



**Moravia Community  
School District  
EMERGENCY RESPONSE PLAN**

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## **Introduction**

This guide has been prepared by the administration of the Moravia Community School District and has been approved for district use by the Board of Directors. The purpose of this guide is to direct the efforts of district personnel in the effective management of emergency situations.

Moravia Community School District collaborates with many government and community agencies to prevent, assess, and counsel on the safety of children and staff. This guide contains the primary elements necessary for effective intervention and follow-up for selected emergencies that might occur within the schools. Moravia administration and staff, as well as local law enforcement agencies, area hospitals, utilities providers, and area fire departments, have access to this reference. Moravia staff will be trained in the utilization of this guide.

Since anticipation of all emergency situations that might occur is not possible, this guide, along with the exercise of good judgment, should help to ensure that emergencies would be managed effectively.

The individual in charge of the Emergency Response Plan and Team will be the Superintendent of Schools. The Superintendent will notify other members of the Team in the event of an emergency. Members of the Emergency Response Team shall receive training annually.

In the absence of the Superintendent, the administrator in charge shall be one of the following members of the Emergency Response Team in the order given:

1. Secondary Principal
2. Building Secretaries
3. Counselor

After 4:30 p.m. weekdays, and on Saturdays and Sundays when meetings are held in the Moravia facilities, the building attendant will be responsible for initiating any needed warning alarms and supervising emergency procedures for staff and workshop participants.

After responding to the emergency, the building attendant shall immediately notify any member of the Emergency Response Team.

## **Building Secretaries Duties in Emergency Situations**

### **Fire**

If a call is received reporting a fire, ask the location and size of the fire, what is burning, and if 911 has been called. If the caller has not activated an alarm, pull the closest alarm. Call 911 if the caller did not. Inform an administrator of the situation.

### **Tornado**

Upon receipt of information that a tornado watch is in effect, notify an administrator. An administrator will direct the secretary to sound the Tornado alarm.

An administrator will direct the secretary to announce, over the public address system, when the “all clear” signal is received from the proper authorities.

### **Personal Emergency Situations**

Call 911 and notify the administrator in charge.

### **Earthquake**

Get under a desk. If the phone is working, use it only for life and death emergencies. Once the earthquake ends, evacuate the building.

### **Chemical Spill**

Contact an administrator in charge.

### **Power Failure**

Shut off the electrically powered items. Notify an administrator, who will then contact the local electrical company.

### **Threat of Violence**

Contact an administrator in charge and/or contact law enforcement when necessary.

## **Fire Procedures** *(Two fire drills will be held each semester)*

*Note: These plans may vary in consideration of safety. Always remember your safety and the safety of your students are the number one priority.*

1. When the Fire Alarm sounds, teachers must get their computer and walkie talkie and escort any students under their supervision to the designated area.
2. If you see a fire and have not heard the alarm, engage the nearest alarm quickly. Then go to your students and escort them out of the building according to the established plan.
3. All building occupants must exit the building in an orderly manner - walk, do not run and keep talking to a minimum. Students and staff are not to try and collect belongings before exiting the buildings. - If possible place one staff member in the front of the line and another in back to ensure no one is left behind.
4. Once outside the building, go to the designated area and begin taking roll. Report to an administrator immediately if any students are not accounted for.
5. Extreme care must be taken not to hamper free access to the street for emergency vehicles. Wait for clearance by building administrators before going back into the buildings.
6. Report any fire hazard to the Maintenance Director immediately: any frayed or worn electrical cords, continuous fuse failure, improperly functioning electrical equipment, etc. A written report should then be submitted to the CFO within 24 hours.
7. Do not take chances if you smell smoke and cannot find a cause in a short period of time. Report it! Contact maintenance and/or the central office to report these issues.
8. Know the locations and use of the alarm system and all fire fighting equipment in the building. Only staff members who have been trained in the use of fire fighting equipment may attempt to fight the fire. This only should be attempted if the employee's life is not in danger, and only with appropriate fire fighting equipment.

## **Severe Storm/Tornado Procedures**

### **What is a...**

**Severe Thunderstorm Warning:** Severe thunderstorms are actually occurring with hail or damaging winds.

**Tornado Watch:** Conditions are favorable for tornadoes or severe thunderstorms to develop.

**Tornado Warning:** The actual sighting of a tornado in the area.

### **What to do in the event of a...**

#### **Severe Thunderstorm Warning or Tornado Watch:**

Monitor weather on the radio, and listen for the activation of the warning system.

#### **Tornado Warning:**

Behavioral Expectations

- a. Students move quietly and quickly to designated areas.
- b. Older students provide assistance to younger students as they proceed to designated areas.
- c. Teachers are to bring their computer and walkie talkie, and move with students to their designated areas. Remain in the designated areas with students during the drill. Attendance shall be taken to ensure all students are accounted for.

## **Designated Areas for Students to Locate**

### **Elementary**

Rooms 103 & 104 - Coat Room/ PK Restroom  
 Room 105, 126A, 126B - Teacher lounge bathroom/kitchen  
 Rooms 106, 123, & 124 - Boys Elementary Restroom in Lower Wing  
 Rooms 118, 119, & 122 - Girls Elementary Restroom in Lower Wing  
 Rooms 125 - Library Closet  
 Rooms 114, 115, & 116 - Single Use Restrooms  
 Rooms 117 & 121- Paper room (120)

\*Elementary students in classes in the secondary building will follow the below procedures for the room that they are in.

