMATION

CRISIS RESPONSE TEAM

CRISIS RESPONSE TEAM MEMBERS

CRISIS RESPONSE PLAN CHECKLIST

CHECKLIST FOR COMMUNICATING WITH THE MEDIA

## SECTION II: CRISIS RESPONSE

INTRODUCTION

### LEVELS OF EMERGENCIES

DISTRICT & SCHOOL SITE PERSONNEL MANAGEMENT PLAN & DUTIES

STAY PUT PROTOCOL

INTRUDER ON CAMPUS

ACTIVE SHOOTER/ASSAILANT

A.L.I.C.E. Framework

FIRE DRILL/ALARM

WEAPONS & DANGEROUS INSTRUMENTS ON CAMPUS

MEDICAL EMERGENCIES

BOMB THREAT

EARTHQUAKE

SUICIDE ATTEMPT/IDEATION

SUICIDE OCCURANCE

DEATH OF A STUDENT

CLOSING OF SCHOOL

UNSCHEDULED EARLY DISMISSAL

PANDEMIC HEALTH OUTBREAK

PARENT NOTIFICATION

HAZARDOUS MATERIAL RELEASE

LOSS OF POWER OR WATER

MISSING STUDENT: AMBER ALERT

ADDITIONAL EMERGENCY SITUATIONS

## SECTION III: RECOVERY

**EMERGENCY NUMBERS**

<b>POLICE:</b>	<b>451-5100</b>
<b>FIRE:</b>	<b>911</b>
<b>AMBULANCE:</b>	<b>911</b>
<b>ALASKA STATE TROOPERS:</b>	<b>451-5100</b>
<b>VSPO:</b>	<b>451-5100</b>
<b>Patrick Manning:</b>	<b>907-717-6271</b>
<b>David Huntington</b>	<b>907-750-0076</b>
<b>Andy Corbin:</b>	<b>907-322-1734</b>
<b>Annalee Coy</b>	<b>907-388-7608</b>
<b>Chris Robinson:</b>	<b>907-978-3674</b>
<b>Justin Murrell:</b>	<b>907-328-8732</b>

# SECTION I: PLANNING & PREPARATION

## GENERAL INFORMATION

### **Nenana City Public School Crisis Response Plan 2018-2019**

A **crisis** can be defined as a sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

#### **Purpose**

The Nenana City Public School (NCPS) recognizes the need for information and protocol when a traumatic event occurs. To meet those needs and to effectively reestablish a safe environment for students and staff, the NCPS has adopted the following approach and plan.

#### **Crisis Response Plan**

Because each crisis has its own unique characteristics as well as traits that are common with other crises, many different types of expertise are needed in handling tragic and traumatic events in schools and school facilities. The Crisis Response Plan is that part of a school's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront, and resolve the crisis, restore equilibrium, and support appropriate adaptive responses. The following factors should be included in responding to critical situations:

- Authority
- Safety (Emotional and Physical for students and staff)
- Communication
- Media
- Stress (Emotional and Psychological of students and staff)

#### **Crisis Response Team**

A crisis response team is a group of trained professionals who coordinate their efforts to provide crisis intervention services and assume an educational role with teachers, staff, parents, other personnel and students. The NCPS Principal, Director of Operations and Superintendent are responsible for establishing a crisis response team at the beginning of each school year for the NCPS building. The crisis response team is responsible for:

- Assessing and providing structure
- Preparing for the crisis

- Intervention strategies and coordination
- Responding during the crisis
- Post-crisis procedures
- Evaluating effectiveness of the crisis response plan

### **Crisis Response Team Members**

Requirements: Principal, Certified and Classified staff member, Parent, Crisis Lead,  
Crisis Substitute Lead

Crisis Lead: Patrick Manning, Superintendent, Media Liaison/Communication

Secondary Lead: David Huntington, NCS Principal, Incident Coordinator for Academic  
Building

Justin Murrell, NSLC Associate Administrator, Incident Coordinator for Dormitory

Chris Robinson, NCS Director of Operations/Maintenance, Facilities Lead

Annalee Coy, NCS SpEd Director, Community Lead

Susan Kauffman, Administrative Assistant

Andy Corbin, Administrative Assistant

Stephen Calkin, Teacher

Alaska State Troopers - TBD

Village Public Safety Officer - TBD

Joe Forness, Nenana Fire Chief

Lauren Stone, School Nurse

Josh Verhagen, Mayor

## Crisis Response Plan Checklist

1. At the beginning of each school year, the building administrators will call the response team together to coordinate and update assignments by:
  - Establishing the crisis team within building (selected school staff, maintenance, parent, and personnel from social services agencies, other school district, law enforcement, bus transportation agency, and hospital).
  - Updating the communication plan.
  - Establishing the group text/chat using \_\_\_\_\_
  - Reviewing crisis response protocols and policies.
  - Reviewing emergency procedures, evacuation, ALICE, and lock-down plans.
2. Wellness and Safety meeting once a month (a.m. if possible)
  - Meet with Crisis response team to debrief and update any new developments
3. When a crisis happens, convene response team.
  - Call 911
  - Verify problem/event
  - Identify degree of impact on school
  - Invite necessary community members to join team
4. Notify key personnel
  - Call 911
  - Patrick Manning (Superintendent), Chris Robinson (Director Operations), David Huntington (Principal), Andy Corbin (Admin Assistant/Bus Driver)
  - Counselors and Social Workers (if applicable)
  - Teachers and Residential staff
  - Social Services and community agencies (if appropriate)
5. Request additional district and community support if needed.
6. Review facts. Determine how information is to be shared in order to control rumors and provide factual information.
  - Develop plan to share information with staff, students, parents, community, and media
  - What information will be shared
  - When will this information be shared (individual interviews, classroom activities, assemblies, parent telephone calls, staff meetings, community meetings)
7. Direct media to media liaison
  - Determine a building person as central contact with affected family
  - Develop a prepared statement for secretaries and staff to handle questions and incoming calls
8. Identify at-risk students and provide support services as needed.
  - Notify parents

- Alert teachers/staff
- Call in students for individual counseling/support sessions
- Recommend group support sessions
- Refer to community professionals as needed
- Establish long-range debriefing plan as needed (how many counseling sessions, etc.)

