

Charter Oak-Ute
Elementary

**CRISIS
MANAGEMENT
PROCEDURES**

Confronting School Crime
and Violence

Crisis Planning and Prevention

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Emergency Telephone Numbers

Emergency Operations Center

911 (Crawford County Sheriff Office)	
911 (Charter Oak Fire Department)	
911 (Charter Oak Police)	
Ute Ambulance	885-2222
Monona County Sheriff	423-2525
Crawford County Memorial Hospital	265-2500
City of Charter Oak	678-3580
Mid America Energy	1-800-553-5325 (24 hr emergency)

		Work	Home	Cell
Rollie Wiebers	Supt/Sec. Principal	678-3325	263-8506	263-0251
Tina Gress	Elem Principal	885-2261	678-3791	269-0773
Adam Eggeling	Asst HS Principal	678-3325	263-2940	269-8178

The Principal or a designee is responsible for contacting the Superintendent in the event of a school crisis.

Board of Education

Betty Lou Olson	885-2577
Dean Staley	678-3794
Jim Ewoldt	885-2862
Bill Magill	679-2786
Valeta Pautsch	678-3635

Charter Oak Building

Business Manager: Cathy Carstens	885-1504
Secretary: Kim Creese	885-2884
Head Maintenance: John Jepsen	265-1981

Ute Building

Custodian: Becky Meadows	885-2516
Secretary: Bethany Grimsley	267-3024

BOMB THREAT

- Don't hang up on phone threats, try to keep caller talking
 - Notify Principal
 - Call 911-(Sheriff) attempt to trace
 - Call Iowa Telecom--possible phone trace 877-901-4692
- Principal and/or law enforcement will make decisions to evacuate
 - Teachers will take grade book and take students Lutheran Church
 - Take attendance at church
 - Fire Evacuation Procedures
 - Wait for instructions from Principal as far as dismissal or return to school
- Document in writing as soon as possible
 - Type of threat
 - Specific time message was received (time, date, day)
 - Exact wording of message
 - Estimation of person making threat (sex, age, race, sound in background)
 - Note unusual circumstances(noises, clothing, words, tone)

Bomb Threat Report Form

Time of Call _____

Date _____

Record the words of caller:

Describe voice on the phone: (man, woman, child, intoxicated, accent, tone)

Describe background noise (music, children, traffic, etc)

Call received by: _____

EXPLOSION/FIRE

FIRE ALARM WARNING SIGNAL

- Evacuate building--teachers take class roll book
take students to Lutheran Church
- Check restrooms, vacant classrooms, storage areas
- Call 911
- Contact Superintendent
- Wait for further instructions from principal

GAS LEAK

FIRE ALARM SIGNAL IF NECESSARY

- Contact building Principal
- Contact Maintenance Department
- Contact Mid-American Energy (800-595-5325)
- If Maintenance not available and situation is an emergency contact fire department--911

If smell of gas is faint

- open windows
- evacuate area

If smell of gas is strong

- evacuate building
- move upwind from building

If persons are unconscious

- don't enter area without breathing protection
- evacuate from building

KIDNAPPING

Prevention Techniques

--Principal office should have a list of students who are not to be released to anyone except a specific parent/guardian

--Prior approval should be received before releasing student with anyone other than parent.

--When a parent telephones a request that a child be released from school the identity of the caller should be confirmed by a separate call to the parent or guardians if needed before the child is permitted to leave. In the event of any doubt the message and phone number should be written down and a return call should be made after cross checking the telephone numbers on file.

In the event of a kidnapping

--Notify building principal

--Principal calls 911

--Call parent of record

--Call Superintendent

--Do not release any information to the press. Refer all requests to the principal or superintendent.

LOITERING/STRANGER ON CAMPUS

Loitering in a school building on the campus or near a school campus is a misdemeanor and is under the education code.

Procedures to follow when persons are suspected of loitering include the following:

- Strangers should be approached if possible
- Ask for identification
- Determine nature of person's visit
- Direct and/or accompany them to the proper office.
- If no acceptable purpose ask them to leave--never attempt to physically force them to leave
- Notify building principal
- If any refuse to leave call 911
- Keep visual contact with them
- Notify staff to be alert
- If they leave, check periodically to make sure they have not reappeared on campus
- Staff should be notified and given description.

SEXUAL ASSAULT/HARASSMENT

If sexual assault is suspected:

- Notify principal's office
- contact qualified specialists
- contact sheriff
- administer first aid if needed
- document all calls made concerning issue
- document signs and suspicions in writing
- contact parents
- follow upon condition of assaulted person

If sexual harassment is suspected:

- Notify building principal
- if the situation involves the administrator contact superintendent
- if necessary, a formal complaint should be submitted to the Level II investigator
- Follow mandatory child abuse procedures.

The district shall not retaliate against a student who in good faith reports perceived sexual harassment or abuse.

Special note: Take every report of sexual assault/harassment seriously. Always report such claims to the building principal or superintendent. Follow established school policy.

WEAPONS--(GUNS, KNIVES, EXPLOSIVES, ETC)

SUSPICION OF POSSESSION

- Notify principal
- Notify superintendent
- Call 911
- Bring student to office with any items that are in their possession at that time
- At least two adults should be present at this meeting
- Further procedures are in district manuals.

WEAPONS IN BUILDINGS

- Notify building principal
- Principal determines if evacuation is necessary
- Call 911
- Evacuate danger area
- Contact parents
- Notify staff if possession represents danger to others
- Follow district guidelines to enforcements
- Superintendent or designee will be the only one talking to the media

WEAPONS ATTACK

Notify principal office

Contact 911

Command center set up in business office

- move students away from windows and out of view from hallway
- lock or barricade entrance to room
- evaluate situation and determine to
 - stay put and hidden or
 - evacuate building to safe area (make sure evacuation does not put students in danger of being shot or attacked)
- if attack occurs in your room or area
 - remain calm and talk to attacker in calm voice
 - do not try to confiscate weapon
 - don not try to physically subdue attacker

SUICIDE ATTEMPT/SUICIDE STUDENT/STAFF DEATH

Knowledge of Intent

- Notify principal and counselor
- Do not leave student alone
- Principal will contact parents and Superintendent

Knowledge of Attempt

- Notify principal
- Principal will treat attempted suicide as medical emergency and contact 911
- Contact Superintendent
- Contact parents

Suicide Occurs

- Designated person to secure area
- Crisis team activates
- Contact 911
- Staff goes on alert to watch other students
- Student counseling and meeting areas activated.

TORNADO

TORNADO WATCH

A tornado watch exists when called by U.S. weather services. This condition occurs when there is a better than normal chance of dangerous weather damaging winds and the possibility of tornados.

TORNADO WARNING

If a tornado is spotted or reported or a tornado warning is issued by the national weather service, alarm sounded--students follow tornado procedures and report to designated areas.

- Report any missing students.
- if outside and unable to reach shelter, escort students to a ditch or hollow and have them lie face down hands over head.
- if inside and tornado is reported as eminent, assume dispatch drill position
- stay in designated area until all clear is issued.

POST TORNADO (if building struck)

- turn off gas and power
- contact 911
- evacuate area cautiously to east side parking lot by street
- injured should be moved as little as possible
- roll taken at staging area, missing and injured noted
- remain with students in area until administration gives further instructions