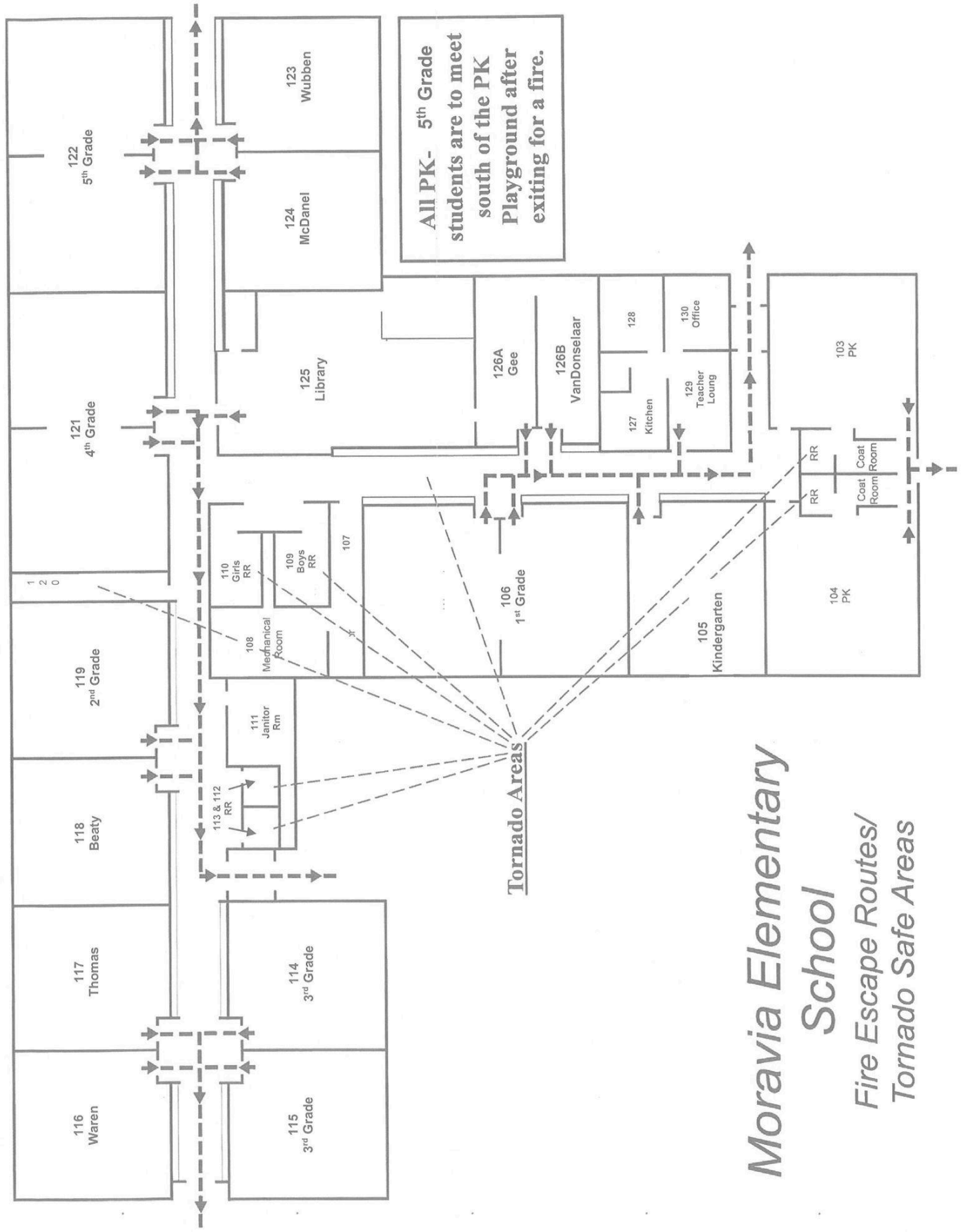
### **Secondary**

Room 101 - Multi Girls RR  
 Room 246 - Multi Boys RR  
 Room 245 - Faculty Lounge  
 Room 244 - Secondary Library Hallway  
 Room 250 - Secondary Library Hallway  
 Room 249 - Room Closet  
 Room 248 - Room Closet  
 Room 232 - Room Closet  
 Room 230 - Shop Restroom  
 Room 256 & 255 (Library/Computer Lab) -  
     Secondary Library Hallway  
 Room 261 - Junior High Boys RR  
 Room 262 - Junior High Boys RR  
 Room 223 - Junior High Girls RR  
 Room 224 - Junior High Girls RR  
 Room 202 - Junior High Boys RR  
 Room 203 - Weight Room  
 Room 204 - Weight Room  
 200 & 201 - Multi Girls RR  
 Multipurpose Room - Weight Room  
 Band - New Gym Boys RR  
 Chorus - New Gym Girls RR  
 Old Gym - Coaches Room  
 Secondary Office - Vault/File Room

#### **Note:**

1. Elementary teachers who have students outside at recess are to go to the playground area when they hear the Tornado Alarm, gather their students, and escort them to their designated area.
2. If elementary students are in the Elementary Media Center, their classroom teachers are to come to the Media Center to escort their students to the appropriate designated area.
3. If students are in the locker rooms showering during a Tornado Alarm they are to dress immediately and go to their designated area.
4. If threatening weather is announced for the general area at the close of a school day, all students and staff will be required to report to designate areas until the appropriate authorities have notified the school that the area is safe from threatening weather.

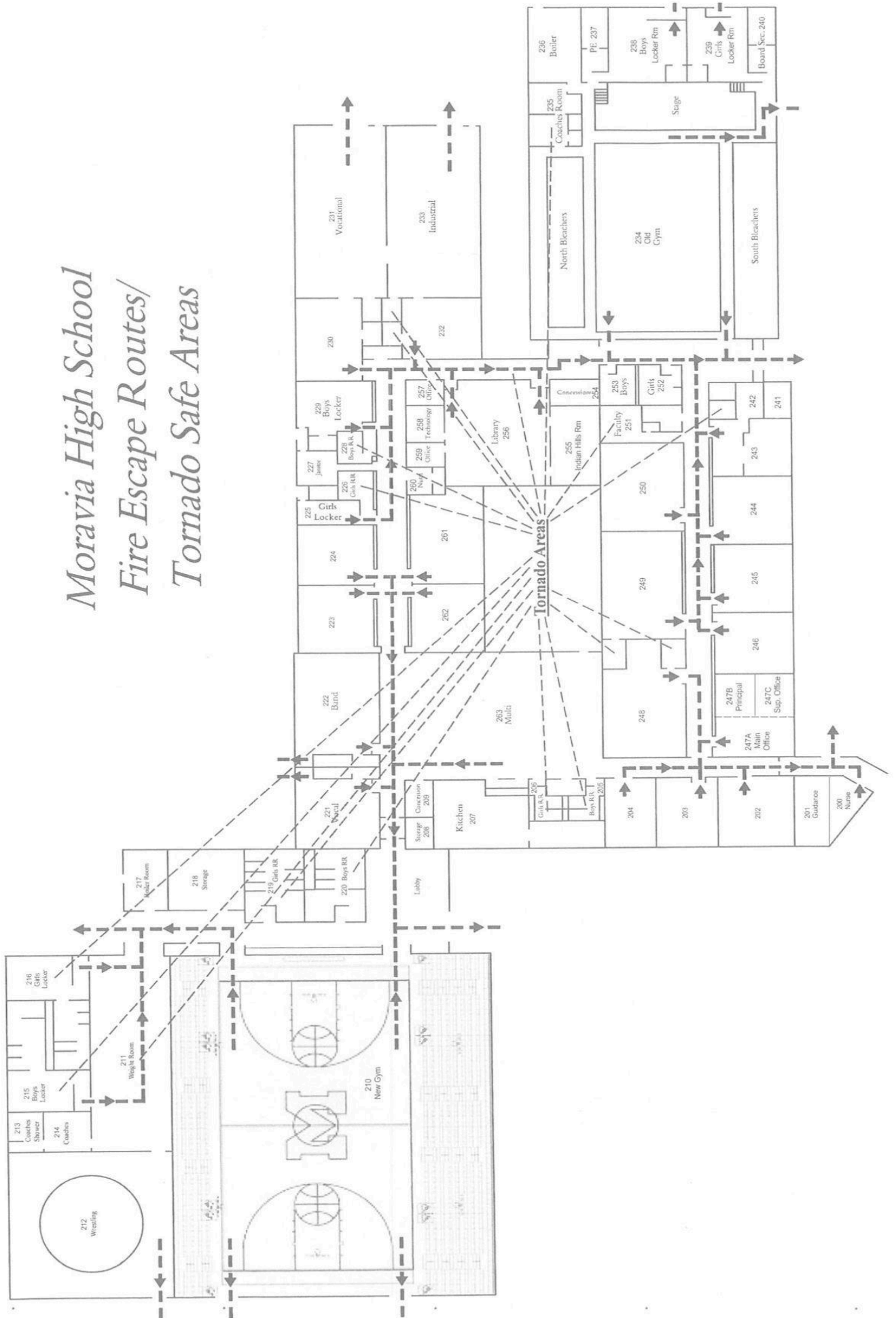
*(See following maps)*



*Moravia Elementary School*  
*Fire Escape Routes/  
Tornado Safe Areas*



*Moravia High School  
Fire Escape Routes/  
Tornado Safe Areas*



## **Bus In Route - Tornado Watch and Warning Procedure**

According to the National Weather Service, “tornadoes can occur any time of day or night, any time of the year. In Iowa, peak tornado occurrences are from April to June and between 3 p.m. and 8 p.m.”