9. Identify at-risk staff and provide support services as needed.

10. Establish “safe rooms” as needed.

- In addition to the counseling and social workers’ offices, it may be appropriate to establish “safe rooms” within a school where students and staff know they can go throughout the school day to talk to adults or other students. Usually the need for these reduces after a few days following the crisis. Community people such as personnel from social services agencies, and members of the Ministerial Association can staff “safe rooms.”

11. Consider if special attendance policy/procedure is needed.

- It may be advisable to closely monitor the at-risk students following a crisis.
- Debrief staff as needed.
  - o Before school
  - o Lunch time
  - o After school
- Establish debriefing team, if needed

12. Consider and develop a long-term post-crisis plan.

- Plan to provide necessary support for students and staff

13. Response team evaluates effectiveness of crisis response plan following a critical event and adjusts plan as needed.

14. Response team annually reviews the crisis response plan and updates as needed. Updated plans are distributed to Residential Director, Academic Principal, Superintendent, and community partners.

## Checklist for Communicating with Media During a Crisis

One of the most important parts of the Crisis Response Plan is communication. Who tells what to whom and when, incomplete information only fuels rumors. Communication must be ongoing and should be closely followed up. Effective communication can build trust and credibility with the school and community.

- Superintendent will interface with all media requests, unless otherwise designated**
- If designated, follow the checklist below:
  - Be prepared. Be honest. Be brief. Stress concern for student safety.
  - Be accessible. Stick to the facts.
  - Keep cool. Do not become defensive; do not lose your temper or argue.
  - Develop a written statement to be read and/or distributed.
  - Contact the news media before they contact you. Set any reasonable geographic boundary or time limits. Explain the reason of the limitations.
  - Stress positive actions taken by the school.
  - Do not make statements about responsibility until all the facts are known.
  - Pause and collect your thoughts before you respond to reporter's questions.
  - The interview is not over until the reporter leaves. Always be careful about what you say in the presence of a reporter before or after an interview – the microphone may still be on.
  - Do not respond to negative questions by repeating words that inflame the situation. "Yes, it is a real tragedy. . ."
  - Be alert to statements that begin with, "Isn't it true that. . .?"



# SECTION II: CRISIS RESPONSE

## INTRODUCTION

Nenana City Public School is committed to providing a safe and secure environment for students and employees. The **SAFE SCHOOLS PLAN – RESPONSE** is designed to assist the school staff in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment.

**The goal of the RESPONSE section of the *School-level Safety Plan* is to provide direction for school staff in planning, preparing and training for potentially harmful situations.**

On-going review and practice of the plan to ensure complete understanding and proper implementation is necessary. Planned training should include school faculty, staff and administrators.

The Nenana City Public School recognizes that each school community has unique needs and resources which must be addressed to enhance the *School-level Safety Plan*. The **SAFE SCHOOL PLAN – RESPONSE** section will be reviewed annually by school staff.

A comprehensive *School-level Safety Plan* requires an assessment and identification of security needs as the first phase of planning.

## LEVELS OF EMERGENCIES

### School Level Emergencies

Situations in which the scope is limited to school settings & school-based personnel, & no assistance is needed (scratch on knee from the playground)

### District Level Emergencies

These are events where support and involvement is required from school district personnel or members of the District Emergency Team. Events may include an unexpected death, suicide threats, water or power failure, trespasser, etc. While these events may require help from non-school employees, they do not reach the scope and gravity of community-level disasters needing community-wide support.

### Community Level Emergencies

These include large-scale events during which coordination of services from school, district and local community response agencies is warranted. Such events include tornado damage to buildings, flooding, fires or explosions, chemical spills requiring evacuation, death of multiple staff or students (as in a bus accident), or hostage situation. In many of these situations the school's role is to implement protocols until appropriate community agencies respond and assume responsibility (such as police, fire and rescue). However, schools must be prepared to rely on their own resources until help arrives.

**DISTRICT and SCHOOL SITE PERSONNEL  
MANAGEMENT PLAN  
DUTIES/RESPONSIBILITIES**

In the event of a major disaster, there is no guarantee that emergency, medical or fire personnel will be able to immediately respond to the school site. Therefore, **the school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.**

It is critical to determine **who does what, where, and how** – before such a disaster occurs.

**Management Plan**

1. Determine the seriousness of the situation.
2. Call 911 or Trooper emergency number 1-800-811-0911 and secure everyone's safety.
3. Get assistance for all victims.
4. Notify the Superintendent.
5. Gather facts while maintaining confidentiality as appropriate.
6. Assemble the Crisis Response Team and activate the School Emergency Plan.

**Assess the situation. Contact the Principal at 907-750-0076, or designee in charge.  
Depending on the nature of the emergency, contact:**

<b>Trooper Emergency</b>	<b>1-800-811-0911</b>
<b>OR</b>	
<b>Medical Emergency</b>	<b>911</b>
<b>OR</b>	
<b>Fire Emergency</b>	<b>911</b>

**NCPS Principal, David Huntington will contact the administrative chain of command:**

<b>Patrick Manning</b>	<b>Superintendent</b>	<b>W 832-5464</b>	<b>C 717-6271</b>
<b>Justin Murrell</b>	<b>NSLC</b>	<b>W 832-2000 X221</b>	<b>C 328-8732</b>
<b>Chris Robinson</b>	<b>Operations</b>	<b>W 832-5464</b>	<b>C 978-3674</b>

## **“STAY PUT” PROTOCOL**

Stay Put Protocol is initiated when school district personnel are **certain** the threat is **not** immediate, but all details otherwise are unknown. If there is an immediate threat in the building or immediate vicinity of the building, initiate ALICE.

1. Principal or NCS Administrative Assistant will issue a STOPit Alert to Staff
2. Intercom message to all staff/students
  - a. Teachers report to their classroom with all students.
  - b. All students return to their current class/classroom.
    - i. Students and staff in the Music Room stay put
    - ii. Students and staff in the gym move to the Home Ec Room across the hall
    - iii. Students and staff in the automotive/welding shop and/or wood shop stay put
    - iv. Elementary students and staff return to their primary classroom space to stay put, or stay put in their classroom if already there.
    - v. Students in Cafeteria relocate to Ms. Christy’s room
    - vi. Secondary students and staff stay put in the classroom they are currently in
  - c. Principal issues STOPit Broadcast message to all students to return to the school building and scheduled class.
  - d. If students are off campus and not at home, students are to return to school and report to the next class period(9-12), or home classroom (7-8).
  - e. If students are off campus and at home, they are to **stay home** and call the school to notify district staff of their safety and whereabouts
3. Administrators are to secure all common area exterior doors and windows using the same assigned zones as fire drills.
4. Teachers are to secure all classroom doors and windows.
5. Teachers are to take attendance and report any missing students to Andy either via STOPit or Text.
  - a. NCS Administrative Assistants are to cross reference attendance with PowerSchool, appointment calendar, and sign in/sign out sheet.
  - b. All students unaccounted for and their parents/guardians are to be contacted
6. Continue with instruction in that classroom until given the all-clear or ALICE is initiated.

