

# CCSD Emergency Procedures Family Newsletter

Clinton Community School District has procedures in place to deal with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. Our number one priority is to protect all students, staff, and visitors from harm and we pledge ourselves to that cause. If you have any questions regarding school safety procedures, please contact the Buildings and Grounds department at 608-676-5482.

## PARENT/GUARDIAN SUPPORT

We depend on parents/guardians to help support our emergency response efforts. Your cooperation is vital in helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents/guardians to assist with the following:

- Keep your student(s) emergency/enrollment information up to date at all times.
- Talk to your children and emphasize the importance of them following instructions from their teachers, school officials, and emergency responders during any school emergency.
- Review the emergency procedure section of this newsletter with your child/children.
- During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in an emergency, no staff members will be available to answer the phone as they will be working hard to protect your children and themselves.
- Do not come to the school unless instructed to do so. The building will be secured and entry will not be allowed. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical emergency response in order to address or protect parents. Parents' presence at the scene could actually endanger not only themselves, but students and staff members as well.

## DRILLS

In order for our emergency plan to be effective, we depend on the cooperation and assistance of many people, such as the police and fire departments, staff, students, families, and community members. We feel we must educate all stakeholders, so we have implemented a plan which includes drills. Please do not be alarmed by this precautionary action. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

## EMERGENCY PLAN INFORMATION

The purpose of an emergency plan is to have procedures in place to protect students, staff, and visitors to minimize exposure to a potential threat and/or to allow them other survivable options during a potentially lethal threat situation. Emergencies are fluid and are constantly changing during the event and responding proactively to it can be a daunting challenge for any individual. Although this plan will provide an outline of what students and staff should consider doing, it by no means guarantees that injuries or loss of life will not occur. Students and staff should utilize the guidelines presented in this plan as a recommendation to aid in their decision making.

## FIRE

This is the only emergency that is alerted with an alarm. When the alarm is sounded, the students and staff leave the building to a spot away from the building and not blocking roads. If an alarm goes off, it is imperative to leave the building and not to hide.

# TORNADO

The tornado plan will go into place during a tornado warning. Students and staff will be directed to their tornado shelter location, sit on the floor cross legged, head in their lap, and hands covering their head.

# SYSTEMATIC EVACUATION

**Bomb Threat, Hazardous Materials, Flooding, etc.**

Systemic evacuation is a process of moving students from school building to a secure location, either by walking or bussing. This is a very controlled process that is executed with clear direction from administration.

# MODIFIED LOCKDOWN (NON-LIFE THREATENING)

**Inside: Medical Emergency, Building Search, Utility Failure “Code Blue” or “Code Yellow”**

A modified lockdown can be utilized during a non-life threatening emergency such as medical emergency, canine search, and a threat outside of the school district grounds. A modified lockdown incorporates many of the same procedures as a lockdown, but the occupants may continue their day to day operations within a secure classroom.

# LOCKDOWN

**Extreme Emergency “Code Red”**

**AVOID/DENY/DEFEND**

A lockdown/evacuation is activated once there is an actual or perceived threat of harm to students, staff, and/or visitors. This plan requires the participation of all employees to implement the plan in order to mitigate the risk of injury or loss of life to those affected by the threat. Students and staff make decisions based on the proximity of the threat. When the threat is close, most often best practice is choosing locking down, remaining absolutely silent, locating oneself on the door wall out of the sightline, and assuming a position to run or attack. If the threat is not in your immediate location running is the best choice. Remember you can also choose another survival tactic.

# SURVIVAL TACTICS

Should you find yourself in a situation where you are near the active perpetrator, you should examine implementing one of the following survival tactics:

**AVOID/DENY/DEFEND**

- **Evacuation/Running**
  - Running away in a zigzag from the suspect as quickly as possible using whatever obstacles you can to avoid being hit by any gunfire.
- **Crawling**
  - This option should be used to stay out of the line of fire if obstacles are available that might conceal you while you are crawling. If this option is used, crawl as quickly as possible to an area of safety, away from the suspect.
- **Hiding**
  - Remember that hiding from the suspect will only work if he/she doesn't see where you choose to hide. Hiding requires that the area you have chosen to hide completely conceals your body. Remember that hiding does not mean that the area you have chosen to hide in is bulletproof, so you must remain quiet while hiding.
- **Playing Dead**
  - This option is not guaranteed to work and can be difficult to implement. It is difficult to look like you are not breathing during an actual crisis event. Some survivors of these types of events have used this tactic successfully and some have not. Think carefully before choosing this tactic.

- **The Power of Your Voice!**
  - Warn others of impending danger as you run, so that others may also start taking evasive and survival actions. Yell out what has happened and where the danger is.
  - If trapped by the suspect, attempt to speak by sympathizing and showing understanding. If they are talking they are not shooting. This is risky, so only try if you are face to face.
- **Fighting**
  - If you are trapped with an active assailant and have none of the above listed options, you must choose to fight for your life. If possible, you and others in the room must decide to aggressively and in unison attack and tackle the suspect. If possible, you should attempt to control the active shooter's hand as that is controlling the weapon they are using. Remember that in a lethal situation you are allowed to use lethal force if necessary to save your life or the lives of others.

## **PARENT-CHILD REUNIFICATION**

In an emergency, the district will communicate information regarding the incident and instructions for parent and child unification through Blackboard Connect Family Notification System. In the event that an emergency occurs on or near a school site, parents/guardians must report to the school reunification location and follow the procedure for releasing a student which will be detailed in the Blackboard Connect Family Notification.