1. Prior to the threat of severe weather the responsibility of the school bus driver:
  - \*is to be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic, extracurricular activities, and field trips the school bus driver should have a map available to determine alternate routes to safety;
  - \*has pre-determine shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary and to the extent practical similar options when on activity trips. In emergency situations most people will offer others shelter when asked;
  - \*is to know the difference between a tornado watch and a tornado warning. A “watch” means tornadoes are possible in your area; remain alert for approaching storms. A “warning” means a tornado has been sighted or indicated by weather radar.
  
2. School administrators and school bus drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route (daily route or activity trip) the school administration should have a means to communicate this information to the school bus driver.
  
3. When a ‘tornado watch’ is issued a school bus driver is to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.
  
4. When a ‘tornado warning’ is issued a school bus driver is to promptly seek shelter for the passengers.
  - \*If the warning is announced at or near the dismissal of school the school day students are to remain in the building in a designated safe area.
  - \*If the warning is announced while en route a school bus driver is to go to a pre- identified shelter or building closest to their current location depending on the immediacy of the tornado threat.
  - \*If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to:
    - stop and evacuate the passengers. Do not attempt to ‘outrun’ the tornado. Do not remain on the school bus. If the bus is radio equipped, advise the school corporation of your bus number and location. -Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is away from the bus and where practical on the side of the road without power lines, utility poles, trees etc.
    - Do not use above ground locations for shelter. (e.g., road or bridge over passes)
    - Instruct passengers to lie flat face first and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to ‘not sneak a peek’ at the tornado
  
5. After the emergency:
  - \*Account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
  - \*Before leaving a shelter or the immediate area if out in the open the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path. \*Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

# **Earthquake Procedures**

## **During an Earthquake**

1. Remain calm! It is important to remember that no matter how severe it is, the odds of surviving an earthquake are in your favor.
2. Stay where you are when the shaking starts. If you are indoors, remain indoors. If you are outside, stay outside. Most injuries occur as people are entering or leaving buildings.
3. If you are indoors, get under a desk or within a doorway. Stay away from glass, windows, and outside doors.
4. If the quake catches you outside, get away from buildings and utility wires. Stay in the open until the shaking stops.
5. Extinguish open flames (matches, cigarette lighters, candles, etc.) as they might ignite leaking gas.
6. Although the building will shake alarmingly, it is a fairly safe place to wait for the shaking to end. Do not, however, remain next to masonry or high-rise buildings.

## **After an earthquake - Operational Procedures**

1. Evacuate the building.
2. Check for injuries and administer first aid.
3. If the telephone is working, use it only for life and death emergencies.
4. When you go outside, do so cautiously, watching for falling debris from unlikely places.
5. Use a flashlight rather than candles or any other open flame. A flashlight is located in each of the building offices.
6. If you have a portable radio, turn it on to keep up with the latest official information. Portable radios are located in each office.
7. Stay out of buildings until they have been checked for safety. Buildings that appear undamaged may be structurally unsound. An aftershock may cause falling debris or demolish the building.
8. Many earthquakes are followed by aftershocks, often as bad or worse than the original so continue to stay away from potential hazards such as concrete and masonry buildings, and utility wires.

## **Winter Storm Procedures**

The following guidelines have been developed in an attempt to meet the needs of the Moravia Community School District and also consider the safety of each employee. When reviewing these procedures, keep in mind that you always retain the right to use your own professional judgment in evaluating your particular situation. Should you determine that it would not be reasonable for you to attempt to reach your assignment due to dangerous weather conditions, you may use personal leave, vacation time, or ask for unpaid leave to cover the time lost. Staff should notify administration (not secretaries) regarding this decision. Contact your supervisor with your questions regarding the nature or intent of these procedures.

1. Should weather conditions indicate that travel would be impossible or exceptionally hazardous, the Superintendent or his/her designee will notify the appropriate radio and television stations.

### **RADIO update**

KIIC, Albia 1370 ..... 641-932-2112  
 KBIZ, Ottumwa 1240..... 641-682-4535  
 KCOG, Centerville 1400 ... 641-437-4242

### **TELEVISION update**

KTVO, Ottumwa - Channel 3 ..... 641-682-3333  
 WHO, Des Moines - Channel 13 ..... 515-282-1313  
 KCCI, Des Moines - Channel 8 ..... 515-247-8808  
 WOI, Ames - Channel 5..... 800-858-5555

*\*Notifications will also be sent out through the school messaging system as well as posted on the school's Facebook page.*

2. In the rare event of early dismissal or closing, the announcement will be declared by the Superintendent or his/her designee and stated over the public address system.
3. In the event of a late start or cancellation, there will be no before school program.
4. In the event of an early dismissal or cancellation, there will be no after school program.

## **Chemical Spills**

With old Highway 5 running adjacent to school district property and the amount of truck/farm equipment traffic hauling various hazardous chemicals (such as anhydrous ammonia), a chemical spill could happen in our community. Evacuation of our buildings may be necessary. Directions to evacuate will be given to the school district by the Police or Fire Department.

### **Inside the building:**

1. Clear people out of the affected area and contact the administrator in charge, who will evaluate the situation and take appropriate actions.
2. If the spill is determined to be out of control, the local fire department will be contacted for assistance and clean up.
3. If given the direction to evacuate the building(s), leave the building by the most direct route possible. Exit the building in an orderly manner following the same procedures used in a Fire Drill.
4. Notify an administrator of the situation.

### **Outside the Building:**

1. As an element of exposure, you may be asked to stay inside the building. If so, turn off all exterior fans/air induction, block all leakage points such as door thresholds, close doors, etc. Electrical power may also have to be shut down.
2. If the building evacuation is required follow the same procedures that are used during a Fire Drill. However, listen to building administrators for any changes in designated areas. If the chemical spill is on old highway 5 students should be taken to the area of the football field. Elementary to the west end of the football field and secondary to the east end. If an accident were on the railroad, students would go to the elementary playground. Both scenarios will be determined by the administration

## Utility Emergency Procedures

### Gas Line Break

1. 1. Call 911
2. 2. Call IES - Alliant Energy 1-800-255-4268
3. 3. Notify the building administrator or grounds manager.
4. 4. If given the direction to evacuate the buildings, leave the buildings by the most direct route possible. Exit the buildings in an orderly manner to the area designated by the building administrators. Teachers need to have their computers with them.

If after work hours, call the Superintendent at home.

### Electrical Power Failure

Without electricity, most phones in the district are inoperable. A cell phone will have to be used.

1. 1. Call 911 in the event of a life threatening power emergency (e.g. downed power line)
2. 2. Call Alliant Energy at 1-800-255-4268
3. 3. Notify the building administrator or grounds manager. .
4. 4. In the event of a brief power failure, staff members will be asked to work as best they can. Staff members should shut off all electrically powered items.
5. 5. If given the direction to evacuate the building, verbal announcements will be made. Leave the building by the most direct route possible following Fire Drill procedures Account for all students under your supervision.
6. 6. If the power failure persists beyond a reasonable period of time, the Business Manager or an administrator will announce the close of the building.

If after work hours, call the Superintendent at home.

### Water Main Break

1. 1. Call the Moravia Superintendent Office at 1-641-724-3240.
2. 2. Notify the building administrator or grounds manager.
3. 3. If given the direction to evacuate the building, verbal announcements will be made. Leave the building using the Fire Drill procedures and account for any students under your supervision. 4. If the repair will take longer than a reasonable period of time, the administrator will announce the closing of school.