## **INTRUDER ON CAMPUS**

Intruders/trespassers on the NCPS campus may be any person knowingly entering or remaining on District property unlawfully after a reasonable request to leave is made.

**CONTACT:**

<b>David Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Chris Robinson</b>	<b>W 832-5464</b>	<b>C 978-3674</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 717-6271</b>
<b>Troopers</b>	<b>1-800-811-0911</b>	<b>907-451-5100</b>

1. If the person appears dangerous, highly agitated, or mentally or emotionally unstable, contact the AST immediately.
2. The person should be asked his or her name and address and the purpose of his or her presence on NCS property. Ask to see a visitor pass; all visitors must check in through the office.
3. If the person has no legitimate reason to be on the property, request that the person leave the premises immediately.
4. If the person refuses to leave, inform the Principal and/or Director of Operations, and call the AST.
5. Any visiting person who becomes disruptive to the daily processes and policies of NCS may also be asked to leave.

## **ACTIVE SHOOTER/ASSAILANT (on Campus or in Immediate Vicinity of School Building)**

Initiate ALICE - "ALICE, ALICE, ALICE"

Initiate STOPit 911 Panic Alert

Admins, Admin Assistants and Operations Director/maintenance will also communicate via two-way radio

- Decide whether to **evaluate** or **lockdown** or **counter** (ALICE Framework)
- Call the following satellite buildings to inform of emergency:
  - Cyberlynx/Business Office: (832-5423): (1) Susan (2) Dave
  - Woodshop (832-5411): (1) Andy (2) Dave
  - Nenana Student Living Center (832-2000): (1) Dave (2) Chris R.
  - Headstart, Main Office -

**Evacuation & Reunification site: Civic Center (primary) or NSLC (secondary)**

Lockdown:

- Announcement is made via intercom system and/or through STOPit 911 Alert App and STOPit student App.
- See lockdown protocol details in ALICE Framework (below)
- In event the shooter is outside of the building, classrooms on exterior building walls will relocate to closest classrooms in the building interior.

Evacuation:

- Grab classroom emergency flipchart and cell phone.
- **Evacuate with students to Civic Center. If unsafe to evacuate to Civic Center, evacuate to Nenana Student Living Center.**
  - Ensure all students under your supervision evacuate
  - Students/Staff will be checked for injury and preliminary attendance will be taken.
  - AST and local emergency responders will send support and triage.

Reunification:

- Upon arrival, School Admin will have NCS Emergency Student Roster and Keys to Facility.
- Separate students in groups by class (K-8) and grade (9-12)

Secondary (Grades 9-12):

- Students will be grouped by Advisory rosters and attendance will be taken.

Elementary (Grades K-8)

- Classroom teachers will take attendance.
- If teacher is not present, school administration will task another staff member with this responsibility.
  - Additional staff help to manage students in separate groups
  - In event of any missing students - school administration will relay information to emergency responders after cross referencing PS attendance data and sign in/out sheet.
    - Green card should be held if all students are accounted for and red for students missing
    - Teachers should also communicate any missing students and/or injuries via STOPit App.
- Students are to not leave until trooper and/or school designee has released them or until parent/guardian has arrived.
- For a drill – students will stay in separated groups until students are released back to school once you hear “endex, endex, endex”

## A.L.I.C.E Framework

ALICE is an acronym for five steps that can be utilized to increase the chance of survival in an active shooter situation. These steps are not sequential, but are presented as options. The situation will determine what steps make sense to follow. A combination of these steps can be used to keep individuals safe and modified as the situation changes.

### **A: Alert**

Various sounds, sights, and interactions will create awareness of the active shooter.

- Call 911
- Alert Systems
  - Access PA to make announcement
  - STOPit 911Alert and STOPit student App for broadcast messaging
  - Two-way Radios

### **L: Lockdown**

If evacuation is not possible, secure the room. It is a starting point from which survival decisions will begin to be made.

- Look for alternate escape routes (windows, other doors, etc.)
- Lock the door.
- Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
- Barricade the door with any object available (desk, chairs, etc.)
- Cover any windows.
- Move out of the doorway in case gunfire comes through.
- Silence or place cell phones on vibrate.
- Once secured, do not open the door for anyone.
- Police will enter the room when the situation is over.
- As soon as you are safe call 911.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.

### **I: Inform**

- Use any means necessary to pass on real-time information to authorities.
  - Use plain language.
  - Provide “who, what, when, where, and how” information.

### **C: Counter**

Use simple, proactive techniques if you are confronted by an active shooter.

*(Disclaimer: In a last resort situation, some simple, proactive techniques could increase chances of survival if you are confronted by an active shooter. ALICE is presented as a set of options for groups on college campus settings or various public areas.)*

- Realize that anything can be a weapon (books, coffee cups, etc.)
- Throw objects at the shooter’s head to disrupt his/her aim.
- Create as much noise as possible.
- Attack or swarm in a group.



- Grab the shooter's limbs or head, take him/her to the ground, and hold him/her there.
- Run around the room and create chaos.
- If you have control of the shooter, call 911 and tell the police where you are.
- Listen to the police commands when they arrive on the scene.

**E: Evacuate**

Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate.
- Run in a zigzag pattern as fast as you can.
- Do not stop running until you reach the **Evacuation Site: Civic Center**.

## Fire Drill/Alarm

Upon a fire drill or real fire alarm, the emergency evacuation procedure will be followed.