### Water Supply Interruption

1. 1. When the building administrator is alerted about a brief interruption in the water supply, she or he will notify the staff.
2. 2. If the water supply will be shut off for a reasonable period of time - up to fifteen minutes, staff members will be alerted to use restroom facilities before the interruption. For longer periods - up to one hour, staff members will be directed to use neighboring facilities in the event of an emergency.

#### Emergency Cut Offs

<u>Electricity -</u>	<b>High School:</b> South wall in East Boiler Room. Turn off all big levers in Electrical Boxes. <b>Elementary:</b> North wall west end of custodians room. Turn off switches in the big electrical boxes.
<u>Gas -</u>	<b>High School:</b> North wall in East Boiler Room towards east wall. Use pipe wrench to turn off. Turn 1/4 turn. <b>Elementary:</b> Outside on playground, west side of building towards North End. Shut off with pipe wrench hanging in custodians room by light switch. Turn 1/4 turn.
<u>Water -</u>	<b>High School:</b> Southeast corner of East Boiler room. Turn large gate valve off by turning it clockwise. <b>Elementary:</b> Behind boiler in Mechanical Room by West wall. Turn valve with yellow plastic tips 1/4 of a turn. Get to Mechanical room through custodians room through north door.

## **Crisis Response Team and Media Relations**

### **Team Members**

1. Superintendent/Elem Principal
2. Secondary Principal
3. Building Secretaries
4. Guidance Counselor
5. School Nurse
6. Activities Director

### **Crisis Team Responsibilities**

1. Provide factual information to students and dispel rumors.
2. Request staff to arrive 30-60 minutes early the following day to review the administration plans and revised schedule when necessary.
3. Refer students who are experiencing profound trauma to appropriate support staff and/or grief counselors.
4. Assign a support team to the class where the tragedy occurred or to accompany affected students during the class day.
5. Write a detailed summary report of how events were handled for the day for administration review.
6. Maintain a Crisis Kit. Contents include:
  - a. Name tags
  - b. Notebooks containing emergency phone numbers for distribution to staff.
  - c. Pens, markers, note pads.
  - d. Batteries
  - e. First aid supplies and tape
  - f. Signs with titles reading: COUNSELORS, MEDIA, PARENTS, VOLUNTEERS, CLERGY and KEEP OUT.
  - g. A yearbook or duplicate set of class photos.

### **Media Relations**

District Spokesperson - Superintendent of Schools.

No one but the designated spokesperson for the district will speak to the media.

#### **Guidelines:**

1. The public, and especially parents, deserve access to reliable and factual information.
2. Never use the statements “no comment” or “this is off the record”.
3. Students, parents, and staff should be advised that they could say “no” to an interview.
4. Agree in advance with local media and law enforcement agencies to a designated off-site media center and that students' names are not to be used.
4. Non-factual reporting errors should be addressed immediately with the specific reporting agency/ media outlet.
5. Present the facts based on the following: Who, what, when, where and why. The most important information the news media will want is “why”. Avoid speculation as to “why” and move the discussion to “what next.”
6. Conduct regularly scheduled news conferences.

**\*Declare the entire school grounds as a crime scene. This will restrict unescorted access by media representatives into the school building and protect the integrity of the investigation**

## **Bus Response Procedures**

1. Notify 911 and/or proper law enforcement personnel
2. Notify the superintendent and/or board secretary.
3. Tend to all student injuries and transport (via ambulance) to the closest medical facility as soon as possible.
4. Send a second bus to off load students and remove them from the accident scene as soon as possible. This bus should be accompanied by at least one administrator.
5. Take the remaining students to the closest school facility and have medical personnel present to perform a cursory examination for injuries.
6. Notify and have a school counselor in place upon the arrival of the bus.
7. Notify AEA #15 about possible need for additional counselors.
8. If the accident is not serious (there have been no serious injuries) return students to class and a normal routine as soon as possible. However, if the accident is serious, segregate children in various age groups and get counselors involved with them as soon as possible.
9. Business manager notifies the insurance company.
10. If the driver is not injured and after he/she has completed the necessary questioning by law enforcement she/he will be required to complete a post accident drug/alcohol testing procedure. Forms are available in the main office and on each bus. The physical must be completed within thirty hours.

### **Watch for Suspicious Behavior**

- Bus stops or railroad crossings (strangers & parents)
- Do not open the sliding door for anyone that wants to talk to you, make him or her come to the left side window.
- Accident or Breakdown scene
- Known gang territories

### **Concealed Weapons on Bus**

- Screen students as they board (bulging clothing)
- Read student body language (suspicious behavior)
- Listen for student conversations & comments
- Notify authorities as soon as possible (radio, phone, at school)
- Prepare to identify student(s) (name, gender, clothing, carry-on bag)
- Encourage students to tell you when they see a weapon
- *DO NOT SEARCH STUDENTS YOURSELF*
- *FOLLOW DISTRICT POLICY*

### **Weapon Visible at Bus Stop (Student or Non-student)**

- *DO NOT STOP*
- Go to safe location and call bus supervisor
- Give location and description of person with weapon
- Follow directions of bus supervisor

### **Hi-Jacking of Bus**

- Listen and calmly follow the demands of the hi-jacker
- Ask the hi-jacker to notify the bus supervisor that you are unable to take the sports event that night. (This signals to the bus supervisor that you are in a hostage situation.)
- Be respectful
- Don't be confrontational or physical
- Turn on flasher
- Turn on lights inside
- Open the window
- Park by building so police can come to one side of the vehicle



## **Weapons Policy (Board Policy, 502.4)**

1. Students or faculty who become aware of a weapon brought aboard a school bus or onto school property must immediately notify the principal or designee.
  - a. "School Location" includes a school building, school grounds, scheduled field trip or sanctioned school functions, bus stops, school buses or district vehicles, school-contracted vehicles, district property.
  - b. "Possession" means having a weapon on one's person or in an area subject to one's proximity or control in a location.
2. Police will be immediately notified, followed by the school superintendent.
3. Students or faculty should not attempt to pick up or transport the weapon.
4. A "weapon" means any object, device or instrument designed or capable of producing bodily harm or may be used to inflict self-injury.
5. Items defined as "weapons" include:
  - a. Firearms, whether loaded or unloaded: pellet guns; BB guns; air guns, stun guns.
  - b. Ammunition; poisons; chains; arrows.
  - b. Knives; blades; clubs; metal knuckles; nunchucks; throwing stars.
  - c. Explosives; fireworks; mace and other propellants.
  - d. Any object, which has been modified to serve as a weapon.
6. Any student who uses articles designed for other purposes such as scissors, belts, combs, pencils, baseball bats or files to inflict bodily harm will be reported to the principal or designee.
7. No student shall possess, use or distribute any object or device, which has the appearance of a weapon or any device that is a facsimile of a real weapon.

## **Bomb Threat and Explosion Procedures**

Definition: An explosive device present or alleged to be present in the office building or on the premises, which may or may not have exploded.