1. Teachers and students will exit through predetermined areas; staff will be made aware of fire evacuation routes.
2. Staff will account for each student under their responsibility once they have reached the gathering point
  - a. District warehouse parking lot
  - b. Headstart Building.
3. Predetermined staff will go through each room quickly and thoroughly to make sure no one is left inside. At the same time, they will make sure windows and doors are closed. Then exit as directed through the Fire Exit Plan.
4. When all students, staff, and guests are accounted for, the “All Clear” will be announced. At NCS the signal is three short bells.
5. Students and staff will proceed inside in an orderly fashion when it has been determined that it is safe to do so.

Director of Maintenance and Principal are responsible for determining the nature of the alarm, and will contact the appropriate authorities.

### **In case of a real fire call:**

<b>Fire Emergency</b>	<b>911</b>	
<b>Dave Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Pat Manning</b>	<b>W 832-5464</b>	<b>C 7176271</b>
<b>Chris Robinson</b>	<b>W 832-5464</b>	<b>C 978-3674</b>
<b>Nenana Volunteer Fire Department</b>		<b>907-832-5632</b>

## **Weapons and Dangerous Instruments on Campus**

All persons are prohibited from carrying or possessing a weapon or dangerous/defensive instrument on school grounds, including the Living Center. Officers of the law are exempt from this section.

### **Activate Crisis Response Plan**

**CONTACT:**

<b>Fire Emergency</b>	<b>911</b>	
<b>Troopers</b>	<b>1-800-811-0911</b>	
<b>Dave Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 717-6271</b>
<b>Chris Robinson</b>	<b>W 832-5464</b>	<b>C 978-3674</b>

The following points should be considered when any person, including a student, appears on campus with a weapon.

1. Nature of the weapon. If it is a deadly weapon such as a firearm (gun) or explosive device, notify the AST immediately. The staff will determine if an announcement will be made and if lockdown procedures will be followed.
2. Appearance and/or state of mind of person with weapon – does the person appear angry, agitated, under the influence of alcohol, drugs, etc.? If you have doubts, notify the proper law enforcement agency immediately.
3. **DO NOT TRY TO DISARM THE INDIVIDUAL**
4. If careful evaluation of situation indicates, inform the individual that weapons are not allowed on school grounds and request the individual turn over the weapon for safe keeping. If the person becomes hostile, angry, or upset, notify the AST.
5. Under no circumstances should any heroic attempts be made to endanger the lives of students or staff. If a person appears intoxicated, mentally or emotionally unstable or highly agitated, the AST should be notified immediately and the area cleared. Students are to be directed to the nearest room, office, or other secure room or area held there until the all clear is given.

## Medical Emergencies

**CONTACT:**

<b>Ambulance</b>	<b>911</b>	
<b>Student's Parents</b>	<b>Powerschool</b>	
<b>Dave Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 717-6271</b>
<b>Susan Kauffman</b>	<b>W 832-5464</b>	<b>C 347-6153</b>
<b>Nenana Volunteer Fire Department</b>		<b>911</b>

**In the event of a medical emergency:**

1. Begin first aid procedures immediately. If further emergency procedures are necessary, call 911 and be prepared to describe the emergency, location of the patient and any other information requested by 911. Notify the Principal.
2. Send someone with the student to the hospital to offer assistance and comfort the student.
3. After steps have been taken to resolve immediate medical emergency, notify the student's parents.
4. If the emergency is self-inflicted or is a result of a fight, the Principal or designee will call the troopers to investigate.
5. If a crime has been committed, the scene should be preserved until the troopers have investigated. Only the Superintendent or his designee will give statements to the media. Staff members are not to speak to the media in their role as a District employee unless authorized by the Superintendent. All persons are highly discouraged from talking to the media to avoid giving conflicting information.

## Bomb Threat

**BOMB THREATS MUST BE TAKEN SERIOUSLY.**

### Activate Crisis Response Plan

**CONTACT:**

<b>Troopers</b>	<b>1-800-811-0911</b>	
<b>Dave Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 750-5409</b>
<b>Chris Robinson</b>	<b>W 832-5464</b>	<b>C 978-3674</b>

**In the event of a bomb threat:**

- Remain calm and convey to the caller or person that you are listening. Speak in a calm, straightforward manner. Get as much information as possible.
  - Time of call.
  - Exact words of caller.
  - Caller's tone of voice (calm, angry, slow, crying, slurred, etc.).
  - Background sounds (street or house noises, PA system, machines, etc.).
  - Threat language (well-spoken, incoherent, taped, irrational, foul, etc.).
  - What time will the bomb explode?
  - Where is it located?
  - What kind of bomb is it?
  - Did he or she place it? Why?
  
- Give information to the Principal or designee in charge who will make the determination of further action.
  - Evacuate the building, if appropriate.
  - Call the AST.
  - Call the Superintendent immediately.
  
- If the troopers are called, they may require the administrator in charge to evacuate the building and will do so if there is a clear and present danger. Upon arrival at the scene, troopers will take charge in directing a search of the building for explosive devices.

## BOMB THREAT INFORMATION AND PROCEDURES

### YOU'VE RECEIVED A BOMB THREAT

Bomb threats may be received by phone, mail, or message. There are specific procedures for handling each type of threat.

#### By Telephone

Most bomb threat calls are very brief, with the caller normally stating the threat in a few words and immediately hanging up or breaking the connection. Delay the caller by saying, "I'm sorry. I did not understand you. What did you say?" This might provide time to alert a co-worker and start the Site Specific process. It is very important that the person receiving the threat gets as much information as possible from the caller, i.e., where the bomb is located, what time it is scheduled to explode, why he/she placed the bomb in the school, what the bomb looks like. The recipient should note the following: sex of caller and approximate age - man, woman, boy or girl; voice quality - accent, peculiar speech mannerisms; exact time call was received; background noise - music (type), motors, traffic. [Note: The Site Specific Checklist incorporates this information.]



#### By Written Message

If a threat is received by letter, it should be preserved for investigation by the police. To accomplish this, the person opening the letter and recognizing it as a threat, should place the letter in a document protector and report it to principal/designee.

### NEXT STEPS

There is no sure way of knowing whether or not the call is real or just a prank. So, the established procedures are activated whenever a bomb threat is received or suspected. Using the Bomb Threat Checklist as a reporting form will provide an orderly procedure for maintaining the safety and welfare of students and staff. In addition, it serves as a precise record of all incident responses and actions.

**Bomb threats** may be received by phone, mail, email, or text message. They are a message that a bomb is set to explode on or near campus.

A bomb threat must always be considered a real and immediate danger to students and personnel and requires an immediate response by the person receiving the bomb threat message. Consequently, all employees must be familiar with the established procedures, as many times, it may not be possible to receive direction from the Principal or site administrator.

Use the **BOMB THREAT CHECKLIST** on previous page to capture the information, especially useful in a phone call threat. The principal or designee will **EVACUATE** all students and staff.

*No bomb threat is to be disregarded as being a prank call.*

At least one bomb threat drill should be conducted each school year. Because evacuation of students and/or staff to the Pre-planned evacuation site is the response used for bomb threat as well as a number of other disaster incidents, staff members will probably not be aware that they are evacuating because of a bomb threat. Therefore, it would be a good practice that whenever exiting the classrooms/work places for any kind of drill/exercise/incident all personnel should quickly visually inspect their work area for anything that might seem unusual/out of place and be aware of any unusual or suspicious persons on the site.

- Staff members should never attempt to touch, move, dismantle or carry any object that is suspected of being dangerous or explosive.
- Students should not go to lockers and should evacuate immediately. Evacuations may be necessary during winter months and students may not have coats-this situation must be considered in planning.
- Each site should designate a primary and at least one secondary evacuation site for students/staff. The primary evacuation area is usually the pre-planned site and the secondary sites are off campus/site. At least one of them should be within walking distance, i.e., out a back gate and into a large open area, such as a neighborhood park, or to a neighborhood church, community center, etc.

## **EARTHQUAKE**

### **Activate Crisis Response Plan**

**CONTACT:**

<b>Emergency</b>	<b>911</b>	
<b>Dave Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Pat Manning</b>	<b>W 832-5464</b>	<b>C 717-6271</b>
<b>Chris Robinson</b>	<b>W 832-5464</b>	<b>C 978-3674</b>

### WHAT TO DO IN THE EVENT OF AN EARTHQUAKE:

**DROP, COVER AND HOLD ON!** Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you are sure it's safe to exit. Stay away from windows.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a vehicle, slow down and drive to a clear place as described above. Stay in the vehicle until the shaking stops.

### WHAT TO DO AFTER AN EARTHQUAKE:

- Check yourself for injuries. Check others for injuries. Give first aid for serious injuries.
- Report to building administrator; report on injuries and damage to the building.
- Look for and extinguish small fires
- Expect aftershocks. Each time you feel one, **DROP, COVER, AND HOLD ON!** Remind students they will continue to feel aftershocks and to **DROP, COVER AND HOLD ON!**
- Use the telephone only to report life-threatening emergencies.



## SUICIDE ATTEMPT/IDEATION

### Activate Crisis Response Plan

#### CONTACT:

<b>Emergency</b>	<b>911</b>	
<b>David Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 750-5409</b>
<b>Lauren Stone</b>	<b>W 907-378-1822</b>	<b>C 388-5391</b>

**DIRECTIONS:** Use the following checklist to assess the School District's response. Mark the individuals name in the completed block who is confirming that the action item has been completed. **IF A STUDENT HAS ATTEMPTED SUICIDE CALL 911 AND NURSE BEFORE MOVING FORWARD.**

**SCHOOL PROTOCOL:  
COMPLETED BY: INITIAL**

**LIVING CENTER PROTOCOL:**

#### Procedures for Ideation or Attempted Suicide:

##### If threat is identified:

- Staff member - you may perform a suicide risk screening if you feel it is appropriate and you feel comfortable doing so. If you are unsure, move on to next bullet. [Suicide Risk Screening Tool](#)
- Locate Student
- Take student to Principal or Nurse. If not present, take student to Main Office for supervision while parent/guardian/LC admin is contacted.
- **DO NOT LEAVE STUDENT ALONE**
- Notify Administrator and/or Nurse of events asap in the event they were not present at the time of incident or at the time you become aware of a student's suicidal ideations. Log Entry and/or Email is sufficient, but direct communication via

##### If threat is reported:

- **Locate Student**
- **DO NOT LEAVE STUDENT ALONE**
- **Take student to LC Administrators office - if Joe unavailable, contact Chuck Hugney or Jeremy Haire for guidance**
- **Take Student to a ROOM OTHER THAN THE STUDENT'S PERSONAL ROOM.**
- **A staff member will be assigned to do a room search for anything that may be used for harm, (sharp objects, medicine)**

<p>call/text is encouraged in addition when possible.</p> <ul style="list-style-type: none"> <li>Principal/Administrator or Nurse will contact students' parents (if local), LC administration (if LC resident), who will then contact legal guardians if appropriate.</li> </ul>		
<p>Principal/Administrator/Nurse will determine if a student requires ER intervention.</p> <ul style="list-style-type: none"> <li><a href="#">Suicidal Ideation Risk Assessment</a></li> </ul> <p>If Emergency services does not appear to be appropriate:</p> <ul style="list-style-type: none"> <li>Contact Leslie Scranton (SERRC Itinerant Counselor, (907) 723-3702</li> <li><a href="#">988 Suicide &amp; Crisis Lifeline</a></li> <li>During School Hours: RMHA Keri Frazier (907) 832-5557</li> <li>TCC MH crisis line may be utilized for professional guidance</li> <li>Phone #: (907) 459-3800 Ask for the Crisis Clinician who is on call. They will guide you</li> </ul>	<p><b>LC Admin or above listed surrogates determine if student requires ER intervention. If ER does not appear to be appropriate:</b></p> <ul style="list-style-type: none"> <li><a href="#">988 Suicide &amp; Crisis Lifeline</a></li> <li>During School Hours: RMHA Keri Frazier (907) 832-5557</li> <li><b>TCC MH crisis line may be utilized for professional guidance</b></li> <li><b>Phone#: (907) 459-3800. Ask for the Crisis Clinician who is on call.</b></li> </ul>	

**SCHOOL PROTOCOL:  
COMPLETED BY: INITIAL**

**LIVING CENTER PROTOCOL:**

<p><b>Principal/Administrator determine:</b></p> <ul style="list-style-type: none"> <li>Is a "No suicide contract" appropriate?</li> <li>Is the suicide potential high enough for student to be sent to ER? Use 988 and/or RMHA as needed</li> </ul>	<p><b>Living Center Administrator determines:</b></p> <ul style="list-style-type: none"> <li>Is a "No suicide contract" appropriate?</li> <li>Is the suicide potential high enough for student to be sent to ER?</li> </ul>	
<ul style="list-style-type: none"> <li>If the determination for suicide potential is high and/or the parents/guardians cannot be located, student should be sent to ER.</li> <li>If being accompanied by school/LC staff – DO NOT</li> </ul>	<p><b>If the determination for suicide potential is high and /or the parents/guardians cannot be located, student should be sent to ER.</b></p>	