***Portable radios, pagers, computers, microwaves, and cellular phones must not be used during a bomb threat incident!***

### **Action Steps**

1. If a phone threat is made, obtain as many details as possible. Use the checklist on the following pages.
2. Call 911 for emergency assistance.
3. Report *immediately* to Administration.
4. For a bomb suspected INSIDE the building:
  - a. Building administrator will make an announcement verbally.
  - b. Unless special instructions for evacuation are announced, leave the building via fire evacuation route and procedures. If visitors are in the building, notify them of the threat and include them in the evacuation.
  - c. While evacuating, be aware of unusual or suspicious noises, devices, or disturbances. ***Do not touch anything that looks suspicious.*** Inform the emergency personnel if something unusual is seen.
  - d. Once outside, account for all students and personnel from your room.
  - e. Students go to the Community Building with staff members.
5. Volunteers walk with fire and police through the building.

### For a bomb suspected to be OUTSIDE the building:

1. Follow all tornado routes and procedures. Do not use radios.
2. If an explosion does occur, protect your head from flying debris with arms, books, coats, etc. Stay in this position until flying debris ceases.
3. Remain until the emergency personnel give the "all clear" signal.
4. Buses will pick up students at the Community Building.

*(Bomb Threat Call Checklist on next page)*

## Bomb Threat Call Checklist

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb located? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause the bomb to explode? \_\_\_\_\_
6. Did you (the caller) place the bomb? \_\_\_\_\_
7. Why did you (the caller) place the bomb? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_

Sex of the caller \_\_\_\_\_ Age \_\_\_\_\_ Length of call \_\_\_\_\_

### Callers Voice (circle all that apply):

Normal	disguised	familiar	excited	angry	calm	laughing	rapid
slow	soft	loud	deep	high	crying	slurred	distinct
accent	stutter	lisp	rasp	nasal	clearing throat	cracking voice	
deep breathing							

If the voice is familiar, who does it sound like? \_\_\_\_\_

### Background Sounds (circle all that apply):

street noises	house noises	factory/machinery	animal noises	motor noises
voices	office sounds	clear, not sound	PA system	static
phone booth	other _____			

### Threat Language (circle all that apply):

well spoken (educated)	foul	incoherent	irrational	taped
message read by the threat maker		incorrect grammar		

**REPORT IMMEDIATELY to your Administrator. Fill out this form COMPLETELY while receiving the threat.**

## **Violence in the Workplace**

### **Definition:**

Any intentional act, by individuals or systems, that physically or psychologically violates or degrades others, which may include aggressive language and/or behavior, harassment, physical assault, or property damage.

Workplace violence by an employee or a third party or parties on Moravia CSD property, staff work site, or school sponsored event, includes but is not limited to:

- Offensive and unlawful touching by one person against another.
- Threats of bodily harm to another.
- The use of abusive language, threatening, or hostile behaviors.
- Possession of firearms or weapons while on school business.
- Stalking
- The use of intimidating, threatening, or hostile behaviors.
- Any other conducts detrimental to agency personnel, which may cause undue disruption of work or endanger the safety of persons or property.

### **Action Steps**

1. Terminate all contact with the offending individual.
2. Call 911 if an employee's immediate safety is threatened.
3. Any employee who has been the victim of workplace violence, or who has a concern about potential workplace violence, is directed to bring the concern to the individual's building. After conferring with the employee's building principal, the employee should file Workplace Violence Incident Reporting Form. This report shall be filed with the Superintendent. Forms will be housed in the Business Office.
4. The proper authority will investigate all complaints.
5. Employees filing the Workplace Violence Incident Reporting Form shall receive written response outlining administrative actions taken within 15 calendar days.
6. If after an investigation, it has been determined that an employee has committed an act of violence against another, a written summary shall be entered into the employee's personnel record.

*(Workplace Violence Incident Reporting Form on Next Page)*

**Workplace Violence**  
**Incidence Reporting Form**  
**Moravia Community School System**

Your Name: \_\_\_\_\_ Date \_\_\_\_\_

Date and time the incident occurred: \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

Who was the offender? \_\_\_\_\_

Describe what happened to you:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was there anyone else involved? If yes, who? \_\_\_\_\_

Were there any witnesses? If yes, who? \_\_\_\_\_

Did you receive medical attention? If yes, where? \_\_\_\_\_

Did you file a workman's compensation claim?      YES      NO

Did you report this to your immediate supervisor? If so, when? \_\_\_\_\_

Did you report this to the local law enforcement authorities?      YES      NO

*(4 Copies: Business Office, Superintendent, Building Principal, and Employee Copy)*

## **Troubled Co-Workers**

### **Troubled Co-Workers**

Situations may occur in which an employee is concerned about a fellow employee's well being and behavior. These may include alcohol and substance abuse, mental health status, domestic violence, suicidal behavior or other personal issues that may be having a negative impact on job performance. When concerns arise about a fellow employee, the following steps should be taken:

1. Speak with your building administrator regarding your concerns. Document the conversation and any recommendations, if appropriate.
2. If your concerns have not been fully addressed, your building administrator will communicate with the superintendent, following the chain of command, and respond to your concerns.
3. If concerns continue and are not addressed, please repeat the above steps.

### **Hostage Situation:**

In the event that the School, an employee, or a client/guest is used as a hostage, the police will be contacted immediately. The police will be in charge of the situation. The Superintendent will assist as requested by law enforcement personnel.

- If ordered by police, evacuate the building.
- All negotiations will be done through the police. Do not negotiate with the individual unless under direct orders of the police officer in charge. If a staff member feels that he/she may be able to talk to the individual he/she must contact the superintendent or the police officer in charge to discuss the idea.
- Refer all media to law enforcement personnel. The Chief Administrator or his/her designee will be the chief liaison to the police. The Chief Administrator or his/her designee shall be present at all news conferences concerning the incident. No other staff member will give information to the media.

## **Dealing with Death-Suicide**

### **Death of Staff Member**

- The Superintendent, Business Manager, Secretaries, and Administrators, will be notified immediately, even if the death has occurred in the evening or weekend.
- Media and other requests for information should be referred to the Administrator in charge who shall confer with and advise the administration office staff.
- The Chief Administrator and administration office staff will develop written communication so that all staff members get the same accurate report.
- Should a death occur at school, the employee's supervisor will refer to the staff member's personnel card and notify the emergency contact person(s) listed. The supervisor may also contact close friends of the employee to help and/or be with the employee's family and friends, if appropriate.
- The school, in some way, will honor the memory of the staff member. These include but are not limited to: cards, letters, or a living memorial such as planting a tree at the school. Staff members who wish to attend the funeral will be excused from assignment.
- The Chief Administrator and a person from the deceased staff members office and/or department will be in charge of decisions dealing with the staff member's personal work effects.

### **Suicide Attempt in School**

- Verify information
- Call 911, if a person requires medical attention, has a weapon or needs to be restrained.
- Notify school counselor, building principal and school social worker
- Principal calls Superintendent and parent(s) or guardian(s) if suicidal person is student. Principal may schedule a meeting with parents and school psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a "no suicide contract".
- Stay with person until counsel or/suicide intervention arrives. Do not leave suicidal person alone.
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention (see below).
- Determine level of intervention.

### **Suicidal Death/Serious Injury**

- Verify information.
- Activate school crisis team.
- Principal notifies Superintendent.
- Notify staff in advance of next school day following suicide or attempted suicide.

- Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic.
- Protect privacy of family.
- Implement post-crisis intervention.

### **Post-crisis Intervention:**

- Meet with school counseling staff and administration to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings and close friends and other “highly stressed” students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to the Superintendent. Do not let the media question students or staff.
- Follow-up with students and staff who received counseling.
- Resume normal routines as soon as possible.
- Principal will notify staff and students with an updated press release.