<p>LEAVE ER WITHOUT DOCUMENTATION THAT STATES THAT A MENTAL HEALTH PROVIDER HAS ASSESSED AND DETERMINED STUDENT IS SAFE FOR DISCHARGE.</p>	<ul style="list-style-type: none"> <li>● <b>DO NOT LEAVE ER WITHOUT DOCUMENTATION THAT STATES THAT A MENTAL HEALTH PROVIDER HAS ASSESSED AND DETERMINED STUDENT IS SAFE FOR DISCHARGE.</b></li> </ul>	
<p><b>Reference Board Policy AR 5112.2 #3</b></p> <ul style="list-style-type: none"> <li>● Inform the student's family that student may not return to school without a professional mental health assessment being conducted and results sent to the school.</li> </ul>	<p><b>If LC student is determined to be at <u>high risk</u> for suicide:</b></p> <ul style="list-style-type: none"> <li>● <b>Protocol deems a student must be sent home, as there are no resources locally to accommodate high risk students at this time.</b></li> </ul> <p><b>Reference Board Policy AR 5112.2 #3</b></p> <ul style="list-style-type: none"> <li>● Inform the student's family that student may not return to school without a professional mental health assessment being conducted and results sent to the school.</li> </ul>	

**SCHOOL PROTOCOL:  
BY: INITIAL**

**LIVING CENTER PROTOCOL:**

**COMPLETED**

<p><b>If a local student's family refuses a mental health assessment, refer the case to the School Board for a hearing.</b></p>	<p><b>N/A – Due to the student being sent home.</b></p>	
<p><b>Document Incident:</b></p> <ul style="list-style-type: none"> <li>● Every staff member who had contact with, witnessed, or played a role in events should write a statement and turn it into the Principal/Administrator.</li> </ul>	<p><b>Document Incident:</b></p> <ul style="list-style-type: none"> <li>● <b>Every staff member who had contact with, witnessed, or played a role in the events should write a statement and turn it into the Administrator of LC</b></li> </ul>	
<p><b>Notify and update Teachers/Staff – only on a Need-To-Know basis.</b></p>	<p><b>Notify and update Staff – only on a Need-To-Know basis.</b></p>	

<p><b>Based on the scenario – Leaders will delegate monitoring of students who may have been affected by the event.</b></p> <ul style="list-style-type: none"> <li>● Contact those student’s parents and make them aware of the situation. Do not mention the students name that was involved in the original incident.</li> <li>● Utilize outside resources i.e. TCC Mental Health for assistance in the event of a successful suicide.</li> </ul>	<p><b>Administrators will identify and counsel students who may have been affected by the incident. If appropriate, outside resources may be brought in for mental health assistance in the event of a successful suicide.</b></p>	
<p><b>Once event has concluded, Administrator will determine necessity of a staff meeting to review incident and discuss changes to procedure</b></p>	<p><b>Once the event has concluded, the Administrator will determine the necessity of a staff meeting to review the incident and discuss changes to procedure.</b></p>	

<b>STANDARD OPERATING PROCEDURE FOR SUICIDE OCCURRENCE ON SCHOOL PROPERTY OR LIVING CENTER PROPERTY</b>
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**SCHOOL PROTOCOL:  
BY: INITIAL**

**LIVING CENTER PROTOCOL:      COMPLETED**

<b>IF A STUDENT COMMITS SUICIDE ON CAMPUS – CALL 911 IMMEDIATELY AND REQUEST ASSISTANCE</b>	<b>IF A STUDENT COMMITS SUICIDE ON CAMPUS – CALL 911 IMMEDIATELY AND REQUEST ASSISTANCE</b>	
<b>Institute lockdown procedures and turn off the bell system.</b>	<b>Institute lockdown procedures and turn off the bell system.</b>	
<b>Nurse or Paramedic to call time of death</b>	<b>Nurse or Paramedic to call time of death</b>	
<b>Block off area – do not allow anyone to touch any weapon or note at the scene.</b>	<b>Block off area – do not allow anyone to touch any weapon or note at the scene.</b>	
<b>If the body is outside the building, shift students and staff exposed to the scene to another area of the building.</b>	<b>If the body is outside the building, shift students and staff exposed to the scene to another area of the building.</b>	
<b>Once police and emergency services have released the scene, keep it isolated.</b>	<b>Once police and emergency services have released the scene, keep it isolated.</b>	
<b>Contact an outside cleaning service to assist with clean up</b>	<b>Contact an outside cleaning service to assist with clean up</b>	
<b>Make decision about returning to daily schedule</b>	<b>Make decision about returning to daily schedule</b>	
<b>Make decision about calling in support staff</b>	<b>Make decision about calling in support staff</b>	
<b>Staff meeting to review incident</b>	<b>Staff meeting to review incident.</b>	

**CAUTION/NOTES:**

**INFORMATION ABOUT SUICIDAL IDEATION OR ATTEMPTS IS CONFIDENTIAL. IF A SUICIDE HAPPENS ON CAMPUS, IT IS EXTREMELY IMPORTANT THAT THE NUMBER OF STUDENTS AND STAFF EXPOSED TO THE BODY AND SURROUNDING AREA IS KEPT TO A MINIMUM.**

**Do not glorify the method of death i.e. canceling classes for the funeral, organizing memorial services, dedication of yearbook or school newspaper pages to individual.**

## DEATH OF STUDENT

### Activate Crisis Response Plan

**CONTACT:**

<b>Emergency</b>	<b>911</b>	
<b>David Huntington</b>	<b>W 832-5464</b>	<b>C 750-0076</b>
<b>Patrick Manning</b>	<b>W 832-5464</b>	<b>C 750-5409</b>
<b>Lauren Stone</b>	<b>W 907-378-1822</b>	<b>C 388-5391</b>

In the event of a student death:

1. Call 911
2. Limit access to the scene
3. Turn scene over to emergency responders
4. Evacuate scene
5. Team meets with administration to discuss implementation of the plan.
6. Assess the situation and adjust the size of the team accordingly.
7. Disseminate information to staff and students.
8. Check records and provide counseling for all identified students at risk.
9. Designate and staff counseling rooms.
10. Provide counseling or discussion opportunities for staff.
11. Arrange for students and faculty to attend funeral or memorial service.
12. Convey condolences to family.
13. Refer all media inquiries to the Superintendent or his designee.
14. Link with community services as appropriate.
15. Follow-up with continued counseling as needed.