## **External Defibrillator (AED) Procedure**

The Moravia Community School has two AEDs in the building. One is located in the hallway by the high school office. One is located in the hallway to the new gym.

### **Initial protocol for the unconscious victim is as follows:**

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
  - a. Call 911 (you will call if you are alone)
  - b. Send someone to get the AED (you will get it if you are alone)
3. Assess breathing
  - a. If not breathing give 2 breaths.
4. If warranted, perform CPR until the AED arrives

### **Begin AED treatment:**

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard the razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches or implanted devices.
4. The AED will analyze the patient's heart rhythm and determine if a shock is needed. Do not touch the patient while the AED is analyzing. If a shock is advised, make sure everyone is clear and press the shock button. Once the AED shock has been delivered. Immediately start chest compressions. 30 compressions pressing 1-1/2" to 2" in depth. Then deliver 2 breaths. Repeat 30 compressions and 2 breaths until the AED advises you to stop to re-analyze or the patient shows signs of improvement. IF No Shock is advised, start CPR with compressions 30 compressions pressing 1-1/2" to 2" in depth. Then deliver 2 breaths. Repeat 30 compressions and 2 breaths until the AED advises you to stop to re-analyze or the patient shows signs of improvement.
5. Continue to follow AED prompts and perform CPR until EMS takes over.

### **When EMS Arrives:**

1. Authorized individual working on the patient should document and communicate important information to the EMS provider such as:
  - a. Patient's name
  - b. Time patient was found
  - c. Initial and current condition of the victim
2. Assist as requested by EMS personnel Post-use Procedure:
  - a. Complete documentation of the sudden cardiac arrest event no more than 24 hours following the event
  - b. Give all documentation to the program coordinator
  - c. Program coordinator will contact the AED vendor to download event data from AED. Do not remove the battery.
  - d. Coordinator will assure that documentation is sent to the Medical Director as soon as possible and no later than one week from the date of the event
  - e. Program coordinator or designee should conduct emergency incident debriefing as needed

### **Equipment Maintenance:**

1. Inspect the exterior and connector for dirt or contamination
2. Check supplies, accessories and spares for expiration dates and damage
3. Check AED operation by removing and reinstalling the battery and running a battery insertion test.

## **Universal Precautions**

Definition: Precautions intended to prevent exposure to blood borne pathogens such as HIV and Hepatitis B. These precautions apply to blood and other bodily fluids containing visible blood.

### **Protective Barriers**

1. Wear gloves for handling items or surfaces soiled with blood or bodily fluids that contain visible blood (i.e. vomits, urines, feces). Change or discard after each individual contact.
2. Masks and protective eyewear prevent exposure of the mucous membranes of the eyes, nose and mouth.

### **Situations**

Minor scrapes and cuts

1. Encourage the victim to take care of his/her injury. To help clean minor cuts and scrapes, wear gloves and wash hands afterwards.

Large blood spills (serious nosebleeds or cuts)

1. Wear gloves and wash hands when through.
2. Use a thick layer of paper towels or cloth to provide a barrier and apply pressure to the wound.

Cleaning and Decontaminating

1. Wear gloves and wash hands afterwards.
2. Using an EPA-approved germicide or 1:100 solution of household bleach should promptly clean up all spills of fluids containing visible blood.
3. Also use these precautions when cleaning any instruments used.
4. Doubled plastic bags should be used for removal and disposing of contaminated items. Place contaminated linens, towels, etc. in the bag, including your gloves.
5. Tie and dispose of the bag.
6. Wash hands, other skin surfaces, and clothing thoroughly as soon as possible.

## **Basic First Aid Procedures**

### **Basic first aid priorities until help arrives**

1. Do not move the victim.
2. Identify injury A - Airway, B- Breathing, C- Circulation, D - Bleeding
3. Cover victim
4. Stay with and calm the victim.
5. Check for a Medic Alert I.D. (necklace, bracelet, card)

### **Situations**

#### Animal Bites

1. Wash wounds with soap under running water.
2. Have the animal caught alive so it can be tested for rabies.
3. Seek medical assistance, if necessary.
4. Any injury resulting from animal bite or scratch that breaks the skin, report to the Department of Public Health immediately at (641) 437-4332. Also report an animal bite to the Appanoose County Sheriff at (641) 437-7100 and the City of Moravia at (641) 724-9811. The police may need to quarantine the animal to check for rabies.

### **Cuts and Scrapes**

1. Wear gloves
2. Apply direct pressure over the site of the wound. Use a pad with sterile gauze, if one is available.
3. Apply firm, steady direct pressure for 5-15 minutes. Most bleeding will stop within a few minutes. If blood soaks through the gauze, do not remove it; add more thick layers of gauze and continue direct hand pressure even more firmly.
4. If bleeding is from a foot, hand, leg, or arm, use gravity to help slow the flow of blood. Elevate the limb so that it is higher than the victim's heart.
5. Seek medical assistance, if necessary.
6. For wounds that don't require emergency services, clean with soap and water and apply an adhesive bandage.

**Note: Severed limbs (fingers, arms, etc.) should be wrapped in a cold, wet cloth and sent with the victim to a medical care center.**

### **Puncture Wound**

Most puncture wounds of the skin that are caused by small clean objects (pins or paper clips) are minor and need no treatment except cleansing with soap and water. If a victim has been injured by an object that penetrates the body and remains there, the penetrating object should be left undisturbed and immobilized in place with dressings if possible. Seek medical attention.

### **Nosebleeds**

1. Wear gloves.
2. Place the victim in a sitting position leaning slightly forward if possible. If that is not possible, place him/her in a reclining position with his/her shoulders raised.
3. Firmly hold the end of bleeding nostrils closed for a minimum of 5 minutes. If bleeding continues or recurs frequently, seek medical attention.
4. If a nosebleed is the result of any injury and swelling is present, suspect a fracture. If the nosebleed is associated with head injury, keep the victim quiet. Apply cold compress and seek medical care.

### **Frostbite**

Pain in early stages, skin white or gray/yellow color. Extreme numbness of the affected area. Possible blisters.

1. Seek medical help.
2. Keep victims away from sources of direct heat (hot stove, heat lamps, etc.)
3. Do not rub the frostbitten area.
4. Do not break blisters on the affected area.
5. Rewarm frostbitten area rapidly. Provide warmth with dry clothing and gently wrap victims in warm blankets or immerse the affected area in lukewarm water.

6. If the victim is conscious, give him/her hot, non-alcoholic fluids to drink. Stop warming the victim as soon as the affected area becomes flushed.
7. Once the area is rewarmed, dry gently and have the victim exercise it. Do not allow the victim to walk after the area thaws if feet are involved. If fingers and toes are involved, place dry gauze between them to keep separate.

### **Minor Burns**

1. Burns covering only a small area of the body.
2. Treat with cold running water for 20 to 30 minutes to relieve swelling and pain.
3. Do not use grease/oil/ointment of any kind. Grease traps heat and continues the burning process.
4. Blot dry. A dry dressing may be applied if desired.

### **Serious Burns**

1. Call for emergency help immediately. Serious burns require prompt professional care.
2. Do not remove adhered particles of clothing. Cover the burned areas with a clean sheet or other household linen.
3. Elevate burned extremities.
4. Keep the victim calm, reassured, and lying down until emergency help arrives.

### **Hyperventilation**

Hyperventilation may occur as a result of anxiety or a disease process. Symptoms include rapid irregular breathing, tingling and spasms of fingers and toes, shortness of breath/gasping for breath, chest pain, anxiety or panicky appearance, dizziness/faintness, and or confusion.