Responsibilities of all NSLC staff (off-campus):

1. Any staff member who has knowledge of a student's death through suicide or other causes immediately informs the LC Director. If he is not available, contact the Superintendent.
2. Staff members should contain the story as much as possible and protect the confidential rights of the student and their family.
3. Staff should channel all communication through the LC Director and Superintendent's offices.

## CLOSING OF SCHOOL

It is the intent of the school to remain open according to the calendar adopted each school year. Notwithstanding this commitment, there might be emergency situations that necessitate the closing of school.

The decision to close the schools will be made by the Superintendent/Principal upon advisement from staff and civil authorities (police, fire, emergency management, hazardous materials team) as to danger to students and staff, damage assessment of facilities, and capabilities of school to function (water, power, heat, sanitation, road access, etc.).

Usually, the decision to close a school will be made as a result of winter storm effects or some disaster situation, such as an earthquake, fire explosion, chemical spill, flood, severe winds or storm conditions, or even excessive heat. In these instances, the Local and State Emergency Management offices may already be activated and the status of the situation closely monitored. Once a school has been closed, children are not to return until an official announcement is made by the Superintendent.

If the decision is made to close school early, the following items will be considered:

- Children may be returning to homes that have no adult present.
- Children may be returning home during weather conditions or other conditions that increase the chance of injury.

If the decision is not to close the school, the following will be considered:

- Conditions may worsen by regular dismissed time posing increased risks for bussed students and those walking.
- If conditions unexpectedly worsen, students may have to stay overnight at the school.

### **INFORMING STUDENTS, STAFF, FAMILIES, AND SCHOOL COMMUNITY**

Determination of the closing of school(s) or the reopening of school(s) for the following day(s) should be made as early in the day as possible so that students and staff can be notified as expediently as possible. The final determination should be relayed to the broadcasting media (radio, App, internet, Power Announcement), as well as local authorities. Positive contact with a parent or guardian will be made before sending student home.

Communication via telephone/school liaison will be established so that all families of students and all personnel can be notified of school closures. The Principal or site administrator will maintain at his/her home a current list of phone numbers of all employees under his/her supervision.

## UNSCHEDULED EARLY DISMISSAL

**Unscheduled Early Dismissal:** School may be dismissed early due to emergency status such as severe weather conditions, power outages, etc.

**If an unscheduled early dismissal occurs these steps will be followed:**

- Designated staff will go on duty in front of the school immediately.
- Support staff will assist the traffic in front of the building. Teachers remain with their classes.
- Support staff will assist in the office answering the phones, delivering messages, and monitoring bus arrivals.
- Each teacher remains with his/her students until all students are picked up.
- Students remain in the classroom until notified of their bus arrival or that their parent is here to pick them up.
- After all busses have departed, all remaining students will report to **the cafeteria**.
- The principal or designee will be responsible until all students have been picked up.



## PANDEMIC/FLU/HEALTH OUTBREAK

A pandemic is a global disease outbreak. A pandemic flu outbreak occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causing serious illness, and can sweep across the country and around the world in very short time. It is difficult to predict when the next influenza pandemic will occur or how severe it will be.

In the event of a pandemic flu outbreak, Nenana City Public School will:

- Address pandemic influenza preparedness as part of the district's safe school plan, with the involvement of all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives).
- Develop a dissemination plan for communicating with staff, students, and families, including lead spokespersons and links to other communication networks.
- Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).

### **What you need to know**

The primary strategies for preventing spread of pandemic influenza include the following infection control efforts by persons with flu symptoms:

- Stay at home.
- Cover nose and mouth when coughing or sneezing.
- Wash hands with soap and water or use alcohol-based hand sanitizers frequently.
- Try to maintain spatial separation of at least three feet from others, if possible.

### **Hand, Cough and Sneeze Hygiene**

- When sneezing or coughing, cover the nose and mouth with a tissue or upper arm if a tissue is not available.
- Dispose of used tissues in a wastebasket and wash hands after coughing, sneezing, or blowing nose.
- Use warm water and soap or alcohol-based hand sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose, or mouth.

- Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).

## PARENT NOTIFICATION

It is important to notify parents in advance of the possible situations that may occur on campus while their children are at school. While it is not necessary to detail every possible emergency, it is important for them to be aware of the responses the school may take. These include: Lock-Down, Shelter-in-Place, and Evacuation.

In addition to advance notification, it is important to let parents know when an emergency situation has occurred and the school and district's response to that emergency.

**PARENTS WILL RECEIVE NOTIFICATIONS THROUGH THE K12 SWIFTREACH MESSAGING PLATFORM. IT IS IMPORTANT THAT PARENTS/GUARDIANS HAVE ACCURATE CONTACT INFORMATION ON FILE WITH THE MAIN OFFICE TO ENSURE THEY RECEIVE THESE MESSAGES.**

## HAZARDOUS MATERIALS RELEASE

A **hazardous material** is any chemical compound or biological agent that has adverse effects to health and safety. This includes natural gases, propane, and like gases.

A **hazardous material release** is a release of a chemical compound or biological agent that requires initiation of emergency protocol.

All containers must be labeled as to their contents. No hazardous materials should be brought onto school property without prior authorization from the principal, and the Material Safety Data Sheet (MSDS) for the chemical should be forwarded to Central Office or Risk Management.

Proper chemical hazard signs should be displayed on outside of buildings that contain chemicals.

If the boiler malfunctions, or if a line leaks there may be an irritating ammonia odor. Call Maintenance and Operations and evacuate away from the area. Open windows if necessary.