1. Act in a calm, reassuring manner to assist a patient's return to a normal rate or respiration.
2. Speak with the person and make him/her aware of what he/she is doing.
3. Have the person talk - it is difficult to hyperventilate while talking.
4. Demonstrate proper breathing for the person and have him/her breathe with you.
5. Once the person seems aware of what they are doing, have the person breathe slowly into a paper bag held tightly over the mouth and nose.
6. If none of these measures seems to be working, have the person breathe slowly into a paper bag held tightly over the mouth and nose.
7. If the person continues to experience breathing difficulty, seek medical help.

### **Airway Obstruction (Choking)**

#### **Partial Airway Obstruction:**

##### **With Good Air Exchange**

Victims may be able to cough forcefully. There may be wheezing between coughs.

1. Encourage victims to cough.
2. Do not interfere with the victim's attempts to expel the foreign body.

##### **With Poor Air Exchange**

Weak, ineffective cough and high-pitched noises while inhaling. Bluish color of skin and nail beds.

1. Treat as if the victim has a complete airway obstruction (see below).

#### **Complete Air Obstruction**

Victim cannot breathe, speak or cough. May grasp throat with hands. Unconsciousness occurs.

1. Stand behind the victim and place your arms around the victim's waist.
2. Make a fist with one hand, covering it with the other hand. Place the top of fist (thumb side) above the victim's navel, under the rib cage.
3. Thrust fist upward and back into victim's abdomen.
4. Repeat abdominal thrusts until the airway opens.

5. If unable to dislodge an object, summon help and medical care immediately.

*A certified CPR instructor should provide complete training on treatment for choking.*

## **Dental Emergency**

### **Tooth Dislodged From Injury**

1. Rinse the tooth in clean water.
2. Wrap in a cold, wet cloth.
3. Get victim to dental assistance immediately. Send tooth to dentist with victim for possible re-implantation.

### **Bleeding Wounds in the Mouth**

1. Wear gloves.
2. Control bleeding with pressure on the hemorrhaging area with a piece of gauze.

## **Eye Injury**

### **Foreign Object in the Eye**

1. Instruct the person not to rub their eyes.
2. Have the victim pull the upper eyelid over the lower eyelid. Tears may wash the speck out or into view.
3. Irrigate the affected eye by having the victim blink their eye open and shut under gentle running water.
4. If the object is still not removed, apply a dry, protective dressing and consult a physician.

### **Chemical Burn to the Eye**

1. Immediately irrigate the affected eye for at least five minutes by having the victim blink their eye open and shut under gently running water.
2. Have the victim turn their head so that the injured side is down. Flood the inner corner of the eye with water.
3. Immediately contact a physician for further care.

### **Eye Laceration/embedded Object**

1. Do not attempt to remove embedded objects.
2. Instruct the patient to close both eyes. Apply sterile dressing loosely over both eyes.
3. Have the patient lie down flat and be seen by a physician immediately.

### **Blow to Eye**

1. Apply cold compress.
2. Observe complaints of severe pain, or blurred vision. If pain, swelling, or discoloration is extensive, seek medical attention.

### **Fainting/Unconsciousness**

Partial or complete loss of consciousness due to temporary insufficient blood supply to the brain. It is accompanied by these symptoms: Paleness, sweating, coldness of skin, dizziness, numbness and tingling of hands and feet, nausea.

### **If person feels faint**

1. Have a person lie down and elevate legs or bend over with his/her head at the level of his/her knees.

### **After a fainting attack**

1. Lay the victim flat on back and elevate legs. A person who has fainted should regain consciousness almost immediately.
2. Keep the victim lying down and quiet until recovery is complete.

**If the victim does not regain consciousness almost immediately.**

1. Send for medical assistance. Check for Medic Alert information.
2. Make certain the victim's airway is open.
3. If the victim is not breathing, begin mouth-to-mouth rescue breathing. If the victim is breathing, keep the victim flat with head turned to the side.
4. Keep the victim warm.
5. Never try to give an unconscious person food or liquid.
6. Do not leave the victim.
7. Do not move the victim.

**Head Injuries**

Head injury is one of the most common types of injuries to adults and children. Usually this is nothing more than a "bump on the head", but if the injury is more severe, the brain may jar against the skull, causing more serious symptoms.

Keep the victim quiet and lying down, applying a cold compress to any swelling or bumps.

Observe victim every 15-20 minutes for any evidence or complaint of:

1. Confusion, drowsiness, slurred speech, difficulty breathing, loss of consciousness, or seizure.
2. Vision problem (double vision, pupils of eye unequal in size).
3. Headache, dizziness, vomiting, muscle weakness.
4. Pale or flushed face, fast-weak pulse, blood or fluid draining from the nose, mouth or ears. If any of the above is present, seek medical attention promptly.

**Scalp Injuries/Possible Skull Injury**

Special care must be taken when trying to stop any scalp bleeding when there is a suspected concussion or other brain injury.

1. Keep the victim lying down and seek medical assistance promptly.
2. Wear gloves. Bleeding from the scalp can be very heavy, even when the injury is not extremely serious.
3. Apply pressure to the injury to control bleeding, being careful not to press too hard. Do not attempt to cleanse deep scalp wounds.
4. Control any severe bleeding. Do not attempt to stop any flow of fluid from nose, ears, and mouth.
5. Loosen victim's clothing around his/her neck/waist.
6. If unconsciousness, convulsions, bleeding or fluid from ears occurs, do not move head and neck.
7. Check to see if the victim is breathing. Administer artificial respiration if necessary.
8. Check for other injuries.
9. Don't give the victim any food or fluids by mouth.
10. Keep the victim warm.

**Heart Attack****Conscious Victim**

Uncomfortable pressure, squeezing, fullness or pain in the chest. Sharp stabbing twinges of pain are usually not signals of heart attack. Pain may radiate from the mid-chest to the shoulders, arms, neck, or jaw. Nausea, sweating, or weakness may occur, as well as shortness of breath.

1. If pain persists longer than 2 minutes, call for emergency help.
2. Help victims assume a resting position, which allows the most comfort and easiest breathing until help arrives.

**Unconscious Victim**

Breathing may have stopped and/or the heart has stopped pumping blood.

1. Call for emergency help at once. If the victim is not breathing, give mouth-to-mouth rescue breathing immediately and have someone else call for emergency help.
2. If you cannot detect a heartbeat by taking pulse, a person properly trained in the technique should give CPR.

## Poison/Drug Overdose

Victims of drug overdose and/or poisoning can be violent. They may harm themselves and others so use care while administering first aid.

1. Call Poison Control at 1-800-363-2327. Give the operator the following information: age of victim, name of poison and amount swallowed or exposed to (if known), first aid being given, whether the victim has vomited.
2. Reassure victim.
3. Check the victim's breathing and pulse. If breathing has stopped, give mouth-to-mouth rescue breathing. If there is no pulse, CPR should be given by a person properly trained in the technique.
4. While waiting for help, watch breathing.
5. Cover the person with a blanket for warmth.
6. Do not throw water in the victim's face, give victim fluids, or induce vomiting.
7. Forward drug sample or information with ambulance personnel.

## Seizures/Convulsions

Loss of consciousness, usually of violent onset. There is rigidity followed by jerking of the body. Breathing is shallow, bluish discoloration of the face and lips, drooling, saliva may be blood flecked from bitten tongue. May lose bladder or bowel control. May be followed by fatigue and confusion.