**INTERIOR** hazardous material release: **EVACUATE** all students and staff.

**EXTERIOR** hazardous material release- may need to **SHELTER IN PLACE** or **LOCKDOWN**.

### Additional Instructions

- Notify principal or designee of hazardous material release. Incident Commander will determine the appropriate course of action; responders will take appropriate action (shelter-in-place, lockdown, or evacuation).
- Do not clean up or touch any chemical spill.
- It is not necessary to evacuate the entire school if one building is affected. In the event of inclement weather, students should be moved to an unaffected building.

## LOSS OF WATER/POWER

If loss of power or water cannot be immediately restored and may negatively impact students, school may need to be dismissed.

### **Additional Instructions:**

- Contact Maintenance and Operations 907-832-5464 or 907-978-3674.
- Maintenance and Operations will assess the situation and advise the Superintendent and the site administrator with the estimate of when the utilities will be restored. The decision to close school or change hours of the school day is the responsibility of the Superintendent.
- If the situation occurs after hours, a local utility company may need to be called at if Maintenance and Operations is not available. If utility company cannot be reached, contact local law enforcement.
- The school should provide flashlights for classrooms and work places, and replacement batteries are routinely provided. School multipurpose rooms and main offices and special services area should have emergency lighting that is automatically activated during a power failure.

## **MISSING STUDENT**

As soon as it is determined that a student is missing, notify AST.

## **ADDITIONAL EMERGENCY SITUATIONS**

### **ACCIDENTS**

#### **MINOR - Level I**

- Administer first aid by utilizing trained staff
- Follow emergency procedures as indicated by nature of accident
- Inform parent
- Complete student/personnel accident report

#### **MAJOR - Level II**

- Apply first aid by utilizing trained staff
- Life, limb, eyesight, breathing - call 911.
- Notify superintendent, principal, and counselor (if needed)
- Call parent/guardian immediately or, if necessary, sibling, neighbor, relative.
- Complete student/personnel accident report

#### **TO and FROM SCHOOL - Level I**

- If life threatening call 911.
- Notify superintendent, principal, counselor (if needed)
- Notify parent/guardian, spouse, or closest relative
- Send an anchor staff member to support victim
- Complete student/personnel accident report

## SECTION III: RECOVERY

### INTRODUCTION

Nenana City Public School is committed to providing a healthy, safe and secure environment for students and employees. The SAFE SCHOOLS PLAN - RECOVERY section provides for Nenana City Public School staff and students as school resumes after a critical incident has occurred. Resuming school activities as quickly as possible is important to promote the long term welfare of children and their families. Teachers and other school staff can play an integral role in helping their students. Teachers have usually spent the most time with their students and most likely know them the best. They are in a good position to provide early and ongoing recovery strategies.

**The goal of the *Safe Schools Plan - Recovery* section is to assist schools in coping with the aftermath of a traumatic incident.**

The Nenana City Public School recognizes that each school community has unique needs and resources, which must be addressed to enhance the *School-Level Safety Plan*. The SAFE SCHOOL PLAN – RECOVERY section will be reviewed annually by school staff.

## RECOVERY PLANNING

Many individuals who have had traumatic experiences suffer from ongoing reactions to them. These reactions are called Posttraumatic Stress Reactions. These reactions are common, understandable and expectable, but are nevertheless serious and can lead to many difficulties in daily life. Understanding the nature of traumatic stress and moving to appropriate interventions can greatly increase the chances for a quicker return to normalcy and decrease reactive emotion and behavior.

In a crisis situation, many of the school staff may also be traumatized and will need to address their emotional state as well. The more a school community can prepare for a crisis, the more equipped they will be to tackle these issue. Training for school staff is essential for recovery planning.

Training for Nenana City Public School staff will include topics of:

- Stress and risk factors,
- Protective factors,
- Emotional and behavior problems,
- Trauma reactions
- Symptoms and strategies for crisis prevention, response and personal coping.

## RECOVERY TEAM

**Recovery Team:** This is a team of individuals who will come together after a critical incident and manage the aftermath of the situation. This group includes a diverse group of individuals within the school, such as the principal, assistant principal, school psychologist, guidance counselor, school social worker, school nurse, teachers, building security. In addition, the team includes community members, such as the community spiritual leaders, and community mental health providers

Purpose of team:

- To support (grief counseling, debrief, etc.) students, staff, and parents they grieve by normalizing reactions.
- To provide a safe environment for students to express their feelings of grief, loss, anger, guilt, etc. and not feel alone in their experience.
- To return the school environment to its normal routine as quickly as possible following a crisis.
- To prevent possible copycat responses if the crisis is related to a suicide or other form of attack.
- To reduce possible long-term effects that can negatively influence school attendance and learning.

The members of the team will be trained in suicide assessment, intervention, or debriefing procedures in order to effectively respond and intervene with students, staff, and parents.



## RECOVERY PROCEDURES

### STAFF AND STUDENT NOTIFICATION

A school announcement of a death of a student or staff that affects a school community is critical and needs to be done as soon as possible. If during school hours, a written statement or a staff meeting to share information on the crisis involving a death of a student or staff.

Informing the staff first will give the opportunity for questions and acknowledge their grief and loss. It also gives the staff the opportunity to prepare how to respond to their students and follow the guidelines on student notification.

Guidelines for student notification include:

- The announcement should only include accurate information that has been verified by the family or the authorities to help control rumors.
- The students need to get the same information at the same time (e.g. homeroom, first period class, or in small groups) from someone they know (if possible).
- The announcement should be appropriate to grade level of the students, especially in primary and middle schools.
- Avoid using public address systems or school assemblies.
- The announcement should also include information on mental health support services and how to access them.

A prepared statement for parents is also very important. A letter will be sent home with students for parents to notify them about the crisis and what services are being offered to the students and their families. The letter will also include helpful ways to support their child(ren), signs and symptoms of normal reactions to trauma, other preventive information, and a list of local resources.

### CHECKLISTS

During recovery, return to learning, and restore the infrastructure as quickly as possible.

- Strive to return to learning as quickly as possible.
- Restore the physical plant, as well as the school community.
- Monitor how staff is assessing students for the emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff, and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.

## ATTACHMENT

### **SAMPLE NENANA CITY PUBLIC SCHOOL LETTER**

[Date]

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Alaska are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your child(ren) will be cared for at this school. Our School District has a detailed emergency crisis plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency. Therefore,

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to [radio stations] for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District to the local TV Channel. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated locations on the school campus. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver

will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Mr. David R. Huntington  
Principal  
Nenana City Public School