## Convulsive Seizures

1. Keep calm. Let the seizure run its course. You cannot stop a seizure.
2. Ease victim to the floor, clear area of hazards.
3. Put something flat and soft (like a folded jacket) under the head.
4. Turn their face to the side so that saliva can flow out of their mouth.
5. Call for help.
6. Loosen constrictive clothing, turn victims head to side to keep airway clear.
7. Don't force anything between teeth or into their mouth.
8. When jerking movements stop:
  - a. Stay with the victim.
  - b. Check to see if the victim is breathing. If not, give mouth-to-mouth rescue breathing.
  - c. Check for any Medic-Alert identification.
  - d. Be reassuring - allow the victim to rest until fully alert and oriented.
9. Check to see if the victim has any burns around the mouth. This could indicate poison.

*There is no need to call an ambulance if:*

1. Medical I.D. says "epilepsy."
2. The seizure ends in less than 5 minutes.
3. Consciousness returns without further incident.
4. There are no signs of injury, physical distress, or pregnancy.

*Call an ambulance if:*

1. Seizure happened in water.
2. There's no medical I.D. and no way of knowing whether the seizure is caused by epilepsy.
3. The person is pregnant, injured or diabetic.
4. The seizure continues for more than 5 minutes.
5. A second seizure starts shortly after the first.
6. Consciousness does not return after the shaking has stopped.

## Non-Convulsive Seizure

A brief stare or an uncontrolled jerking of an arm or leg.

1. No first aid is necessary.

## **Shock**

### **Diabetic Shock**

Two opposite reactions can occur:

#### **1. Insulin Reaction (Hypoglycemia)**

Onset as a result of a rapid drop in diabetic's blood sugar level. Symptoms include abrupt behavior change, sweating, shaky feeling, headache, dizziness, paleness, and weakness.

- *If conscious and can swallow:* give some form of sugar - candy, fruit juice, soft drink (not diet). If symptoms subside, and the person's next meal won't be for more than one hour, you should give them 1 oz. of cheese, slice of bread, or 8 oz. of milk.
- *If the person cannot swallow, becomes unconscious, or recovery is not noticeable in 15 to 20 minutes, seek medical help.*

#### **2. Diabetic Coma**

The symptoms of diabetic coma come on gradually as a result of blood-sugar build-up. Symptoms include: skin flushed and dry, nausea and vomiting, loss of appetite, weakness, deep and rapid breathing and distinct fruity breath odor.

- *Diabetic coma requires prompt medical attention and emergency treatment.*

### **Injury/Traumatic Shock**

May occur in any serious injury and is indicated by "pale" face, cold and clammy skin, faint-rapid pulse, rapid shallow breathing, "shaking chills," nausea. Victims may be restless, apprehensive or comatose.

1. Keep the victim lying down, elevate feet. (in case of head or chest injury or difficulty in breathing, head and shoulders may be raised slightly with head approximately ten inches higher than feet).
2. Keep the victim warm, reassure the victim.
3. Loosen clothing - keep the airway open.
4. Do not give the victim anything to eat or drink.
5. Obtain medical care to treat the cause of the shock.

### **Electrical Shock**

Normal electrical current can be deadly.

1. Call for emergency help (911).
2. Do not touch a person who has been in contact with electrical current until you are certain that the electricity has been turned off.
3. If the victim is in contact with a wire or downed line, use a nonconductor object such as a wooden yard stick (nothing metal) to remove contact.
4. Check for breathing. If the victim's breath is weak or has stopped, give mouth to mouth rescue breathing immediately.
5. If you cannot detect a heartbeat by taking a pulse, a person properly trained in the technique should give CPR.
6. Keep the victim warm (covered with a blanket, coat, jacket, etc.) and give them nothing to eat or drink while you wait for help to arrive.

### **Sprains**

1. Elevate Injury.
2. Apply a cold pack.
3. Recommended medical care:
  - a. For a back - bed rest, heat, firm support.
  - b. Other - heat, warm wet application and rest.



**Breaks/Dislocations**

1. Do not move the victim unless the victim is in immediate danger of further injury.
2. Check for shock (see section on shock),
3. Apply direct pressure over the bleeding site. Wear gloves.
4. Do not try to push a broken bone back into place if it is sticking out of the skin.
5. Do not try to straighten out a fracture. Leave it in the position in which it is found.
6. Do not permit the victim to walk around.
7. Immobilize injury.
  - a. Shoulders and upper arm - support to side of body
  - b. Forearm and wrist - protect with a folded magazine or newspaper and hold in place with bandages and tape, bend elbow and apply a sling.
  - c. Finger - splint in a comfortable position, elevate hand
  - d. Ankle - firmly wrap a large bed pillow around the foot and leg and fasten in place with pins or bandages; elevate
  - e. Upper leg - fasten to the uninjured limb with a pillow or blanket between legs, or to a wooden splint
  - f. Knee - apply a sturdy splint, pillow or blanket to the back of the victim's leg
  - g. Long bones - support with a pillow or blanket to keep limbs steady.
8. Elevate the injury.
9. Seek medical care.

Emergency Response Terminology

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



If the school is under any of these emergency situations no parent, visitor, or delivery will be allowed in the building until the situation is resolved.


\*Staff, students, and parents it is important to make yourselves aware of the above terminology.

# Reunification

In the event of a school evacuation students will be bused to a secondary location. Different variables may come into play as to where this location may be, so parents will be notified of this location through facebook and the school’s messaging system at that time.

In the event of an evacuation please do not attempt to come to the school to pick up your student. It will be important to keep the roads around the school cleared for potential emergency personnel as well as the buses to get students transported quickly and safely.

At the relocation site there will be identification cards (pictured below) to help keep the process organized. Students can only be picked up by their approved contacts who will be required to show identification to our checkers on site. Please understand in the event of evacuation things may be chaotic so organization will be key, staff members (or volunteers) who do not know you or your student may be helping this reunification process. We understand that this potentially will be a very stressful and difficult time for families and students but we ask for patience and understanding. This process will help us avoid issues in getting your students back to you as safely as possible.



**Reunification Information** (PLEASE PRINT CLEARLY)  
**Have photo identification out and ready to show school district personnel.**

Student Name .....

Student Grade ..... Student Cell Phone Number .....

Name of person picking up student .....

Signature .....

Phone number of person picking up student .....

Relationship to student being picked up .....

**School personnel completes:**  
 Photo identification matches name of person picking up student?  
 Yes or No

**Parent/Guardian completes:**

Print Student Name Again..... Student Grade .....

Teacher .....

Student Birthday .....

**School personnel completes upon release of student**

TIME INITIALS OTHER

## **Always Use 911 for Emergencies**

(The following list may be used for non-emergency, cell phones and other situations.)

Main Office .....(641) 724-3311  
Appanoose Co. Law Center .(641) 437-7100  
Ambulance - Appanoose .....(641) 437-1133  
Ambulance - Monroe.....(641) 932-5722  
Poison Information Center.....(800) 272-6477  
Suicide Prevention Hot Line ..(800) 332-4224  
Alliant Energy .....(800) 822-4348  
ADT Security .....(888) 238-2666  
Underground Facilities .....(800) 292-8989  
Mental Health-Appanoose .....(641) 856-6471  
WHO TV.....(515) 242-3558, (515) 288-5388  
KCOG (1400 AM)(641) 437-4242, (641) 856-8995  
KMGO (98.7 FM).....(641) 856-3996